

2021
INTERNATIONAL
**COURSE
GUIDE**

MELBOURNE, AUSTRALIA



WELCOME TO YOUR HOLMESGLEN JOURNEY

THANK YOU FOR YOUR INTEREST IN STUDYING AT HOLMESGLEN, A LEADING GOVERNMENT EDUCATION AND TRAINING INSTITUTION IN AUSTRALIA. WE HAVE WELCOMED INTERNATIONAL STUDENTS TO OUR MELBOURNE CAMPUSES FOR ALMOST 30 YEARS AND TAKE GREAT PRIDE IN ENGAGING AND SUPPORTING OUR STUDENTS TO ACHIEVE THEIR LIFELONG EDUCATIONAL AND CAREER GOALS.

Recognised for excellence and innovation in the design and delivery of relevant, high-quality educational programs, we offer an extensive range of English language, vocational and higher education courses, all accredited by the Australian government.

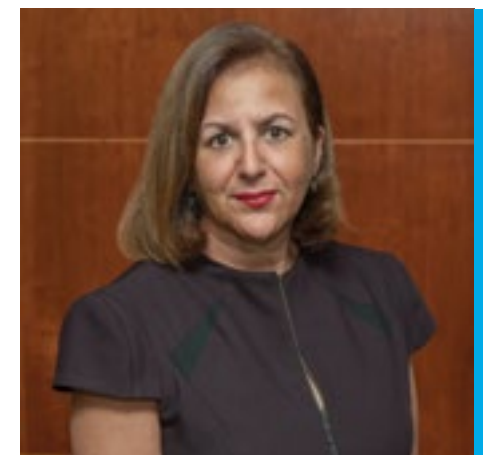
As a student with us, you will experience an institute characterised by its commitment to outstanding teaching and learning and the development of highly motivated, work-ready graduates. Our simulated workplace facilities and extensive industry partnerships will ensure that you gain the practical skills and confidence necessary for future employment.

You will have access to exceptional amenities across all campuses, providing you with the opportunity to learn and develop in a stimulating, modern and safe study environment.

Our commitment to ensuring an enjoyable and successful study experience for you also includes the availability of a wide range of student engagement and support services. Assistance with your language and learning skills, accommodation, tours and recreational activities and personal guidance, are some of the many services we offer to enhance your student life in Melbourne.

We acknowledge the immense contribution international students make and hope to welcome you soon as part of our diverse and vibrant community.

Mary Faraone
Chief Executive



WANT TO LEARN MORE?

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WHY CHOOSE MELBOURNE?

MELBOURNE IS AMONG THE WORLD'S MOST LIVABLE CITIES

Again and again, Melbourne is named among the world's most livable cities. The title is awarded to the city with the highest score for stability, healthcare, culture and environment, education and infrastructure. When you study in Melbourne, you'll be living in a safe and vibrant city that offers world-class study options, services and the widest range of things to do.

AUSTRALIA'S BEST STUDENT CITY

Melbourne is the best student city in Australia and the third best student city in the world, according to the prestigious QS Best Student Cities 2019. Key features such as Victoria's high standard and quality of living, vibrant multicultural society and social inclusion attracts international students from all over the world to Victoria every year.

Often called Australia's cultural capital, Melbourne is home to the attractions that make the Australian lifestyle so appealing. Melbourne's rank as the 7th best city in the world for 'employer activity' makes it an even more attractive destination.

EXPLORE VICTORIA

Victoria's diverse landscape includes snowcapped mountains, vast seashores, striking desert regions and charming historic towns.

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 visitvictoria.com

TRANSPORT

Melbourne has a network of trains, trams and buses which all service our campuses. If you don't live too far from your campus, you might consider cycling, using one of Melbourne's many safe and accessible bike paths.

To help plan your travels around Melbourne visit ptv.vic.gov.au or take a look at the map of the train networks to our campuses on the inside back cover.

LIVING EXPENSES

The Australian Government specifies AU\$21,041 as the minimum amount required to cover your living costs for a 12-month period. This figure excludes tuition fees and the cost of travel to and from Australia. It is the minimum required to pay for your accommodation, commute to campus, buy food, have fun, and pay for all the little extras that you need day-to-day. Non-tuition fees include books and equipment, health insurance, administration, accommodation, and assistance to apply for or hold a student visa.





WHY CHOOSE HOLMESGLEN?

INDUSTRY CONNECTIONS

Holmesglen has developed strong relationships and networks with a large, diverse range of industry partners, both locally and internationally. These partnerships give us the necessary insight into current practices and access to relevant workplace learning, ensuring the development of job-ready graduates that meet employers' expectations.

WORK INTEGRATED LEARNING

Our approach to teaching and learning combines the required theory with hands-on, practical experience. Whether enjoying a work placement, or practising in one of our state-of-the-art simulated workspaces, your confidence and practical know-how will make your transition from the classroom to employment effortless and successful.

