

A photograph of three students—two women and one man—laughing and talking on a brick-paved path in a university setting. The woman on the left wears a grey jacket, a patterned scarf, and a black and white patterned skirt. The man in the center wears a grey hoodie and blue jeans. The woman on the right wears a colorful patterned cardigan over a pink and black striped shirt. In the background, there are trees with autumn foliage and a building.

holmesglen

2019

YOUR HOLMESGLEN
YOUR FUTURE

MELBOURNE AUSTRALIA

INTERNATIONAL
COURSE GUIDE

WELCOME FROM OUR CHIEF EXECUTIVE

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 as a centre of excellence and innovation in the design and delivery of quality educational programs. In 2017, Holmesglen received the prestigious 'International Training Provider of the Year' award at the Australian Training Awards, recognising the Institute's outstanding achievements in international education. 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.



A handwritten signature in black ink that reads 'Mary Faraone'.

Mary Faraone
Chief Executive
Holmesglen Institute of TAFE





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All course information in this publication was accurate at the time of publication, however this information is subject to change. Program codes, CRICOS codes and fees provided in this publication are subject to change.

All changes will be updated on our website www.holmesglen.edu.au

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WHY CHOOSE HOLMESGLEN

1 CHOOSE EXCELLENCE

Holmesglen is recognised as a centre of excellence and innovation in international education. In 2017, Holmesglen received the highly sought after 'International Training Provider of the Year' award at the Australian Training Awards and in 2016 received both the 'Premiers Award – International Education Provider of the Year' and the 'Excellence in International Education – TAFE' by the Victorian Government.



2 CHOOSE YOUR PATHWAY

At Holmesglen, there are many ways to reach your final goal. We offer pathways from certificates and diplomas through to degree qualifications. The teaching and learning methods in our Vocational programs allow you to develop your critical thinking and English language skills. Our pathway programs provide a strong foundation that will prepare you to enter your bachelor degree with advanced standing.

3 CHOOSE PRACTICAL LEARNING

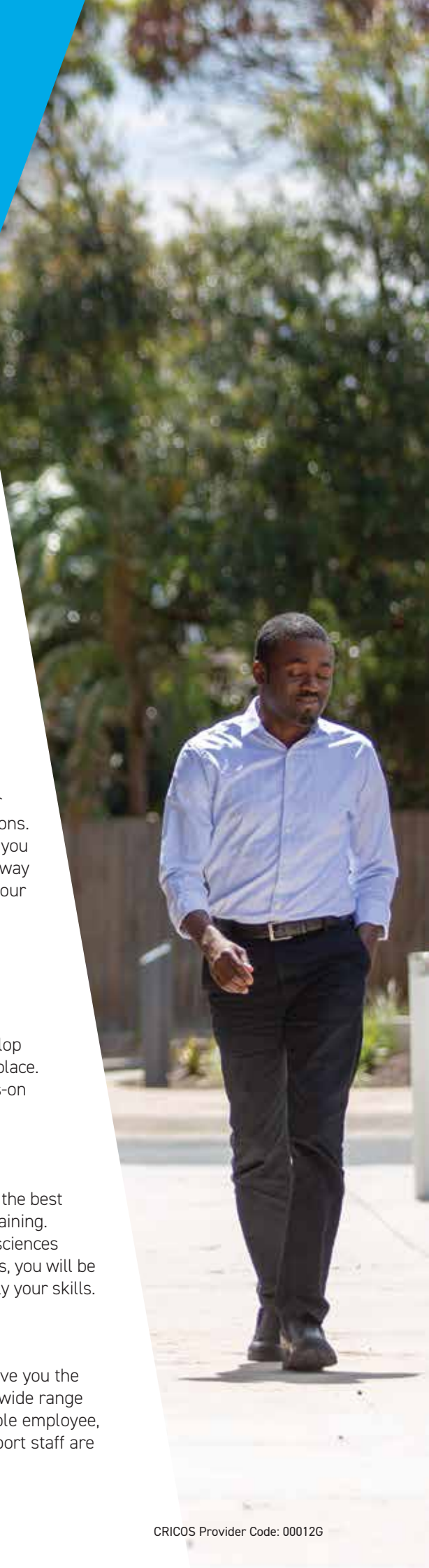
Our focus at Holmesglen is on training you in the skills you will need to excel in your field. Practical training is critical in helping you to gain a full understanding. Our Problem Based Learning approach will develop your ability to think critically and solve problems that arise in the workplace. Our courses include work-simulated training, industry projects, hands-on practice and work placements.

4 CHOOSE OUTSTANDING FACILITIES

Our teaching and practical learning facilities are recognised as some of the best in the country, with specially designed spaces equipped for hands-on training. Whether you are working in our simulated hospital setting as a health sciences student, or working on large scale projects in our trade training facilities, you will be confident that Holmesglen is the right place for you to develop and apply your skills.

5 CHOOSE TO SUCCEED

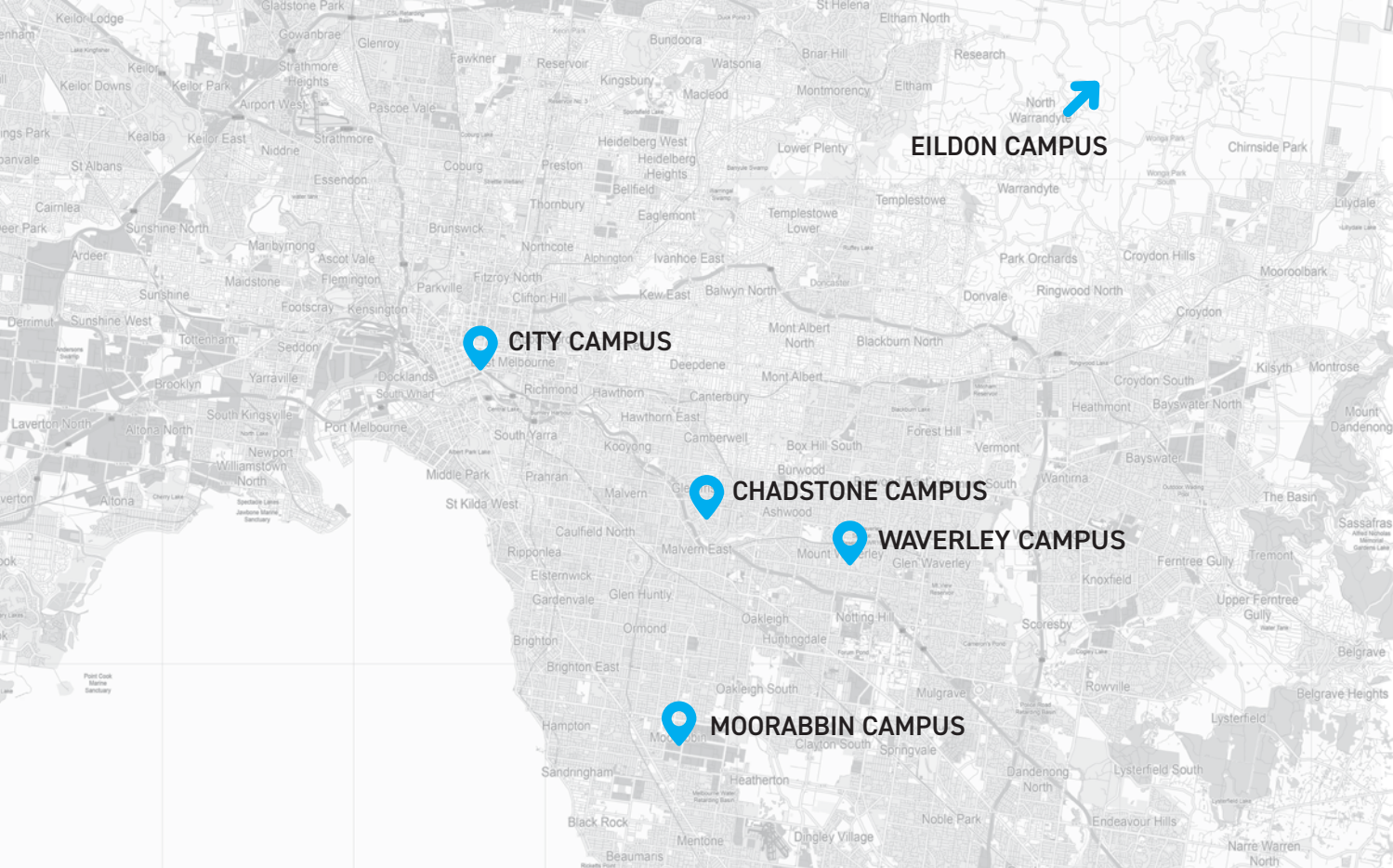
Our courses are designed not only to give you a qualification, but to give you the skills to excel in the workforce. You will have access to Holmesglen's wide range of industry connections. Your practical training will make you a valuable employee, ready to take on the challenges of working life. Our teachers and support staff are committed to preparing you for success!





CAMPUS LIFE





CITY

332 St Kilda Road Southbank

Study near the heart of Melbourne's city centre. Our state-of-the-art facilities are directly opposite Melbourne's world renowned Royal Botanic Gardens, and minutes away from Melbourne's iconic arts and riverside dining precinct and city centre.

CHADSTONE

Corner Batesford and Warrigal Roads Chadstone

Approximately 17 kilometres 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 doorstep. The campus is conveniently placed amongst a range of shops, parks, restaurants, and recreational facilities, including Chadstone Shopping Centre, Australia's biggest shopping centre.

MOORABBIN

488 South Road Moorabbin

The newly renovated Moorabbin campus is accessible by public transport, approximately 18 kilometres from Melbourne's city centre. The campus is only 6 kilometres from the iconic Brighton beach. Moorabbin campus also houses the southern hemisphere's most advanced Health Science facility and Le Cordon Bleu's Melbourne Culinary Arts Institute. The new 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

595 Waverley Road Glen Waverley

Approximately 23 kilometres from Melbourne's city centre and a short walk from the multicultural Glen Waverley shopping and restaurant precinct, the Waverley campus is a modern facility surrounded by beautifully landscaped gardens and wide open spaces. Holmesglen's Waverley campus is accessible by public transport.

EILDON

Moore Road Eildon

140km from Melbourne, Holmesglen at Eildon is located in the scenic Victorian countryside. This purpose-built facility is available to students from a range of faculties for specialised camps and excursions. These visits can include field work and student projects. Holmesglen at Eildon also hosts a range of recreational activities for international students to enjoy the breathtaking scenery and Australian native wildlife.

LE CORDON BLEU MELBOURNE AT HOLMESGLEN

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. In partnership with Holmesglen, Le Cordon Bleu's hallmark culinary programs offered at Holmesglen's Moorabbin Campus include the coveted Grande Diplôme, Diplôme de Cuisine (Certificate IV in Commercial Cookery), Diplôme de Pâtisserie (Certificate IV in Pâtisserie), and Diplôme Avancé de Gestion Culinaire (Advanced Diploma of Hospitality Management).

Each program is designed to develop innovation, creativity and entrepreneurial flair under the passionate, highly skilled guidance of Le Cordon Bleu chefs, in world-leading kitchen, bakery and restaurant facilities.

For further information www.cordonbleu.edu/melbourne
CRICOS Provider Code: 02380M



LE CORDON BLEU®
MELBOURNE

CHOOSE MELBOURNE

Find your second home in Melbourne, a unique and welcoming city. Study in a place where you will be surrounded by opportunities to be a part of Melbourne's cultural life, whether you are in the vibrant city centre, the suburbs or the beautiful countryside.

MULTICULTURAL MELBOURNE

Recent census data reveals that Australia is one of the most multicultural countries in the world. Melbourne embraces cultures from across the globe, and is home to people from over 200 different countries. Cultural diversity is what makes Melbourne such an interesting and exciting place to be, with a wide range of restaurants with different cuisines, regular cultural festivals and events, and shops to suit your needs. You will not have to go far to find a piece of your home in Melbourne!

A LIVELY CITY

Melbourne's city centre is bustling with energy, with something for everyone to see and do! Find some truly unique boutique shops and cafés in our laneways, check out some amazing street art, or listen to live music on any night of the week in a wide range of music venues. Melbournians love sport! Depending on the season, you can easily find somewhere to watch or play soccer, rugby, cricket, tennis and more! You might even find yourself watching an Australian Football League (AFL) game at the iconic Melbourne Cricket Ground.

EXPLORE VICTORIA

While you're studying here, why not make the most of the beautiful natural scenery and activities regional Victoria has to offer. You can easily arrange a day or weekend trip. Take a drive down the Great Ocean Road to see some breathtaking scenery, or ride the Puffing Billy Steam Train through the Dandenong Ranges. Visit Phillip Island to watch the delightful Fairy Penguins, or indulge in a tasting tour of Victoria's gourmet food and wine region in the Yarra Valley. These are just a few of the many places to explore in Victoria! To find out about more of Melbourne and Victoria's interesting destinations, visit www.visitvictoria.com.

TRANSPORT

Melbourne has a network of trains, trams and buses which all service Holmesglen's campuses. To plan your travels around Melbourne, you can visit www.ptv.vic.gov.au. If you are not living too far from one of our campuses, you might even like to consider cycling with a range of bike paths accessible. For information on Melbourne's train networks to our campuses, please see page 95.

LIVING EXPENSES

For a single student, we recommend that you budget for approximately AUD \$20,290 per year, excluding tuition fees and airfares. This amount will depend on how much you choose to spend on accommodation, food and additional expenses.





A PLACE TO CALL HOME

Give yourself the best opportunity to enjoy your study experience by arranging a comfortable and safe place to live. Holmesglen offers a variety of accommodation options, including Institute Accommodation and Homestay, and can also assist you with organising privately owned shared accommodation and student apartments.

BELL MUTUA – KENYA DIPLOMA OF COMMUNITY SERVICES

"I have been living in the institute accommodation for two years now. I feel privileged to live in this house because it provides a conducive environment for my studies. It has facilities that enhance my research work, such as the internet and a study desk which is provided to each and every student who lives in Holmesglen's Institute Accommodation. This enables me to do my homework and submit assignments from home.

Having moved to Australia from Kenya, I had to adapt to Melbourne weather. It could sometimes be challenging, but thanks to the air conditioning and heater in my home, I am able to cope with the weather.

Having a fully equipped kitchen with all cooking utensils provided, I am given the opportunity to prepare my food at home and save money instead of buying expensive take-away.

Having a washing machine and dryer in my home is also a great help as I am also able to do my laundry whenever I need to.

After a long day of classes, we are able to enjoy entertainment facilities provided by the institution such as DVD and TV."





INSTITUTE ACCOMMODATION

Living in Institute Accommodation is a great way to become friends with other students from different cultures. Houses are located within a convenient distance from our Chadstone, Moorabbin and Waverley campuses. Houses are fully furnished, and can accommodate between 2 and 6 students in private bedrooms. Weekly rent covers internet, facilities, heating, cooling and cleaning services. Students must be over 18 years of age to live in Institute Accommodation. Students opting for Institute Accommodation also receive complimentary airport reception upon arrival. A complimentary bed linen package is also included.

Cost: Weekly rent (AUD) \$180

For further information, visit www.holmesglen.edu.au/Students/International/Student-Accommodation-Options

PRIVATELY OWNED ACCOMMODATION

This accommodation is suitable for students who have already arrived in Australia and are studying at any of our campuses. 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 and pay a bond.

This type of accommodation is usually a student share house. Weekly rental costs can range from \$130 to \$250 per person depending on the location and facilities. Students may wish to select temporary accommodation and investigate shared accommodation upon arrival.

HOMESTAY

Homestay Accommodation is located within a convenient distance from all of our campuses. For students who are away from home for the first time, Homestay is a great way to learn about the Australian lifestyle within a supportive family environment. Living with an Australian family is also a great way to regularly practice and improve your English.

Holmesglen is partnered with Australian Homestay Network (AHN) who arrange Homestays. AHN is responsible for selecting suitable families and connecting them with students. Students opting for Homestay Accommodation also receive complimentary airport reception upon arrival.

For further information, visit www.homestaynetwork.org



AIRPORT RECEPTION

Airport reception is available to assist you in settling into your new home. 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.

For advice or assistance seeking accommodation during your studies, you can contact our Accommodation Officer via email international.services@holmesglen.edu.au

STUDENT LIFE AT HOLMESGLEN

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/students/student-services

ORIENTATION PROGRAMS

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.

Some of the more popular activities are day trips to Australian wildlife sanctuaries, Victoria's beautiful coastline, and tours exploring Melbourne's many attractions.

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.





SUPPORT FOR UNDER 18s

For advice or assistance on the Welfare Support Program, you can contact our International Student Support Team on international.services@holmesglen.edu.au

OUR 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 students with a Holmesglen approved Welfare Carer, who oversees the student's general wellbeing and academic progress. The Welfare Carer provides support liaising with the Homestay family.

All students who enter into Holmesglen's Welfare Support Program are required to live in Homestay Accommodation. This enables students to settle in with the support of a Homestay family.

Cost: (AUD) \$600 per 13-week term.*

*No payment is required for students turning 18 years of age within two months of commencing their course.

WELFARE SUPPORT COMPANIES

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

STUDENT GUARDIAN VISAS

The guardian visa allows an international student's parent or relative to remain in Australia for the duration of the student's welfare period. The student guardian is expected to live with the student for the duration of their stay in Australia. Applications must be made offshore, directly to the Department of Home Affairs (DHA). Further information about the student guardian visa and its requirements is available on the DHA website www.homeaffairs.gov.au

NOMINATING A RELATIVE

Holmesglen understands that families may have relatives living in Melbourne who wish to provide welfare support for a student. DHA has specific requirements regarding suitable relatives who can be nominated. For further information about these requirements, refer to the DHA website www.homeaffairs.gov.au

TRANSITION BETWEEN PROVIDERS

Where an international student has been granted a student visa for multiple courses, each registered provider must nominate the period for which they are responsible for approving the student's welfare arrangements. Students under the age of 18 must have welfare arrangements confirmed with both providers for the period between studies.

MAXIMISE YOUR EMPLOYMENT POTENTIAL

GRADUATE EMPLOYMENT SERVICE

The Graduate Employment Service at Holmesglen is a free professional recruitment service for employers and Holmesglen students. Services are provided on a one-to-one basis, tailored to suit your needs. You can receive job readiness coaching, employment assistance and career advice.

The service extends far beyond assisting students in securing employment. Our staff offer ongoing support and contact with the students. To date, the service has placed hundreds of students from all faculties and disciplines into varied positions across an impressive range of employers.

Holmesglen has launched an integrated online platform, 'MyWorkSearch', designed to help you with your job search. It includes smart job-search monitoring, a step-by-step resume builder, interactive webinars and user-friendly training resources.

Holmesglen students can sign up to MyWorkSearch at **app.myworksearch.com.au**

For further information, about the Graduate Employment Service, contact **gradjobs@holmesglen.edu.au**



AWARDING EXCELLENCE

OUTSTANDING INTERNATIONAL STUDENT AWARD WINNER

TU TUE (CAROL) SAN – VIETNAM **BACHELOR OF HOSPITALITY MANAGEMENT**

"Deciding to study the Bachelor of Hospitality Management at Holmesglen was one of my greatest life choices. I believe this education provided me with the opportunity to experience real-world learning."

Carol's work ethic at The Westin Melbourne was rewarded with an extended four-month internship. She has since received an invitation to interview for a position in human resources at the yet-to-be-opened The Westin in Perth.

Equally, Carol's ability to capture and articulate the voice of her fellow students, saw her chosen to represent Holmesglen's international student cohort at the Council of International Students Australia in Canberra. She was also selected to represent Holmesglen at the TEQSA Conference."





MARIJA BATLESKI – MACEDONIA DIPLOMA OF NURSING

Finalist Outstanding International Student Award

Marija's path from Macedonia to Holmesglen reflects the way she now completes her studies – with purpose. She was drawn to nursing for its status in the community as a "noble profession". With her mother being a doctor, and her sister, a pharmacist, Marija believed her personality was also suited to a career in health. "You're an advocate, a teacher and a hero for the patients," she says. Marija is now continuing her Holmesglen study pathway into the Bachelor of Nursing.



CAROLYN BONANNI – USA DIPLOMA OF FURNITURE DESIGN AND TECHNOLOGY

Finalist Outstanding International Student Award

Hailing from upstate New York, Carolyn brought the same flare that saw her work as a scenic artist for many off-Broadway theatres in the USA to the Holmesglen workshop. Since arriving, she has immersed herself into her studies and the field. She was awarded a prestigious Julliard School Scholarship and was a finalist in the Outstanding Certificate Student category at the 2017 Holmesglen Awards.

INTERNATIONAL STUDENT SCHOLARSHIPS

Our cohort of round one 2018 International Student Scholarship recipients were a group of outstanding students recognised by their teachers as committed and motivated. 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

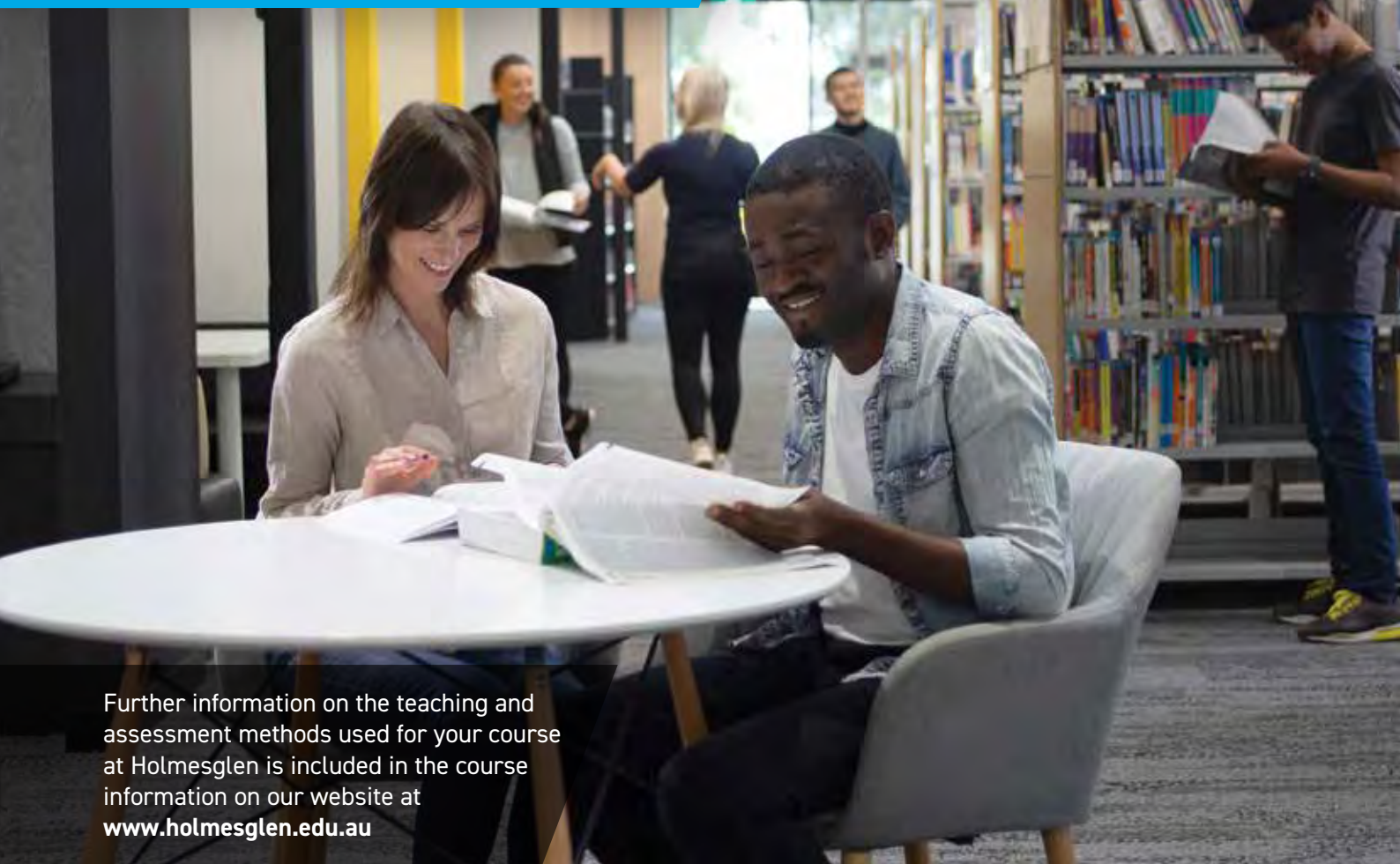
the Institute has always embodied: Ambition; Scholarship; Passion; Integrity; Respect and Excellence.

For more information about the International Student Scholarship Program and its application process, please visit www.holmesglen.edu.au.

2018 International Student Scholarship recipients pictured below with teachers: Saemi Koo (South Korea), Anna Marie Dimaapi (Philippines), Jiayin Chen (China), Marija Batleski (Macedonia), Manish Ghimire (Nepal), Jacob Joel Muchochomi (Zimbabwe), Armela Koule (Greece).



STUDY WITH A DIFFERENCE



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

OUR TEACHING METHODS

Focusing on the development of independent 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.

Our teaching methods include a combination of:

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

ASSESSMENT METHODS

Assessment of your learning will be completed in 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 reach competence in your chosen study areas.

