



Believe
Achieve
Grow

YOUR PATHWAY TO EXCELLENCE



www.danford.edu.au

STUDENT COURSE GUIDE 2020

YOUR PATHWAY TO EXCELLENCE



Launch into a brighter future at Danford College

1 EXCELLENCE IN EDUCATION

With nationally recognised qualifications across business, project management, leadership, HR, banking, accounting, IT, and Post Graduate Programs, Danford College gets you ready for success.

As a Registered Training Organisation (RTO) and a CRICOS Provider, Danford teaches you the specific, targeted skills you need to launch your career. Our highly qualified, full-time staff are available to support your education or help navigate pathways to further study. Taking a Bachelor Degree pathway to Melbourne Polytechnic (page 27) is just one of the many ways our students can elevate their career.

2

BEAUTIFUL, STUDENT-FRIENDLY FACILITIES

Overlooking the city skyline, Danford College's light-filled modern classrooms are an inspiring place to learn.

We have capacity for 801 students, and our high-tech facilities include computer labs, high-speed internet, and a comfortable student lounge.

3

CITY HEART, CITY LIFE

Don't know how to get around the city? No problem. Where you study is also where you begin your adventure.

Located in the heart of Melbourne CBD, the college is ideally situated for international students. Whatever your interests, a huge variety of transport options, nightlife, parks, and sport is accessible right from our doorstep.

4

FUN AND SUPPORT AT DANFORD

Danford's in-house services help you settle into Melbourne life. With a full calendar of student activities, regular workshops, and an in-house counsellor, you'll always be supported throughout your studies.

And Danford's vibrant, genuinely multicultural mix makes us one of the most fun places to study in Melbourne! Dozens of diverse nationalities are represented by staff and students; from North and South America to all of Europe, Asia, Africa, and the Middle East.

We love welcoming students from around the globe and want to help you find your pathway to excellence.



WELCOME TO MELBOURNE

Since 2007, Danford College has provided high quality education to students from around the world.

Since opening our new campus on William Street in Melbourne's CBD, we expanded our facilities and have grown to a capacity of 801 students. In our high-tech, modern classrooms, Danford College offers nationally recognised qualifications in a wealth of professional disciplines.

We're proud of the high quality of our education: our experienced and qualified staff, and our promise to help every student get the best out of their education.

We believe this commitment to excellence is what sets us apart.

Pathways to your future career, as well as further tertiary study, are also within reach. Danford's partnership with Melbourne Polytechnic ensures completing a qualification with us can contribute to credit transfer into a Bachelor degree.

We look forward to welcoming you to our diverse and friendly campus soon.

Vikas Wadhwa
CEO, Danford College



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OUR VISION

Our Values

Danford College is committed to excellence in education. As a Registered Training Organisation and a CRICOS Provider, we are committed to creating greater educational value in our community.

We are proud of our diverse staff and student body, and provide support and unique learning opportunities for students from around the world.

Our Mission

Danford College seeks the highest quality of education and greater educational links with industry. We work hard to continually improve our services, facilities and educational offerings. With qualified trainers and world-class facilities, we work to attract smart, passionate students from around the world and help further their careers through education. A Danford College education is a pathway. We support students looking to advance their professional skills and knowledge, further their career, or progress to higher education.

Our Motto

Believe, Achieve, Grow.

At Danford College, our high standards are our strength. Our motto supports our belief that for every student, what you believe, you can achieve.

When you realise your capabilities and put them into action, the faster you will grow.

www.danford.edu.au

6 REASONS TO CHOOSE DANFORD

While we help you gain your Certificate, Diploma, Advanced Diploma, or Post Graduate, a Danford College qualification is much more than that. We help you progress your career through excellence in education, and support you throughout your stay in Melbourne

1 WE UNDERSTAND

We want you to get the best out of your chosen course and your time in Melbourne. Our trainers create an open and understanding environment for you to learn in the classroom. Our in-house counsellor is on hand when you need, and our lively student community keeps you connected with social activities and outings.

2 SMALLER CLASS SIZE

While Danford's course offerings are broad, each class has the capacity for only 26 students. This ensures the sort of one-to-one, tailored education you need to learn, thrive, and excel.

3 A CLEAR PATHWAY TO HIGHER EDUCATION

If you decide to progress your education through to tertiary study, Danford College's partnerships help you succeed. The courses you complete at Danford College provide a pathway at Melbourne Polytechnic for credits in Bachelor Degrees in Accounting, Business, IT and Hospitality Management.

4 WORLD-CLASS FACILITIES AND LOCATION

At Danford, you'll find out what it's like to live in one of the most student-friendly, fun, and cultural cities in the world. With highly qualified staff and new, high-tech facilities in Melbourne's CBD, you have everything you need to complete (and enjoy) your qualification.

5 WE'RE A GLOBAL VILLAGE

We're proud of the mix of languages spoken in our student lounge, and the dozens of nationalities represented at Danford College. This multicultural staff and student base ensures a dynamic and supportive college culture.

6 STUDY TERM

For Certificates III, IV and Advanced Diploma levels and Post Graduate, each term is 10 weeks long. Total terms in each year will depend on the level and length of each course. For some Diploma Levels, there are two 10-weeks and one 12-week terms, as outlined in the course details.



Welcome to Australia

Danford College is your starting point

Located in the heart of the city, Danford College is moments from some of Melbourne's greatest attractions. As Australia's European-style southern capital, it's easy to find a great café, bar, park, or art gallery to explore.

Melbourne is known for its lush gardens, award-winning architecture, sports stadiums, and cultural precincts. Only a short walk or tram ride from Danford, you can plunge into inner-city laneways, stroll around the National Gallery, or relax in the Melbourne Botanic Gardens.

Melbourne's food and wine scene is internationally renowned, and world-class cultural festivals and major events flourish throughout the year.

With so many things to see and do, you'll understand why Melbourne is consistently rated one of the world's most liveable cities and why Danford attracts so many students from all over the world!

Danford College is close to... everything in Melbourne!

Next to **Flagstaff Railway Station**

1-minute walk to **tram stops** (trams 58/35/30) - Free tram travel around the city

5-minute tram ride to **Bourke Street Mall** (Melbourne's central shopping strip)

10-minute walk to **Queen Victoria Market** (Melbourne's biggest market)

10-minute walk to **Docklands precinct** and **Etihad Stadium**

Explore further

Melbourne's inner-city is also a great base for your new student life. Suburbs such as Fitzroy, Carlton, Richmond and Collingwood are thriving cultural hubs, with a rich history of live music, pubs, boutiques, and art galleries.

Day trips to iconic attractions like Phillip Island (think: penguins and koalas); Yarra Valley (think: wineries galore) and the Great Ocean Road (think: surfing and hiking) are just some of the amazing sights close to visit.

Cost of living in Melbourne*

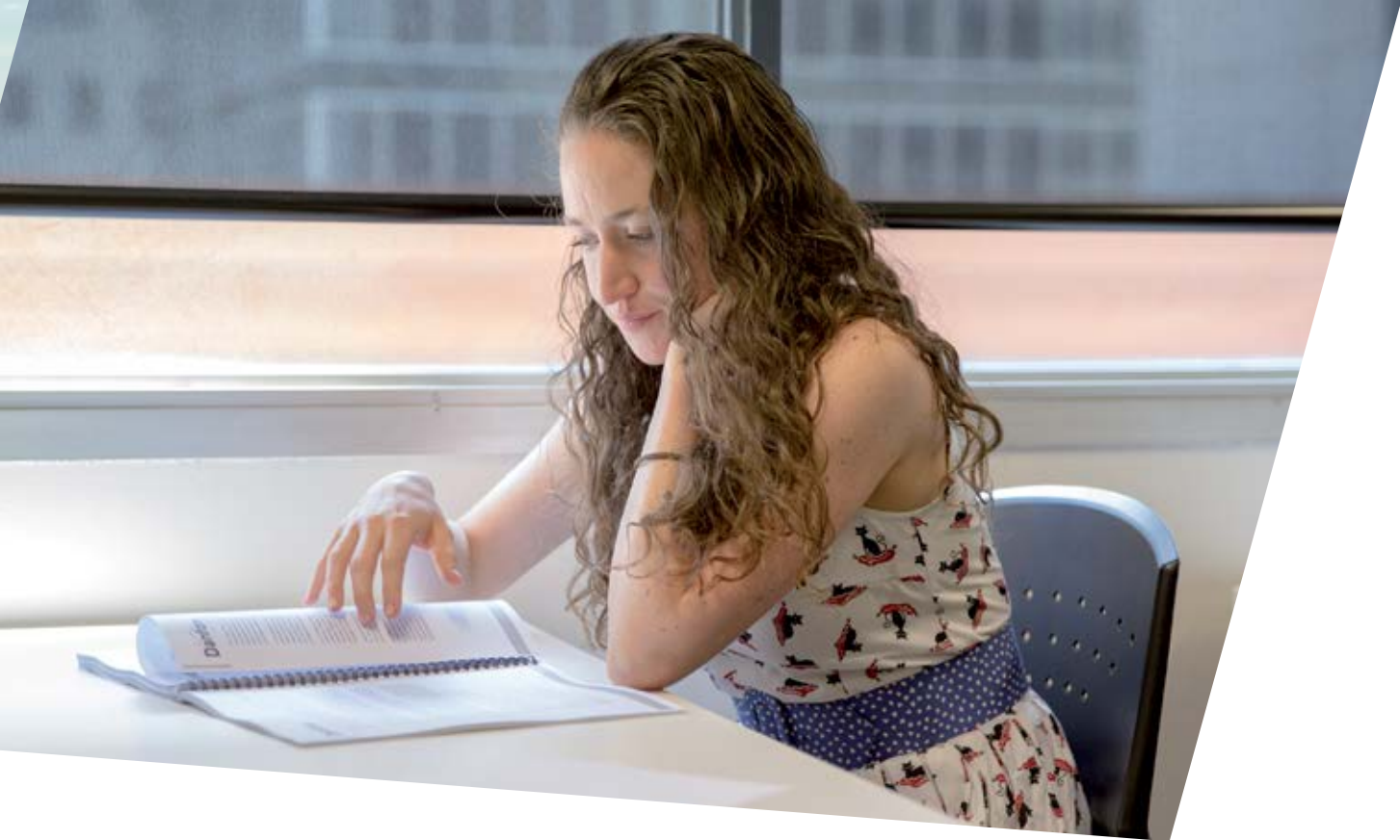
The average international student in Australia spends about AU\$385 per week on housing, food, clothing, entertainment, transport, travel, and other costs.