ENGAGEMENT AND SUPPORT

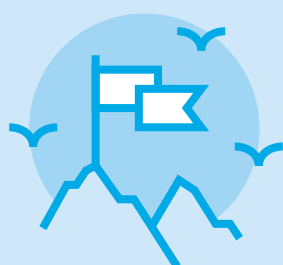
Community engagement and social responsibility are at the heart of all strategies and objectives for our staff and students. You will have access to a range of community and social activities, on and off campus, that will support your development both academically and personally. Our dedicated support programs for international students will ensure your wellbeing, safety and academic success as you enjoy your journey with us.

A ONE-STOP SHOP

The availability of highly recognised and fully integrated education, from English to vocational study and higher education, makes us very unique. You will have the opportunity to enjoy customised English classes specifically developed to prepare you for further study or a career in your chosen field. Your English study can be followed by seamless entry into a work-oriented vocational program, or a Bachelor Degree, or both! With tailored learning support, we can help you design the right pathway to achieve your study and career goals.

STRENGTH IN DIVERSITY

We enjoy one of the most culturally rich study environments in Australia. Welcoming students from diverse countries, cultures and educational backgrounds provides a dynamic global community for you to experience life-long learning and friendships with young people from all over the world. We take pride in the opportunities we provide for you to develop your global competence, strengthen your cultural awareness and prepare yourself for today's global workplace.



AMBITION



SCHOLARSHIP



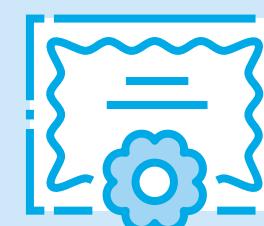
PASSION



INTEGRITY



RESPECT



EXCELLENCE

WHY CHOOSE HOLMESGLEN?