Our diverse range of 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

PATRICIA ALVEZ – BRAZIL
DIPLOMA OF COMMUNITY SERVICES

"I came over from Brazil to Melbourne in 2014 with the hope to study English and change my career. After studying English for the first six months, I decided to enrol in the Certificate III in Aged Care at Holmesglen. I managed to gain employment in an aged care facility, where I further developed my skills and experience. I really enjoyed working with people in the community, so I then decided to enrol in the Diploma of Community Services with Holmesglen. I managed to find employment in a local support services organisation. I am proud of myself for everything I have done so far. Holmesglen provided me with the right pathway to thrive in my new career."

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

PATHWAY OPTIONS

Choosing to study a Diploma to Degree Pathway at Holmesglen can greatly improve your employability and further develop your academic preparedness for higher education study in Australia.

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 qualifications needed for success in your chosen career.

Our wide range of pathway options and the advanced standing available into our highly regarded undergraduate programs are outlined throughout the Course Guide. Refer to your chosen area of study for more information.



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.

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 2018. Further information is available at

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

COURSE INDEX

Course Name	IELTS	CRICOS	Duration	Intake	Fee (AU\$)	Campus	Page
ENGLISH LANGUAGE PROGRAMS							26
English Plus		050227M	2 to 50 weeks	Every Monday	\$260	City	26
English for Further Study		050227M	15 to 40 weeks	January, February, July, August	\$260	Chadstone	26
English for Specific Careers		050227M	15 to 20 weeks	January, February, July, August	\$260	Chadstone, Moorabbin	26
English Test Preparation – IELTS, OET, Cambridge CAE	5.0	050227M	2 to 50 weeks	Every Monday	\$260	City, Chadstone, Moorabbin	27
Study Skills – Intensive		050227M	4 weeks	January and May	\$260	Chadstone	27
ARTS, DESIGN AND MEDIA							28
MST40516 Certificate IV in Applied Fashion Design and Merchandising	5.5	094604E	1 year	February	\$13,500 per year	City	30
Bachelor of Fashion Design	6.0	093248F	3 years	February	\$18,300 per year	City	30
CUA41215 Certificate IV in Screen and Media	6.0	093371C	6 months	July	\$7,300	Waverley	30
CUA51015 Diploma of Screen and Media (Radio and TV)	6.0	093372B	1 year	February	\$13,000 per year	Waverley	31
CUA51015 Diploma of Screen and Media (Short Film)	6.0	093372B	1 year	February	\$13,000 per year	Waverley	31
CUA51015 Diploma of Screen and Media (Animation)	6.0	093372B	1 year	February	\$13,000 per year	Waverley	31
CUA40715 Certificate IV in Design	5.5	090417G	1 year OR 6 months*	February, *6 month intensive – July intake only	\$13,500 per year	Chadstone	32
CUA50715 Diploma of Graphic Design	5.5	090455A	1 year	February	\$13,500 per year	Chadstone	32
CUA60315 Advanced Diploma of Graphic Design	5.5	093373A	1 year	February	\$13,500 per year	Chadstone	32
CUA41115 Certificate IV in Photography and Photo Imaging	5.5	090432G	1 year	February	\$13,000 per year	Waverley	33
MSF40113 Certificate IV in Interior Decoration	5.5	084379C	1 year	February, July	\$13,500 per year	Chadstone	34
MSF50213 Diploma of Interior Design and Decoration	5.5	084389A	6 months	February	\$6,750	Chadstone	34
MSF60113 Advanced Diploma of Interior Design	5.5	084364K	6 months	July	\$6,700	Chadstone	34
BUILDING AND CONSTRUCTION							36
CPC30111 Certificate III in Bricklaying /Blocklaying	5.5	089529J	1 year	February, July	\$15,500 per year	Chadstone	38
CPC30211 Certificate III in Carpentry	5.5	089528K	1 year	February, July	\$14,500 per year	Chadstone	38
MSF30413 Certificate III in Glass and Glazing	5.5	089527M	1 year	February, July	\$14,500 per year	Chadstone	38
CPC30611 Certificate III in Painting and Decorating	5.5	090132J	1 year	February, July	\$14,500 per year	Chadstone	39
CPC31211 Certificate III in Wall and Ceiling Lining	5.5	089771K	1 year	February, July	\$15,500 per year	Chadstone	39
CPC31311 Certificate III in Wall and Floor Tiling	5.5	089769D	1 year	February, July	\$15,500 per year	Chadstone	39
CPC40110 Certificate IV in Building and Construction (Building)	5.5	073684G	1 year	February, July	\$14,500 per year	Chadstone	40
CPC50210 Diploma of Building and Construction (Building)	5.5	073682J	1.5 years	February, July	\$14,500 per year	Chadstone	40
Bachelor of Construction Management and Economics	6.0	088409C	4 years	March, July	\$18,700 per year	Chadstone	40
22268VIC Advanced Diploma of Building Design (Architectural)	5.5	089906M	2 years	February, July	\$14,500 per year	Chadstone, City	41

Course Name	IELTS	CRICOS	Duration	Intake	Fee (AU\$)	Campus	Page
BUSINESS AND MANAGEMENT							42
FNS40615 Certificate IV in Accounting	5.5	089910D	6 months	February, July	\$6,200	Chadstone	44
FNS50215 Diploma of Accounting	5.5	089911C	1 year	February, July	\$12,500 per year	Chadstone, Moorabbin	44
Bachelor of Business (Accounting)	6.0	091332D	3 years	February, July	\$16,500 per year	Chadstone	44
HLT47315 Certificate IV in Health Administration	5.5	091964E	6 months	February, July	\$6,200	Chadstone, Moorabbin	45
BSB40215 Certificate IV in Business	5.5	086875D	6 months	February, July	\$6,200	Chadstone	45
BSB50615 Diploma of Human Resources Management	5.5	087313G	6 months	February, July	\$6,200	Chadstone	46
BSB51915 Diploma of Leadership and Management	5.5	089778C	1 year	February, July	\$12,500 per year	Chadstone	46
BSB52415 Diploma of Marketing and Communication	5.5	093967G	1 year	February, July	\$12,500 per year	Chadstone	46
BSB50415 Diploma of Business Administration	5.5	087282K	6 months	February, July	\$6,200	Chadstone	47
Bachelor of Business Administration	6.0	069454M	3 years	February, July	\$15,500 per year	Chadstone	47
Master of Professional Accounting	6.5	083073G	2 years	February, July	\$18,500 per year	City	47
EARLY CHILDHOOD EDUCATION							48
CHC30113 Certificate III in Early Childhood Education and Care	5.5	086365D	6 months	February, April, July, September	\$6,700	City, Moorabbin, Waverley	50
CHC50113 Diploma of Early Childhood Education and Care	5.5	086366C	1.5 years	February, July	\$13,500 per year	City, Waverley	50
Bachelor of Early Childhood Teaching	7.5	089716F	4 years	March, July	\$16,700 per year	Waverley	51
ENGINEERING AND TECHNOLOGY							52
MEM30305 Certificate III in Engineering (Fabrication Trade)	5.5	070022C	1 year	February, July	\$14,500 per year	Moorabbin	53
MEM40105 Certificate IV in Engineering (Fabrication Stream)	5.5	093369G	6 months	February, July	\$7,300	Moorabbin	53
MEM50105 Diploma of Engineering (Advanced Trade)	5.5	076438G	6 months	February, July	\$7,300	Moorabbin	53
ENVIRONMENT AND LANDSCAPE							54
SFL30115 Certificate III in Floristry	5.5	089027J	1 year	February, July	\$13,000 per year	Waverley	56
AHC51116 Diploma of Conservation and Land Management	5.5	092601B	1.5 years	February, July	\$13,500 per year	Waverley* *Plus occasional classes at Eildon and Parks Victoria locations	57
AHC50416 Diploma of Horticulture	5.5	092585G	1.5 years	February, July	\$13,500 per year	Waverley	57
AHC50616 Diploma of Landscape Design	5.5	092594G	1.5 years	February, July	\$13,500 per year	Waverley	57
HEALTH SCIENCE AND COMMUNITY STUDIES							58
CHC33015 Certificate III in Individual Support	5.5	089909G	6 months	February, July	\$6,600	Chadstone, Moorabbin	60
CHC52015 Diploma of Community Services	5.5	091966C	2 years	February, July	\$13,500 per year	Moorabbin	60
HLT43015 Certificate IV in Allied Health Assistance	5.5	097672B	1 year	February, July	\$13,200 per year	Moorabbin	61
HLT37215 Certificate III in Pathology Collection	5.5	095314G	15 weeks	January, April, August	\$7,300	Moorabbin	62
MSL40109 Certificate IV in Laboratory Techniques	5.5	098113C	1 year	February, July	\$15,500 per year	Moorabbin	62
MSL50118 Diploma of Laboratory Technology	5.5	098102F	1 year	February, July	\$15,500 per year	Moorabbin	62
HLT54115 Diploma of Nursing	7.0	093671B	2 years	February, April, July	\$16,200 per year	Moorabbin	63
Bachelor of Nursing	6.5	063699E	3 years	February	\$26,500 per year	Moorabbin	63
HLT55118 Diploma of Dental Technology	6.0	095315F	2 years	February, July	\$18,600 per year	Chadstone	64
Bachelor of Oral Health (Therapy and Hygiene) – Charles Sturt University	7.0	077426D	3 years	March	\$36,000 per year	Chadstone	65

COURSE INDEX (CONT)

Course Name	IELTS	CRICOS	Duration	Intake	Fee (AU\$)	Campus	Page
HOSPITALITY AND COOKERY							66
SIT20316 Certificate II in Hospitality	5.0	090917J	6 months	October	\$7,100	Moorabbin	68
SIT40516 Certificate IV in Commercial Cookery	5.5	093977F	1 year	February, July	\$15,200 per year	Waverley	68
SIT40716 Certificate IV in Patisserie	5.5	093978E	1 year	February, July	\$15,200 per year	Waverley	68
SIT50416 Diploma of Hospitality Management	5.5	090979F	1.5 years	February, July, October* October intake at Moorabbin campus only	\$14,200 per year	Waverley, Moorabbin	69
SIT60316 Advanced Diploma of Hospitality Management	5.5	091137G	2 years	February, July, October* October intake at Moorabbin campus only	\$14,200 per year	Waverley, Moorabbin	69
Bachelor of Hospitality Management	6.0	089800K	3 years	February, August	\$15,500 per year	Waverley	69
INFORMATION TECHNOLOGY AND DIGITAL MEDIA							70
ICT40915 Certificate IV in Digital and Interactive Games	5.5	086587A	6 months	February, July	\$6,700	Moorabbin	72
ICT50215 Diploma of Digital and Interactive Games	5.5	089907K	1 year	February, July	\$13,500 per year	Moorabbin	72
ICT40515 Certificate IV in Programming	5.5	086573G	1 year	February, July	\$13,500 per year	Chadstone	72
ICT50715 Diploma of Software Development	5.5	086685K	1 year	February, July	\$13,500 per year	Chadstone	73
ICT40415 Certificate IV in Information Technology Networking	5.5	086553M	1 year	February, July	\$13,500 per year	Chadstone	73
ICT50415 Diploma of Information Technology Networking	5.5	086634K	1 year	February, July	\$13,500 per year	Chadstone	73
ICT40315 Certificate IV in Web-Based Technologies	5.5	086544A	6 months	February, July	\$6,700	Moorabbin	74
ICT50615 Diploma of Website Development	5.5	086669K	1 year	February, July	\$13,500 per year	Moorabbin	74
Bachelor of Information Systems	6.0	095613G	3 years	February, July	\$17,000 per year	Chadstone	74
JOINERY, CABINET MAKING AND FURNITURE DESIGN							76
MSF31113 Certificate III in Cabinet Making	5.5	084377E	1 year	Monthly (February to September)	\$14,500 per year	Chadstone	78
CPC31912 Certificate III in Joinery	5.5	089777D	1 year	Monthly (February to September)	\$14,500 per year	Chadstone	79
MSF40213 Certificate IV in Furniture Design and Technology	5.5	088123F	1 year	Monthly (February to September)	\$14,500 per year	Chadstone	79
MSF50313 Diploma of Furniture Design and Technology	5.5	089779B	1 year	Monthly (February to September)	\$14,500 per year	Chadstone	79
RECREATION, SPORT AND MESSAGE							80
HLT52015 Diploma of Remedial Massage	5.5	091158B	1 year	February, July	\$13,500 per year	Waverley	82
SIS40313 Certificate IV in Outdoor Recreation	5.5	084418A	1 year	February	\$14,500 per year	Waverley	82
SIS50310 Diploma of Outdoor Recreation	5.5	088124E	1 year	February	\$14,500 per year	Waverley	82
SIS50612 Diploma of Sport Development / SIT50316 Diploma of Event Management	5.5	082434F / 093875A	1 year	February, July	\$14,500 per year	Waverley	83
Bachelor of Sports Media	6.0	078932M	3 years	March, August	\$17,900 per year	Chadstone	83
Bachelor of Sport Business	6.0	092390G	3 years	February, July	\$17,900 per year	Chadstone	83
TRAVEL, TOURISM AND EVENTS							84
SIT50116 Diploma of Travel and Tourism Management / SIT50216 Diploma of Holiday Park and Resort Management	5.5	094605D / 095561C	1 year	February, July* July intake at Waverley campus only	\$14,500 per year	Waverley, Moorabbin	85
SIT50316 Diploma of Event Management / CUA30415 Certificate III in Live Production and Services	5.5	093875A / 090376M	1 year	February, July* July intake at Waverley campus only	\$14,500 per year	Waverley, Moorabbin	85

All course information in this publication was accurate at the time of publication, however this information is subject to change. Program codes, CRICOS codes and fees provided in this publication are subject to change. All changes will be updated on our website www.holmesglen.edu.au



HEADSTART AND TRANSITION TO HIGHER EDUCATION PROGRAMS

Starting a higher education course at Holmesglen is a time of exciting change but can also be a challenging time for your social, academic and personal life.

The Headstart and Transition to Higher Education programs are offered to all students commencing a Higher Education course at Holmesglen. The programs include fun social activities to help students settle into student life and celebrate the beginning of their academic journey, as well as academic support.

Though both programs share many common features, Headstart is designed for students entering the first year of their degree, while Transition to Higher Education is for pathway students transitioning from Vocational Education and Training (VET).

These programs introduce students to the skills necessary to be successful higher education learners. They offer the opportunity to have any questions answered through a series of programs and events. They are customised to meet the specific needs and interests of students in each program, with fun activities designed to build friendships and help students begin their studies with confidence. Opportunities are provided

to meet academic and administration staff and obtain information about available services and resources that support students as they enter Higher Education.

A typical core program commences with an Introduction to Higher Education, and includes:

- Information about the course, teachers and classrooms
- How and where to access student services and support on campus
- Academic skills workshops
- Academic Integrity
- Research, critical thinking and referencing
- Team building activities
- Managing study/work/social lives
- Wellbeing workshops
- Help with living independently and much more

The dates for these programs are published on the academic calendar, which is updated each semester.

ENGLISH LANGUAGE PROGRAMS

Holmesglen offers a wide range of interactive and engaging English language programs to meet your diverse needs. Our flexible programs will allow you to choose the duration that will suit your capabilities. Whether you want to enhance your English skills for study, travel or the workplace, we have the program for you! From Beginner to Advanced levels, Holmesglen's English language programs are tailored to help you to communicate confidently and develop a full range of language skills.



ENGLISH PLUS

CRICOS Code: **050227M**
Duration: **2 to 50 weeks**
Intakes: **Every Monday**
Fee (\$AU): **\$260 per week**
Campus: **City**

Why choose this course?

Holmesglen's new English Plus program will provide students with the opportunity to learn English while building confidence, discovering Melbourne and developing employability skills!

These courses are tailored for visitors who are living, travelling or working in Australia and people preparing for future employment opportunities or further studies. They build students' ability to communicate fluently and participate effectively in Australian society.

What English Plus includes

Interactive, dynamic English classes with highly qualified and engaging teachers plus optional extras which may include:

- Opportunity to undertake practical skills training e.g. Espresso making; Responsible Service of Alcohol and Food Preparation
- IELTS preparation classes
- Immersion in Holmesglen's culturally diverse on-campus community life
- Employability workshops including resume writing, interview skills
- Presentations by faculty experts on further study options at Holmesglen
- Access to class excursions and on-campus social activities and organized tours, sightseeing and cultural experiences
- Support with career guidance and work options
- Tips on 'getting around' in Melbourne and Australia

Classes and assessment

Classes are scheduled over 4 days per week (indicative only; timetables are subject to change). Part time and weekend options are also available.

ENGLISH FOR FURTHER STUDY

CRICOS Code: **050227M**
Duration: **15 to 40 weeks**
Intakes: **January, February, July, August**
Fee (\$AU): **\$260 per week**
Campus: **Chadstone**

Why choose this course?

English for Further Study is suited to students from non-English speaking backgrounds wishing to transition into vocational, undergraduate or postgraduate study in Australian institutes or universities. This program will build on students' existing skills to specifically prepare them for study at a tertiary level. This course will also assist students to improve their IELTS or other equivalent English test scores.

Students will be advised of the number of weeks of English expected to reach their undergraduate or postgraduate course prerequisite.

What you will study

The learning outcomes in this program include:

- Delivering academic spoken presentations
- Listening to and understanding lectures and other presentations; note taking
- Participating effectively in discussions and conversations
- Reading and understanding complex texts
- Writing formal assignments as required in undergraduate and postgraduate courses.

Classes and assessment

Classes are typically scheduled over 5 days per week (indicative only; timetables are subject to change).

ENGLISH FOR SPECIFIC CAREERS

CRICOS Code: **050227M**
Duration: **15 to 20 weeks**
Intakes: **January, February, July, August**
Fee (\$AU): **\$260 per week**
Campus: **Chadstone, Moorabbin**

Prerequisites

English language proficiency depending on specific discipline.

Why choose this course?

English for Specific Careers is designed for students seeking to undertake further studies or work in Health Sciences, Building and Construction, Hospitality, Business or Early Childhood Education.

Students wishing to enrol in English for Specific Careers (Health Sciences) will study at the Moorabbin Campus for access to Holmesglen's state-of-the-art Health Sciences learning environment. This course may prepare students for the OET English language proficiency exam for health professionals.

The English for Specific Careers Building and Construction, Hospitality, Business and Early Childhood Education courses will be based at Chadstone campus and in addition to teaching contextualised English and Study Skills, will assist students to improve their IELTS or other equivalent English test scores.

What you will study

The learning outcomes in this program include:

- Delivering spoken presentations on topics related to your chosen field
- Participating effectively in interviews and discussions
- Listening to and understanding lectures and notetaking
- Reading and understanding texts relevant to your chosen field
- Writing various text types for further study or employment in the field

Classes and assessment

Classes are typically scheduled over 5 days per week (indicative only; timetables are subject to change).



ENGLISH TEST PREPARATION - IELTS, OET, CAMBRIDGE CAE

CRICOS Code:	050227M
Duration:	2 to 50 weeks
Intakes:	Every Monday
Fee (\$AU):	\$260 per week
Campus:	City, Chadstone, Moorabbin

Prerequisites

English language proficiency equivalent to IELTS 5.0 (Academic).

Why choose one of these courses?

These courses are suited to students with an Intermediate to Advanced level of English wishing to reach their personal best when they sit the International English Language Testing System (IELTS) exam, Occupational English Test (OET) or Cambridge Certificate of Advanced English (CAE).

Each course focuses on strategies for high achievement in one of the tests. IELTS, OET and CAE are widely used as an entry requirement for further education, professional registration and for immigration purposes. Our teachers focus on preparing students' skills in reading, writing, listening and speaking. Students develop learning strategies and exam techniques, complete sample exams and practice exam style speaking test interviews.

What you will study

The learning outcomes in this program include:

- Participating effectively in exam style speaking interviews
- Writing essays and other written texts in the required structure
- Improving comprehension to quickly access information from reading and listening texts
- Strategies for tackling exam question types

Classes and assessment

Classes are typically scheduled over 5 days per week (indicative only; timetables are subject to change). A part-time or evening option is also available.

STUDY SKILLS - INTENSIVE

CRICOS Code:	050227M
Duration:	4 weeks
Intakes:	January, May
Fee (\$AU):	\$260 per week
Campus:	Chadstone

Why choose this course?

The four-week Study Skills - Intensive program is suited to students intending to transition into undergraduate or postgraduate study in Australian institutes or universities in the following semester. This program will build on students' existing skills to intensively prepare them for study at a tertiary level. The course also aims to develop the cultural understanding necessary for participation in the Australian education system. This course will also assist students to improve their IELTS or other equivalent English tests.

What you will study

The learning outcomes in this program include:

- Delivering academic spoken presentations
- Listening to and understanding lectures and other presentations; notetaking
- Participating effectively in discussions and conversations
- Reading and understanding complex texts
- Writing formal assignments as required in undergraduate and postgraduate courses

Classes and assessment

Classes are typically scheduled over 5 days per week (indicative only; timetables are subject to change).

HOLMESGLEN STUDY TOURS

Our Study Tours provide a large range of flexible study options and activities to suit the varying needs and language levels of our visiting groups.

Customised programs and contextualised curriculum ensure that your group will have the opportunity to greatly enhance their English language skills whilst experiencing life in beautiful Melbourne.

Tailored excursions can be developed to strengthen participants' immersion in Australian lifestyle and culture. Participation in innovative 'TAFE Tasters' can also be arranged, together with a range of engaging and valuable professional development programs. Study Tours can be of any duration to suit the needs of your group.

Program options include:

- English classes delivered to suit the needs of the participants
- Vocational and Higher Education class observation
- Hands-on, practical workshops across all Holmesglen's teaching centres
- Specialist industry visits
- Employability workshops including Barista training, customer service, business communication etc.
- Sightseeing tours and day trips in Melbourne and throughout Victoria
- Vocational Education Leadership Programs
- Vocational teaching professional development programs
- Overnight stay at the award winning 'Holmesglen at Eildon', experiencing Australia's relaxed rural lifestyle, amazing wildlife and beautiful landscapes

Contact studytours@holmesglen.edu.au for your customised program and quotation.

ARTS, DESIGN AND MEDIA

If you are eager to explore and realise your creative potential, Holmesglen offers a wide range of courses that will build your technical abilities and give you unique insights into creative industries. Make the most of our connections, with opportunities to work directly on industry projects.

LOUISE BONG - MALAYSIA BACHELOR OF FASHION DESIGN

"I love to travel and have always been keen to discover what it is like to live in a foreign country. Melbourne has won my heart with its eclecticism and the friendliness of its residents.

The Holmesglen city campus is very convenient for fashion students, because haberdashery and fabrics stores are within the perimeter. We have a wonderful view of the Royal Botanic Gardens from our manufacturing atelier.

I felt welcome from day one. Fashion studies are tough and it is a relief that the trainers are hands-on, experienced and always available to answer individual queries. I am enjoying my learning journey so far and cannot be thankful enough to my teachers and classmates for making my study experience unique and enjoyable."



STUDY AREAS

FASHION DESIGN | MERCHANDISING | SCREEN AND MEDIA
GRAPHIC DESIGN | INTERIOR DECORATION | INTERIOR DESIGN
PHOTOGRAPHY | PHOTO IMAGING

CREATE YOUR VISIONS, **INSPIRE MINDS**



CERTIFICATE IV IN APPLIED FASHION DESIGN AND MERCHANDISING

CRICOS Code: **094604E**
Duration: **1 year**
Intakes: **February**
Fee (\$AU): **\$13,500 per year**
Campus: **City**

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) with no individual bandscore less than 5.5.

Why choose this course?

Begin your pathway into the fashion industry with the Certificate IV in Fashion Design and Merchandising. This course will introduce you to all facets of the design and merchandising process. Classes are held in our purpose built, industry standard facilities using the latest industrial equipment, taught by industry professionals. You will work in a fully dedicated fashion production room housing sewing machines, overlockers, steam presses, specialist machines, work tables, fabric fusers, and use computer laboratories with dedicated pattern making software, a digitising tablet and plotting device.

Industry connections

Students present their projects to a panel of industry professionals, whilst guest lecturers visit the campus regularly. Students are actively involved in major fashion events such as Melbourne Fashion Week dressing runway models. It is also recommended that students undertake 30 hours of work placement in a fashion enterprise.

Career outlook

- Assistant fashion designer
- Merchandising assistant
- Specialist production technician
- Patternmaker
- Sewing machinist

What you will study

Through the design process you will learn how to create fashion illustrations, design fashion concepts and develop colour and fabric proposals, draft patterns and sew garments. The course includes business and design outcomes which build on technical production skills and knowledge.

Key study areas include:

- Fashion design
- Pattern development
- Garment construction
- Fibres, yarns and fabrics
- Sourcing and costing
- Environmental sustainability in the textile and fashion industry

Classes and assessment

Classes are typically scheduled over 4 days, with approximately 26 contact hours per week (indicative only; timetables are subject to change).

Assessment will include a range of tasks, such as online quizzes, pattern tests, portfolio submission, and participation in class activities.

Pathway options

On satisfactory completion of the Certificate IV in Applied Fashion Design and Merchandising, you will be eligible for direct entry into the Bachelor of Fashion Design at Holmesglen, entry will be subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual bandscore less than 6.0
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

Students are advised to allow an additional \$400 (AUD) for materials and equipment.