A minimum of AU\$20,290 per year (excluding tuition) is needed to cover living expenses, depending on the type of accommodation selected (homestay, rental, sharehouse, etc). Dependents will need an additional AU\$6,940 per year.

Sample cost of living figures are below:

Items	Amount
Weekly Cost (other than Rent)	
Groceries and eating out	\$80 to \$280 per week
Bills (Gas, electricity, water)	\$35 to \$140 per week
Phone and Internet	\$20 to \$55 per week
Public transport fares	\$15 to \$55 per week
Entertainment	\$80 to \$150 per week
Accommodation	
Bond (one month rent)	\$650 to \$1,500
Shared Rental	\$85 to \$215 per week
Rental	\$165 to \$440 per week
Homestay	\$235 to \$325 per week
Hostels and Guesthouses	\$90 to \$150 per week
Establishment costs (household items, furniture)	\$500 to \$1,100
Minimum cost of living (12 month living cost)	
Student/guardian	\$20,290
Partner or spouse	\$7,100
Child	\$3,040

*All figures obtained from www.homeaffairs.gov.au/trav/stud/more/student-visa-living-costs-and-evidence-of-funds. All costs quoted are in Australian dollars.



A beautiful place to study

With a view over Melbourne's city skyline, Danford's light-filled and airy campus inspires learning and endeavour.

Our new campus includes seven bright, spacious classrooms appointed with the latest educational technology.

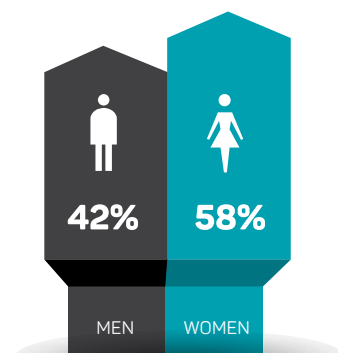
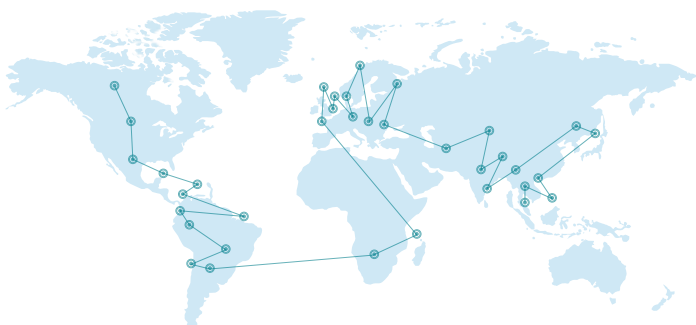
Our four computer labs are equipped with brand new computers connected to high-speed internet, plus audio-visual equipment. Our IT support regularly updates our software to keep you focused on your studies and stay current to your industry.

The Danford College campus is heated and air-conditioned, with free wifi for students.

"See you at the lounge?"

Students love meeting up in our comfortable lounge. It's a hub for meetings and chat, quiet reading, calls with friends and family overseas, or just a moment to pause between classes.

Our lounge has kitchen facilities, microwaves, a refrigerator, and a water dispenser, and is set up with spacious couches to relax out of study hours. Our students also use the lounge computers to keep in touch with their loved ones.



OUR STUDENTS COME FROM

ARGENTINA, BANGLADESH, BOLIVIA, BRAZIL, CANADA, CHILE, CHINA, COLOMBIA, ECUADOR, ETHIOPIA, FINLAND, FORMER YUGOSLAV REPUBLIC OF MACEDONIA (FYROM), FRANCE, GERMANY, GREECE, INDIA, INDONESIA, IRAN, IRELAND, ITALY, JAPAN, MADAGASCAR, MALAYSIA, MAURITIUS, MEXICO, NEPAL, NIGERIA, PAKISTAN, PERU, PHILIPPINES, POLAND, ROMANIA, SINGAPORE, SPAIN, SRI LANKA, TAIWAN, THAILAND, UKRAINE, UNITED KINGDOM, UNITED STATES OF AMERICA, VENEZUELA, VIETNAM

* Data from July 2018



A look at our courses

A Danford College course is your pathway to excellence. With a Certificate III or IV, Diploma, Advanced Diploma or Post Graduate in the career path of your choosing, a world of opportunity awaits.

Practical and industry-focused

Every course curriculum is developed with current industry knowledge, and in consultation with subject matter experts working in their fields. Core and elective units are business and industry-focused, and with both practical and technical aspects to each unit, students can test out their knowledge in real-life scenarios.

Each Danford College course is uniquely tailored with your graduation in mind: whether it be employment, advanced study, or a future pathway to tertiary education.

Enrol now in a Danford College course and launch into a brighter future

www.danford.edu.au

PROGRAMS FOR INTERNATIONAL STUDENTS

BUSINESS AND INTERNATIONAL BUSINESS	
Certificate III in Business (BSB30115)	26 weeks
Diploma of International Business (BSB50815)	52 weeks
LEADERSHIP AND MANAGEMENT	
Certificate IV in Leadership and Management (BSB42015)	38 weeks
Diploma of Leadership and Management (BSB51918)	38 weeks
Advanced Diploma of Leadership and Management (BSB61015)	52 weeks
PROJECT AND PROGRAM MANAGEMENT	
Diploma of Project Management (BSB51415)	52 weeks
Advanced Diploma of Program Management (BSB61218)	52 weeks
HUMAN RESOURCES MANAGEMENT	
Certificate IV in Human Resources (BSB41015)	38 weeks
Diploma of Human Resources Management (BSB50618)	38 weeks
BANKING SERVICES MANAGEMENT	
Certificate IV in Banking Services (FNS42015)	38 weeks
Diploma of Banking Services Management (FNS50915)	38 weeks
Advanced Diploma of Banking Services Management (FNS60615)	52 weeks
ACCOUNTING	
Certificate IV in Accounting (FNS40615)	38 weeks
Diploma of Accounting (FNS50215)	38 weeks
Advanced Diploma of Accounting (FNS60215)	52 weeks
INFORMATION TECHNOLOGY NETWORKING	
Certificate IV in Information Technology Networking (ICT40418)	38 weeks
Diploma of Information Technology Networking (ICT50418)	52 weeks
Advanced Diploma of Network Security (ICT60215)	52 weeks
SOCIAL MEDIA MARKETING	
Diploma of Social Media Marketing (10118NAT)	52 weeks
CIVIL CONSTRUCTION DESIGN	
Advanced Diploma of Civil Construction Design (RII60515)	104 weeks
POST GRADUATE PROGRAMS	
Graduate Certificate in Strategic Procurement (PSP80116)	52 weeks
Graduate Diploma of Management (Learning) (BSB80615)	52 weeks
Graduate Certificate in IT and Strategic Management (ICT80115)	52 weeks
ACS Professional Year	
Information Technology	52 weeks



How we teach

The Danford College educational approach

Our trainers

Danford College trainers are selected for their industry experience and ability to relate to and support students as they learn. We keep our content current and relevant to ensure your knowledge can be applied in real-world situations. Our range of high quality resources ensures students and trainers have access to well-researched information.

How you'll learn

All Danford courses are delivered entirely at the Melbourne campus. The classroom-based training (maximum 26 students per class) is led by theory classes, then practical sessions with small groups, for a minimum of 20 hours per week. In class, students are expected to answer questions, give opinions, demonstrate their understanding through tasks, work with others in groups, and make presentations.

Assessment

The highly practical, interactive and face-to-face assessment includes: practice exercises that reinforce interpersonal skills; simulated training activities; Learner Resource Workbooks to support training, independent reading and research projects; and participation in simulated activities that closely reflect workplace processes. Students must also complete formative and summative assessment task to complete the qualification.

Credit transfer

Students who have completed identical units from previous Danford or other institutions in Australia will be given credit transfer with a verified transcript, Award, or Statement of Attainment. If you are granted a credit transfer, your course duration will be reduced accordingly and might shortened the duration of your CoE and or Student Visa.

Further details about Credit Transfer are at:
www.danford.edu.au/admissions/course-credits

Unique Student Identifier (USI)

All students undertaking courses at Danford College must hold a USI and provide it during enrolment. Without a USI, Danford College will not be able to issue a Certificate, Statement of Attainment, or Transcript for your completed course. For further details contact our Student Administration on +61 3 9642 1667 or visit www.usi.gov.au

Plagiarism

All work submitted for assessment must not be plagiarised. Any acts of plagiarism, collusion, or cheating will result in a written warning and repeating the unit and incur any associated charges. If a student is caught plagiarising, colluding, or cheating a second time after a written warning, he/she may be suspended or expelled from Danford College as per the college plagiarism policy.