CHADSTONE



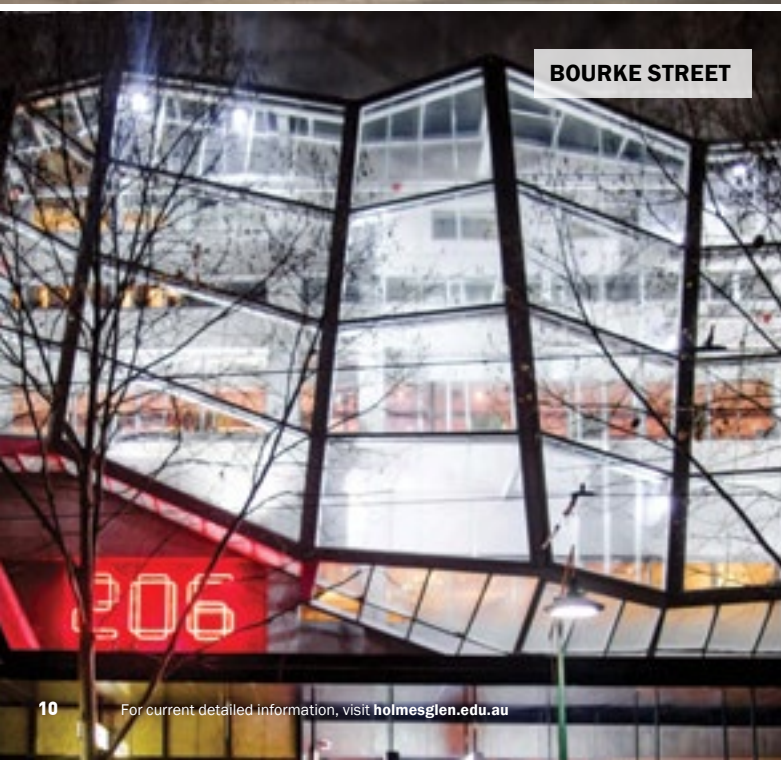
MOORABBIN



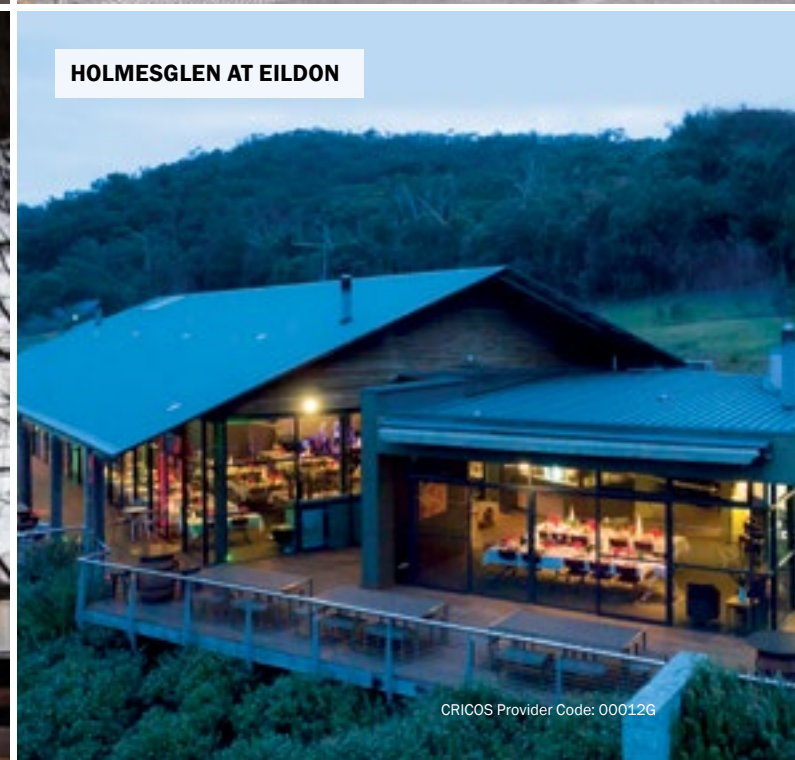
ST KILDA ROAD



GLEN WAVERLEY



BOURKE STREET



HOLMESGLEN AT EILDON

CHADSTONE

Corner Batesford and Warrigal Roads Chadstone

Approximately 17 kilometres from Melbourne's city centre, the Chadstone campus is the largest of Holmesglen's 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, and is 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 Holmesglen Private Hospital provides our students with clinical practice as well as teaching and research opportunities for nursing and health students.

ST KILDA ROAD

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.

GLEN 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.

BOURKE STREET

Level 3, 206 Bourke St, Melbourne

Our Bourke Street campus is suitably located in the heart of Melbourne – close to Chinatown, retail outlets and convenient public transport. The campus is a dedicated nursing training facility, and is perfect for those wanting to learn in the CBD.

HOLMESGLEN AT 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

CRICOS Provider Code: 02380M



Le Cordon Bleu opened its Melbourne Culinary Arts Institute in 2015, offering its 'passport to the world' hospitality programs in Australia's culinary capital. In partnership with Holmesglen, Le Cordon Bleu's hallmark culinary arts programs offered at Holmesglen's Moorabbin Campus include the coveted Grand Diplôme, Diplôme de Cuisine (Certificate III in Commercial Cookery (SIT30816)), Diplôme de Pâtisserie (Certificate III in Pâtisserie (SIT31016)), Certificat de Chef de Partie en Cuisine (Certificate IV in Commercial Cookery (SIT40516)), Certificat de Chef de Partie en Pâtisserie (Certificate IV in Pâtisserie (SIT40716)), and the Diplôme Avancé de Gestion Culinaire (Advanced Diploma of Hospitality Management (SIT60316)).

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 [cordonbleu.edu.au/melbourne](https://www.cordonbleu.edu.au/melbourne)



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. THESE SUPPORT SERVICES ARE AVAILABLE TO YOU AT NO ADDITIONAL COST.

SUPPORT SERVICES

A wide range of supports are available to international students, offered through Holmesglen's International Centre, Student Wellbeing team and our many other services.

These include:

- Airport reception
- Accommodation assistance
- Orientation programs
- Overseas Student Health Cover services
- Academic support
- Confidential counselling and personal development programs
- Skills and jobs support
- Lifeskills workshops
- Career counselling and employment assistance
- Learning Skills Centre
- Library
- 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: holmesglen.edu.au/studentwellbeing

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.

WELCOME PROGRAMS

Your journey at Holmesglen commences with your Welcome Program, 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.

STUDENT ASSOCIATION

Holmesglen's Student Association ensures students are actively involved in Holmesglen's decision-making process. Student members are responsible for representing the views and opinions of the wider student body on issues relating to academic and student life.

It is a great opportunity for students wanting to refine their leadership and advocacy skills whilst making change.

IDER 'EDDIE' KHOSKHUU, MONGOLIA

"I became a Student Association representative as my experience at Holmesglen has been very positive and I would like to nurture this positive environment for students and ensure the student voice is heard. I look forward to achieving this alongside my fellow representatives through a holistic and authentic partnership between the student body and Holmesglen."





IT'S NOT JUST ABOUT STUDY... IT'S ABOUT THE EXPERIENCE!

OUR RECREATION TEAM IS HERE TO ENSURE YOU HAVE EVERY OPPORTUNITY TO ACHIEVE THE RIGHT STUDY-LIFE BALANCE. THEY HOST A RANGE OF VIRTUAL AND IN-PERSON ACTIVITIES, OCCASIONS AND EVENTS TO BROADEN YOUR MIND, MEET NEW PEOPLE, ENJOY OUR SPACES AND REALLY EXPERIENCE LIFE IN AUSTRALIA WHILE YOU STUDY.

THE RECREATION TEAM OFFER AN EXTENSIVE RANGE OF SOCIAL AND SPORTS CLUBS, TRIPS AND TOURS, LIVE MUSIC AND REGULAR EVENTS TO GET YOU INVOLVED AND CONNECTED. ALL OF OUR ACTIVITIES ARE DESIGNED TO FIT A STUDENT BUDGET, SO YOU CAN TAKE PART AT A FRACTION OF THE PRICE. SOME ACTIVITIES ARE EVEN FREE!