BACHELOR OF FASHION DESIGN

CRICOS Code: **093248F**
Duration: **3 years**
Intakes: **February**
Fee (\$AU): **\$18,300 per year**
Campus: **City**

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) with no individual bandscore less than 6.0.

Why choose this course?

The Bachelor of Fashion Design will take your technical and creative skills in fashion design to the next level. This course will provide you with the knowledge and insights to develop products in a global setting. With a strong foundation in business marketing, students learn to become innovative entrepreneurs. Students work closely with industry mentors and participate in 'real world' projects that are assessed by a panel of industry professionals. Guest lecturers frequently visit the campus and speak to students about their professional practice.

Industry connections

Students produce a range of garments for their final collection that may be showcased at Melbourne Spring Fashion Week. Every two years, the department also undertakes an immersive Design Study Tour to an international destination, such as Italy or New York. Students visit major design houses, exhibitions and participate in master classes at world renowned fashion institutes.

Career outlook

- Fashion designer
- Pattern engineer
- Garment technician/fit technologist
- Small (design) business entrepreneur
- Offshore production manager

What you will study

You will develop an understanding of the global fashion and textiles industry, learning how to work effectively with others in the supply chain to develop commercial products. Students' advanced technical skills in digital design and pattern engineering are supported by an understanding of manufacturing and pre-production, ensuring that our graduates are highly sought after in the local and global fashion industry.

Key study areas will include:

- Design innovation
- Pattern engineering
- Professional practice
- Manufacturing and pre-production
- Ethics and sustainability
- Business marketing

Classes and assessment

Classes are typically scheduled over 4 days, with an average of 21 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as portfolio assessment, quizzes, and pattern making tests.

Pathway options

On satisfactory completion of the Certificate IV in Applied Fashion Design and Merchandising, you will be eligible for direct entry into the Bachelor of Fashion Design at Holmesglen.

- All successful applicants will enter either the Degree Entry Program or Transition to Degree Program prior to the commencement of their bachelor's degree classes to ensure their preparedness for Higher Education studies (see page 25).

Students are advised to allow an additional \$525 (AUD) for materials and equipment.

CERTIFICATE IV IN SCREEN AND MEDIA

CRICOS Code: **093371C**
Duration: **6 months**
Intakes: **July**
Fee (\$AU): **\$7,300**
Campus: **Waverley**

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) with no individual bandscore less than 6.0.

Why choose this course?

The animation production and digital media industry is an exciting field where new possibilities are emerging as technology continues to evolve. The Certificate IV in Screen and Media at Holmesglen will introduce you to digital media skills that could lead you to work in film, animation or multimedia. You will build your portfolio with a range of practical projects using the latest programs and technology.

Career outlook

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

What you will study

This course is an introduction to digital media skills, and is designed as a preparatory course for entry to diploma and degree level programs.

Key study areas include:

- 2D and 3D digital animation
- Design skills and practice
- Titles for screen production
- Digital visual effects
- Basic vision and sound editing
- Managing production requirements and resources
- Design interaction

Classes and assessment

Classes are typically scheduled over 3.5 to 4 days, with an average of 21 to 24 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as folio work, assessments, workshops and industry excursions.

Pathway options

On satisfactory completion of the Certificate IV in Screen and Media, you will be eligible for entry into the Diploma of Screen and Media (Animation).

DIPLOMA OF SCREEN AND MEDIA (RADIO AND TV)

CRICOS Code: **093372B**
Duration: **1 year**
Intakes: **February**
Fee (\$AU): **\$13,000 per year**
Campus: **Waverley**

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) with no individual band score less than 6.0.

Why choose this course?

Gain the confidence and experience to make your break into the radio or television industry. Whether you see yourself as a future presenter or producer, you will need experience in a range of roles and settings to know the industry. During the year, you will produce and present radio shows from the campus radio studio. You will also create and produce your own television series in our studios, and have your productions aired on national television! This course will offer you valuable experience that will prepare you to work in this exciting industry.

Career outlook

- Production assistant
- Promotions assistant
- Scheduling assistant
- Production runner
- Editing assistant

What you will study

You will learn key skills in 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 develop and practice essential skills in presenting and promoting your work.

Key study areas include:

- Radio production
- Video production
- Shooting video content
- Editing radio and video content
- Presentation skills
- Promoting your work
- Industry networking and professional development

Classes and assessment

Classes are typically scheduled over 4 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as projects, tests, presentations, and folio submissions.

DIPLOMA OF SCREEN AND MEDIA (SHORT FILM)

CRICOS Code: **093372B**
Duration: **1 year**
Intakes: **February**
Fee (\$AU): **\$13,000 per year**
Campus: **Waverley**

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) with no individual band score less than 6.0.

Why choose this course?

If you aspire to communicate powerful messages and stories through the medium of film, the Diploma of Screen and Media (Short Film) will provide you with the practical skills you need. This course will provide hands-on experience in the production process. Gain the skills required for high level creative specialisation in film, post-production and production management areas.

Career outlook

- Camera operator
- Gaffer
- Producer
- Sound and lighting technician
- Assistant to director/producer

What you will study

This course covers a range of areas including production skills, camera, sound, lighting, editing, special effects, planning, script-writing and promotion. You will learn about all aspects of the production process, from creating your own original film concepts, through to directing cinematography and networking within the creative arts industry.

Key study areas include:

- Cinematography
- Shooting material for screen productions
- Editing complex screen productions
- Sound designs
- Titles for screen
- Concept development
- Project management

Classes and assessment

Classes are typically scheduled over 3.5 to 4 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as folio work, workshops and industry excursions.

DIPLOMA OF SCREEN AND MEDIA (ANIMATION)

CRICOS Code: **093372B**
Duration: **1 year**
Intakes: **February**
Fee (\$AU): **\$13,000 per year**
Campus: **Waverley**

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) with no individual band score less than 6.0.

Why choose this course?

Develop your ability to tell captivating stories through animation, and expand your opportunities for a career in film, animation or multimedia. The Diploma of Screen and Media (Animation) will provide you with comprehensive training in a wide range of animation techniques, working with the latest technologies, as used at the industry level.

Career outlook

- Filmmaker
- Art director
- VFX editor
- 2D or 3D animator
- Stopmotion animator
- Sound recordist
- Character designer
- Storyboard artist or illustrator

What you will study

You will complete a variety of projects, using different animation techniques, including 2D illustration and animation, 3D animation, stop motion and Claymation. You will receive training in animation software, lighting, camera and scanning equipment.

Key study areas include:

- 2D animation
- Lighting designs
- 3D digital character animation
- Animation and digital visual effects
- Sound designs
- Storyboards
- Extended story writing

Classes and assessment

Classes are typically scheduled over 3.5 to 4 days, per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as folio work, workshops and industry excursions.



CERTIFICATE IV IN DESIGN

CRICOS Code: **0904176**
 Duration: **1 year OR 6 months***
 Intakes: **February**
 *6 months intensive July intake only
 Fee (\$AU): **\$13,500 per year**
 Campus: **Chadstone**

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) with no individual bandscore less than 5.5.

Why choose this course?

Grow your potential in design, by developing your technical skills and ability to work with a range of mediums, traditional and digital. Supported by industry-experienced teachers, you will produce a folio of work that will open up your opportunities to apply for further study in art and design.

Career outlook

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

What you will study

In the Certificate IV in Design, you will be introduced to the design process to develop your conceptual design abilities. You will also work with both traditional and digital mediums.

Key study areas include:

- Traditional and digital drawing
- Two and three dimensional design
- Typography
- Photography
- Folio presentation

Classes and assessment

Classes are typically scheduled over 3 to 3.5 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as written and online assignments, tests and practical application projects.

Students are advised to allow an additional \$150 (AUD) for materials and equipment.

Pathway options

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

DIPLOMA OF GRAPHIC DESIGN

CRICOS Code: **090455A**
 Duration: **1 year**
 Intakes: **February**
 Fees (AUD): **\$13,500 per year**
 Campus: **Chadstone**

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) with no individual bandscore less than 5.5
 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.

Why choose this course?

Gain the competitive edge to realise your career as a graphic designer. Graphic designers work in many different commercial and community contexts across both print and digital media. Our teachers and academic staff are industry professionals, who will guide you in developing your potential. You will have access to high quality facilities, including the latest software and equipment. You will also have exciting opportunities to enter graphic design competitions, attend design events and meet industry professionals.

Career outlook

- Freelance designer
- Junior graphic designer

What you will study

This course will allow you to combine technical, creative and conceptual skills to create designs that solve a range of visual communication challenges.

Key study areas include:

- Graphic design for print and digital applications
- Two and three dimensional design
- Layout design
- Photomedia
- Folio presentation
- Typography
- Advertising
- Illustration

Classes and assessment

Classes are typically scheduled over 3 to 4 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks such as written and online assignments, tests and practical application projects.

Pathway options

On successful completions of all units of the Diploma of Graphic Design, students will be eligible for entry into the Advanced Diploma of Graphic Design.

Students are advised to allow an additional \$150 (AUD) for materials and equipment.

ADVANCED DIPLOMA OF GRAPHIC DESIGN

CRICOS Code: **093373A**
 Duration: **1 year**
 Intakes: **February**
 Fee (\$AU): **\$13,500 per year**
 Campus: **Chadstone**

Prerequisites

Successful completion of the Diploma of Graphic Design and/or equivalent industry work experience.

Why choose this course?

Enhance your knowledge of visual communication and master the skills that will become your tools as a graphic designer. The Advanced Diploma of Graphic Design includes a focus on the professional and corporate aspects of the industry. You will gain vital experience working on industry briefs, and have opportunities to enter competitions and attend design events. Students meet and network with industry professionals.

Career outlook

- Freelance designer
- Graphic designer

What you will study

The Advanced Diploma of Graphic Design will provide you with a command of technical, creative and conceptual skills, as well as providing crucial training in the business of graphic design, and effectively presenting your work.

Key study areas include:

- Graphic designs for branding and identity
- Two and three dimensional design
- Establishing, negotiating and refining a design brief
- Professional illustration
- Portfolio presentation
- Project management
- Interactive design
- Business management

Classes and assessment

Classes are typically scheduled over around 3 to 4 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as written and online assignments, tests and practical application projects.

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 and must be lodged directly with Deakin University.



CERTIFICATE IV IN PHOTOGRAPHY AND PHOTO IMAGING

CRICOS Code: **090432G**
 Duration: **1 year**
 Intakes: **February**
 Fees (AUD): **\$13,000 per year**
 Campus: **Waverley**

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) with no individual band score less than 5.5.

Why choose this course?

The photographic industry is a growing and diverse field with opportunities for passionate and driven photographers. The Certificate IV in Photography provides training in line with current trends in the photography and digital capture industry. Teachers and academic staff are industry experienced photographers who will guide you to create work of an exceptional standard. This course provides a range of opportunities to gain insight into the industry, with studio visits and talks from guest speakers in the industry.

Career outlook

- Assistant photographer
- Photo studio technician
- Assistant photo editor
- Photo lab technician

What you will study

This course will equip you with skills and expertise essential to photographic practice.

Key study areas include:

- Studio and location lighting
- Camera operation with manual exposure
- Photo imaging software
- Processing photo images
- Video art techniques
- Preparing work for exhibition

Classes and assessment

Classes are typically scheduled over 3 days with approximately 18 contact hours per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as practical demonstrations, portfolio submission, written questioning and presentations.

Students are advised to allow an additional \$150 (AUD) for materials and equipment.



CERTIFICATE IV IN INTERIOR DECORATION

CRICOS Code: **084379C**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$13,500 per year**
Campus: **Chadstone**

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.

Why choose this course?

Learn to transform interior spaces and gain the skills that will open up a range of career opportunities. The Certificate IV in Interior Decoration could lead you to a career working with domestic interiors, retail interiors, commercial spaces or specialised rooms. We emphasise practical training, which will allow you to work with a range of hard materials and soft furnishing textiles. You will develop an extensive portfolio of projects, which will be essential in showcasing your work to potential employers and clients.

Career outlook

- Freelance interior decoration consultant
- Retail interior decoration consultant
- Residential interior decoration consultant

What you will study

Develop an understanding of essential aspects of the design process, such as the use of colour and different fabrics. As used by industry professionals, you will learn how to use Computer Aided Design (CAD) to envision your project in a digital form. You will also gain invaluable skills in communication, teamwork and problem solving.

Key study areas will include:

- Residential interior design
- Interior light and light fittings
- Creative design process for 2D and 3D forms
- Furniture and accessories
- Decoration products
- Design Elements and Principles

Classes and assessment

Classes are typically scheduled over 3.5 to 4 days, with an average of 21 to 24 contact hours per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as folio work, assessments, workshops and industry excursions.

Students are advised to allow an additional \$300 (AUD) for materials and equipment.

Pathway options

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

DIPLOMA OF INTERIOR DESIGN AND DECORATION

CRICOS Code: **084389A**
Duration: **6 months**
Intakes: **February**
Fees (AUD): **\$6,750**
Campus: **Chadstone**

Prerequisites

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

Why choose this course?

Prepare yourself for a career as an interior designer or consultant working on projects in residential or commercial building interiors. The Diploma of Interior Design and Decoration will build on your existing design knowledge to help you further realise projects with a client-focus. This course will help you to understand the processes involved with executing a full scale project, such as planning and working with builders, architects, suppliers and contractors. This understanding and experience will not only build your portfolio, but also prepare you for the practical aspects of work in the industry.

Career outlook

- Freelance interior decorator
- Colour consultant
- Interior stylist
- Interior designer in an architectural practice

What you will study

You will work on projects with specific client briefs and parameters. You will learn to apply knowledge about the effects of colour and pattern, along with different historic furnishing styles and their relationship to architecture. Gain skills in planning, preparing reflected ceiling plans for power and communications services, and preparing design reports and documentation for projects.

Key study areas will include:

- Interpreting design briefs
- Residential interior design
- Site evaluation for interior design brief
- Restoration project interior decoration
- CAD applications for models and documentation
- Furnishings
- Lighting
- Design elements and principles

Classes and assessment

Classes are typically scheduled over 3.5 to 4 days, with an average of 21 to 24 contact hours per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as folio work, assessments, workshops and industry excursions.

Students are advised to allow an additional \$300 (AUD) for materials and equipment.

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**
Fees (AUD): **\$6,700**
Campus: **Chadstone**

Prerequisites

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

Why choose this course?

Enhance your knowledge and build your confidence to start a career as a skilled interior designer, consultant or specialised practitioner. You will gain the necessary skills to fully execute interior designs in complex residential, commercial and institutional environments. Develop methods to create designs that meet efficiency, comfort, safety and aesthetic requirements within an interior. Projects completed in the Advanced Diploma of Interior Design emphasise the whole living or working environment, taking into account different factors which influence how people interact with spaces.

Career outlook

- Interior designer
- Commercial or residential design consultant
- Design project administrator or manager
- Self-employed design consultant
- Specialist interior design practitioner

What you will study

You will learn to develop designs from a brief, while adhering to regulatory requirements. Students work with industry standard software. Projects may include designing facilities for people with disabilities, residential spaces, institutional spaces, exhibitions and commercial developments.

Key study areas will include:

- Large scale commercial and institutional interior design
- Structural elements, systems and services for interior spaces
- Resolution of complex spatial problems through modelling
- Colour restoration projects
- Computer-aided drawings (CAD)
- Furnishings
- Lighting
- Design elements and principles

Classes and assessment

Classes are typically scheduled over 3.5 to 4 days, with an average of 21 to 24 contact hours per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as folio work, assessments, workshops and industry excursions.

Students are advised to allow an additional \$300 (AUD) for materials and equipment.





BUILDING AND CONSTRUCTION

Since its early foundations, Holmesglen has been recognised as a leader in practical training for building and construction. Today, we are still the most comprehensive provider of building courses in Victoria. Make the choice to train with experienced industry professionals in the best facilities in the state.

FAVIO LASTRA ALVAREZ – CHILE CERTIFICATE III IN CARPENTRY

"Studying carpentry at Holmesglen was one of the best decisions I've made. When you decide to study a trade, you want to make sure that you choose the right place. I came here because Holmesglen is an institution with rich history and is recognized as an industry leader.

With teachers that go beyond just their knowledge and are able to share their industry experience, all the learning and skills I have gained during the course have been extremely useful to find and secure a job. Being well prepared gives you confidence to face any challenge successfully.

If I had to choose again, without a doubt, I would choose Holmesglen."



STUDY AREAS

BRICKLAYING | BLOCKLAYING | CARPENTRY | GLASS AND GLAZING
PAINTING AND DECORATING | WALL AND CEILING LINING | WALL AND FLOOR TILING
BUILDING AND CONSTRUCTION | CONSTRUCTION MANAGEMENT AND ECONOMICS
BUILDING DESIGN



CERTIFICATE III IN BRICKLAYING/BLOCKLAYING

CRICOS Code: **089529J**
Duration: **1 year**
Intakes: **February, July**
Fee (\$AU): **\$15,500 per year**
Campus: **Chadstone**

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) with no individual band score less than 5.5.

Why choose this course?

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.

Career outlook

- Bricklayer
- Blocklayer

Key study areas include:

- Levelling
- Safe work practices
- Brick work
- Block work
- Measurements and calculations
- Plan reading
- Communications in the workplace
- Problem solving
- Laying pavers
- Chimney building
- Scaffolding work
- Brick veneer and cavity construction
- Costing and estimating

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as observation checklists, short answers and practical work.

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**
Fees (AUD): **\$14,500 per year**
Campus: **Chadstone**

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) with no individual band score less than 5.5.

Why choose this course?

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. 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.

Career outlook

- Carpenter
- Various positions in building and construction

Key study areas will include:

- Using carpentry tools and equipment
- Installing floors
- Installing walls
- Installing frames
- Erecting roof trusses
- Working safely at heights
- Safe work practices
- Simple concreting
- Basic measurement skills
- Reading plans

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as practical work, short answers and observation checklists.

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**
Fees (AUD): **\$14,500 per year**
Campus: **Chadstone**

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) with no individual band score less than 5.5.

Why choose this course?

The Certificate III in Glass and Glazing will provide you with a specialist knowledge of the glass and glazing trade. Become proficient in the skills required in a range of glass and glazing job roles. Students are trained in safely manufacturing, processing, moving and installing various types of glass and handling glazing materials and components. 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.

Career outlook

- Domestic or commercial glazier
- Glass edge worker/processor
- Glass cutter
- Various positions in architectural glass work

Key study areas will include:

- Handle glass safely
- Processing thick glass
- Shower screens and wardrobe door installation
- Glazing and re-glazing windows and doors
- Assessing glazing requirements
- Preparing and installing glazing products

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as short answer questions, practical demonstration, and observation checklists.

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 PAINTING AND DECORATING

CRICOS Code: **090132J**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$14,500 per year**
Campus: **Chadstone**

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.

Why choose this course?

Studying the Certificate III in Painting and Decorating will allow you to gain the practical skills for work as residential or commercial painter or decorator. The training you will receive could lead to employment in areas such as paint application, timber staining, wallpapering or conventional spray painting. Students will engage in all aspects of the Painting and Decorating trade and build on underpinning knowledge to assist them within the industry.

Career outlook

- Painter
- Decorator

What you will study

Our painting and decorating courses allow you to develop the practical skills and knowledge needed to apply different paint types with a variety of tools.

Key study areas will include:

- Preparation of surfaces for painting
- Use of brush, rollers and spraying
- Paint colour matching
- Decorative paint finishes
- Installation of wallpaper
- Protective coatings, anti graffiti coatings and removal
- Application of stains water, oil and dye stains

Classes and assessment

Classes are typically scheduled over a minimum of 3 days per week (indicative only; timetables are subject to change). Assessment will include written questions and answers and practical assessments in the workshop.

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**
Fees (AUD): **\$15,500 per year**
Campus: **Chadstone**

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) with no individual band score less than 5.5.

Why choose this course?

Develop the skill and judgment required to practice in the wallboard plaster trade. The Certificate III in Wall and Ceiling Lining will provide you with comprehensive training in the practical and theoretical aspects of the trade. As a plasterer, your tasks would involve restoring and renovating solid plaster work, applying a variety of texture finishes and leveling surfaces. When studying wall and ceiling lining at Holmesglen, you will receive hands on learning from highly experienced teachers. You will train in high quality training facilities, acknowledged as the best in Victoria, gaining practical experience on full scale projects.

Career outlook

- Plasterer
- Wall and ceiling liner

What you will study

You will learn to interpret working drawings of buildings and be able to apply basic mathematics.

Key study areas include:

- Fixing ceiling sheets
- Fixing standard plasterboard wall sheets
- Plastering compounds
- Sanding plaster work
- Installation of dry wall passive fire rated systems
- Installation of ornamental cornices

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetable subject to change). Assessment will include observation, discussion, written assessments and/or practical application and work-related projects.

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**
Fees (AUD): **\$15,500 per year**
Campus: **Chadstone**

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) with no individual band score less than 5.5.

Why choose this course?

The Certificate III in Wall and Floor Tiling will provide you with comprehensive training in the practical and theoretical aspects of the wall and floor tiling trade. Wall and floor tilers do a variety of work including: mosaic tiling, kitchens and bathrooms, pools and spas. Once qualified, you will find a range of career and employment opportunities within the building and construction industry. 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.

Career outlook

- Wall and floor tiler
- Tiler

What you will study

You will undertake training in hand skills, trade terminology and the use of various products, including ceramic and porcelain tiles.

Key study areas will include:

- Measurements and calculations
- Reading plans
- Tools and equipment
- Fixing wall and floor tiles
- Preparing surfaces ready for tiling
- Workplace safety
- Tiling pools and spas
- Repairing tiled areas

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment will include practical demonstration, short answer questions and observation checklists.

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 IV IN BUILDING AND CONSTRUCTION (BUILDING)

CRICOS Code: **0736846**
Duration: **1 year**
Intakes: **February, July**
Fee (\$AU): **\$14,500 per year**
Campus: **Chadstone**

Prerequisites

Good passes at Year 12/Matriculation or the overseas equivalent

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

Why choose this course?

Gain the skills and knowledge that will lead to a range of opportunities working in residential, industrial and commercial low-rise and medium-rise construction. 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. Holmesglen is a leading provider of building studies in Victoria, and the course is delivered by professionals with extensive industry experience.

Industry accreditations

The Certificate IV in Building and Construction (Building) is nationally recognised and is supported by the Victorian Building Authority (VBA), the Australian Institute of Builders (AIB), and Housing Industry Association (HIA).

Career outlook

- On-site manager or supervisor
- Registered Building Practitioner
- Builder – residential
- Project Manager – residential

Key study areas include:

- Environmental management practices
- Safety and risk management
- Managing projects
- Building codes and standards
- Contracts including legal obligations
- Estimating and monitoring costs
- Structural principles

Classes and assessment

Classes are typically scheduled over 2 days (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as assignments and tests.

Pathway options

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

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

CRICOS Code: **073682J**
Duration: **1.5 years**
Intakes: **February, July**
Fees (AUD): **\$14,500 per year**
Campus: **Chadstone**

Prerequisites

Good passes at Year 12/Matriculation or the overseas equivalent

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

Why choose this course?

The Diploma of Building and Construction (Building) provides the practical training you will need to become a professional builder. Gain the knowledge and skills required to coordinate 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. Students will have the opportunity to develop their technical and research skills in an environment of self-paced learning, which may include study tours and site visits.

Industry accreditations

The Diploma of Building and Construction (Building) is nationally recognised and is supported by the Victorian Building Authority (VBA), the Australian Institute of Builders (AIB), and the Housing Industry Association (HIA).

Career outlook

- On site manager or supervisor
- Local, national and international construction project manager
- Specialist construction roles in quality assurance and safety

Key study areas will include:

- Construction management and planning
- Codes and standards
- Risk management
- Quality management
- Contracts and legal requirements
- Building services
- Construction materials
- Structural elements of buildings.

Classes and assessment

Classes are typically scheduled over around 3 days, with an average of 22.5 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as assignments, tests, folio submission, presentations and quizzes.

Pathway options

On satisfactory completion of the Diploma of Building and Construction (Building), you will be eligible to enter into the Bachelor of Construction Management and Economics with up to 1 year's advanced standing, subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band-score less than 6.0
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

BACHELOR OF CONSTRUCTION MANAGEMENT AND ECONOMICS

CRICOS Code: **088409C**
Duration: **4 years**
Intakes: **March, July**
Fees (AUD): **\$18,700 per year**
Campus: **Chadstone**

Prerequisites

Good passes at Year 12/Matriculation or the overseas equivalent

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

Why choose this course?

Gain a qualification that will prepare you for a wide range of possible graduate vocational occupations in the building industry. The Bachelor of Construction Management and Economics focuses on the range of knowledge you will require of different building practices that you will encounter in the workplace. 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.

Industry accreditations

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.

Career outlook

- Contract administrator
- Estimator
- Quantity surveyor
- Project manager
- Building consultant

Key study areas include:

- Construction technology
- Construction law
- Building services
- Building economics
- Project inception and feasibility
- Risk management for construction and cost
- Improving contract and cost
- Management performance
- Business studies
- Building science
- Sustainable housing development
- Buildability and constructability
- Design cost planning
- Project procurement

Classes and assessment

Scheduled contact hours are 12 hours per week. An additional 1 to 2 hours per contact hour may be required for private studies and preparation (indicative only; timetables are subject to change).

Assessment will include a range of tasks, such as written and online assignments, tests, examinations and practical application projects.