The Australian Qualifications Framework

What is the AQF?

The Australian Government designed the Australian Qualifications Framework (AQF) to ensure that qualification titles across the country are consistent and represent the same high standards of education.

The AQF regulates all Australian qualifications and provides clear rules about the level of education each qualification title represents. Each qualification generally leads into the next qualification down the list (see below) in the education framework.

Having a nationally standardised system means there is a clear pathway to follow, making it easier for students to pursue their education. It also makes transferring between different education providers much easier, as there is no confusion caused by differing qualification titles and education levels. In addition to these qualifications, the AQF issues a Statement of Attainment when a student completes only part of a qualification.

For more information, see: www.aqf.edu.au





AQF LEVEL	SUMMARY	QUALIFICATION TYPE
Senior Secondary Certificate of Education	Graduates of a Senior Secondary Certificate of Education qualifies individuals with knowledge, skills and values for diverse pathways to further learning, work and effective participation in civic life.	Senior Secondary Certificate of Education
Level 1	Graduates at this level will have knowledge and skills for initial work, community involvement and/or further learning	Certificate I
Level 2	Graduates at this level will have knowledge and skills for work in a defined context and/or further learning	Certificate II
Level 3	Graduates at this level will have theoretical and practical knowledge and skills for work and/or further learning	Certificate III
Level 4	Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning	Certificate IV
Level 5	Graduates at this level will have specialised knowledge and skills for skilled and/or paraprofessional work and/or further learning	Diploma
Level 6	Graduates at this level will have broad knowledge and skills for paraprofessional and/or highly skilled work and/or further learning	Advanced Diploma Associate Degree
Level 7	Graduates at this level will have broad and coherent knowledge and skills for professional work and/or further learning	Bachelor Degree
Level 8	Graduates at this level will have advanced knowledge and skills for professional highly skilled work and/or further learning	Bachelor Honours Degree Graduate Certificate Graduate Diploma
Level 9	Graduates at this level will have specialised knowledge and skills for research, and/or professional practice and/or further learning	Masters Degree (Research) Master Degree (Coursework) Masters Degree (Extended)
Level 10	Graduates at this level will have systematic and critical understanding of a complex field of learning and specialised research skills for the advancement of learning and/or for professional practice	Doctoral Degree

BUSINESS PROGRAMS

A world of business opportunity is yours with **Danford's tailored business** programs.

Discover the skills and knowledge of providing **expert business support**. From technical expertise to providing professional service, Danford College prepares you for excellence in business.

Courses offered

Certificate III in Business
(BSB30115)

Diploma of International Business
(BSB50815)



NATIONALLY RECOGNISED
TRAINING



CERTIFICATE III in Business (BSB30115)

CRICOS CODE 086832D

OCCUPATIONS

Customer Service Adviser, Data Entry Operator, General Clerk, Payroll Officer, Typist, Word Processing Operator.

DESCRIPTION

Learn to maintain business resources, write professional documents, and deliver and monitor a service to customers. Gain the confidence to provide technical advice and support to teams across a broad variety of work environments and contexts. The Certificate III in Business will enable you to use your discretion and judgment, and apply relevant theoretical knowledge.

COURSE DURATION	26 WEEKS (include 6 weeks holiday)	COURSE FEES	\$3,500 AUD
TOTAL HOURS	400 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBWHS302 Apply knowledge of WHS legislation in the workplace

ELECTIVE UNITS

BSBADM311	Maintain business resources
BSBDIV301	Work effectively with diversity
BSBINM301	Organise workplace information
BSBCMM301	Process customer complaints
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
BSBCUS301	Deliver and monitor a service to customers
BSBITU312	Create Electronic presentations
BSBFLM312	Contribute to team effectiveness
BSBPUR301	Purchase goods and services
BSBPRO301	Recommend products and services

DIPLOMA of International Business (BSB50815)

CRICOS CODE 093014B

OCCUPATIONS

Importer/Exporter, Business owner, Entrepreneur, Export Manager, Global Business Manager, Team Leader.

DESCRIPTION

Embed a sound theoretical knowledge base in international business management in a rigorous, demanding environment. The Diploma of International Business helps you demonstrate your range of managerial skills, have responsibility for other staff, and lead teams in conducting international business activities.

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$8,000 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	\$500 AUD

ELECTIVE UNITS - GROUP A

BSBMKG513	Promote products and services to international markets
BSBMKG516	Profile international markets
BSBMKG517	Analyse consumer behaviour for specific international markets
BSBREL501	Build international client relationships
BSBREL502	Build international business networks

ELECTIVE UNITS - GROUP B

BSBPMG521	Manage project integration
BSBPMG515	Manage project human resources
BSBRISK501	Manage Risk

LEADERSHIP AND MANAGEMENT PROGRAMS

Lead teams at all levels. **Project, plan,** and **manage** the strategy of your organisation.

From intermediate level to advanced leaders, Danford College courses help you **develop the unique technical, people, and process skills of leadership.**

Courses offered

Certificate IV in Leadership and Management (BSB42015)

Diploma of Leadership and Management (BSB51918)

Advanced Diploma of Leadership and Management (BSB61015)



NATIONALLY RECOGNISED
TRAINING

CERTIFICATE IV in Leadership and Management (BSB42015)

CRICOS CODE 089016A

OCCUPATIONS

Coordinator, Leading Hand, Supervisor, Team Leader.

DESCRIPTION

The Certificate IV in Leadership and Management gives you the skills to take the first line of management across all organisations and industries. You will learn to communicate effectively, lead team and workplace relationships, and implement plans.

The qualification is designed for students with existing qualifications and technical skills who require skills or recognition in supervisory functions. As a frontline manager you will learn to provide guidance to others and take responsibility for the team and its work outcomes.

COURSE DURATION	38 WEEKS (include 8 weeks holiday)	COURSE FEES	\$6,000 AUD
TOTAL HOURS	600 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

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

ELECTIVE UNITS

BSBFIA412	Report on financial activity
BSBINN301	Promote innovation in a team environment
BSBMGT403	Implement continuous improvement
BSBWOR404	Develop Work Priorities
BSBWRT401	Write complex documents
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBLED401	Develop teams and individuals
BSBADM409	Coordinate business resources

DIPLOMA of Leadership and Management (BSB51918)

CRICOS CODE 098752E

OCCUPATIONS

Manager.

DESCRIPTION

The Diploma of Leadership and Management helps you develop the skills to manage the work of others and add value to or review management practices. You will learn to manage operational plans and lead and manage individual and team relationships in the workplace. Students will already have considerable experience in their industry, and will combine this informed perspective of specific work requirements with their managerial approaches.

The qualification helps you develop a sound theoretical knowledge base to plan, carry out and evaluate your own work or the work of a team.

COURSE DURATION	38 WEEKS (include 6 weeks holiday)	COURSE FEES	\$7,500 AUD
TOTAL HOURS	640 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

ELECTIVE UNITS

BSBPMG522	Undertake project work
BSBMGT521	Plan and manage the flexible workforce
BSBWH501	Ensure a safe workplace
BSBR501	Manage risk
BSBINM501	Manage an information or knowledge management system
BSBADM502	Manage meetings
BSBLED501	Develop a workplace learning environment
BSBSLS501	Develop a sales plan

ADVANCED DIPLOMA of Leadership and Management (BSB61015)

CRICOS CODE 089018K

OCCUPATIONS

Area Manager, Department Manager, Regional Manager

DESCRIPTION

This qualification is designed for people with senior responsibilities who want to develop their leadership and management skillset to an advanced level.

The Advanced Diploma develops strategic leadership skills including managing finances, leading organisational change, and developing and implementing business plans.

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$9,000 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan

ELECTIVE UNITS

BSBRKG601	Define recordkeeping framework
BSBHRM602	Manage human resources strategic planning
BSBMKG609	Develop a marketing plan
BSBCUE602	Manage customer engagement information
BSBINM601	Manage knowledge and information
BSBCOM603	Plan and establish compliance management systems
BSBMGT615	Contribute to organisation development
BSBCUE601	Optimise customer engagement operations

HUMAN RESOURCES MANAGEMENT PROGRAMS

Develop and advance your knowledge of the **fast-growing HR area**.

Advance a sound knowledge base in human resources management, from **support positions** to **senior strategic HR roles**.

Courses offered

Certificate IV in Human Resources (BSB41015)

Diploma of Human Resource Management (BSB50618)



NATIONALLY RECOGNISED
TRAINING

CERTIFICATE IV in Human Resources (BSB41015)

CRICOS CODE 087060B

OCCUPATIONS

Human Resources Assistant, Human Resources Coordinator, Human Resources Administrator, Human Resources Officer, Payroll Officer.

DESCRIPTION

The Certificate IV in Human Resources is developed for people to work in a range of HR support positions. The qualification enables you to work across all functional areas in HR (smaller companies) and in units or business areas focused on discrete functions such as remuneration, workforce planning or HR information systems (in larger companies).