SEE AND EXPERIENCE AUSTRALIA WITH OUR TRIPS AND TOURS

Our program offers students the chance to step off campus and experience a diverse range of trips and tours that showcase what Melbourne and Australia has to offer. Trips can vary from a day trip, weekend trip or even interstate trips.

Trips have included:

- Brisbane and Moreton Island
- Sydney and the Blue Mountains
- The Great Ocean Road
- Mt Buller
- Phillip Island.

JOIN A SPORT OR CLUB

Our special interest clubs offer a great way for students to connect with peers, bond over similar interests and find a group of like-minded students.

You can even start your very own club.

Some existing clubs include:

- Movie Club
- Foodies Club
- Strike Club
- Adventure Club
- Basketball
- Futsal (indoor soccer)
- Cricket.

ENJOY LIFE ON AND OFF CAMPUS

With over 50 free events each year held across each of our 6 main campuses and online, you will be able to take advantage of free food, giveaways, games and special student offers.

Our events aim to regularly celebrate significant cultural events, promote health and wellbeing and raise awareness on key social issues.

ONLINE COMMUNITY

Holmesglen's Online Community is our online social networking site. It's open to current, past and prospective Holmesglen students. It's a great place to ask questions, seek advice, share your knowledge and connect with others online.

You can join or start a special interest group to find and meet like-minded new friends, fellow students and communities. You'll also find all of Holmesglen's news and events listed here.

Create an account and log in using your phone, tablet or computer so you don't miss out on anything happening at Holmesglen.

The **International Student Hub** is a dedicated group on the Online Community, especially for our international students. Here you can access tailored news, events and opportunities while connecting with other international students.



JOIN YOUR COMMUNITY
community.holmesglen.edu.au



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.

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, each with their own bedroom.

- 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 AU\$180. **Click for more information.**

HOMESTAY

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.

Homestay Accommodation is located within a convenient distance from all of our campuses. 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 homestaynetwork.org



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. This type of accommodation is usually a student share house. Students who wish to find private rentals will need to apply for a lease and pay a bond.

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.

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

AWARDING EXCELLENCE

HOLMESGLEN AWARDS

WINNER

SOUPHAPHONE THOOMMAVONGSA – LAOS OUTSTANDING INTERNATIONAL STUDENT

Diploma of Community Services

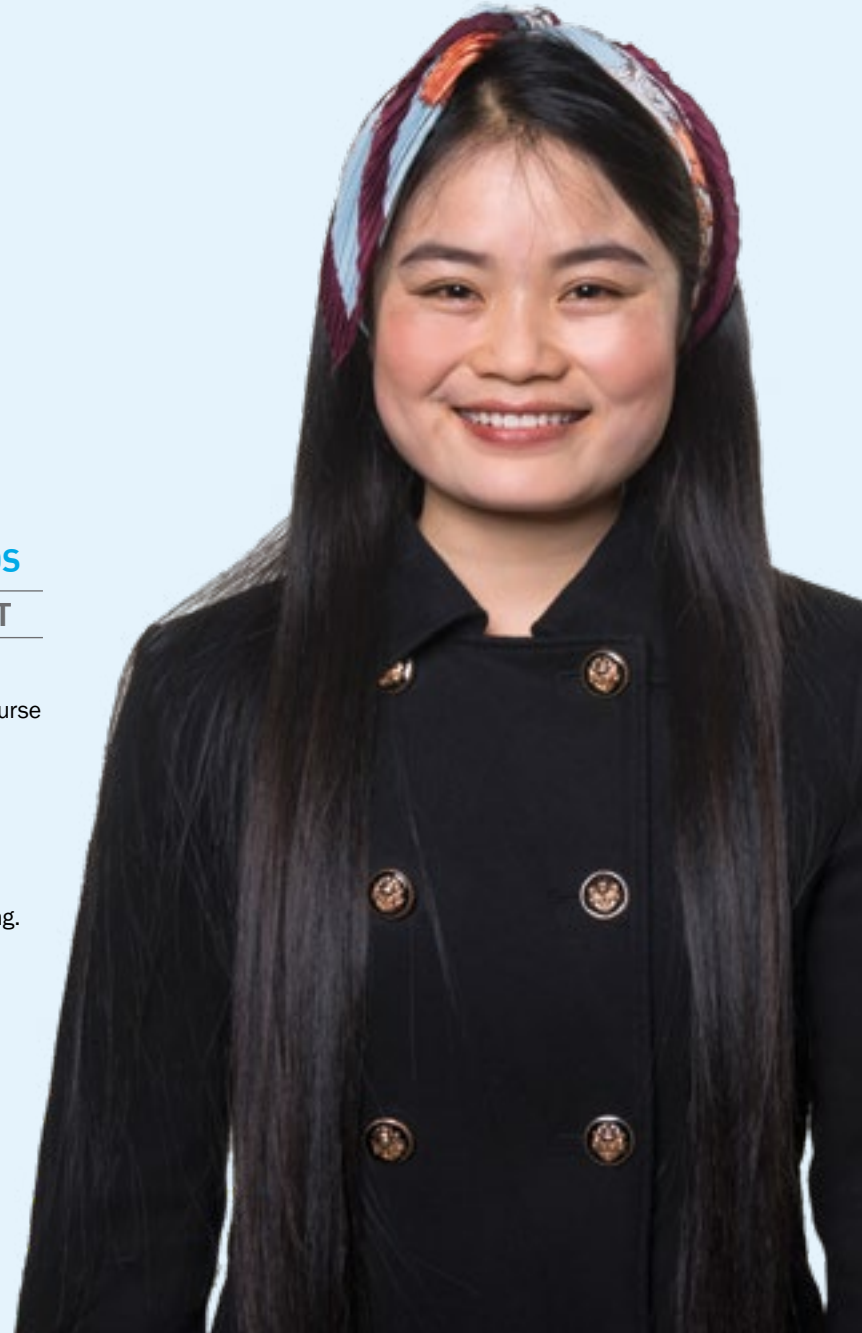
Souphaphone (Nang) describes her community services course as a gift that allowed her to help other people.