Pathway options

Students who have successfully completed the Diploma of Building and Construction (Building) at Holmesglen may be eligible to receive 1 year's advanced standing towards the Bachelor of Construction Management and Economics.



YIPEI XU – CHINA ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)

"When I first began my studies at Holmesglen, I found it very challenging as we were given many assessments. Fortunately, the teachers are very patient and professional; they always patiently explain things to me and I am very thankful for that. My classmates are very friendly and we are always helping each other.

In Melbourne, there is a big cultural mix, which created a very different atmosphere to what I was used to in China. This mix of different backgrounds generates very interesting and creative ideas in the classroom.

Now I am currently in stage four of my Advanced Diploma which is a very exciting stage, because it is full of challenges. I am very proud of my study achievements here at Holmesglen."



ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)

CRICOS Code:	089906M
Duration:	2 years
Intakes:	February, July
Fees (AUD):	\$14,500 per year
Campus:	Chadstone, City

Prerequisites

Year 12 level or the overseas equivalent

English language proficiency equivalent to IELTS 5.5 (Academic).

Why choose this course?

The Advanced Diploma of Building Design (Architectural) could be the starting point in your pathway to becoming an architect, building designer or project manager. Designed to meet the building and construction industry needs, this course will develop your skills in both the residential and commercial areas of the industry. You will have access to design studios with high-end computer labs and the latest technical and electronic equipment (including 3D printers and CNC laser technology).

Industry Accreditations

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

Career outlook

- Building design and planning
- Project manager
- CAD and BIM Specialist

What you will study

Throughout the Advanced Diploma of Building Design (Architectural) program, emphasis is on the design process, construction technology, Building Information Modelling (BIM), presentation and production of working drawings using industry standards and the latest software.

Key study areas will include:

- Sustainable design
- Construction technologies
- Project administration
- Computer-aided design (CAD)
- Building information modelling (BIM)
- Small business

Classes and assessment

Classes are typically scheduled over 4 days (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as assignments, presentations and tests.

Pathway options

On successful completion, students may be eligible for advanced standing towards the Bachelor of Construction Management and Economics, subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band-score less than 6.0
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

Students may also be eligible for advanced standing towards the Bachelor of Design (Architectural) at Deakin University. Applications will be assessed on an individual basis and must be lodged directly with Deakin University.

BUSINESS AND MANAGEMENT

Business is the heartbeat of the professional sector, providing economic stability and working as a catalyst for positive change. Holmesglen's business courses are focused on giving you a practical and hands-on approach. Choose from a wide range of pathway options from certificates through bachelor's or master's degrees.

CAROLIN FEIGER – GERMANY BACHELOR OF BUSINESS

"Before studying in Australia, I finished a Diploma in Hotel and Tourism Management but I wanted to take my education one step further and get a Bachelor degree. In my home country of Germany, I was told how amazing and different the schools and universities in Australia are, so I was really excited when Holmesglen accepted my application. I am now currently studying a Bachelor of Business at Holmesglen.

When I first came to Australia, I was concerned and nervous that I wouldn't be good enough to study a Bachelor degree in another country so far away from home. It can be very challenging to adapt to a new environment and focus on a course at the same time. My fears quickly faded after I met all the nice teachers and students who are from all over the world.

At Holmesglen, I realised that the teachers really want me to succeed and give me all the support I need. My course contains a lot of theoretical learning material; however we also get to do case studies with true stories and share our experiences which makes classes more practical and interesting. The small class sizes make me feel very comfortable to involve myself in tasks and to present my own ideas to the class.

Holmesglen has given me the chance to grow as a person and to broaden my horizon. I have learnt skills and knowledge which will surely help me in my future career."



STUDY AREAS

ACCOUNTING | HEALTH ADMINISTRATION | BUSINESS | HUMAN RESOURCES MANAGEMENT
LEADERSHIP AND MANAGEMENT | MARKETING AND COMMUNICATION
BUSINESS ADMINISTRATION

LEAD THE WAY, REALISE YOUR PLANS



CERTIFICATE IV IN ACCOUNTING

CRICOS Code: **089910D**
Duration: **6 months**
Intakes: **February, July**
Fees (AUD): **\$6,200**
Campus: **Chadstone**

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.

Why choose this course?

The Certificate IV in Accounting will introduce you to the specialist knowledge and skills required for accounting job roles both in financial services, and other industries requiring accounting support. This course will provide you with current training relevant to emerging opportunities in the field. You will complete engaging projects that will prepare you to exercise judgment and work autonomously.

Industry Accreditations

The Certificate IV in Accounting meets the educational requirements to obtain the BAS (Business Activity Statement) agent registration by the Tax Practitioners Board.

Career outlook

- Junior accountant in commercial or industrial enterprises
- Self-employed public accountant
- Accounts administrator in larger companies with complex tax returns

What you will study

You will study and apply a range of procedures, each of which are integral to accounting practice.

Key study areas will include:

- Classifying, recording and reporting accounting information
- Producing financial reports
- Setting up and operating a computerised accounting system
- Completing Business Activity Statements (BAS)
- Producing budget information
- Using business technology

Classes and assessment

Classes are typically scheduled over 4 days, with an average of around 24 contact hours a week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as class presentations, practical demonstrations, written tests and submission of a portfolio.

Pathway options

Upon successful completion of the Certificate IV in Accounting, you will be eligible to complete the Diploma of Accounting, which will take a further 6 months.

This programme will be replaced by FNS50217 Diploma of Accounting upon CRICOS registration for all intakes commencing in 2019

DIPLOMA OF ACCOUNTING

CRICOS Code: **089911C**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$12,500 per year**
Campus: **Chadstone, Moorabbin**

Prerequisites

Satisfactory completion of Holmesglen's Certificate IV in Accounting.

Why choose this course?

Acquire the specific accounting techniques that will become the tools of your trade. The Diploma of Accounting will build on your knowledge gained at the Certificate IV level, and will prepare you for accounting positions within larger corporate organisations and growing companies. You will gain a more detailed understanding of day-to-day accounting work through practical training in operational activities.

Industry Accreditations

This is a nationally recognised qualification based on the Financial Services Training Package.

Career outlook

- Accounts administrator
- Accounting roles for small business
- Accounting support roles within the accounting services industry

What you will study

You will analyse, evaluate and apply solutions to a range of accounting problems.

Key study areas will include:

- Company accounting and corporate reporting
- Internal control procedures
- Management accounting information
- Income tax documentation
- Budget forecasting.

Classes and assessment

Classes are typically scheduled over 4 days, with an average of around 22 contact hours a week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as class presentations, practical demonstrations, written tests and submission of a portfolio.

Pathway options

On satisfactory completion of the Diploma of Accounting, you will be eligible to apply for the Bachelor of Business (Accounting), and receive up to 1 year's advanced standing, subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

This programme will be replaced by FNS50217 Diploma of Accounting upon CRICOS registration for all intakes commencing in 2019

BACHELOR OF BUSINESS (ACCOUNTING)

CRICOS Code: **091332D**
Duration: **3 years**
Intakes: **February, July**
Fees (AUD): **\$16,500 per year**
Campus: **Chadstone**

Prerequisites

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

English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

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

Why choose this course?

The Bachelor of Business (Accounting) will provide you with the comprehensive skills and knowledge to gain entry level employment in the industry. Accountants are in high demand in a range of industries and businesses, including banking and commerce, financial services, manufacturing, construction, education, health and leisure and retail sectors. Through a blend of theory and practice, you will gain invaluable skills that will be essential to start your career in accounting.

Industry Accreditations

Upon graduation, you may apply for associate membership of CPA Australia and the Institute of Public Accountants. Graduates also meet the entry requirements of the Chartered Accountants Australia and New Zealand (CAANZ) Program.

Career outlook

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

What you will study

This program will build your knowledge of financial accounting, taxation, auditing, and management accounting.

Key study areas will include:

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

Classes and assessment

Classes are typically scheduled with around 16 contact hours a week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as assignments, tests, examinations, class presentations and research projects.

Pathway options

On satisfactory completion of the Diploma of Accounting you will be eligible to receive up to 1 year's advanced standing towards the Bachelor of Business (Accounting), subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

*The Bachelor of Business (Accounting) was accredited with both the CPA and CAANZ professional bodies at the time of publication. For current information, visit www.holmesglen.edu.au

CERTIFICATE IV IN HEALTH ADMINISTRATION

CRICOS Code:	091964E
Duration:	6 months
Intakes:	February, July
Fees (AUD):	\$6,200
Campus:	Chadstone, Moorabbin

Prerequisites

Satisfactory completion of Year 11 level or the overseas equivalent or relevant senior employment experience

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

Why choose this course?

The Certificate IV in Health Administration is a qualification that will enable you to work in administrative positions in health services. In particular, this course focuses on giving you the ability to work autonomously in positions that may include management or leadership in medical practices or clinics. You will learn key skills in working with health and allied health professionals. Employees with the specific skills and knowledge you will gain through this qualification are sought after in this industry.

This six month program includes study areas such as Medical Terminology, Working with Health Professionals, Legal and Ethical Compliance in the Health Industry, Medical Records and Microsoft Office skills. These study areas make it an ideal foundation program for nursing students.

Career outlook

- Practice manager
- Senior clerk
- Executive assistant
- Ward clerk
- Medical records
- Section leader
- Team leader for clinical services
- Business manager

Key study areas will include:

- Legal and ethical compliance in the health industry
- Health billing and accounting in the health system
- Microsoft office skills for document production
- Medical records
- Medical terminology
- Working with health professionals

Classes and assessment

Classes are typically scheduled over four days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as assignments, workbooks, tests and role plays.

Pathway options

On successful completion of this course, students are eligible to complete the Diploma of Business Administration in a further 6 months.

CERTIFICATE IV IN BUSINESS

CRICOS Code:	086875D
Duration:	6 months
Intakes:	February, July
Fees (AUD):	\$6,200
Campus:	Chadstone

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) with no individual band score less than 5.5.

Why choose this course?

The Certificate IV in Business will give you a strong introduction to the fundamentals of business knowledge. You will develop important skills that are essential to the success and growth of a business. This course is your ideal starting point to build your confidence to pursue your career or choose from a range of further studies in business. In this course, you will specialise in a chosen stream, such as Administration, Marketing or Management. You may then proceed to study a Business Diploma program in Marketing Management, Business Administration, Human Resources, or Leadership and Management.

Career outlook

- Personal assistant
- Executive assistant
- Sales trainee
- Public relations officer
- Market research assistant
- Office administrator
- Client service officer

What you will study

This course will offer training in the skills required to work in an office environment and develop your ability to make decisions regarding business and administrative matters.

Key study areas include:

- Development of complex business documents
- Spreadsheets and databases
- Promotion of products and services
- Research data analysis and presentation
- Teamwork and leadership
- Business law
- Project management
- Applying digital solutions

Classes and Assessment

Classes are typically scheduled over three days, with an average of 20 to 25 contact hours per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as assignments, activities, presentations and tests.

Pathway options

Upon successful completion of the Certificate IV in Business, students may complete the following courses:

- Diploma of Business Administration or the Diploma of Human Resources Management in a further 6 months.
- Diploma of Leadership and Management or the Diploma of Marketing and Communication in a further 1 year.

DIPLOMA OF HUMAN RESOURCES MANAGEMENT

CRICOS Code: **087313G**
Duration: **6 months**
Intakes: **February, July**
Fees (AUD): **\$6,200**
Campus: **Chadstone**

Prerequisites

Satisfactory completion of Holmesglen's Certificate IV in Business or good passes at Year 12/Matriculation, or overseas equivalent, with passes in all subjects
English language proficiency equivalent to IELTS 5.5 (Academic) with no individual band score less than 5.5.

Why choose this course?

The Diploma of Human Resources Management will introduce you to the key skills required for people management. Gain skills in communication, negotiation and the ability to manage different interests in areas such as recruitment and performance management. You will also gain advantageous experience and the opportunity to apply your skills with an industry placement.

Career outlook

- Middle level management
- Human resources officer
- Occupational health and safety officer
- Recruitment officer
- Human resources manager

What you will study

- Recruitment, selection and induction processes
- Work, health and safety
- Employee relations
- Emotional intelligence
- Planning the workforce
- Managing human resource services
- Separation or termination of employment

Classes and Assessment

Classes are typically scheduled over 3 days (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as assignments, tests and role plays.

Pathway options

On satisfactory completion of the Certificate IV in Business followed by the Diploma of Human Resources Management, you will be eligible to receive 1 year's advanced standing towards the Bachelor of Business Administration. Entry will be subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Code: **089778C**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$12,500 per year**
Campus: **Chadstone**

Prerequisites

Satisfactory completion of Holmesglen's Certificate IV in Business or good passes at Year 12/Matriculation or the overseas equivalent
English language proficiency equivalent to IELTS 5.5 (Academic) with no individual band score less than 5.5.

Why choose this course?

The Diploma of Leadership and Management is a newly developed course that will help you to grow your skills and abilities in management processes. Learn to add value to management practices by applying critical thinking. This course will provide you with essential training in people management in the workplace. Classes are highly interactive with structured face-to-face workshops and engaging projects.

Career outlook

- Manager
- Team leader
- Supervisor

What you will study

The Diploma of Leadership and Management will give you a broad range of management skills that will be valuable in many workplaces.

Key study areas will include:

- Emotional intelligence
- Project management
- Operational planning
- Managing teams
- Performance management
- Managing budgets and finance
- Market research
- Risk management
- Personal planning and development

Classes and Assessment

Classes are typically scheduled over three days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as assignments, projects, tests, activities and presentations.

Pathway options

On satisfactory completion of the Diploma of Leadership and Management, you will be eligible to receive 1 year's advanced standing towards the Bachelor of Business Administration. Entry will be subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS Code: **093967G**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$12,500 per year**
Campus: **Chadstone**

Prerequisites

Satisfactory completion of Holmesglen's Certificate IV in Business or good passes at Year 12/Matriculation or the overseas equivalent
English language proficiency equivalent to IELTS 5.5 (Academic) with no individual band score less than 5.5.

Why choose this course?

Develop skills in marketing strategies and communication that could lead to careers in a wide range of businesses, or could be the starting point for your own personal venture. Understand the principles of market research that will allow you to interpret customer needs, and implement a successful marketing program, utilising essential digital tools and social media. As part of your studies you will undertake engaging projects that will give you an insight into this diverse industry.

Career outlook

- Business management
- Digital marketing
- Manage financial budgets and financial plans
- Market research
- Sales manager
- Marketing and events coordinator

What you will study

You will learn about a range of different marketing strategies.

Key study areas will include:

- Marketing trends
- Market research
- Understanding buyer behaviour
- Business to business marketing
- Service marketing
- Social media
- Project management
- Relationships and team management

Classes and Assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as assignments, projects, presentations, simulated activities and tests.

Pathway options

On satisfactory completion of the Diploma of Marketing and Communication, you will be eligible to receive 1 year's advanced standing towards the Bachelor of Business Administration. Entry will be subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

DIPLOMA OF BUSINESS ADMINISTRATION

CRICOS Code: **087282K**
 Duration: **6 months**
 Intakes: **February, July**
 Fees (AUD): **\$6,200**
 Campus: **Chadstone**

Prerequisites

Successful completion of Holmesglen's Certificate IV in Business or successful completion of Year 12 or the overseas equivalent, or a minimum of 2 years' relevant employment experience

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

Why choose this course?

Gain managerial level training for positions in clerical and administration roles. The Diploma of Business Administration is a widely applicable qualification that will allow you to apply for administrative positions in private business, government and non-profit organisations. Importantly, you will acquire essential skills in communication, team and people management. You will also gain advantageous experience and the opportunity to apply your skills with an industry placement.

Career outlook

- Administrative officer
- Personal assistant
- Executive assistant
- Medical receptionist
- Various administrative positions in private business, government and not-for-profit organisations.

What you will study

Students learn key administrative processes and procedures.

Key study areas include:

- Managing meetings
- Planning conferences
- Business document design and development
- Payroll management
- Customer service management
- Administration system management

Classes and Assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as a combination of written and online assignments, tests, exams and practical application projects.

Pathway options

On satisfactory completion of the Diploma of Business Administration, you will be eligible to receive 1 year's advanced standing towards the Bachelor of Business Administration. Entry will be subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

BACHELOR OF BUSINESS ADMINISTRATION

CRICOS Code: **069454M**
 Duration: **3 years**
 Intakes: **February, July**
 Fees (AUD): **\$15,500 per year**
 Campus: **Chadstone**

Prerequisites

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

English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

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

Why choose this course?

The Bachelor of Business Administration will equip you with a highly specialised understanding of business functions across a range of practices. This course is geared towards preparing students for the workplace, with a work-integrated learning placement. The final year includes an applied New Venture Creation project which integrates multiple disciplines. The course will prepare you to pursue work or further study in specialised areas such as accounting, marketing, international business or human resources as disciplines in post graduate qualifications such as a master's degree.

Career outlook

- Business analyst or consultant
- Assistant business manager
- Human Resources officer
- Business consultant
- Marketing officer

What you will study

Students will be equipped with a range of overall business and economic knowledge to enable them to be work-ready in the workforce.

Key study areas include:

- Accounting
- Economics
- Marketing
- Management
- Human Resources
- Risk management

Classes and Assessment

Classes are typically scheduled over 3 to 4 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as assignments, exams and reports.

Pathway options

On satisfactory completion of an approved diploma pathway, you will be eligible to receive up to 1 year's advanced standing towards the Bachelor of Business Administration, subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

MASTER OF PROFESSIONAL ACCOUNTING

CRICOS Code: **083073G**
 Duration: **2 years**
 Intakes: **February, July**
 Fees (AUD): **\$18,500 per year**
 Campus: **City**

Prerequisites

An Australian Bachelor Degree, Graduate Diploma or Graduate Certificate, or an approved international equivalent, in a non-accounting discipline. Students with a general Bachelor Degree in Commerce (no specific major) are eligible to apply. 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 equivalent to IELTS 6.5 with no band less than 6.0.

Why choose this course?

The Master of Professional Accounting (MPA) will equip you to meet the challenges faced in accounting professional practice in the contemporary Australian and global economic context. The MPA is ideal if you are interested in broadening your career options in your existing field. The MPA will train you to excel in accounting and finance professional fields. This program emphasises critical thinking in financial decision making, preparing you to make informed judgments and work collaboratively with accounting professionals. You will have the opportunity to apply your theoretical knowledge and technical skills in an industry placement.

Industry Accreditations

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.

Career outlook

- Accountant (general)
- Financial accountant
- Management accountant
- Taxation law and practice
- Taxation accountant
- External or internal auditor

Key study areas will include:

- Financial accounting and reporting
- Auditing and assurance
- Management accounting
- Research methods
- Corporate governance
- Managerial finance
- Information systems
- Australian taxation law
- Business and corporations law

Classes and assessment

Classes are typically scheduled over 3 to 4 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as tests, assignments, research reports, presentations and exams.

EARLY CHILDHOOD EDUCATION

As an education professional, you will be able to influence and shape young minds to develop resilient and positive attitudes towards life and learning. Studying at Holmesglen will give you the opportunity to know the sector from the inside out before you move into a career in Early Childhood Education. Holmesglen will help you to develop the skills to step into a rewarding lifelong career.

DEBRA ANGGRAENI – INDONESIA

BACHELOR OF EARLY CHILDHOOD TEACHING

"I remember when I first decided to study in Australia; I was not sure which school and which pathways I wanted to take to get my degree in Early Childhood Education. Being from a country that has completely different language, cultures and lifestyles, I was also worried whether or not I could manage the study and adjust with all the differences. Holmesglen offered me with the flexibility to take Certificate III and Diploma first before I continued into my Bachelor.

By starting from Certificate III, I was able to get a better understanding on the education system in Australia, make new friends and gain confidence. The campus experience is also more than what I expected. The teachers are very approachable and always try to support my needs and struggles. I also get the privilege to join support services such as Academic Support Services and Student Services, which I found very beneficial in helping me to improve my academic and professional skills.

Through the full support and encouragement from all of the teachers, now I'm proud of saying that I have finished my Bachelor program, and I'm very happy with my study experience. It has been a wonderful experience and a pleasure to be part of Holmesglen."

STUDY AREAS

EARLY CHILDHOOD EDUCATION AND CARE
EARLY CHILDHOOD TEACHING



CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

CRICOS Code: **086365D**
Duration: **6 months**
Intakes: **February, April, July,
September**
Fee (\$AU): **\$6,700**
Campus: **City, Moorabbin,
Waverley**

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

Prior to the first scheduled practicum students are required to provide a current Working With Children Check (WWCC).

Why choose this course?

Achieve a qualification that will lead you into a rewarding career centred on fostering the development and wellbeing of young children. Through the combination of face-to-face, blended online and practicum based learning, you will attain the necessary skills to plan and implement appropriate care and education for children. You will learn to understand the requirements and responsibilities involved in working as a professional team member in Early Childhood Services. Practical placement will allow you to apply your knowledge and gain experience working with infant, toddler and preschool children. Upon successfully completing this program, you will be eligible to receive a nationally endorsed Certificate III in Early Childhood Education and Care.

Career outlook

- Early Childhood educator
- Kindergarten assistant
- Nanny
- Out-of-school-hours care assistant
- Family day carer

Key study areas include:

- Legal and ethical frameworks
- Supporting children's play and learning
- Providing care for children
- Providing and promoting healthy food
- Holistic development of young children
- Cultural competence

Classes and assessment

Classes are typically scheduled over 4 to 5 days per week (indicative only; timetables are subject to change). Assessment may include a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects, including those undertaken through practicum placement.

Pathway options

On satisfactory completion of the Certificate III in Early Childhood Education and Care, you will be eligible to complete the Diploma of Early Childhood Education and Care in a further 12 months.

DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

CRICOS Code: **086366C**
Duration: **1.5 years**
Intakes: **February, July**
Fee (\$AU): **\$13,500 per year**
Campus: **City, Waverley**

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

Prior to the first scheduled practicum students are required to provide a current Working With Children Check (WWCC).

Why choose this course?

Acquire the skills you will need to work as an early childhood educator focused on the holistic development of children. The Diploma of Early Childhood Education and Care is designed to equip you 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. As a graduate, you will be ready to take on responsibilities such as developing and implementing early childhood education and care programs. This course includes several periods of industry placement and assessment in a variety of settings.

Career outlook

- Early Childhood educator
- Team, group or program leader
- Children's services director or coordinator
- Additional needs inclusion support facilitator

Key study areas include:

- Child development and wellbeing
- Curriculum design
- Analysis of children's learning
- Health and safety
- Compliance in children's services
- Workplace diversity

Classes and assessment

Classes are typically scheduled over 3 to 4 days per week (indicative only; timetables are subject to change). Assessment may include a combination of observation, discussion, written assignments, tests, and/or practical application and work related projects, including those undertaken through practicum placement.

Pathway options

On satisfactory completion of the Diploma of Early Childhood Education and Care, you may be eligible to receive 1 year advanced standing towards the Bachelor of Early Childhood Teaching, subject to meeting the following requirements:

- Good passes at Year 12/Matriculation including Mathematics or the overseas equivalent.
- Providing evidence of English language proficiency equivalent to IELTS 7.5 with no individual band score less than 6.5
- All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).
- Successful completion of the Special Tertiary Admissions Test (STAT) *

*Applicants will be required to complete the Special Tertiary Admissions Test (STAT), prior to entry if they do not meet the Mathematics prerequisites, as above. For more information about the booking process and fee please visit stat.acer.org





BACHELOR OF EARLY CHILDHOOD TEACHING

CRICOS Code:	089716F
Duration:	4 years
Intakes:	March, July
Fee (\$AU):	\$16,700 per year
Campus:	Waverley

Prerequisites

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

English language score of IELTS 7.5 (Academic) with no individual band score less than 7.0

Prior to the first scheduled practicum students are required to provide a current Victoria Police Records Check and Working With Children Check (WWCC)

Successful completion of the Special Tertiary Admissions Test (STAT).*

*Applicants will be required to complete the Special Tertiary Admissions Test (STAT), prior to entry if they do not meet the Mathematics prerequisites, as above. For more information about the booking process and fee please visit stat.acer.org

Why choose this course?

Complete a qualification that will allow you to become a dedicated early childhood and primary teacher. The Bachelor of Early Childhood Teaching is an innovative and contemporary degree, with a focus on the development of children from birth to 12 years of age. Holmesglen places a strong emphasis on the practical application of theory so that you are ready to enter the industry upon graduation. Students complete placements in a range of settings, including kindergartens and primary schools.

Industry accreditations

As a Holmesglen graduate, you will be eligible to register with the Victorian Institute of Teaching (VIT). All students wishing to graduate with a teaching qualification will be required to undertake the Australian Government's Literacy and Numeracy test prior to graduating, and achieve an IELTS 7.5 (Academic) with no individual band score less than 7, and band scores **no less than 8 in Speaking and Listening**. For further information on these requirements, visit www.vit.vic.edu.au

Career outlook

- 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

What you will study

The course is organised into four major streams of study, including The Child in Focus, Curriculum, Pedagogy and Learning, Professional Practice, and Practicum (placement in schools and kindergartens).

Key study areas include:

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

Classes and assessment

Classes are typically scheduled over 2 to 3 days per week (indicative only; timetables are subject to change). A variety of assessment methods may be used, including practical assessments, case studies, essays, exams, individual and group presentations, reports, role play simulations and hurdle task requirements. All successful applicants will enter either the Degree Entry Program or Transition to Degree Program prior to the commencement of their bachelor's degree classes to ensure their preparedness for Higher Education studies (see page 25).