COURSE DURATION	38 WEEKS (include 8 weeks holiday)	COURSE FEES	\$7,000 AUD
TOTAL HOURS	600 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBHRM403	Support performance management process
BSBHRM404	Review human resource functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBLDR402	Lead effective workplace relationships
BSBWRK411	Support employee and industrial relations procedures

ELECTIVE UNITS

BSBCUS402	Address customer needs
BSBCMM401	Make a presentation
BSBFIA302	Process payroll
BSBADM405	Organise meetings

DIPLOMA of Human Resources Management (BSB50618)

CRICOS CODE 098647F

OCCUPATIONS

Human Resources Adviser, Human Resources and Change Manager, Human Resources Consultant, Human Resources Manager, Senior Human Resources Officer.

DESCRIPTION

This qualification is designed for people responsible for the work of other staff, and helps you develop a sound theoretical knowledge base in human resources management. You will learn to demonstrate a range of managerial skills and to ensure that human resources functions are conducted effectively in an organisation or business area.

COURSE DURATION	38 WEEKS (include 6 weeks holiday)	COURSE FEES	\$8,000 AUD
TOTAL HOURS	640 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBHRM501	Manage human resource services
BSBHRM506	Manage recruitment selection and induction processes
BSBHRM512	Develop and manage performance management processes
BSBHRM513	Manage workforce planning
BSBWRK520	Manage employee relations
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

ELECTIVE UNITS

BSBSUS501	Develop workplace policy and procedures for sustainability
BSBLED502	Manage programs that promote personal effectiveness
BSBHRM507	Manage separation or termination

PROJECT MANAGEMENT PROGRAMS

Be the person who **leads complex projects to success**. With Danford College, develop the targeted skills needed for major project leadership and management roles.

With general and specialised courses in project management, Danford College's courses advance **your project skills for enterprise and industry**.

Courses offered

Diploma of Project Management (BSB51415)

Advanced Diploma of Program Management (BSB61218)



NATIONALLY RECOGNISED
TRAINING

DIPLOMA of Project Management (BSB51415)

CRICOS CODE 093015A

OCCUPATIONS

Project Manager (generic or industry-specific), Project Leader, Project Team Leader, Project Contract Manager, Project Vendor Manager.

DESCRIPTION

Learn to apply expert project management skills and knowledge across different industry sectors and contexts.

The Diploma of Project Management gets you ready for project leadership and management roles, and for overseeing and achieving project objectives. Manage project scope, time, quality, and costs, risk, and all other elements of project delivery. Gain a sound theoretical knowledge of project management, and use a range of specialised technical and managerial skills to initiate, plan, execute and evaluate your own work and that of other staff.

Electives are available in procurement, stakeholder engagement, governance, and policies and procedures for sustainability.

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$8,000 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication
BSBPMG517	Manage project risk
BSBPMG521	Manage project integration

ELECTIVE UNITS

BSBPMG518	Manage project procurement
BSBPMG519	Manage project stakeholder engagement
BSBPMG520	Manage project governance
BSBSUS501	Develop workplace policy and procedures for sustainability

ADVANCED DIPLOMA of Program Management (BSB61218)

CRICOS CODE 098976M

OCCUPATIONS

Project Manager, Program or Project Administrator, Program Coordinator, Project Administrator, Senior Program and Portfolio Executive.

DESCRIPTION

The Advanced Diploma of Program Management helps you apply your specialised project knowledge and skills across a range of enterprise and industry contexts.

With core units in program execution, stakeholder engagement, implementing governance, and managing benefits, this advanced Project Management qualification educates senior managers on the more advanced skills required to manage programs (such as sets of interrelated projects) and multiple projects to achieve organisational objectives.

This qualification has Pre-Requisites, see below for details:

1. Pre requisite: successful completion of Diploma Project Management (BSB51415)

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$9,000 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBPMG610	Enable program execution
BSBPMG621	Facilitate stakeholder engagement
BSBPMG622	Implement program governance
BSBPMG623	Manage benefits

ELECTIVE UNITS

BSBINN601	Lead and manage organisational change
BSBPMG624	Engage in collaborative alliances
BSBPMG615	Manage program delivery
BSBPMG616	Manage program risk
BSBPMG617	Provide leadership for the program
ICTICT602	Develop contracts and manage contracted performance
ICTICT606	Develop communities of practice
BSBLDR511	Develop and use emotional intelligence

BANKING SERVICES MANAGEMENT PROGRAMS

Become a highly trained and confident financial services professional. Understand and apply **specialised banking and regulatory skills** with Danford College.

From senior sales consultant in a bank to regional executive of a financial services provider, Danford College's tailored courses prepare you with the **skills and leadership for your dream role in banking.**

Courses offered

Certificate IV in Banking Services
(FNS42015)

Diploma of Banking Services
Management (FNS50915)

Advanced Diploma of Banking
Services Management (FNS60615)



NATIONALLY RECOGNISED
TRAINING

CERTIFICATE IV in Banking Services (FNS42015)

CRICOS CODE 089019J

OCCUPATIONS

Senior Sales Consultant in branch or Customer Contact Centres (CCC), Lending Consultant.

DESCRIPTION

The Certificate IV in Banking Services prepares you for jobs requiring specialist understanding of financial products and services. The skills and knowledge developed prepares you for work in banking, customer contact centres, or retail financial services environments.

COURSE DURATION	38 WEEKS (include 8 weeks holiday)	COURSE FEES	\$7,000 AUD
TOTAL HOURS	600 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBCUS403	Implement customer service standards
BSBWHS201	Contribute to health and safety of Self and others
BSBWOR204	Use business technology
FNSINC401	Apply principles of professional practice to work in the financial services industry
FNSINC402	Develop and maintain in-depth knowledge of products and services used by an organisation or sector

ELECTIVE UNITS

FNSSAM401	Sell financial products and services
FNSSAM402	Implement a sales plan
FNSCRD401	Assess credit applications
FNSASIC301	Establish client relationship and analyse needs
FNSASIC302	Develop, present and negotiate client solutions
BSBWOR501	Manage personal work priorities and professional development
BSBCUS401	Coordinate implementation of customer service strategies

DIPLOMA of Banking Services Management (FNS50915)

CRICOS CODE 086458K

OCCUPATIONS

Team Leader (Contact Centre), Branch Manager, Contact Centre Manager, Small Business Banking Manager.

DESCRIPTION

For more advanced roles in banking, this qualification helps you implement workplace information systems, manage people performance, and monitor and manage small business operations. In learning to apply the principles of professional practice to work in financial services, the Diploma helps you prepare for more senior roles in deposit-taking institutions including banking, customer contact centres, or retail financial services.

COURSE DURATION	38 WEEKS (include 6 weeks holiday)	COURSE FEES	\$8,000 AUD
TOTAL HOURS	640 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBINM401	Implement workplace information system
BSBMGT502	Manage people performance
BSBSMB405	Monitor and manage small business operations
FNSCUS501	Develop and nurture relationships with clients, other professionals and third party referrers
FNSINC401	Apply principles of professional practice to work in the financial services industry

ELECTIVE UNITS

BSBSLS502	Lead and manage a sales team
FNSSAM503	Monitor market opportunities
FNSSAM501	Apply advanced selling techniques to selling of financial products and services
FNSBNK501	Manage banking and service strategy for small business customers
FNSBNK502	Manage services in a Business Transaction Centre
BSBINN502	Build and sustain an innovative work environment
FNSBNK402	Align banking products with the needs of small business customers

ADVANCED DIPLOMA of Banking Services Management (FNS60615)

CRICOS CODE 086464A

OCCUPATIONS

Regional Executive, Senior Manager in the Contact Centre, Business Banking Managers / Account Executives.

DESCRIPTION

The Advanced Diploma of Banking Services Management is designed to elevate you to senior management or sales and service job roles within team and business environments. Learn to manage your team to deliver quality customer service, to apply leadership and guidance across your organisation, and manage innovation and continuous improvement.

The qualification is developed for people in senior roles in deposit-taking institutions including banking, customer contact centres, or retail financial services.

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$9,500 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBSMB409	Build and maintain relationships with small business stakeholders
FNSSAM601	Monitor performance in sales of financial products or services
FNSINC401	Apply principles of professional practice to work in the financial services industry
BSBCUS501	Manage quality customer service
BSBMGT605	Provide leadership across the organisation
BSBMGT502	Manage people performance
BSBMGT608	Manage innovation and continuous improvement
FNSSAM602	Identify and evaluate marketing opportunities in the financial services industry

ELECTIVE UNITS

FNSRSK601	Develop and implement risk mitigation plan
BSBMGT616	Develop and implement strategic plans
FNSORG501	Develop and manage a budget
FNSPRM605	Establish or review marketing, client services and supplier relationships
FNSORG602	Develop and manage financial systems
BSBLDR803	Develop and cultivate collaborative partnerships and relationships

ACCOUNTING PROGRAMS

Danford College gets you **ready to work** towards a vibrant, interesting **accounting career** in the industry you love.

From beginner to immediate to advanced professional identification, a **Danford College Accounting course** prepares you for a bright future in **accounting**.

Courses offered

Certificate IV in Accounting (FNS40217)

Diploma of Accounting (FNS50217)

Advanced Diploma of Accounting (FNS60217)



NATIONALLY RECOGNISED
TRAINING

CERTIFICATE IV in Accounting and Bookkeeping (FNS40217)

CRICOS CODE 099319C

OCCUPATIONS

Account Clerk managing the small finance unit of a company.

DESCRIPTION

Prepare yourself for a variety of accounting roles across all industries and businesses. This qualification develops the skills and knowledge required for roles in financial services and other industries requiring accounting support functions.