Hailing from Laos, she is an Australia Awards Scholarship recipient and represented Holmesglen at the 2019 Council of International Students Australia Conference.

“My course empowered me to give back to community by utilising the theories and practical experience,” says Nang.

Nang is also a student ambassador, Holmesglen Online Community student representative, and helped run a human rights conference – A Better Tomorrow – with Amnesty International.

She completed her community services placement with Power Neighbourhood House.



INTERNATIONAL STUDENT SCHOLARSHIPS

Our 2020 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.

Our 2020 International Student Scholarship recipients are:

- Armish Shariff, Bachelor of Nursing (Pakistan)
- Eric Fernandes, Bachelor of Business Administration (Brazil)
- Hayato Yuzawa, Certificate IV in Building and Construction (Japan)
- Lee Dharma, Bachelor of Hospitality Management (Indonesia)
- Nguyen Bao Chau Lam, Bachelor of Hospitality Management (Vietnam)
- Nok Tung Lam, Bachelor of Business Accounting (Hong Kong)
- Vidanarachchi Isuru Chamath, Bachelor of Hospitality Management (Italy)
- Yasuha Miki, Bachelor of Fashion Design (Japan)
- Yuki Ishii, Bachelor of Information Systems (Japan)

Click for more information about the International Student Scholarship Program and its application process.



FINALIST – ISABELLE HOFFMANN – GERMANY OUTSTANDING INTERNATIONAL STUDENT

Advanced Diploma of Interior Design

Isabelle is an award-winning interior design student, who used the classroom to explore her creativity and grow her language skills.

She is the co-winner of the 2019 Home Design and Eussen Student Interior Design Awards and Holmesglen's Outstanding International Student recipient for interior design.

“I wanted to do something where I can be creative and develop and grow, and I found interior design was the perfect fit,” says Isabelle.

Originally from Germany, Isabelle has immersed herself in Australian life; having also completed the Melbourne Marathon in her leisure time.

FINALIST – JUNEL TAGARINO – PHILIPPINES OUTSTANDING INTERNATIONAL STUDENT

Diploma of Community Services

Junel is a Victorian International Education Award finalist with a desire to help others, who believes “learning never stops.”

A Holmesglen International Student Scholarship recipient, Junel's community and environmental background led him to community services. Through the support of his sister, a Holmesglen Bachelor of Nursing student, Junel discovered the diploma course.

“Studying community services broadened my appreciation and respect for cultural diversity and its social aspects,” Junel says.

Junel completed his placement at the Asylum Seeker Resource Centre and has showed the same passion when continuing on as a volunteer.



FINALIST – KIRTEE DEWKURUN – MAURITIUS OUTSTANDING HIGHER EDUCATION STUDENT

Bachelor of Business (Accounting)

Kirtee is described as having sheer resolve and strength of character, qualities helping her launch a new career in Australia.

A fast learner who achieved consistent marks during her degree, Kirtee came to Holmesglen from Mauritius to pursue a career in accounting. She explored this goal during a placement opportunity at an accounting firm, gaining significant insight into the industry.

Kirtee's teachers noted her dedication in the classroom.

“Kirtee displayed effective communication skills in delivering presentations to the class. The information she presented showed insight and a deep understanding of complex issues,” says teacher Paula de Lange.



STUDY WITH A DIFFERENCE

OUR TEACHING METHODS

At Holmesglen, we are committed to supporting our students to achieve their learning goals, so we provide small classes with hands-on experiences. With small classes, you won't be lost in the crowd. You'll soon get to know your fellow students and feel part of Holmesglen — and your teachers will know you as an individual.

All teaching methods are designed to develop your analytical and critical thinking skills, together with providing the opportunity to apply your learning to real workplace situations.