Pathway options

On satisfactory completion of the Diploma of Early Childhood Education and Care you may be eligible to receive 1 year advanced standing towards the Bachelor of Early Childhood Teaching, subject to meeting English and academic requirements and completing Holmesglen's Transition to Degree Program.

Students are advised to allow an additional \$1,000 (AUD) for materials and equipment.

ENGINEERING AND TECHNOLOGY

As an engineer, you need the right balance of skills and theoretical knowledge to get the job done. At Holmesglen, our continued investment in equipment means you learn with the best facilities. Much of your time will be spent out of the classroom refining your skills in the engineering and manufacturing workshops, equipped with industry standard machinery. Understand how machinery and electronics work from the inside out, to be able to repair, maintain, design and build the machinery and technology that supports our evolving world.



DANIEL CHATAGNIE - FRANCE DIPLOMA OF ENGINEERING

"Holmesglen's good reputation was what brought me to their Open Day. I visited the campus facilities and learned about the online theory lessons and exercises. Attending Holmesglen's Open Day helped me decide to do my Certificate III, Certificate IV and Diploma in Engineering here.

During my 2 years at Holmesglen, I have been well looked after. I always get the answers to my questions and the teachers go beyond the teaching program. The staff always take the time to make sure I understand and get my work up to the required standard. It is nice to be able to learn from people with industry experience.

Holmesglen staff also recommended me to my current employer. My learned skills in welding, fabrication and AutoCAD helped me achieve a good position within the company. I never would have imagined that just two years at Holmesglen would help my professional career so drastically. A good learning environment and hard work got me where I wanted to be."



STUDY AREAS ENGINEERING | METAL FABRICATION | WELDING

CERTIFICATE III IN ENGINEERING (FABRICATION TRADE)

CRICOS Code: **070022C**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$14,500 per year**
Campus: **Moorabbin**

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).

Why choose this course?

The Certificate III in Engineering (Fabrication Trade) is suitable for you if you are interested in working as an engineering tradesperson in the fabrication industry. You will acquire the skills and knowledge in the fabrication of metals, learning to safely and proficiently utilise the correct tools, machines and technology for the process. Become well-equipped to work as a team with others, understanding how to comply with manufacturer's specifications. This course has a strong focus on the principles of welding, and also incorporates the use of Computer-Aided drafting.

Industry Accreditations

The Certificate III in Engineering (Fabrication Trade) is a requirement for employment as an Engineering Tradesperson – Fabrication.

Career outlook

- Welder
- Sheet metal worker
- Boilermaker
- Construction welder

Key study areas will include:

- Metal fabrication
- Sheet metal work
- Metal Inert Gas welding (MIG)
- Tungsten Inert Gas welding (TIG)
- Manual Metal Arc welding (ARC)
- Structural steel assembly
- Metal spinning and polishing
- Computer controlled equipment
- Communication, teamwork and problem-solving
- Cutting, bending and assembling processes

Classes and assessment

Classes are typically scheduled over 3 days, with an average of 24 contact hours per week (indicative only; timetables are subject to change). Assessment will include a broad range of practical tasks and work pieces, theoretical online quizzes, case studies, tests and reports.

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: **093369G**
Duration: **6 months**
Intakes: **February, July**
Fees (AUD): **\$7,300**
Campus: **Moorabbin**

Prerequisites

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

Why choose this course?

The Certificate IV in Engineering (Fabrication Stream) will build on your skills acquired in the Certificate III, preparing you to apply them in an industry setting. This qualification will prepare you to work in engineering, manufacturing and metal fabrication. Job roles may include 2D and 3D design, assembly, manufacture, installation, modification, weld inspection testing, fault finding, commissioning, maintenance and service of equipment and machinery, the fabrication of structures and assemblies, manufacture of sheet metal work, pressure welding, as well as use of relevant machinery, equipment and joining techniques.

Industry Accreditations

The Certificate IV in Engineering (Fabrication Stream) covers the skills and knowledge required for employment as a Special Class Engineering Tradesperson (Fabrication) – Level II.

Career outlook

- Engineering tradesperson
- Engineering supervisor

Key study areas will include:

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

Classes and assessment

Classes are typically scheduled over 3 days with an average of 20 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of practical tasks and work pieces, assignments and quizzes.

Pathway options

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

DIPLOMA OF ENGINEERING ADVANCED TRADE

CRICOS Code: **076438G**
Duration: **6 months**
Intakes: **February, July**
Fees (AUD): **\$7,300**
Campus: **Moorabbin**

Prerequisites

Successful completion of Certificate IV in Engineering.

Why choose this course?

The Diploma of Engineering Advanced Trade will give you the skills and theoretical knowledge to work as an engineering professional. Engineering is one of the largest employment sectors in Australia. Completion of this program will provide you with a range of opportunities in higher technician or engineering management. Advance your skills acquired in the Certificate IV in Engineering, learning to incorporate the use of Advanced Mathematics for engineering and Computer Aided Design (CAD) software into unique components.

Industry Accreditations

The Diploma of Engineering Advanced Trade will qualify you to work as an Advanced Engineering Tradesperson – Level II.

Career outlook

- Engineering trades technician
- Engineering supervisor
- Engineering manager

Key study areas will include:

- Computer Aided Drafting Systems
- 3D modelling using computer aided drafting
- Mathematics for engineering
- Reporting and communication
- Engineering information
- Engineering computations

Classes and assessment

Classes are typically scheduled over 2 days, with an average of 12 hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as projects, assignments, and tests.

HENRY SIEGRIST: MANAGING DIRECTOR, TIB WELDING PTY LTD

"TIB Welding Pty Ltd has employed a number of students from Holmesglen and we couldn't be happier with the results. The current and former students that we have employed have come to us extremely work-ready, with extensive training in their respective fields. In both welding and general fabrication, the skills the students have learnt at Holmesglen provide a solid foundation for us to add to, to further develop their industry capabilities. In my opinion a Holmesglen trained applicant is a valuable asset to any company, and is a testament to the expert staff and facilities that Holmesglen has to offer."

ENVIRONMENT AND LANDSCAPE

Choose from a range of courses that will allow you to both shape and care for natural environments and materials. At Holmesglen, you will have a range of opportunities to showcase your work at competitions and network with industry professionals.

SAGI MAOR – ISRAEL

DIPLOMA OF HORTICULTURE

Sagi was awarded bronze place in the Avenue of Achievable Gardens category at the Melbourne International Flower and Garden Show. Sagi is enthused by the way Holmesglen's teaching methods have allowed him to contribute to community harmony. "I want to inspire people to create their own personal sanctuary in their gardens," he says. The landscape design course offers all students the chance to immerse themselves in a variety of experiences. The class had the chance to present individual design submissions for a new outdoor area, as part of the redevelopment of Holmesglen's Moorabbin campus. The students are keen to point out how these types of opportunities have given them the chance to expand their knowledge of the industry, explore different plants and materials and form strong working relationships with a range of local suppliers.



STUDY AREAS

FLORISTRY | CONSERVATION AND LAND MANAGEMENT | HORTICULTURE
LANDSCAPE DESIGN





CERTIFICATE III IN FLORISTRY

CRICOS Code:	089027J
Duration:	1 Year
Intakes:	February, July
Fees (AUD):	\$13,000 per year
Campus:	Waverley

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) with no individual bandscore less than 5.5.

Why choose this course?

If you love working with fresh flowers to create elegant and eye-catching designs, the Certificate III in Floristry at Holmesglen is the course for you. 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. Develop skills in customer relations and retail skills with industry placement throughout the year. Learn to understand and respond to client briefs using your knowledge of design principles. This course has a strong design and technical focus, with projects in which you will complete visual displays and event designs.

Industry Accreditations

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

Career outlook

- Retail florist (Senior/Manager)
- Studio florist
- In-House florist
- Floral designer
- Event florist (weddings and corporate)

What you will study

You will learn all aspects of floristry techniques and design including a complete range of hand held, fully wired and base medium techniques.

Key study areas will include:

- Interpreting a design brief
- Drawing techniques to represent ideas
- Design of floristry products
- Floristry tools and equipment
- Hand tied floristry products
- Wired floristry products
- Floristry products with a base medium
- Event styling and management

Classes and assessment

Classes are typically scheduled over 3 days with an average of 21 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as direct observations or simulation activities, written and verbal questioning, a portfolio, projects and reports.

Students are advised to allow an additional \$200 (AUD) for materials and equipment.

DIPLOMA OF CONSERVATION AND LAND MANAGEMENT

CRICOS Code: **092601B**
 Duration: **1.5 years**
 Intakes: **February, July**
 Fees (AUD): **\$13,500 per year**
 Campus: **Waverley***

***Plus occasional classes at Eildon and Parks Victoria locations.**

Prerequisites

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

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

Why choose this course?

If you are passionate about caring for the environment, our parks and national parks, the Diploma of Conservation and Land Management will provide you with the training to find a career in this sector. This course provides you with a thorough grounding in environmental science, specialised skills and knowledge in general land management. As a graduate, you may seek employment as a Park and State ranger or as a Field and Technical staff member in government, local councils or private sector agencies. 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.

Industry Accreditations

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.

Career outlook

- Seasonal park officer
- Nursery worker
- Revegetation crew
- Landcare worker
- Park ranger

Key study areas will include:

- Biological surveys
- Plant classification
- Strategies for managing pests
- Managing and restoring parks
- Managing fauna populations
- Wildlife hazard reduction programs
- Water quality monitoring programs
- Coastal rehabilitation strategies

Classes and assessment

Classes are typically scheduled over 3 days with an average of 21 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as observations, discussions, written assessments and/or practical application and work-related projects.

Students are advised to allow an additional \$420 (AUD) for materials and equipment.

DIPLOMA OF HORTICULTURE

CRICOS Code: **0925856**
 Duration: **1.5 years**
 Intakes: **February, July**
 Fees (AUD): **\$13,500 per year**
 Campus: **Waverley**

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.

Why choose this course?

If you envisage yourself managing or working in nurseries, parks, private or community gardens and reserves, the Diploma of Horticulture is the ideal qualification. This course offers training in a range of higher level technical skills, applicable across the breadth of the horticulture industry. You will build your knowledge and abilities to design and implement special plant displays. You will develop your ability to consult on plant selection and landscape solutions for domestic and commercial situations.

Career outlook

- Senior horticulturist
- Parks and gardens manager
- Nursery manager

Key study areas will include:

- Identification of trees
- Soil management
- Plant identification
- Specialist advice for clients
- Diagnosing plant health
- Propagation programs
- Irrigation systems
- Designing plant displays
- Restoration of parks and gardens

Classes and assessment

Classes are typically scheduled over 3 days with an average of 21 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as observations, discussions, written assessments and/or practical application and work-related projects.

Students are advised to allow an additional \$150 (AUD) for materials and equipment.

DIPLOMA OF LANDSCAPE DESIGN

CRICOS Code: **092594G**
 Duration: **1.5 years**
 Intakes: **February, July**
 Fees (AUD): **\$13,500 per year**
 Campus: **Waverley**

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.

Why choose this course?

Create well-balanced and inspiring environments and outdoor spaces with Holmesglen's Diploma of Landscape Design. This course will enable you to assess sites and provide advice on plant selection and landscape solutions for domestic and commercial situations. This course features the integration of computer-aided designs, as well as access to sites and field trips. You will acquire a range of skills essential to undertaking projects in landscaping, parks and gardens, community based projects, or activities undertaken in the commercial or private sector.

Career outlook

- Landscape designer
- Landscape consultant
- Project management
- Commercial designer
- Domestic designer

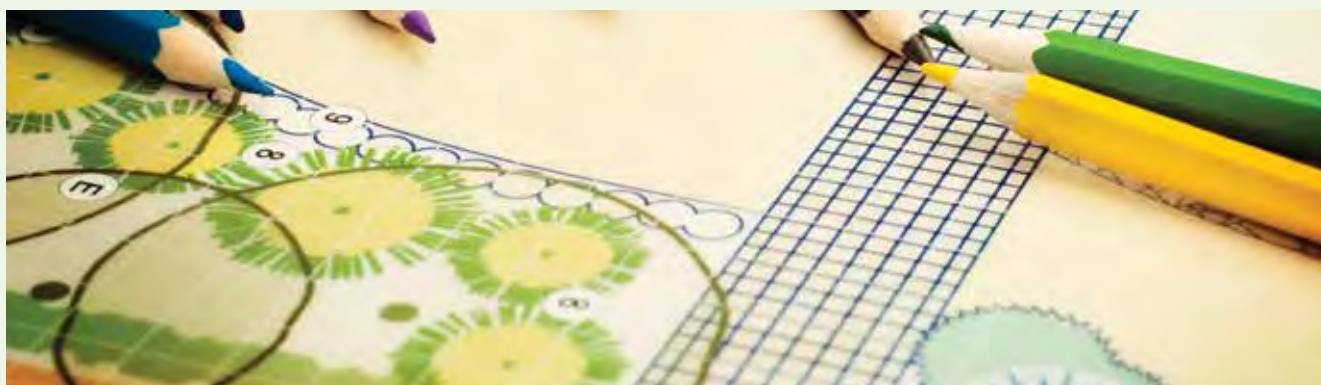
Key study areas will include:

- Assessing landscape sites
- Permaculture principles and practices
- Producing Computer-Aided drawings
- Soil health and plant nutrition
- Estimating and costing
- Managing landscape projects
- Construction of landscape features
- Sustainable landscapes
- Recommending plants
- Identifying, selecting and specifying trees

Classes and assessment

Classes are typically scheduled over 3 days with an average of 21 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as observations, discussions, written assessments and/or practical application and work-related projects.

Students are advised to allow an additional \$150 (AUD) for materials and equipment.



HEALTH SCIENCE AND COMMUNITY STUDIES

Holmesglen is a leader in Health Education and Community Studies. Our specialised health precinct at the Moorabbin campus includes a modern and innovative training space and the newly opened Holmesglen Private Hospital.

IYIADE (HYBEE) AIBINUOMO – NIGERIA OUTSTANDING HIGHER EDUCATION STUDENT WINNER – BACHELOR OF NURSING

The youngest of eight children, Hybee was the sole carer for his mother after she fell ill with cancer. The little to no palliative care that was available in his home country of Nigeria forged Hybee's passion to pursue a career in healthcare, and the Bachelor of Nursing at Holmesglen. His teachers describe him as kindhearted with a wonderful intellectual humility. He is someone who is always respectful and collaborative. In 2017, Hybee's outstanding work and attitude were recognised by receiving the Australian Nursing and Midwifery Federation Student Nurse Award during his degree studies. Hybee has also been offered a graduate year in mental health nursing at Goulburn Valley Shepparton. Hybee is a member of a Northcote youth group where he assists migrants to settle into Australia, and has recently volunteered as a judge at the Victorian Tournament of Minds. Hybee speaks highly of Holmesglen's practice-based teaching model and wants to be able to teach this to future nurses and health professionals, in Australia and back home.

STUDY AREAS

INDIVIDUAL SUPPORT | COMMUNITY SERVICES
ALLIED HEALTH ASSISTANCE | PATHOLOGY COLLECTION
LABORATORY TECHNIQUES AND TECHNOLOGY | NURSING
DENTAL TECHNOLOGY | ORAL HEALTH



VY NGUYEN – VIETNAM CERTIFICATE III IN INDIVIDUAL SUPPORT



"I remember on my first day of class, I was so excited and nervous at the same time because I did not know anyone and there was the language barrier. Despite this, everyone was very friendly and enthusiastic. They gave me the best welcome in the world and helped me get comfortable with my new life quickly. Studying the Certificate III in Individual Support, I have found that I really enjoy Holmesglen. As well as a good environment and excellent teachers, Holmesglen offers simulation rooms with modern equipment, lifting machines and hoists to practice industry skills right here on campus. We also have the opportunity to participate in work placement in facilities that are selected by Holmesglen, so all students are becoming more confident. I really enjoy every moment of studying at Holmesglen. The experience so far has been wonderful!"

CERTIFICATE III IN INDIVIDUAL SUPPORT

CRICOS Code:	089909G
Duration:	6 months
Intakes:	February, July
Fees (AUD):	\$6,600
Campus:	Chadstone, Moorabbin

Prerequisites

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

Why choose this course?

The Certificate III in Individual Support will train you to provide person-centred support to older people in an aged care setting. You will learn how to provide physical, social and emotional support to clients. You will also learn how to work as part of a team with other professionals such as nurses and healthcare workers. You will complete four weeks of work placement (160 hours) with one of our industry partners to help you put your skills into practice. With an ageing population, there is high demand for qualified staff in the sector. Many of our students are offered work on completion of their placement.

Career outlook

- Personal care assistant
- Nursing assistant
- Personal care worker
- Community worker

What you will study

This course will teach you how to provide physical, social and emotional support to clients. You will also learn to work as part of a team with other professionals such as nurses and healthcare workers.

Key study areas will include:

- Health and safety
- Providing individual support and personal care
- Support independence and wellbeing
- Law and ethics
- Communication skills
- Understanding diversity
- Assisting clients with medication or First Aid
- Prevention of falls
- The healthy human body
- Supporting people living with dementia

Classes and assessment

Classes are typically scheduled over 2 to 3 days per week, with additional hours for online learning (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as written and online tasks, work related projects, simulation, and workplace assessments.

In addition to course fees, students will be required to purchase a Holmesglen shirt to wear for their placement totaling approximately \$40 (AUD).

DIPLOMA OF COMMUNITY SERVICES

CRICOS Code:	091966C
Duration:	2 years
Intakes:	February, July
Fee (\$AU):	\$13,500 per year
Campus:	Moorabbin

Prerequisites

Good passes at Year 12/Matriculation or the overseas equivalent, with passes in all subjects
Students must be 18 years of age or older at the time of course commencement
English language proficiency equivalent to IELTS 5.5 (Academic) with no individual band score less than 5.5.

Why choose this course?

The Diploma of Community Services will enable you to work to support some of the most vulnerable and disadvantaged members of our society. Community Services workers are employed by a variety of government and non-government organisations to provide holistic support and referral in areas such as mental health, homelessness, family and domestic violence, child protection, employment support and migrant services. They may also work in a community development setting undertaking projects, education or research to improve community capabilities or make them more self-sufficient. The Diploma of Community Services is an interactive and supportive course where teachers and staff ensure students develop their skills, knowledge and confidence required to work in the sector. A current partnership with Amnesty International will provide an opportunity for enrolled students studying the Diploma of Community Services at Holmesglen Moorabbin campus to deliver projects which promote an awareness of human rights.

Industry accreditations

Our placement officers will source your 400 hours of practical placement undertaken as two separate placements during the course. To be eligible for ACWA (Australian Community Workers Association) accreditation, 400 hours of work placement must be completed as part of the program.

Career outlook

- Case worker or manager
- Support worker
- Group facilitator or manager
- Youth worker
- Child protection
- Community development

Key study areas will include:

- Development, facilitation and evaluation of community programs
- Legal and ethical compliance
- Developmental status and milestones of clients
- Case management frameworks
- Assessing and engaging with complex clients
- Communication and counselling

Classes and assessment

Classes are typically scheduled over 2 to 2.5 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks such as presentations, reports, online quizzes, role plays and practical projects.

CERTIFICATE IV IN ALLIED HEALTH ASSISTANCE

CRICOS Code:	097672B
Duration:	1 year
Intakes:	February, July
Fees (AUD):	\$13,200
Campus:	Moorabbin

Prerequisites

English language proficiency equivalent to IELTS 5.5 (Academic)

Note: Students seeking pathway options and further study in Health Science and Community Studies at Holmesglen will be required to meet the academic and language proficiency entry requirements of their selected principal course.

Why choose this course?

Study this course at Holmesglen and become an important part of the healthcare sector. Work directly with allied health professionals such as physiotherapists, occupational therapists, dietitians and other clinicians, to provide clients with therapy and support to improve their quality of life. This course may be the ideal choice if you have worked in health in the past and are looking for a return to the health sector. As the demand for therapy programs in hospital and community settings rise, allied health assistants will play an increasingly important role in the rehabilitation of clients and patients, and promotion of optimal health outcomes.

All our clinical specialist units are taught by practising allied health professionals. Your learning will be supported through a range of online activities, lectures and tutorials. Practical sessions are conducted in our state-of-the-art allied health facility, with simulated hospital and community environments.

The Department of Allied Health Services and Science has strong partnerships with a number of health services in Victoria, such as Cabrini Health, providing quality clinical placement experiences for our students that are hands-on and meaningful. They provide you with the opportunity to practice your newly gained skills in a range of settings, including sub-acute, acute medical and surgical, and rehabilitation settings. All placements are well supported by fully qualified allied health clinical staff to produce graduates who are work ready for a career as an allied health assistant.

Career outlook

- Physiotherapy assistant
- Occupational therapy assistant
- Community rehabilitation assistant
- Allied health assistant

What you will study

This course will provide you with comprehensive training in the specialty streams of physiotherapy, occupational therapy, as well as information about other areas, including group work and community rehabilitation.

Key study areas will include:

- Physiotherapy (Assistance)
- Occupational Therapy (Assistance)
- Allied Health Assistance
- Anatomy, Physiology & Pathophysiology
- Work Health & Safety and Movement
- Communication
- Legal practices

Classes and assessment

Classes are typically scheduled over 2 days per week, with additional hours for online learning (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as direct observation, presentations, written assessments, role plays, and simulations.

In addition to course fees, students will have expenses totalling approximately \$300 (AUD) for equipment, materials, immunisations and/or uniforms as needed.

Clinical Placement

Clinical placements may be scheduled outside semester times and will include placement in outer metropolitan and rural areas. The duration of clinical placement is 120 hours (3 weeks). Clinical placements are a compulsory component of the Certificate IV in Allied Health Assistance.

Prerequisites

Prior to undertaking clinical placement, students must complete a National Police Records Check obtained through Victoria Police, a Police Records Check from their overseas country of residence (English translation), a Working with Children Check, and be prepared to declare their health and immunisation status. Students will be registered by Holmesglen with the Australian Health Practitioner Regulation Agency (AHPRA). Students must also have completed Level 2 First Aid prior to clinical placement.



CERTIFICATE III IN PATHOLOGY COLLECTION

CRICOS Code: **0953146**
Duration: **15 Weeks**
Intakes: **January, April, August**
Fees (AUD): **\$7,300**
Campus: **Moorabbin**

Prerequisites

Good passes in all subjects at Year 12/Matriculation or the overseas equivalent
English language proficiency equivalent to IELTS 5.5 (Academic) with no individual band score less than 5.5
Students must provide documented evidence of serology results for Hepatitis B, Hepatitis C and HIV prior to course commencement

Students will be required to pass a national police records check prior to placements, and meet immunisation requirements. A physical ability to stand for long periods and fine motor control are recommended.

Why choose this course?

The Certificate III in Pathology Collection is an accredited qualification. Holmesglenn students are sought after employees in the Pathology industry, trained to collect blood and non-blood samples from patients. You will also be trained to conduct electrocardiographs (ECGs) and halter monitor testing. This course will provide you with an understanding of the anatomy and physiology of the human body. The course will include a period of practical placement and assessment, to prepare you for work in the industry. Students will be required to participate in laboratory sessions where blood collection will be undertaken on fellow students.

Industry Accreditations

Holmesglenn has associations with a wide range of industry partners such as Australian Clinical Laboratories, Melbourne Pathology, Dorevitch Pathology and many public and private hospitals.

Career outlook

- Pathology collector
- Pathology assistant
- Specimen collector
- Pathology team leader

Key study areas will include:

- Pathology collection techniques
- Phlebotomy
- Infection control
- Electrocardiographs (ECGs)
- Customer service

Classes and assessment

Classes are typically scheduled over 3 days with an average of 21 hours per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as direct observation or simulation activities, and written or verbal questioning.

CERTIFICATE IV IN LABORATORY TECHNIQUES

CRICOS Code: **098113C**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$15,500 per year**
Campus: **Moorabbin**

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).

Why choose this course?

The Certificate IV in Laboratory Techniques will build your knowledge of laboratory tests and procedures across a range of applications. These include pathology, food, industrial and pharmaceutical laboratories. Gain an understanding of the theory and methodology behind laboratory testing, and a practical knowledge of the instrumentation used in typical laboratory contexts. The course will include a period of practical placement and assessment, to prepare you for work in the industry. Students attend a DNA barcoding camp held at Holmesglenn's Rural Learning Centre in Eildon.

Industry Accreditations

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

Career Outlook

- Laboratory technician in secondary school
- Laboratory technician in pathology, industrial, environmental, research and food testing laboratories
- Laboratory assistant

What you will study

The Certificate IV in Laboratory Techniques provides training in all aspects of laboratory operations.

Key study areas will include:

- Microscopy
- Chemical tests and procedures
- Biological tests and procedures
- Aseptic techniques
- Analytical instrumentation
- Occupational health and safety
- Data analysis

Classes and assessment

Classes are typically scheduled over 3 days, with an average of 21 contact hours (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as direct observation and simulation activities, written or verbal questions, reports, presentations and role plays.

Students are advised to allow an additional \$100 (AUD) for materials and equipment.

Pathway options

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

DIPLOMA OF LABORATORY TECHNOLOGY

CRICOS Code: **098102F**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$15,500 per year**
Campus: **Moorabbin**

Prerequisites

Successful completion of the Certificate IV in Laboratory Techniques.