COURSE DURATION	38 WEEKS (include 8 weeks holiday)	COURSE FEES	\$7,000 AUD
TOTAL HOURS	600 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBFIA401	Prepare financial reports
BSBITU422	Use digital technologies to collaborate in the workplace
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB40	2 Establish and maintain payroll systems

ELECTIVE UNITS

FNSORG506	Prepare financial forecasts and projections
BSBITU402	Develop and use complex spreadsheets
BSBCUS403	Implement customer service standards
BSBSMB420	Evaluate and develop small business operations
BSBWOR501	Manage personal work priorities and professional development

DIPLOMA of Accounting (FNS50217)

CRICOS CODE 099320K

OCCUPATIONS

Team Leader (Contact Centre), Branch Manager, Contact Centre Manager, Small Business Banking Manager.

DESCRIPTION

The Diploma of Accounting prepares you for professional accounting roles in financial services and other industries. Learn to apply solutions to a range of complex problems and analyse and evaluate information from a variety of sources. You will also learn to plan, coordinate and evaluate your own work and provide guidance to others within defined industry guidelines.

This qualification has Pre-Requisites, see below for details:

1. Pre requisite in Cert IV Accounting (BSBFIA401, FNSACC311)
2. Pre requisite in Dip of Accounting (FNSACC511)

COURSE DURATION	38 WEEKS (include 6 weeks holiday)	COURSE FEES	\$8,000 AUD
TOTAL HOURS	640 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514 ¹	Prepare financial reports for corporate entities
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information

ELECTIVE UNITS

FNSACC607 ²	Evaluate Business Performance
FNSFMK505	Comply with financial services regulation and industry codes of practice
FNSORG505	Prepare financial reports to meet statutory requirements
BSBITU402	Develop and use complex spreadsheets
FNSACC505	Establish and Maintain accounting information systems

ADVANCED DIPLOMA of Accounting (FNS60217)

CRICOS CODE 099321J

OCCUPATIONS

Accountant.

DESCRIPTION

The Advanced Diploma of Accounting is for people working in accounting who seek advanced professional identification.

This qualification has Pre-Requisites, see below for details:

1. Pre requisite in Diploma of Accounting (FNSACC511)
2. Pre requisite in Diploma of Accounting (FNSACC516)
3. Pre requisite in Diploma of Accounting (FNSACC511)
4. Pre requisite in Diploma of Accounting (FNSACC511)
5. Pre requisite in Diploma of Accounting (FNSACC517)
6. Pre requisite in Diploma of Accounting (FNSACC516)
7. Pre requisite in Diploma of Accounting (FNSACC514)

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$9,500 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

FNSACC624	Monitor corporate governance activities
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools

ELECTIVE UNITS

FNSACC609 ¹	Evaluate financial risk
FNSACC602 ²	Audit and report on financial systems and records
FNSACC610 ³	Develop and implement financial strategies
FNSACC608 ⁴	Evaluate organisation's financial performance
FNSACC613 ⁵	Prepare and analyse management accounting information
FNSACC605	Implement Organisational Improvement Programs
FNSACC606 ⁶	Conduct Internal Audit
FNSRSK602	Determine and manage risk exposure strategies
FNSACC614 ⁷	Prepare complex corporate financial reports
FNSACC611	Implement an insolvency program
FNSACC612	Implement reconstruction plan

INFORMATION TECHNOLOGY NETWORKING PROGRAMS

Learn the skills and **knowledge of networks and programming** and find your way to a successful, rewarding career in IT.

Set yourself up in as an independent IT contractor or **learn the advanced skills needed to be an enterprise-level ICT network security specialist**. Whatever your career focus, Danford College helps you excel.

Courses offered

Certificate IV in Information Technology Networking (ICT40418)

Diploma of Information Technology Networking (ICT50418)

Advanced Diploma of Network Security (ICT60215)



NATIONALLY RECOGNISED
TRAINING

CERTIFICATE IV in Information Technology Networking (ICT40418)

CRICOS CODE 0998596

OCCUPATIONS

Network Support, Network Operations Support, Network Operations Technician, Network Technician, Network Support Technician, Help Desk Support.

DESCRIPTION

This qualification provides the technical skills and knowledge needed to supply IT services as a technician. Learn to install and manage small-scale networks, either as an independent network support technician or as part of a team.

The course also helps you understand the broader skills of IT services including determining client business requirements, understanding copyright and ethics, and participating in WHS processes.

COURSE DURATION	38 WEEKS (include 6 weeks holiday)	COURSE FEES	\$7,500 AUD
TOTAL HOURS	640 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

BSBWS304	Participate effectively in WHS communication and consultation processes
ICTICT401	Determine and confirm client business requirements
ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment
ICTNWK401	Install and manage a server
ICTNWK402	Install and configure virtual machines for sustainable ICT
ICTNWK403	Manage network and data integrity
ICTNWK404	Install, operate and troubleshoot a small enterprise branch network
ICTTEN416	Install, configure and test an internet protocol network

ELECTIVE UNITS

ICTNWK410	Install hardware to a network
ICTNWK411	Deploy software to networked computers
ICTNWK412	Create network documentation
ICTNWK419	Identify and use current virtualisation technologies
ICTPMG401	Support small scale ICT projects
ICTPRG425	Use structured query language
ICTSAS426	Locate and troubleshoot ICT equipment, system and software faults
ICTOPN404	Test optical communications systems and components
ICTSUS402	Install and test power saving hardware

DIPLOMA of Information Technology Networking (ICT50418)

CRICOS CODE 099933C

OCCUPATIONS

Network Administrator, IT Administrator, IT Operations Administrator, Network Services Administrator, Network Support Coordinator, Network Operations Analyst, Network Security Coordinator, Network e-Business Coordinator.

DESCRIPTION

This qualification provides the more advanced skills and knowledge needed to work as an independent ICT specialist or part of a team. You will learn how to install a range of networks, including internetworking, security, and e-business integration.

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$8,000 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment
ICTICT511	Match IT needs with the strategic direction of the enterprise
ICTNWK529	Install and manage complex ICT networks
ICTSUS501	Implement server virtualisation for a sustainable ICT system
ICTTEN611	Produce an ICT network architecture design

ELECTIVE UNITS

ICTNWK503	Install and maintain valid authentication processes
ICTNWK504	Design and implement an integrated server solution
ICTNWK505	Design, build and test a network server
ICTNWK506	Configure, verify and troubleshoot WAN links and IP services in a medium enterprise network
ICTNWK507	Install, operate and troubleshoot medium enterprise routers
ICTNWK510	Develop, implement and evaluate system and application security
ICTNWK513	Manage system security
ICTNWK525	Configure an enterprise virtual computing environment
ICTNWK531	Configure an internet gateway
ICTNWK534	Monitor and troubleshoot virtual computing environments
ICTNWK535	Install an enterprise virtual computing environment

ADVANCED DIPLOMA of Network Security (ICT60215)

CRICOS CODE 093019G

OCCUPATIONS

e/ICT/IT security specialist, IT security analyst/administrator, Systems/Network administrator, Network security analyst/specialist/administrator, Senior network administrator, Systems security analyst.

DESCRIPTION

Learn the skills and knowledge to plan, design, manage and monitor an enterprise information and communications technology (ICT) network. This advanced course is designed for people seeking to be an independent ICT specialist or work as part of a team responsible for advanced ICT network security systems.

The qualification has a high-level ICT technical base with appropriate security units and the ability to specialise in different areas including voice, wireless, network infrastructure, and sustainability.

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$9,000 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	\$500 AUD

CORE UNITS

ICTNWK502	Implement secure encryption technologies
ICTNWK509	Design and implement a security perimeter for ICT networks
ICTNWK601	Design and implement a security system
ICTNWK602	Plan, configure and test advanced server based security
ICTSUS601	Integrate sustainability in ICT planning and design projects

ELECTIVE UNITS

ICTNWK603	Plan, configure and test advanced internetwork routing solutions
ICTNWK605	Design and configure secure integrated wireless systems
ICTNWK607	Design and implement wireless network security
ICTNWK608	Configure network devices for a secure network infrastructure
ICTNWK609	Configure and manage intrusion prevention system on network sensors
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTNWK616	Manage security, privacy and compliance of cloud service deployment

SOCIAL MEDIA MARKETING PROGRAMS

Social media marketing is one of the fastest **growing industries worldwide**, meaning there are strong employment opportunities and high average salaries.