Teaching methods to ensure your work readiness include:

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

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

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

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.

ENGLISH
PROGRAM

VOCATIONAL
PROGRAM
1 – 2 YEARS

BACHELOR DEGREE WITH
ADVANCED STANDING
1.5 – 2 YEARS

COURSE CREDIT

If you have relevant qualifications, skills or work experience, you may be eligible to apply for credit or advanced standing 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.

Click for further information.

MAXIMISE YOUR EMPLOYMENT POTENTIAL

THE SKILLS AND JOB CENTRE AT HOLMESGLEN IS A FREE PROFESSIONAL RECRUITMENT SERVICE FOR EMPLOYERS AND HOLMESGLEN STUDENTS.

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.



SKILLS AND JOB CENTRE

1

CAREER ADVICE AND COUNSELLING

- Identify your career goals in line with your skills, strengths and interests
- Our career advisors will help you develop a career plan and expand your understanding of your chosen industry.

2

SKILLS ASSESSMENT AND TRAINING ADVICE

- Determine any new skills you may require
- Find the right training courses and study pathways.

4

ONE-ON-ONE CONSULTATIONS

- You'll get the personal support you need while searching for jobs
- Job readiness coaching.

3

FREE WORKSHOPS

- Resume preparation
- The hidden job market
- Developing interview skills
- How to reverse market yourself.

5

FOLLOW UP SUPPORT

- After you have secured a new position, we will continue to keep in regular contact to ensure you are settling into your new job.
- We can also refer you to welfare, finance and other service providers.





HEADSTART 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 academic support as well as social activities to help students settle into student life and celebrate the beginning of their academic journey.

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 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 and social lives
- Wellbeing workshops
- Help with living independently and much more.

COURSE INDEX

OC—On-Campus study **WBT**—Compulsory work-based training
'For some courses, the tuition fee is made up of the fee shown below and the additional materials fee is as identified on the individual Course page'.
'Non tuition fees for all courses are approximately \$21,041 per annum'.

COURSE CODE	COURSE NAME	CRICOS CODE	IELTS	DURATION (Full-Time)	INTAKE	TUITION FEE (AUD)	CAMPUS	MODE OF STUDY	PAGE
ENGLISH LANGUAGE PROGRAMS									28
SIC0058	General English	050227M		2 to 50 weeks	Weekly	\$260 per week	St Kilda Road	OC	29
SIC00040	Pathway English	0102054		5 to 50 weeks	Weekly (except during term breaks)	\$290 per week	St Kilda Road	OC	29

ARTS AND DESIGN									30
CUA40715	Certificate IV in Design	090417G	5.5	6 months	February, July	\$6,900	Chadstone	OC	32
CUA50715	Diploma of Graphic Design	090455A	5.5	1 year	February, July	\$13,800	Chadstone	OC	32
CUA60315	Advanced Diploma of Graphic Design	093373A	6.0	1 year	February	\$13,800	Chadstone	OC	32
MFS40118	Certificate IV in Interior Decoration	099337A	5.5	1 year	February, July	\$13,800	Chadstone	OC	33
BFD16	Bachelor of Fashion Design	093248F	6.0	3 years	February, July	\$18,800 per year	St Kilda Road	OC	33

BUILDING, CONSTRUCTION AND FURNITURE DESIGN									34
CPC30211	Certificate III in Carpentry	089528K	5.5	1 year	February, July	\$14,900	Chadstone	OC	36
CPC31311	Certificate III in Wall and Floor Tiling	089769D	5.5	1 year	February, July	\$15,900	Chadstone	OC	36
MSF31113	Certificate III in Cabinet Making	084377E	5.5	1 year	February, July	\$14,900	Chadstone	OC	36
CPC31912	Certificate III in Joinery	089777D	5.5	1 year	February, July	\$14,900	Chadstone	OC	38
MSF40213	Certificate IV in Furniture Design and Technology	088123F	5.5	1 year	February, July	\$14,900	Chadstone	OC	38
CPC40110	Certificate IV in Building and Construction (Building)	073684G	5.5	1 year	February, July	\$14,900	Chadstone	OC	39
CPC50210	Diploma of Building and Construction (Building)	073682J	5.5	1.5 years	February, July	\$14,900 per year	Chadstone	OC	39
22477VIC	Advanced Diploma of Building Design (Architectural)	099457D	5.5	2 years	February, July	\$14,900 per year	Chadstone	OC	39