Why choose this course?

The Diploma of Laboratory Technology will advance your ability to work autonomously in a laboratory. You will learn to use problem solving skills to actively assess laboratory error and make necessary adjustments. You will learn to critically analyse data retrieved from laboratory practices. The course will include a period of practical placement and assessment, to prepare you for work in the industry. Students attend a DNA barcoding camp held at Holmesglenn's Rural Learning Centre in Eildon.

Industry Accreditations

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

Career outlook

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

What you will study

The Diploma of Laboratory Technology provides training in aspects of laboratory operations.

Key study areas will include:

- Chromatographic and spectrometric techniques
- Molecular biological techniques
- Preparation of bacterial samples
- Tissue preparation for diagnosis
- Blood sample preparation and testing

Classes and assessment

Classes are typically scheduled over 3 days with an average of 21 contact hours (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as direct observation or simulation activities, written or verbal questions, reports, presentations and role plays.

Pathway options

On satisfactory completion of the Diploma of Laboratory Technology, students are eligible to apply for the Bachelor of Biomedical Science at RMIT University. Applications will be assessed on an individual basis and must be lodged directly with RMIT University.



DIPLOMA OF NURSING

CRICOS Code:	093671B
Duration:	2 years
Intakes:	February, April, July
Fees (AUD):	\$16,200 per year
Campus:	Moorabbin

Prerequisites

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

Providing evidence of English language proficiency equivalent to IELTS 7.0 (Academic) with no individual band score no less than 7.0

Students must be 18 or older at the time of course commencement

Prior to undertaking clinical placement, students must complete a National Police Records Check obtained through Victoria Police, a Police Records Check from their overseas country of residence (English translation), a Working with Children Check and be prepared to declare their health and immunisation status. Students will be registered by Holmesglen with the Australian Health Practitioner Regulation Agency (AHPRA).

Why choose this course?

This course will prepare you for a rewarding and people-focused career in nursing. Develop a sound knowledge and skill base to underpin your future clinical role and to interact confidently with other health professionals in acute and nonacute environments. Students undertake ten 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'.

Industry Accreditations

Graduates of the Holmesglen Diploma of Nursing are eligible to apply to the Nursing and Midwifery Board of Australia (NMBA) to register for practice in Australia. The NMBA will require evidence that you meet their English Language requirements prior to granting registration to practice in Australia. For further information, please refer to www.nursingmidwiferyboard.gov.au

Career outlook

- Enrolled nurse in an acute hospital, subacute, mental health, aged care, rehabilitation or community setting.

Clinical Placement

Clinical placements may be scheduled outside semester times and will include placement in outer metropolitan and rural areas. The duration of clinical placement is 10 weeks. Clinical placements are a compulsory component of the Diploma of Nursing. Satisfactory completion of theory and practical assessments must be achieved prior to students undertaking clinical placement.

Key study areas will include:

- Administration of medications including Intravenous (IV) Medications
- Risk assessments related to individual client safety
- Nursing care for clients across all age groups and health care needs
- Wound care
- Documentation and reporting of care provided

Classes and assessment

Classes are typically scheduled over 3 days with approximately 18 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as direct observation, simulation activities, written and verbal questioning, presentations, role plays and clinical placement.

Students are advised to allow an additional \$1,500 (AUD) for equipment, materials, immunisations and/or uniforms as needed.

Pathway options

On satisfactory completion of the Diploma of Nursing, you will be eligible to enter into the Bachelor of Nursing with 1 year's advanced standing, subject to meeting the following requirements:

- Achieving a minimum 'Credit' grade average for the Diploma of Nursing
- Attending a Transition Program prior to commencement of the second year of the Bachelor of Nursing. The Transition Program fee will be AUD \$1,200. For further information, please refer to www.holmesglen.edu.au

BACHELOR OF NURSING

CRICOS Code:	063699E
Duration:	3 years
Intakes:	February
Fees (AUD):	\$26,500 per year
Campus:	Moorabbin

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 individual band scores no less than 6.5 and one individual band score no less than 6.0

Students must be 18 at the time of course commencement

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

Prior to undertaking clinical placement, students must complete a National Police Records Check obtained through Victoria Police, a Police Records Check from their overseas country of residence (English translation), a Working with Children Check and be prepared to declare their health and immunisation status. Students will be registered by Holmesglen with the Australian Health Practitioner Regulation Agency (AHPRA).

Why choose this course?

The Bachelor of Nursing will prepare you for a dynamic and rewarding career in nursing. You will develop a comprehensive knowledge and skill base, underpinned by sound critical thinking and problem-solving. Our teachers will help you become a patient-centred nurse who is sought after by industry. You will be well connected to nursing practice and consolidate your learning with clinical placements throughout your degree studies. Extensive training in our world-class 'Simulated Hospital' will help to prepare you for clinical placements and the realities of professional nursing work. Clinical placements cover a broad range of healthcare environments.

Industry Accreditations

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. The NMBA will require evidence that you meet their English Language requirements prior to granting registration to practice in Australia. For further information, please refer to www.nursingmidwiferyboard.gov.au

Career outlook

- Registered nurses have the 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.

Key study areas will include:

- Competent and safe practice across a wide range of health care settings
- Delivering a high standard of care
- Effective clinical judgment and decision-making
- Professional practice
- Working with multidisciplinary healthcare teams
- The nursing profession within the health context and wider community
- The Australian healthcare system

Classes and assessment

Classes are typically scheduled with around 4 days on campus (indicative only; timetables are subject to change). Assessment formats include a combination of examinations and tests, presentations, essays, assignments, group projects, investigative activities and clinical placements.

Students are advised to allow an additional \$1,500 (AUD) for equipment, materials, immunisations and/or uniforms as needed.

Clinical Placement

Clinical placements may be scheduled outside semester times and will include placement in outer metropolitan and rural areas. The duration of clinical placement is 825 hours (20 weeks). Clinical placements are a compulsory component of the Bachelor of Nursing.

Pathway options

On satisfactory completion of the Diploma of Nursing, you will be eligible to enter into the Bachelor of Nursing with 1 year's advanced standing, subject to meeting the following requirements:

- Achieving a minimum 'Credit' grade average for the Diploma of Nursing
- Attending a Transition Program prior to commencement of the second year of the Bachelor of Nursing. The Transition Program fee will be AUD \$1,200. For further information, please refer to www.holmesglen.edu.au

DIPLOMA OF DENTAL TECHNOLOGY

CRICOS Code: **095315F**
Duration: **2 years**
Intakes: **February, July**
Fees (AUD): **\$18,600 per year**
Campus: **Chadstone**

Prerequisites

Good passes in all subjects at Year 12/Matriculation or the overseas equivalent

English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

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.

Why choose this course?

The Diploma of Dental Technology will equip you with the knowledge to work professionally as a Dental Technician. Gain the skills to become part of a team of highly skilled healthcare professionals. You will learn to design, manufacture, modify and repair prostheses and appliances, such as dentures, mouthguards, splints, bridges and crowns. Students will also complete specialised training in computer-aided design (CAD) and computer-aided manufacturing (CAM) and participate in a Practical Placement program in a range of commercial dental laboratories over the term breaks.

Career outlook

- Dental technician
- Dental technologist

Key study areas will include:

- Casting of metal dental appliances
- Denture construction and repair
- Orthodontic appliances
- Science of dental materials
- Crowns and bridges
- Thermo-formed appliances including mouthguards
- Computer Aided Design (CAD)
- Computer Aided Manufacturing (CAM)

Classes and assessment

Classes are typically scheduled over 3 days with an average of 19 contact hours (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as observation or simulation activities, written or verbal questioning, portfolio, projects and practical demonstration.

Students are advised to allow an additional \$800 (AUD) for equipment, materials and/or uniforms as needed.



YILIN CHIN – SINGAPORE DIPLOMA OF DENTAL TECHNOLOGY

"I am glad I chose Holmesglen Institute for my Dental Technology course. The class sizes are small, allowing students to have more interaction time with our teachers. The teachers are very approachable and knowledgeable with many years of experience working in the industry. They are easily accessible and we can approach them anytime we have doubts. Our classrooms mimic a dental laboratory, so we have a feel of what it is like working in a real laboratory. The course modules are constantly updated to match the advanced technology in our industry. We also have the opportunity to learn CAD/CAM program which I understand is not taught in many places. I know that I am in good hands, and will be able to build a successful career in the future with a Diploma gained from Holmesglen Institute."

BACHELOR OF ORAL HEALTH (THERAPY AND HYGIENE) CHARLES STURT UNIVERSITY

CRICOS Code: **077426D**
 Duration: **3 years**
 Intakes: **March**
 Fees (AUD): **\$36,000 per year**
 Campus: **Chadstone**

Prerequisites

Applicant needs ATAR 70 or equivalent and applicants should apply directly to CSU or VTAC (if they meet the VTAC criteria)

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

Successful applicants are encouraged to obtain a senior first aid certificate prior to commencing the course. Prior to commencement of the first placement students will also be required to provide evidence of their immunisation and vaccination status, and a completed Working with Children Check.

Why choose this course?

The Bachelor of Oral Health (Therapy and Hygiene) is a Charles Sturt University (CSU) degree offered in partnership with Holmesglen. Oral health therapists diagnose dental decay and gum diseases, working with dentists to provide oral health care. With a strong curriculum focus on health science and the development of clinical skills, this course will provide you with practical training opportunities via a range of community placements. You will also receive comprehensive clinic and simulation exposure over the course of your studies. Years one and two of the course will be delivered at the Holmesglen Chadstone campus. During year one, there will be a 1 week period of clinical work at the CSU campus in Wagga Wagga (NSW) followed by a total of eight weeks placement over the year at CSU's onsite clinic in year two. During the third year of the program, all students are based at the Wagga Wagga campus. Throughout this year, students undertake clinical placements at CSU clinics in regional NSW and ACT.

More information can also be found online at www.csu.edu.au/courses.

Career outlook

- Oral Health therapist
- Dental therapist
- Health promotion officer
- Health researcher
- Dental hygienist

What you will study

This course has a strong focus on health science and its application in the development of clinical skills, with an evidence based approach to learning.

Key study areas include:

- Dental hygiene treatments for patients of all ages
- Dental therapy treatment of patients up to 26 years of age
- Preventative management of dental diseases
- Principles of public and population health
- Providing advice on oral health

Classes and assessment

Classes are typically scheduled with attendance required across 5 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as exams, assignments, oral presentations, participation in online discussions, clinical placement and achievement of practical competencies.

In addition to course fees, students will need to purchase materials and equipment for the course, purchase Overseas Student Healthcare Cover (OSHC), fund placement accommodation costs and pay for Student Services and Amenities Fees (SSAF) each year.

Through a unique partnership, students have the opportunity to complete the Charles Sturt University (CSU) Bachelor of Oral Health (Therapy and Hygiene), with access to Holmesglen's specialist oral health simulation facility at our Chadstone campus.



CRICOS Provider Code: 00005F



HOSPITALITY AND COOKERY

Choose a course that will give you real experience in hospitality. You will receive practical experience at our student training restaurants. Make the most of our range of over 100 training partners. Our teaching staff are award-winning experienced industry professionals, who will guide you to reach your full potential in providing world-class service in hospitality and tourism.

WEN QIAN SEOW – SINGAPORE **BACHELOR OF HOSPITALITY MANAGEMENT**

"I arrived in Melbourne in February 2016 from Singapore to start my new and challenging journey. I have been working in the hospitality industry for almost 10 years now. The hospitality industry has always been my passion and where I know I always belong. Personally, I think there is nothing more fulfilling than being able to make someone else's day and create memorable experiences for others. After hearing about the Hospitality Management course at Holmesglen Institute, I decided to make the unexpected decision to pursue the Bachelor of Hospitality Management. Since my first day at Holmesglen, I have felt so welcomed and motivated. Returning back to study after working for 4 years is definitely a big challenge for me. But with the help and support of the professional and industry current lecturers, and peers from all over the globe, I am able to overcome the challenges, and enjoy the process! I am not far from completing my course now, and am very excited for what my future holds. My journey at Holmesglen Institute will definitely be a major stepping stone for me to continue to excel and contribute in the hospitality industry."



STUDY AREAS

**HOSPITALITY | COMMERCIAL COOKERY | PATISSERIE
HOSPITALITY MANAGEMENT**



CERTIFICATE II IN HOSPITALITY

CRICOS Code: **090917J**
Duration: **6 months**
Intakes: **October**
Fees (AUD): **\$7,100**
Campus: **Moorabbin**

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).

Why choose this course?

The Certificate II in Hospitality will provide you with training and skill development in food and beverage services. This training will enhance your employment opportunities in the hospitality industry, with the potential of working in hotels, motels, clubs, restaurants, cafes, bars and function centres. Practical skill development will be available in Holmesglen's exceptional student training restaurants, and further opportunities available in leading hospitality venues in Melbourne.

Career outlook

- Food and Beverage waiter
- Front Office worker
- Barista

Key study areas will include:

- Food and beverage service
- Restaurant and bar service
- Barista training
- Customer service
- Business compliance
- Hygiene and occupational health and safety

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, from practical demonstration of restaurant and bar skills to written and assignment-based project work.

Students are advised to allow an additional \$300 (AUD) for materials and equipment.

Pathway options

On completion of this course students can continue into the Certificate IV in Hospitality (any culinary stream) or the Diploma of Hospitality Management.

CERTIFICATE IV IN COMMERCIAL COOKERY

CRICOS Code: **093977F**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$15,200 per year**
Campus: **Waverley**

Prerequisites

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

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

Why choose this course?

Holmesglen's Certificate IV in Commercial Cookery will give you the training to work in a commercial kitchen as a qualified chef. Develop your aptitude for combining flavours and producing restaurant-quality meals, with the techniques and skills sought after in the industry. Throughout the course, you will work in Holmesglen's student training kitchens, 'Cilantro' or 'ZEST', with further opportunities available in leading hospitality venues in Melbourne where you will learn to work as part of a larger team. You will complete practical learning sessions and placement shifts, developing leadership and supervisory skills which will be essential in running a successful business.

Career outlook

- Head chef
- Sous chef
- Chef De Partie
- Cook
- Catering manager
- Purchasing manager

Key study areas will include:

- Production of high quality stock, soups and sauces
- Preparation of restaurant quality poultry, seafood and meat dishes
- Kitchen management, leadership, food costing and finance
- Business compliance
- Hygiene and occupational health and safety
- Religious, dietary and cultural impactors on food production
- Specialist desserts, pastry, cakes and bread techniques

Classes and assessment

Classes are typically scheduled over 3.5 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as competency-based practical skills assessments, and theory-based assessments including written tests and projects.

Students are advised to allow an additional \$1,100 (AUD) for activities and/or materials.

Pathway options

On satisfactory completion of Certificate IV in Commercial Cookery, you will be eligible to complete the Diploma of Hospitality Management in a further 6 months or the Advanced Diploma of Hospitality Management in a further 1 year.

CERTIFICATE IV IN PATISSERIE

CRICOS Code: **093978E**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$15,200 per year**
Campus: **Waverley**

Prerequisites

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

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

Why choose this course?

Master the art of creating specialty patisserie dishes and become a qualified patissier. This qualification could lead you to establish your own patisserie or work in a restaurant producing a wide range of desserts and sweet creations. You will learn multiple skills and techniques to produce a wide range of specialty patisserie dishes used in today's vibrant food industry. You will also acquire leadership and supervisory skills essential to running a successful business. Your course will be delivered through a series of practical sessions and placements at Holmesglen's student training restaurants, 'Cilantro' and 'ZEST'. You will have further opportunities to work in leading 5-star hospitality venues in Melbourne.

Career outlook

- Head Pastry chef
- Sous chef
- Patisserie chef
- Pastry cook
- Chocolatier

What you will study

- Desserts and petit fours
- Sweet buffet showpieces
- Specialist chocolate and sugar techniques
- Specialist desserts, pastry, cakes and bread techniques
- Kitchen management, leadership, food costing and finance
- Business compliance skills
- Hygiene and occupational health and safety

Classes and assessment

Classes are typically scheduled over 3.5 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as competency-based kitchen skills assessments, and theory-based assessments including written tests and projects.

Students are advised to allow an additional \$1,100 (AUD) for activities and/or materials.

Pathway options

On satisfactory completion of Certificate IV in Patisserie, you will be eligible to complete the Diploma of Hospitality Management in a further 6 months or the Advanced Diploma of Hospitality Management in a further 1 year.



DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Code: **090979F**
 Duration: **1.5 years**
 Intakes: **February, July, October ***
 Fees (AUD): **\$14,200 per year**
 Campus: **Waverley, Moorabbin**
***October intake at Moorabbin campus only**

Prerequisites

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

Why choose this course?

If you are seeking a management position within the hospitality industry, this hands-on course gives you the training and development you will need to start your career. Students may find employment opportunities in management in resorts, hotels, function centres, restaurants and a wide range of venues. This course includes the Responsible Service of Alcohol (RSA) certification, along with practical training in food and beverage preparation. Your studies will involve placement in Holmesglen's student training restaurants, 'ZEST' and 'Cilantro', where you will learn the intricacies of front of house service in a fine dining establishment. You will also receive opportunities for work placement with our industry partners.

Career outlook

- Food and Beverage manager
- Front Office manager
- Finances and budget abilities
- Marketing techniques
- Australian law and compliance
- Food and Beverage supervisor
- Café owner

What you will study

- Restaurant and bar skills
- High level customer service skills
- Front office management systems
- Finances and budget abilities
- Marketing techniques
- Australian law and compliance

Classes and assessment

Classes are typically scheduled over 3.5 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as competency-based assessment, written assignments and project work.

Students are advised to allow an additional \$700 (AUD) for activities and/or materials.

Pathway options

Students who successfully complete the Diploma of Hospitality Management may further their studies in the Advanced Diploma in Hospitality Management and in the Bachelor of Hospitality Management with 1 year advanced standing.

ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Code: **091137G**
 Duration: **2 years**
 Intakes: **February, July, October ***
 Fees (AUD): **\$14,200 per year**
 Campus: **Waverley, Moorabbin**
***October intake at Moorabbin campus only**

Prerequisites

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

Why choose this course?

The Advanced Diploma of Hospitality Management will allow you to apply practical managerial skills in the hospitality industry. You will learn to operate with significant independence and will gain further knowledge in business and management strategies. Holmesglen's balanced delivery of practical and theoretical training will allow you to apply your skills in our fully equipped facilities, including Holmesglen's student training restaurants. You will also receive a range of industry placement opportunities.

Career outlook

- Area manager
- Operations manager
- Restaurant or café owner or manager
- Club secretary or manager
- Food and Beverage Manager
- Rooms Division Manager

What you will study

- Customer service skills
- Front office management systems
- Finances and budget abilities
- Human resources and business management skills
- Australian law and compliance

Classes and assessment

Classes are typically scheduled over 3.5 days (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as practical demonstrations, written assessments and project work.

Students are advised to allow an additional \$850 (AUD) for activities and/or materials.

Pathway options

On satisfactory completion of the Advanced Diploma of Hospitality Management, students may continue to complete Holmesglen's Bachelor of Hospitality Management with 1.5 years' advanced standing.

BACHELOR OF HOSPITALITY MANAGEMENT

CRICOS Code: **089800K**
 Duration: **3 years**
 Intakes: **February, August**
 Fees (AUD): **\$15,500 per year**
 Campus: **Waverley**

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 band score less than 6.0.

Why choose this course?

Complete a highly applied degree that will prepare you to work in top managerial roles in the hospitality industry. The hospitality industry is one of Australia's biggest and most dynamic workforces. 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. You will also have two industry placements with some of our world class partners, as well as site visits and guest speakers from the industry. Students have the option of applying for a 12-week internship. Internships take place in selected hospitality businesses, including four and five star establishments, allowing you to make valuable connections in the industry.

Career outlook

- Hotel/resort manager
- Venue manager
- Food and beverage manager
- Restaurant manager
- Café owner
- Hospitality marketing
- Front office operations

What you will study

- 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

Classes and assessment

Classes are typically scheduled over 2 to 2.5 days with an average of 12 contact hours (Indicative only; timetables are subject to change. Placement hours not included). Assessment will include a range of tasks, such as presentations, reports, case studies, site visit evaluations, guest speaker reports, video submissions, multi-media folios, online and live debates, essays, workplace supervisor reports, peer evaluation; online quizzes and exams.

In addition to course fees, students will have expenses totalling approximately the following amounts: 1st year - \$220; 2nd year \$170; 3rd year \$240 for uniforms, activities and/or materials.

Pathway options

Students who have successfully completed the Diploma of Hospitality Management are eligible to receive 1 year advanced standing.

Students who have successfully completed the Advanced Diploma of Hospitality Management are eligible to receive 1.5 years' advanced standing.



INFORMATION TECHNOLOGY AND DIGITAL MEDIA

As we have seen over the last decade, technology is continuing to transform our world at a rapid pace. There has never been a more exciting time for innovative people to work in this field. Holmesglen strives to offer current and industry-relevant training to work with today's technology.

SANDRINE (ALEK) WEBER – PHILIPPINES DIPLOMA OF DIGITAL AND INTERACTIVE GAMES

"I came to Australia from the Philippines to study Game Design. After a couple of years working in Digital Marketing, I thought I needed a change in career. As a newcomer to Australia, Holmesglen was more than just a school for me. It was the first support system I had here in Australia. It was great having teachers who were genuinely interested in my growth and progress as a student. It was also great having student services that I could easily access and who helped me a lot during the first few months in Australia when I was still having trouble adjusting to life alone in a foreign country. More than just helping me sharpen and develop the skills I need to venture on this new pathway, Holmesglen has also helped me with my own personal journey and I couldn't be happier with my choice to come here."



STUDY AREAS

DIGITAL AND INTERACTIVE GAMES | PROGRAMMING | SOFTWARE DEVELOPMENT
INFORMATION TECHNOLOGY NETWORKING | WEB-BASED TECHNOLOGIES
WEBSITE DEVELOPMENT | INFORMATION SYSTEMS



CERTIFICATE IV IN DIGITAL AND INTERACTIVE GAMES

CRICOS Code: **086587A**
Duration: **6 months**
Intakes: **February, July**
Fees (AUD): **\$6,700**
Campus: **Moorabbin**

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

Why choose this course?

This course has been designed for passionate gamers and those looking to confidently take their first step towards a career in Game Design, 3D Art and Game Development. The Gaming industry is growing at a rapid pace and the need for talented artists and developers has never been greater. Our experienced teachers will guide you in using latest industry software to create next generation graphics and game effects. Whether you are interested in developing mobile apps, console or desktop games, you will gain the skills to make your own game ideas a reality.

Career outlook

- 3D modeller
- Assistant environmental artist
- Junior creative artist
- Assistant 3D character animator
- 3D generalist
- VR application developer
- Game programmer
- 2D/3D artist
- Assistant level designer
- Game designer
- Game tester
- Mobile application developer
- C# developer

What you will study

You will learn to model and sculpt environments, characters and vehicles from concept to production. Your 3D assets will then be brought to life in a world class game engine as you program game effects, logic and controls. Finally you will learn to deploy your game to multiple platforms.

Key study areas will include:

- 3D Painting and Texturing
- Concept Art and Design
- 3D Sculpting and Modelling
- 3D character Animation
- Game Programming Logic, AI Development and Virtual Reality (VR)
- Mobile game development and Multi-player networked games
- Game Engine Mastery – Level design, Visual effects, Compositing and Lighting

Classes and assessment

Classes are typically scheduled over 4 days, with an average of 20 contact hours per week (indicative only; timetables are subject to change). Assessments will include a range of tasks such as 3D art portfolios and interactive games.

Pathway options

Upon successful completion of Certificate IV in Digital and Interactive Games students may complete a further one year of study to achieve the Diploma of Digital and Interactive Games.

DIPLOMA OF DIGITAL AND INTERACTIVE GAMES

CRICOS Code: **089907K**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$13,500 per year**
Campus: **Moorabbin**

Prerequisites

Successful completion of the Certificate IV in Digital and Interactive Games.

Why choose this course?

This course takes your digital sculpting, modelling and game development skills to the next level. Whether you are interested in developing the next viral indie smash hit, mobile app, sprawling MOBA or immersive VR/AR experience, gain the skills to make your own game ideas a reality. You will receive practical training and real-world experience from teachers that will help you to make your move into the Game Design and Development industry. On successful completion of the course you will have the skills to publish games on platforms including Android, iOS, PC, Mac, Xbox and many more.

Career outlook

- 3D modeller
- 3D games animator
- Multimedia designer
- Interactive digital media designer/developer
- Mobile applications developer
- Game programmer

What you will study

In the Diploma of Digital and Interactive Games, you will design your own 3D characters and game art work. Facilitation will include techniques that apply to all types of 3D artwork including; advanced character design, prop design, environment design, animation and visual effects. 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 will include:

- Models for 3D and digital effects environments
- Digital animation sequences
- Animation of physical attributes of models and elements
- Complex 3D characters for games
- Designs for a 3D games environment
- 3D digital games and components
- Digital animation sequences
- Advanced user interfaces

Classes and assessment

Classes are typically scheduled over 3 days with an average of 20 contact hours per week (indicative only; timetables are subject to change).

Assessment will include a range of tasks, such as 3D art portfolios and interactive games.

Pathway options

Upon successful completion of the Diploma of Digital and Interactive Games students may apply for up to six months advanced standing towards the Bachelor of Information Systems.