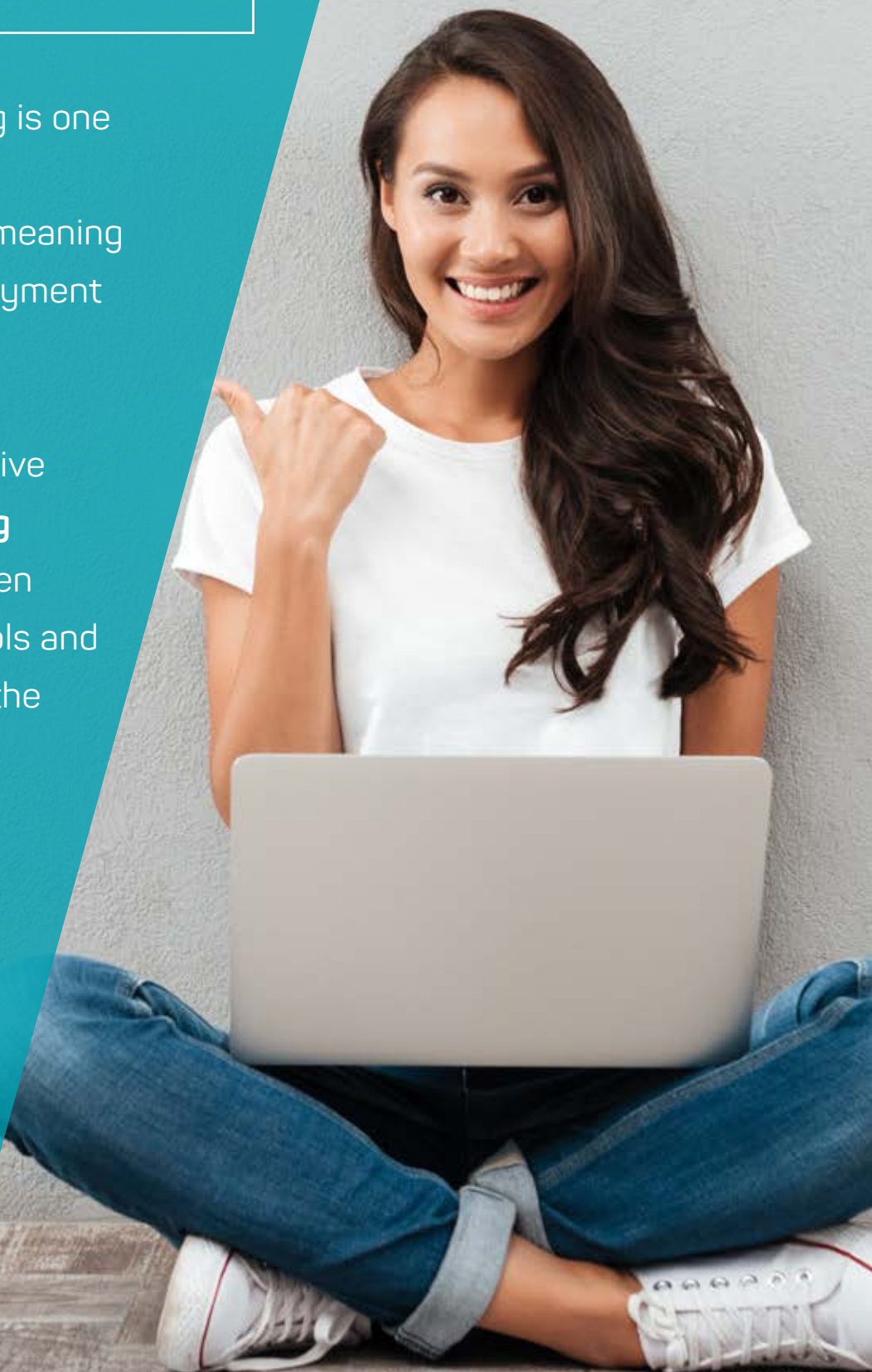
Develop a comprehensive **social media marketing** strategy for your chosen business, using the tools and templates provided in the course.

Courses offered

10118NAT Diploma of Social Media Marketing CRICOS CODE: (099322G)



NATIONALLY RECOGNISED
TRAINING



OCCUPATIONS

Manager, Strategist and Digital Marketing Assistant.

DESCRIPTION

- Reach a huge, global audience
- Pinpoint your exact target market
- Build brand awareness
- Rapidly grow revenue
- Improve brand loyalty
- Boost search engine rankings
- Increase website traffic
- Engage with new and existing customers
- Convert leads into paying customers
- Lower marketing costs
- Improve customer service

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE CODE	099322G
TOTAL HOURS	800 HOURS	MATERIAL FEES	\$12,000

CORE UNITS

SMMBCM501A	Plan, implement and manage blog and content marketing
SMMM502A	Plan, implement and manage mainstream social media marketing strategies
SMMNSM503A	Plan, implement and manage niche social media marketing strategies
SMMBPB504A	Establish and build a strong personal brand in social media
SMMEMS505	Plan, implement and manage email marketing

ELECTIVE UNITS

BSBMKG502	Establish and adjust the marketing mix
BSBMKG523	Design and develop an integrated marketing communication plan
BSBPMG522	Undertake project work

WHY CHOOSE THIS COURSE



WRITTEN BY SOCIAL MEDIA EXPERTS

Deborah Lee (UK)
Eric Tung (USA)
Trevor Young (AUS)
All featured on the Forbes Top 50 Social Media Power Influencers list
+ Top Industry Experts



HIGHLY PRACTICAL AND HANDS-ON

Create and implement highly comprehensive social media marketing strategies, graduating with an impressive portfolio and successful social media marketing strategy
HANDS-ON



RAPIDLY GROWING INDUSTRY

Social media marketing is relevant for all businesses and industries. Social media managers are in high demand which means there are strong employment outcomes for graduates



UNIQUE - ONLY FORMAL QUALIFICATION

Nationally Recognised Training by the Australian Government – the only formal qualification in social media marketing delivered by a select limited number of RTO's

BENEFITS OF SOCIAL MEDIA

Managerial Roles
\$90 - \$200K+ Salary

- Marketing Director/Manager
- Digital and Social Media Marketing Manager
- Digital / Social Media Strategy Manager
- Marketing Manager

Upskilled Roles
\$90 - \$200K+ Salary

- Brand Manager
- Social Media Strategist
- Content Marketing Strategist
- Community Manager

Entry Level Roles
\$50 - \$65K Salary

- Digital / Social Media Coordinator
- Digital Marketing Assistant
- Communications Assistant

OUR EXPERTS FEATURED ON



BECOME A SOCIAL MEDIA **MARKETER** @ DANFORD COLLEGE

CIVIL CONSTRUCTION DESIGN PROGRAMS

Are you inspired by civil construction design? Then study the RII60515 Advanced Diploma of Civil Construction Design at Danford College. This course will develop your architectural building design skills in both residential and commercial areas of the industry.

Courses offered

Advanced Diploma of Civil Construction Design (RII60515)



NATIONALLY RECOGNISED
TRAINING



OCCUPATIONS

The RII60515 Advanced Diploma of Civil Construction Design is for senior civil works designers or para-professional designers who support engineers.

DESCRIPTION

You will learn to perform tasks that are specialised, complex and technical and include strategic areas and initiating activities, in particular:

- Managing program risk
- Advising on application of safe design principles to control WHS risk
- Leading and managing team effectiveness
- Managing the civil works design process
- Establishing and maintaining a quality system

COURSE DURATION	104 WEEKS (include 12 weeks holiday)	COURSE FEES	\$24,000
TOTAL HOURS	1600 HOURS	DIGITAL MATERIAL	\$100

CORE UNITS

BSBPMG616	Manage program risk
BSBWHS609	Advise on application of safe design principles to control WHS risk
BSBWOR502	Lead and manage team effectiveness
RIICWD601D	Manage the civil works design process
RIIQUA601D	Establish and maintain a quality system

ELECTIVE UNITS

BSBMGT608	Manage innovation and continuous improvement
MEM30031A	Operate computer-aided design (CAD) system to produce basic drawing elements
BSBPMG605	Direct quality management of a project program
RIIBEF601D	Conduct business negotiations
BSBPMG606	Direct human resources management of a project program
RIICWD507D	Prepare detailed geotechnical design
CPPSIS050A	Create engineering drawings

Qualification Description

This qualification reflects the role of senior civil works designers or para-professional designers who support professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities.

They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements a career in this field can be both creative and rewarding.

POST GRADUATE PROGRAMS



NATIONALLY RECOGNISED
TRAINING



GRADUATE CERTIFICATE in Strategic Procurement (PSP80116)

CRICOS CODE 089020E

DO YOU NEED TO PROVIDE CONCEPTS, THEORIES, SKILLS AND PROCESSES RELATED TO STRATEGIC PROCUREMENT MANAGEMENT THAT YOUR ORGANISATION REQUIRES IN ORDER TO PROCURE GOODS AND SERVICES?

This course aims to build strategic relationships with suppliers to achieve long term mutual benefits and produce cost and service efficiencies for commercial advantage.

Make decisions in the context of long-term environmental and social trends associated with strategic sourcing.

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$14,500 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	N/A

Create an integrated procurement environment in your organisation or department with the PSP80116 Graduate Certificate in Strategic Procurement. You will develop a specific body of knowledge and skills required for developing and executing strategic procurement strategies and projects, including cognitive, technical and communication skills that are critical in the increasingly complex procurement industry space, within the wider global supply chain context. This program effectively prepares for gainful entry into a rapidly growing procurement industry.

This qualification allows for the attainment of occupational specific competencies for those senior personnel responsible for the integration of procurement into organisational policy and direction, and for the evaluation and improvement of procurement functions at an organisational level.

CORE UNITS

PSPPCM025	Influence and define strategic procurement direction
PSPPCM026	Establish the strategic procurement context
PSPPCM027	Evaluate and improve strategic procurement performance

ELECTIVE UNITS

BSBLDR805	Lead and influence change
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GRADUATE DIPLOMA of Management (Learning) (BSB80615)

CRICOS CODE 097383M

ARE YOU AN EXCEPTIONAL LEADER WITH IMMENSE KNOWLEDGE IN DEVELOPING STAFF MEMBERS AND DESIGNING LEARNING PRACTICES FOR YOUR ORGANISATION?

Investing in people through learning and development is of utmost importance for the success of any organisation and its ability to grow and succeed.

Be recognised for your contribution to the development of others with our Graduate Diploma of Management (Learning).