BUSINESS AND MANAGEMENT									40
FNS40217	Certificate IV in Accounting and Bookkeeping	099459B	5.5	6 months	February, July	\$6,400	Chadstone	OC	42
FNS50217	Diploma of Accounting	099460J	5.5	6 months	February, July	\$6,400	Chadstone	OC	42
BACC16	Bachelor of Business (Accounting)	091332D	6.0	3 years	February, July	\$16,900 per year	Chadstone	OC	42
HLT47315	Certificate IV in Health Administration	091964E	5.5	6 months	February, July	\$6,400	Chadstone	OC	44
BSB40215	Certificate IV in Business	086875D	5.5	6 months	February, July	\$6,400	Chadstone	OC	44
BSB50618	Diploma of Human Resources Management	098677M	5.5	6 months	February, July	\$6,400	Chadstone	OC	44
BSB50415	Diploma of Business Administration	087282K	5.5	6 months	February, July	\$6,400	Chadstone	OC	45
BBA14	Bachelor of Business Administration	069454M	6.0	3 years	February, July	\$15,900 per year	Chadstone	OC, WBT	45
MPA14	Master of Professional Accounting	083073G	6.5	2 years	February, July	\$19,000 per year	Chadstone	OC	45

COURSE INDEX CONT.

OC—On-Campus study WBT—Compulsory work-based training

‘For some courses, the tuition fee is made up of the fee shown below and the additional materials fee is as identified on the individual Course page’.
*Non tuition fees for all courses are approximately \$21,041 per annum’.

COURSE CODE	COURSE NAME	CRICOS CODE	IELTS	DURATION (Full-Time)	INTAKE	TUITION FEE (AUD)	CAMPUS	MODE OF STUDY	PAGE
EARLY CHILDHOOD EDUCATION									46
CHC30113	Certificate III in Early Childhood Education and Care	086365D	5.5	6 months	February, July	\$6,900	Moorabbin, Glen Waverley	OC, WBT	48
CHC50113	Diploma of Early Childhood Education and Care	086366C	5.5	1.5 years	February, July	\$13,800 per year	Moorabbin, Glen Waverley	OC, WBT	48
BECT16	Bachelor of Early Childhood Teaching	089716F	7.5	4 years	February	\$17,100 per year	Glen Waverley	OC, WBT	48

ENVIRONMENT AND LANDSCAPE									50
SFL30115	Certificate III in Floristry	089027J	5.5	1 year	February, July	\$13,300	Glen Waverley	OC	52
AHC51116	Diploma of Conservation and Land Management	092601B	5.5	1.5 years	February, July	\$13,800 per year	Glen Waverley* *Plus occasional classes at Eildon and Parks Victoria locations	OC	52
AHC50416	Diploma of Horticulture	092585G	5.5	1.5 years	February, July	\$13,800 per year	Glen Waverley	OC	52
AHC50616	Diploma of Landscape Design	092594G	5.5	1.5 years	February, July	\$13,800 per year	Glen Waverley	OC	53

HEALTH SCIENCE AND NURSING									54
HLT37215	Certificate III in Pathology Collection	095314G	5.5	6 months	July	\$7,500	Moorabbin	OC, WBT	57
MSL40118	Certificate IV in Laboratory Techniques	098113C	5.5	1 year	February, July	\$15,900	Moorabbin	OC, WBT	57
HLT54115	Diploma of Nursing	093671B	7.0	2 years	February, July	\$16,600 per year	Moorabbin	OC, WBT	58
BNURS20	Bachelor of Nursing	103159J	7.0	3 years	February	\$27,200 per year	Moorabbin	OC, WBT	59
HLT55118	Diploma of Dental Technology	099310A	6.0	2 years	February, July	\$19,100 per year	Chadstone	OC, WBT	60
	Bachelor of Oral Health (Therapy and Hygiene) – Charles Sturt University	077426D	7.0	3 years	March	\$36,800 per year	Chadstone, CSU Wagga Wagga	OC, WBT	61

HOSPITALITY AND COOKERY									62
SIT40516	Certificate IV in Commercial Cookery	093977F	5.5	1 year	February, July	\$15,600	Glen Waverley	OC	64
SIT40716	Certificate IV in Patisserie	093978E	5.5	1 year	February, July	\$15,600	Glen Waverley	OC	64
SIT50416	Diploma of Hospitality Management	090979F	5.5	1.5 years	February, July	\$14,600 per year	Glen Waverley	OC	65
SIT60316	Advanced Diploma of Hospitality Management	091137G	5.5	2 years	July	\$14,600 per year	Glen Waverley	OC	65
BHM16	Bachelor of Hospitality Management	089800K	6.0	3 years	February, August	\$15,900 per year	Glen Waverley	OC, WBT	65

COURSE INDEX CONT.

OC—On-Campus study WBT—Compulsory work-based training

‘For some courses, the tuition fee is made up of the fee shown below and the additional materials fee is as identified on the individual Course page’.
*Non tuition fees for all courses are approximately \$21,041 per annum’.