CERTIFICATE IV IN PROGRAMMING

CRICOS Code: **086573G**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$13,500 per year**
Campus: **Chadstone**

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

Why choose this course?

Certificate IV in Programming at Holmesglen is the ideal starting point for your career as a programmer. Learn to design and develop computer software and mobile applications, in high quality programming labs, industry standard software development environments. You will learn to apply your skills across a wide range of platforms.

Career Outlook

- Mobile application developer
- Android app developer
- Apple iOS developer
- Programmer
- Web programmer

What you will study

As a student you will be introduced to different programming concepts, mobile application development and web programming. Receive the opportunity to develop high level Java programming skills and gain a solid understanding of creating software applications for cloud services.

Key study areas include:

- Creation of basic databases
- Data driven applications
- Mobile applications
- Object oriented design
- Script for software applications
- Effective use of XML

Classes and Assessment

Classes are typically scheduled over 3 days with an average of 20 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as written assignments and tests.

Pathway options

The second semester of the Certificate IV in Programming will include units from the Diploma of Software Development. Upon successful completion of the Certificate IV in Programming, students may continue to complete the Diploma of Software Development in a further 6 months.

DIPLOMA OF SOFTWARE DEVELOPMENT

CRICOS Code:	086685K
Duration:	1 Year
Intakes:	February, July
Fees (AUD):	\$13,500 per year
Campus:	Chadstone

Prerequisites

Successful completion of the Certificate IV in Programming.

Why choose this course?

The Diploma of Software Development equips you with an in-depth understanding of how to write programs for the cloud (cloud computing), developing web applications using the .NET framework and Microsoft Visual Studio, build advanced mobile applications using the Android platform including client-server applications. Building on skills developed in your Certificate IV qualification, you will enhance your programming and analytical skills that are highly sought after by industry, and develop an in-depth understanding of how to write programs and develop web applications for the cloud. You will also delve into Python and the IoT (Internet of Things) language used to control devices. Study in modern, spacious computer labs, where our experienced teachers will encourage you to develop practical and hands-on skills. Students are also provided the opportunity to attend annual Industry events including Cisco Live and Creative Victoria's Creative State Summit.

Career outlook

- Mobile application developer
- Programmer
- Web programmer
- Cloud computing application developer
- Software developer
- Analyst programmer

What you will study

This course develops the skills needed to work with current programming and builds the confidence to adapt to new programming languages continuously evolving from changes in the IT industry, such as the rise in cloud services, cyber security issues and the multitude of mobile devices.

Key study areas will include:

- Object Oriented programming
- .NET framework
- Microsoft C# programming
- Java programming
- JavaScript programming
- SQL
- System testing and debugging
- Developing android mobile applications
- Developing advanced multi-touch applications
- Developing web applications
- Building Cloud service applications
- Application security

Classes and assessment

Classes are typically scheduled over 3 days with a minimum of 20 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as practical projects, written assignments and tests.

Pathway options

On satisfactory completion of the Diploma of Software Development, you will receive 1 year's advanced standing towards the Bachelor of Information Systems, subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

CERTIFICATE IV IN INFORMATION TECHNOLOGY NETWORKING

CRICOS Code:	086553M
Duration:	1 Year
Intakes:	February, July
Fees (AUD):	\$13,500 per year
Campus:	Chadstone

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

Why choose this course?

The Certificate IV in Information Technology Networking will lead you towards designing and constructing networks. You will be involved in constructing wired and wireless networks suitable for home or small business environments. 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 have the opportunity to develop management skills, working through projects as part of a team. You will have access to networking laboratories with current industry standard equipment and technologies.

Career outlook

- Network administrator
- Network security administrator
- Network technician
- Network support

What you will study:

- Server installation and management
- Network and data integrity
- Installation and operation of small enterprise branch networks
- Building small wireless local area networks
- Network security installation, configuration and testing

Classes and assessment

Classes are typically scheduled over 3 days with an average of 20 contact hours per week (indicative only; timetables are subject to change).

Assessment will include a range of tasks, such as written assignments and tests.

Pathway options

The second semester of the Certificate IV in Information Technology Networking will include units from the Diploma of Information Technology Networking. Upon successful completion of the Certificate IV in Information Technology Networking, students may continue to complete the Diploma of Information Technology Networking in a further 6 months.

DIPLOMA OF INFORMATION TECHNOLOGY NETWORKING

CRICOS Code:	086634K
Duration:	1 year
Intakes:	February, July
Fees (AUD):	\$13,500 per year
Campus:	Chadstone

Prerequisites

Successful completion of the Certificate IV in Information Technology Networking.

Why choose this course?

Building on the skills developed from the Certificate IV, the Diploma of Information Technology Networking will involve constructing and maintaining wired and wireless networks suitable for larger business environments. You will develop hands on skills in network design, network security, large scale server management and virtualisation, cloud computing, Voice over Internet Protocol technologies, and IT project management. Study in networking laboratories with current industry standard equipment and technologies. As part of your Academy membership through Holmesglen, you will be invited to participate in the Cisco Live Conference annually, bringing together networking and IT professionals throughout Australia.

Industry Accreditations

Graduates are encouraged to sit for the Cisco Certified Network Association Certification (CCNA) through PearsonVue.

Career outlook

- Network administrator
- Network security administrator
- Network technician
- Network support
- Communications solutions provider
- Cloud computing

What you will study

You will learn to create scripts for improved network performance and efficiency, design your own network server and produce suitable ICT network architecture designs for businesses.

Key study areas will include:

- Virtual technologies
- Project management
- Network design
- Network security
- Firewall configuration and management
- Voice over Internet Protocol services
- Server maintenance and management
- Configuring and troubleshooting network routers and switches

Classes and assessment

Classes are typically scheduled over 3.5 days with an average of 20 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as written assignments and tests.

Pathway options

On satisfactory completion of the Diploma of Information Technology Networking, you will receive 1 year's advanced standing towards the Bachelor of Information Systems, subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

All students transitioning from Vocational to Higher Education will enter into a Transition to Degree Program prior to the commencement of their degree classes to ensure their preparedness for Higher Education studies (see page 25).

CERTIFICATE IV IN WEB-BASED TECHNOLOGIES

CRICOS Code: **086544A**
Duration: **6 months**
Intakes: **February, July**
Fees (AUD): **\$6,700**
Campus: **Moorabbin**

Prerequisites

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

Why choose this course?

The web has permeated all aspects of contemporary life. Web services are used everywhere, integrated into our apps, appliances and homes. With this trend anticipated to accelerate, now is the time to join this creative industry, with new opportunities in a wide range of sectors. The Certificate IV in Web-Based Technologies is the ideal pathway towards creating industry standard web and digital media applications. You will work with cutting edge, industry standard technology, and gain valuable experience working on industry-style tasks and briefs.

Career outlook

- Junior web designer
- Junior web developer
- Digital media developer or programmer
- Front-End web developer
- UI and UX designer
- Programmer
- Web marketing

What you will study

Whilst undertaking this Certificate you will be trained to use a variety of technologies to rapidly prototype and develop websites including: HTML5, CSS3, jQuery, JavaScript, Bootstrap, PHP, MySQL, Adobe Illustrator, Adobe Photoshop and Wordpress. This will allow you to create a whole range of web solutions for clients including online stores, social platforms and more.

Key study areas will include:

- Technical requirements for websites
- Social web technologies
- Responsive design
- Server side script for dynamic web pages
- Content management systems
- Web performance

Classes and assessment

Classes are typically scheduled over 4 days with an average of 20 contact hours per week (indicative only; timetables are subject to change).

Assessment will include a range of tasks, such as responding to client briefs, website development, portfolio pieces and web designs.

Pathway options

Upon successful completion of the Certificate IV in Web-Based 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**
Fees (AUD): **\$13,500 per year**
Campus: **Moorabbin**

Prerequisites

Successful completion of the Certificate IV in Web-Based Technologies.

Why choose this course?

Launch your career in the web development and digital media industry. Gain the skills to ensure you are ready to work with real clients to develop solutions that meet their needs. Learn to build responsive and effective websites and web applications. During the course you will develop a comprehensive understanding of the design and technical skills required to work within the digital media industry. This course places a strong emphasis on creativity and conceptual development, using software packages and programming languages common in the industry. You will receive practical training and real-world experience from teachers who will help you to make your move into the Web and Digital Media Industry.

Career outlook

- Web developer
- Web development manager
- Website manager
- Web administrator
- Web programmer

What you will study

Work with cutting edge, industry standard technology, developing skills in areas such as: graphic design, User Experience and User Interface design, online web marketing, responsive design, HTML5, CSS3, jQuery, web application development, front-end and server-side programming, video production, online web marketing and IoT (Internet of Things).

Key study areas will include:

- Building dynamic websites and web pages
- Creating web-based programs
- Integrating databases with websites
- Visual Design
- Digital Marketing and SEO
- Client business requirements
- Web technology trends

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change).

Assessment will include a range of tasks, such as responding to client briefs, website development, portfolio pieces and web designs.

Pathway options

On satisfactory completion of the Diploma of Website Development, you will receive 1 year's advanced standing towards the Bachelor of Information Systems, subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

BACHELOR OF INFORMATION SYSTEMS

CRICOS Code: **095613G**
Duration: **3 years**
Intakes: **February, July**
Fees (AUD): **\$17,000 per year**
Campus: **Chadstone**

Prerequisites

Good passes at Year 12/Matriculation level or the overseas equivalent, including English

English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

Why choose this course?

Graduates attain strong technical skills and knowledge in cloud computing, networking, cyber security, enterprise systems, team collaboration, workplace communication, business analytics and project management. They build skills in problem solving, and the ability to locate, evaluate and adapt quality information for use in a business environment. In their final year students complete an information systems capstone project, drawing together the skills, knowledge and technologies undertaken in their studies. Students work in groups to develop and implement a business IS solution. Where possible the project involves real clients, with preference to projects that involve setting up a cloud infrastructure, incorporating aspects of cyber security, managing data and information system reporting, and creating a user interface to support the client and business.

Career Outlook

- Information Systems Cloud Architect/Project Manager
- Cloud Services Web Developer
- Business Systems Analyst
- Database Design Administrator
- Cloud Security Consultant
- Enterprise Systems Consultant/Architect
- Information Systems Manager

What you will study

The following study areas are aimed at providing graduates with strong technical skills and knowledge to gain a career in information technology.

Key study areas include:

- Enterprise Information & Cloud Computing Systems
- Business Decision Analysis
- Human Computer Interaction
- Cyber Security & Information Security Management
- Big Data & Business Intelligence
- Network Fundamentals
- Web-design and Programming
- Project & Change Management
- Team Communications, Ethics & IT Governance

Classes and assessment

Classes are typically scheduled over 3 days with an average of 20 hours of contact per week including lectures, tutorials, labs and personal consultations sessions (this is indicative only; timetables are subject to change).

Assessment will include a range of tasks, such as practical assessments and written assignments.

Pathway options

On successful completion of the Diploma of Website Development, Software Development or Information Technology Networking, you will be eligible to receive 1 year of advanced standing for the Bachelor of Information Systems.

ANTOINE CHRISTOPHE
JOSEPH ROBERT –
FRANCE

WEB-BASED TECHNOLOGIES

"Holmesglen Institute has given me the opportunity to pursue my dream of becoming a web developer. I have always been interested in coding and fascinated by technology but never really had the desire to study. This has now changed. The teachers at Holmesglen made learning fun and enjoyable by explaining usually difficult concepts in easy to understand terms. The teachers worked very closely with us to make sure we understood web design and development techniques. For me, Holmesglen has been more than just an education, it has taken my passion to a new level and opened doors to my future career."



JOINERY, CABINET MAKING AND FURNITURE DESIGN

Holmesglen offers you the chance to become skilled in joinery, cabinet making or furniture design. Have access to exceptional work spaces and the latest machinery and tools of the trade. You will be encouraged to show your individual flair and create a variety of pieces that can be entered into competitions or even sold to the public.

CAROLYN BONANNI – USA

CERTIFICATE III IN CABINET MAKING AND CERTIFICATE IV FURNITURE DESIGN AND TECHNOLOGY

Furniture student Carolyn Bonanni understands that nothing good comes to those who wait for inspiration. Since enrolling with Holmesglen, she has made the most of the chance to turn her designs into creations. "There are times when I have all these ideas in my head and struggle with how to connect them into a cohesive design. This past year I've really learned to think through a design from start to finish and not rush the design process," Carolyn says.

Having moved to Melbourne from New York, Carolyn has since developed this spark in the Holmesglen workshop. Fittingly, she has seen this effort translate into results. She recently participated in the Fringe Furniture competition, as part of Fringe Festival. Equally, she received a mentor spot within the program. "The mentorship has been a really great opportunity to speak with a variety of professionals in the industry. I am still very new to this field and trying to make a career change and have found the mentor session to be an invaluable source of information and advice."

It has been a productive year for Carolyn, having also had a furniture piece exhibited at Brisbane's Australian Furniture Association Design Awards. Moreover, she has also provided an entry in online design competition, Dangerous Designs.



STUDY AREAS

CABINET MAKING | JOINERY | FURNITURE DESIGN AND TECHNOLOGY





CERTIFICATE III IN CABINET MAKING

CRICOS Code:	084377E
Duration:	1 year
Intakes:	Monthly (February to September)
Fee (\$AU):	\$14,500 per year
Campus:	Chadstone

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.

Why choose this course?

The Certificate III in Cabinet Making provides comprehensive training in cabinet making. In this course, you will have the option of specialising in either Furniture or Kitchens and Bathrooms. Our industry-experienced teachers will guide you in the safe and effective use of tools and machinery, as well as using Computer Aided Drawings and computerised machines for your projects. During your studies you will be taught how to create free standing furniture, or install furniture, kitchen and bathroom units in Holmesglen's industry standard workshops.

Career outlook

- Cabinet maker
- Furniture maker (bespoke, residential or commercial)
- Furniture prototyping
- Kitchen and bathroom maker (bespoke, residential or commercial)
- Cabinet making supervisor
- Furniture designer

What you will study:

- CNC programming and machining
- Construction of furniture
- Construction of sample drawings
- Manual and computer-aided drawings
- Timber joints
- Operation of workshop machinery
- Building and installing cabinets
- Estimating and costing jobs

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as short written answers, practical work and observation checklists.

Pathway options

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

CERTIFICATE III IN JOINERY

CRICOS Code:	089777D
Duration:	1 year
Intakes:	Monthly (February to September)
Fees (AUD):	\$14,500 per year
Campus:	Chadstone

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.

Why choose this course?

Gain the skills and qualification you will need to start your career as a joiner or cabinet maker, with the ability to work in a range of commercial or residential settings, on projects such as shop-fitting, stair building, installation of glass, windows and doors. The Certificate III in Joinery will provide you with comprehensive training in the practical and theoretical aspects of joinery. You will complete full-scale projects in Holmesglen's specially designed facilities with industry-experienced teachers.

Career outlook

- Cabinet maker
- Various positions in furnishing and joinery industry
- Shopfitter

Key study areas will include:

- Manufacture and assembly of joinery components
- Safe use of tools and equipment
- Measurements and calculations
- Levelling, use of power tools
- Timber work
- Application of finishes
- Computer controlled machinery
- Cutting glass
- Manual and computer-aided drawings
- Making windows and doors

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as short written answers, practical work and observation checklists.

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 (February to September)
Fees (AUD):	\$14,500 per year
Campus:	Chadstone

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.

Why choose this course?

The Certificate IV in Furniture Design and Technology will provide you with skills in the design of furniture, and the ability to realise your design as a finished furniture product. Learn 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. As a student, you will become confident producing interior and exterior furniture, with a grounding knowledge of sustainability, ergonomics and customer style preferences. Your training at Holmesglen will set you up for a career in this growing and competitive industry.

Industry connections

Throughout your training, you will have opportunities to be mentored by James Richardson Furniture and other leading industry designers, businesses that have built a heritage on the principles of good design. They will assist you with your designs and you may also have your pieces displayed at their showroom.

Career outlook

- Furniture designer (bespoke, commercial or residential)
- Assistant furniture designer
- Furniture prototyping or model maker
- Interior decorator or designer

Key study areas will include:

- Researching furniture styles
- Maintenance and monitoring of machines
- Producing custom furniture
- Producing Computer Aided drawings
- Use of woodworking machines
- Templates and jigs for custom made furniture
- Constructing joints for custom furniture
- Design briefs

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as short answer questions, practical demonstration and observation checklists.

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 (February to September)
Fees (AUD):	\$14,500 per year
Campus:	Chadstone

Prerequisites

Successful completion of the Certificate IV in Furniture Design and Technology, or equivalent relevant employment experience.

Why choose this course?

The Diploma of Furniture Design and Technology will give you the ability to realise your furniture designs as finished products. This course is structured with consideration towards the standards of the Australian furniture industry, preparing you for the requirements of a workplace setting. You will design and test your own prototypes in dedicated computer labs and theory rooms before manufacturing them. Learn to create and design furnishings while considering both fashion and functionality. This course will enable you to design interior and exterior furniture, with an understanding of sustainability, ergonomics, customer style preferences, and practicality.

Industry connections

Throughout your training, you will have opportunities to be mentored by James Richardson Furniture and other leading industry designers, businesses that have built a heritage on the principles of good design. They will assist you with your designs and you may also have your pieces displayed at their showroom.

Career outlook

- Furniture designer (bespoke, commercial or residential)
- Assistant furniture designer
- Assistant 3D solidworks modeler
- Furniture prototyping or model maker
- Furniture supervisor
- Interior decorator or designer

What you will study

- Designing and constructing furniture
- Costing and estimating
- Computer aided designs and 3-D models
- Furniture materials and technology
- Evaluating designs
- Technical drawings
- Global design trends
- Developing prototypes
- Design for mass production

Classes and assessment

Classes are typically scheduled over 3 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as short answer questions, practical demonstration and observation checklists.

RECREATION, SPORT AND MASSAGE

Turn your passion into a successful career! Become part of the exciting and rapidly growing health, recreation or sporting industries and make an impact on our communities. Experience practical, industry-linked learning to develop the skills and confidence for success in a diverse range of careers in these vibrant, action-packed industries.

JUNGXN ZHOU – CHINA BACHELOR OF SPORT BUSINESS

"It is my honour to be the first international student in the newly offered course – the Bachelor of Sport Business at Holmesglen. English is not my first language but I have met many supportive lecturers and classmates at Holmesglen who have made me feel especially welcome. Sport is what brings people together in this sport oriented country! If you like sport, this is a great course to be apart of. There are plenty of sport "experts" in terms of NBA, NFL, MLB, AFL and the interactivity between us is fantastic. This course provides various learning environments which is great exposure for international students. Studying with Australian students provides me with local insight into this country's lively sporting culture. I've been introduced to Australian rules football and it's making a massive impact on my life and helping me interact with the Australian culture more."



STUDY AREAS

REMEDIAL MASSAGE | OUTDOOR RECREATION | SPORT DEVELOPMENT
EVENT MANAGEMENT | SPORTS MEDIA | SPORT BUSINESS

PROMOTE ACTIVE AND **HEALTHY** LIFESTYLES



DIPLOMA OF REMEDIAL MASSAGE

CRICOS Code: **091158B**
Duration: **1 year**
Intakes: **February, July**
Fees (AUD): **\$13,500 per year**
Campus: **Waverley**

Prerequisites

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

Why choose this course?

Gain the understanding and expertise to work as a remedial massage therapist. The Diploma of Remedial Massage will provide you with 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.

Career outlook

- Work in multidisciplinary clinics
- Massage therapist in a rehabilitative environment
- Sports massage therapist
- Remedial massage therapist

What you will study

As a student, you will develop the skills required to assess and treat soft tissue dysfunction, alleviate pain, improve body function and manage musculoskeletal injuries.

Key study areas will include:

- Pathology
- Management of athletes
- Advanced treatment techniques
- Advanced assessment techniques
- Student clinic
- Clinic management theory

Classes and assessment

Classes are typically scheduled over around 4 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, including practical observations.

Students are advised to allow an additional \$250 (AUD) for activities and/or materials.

CERTIFICATE IV IN OUTDOOR RECREATION

CRICOS Code: **084418A**
Duration: **1 year**
Intakes: **February**
Fees (AUD): **\$14,500 per year**
Campus: **Waverley**

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).

Why choose this course?

If you have a passion for the great outdoors then the Certificate IV in Outdoor Recreation could be the course for you. Your studies will take you on location as you explore the Australian bushlands. You will focus on developing the capabilities required to plan and deliver an outdoor recreation program for a wide range of clientele utilising a variety of outdoor activities. You will develop both camp and expedition management skills including group leadership and campsite catering allowing you to guide and teach others. This course is ideal for adventurers who are enthusiastic about outdoor activities such as hiking, climbing, camping, and canoeing. As part of the course, students are required to complete a number of vocational practical placements and experiences in the outdoor recreation industry.

Career outlook

- Trip assistant in the outdoor recreation industry
- Outdoor guide (uncontrolled environment)
- Outdoor instructor

What you will study

You will learn about the environment, and key skills such as navigation, trip planning, weather prediction, safety and first aid.

Key study areas will include:

- Bush walking
- Canoeing
- Snow camp
- Rock climbing
- Low ropes
- Outdoor activity risk management
- Remote area trip guiding and navigation

Classes and assessment

Classes are typically scheduled over around 4 days per week (indicative only; timetables are subject to change) and are mostly delivered in the field. Assessment will include a range of tasks, such as assignments, practical observation, and role plays.

Students are advised to allow an additional \$2,200 (AUD) for activities and/or materials.

Pathway options

On completion of this course students can continue into the Diploma of Outdoor Recreation.

DIPLOMA OF OUTDOOR RECREATION

CRICOS Code: **088124E**
Duration: **1 year**
Intakes: **February**
Fees (AUD): **\$14,500 per year**
Campus: **Waverley**

Prerequisites

Completion of the Certificate IV in Outdoor Recreation at Holmesglen with satisfactory grades.

Why choose this course?

Build on your skills gained in the Certificate IV in Outdoor Recreation focusing on developing the capabilities required to become an experienced and confident outdoor guide. Advance your skills in bush walking, adventure based learning, white water rafting, high ropes, outdoor activity risk management, trip planning, remote area trip tourism and navigation. You will also develop both camp and expedition management skills including group leadership and campsite catering. Your strong outdoor knowledge and abilities will be complemented by the ability to guide and teach others. You will apply your new knowledge and skills in real life work placement opportunities with some of Australia's leading Outdoor Recreational companies and facilities. These placements, along with a number of compulsory field trips may take place both during the week and on weekends.

Career outlook

- Operations manager
- Outdoor guide (Uncontrolled Environment)
- Expedition leader
- Outdoor instructor
- Program manager for Outdoor Education camps

Key study areas will include:

- Interpreting weather for mountain environments
- Advanced bushwalking skills in alpine areas
- Designing and facilitating adventure-based learning programs
- Coordinating and managing white water trips
- Complex white water rescues and recoveries
- First Aid and Emergency responses
- Navigation in uncontrolled environments
- High ropes
- Tour guiding

Classes and assessment

Classes are typically scheduled over around 4 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as role plays, assignments and practical observation.

Students are advised to allow an additional \$2,600 (AUD) for activities and/or materials.



DIPLOMA OF SPORT DEVELOPMENT

DIPLOMA OF EVENT MANAGEMENT

CRICOS Code: **082434F / 093875A**
 Duration: **1 year**
 Intakes: **February, July**
 Fees (AUD): **\$14,500 per year**
 Campus: **Waverley**

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)

Prior to the first scheduled placement students are required to provide a current Working With Children Check (WWCC).

Why choose this course?

If you are interested in the sporting industry and have a passion for helping athletes achieve their goals then the Diploma of Sport Development/Diploma of Event Management is for you. You will gain a broad experience 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.

Career outlook

- Sport coach
- Sport administrator
- Sporting club manager
- Sporting event manager

What you will study

- Coaching practices
- Strategies to increase sports participation
- Customised coaching for athletes with specific needs

Classes and assessment

Classes are typically scheduled over around 3 days per week (indicative only; timetables are subject to change). Assessment will include a range of tasks and practical observations.

Students are advised to allow an additional \$1,550 (AUD) for activities and/or materials.

Pathway options

On successful completion of the Diploma of Sport Development/Diploma of Event Management, you will be eligible to receive up to 6 months' advanced standing towards the Bachelor of Sport Business, subject to:

- Providing evidence of English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

All students transitioning from Vocational to Higher Education will enter a Transition to Degree Program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

BACHELOR OF SPORTS MEDIA

CRICOS Code: **078932M**
 Duration: **3 years**
 Intakes: **March, August**
 Fees (AUD): **\$17,900 per year**
 Campus: **Chadstone**

Prerequisites

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

English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

Prior to placement, students are required to provide a current Victoria Police Records Check.

Why choose this course?

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. You will regularly work with organisations in the sporting industry, gaining experience as consultants and gain valuable insight from guest speakers in the industry, as well as field trips to sporting press conferences and media outlets. This course is designed to help you transition into the professional workforce through our work integrated learning approach, which is supported by an extensive internship program.