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$14,500 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	N/A

This qualification reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

CORE UNITS

BSBINN801	Lead innovative thinking and practice
BSBRES801	Initiate and lead applied research

ELECTIVE UNITS

BSBLED802	Lead learning strategy implementation
BSBLDR801	Lead personal and strategic transformation
BSBLED805	Plan and implement a mentoring program
BSBLED807	Establish career development services
BSBLED809	Identify and communicate trends in career development
BSBLDR803	Develop and cultivate collaborative partnerships and relationships

GRADUATE CERTIFICATE in IT And Strategic Management (ICT80115)

CRICOS CODE 0100146

THE AUSTRALIAN GOVERNMENT AIM TO BE AMONG THE LEADING DIGITAL ECONOMIES ON THE PLANET BY 2020. THIS MEANS, INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) FUTURE PROSPECTS HAVE NEVER BEEN BETTER.

COURSE DURATION	52 WEEKS (include 12 weeks holiday)	COURSE FEES	\$14,500 AUD
TOTAL HOURS	800 HOURS	MATERIAL FEES	N/A

This graduate course provides students with the skills and knowledge for individuals to lead the analysis, implementation and management of emerging and converging information and communication technologies as they are integrated into the business process to support organisational strategic goals.

Our Graduate Certificate in Information Technology and Strategic Management (ICT80115) is recognised nationally under the Australian Qualifications Framework (AQF)

CORE UNITS

ICTICT809	Facilitate business analysis
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ELECTIVE UNITS

BSBLDR803	Develop and cultivate collaborative partnerships and relationships
ICTICT804	Direct ICT in a supply chain
ICTICT812	Develop a business intelligence framework

PROFESSIONAL YEAR PROGRAMS

The ACS (IT) Professional Year is a Department of Home Affairs initiative which is designed for international graduates with an Australian IT degree. Developed by the Australian Computer Society, the ACS Professional Year program provides **IT graduates with a guided pathway from university to employment in Australia.**

Courses offered

Information Technology



NATIONALLY RECOGNISED
TRAINING



BENEFITS OF THE PROGRAM



Enhance **professional skills** and expand **employment opportunities**



Learn the fundamental of **Australian work practices, business communications** and the **professional code of conduct and ethics**.



Gain a **Certificate of Completion** after successfully completing the **ACS Professional Year Program**.



On successful completion of the PYP, participants are eligible to get an additional **5 points towards Permanent Residency in Australia** under the general skilled migration scheme.

ELIGIBILITY CRITERIA

To qualify for the ACS professional year program, you must have:

1. Successfully attained and completed an ict-related bachelor or master degree or higher qualification from an australian tertiary institution (minimum two years' full-time study in australia)
2. Hold a valid passport and visa that allows full work and study rights whilst undertaking the acs professional year program. preference will be given to those currently on a 485 temporary graduate visa (either graduate work or post-study work stream) or active bridging visa a (with study rights)
3. Hold a valid ielts minimum band score of 6.0 (academic or general), no band below 5.0 (or equivalent) as per dha requirements – also having been undertaken within the last 3 years
4. Undertake an application interview to ensure course eligibility and suitability.



Look ahead

Accelerate your pathway to higher education



While enjoying your time at Danford College, our guaranteed credit transfer agreement with Melbourne Polytechnic is a pathway to your future and also any other Higher Education provider to study in Australia.

Selected Danford courses can transfer credits to university, and ensure that your educational and financial investment with us serves you in the long-term.

Completed studies at Danford College reduce the duration of selected Melbourne Polytechnic Bachelor Degrees, including:

- **Bachelor of Business** (HEBSBBS)
- **Bachelor of Hospitality Management** (HETHTHM)
- **Bachelor of Information Technology** (HEBSIT)
- **Bachelor of Accounting** (HEBSBACC)
- **Master of Professional and Practising Accounting** (HEBSMPPA)

A degree program through Melbourne Polytechnic prepares you for success and helps you reach the very top, you will be an expert an even a master in your chosen field.

**Accelerate to higher education.
Enrol today and get there faster.**

For further information please contact articulation@danford.edu.au

BACHELOR OF BUSINESS (HEBSBBS)	CREDIT TRANSFER
Diploma of Leadership and Management (BSB51918)	1 YEAR CREDIT
Ad. Diploma of Leadership and Management (BSB61015)	1.5* YEAR CREDIT
Diploma of Human Resources Management (BSB50618)	6 MONTHS CREDIT
Diploma of International Business (BSB50815)	6 MONTHS CREDIT
Diploma of Project Management (BSB51415)	1 YEAR CREDIT
Advanced Diploma of Program Management (BSB61218)	1 YEAR CREDIT
Diploma of Banking Services Management (FNS50915)	1 YEAR CREDIT
Ad. Diploma of Banking Services Management (FNS60615)	1.5* YEAR CREDIT
BACHELOR OF HOSPITALITY MANAGEMENT (HETHTHM)	CREDIT TRANSFER
Diploma of International Business (BSB50815)	6 MONTHS CREDIT
Diploma of Leadership and Management (BSB51918)	6 MONTHS CREDIT
Ad. Diploma of Leadership and Management (BSB61015)	6 MONTHS CREDIT
BACHELOR OF INFORMATION TECHNOLOGY (HEBSIT)	CREDIT TRANSFER
Diploma of Information Technology Networking (ICT50415)	1 YEAR CREDIT
Advanced Diploma of Network Security (ICT60215)	1.5* YEAR CREDIT
BACHELOR OF ACCOUNTING (HEBSBACC)	CREDIT TRANSFER
Diploma of Accounting (FNS50215)	1 YEAR CREDIT
Advanced Diploma of Accounting (FNS60215)	1.5* YEAR CREDIT
Advanced Diploma of Banking Services (FNS60615)	6 MONTHS CREDIT

* Combined with successful completion of Diploma .

Advanced standing will be granted to students who have successfully completed the above courses at Danford College.



Student services at Danford

From study to time out, we help you get the best out of your time in Melbourne. Our dedicated staff provide assistance with studying, assessment, accommodation, and anything you need help with during your time in Melbourne.

Pre-arrival information

Our friendly Student Services staff are there to help you settle into your new life in Australia. When you arrive in Australia, we provide a Danford College handbook with information about services on and off-campus, as well as necessary information regarding transport, food, shopping, and health, emergency, and legal services.

Orientation

Once you've arrived, we conduct an orientation day. It's an introduction to all aspects of life at Danford, and it gives you a chance to look around our campus and discover nearby facilities such as banks, transport, facilities and more. It is also a great opportunity to meet your fellow students and to get to know the staff.

Counselling services

Your welfare in Melbourne is important to us. Our on-campus counsellor offers a confidential support service, with external referral if required. For any needs, from academic counselling to welfare and grievance resolution, bookings are available by contacting one of our Student Services staff at the front desk or our registered counsellor.

Arrival assistance

There is a Student Welcome Desk at Melbourne Airport which is visible when you arrive in Melbourne. This is run by the Victorian government, and offers vital information on arrival. For Student Welcome Desk opening hours, visit www.studymelbourne.vic.gov.au.

Student activities

Danford College has a lively and highly active social calendar which is updated every month. It's a great way to settle into Melbourne life, meet new friends, or go further afield to see some of the gorgeous sights around Victoria. We hold regular Pizza Nights, Cupcake Days, and Bingo Parties (with prizes!), and go on exciting day trips throughout the month.

Accommodation

Share houses: Many international students at Danford share with others to share costs and make new friends. It's always a memorable experience, and a great way to practice your English and make friends.

Homestay: If you want to work on your English skills and experience Australian culture up-close, staying with an Australian family may be the right option for you. Student Services staff can arrange for you to stay with an Australian family in a nearby residential area.

From start to finish

Our student support services and network will help you to succeed, stay healthy and happy while studying at Danford College. We are here to help you during every step of your Danford College journey. The college has developed a Student of the Month Award as a way to recognise students with outstanding academic accomplishments..... Be one of them!



Visa requirements in Australia

Applying for your student visa

You are required to get your student visa before travelling to Australia. Visas are issued by the Department of Immigration. The requirements of your visa differ for each country, as well as the level of study you intend to undertake. For further information, see www.homeaffairs.gov.au

Genuine Temporary Entrant (GTE) requirement

The GTE requirement ensures that student visas are used as intended (and not to maintain ongoing residency in Australia). This requirement applies to all student visa applicants. The visa officer takes into account your circumstances and your immigration history. The requirement is not designed to exclude students who, after study, go on to apply to become Australian permanent residents.

ESOS Framework

The Australian Government has put in place the ESOS Framework, which are laws that promote quality education and consumer protection for overseas students. The laws include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018. Danford College must fulfil the obligations set out in the ESOS Framework under the Act.

For full description of ESOS Framework, download the factsheet here: <https://internationaleducation.gov.au>

Tuition Protection Service

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees.

In the unlikely event your education provider is unable to deliver a course you have paid for and does not meet their obligations to either offer you an alternative course that you accept or pay you a refund of your unspent

prepaid tuition fees (this is called a provider's 'default obligations'), the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

For further information, please visit: <https://tps.gov.au>

Overseas Student Health Cover (OSHC)

International students must have OSHC for the duration of their course, and OSHC costs must be paid before your student visa is issued. OSHC is health insurance that covers the cost of visits to the doctor, some hospital treatment, ambulance cover, and some pharmaceuticals. For more information see www.health.gov.au or your OSHC provider. Danford College can help in arranging your OSHC.