Career outlook

- Sports journalist
- Sports commentator
- Sports analyst
- Sports television writer
- Sports newspaper writer
- Producer
- Media and communications officer
- Marketing coordinator
- Digital media coordinator
- Social media specialist
- Public relations coordinator
- Media content producer

Key study areas will include:

- Audio visual recording and editing skills
- Market research and marketing strategies
- Engaging media content for different audience segments
- Preparing written articles for a variety of audiences
- Making informed strategic decisions relative to communicating with publics
- Targeting sponsors
- Utilisation of social media tools

Classes and assessment

Classes are typically scheduled over 3 days, with an average of 12 to 16 contact hours per week (indicative only; timetables are subject to change). Assessment will include a range of tasks, such as essays, reports, ePortfolios, exams, applied assessments and assignments.

BACHELOR OF SPORT BUSINESS

CRICOS Code: **092390G**
 Duration: **3 years**
 Intakes: **February, July**
 Fees (AUD): **\$17,900 per year**
 Campus: **Chadstone**

Prerequisites

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

English language proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

A current criminal check (or equivalent) from their country of origin.

Why choose this course?

The Bachelor of Sport Business is designed to equip you with the necessary knowledge and skills to work successfully in the sport industry. The course has four key streams, which include: sport management, sport media, sport development and 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. You will have extensive industry engagement with regular guest speakers, field trips and applied learning opportunities. Our comprehensive internship program will give you the opportunity to work with national, state and local sporting organisations.

Career outlook

- Sport administrative officer
- Sport customer service officer
- Sport community engagement officer
- Sport membership officer
- Sport partnership coordinator
- Sport fan engagement coordinator
- Sport event coordinator
- Sport tour coordinator
- Athlete manager

What you will study

The Bachelor of Sport Business is underpinned by contemporary sports business theory. You will also complete a wide range of applied and work integrated learning to advance your practical skills.

Key study areas will include:

- Sport event tourism
- Sport business
- Sport sponsorship
- Public relations
- Sport media and technical media skills
- Management information systems
- Sport management
- Sports marketing
- Commercial sport

Classes and assessment

Classes are typically scheduled over 3 days with an average of 12 to 16 contact hours per week and additional hours for online learning (indicative only; timetables are subject to change). Assessments will include a range of tasks, such as essays, reports, group assessments, ePortfolios, exams, applied assessments and assignments. Students are also required to complete an internship in their final year of the course (approximately 228 hours or 6 weeks full time).

In addition to course fees, students will need to purchase subject textbooks totalling approximately \$250 each semester.

Pathway options

On successful completion of the Diploma of Sport Development/Diploma of Event Management, you will be eligible to receive up to 6 months' advanced standing towards the Bachelor of Sport Business, subject to:

- Providing evidence of English proficiency equivalent to IELTS 6.0 (Academic) with no individual band score less than 6.0

All students transitioning from Vocational to Higher Education will enter a Transition to Degree program prior to the commencement of their Degree classes to ensure their preparedness for Higher Education studies (see page 25).

TRAVEL, TOURISM AND EVENTS

Imagine a career that could take you behind the scenes of concerts and festivals or jetting off to an exotic location across the world. Our teachers include industry professionals in event management and travel and you will have a range of opportunities to meet and learn from guest speakers from the industry.



STUDY AREAS

TRAVEL AND TOURISM MANAGEMENT
HOLIDAY PARK AND RESORT MANAGEMENT | EVENT MANAGEMENT
LIVE PRODUCTION AND SERVICES

DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT

DIPLOMA OF HOLIDAY PARK AND RESORT MANAGEMENT

CRICOS Code: **094605D / 095561C**

Duration: **1 year**

Intakes: **February, July***

Fees (AUD): **\$14,500 per year**

Campus: **Waverley, Moorabbin**

***July intake at Waverley campus only.**

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) with no individual band score less than 5.5.

Why choose this course?

This dual qualification, Diploma of Travel and Tourism, together with the Diploma of Holiday Park and Resort Management, will open the doors to a global career. If you would love to provide memorable holiday and travel experiences for clients, this is the course for you! Gain the skills and knowledge that could lead you to opportunities in retail travel agencies, resorts or cruise ships, company or holiday theme parks. The course offers a study tour to the Gold Coast, Queensland and a short domestic cruise at the end of the program. You may also receive additional travel opportunities during your studies. The course is delivered in four terms over one year. During the first semester, you will be enrolled in the Diploma of Travel and Tourism Management, and also the front office pathway units that make up the entry requirements for the Diploma of Holiday Park and Resort Management. In semester two, once you have successfully completed the pathway units, you will be enrolled in the Diploma of Holiday Park and Resort Management.

Career outlook

- Retail travel agency manager
- Incentive travel coordinator
- Sales and marketing coordinator
- Product manager
- Reservations coordinator
- Visitor information officer
- Tour operator

What you will study

This course offers comprehensive training in the basics of the travel industry with skills developed on international central reservations systems, airline fares and ticketing and resort front office procedures. Additionally, you will undertake a range of managerial units in leadership, customer service, finance and business relationship.

Key study areas will include:

- Tourism and destinations knowledge
- Airline reservations systems, fares and ticketing
- Packaging tourism products, wholesaling
- Leadership and management
- Marketing, sales and customer service
- Hotel/Resort reception systems
- Finance
- Retail travel

Classes and assessment

Classes are typically scheduled over 4 days, with an average of 22 contact hours per week (indicative only; timetables are subject to change). A range of assessments are used during the course including: direct observations, role plays, written reports, creation of specific industry documents, practical demonstrations and presentations.

Students are advised to allow an additional \$1,700 (AUD) for activities and/or materials.

DIPLOMA OF EVENT MANAGEMENT

CERTIFICATE III IN LIVE PRODUCTION AND SERVICES

CRICOS Code: **093875A / 090376M**

Duration: **1 year**

Intakes: **February, July***

Fees (AUD): **\$14,500 per year**

Campus: **Waverley, Moorabbin**

***July intake at Waverley campus only.**

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) with no individual band score less than 5.5

Students must clear a Working with Children Check prior to commencing placements.

Why choose this course?

The Diploma of Event Management/Certificate III in Live Production and Services is a course that will take you behind the scenes at festivals, stadium productions and events, with a strong focus on industry placements. This course offers you the chance to get backstage access to various event management sites, with a number of local, interstate and international travel opportunities throughout your studies. You will work closely with industry experts to gain the skills and knowledge required to create, develop and stage special events, as well as manage teams effectively. This course ensures you have the creative production skills that are vital to success in the industry.

Industry connections

Students completing this course have been involved in the Victorian State Schools Spectacular, held annually at Hisense Arena, as well as large scale cultural events, including White Night Festival, the Melbourne International Comedy Festival, Christmas Festival of Lights and the Melbourne Cup Carnival. In addition, students receive opportunities to network with and learn from guest speakers in the industry.

Career outlook

- Events manager
- Events coordinator
- Events supply companies
- Events contractor

What you will study

This course will give you the opportunity to participate in and even organise a number of events throughout your study. You will also complete a range of business and management subjects in finance, leadership and communication.

Key study areas will include:

- Event management and concepts
- Conference programs and event registrations
- Leadership
- Customer Service
- Marketing
- Risk Management
- Creative Production
- Business Planning
- Staging, Lighting, Audio

Classes and assessment

Classes are typically scheduled over 3 to 4 days per week (indicative only; timetables are subject to change). Assessment may include a range of tasks, such as the creation of planning documents, direct observations on event sites, written reports, practical demonstrations and presentations.

Students are advised to allow an additional \$900 (AUD) for activities and/or materials.

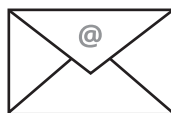
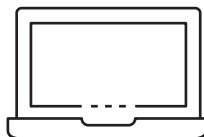
HOW TO APPLY

1.

CHOOSING A COURSE

Read through the course descriptions in the International Course Guide and refer to the detailed information on our website. You can also call one of our friendly customer services officers, or send through an enquiry to make sure that this is the course for you.

Visit www.holmesglen.edu.au
Email intl@holmesglen.edu.au
Call +61 (03) 9564 1703



2.

PREPARING YOUR APPLICATION

You will need to make sure that you meet the required academic prerequisites as listed in this guide, including English proficiency, to make sure you are eligible to apply for the course. You will need to provide us with certified copies of your academic documents, with English translations where applicable.

CONTACTING AN AGENT

We have Holmesglen accredited representatives across the world who are able to counsel you on choosing the right course, and preparing your visa application. To find an agent in your country, visit: www.holmesglen.edu.au/Students/International/Education-Agents

3.

COMPLETING THE APPLICATION FORM

Make sure that you read and understand the Institute's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedure (pages 88–91).

Complete all sections of the application form, and don't forget to include your signature and contact details. If you are under the age of 18, the application form must also be signed by your parent (or welfare carer).

If you are not applying with an agent, you will be required to submit an application fee of AUD \$500 along with your application.



4.

**YOUR APPLICATION
OUTCOME**

Once our assessment officers have all of the required information to assess your application, they will inform you of the outcome of the application.

If you are successful, you will receive a Letter of Offer along with a Fee Schedule!



5.

CONFIRM YOUR ENROLMENT

If all of the conditions on your Letter of Offer have been met, you can proceed to deposit your first fee instalment, as outlined in your fee schedule. Submit your payment, along with your Offer Acceptance Form, to receive an Electronic Confirmation of Enrollment (eCOE) which you will require for your visa application.

6.

VISA APPLICATION

If you are applying for a Student Visa, you will need to complete this process with the Department of Home Affairs (DHA). Accredited Holmesglen agents can assist you with this process. Make sure that you are well prepared and able to provide the required information in order to receive a visa.



7.

**YOU ARE READY TO START
YOUR JOURNEY WITH
HOLMESGLEN!**

It's time to start making all of the preparations to set up your new life in Melbourne! Be sure to check out our accommodation and student services information online and contained in this guide to make your transition into student life as smooth as possible!



TERMS AND CONDITIONS OF ENROLMENT

Important information to read before completing your Application Form.

All course information in this publication was accurate at the time of publication, however this information is subject to change. Program codes, CRICOS codes and fees provided in this publication are subject to change. All changes will be updated on our website: www.holmesglen.edu.au

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

DHA – Department of Home Affairs

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

The ESOS Act

The Education Services for Overseas Students Act 2000

The National Code 2018

National Code of Practice for Providers of Education and Training to Overseas Students 2018

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 the Application Form that they have read, understood and consented to the Fee Payment and Refund Procedure and 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 canceled at the end of any appeals process.

1.3 For students undertaking ELICOS programs the Institute reserves the right to report to DHA the details of a student whose attendance is unsatisfactory.

1.4 Clinical or practical placements are compulsory for students enrolled in courses that include these as a course requirement. 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 DHA 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 DHA 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.au 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 International Student Orientation Program and available online at www.holmesglen.edu.au. 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 Detailed information on the ESOS Framework is available via <https://docs.education.gov.au/system/hles/doc/other/esosstudentfactsheetv3.pdf>

All international students must read this document prior to accepting a Holmesglen Letter of Offer and forwarding tuition fees.

1.8 The National Code 2018 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 DHA for failure to meet attendance or academic progress requirements.

1.9 Students wishing to apply for a Letter of Release will need to complete an Application for Release Letter 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 DHA to seek advice on whether a new student visa is required. In instances where a Letter of Release 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.au and will be covered in the International Student Orientation Program.

1.10 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.

1.11 The National Code 2018 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.au. Under-enrolment in subjects against advice from Holmesglen, could constitute grounds for cancellation of a student's enrolment.

1.12 The National Code 2018 requires international students to keep Holmesglen informed of their current address. Students are responsible for completing updates online via student Administration. This information is covered in the International Student Orientation Program and the Holmesglen website, www.holmesglen.edu.au

1.13 International Students may apply for Credit Transfer (CT)/ Recognition of Prior Learning (RPL) 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.au and will be covered in the International Student Orientation Program.

1.14 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.

1.15 International students must maintain adequate health cover for themselves and any members of their family unit who are with them for the duration of their student visa.

1.16 Students need written permission from Holmesglen to defer or suspend their course. In cases where permission is granted, DHA 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.au

1.17 Holmesglen is required to advise DHA when a student fails to commence a course, withdraws before the course ends, or changes course.

1.18 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 be placed in an English language program until the next available commencement date for the course.

1.19 After a student commences at Holmesglen, fees for subsequent study periods are due two weeks prior to the commencement of the study period. 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 AUD will be levied on students who fail to make payment by the required date and where an enrolment has to be reinstated after cancellation.

1.20 Students who are enrolled with partner providers will use the support facilities provided by these institutions.

1.21 Students applying 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 the partner university website for full information on these policies.

2. Personal Information

2.1 Information is collected in the Application Form and during your enrolment in order for Holmesglen to meet obligations under the ESOS Act and the National Code 2018. The authority to collect this information is contained in the ESOS Act, the Education Services for Overseas Students Regulations 2001 and the National Code 2018. Information collected about the student on the Application Form and during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on the Application Form or during your enrolment can be disclosed without your consent where authorised or required by Australian Law Enforcing Agencies.

2.2 Information held on student files including attendance records, academic progress reports is the property of 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 International Course Guide
- The Holmesglen website www.holmesglen.edu.au
- The Holmesglen Living in Melbourne website www.holmesglenlivinginmelbourne.com.au
- Institute personnel
- Holmesglen 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 the International 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. Airport Reception

- 5.1 Airport Reception 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 page 16. 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 International Course Guide and online at

www.holmesglen.edu.au/Students/International-Students and www.holmesglenlivinginmelbourne.com.au

7. Complaints and Appeals

7.1 Holmesglen has 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/Students/International-Students and www.holmesglenlivinginmelbourne.com.au 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.

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 Education Services for Overseas Students Act 2000 (the ESOS Act) and the National Code of Practice For Providers of Education and Training to Overseas Students 2018 (National Code 2018).

1. Application Fee

- 1.1 On application for admission to a course, an application fee of \$500 AUD is payable and will be credited against the student's tuition fee.
- 1.2 This application fee of \$500 AUD 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 AUD 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 AUD application fee with their application.

2. Payment of Tuition Fees

- 2.1 A study period at Holmesglen consists of no more than 24 weeks within a semester. 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 Letter of Offer and Fee Schedule. Holmesglen collects no more than 50% of the total course cost prior to the student commencing their 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 from 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 Further fees are payable for additional courses, graduation ceremonies, excursions, resitting tests and examinations, textbooks, materials and activities.
- 2.5 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.
- 2.6 Where a student has a packaged offer with a partner institution, Holmesglen reserves the right to impose an upfront deposit fee which will not be refundable.
- 2.7 Students who enrol in additional courses will be required to pay the full-time course fee applicable to that course.
- 2.8 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 course, they will be required to pay the fees applicable to the 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 institutions' 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.
- 2.9 There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For degree programs, fees are charged per subject.
- 2.10 The Institute does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.
- 2.11 Where the Goods and Services Tax (GST) applies to programs and services in the International Course Guide, the tax is included in the advertised fee.
- 2.12 Holmesglen is not liable for any variances when refunds are affected by fluctuations in currency exchange rates.

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/Students/International-Students. Refunds that are approved will be made within four weeks after receipt of a written claim. If a student withdraws their application once tuition fees are paid, the following will apply:

- 3.1 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of an ELICOS course, a 75% refund of tuition fees paid for the study period will be made to students. No refund of the ELICOS tuition fee will be made to students withdrawing from the course less than four weeks prior to commencement or after the commencement of the course.
- 3.2 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of a course study period, a 50% refund will be made to students who have paid tuition fees for a forthcoming study period.
- 3.3 If notice of withdrawal is received by Holmesglen in writing less than four weeks prior to commencement or after commencement of the course study period, no refund of the tuition fee will be made.
- 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 studies except in 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.
- 3.7 Where a student has been granted a deferral in their course due to a delay in their student 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 visa is not granted.
- 3.8 Where a student has had to withdraw because of student 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 AUD administrative fee. Where a student visa is refused in Australia for a course the student is currently enrolled in, a refund will be granted on a pro rata basis.
- 3.9 Where a student does not lodge the student 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 misbehavior or breaching of student 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 the Charles Sturt University Refund Procedures will be made available to students at the time of enrolment in their degree program.
- 3.15 These regulations may be waived by the Board of Holmesglen Institute of TAFE in exceptional circumstances at its absolute discretion. The decision of the Board is final.
- 3.16 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 Where a student has made a payment towards Institute Accommodation, a full refund will be granted if a student has their student visa refused.
- 4.2 Where a student has made a payment towards Institute Accommodation, and in circumstances other than when a student has had their student visa refused:
- A full refund is available to students in the event that accommodation is at capacity
 - A 90% refund will be made to students withdrawing up to four weeks prior to the commencement of their course
 - A 75% refund will be made to students withdrawing less than four weeks prior to the commencement of their course
 - No refund will be made to students who withdraw after the commencement of their course.
- 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, other than when a student visa is refused, for that term. The balance of welfare fees paid in advance will be refunded in cases when the student visa is refused.
- 5.2 In instances where a student defers commencement of their studies, unused prepaid 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 of study at Holmesglen, they will be offered an education package comprising of the prerequisite course and the principal course of study. 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 of study. 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 of study at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course of study. 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 of study 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 of study at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course of study. 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 of study 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 eCoEs are required to be issued post arrival in Australia, Holmesglen will levy a fee of \$500 AUD. 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 with the exception of bachelor's and master's 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.

Please note that Holmesglen is not liable for any variances when refunds are affected by fluctuations in currency exchange rates.

IELTS EQUIVALENCE

IELTS Score	Test component	TOEFL iBT	PTE Academic	Cambridge English: Advanced (CAE)*	EIKEN Grade
4.5	Average/total/overall across test components only	32	30	147	Pre-2
5.0	Listening	4	36	154	2
	Reading	4	36	154	2
	Writing	14	36	154	2
	Speaking	14	36	154	2
5.5	Listening	7	42	162	2A
	Reading	8	42	162	2A
	Writing	18	42	162	2A
	Speaking	16	42	162	2A
6.0	Listening	12	50	169	Pre-1
	Reading	13	50	169	Pre-1
	Writing	21	50	169	Pre-1
	Speaking	18	50	169	Pre-1
6.5	Listening	20	58	176	1
	Reading	19	58	176	1
	Writing	24	58	176	1
	Speaking	20	58	176	1
7.0	Listening	24	65	185	1
	Reading	24	65	185	1
	Writing	27	65	185	1
	Speaking	23	65	185	1

APPLICATION FORM

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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 (AUD) 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 Course Guide.

Section 1 – Personal Details

Surname or family name <input type="text"/>		Title (Mr, Mrs, Miss, Ms, Other) <input type="text"/>		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Given name(s) <input type="text"/>			Date of birth (DD / MM / YYYY) <input type="text"/>		
Country of birth <input type="text"/>		Citizenship <input type="text"/>		Passport number <input type="text"/>	
Have you been previously enrolled at Holmesglen Institute? (tick yes or no) <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, Student Number <input type="text"/>	
Are you currently studying in Australia (tick yes or no) <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, what visa do you currently have? <input type="text"/>	
Name of institution <input type="text"/>				Expiry date (DD / MM / YYYY) <input type="text"/>	
Are you a permanent resident of Australia (tick yes or no) <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you are not a permanent resident of Australia, on what type of visa will you be entering Australia? <input type="text"/>				Expiry date (DD / MM / YYYY) <input type="text"/>	
Do you have any disabilities (tick yes or no) <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, please specify <input type="text"/>	

Section 2 – Contact Details

Number and Street <input type="text"/>		Home phone number <input type="text"/>	
Suburb/Town <input type="text"/>		Mobile phone number <input type="text"/>	
Country <input type="text"/>	Postcode/Zipcode <input type="text"/>	Email address <input type="text"/>	
Emergency contact name <input type="text"/>		Emergency contact mobile phone number or email <input type="text"/>	

Section 3 – Course Preferences

Name of course <input type="text"/>	
Preferred campus <input type="text"/>	Commencing (MM / YYYY) <input type="text"/>
Name of course <input type="text"/>	
Preferred campus <input type="text"/>	Commencing (MM / YYYY) <input type="text"/>
Name of course <input type="text"/>	
Preferred campus <input type="text"/>	Commencing (MM / YYYY) <input type="text"/>

Section 4 – English Language Proficiency

PLEASE TICK WHERE APPLICABLE AND ATTACH DOCUMENTARY EVIDENCE

What is your first language? I.e. the language you speak at home.

Recent use of English (Please tick where applicable and attach documentary evidence.)

☐ I have satisfactorily completed secondary/tertiary studies in Australia.

☐ I have satisfactorily completed an approved ELICOS program at:

Name of institution

Length of course

Date of completion (DD / MM / YYYY)

☐ 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

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

Section 6 – Previous Employment

If you believe you have relevant employment experience, please attach separate documentation to your application.

Section 7 – Study Plan in Melbourne

this section must be completed by the applicant

Please consider your answers carefully before you sign this application.

Why do you want to study the courses you have applied for at Holmesglen?

What is your career plan at the end of your studies?

The highest level of study (Principal 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 Enrolment and the Fee Payment and Refund Procedures at Holmesglen.

I consent to DHA 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 enrolment 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

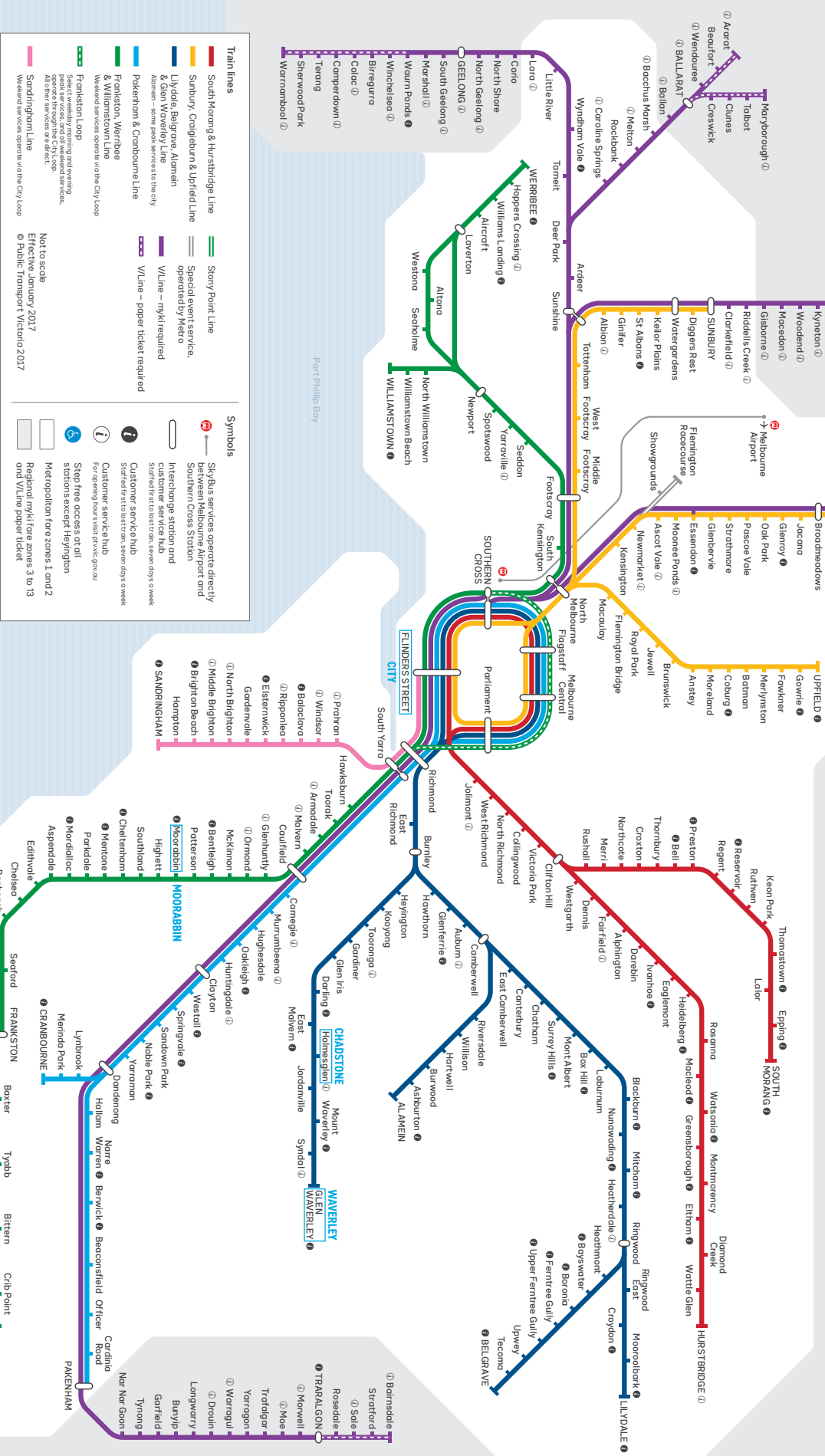
Date (DD / MM / YYYY)

Parent of guardian signature

Date (DD / MM / YYYY)

Agent name/details

Victorian train network



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YOUR HOLMESGLEN YOUR FUTURE

HOLMESGLEN INSTITUTE

Batesford Road, Holmesglen
(PO Box 42 Holmesglen 3148)

T: +61 3 9564 1703

F: +61 3 9564 1753

E: intl@holmesglen.edu.au

CRICOS Provider Code: 00012G TOID: 0416

All course information in this publication was accurate at the time of publication, however this information is subject to change. Program codes, CRICOS codes and fees provided in this publication are subject to change. All changes will be updated on our website www.holmesglen.edu.au

August 2018