Paid work in Australia

Australian immigration laws allow students to work for a limited number of hours while studying on a student visa. Currently, international students can work for 40 hours per fortnight during your study periods, and to work full-time during study breaks. Under no circumstances should students rely on income earned in Australia to pay tuition fees.

Bringing your family

As an international student, if you are bringing your family with you, you are required to enrol any school-age dependants in an Australian school, and pay any school fees that is applicable. In Victoria it is compulsory for children to attend school until the age of 16. People over the age of 16

can continue to attend school until they have completed year 12.

Please check first with the Australian Department of Education (www.education.gov.au) or an Australian Diplomatic Mission in your country, as there may be restrictions.

Further visa information

See the Australian Government immigration page for more information at www.homeaffairs.gov.au



Your obligations as a student

Full-time study load

International students must undertake a full-time study load as per their student visa conditions. A full-time study load is normally a minimum of 20 hours per week during study period.

You are expected to attend all scheduled classes or workshops. If you do not attend classes you may risk failure.

Academic progress and visa cancellation

All students at Danford College are subject to rules and policies governing satisfactory academic progress. If you do not make satisfactory academic progress, you may be reported to the Department of Immigration, which may lead to cancellation of your visa.

This is defined as failing more than 50% of units in any two consecutive study periods (one study period equals one term). A failure in more than 50% of units in one study period will trigger a review of academic progress by Danford College and an intervention strategy.

Pay tuition fees on time

It is a requirement of your student visa that you have sufficient funds to support yourself and to pay for your studies in Australia.

If you do not pay your tuition fees on time the college may cancel your enrolment and notify the Department of Immigration for further action.

Change of address

After arriving in Australia you must advise Danford College of your new residential address and telephone number, and of any subsequent changes to your residential address. It is your responsibility and in your own interests to ensure that your address details are always up-to-date at Danford College. It is also a vital legal requirement of the ESOS Act and your visa conditions by the Department of Immigration. Should you breach a student visa condition relating to attendance or academic performance, Danford College may send a notice of breach to this address.

Use of personal information

To meet our obligations under the ESOS Act and the National Code 2018, Danford College must collect information on this form and during your enrolment. This ensures your compliance with the conditions of your visa and your obligations under Australian immigration laws. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

Complaints and Appeals

The College seeks to continuously provide a high quality education and training environment that is safe, fair and free from discrimination, in which all are encouraged to strive for excellence and fulfil their potential. The resolution process will focus on a rapid re-establishment of good educational working relationships and positive outcomes.

Complaints and Appeals can relate to academic and non-academic matters and is available to all staff and students of Danford College. There is no charge for Danford College complaints and appeal process or if the student seek an external appeal through the Overseas Student Ombudsman (www.ombudsman.gov.au). Danford College complaints and appeals policy does not limit the rights of individuals to take action under Australia's Consumer Protection Laws.

Policies

For more information on Danford College policies and procedures, plus all downloadable forms, see: www.danford.edu.au

4 STEPS TO APPLY TO DANFORD COLLEGE

1 COMPLETE THE APPLICATION

- a. Download and complete the Application for Enrolment for International Students form via our Downloads page at www.danford.edu.au
- b. Collect all supporting documents, including:
 - Passport (certified copy of photo and personal information pages)
 - Academic qualifications (certified copy with English translation)
 - English language proficiency
- c. Email the Application form and all supporting documents to admissions@danford.edu.au

2 WE OFFER YOU A PLACE

- d. If you meet all entry requirements, Danford College will issue you a full offer letter. Should your application document be pending, we may issue a conditional offer letter.

3 YOU ACCEPT THE OFFER AND MAKE PAYMENT

- e. Sign the full offer letter and return it to Danford College with proof of payment (see below)
- f. Payment must be made in Australian dollars. We accept: Credit Card including Mastercard, Visa, Amex; Electronic Funds Transfer (EFT – see bank details below); and cash cards – please contact us as bank charges may apply.

Danford College bank details*

Bank
Australia and New Zealand Banking Group Limited (ANZ)

Account Name
Star Gazers Education Pty Ltd T/AS Danford College

Bank address
91 William Street, Melbourne 3000, Victoria, Australia

BSB
013 035

Account Number
456 422 631

Swift Code
ANZBAU3M

*Please quote your name when making payment

4 CONGRATULATIONS!

Upon receiving your signed agreement and payment, we will issue you a eCoE for you to apply for your student visa.

Apply to Danford College directly through our website, or through the education agent in your home country.

www.danford.edu.au

Entry Requirements

A. Age requirement

To study at Danford College, all international students must be at least 18 years of age or above when the course starts.

B. Academic requirements

VOCATIONAL COURSES: All international students must meet a minimum academic requirement to gain admission to Danford College. Danford College requires the successful completion of studies equivalent to Australian Year 12 education as the minimum level of entry into our courses.

POST GRADUATE PROGRAMS: Year 12 and have completed a Diploma or Advanced Diploma qualification in any fields of study (Both onshore or Offshore qualification); or have completed a Bachelor degree in any fields of study (Both onshore or Offshore qualification).

In some cases, if you do not meet the college academic entry-level requirements, you may apply as a mature age student. A mature age student is considered to be over 21 years old, who has been out of fulltime education for at least one year. You should also be able to provide documentary evidence of any work experience undertaken since leaving school that is related to your chosen course. Entry as a mature age student is also dependent upon having a satisfactory level of English language proficiency.

C. English requirements

International students must provide evidence of English language proficiency to Danford College. Students must have a minimum score of an internationally recognised English test.

VOCATIONAL PROGRAMS: For most Vocational course's students are required to have a minimum IELTS (International English Language Testing Service) score of 5.5 overall with no band/sub score under 5.0 or equivalent English language tests as per accepted by the Department of Immigration.

POST GRADUATE PROGRAMS: For most Graduate Diploma courses students are required to have a minimum IELTS (International English Language Testing Service) score of 6.0 overall with no band/sub score under 5.5 or equivalent English language tests as per accepted by the Department of Immigration.

English language tests accepted by the Department of Home Affairs are listed below for your information.

IELTS International English Language Testing System
 OET Occupational English Test
 TOEFL iBT Test of English as a Foreign Language internet Based Test
 PTE Academic Pearson Test of English
 CAE Cambridge English: Advanced
 An IELTS score or equivalent no longer than two years. *

Circumstances where the IELTS requirement may be waived:

Academic transcripts showing that you have successfully completed at least 51% of a course leading to a qualification from the Australian Qualifications Framework at Certificate IV level or higher as the holder of a student visa not more than 2 years before your visa application. This does not include foundation courses.

Or, Senior Secondary Certificate of Education, completed in English in Australia in the last two years.

Or, Evidence of completion certificate for a Foundation Course in Australia in the last two years.

Or, Evidence that you have completed at least five (5) years of study in English undertaken in one or more of the following countries: Australia – Canada – New Zealand – South Africa – the Republic of Ireland – the United Kingdom and the United States of America.

Or, Provide evidence you have completed or have enrolled into an ELICOS or alternative English course as accepted by the Department of Home Affairs. Minimum requirement to enter into any of Danford College courses is "Upper Intermediate" or "Advanced".

Or, You are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland.

Refer to the admission requirements for your country risk rating requirement.

More information available about which English language tests are accepted by the Home Affairs Department?

www.homeaffairs.gov.au/lega/lega/Form/Immi-FAQs/aelt

For countries classified Level 1 and Level 2 as per DHA (Department of Home Affairs):

INTERNAL ENGLISH TEST

Note: We can ask you for evidence of your English language skill after you have submitted your application, at any time while we are processing your application, even though the Document Checklist tool shows that you don't need to provide evidence of your English language skill when you submit your application.

(Internal) English proficiency test online: TRACKTEST



TrackTest Online English Assessment Center or TrackTest is an online English language assessment tool launched in November 2012 that measures the English skills of non-native English speakers. The test is using the scale based on Common European Framework of Reference for Languages

* Alternative test scores benchmarked as against the IELTS band scale:

	VOCATIONAL COURSES	POST GRADUATE PROGRAMS
English Proficiency Test	Course with IELTS 5.5 overall no individual band less than 5.0	Course with IELTS 6.0 overall no individual band less than 5.5
International English Language Testing system (IELTS Test)	5.5 overall individual bands: min 5.0 each module	6.0 overall individual bands: min 5.5 each module
Test of English as Foreign Language internet-based test (TOEFL iBT)	49 overall min score to: Writing: 18 Speaking: 16 Reading: 8 Listening: 7	64 overall Min score to: Writing: 21 Speaking: 18 Reading: 13 Listening: 12.
Cambridge English: Advanced (CAE) test	162 overall individual bands: 154	169 overall individual bands: 162
Pearson Test of English Academic (PTE)	42 overall communicative skills: 36	50 overall communicative skills: 42
Occupational English Test (OET)	A score of at least B for each test component of the OET	A score of at least B for each test component of the OET.

Education Agents

Danford College works closely with agents in Australia and around the world to ensure that international students receive relevant and accurate information regarding courses and visas before they arrive in Australia.

Danford College will only appoint Agents whose organisation is registered in the relevant country, state or province and if relevant in Australia.

All Agents must have completed the approved International Education Agent Application Form to become an official agent for the college.

Danford College has a thorough process in place to ensure we only appoint ethical and responsible education agents. A detailed business plan and Referee checks are required by the college.

See our website for a full list of authorised education agents, and how to become an agent: www.danford.edu.au/agents



DANFORD COLLEGE

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