COURSE CODE	COURSE NAME	CRICOS CODE	IELTS	DURATION (Full-Time)	INTAKE	TUITION FEE (AUD)	CAMPUS	MODE OF STUDY	PAGE
INFORMATION TECHNOLOGY AND DIGITAL MEDIA									66
ICT40915	Certificate IV in Digital and Interactive Games	086587A	5.5	6 months	February, July	\$6,900	Moorabbin	OC	68
ICT50215	Diploma of Digital and Interactive Games	089907K	5.5	1 year	February, July	\$13,800	Moorabbin	OC	68
ICT40518	Certificate IV in Programming	099843E	5.5	1 year	February, July	\$13,800	Chadstone	OC	68
ICT50718	Diploma of Software Development	099760G	5.5	1.5 years	February, July	\$6,900 per 6 months	Chadstone	OC	69
ICT40418	Certificate IV in Information Technology Networking	099849K	5.5	1 year	February, July	\$13,800	Chadstone	OC	70
ICT50418	Diploma of Information Technology Networking	099918B	5.5	1.5 years	February, July	\$6,900 per 6 months	Chadstone	OC	70
BIS17	Bachelor of Information Systems	095613G	6.0	3 years	February, July	\$17,400 per year	Chadstone	OC	70

SPORT AND MESSAGE									72
BSPB16	Bachelor of Sport Business	092390G	6.0	3 years	February, July	\$18,300 per year	Chadstone	OC, WBT	74
HLT52015	Diploma of Remedial Massage	091158B	5.5	1 year	February, July	\$13,800	Glen Waverley	OC	75

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 holmesglen.edu.au



ENGLISH LANGUAGE PROGRAMS

ENGLISH FOR YOUR FUTURE

SIC0058 GENERAL ENGLISH

Course Code	050227M
Duration	2 to 50 weeks
Intakes	Weekly
Fee (\$AU)	\$260 per week
Campus	St Kilda Road

Prerequisites
Holmesglen's General English program is available to students at any level of English language proficiency. You will be placed in a class appropriate to your starting level and have the opportunity to progress to higher levels as you improve and develop your skills.

Why choose this course
This course will develop your English language communication skills, with a focus on building confidence and fluency, in a fun, friendly and engaging environment. Our teaching approach focuses on critical thinking, as well as small group and project work – all drawn from real-life experiences. This means you will not only be learning the language - you will be learning how to use it in everyday life. Our highly qualified and experienced teachers are experts in teaching English, and understand the challenges of learning a new language.

For almost 30 years, we have helped thousands of students from around the world improve their English skills and achieve their goals. With small class sizes, you will receive the necessary attention and feedback to continually develop your skills and help you prepare for future employment opportunities or further studies.

What you will study
You will learn how to communicate with English speakers by improving your vocabulary, grammar, pronunciation, speaking, listening, reading and writing.

Through a communicative approach, and a focus on developing confidence and fluency, you will have the opportunity to continually improve your skills whilst enjoying a variety of 'real life' situations. These include:

- Fun, interactive classes and small group work
- Immersion in Holmesglen's culturally diverse community life
- Employability workshops including resume writing, interview skills and negotiation
- A range of class excursions and on-campus social activities
- Organised tours, sightseeing and cultural experiences
- Support with career guidance and work options

- You will learn how to:**
- Speak English with greater accuracy, fluency and confidence
 - Read and comprehend texts on a variety of topics, including news and media
 - Participate effectively in discussions, interviews and conversations
 - Understand formal and informal English
 - Write in English with confidence and accuracy
 - Comprehend all types of verbal communications
 - Express opinions and ideas about a variety of topics
 - Understand Australian culture

Classes and assessment
Classes are typically scheduled over 4 days per week (indicative only; timetables are subject to change).
Students are advised to allow an additional AU\$260 for application and proficiency assessment fees.

SIC00040 PATHWAY ENGLISH

Course Code	0102054
Duration	5 to 50 weeks
Intakes	Weekly (except during term breaks)
Fee (\$AU)	\$290 per week
Campus	St Kilda Road

Prerequisites
Holmesglen's Pathway English program is available to students at an intermediate level of English language proficiency or higher. Learners are placed in a class appropriate to their study pathway requirements and have the opportunity to improve their English and academic skills to meet course entry requirements and successfully transition to further study at Vocational or Higher Education level.

Why choose this course
This course will develop your English language skills, with a focus on preparing you for further study and developing the skills required for future academic and career success. Our teaching approach focuses on critical thinking, as well as small group and project work. All learning strategies are determined by your selected study pathway and developed to prepare you for the classes, assignments and assessments in your future course. At the end of your course you will undergo a full assessment of your readiness for further study, including an indication of your proficiency in all skills in reading, writing, listening and speaking. Our highly qualified and experienced teachers are experts in teaching English, and understand the challenges of learning a new language. For almost 30 years, we have helped thousands of students from around the world develop the language proficiency required for ongoing academic success, as well as having the ability to communicate confidently in English in their everyday life and work. With small class sizes, you will receive the necessary attention and feedback to continually develop your skills and achieve your goals.

What you will study
This program will develop your English language proficiency to meet entry requirements for a range of pathway courses; including vocational certificates, diplomas and courses in higher education. Classes will focus on the development of your language and academic skills, improving your vocabulary, grammar, pronunciation, speaking, listening, reading and writing abilities.

- This fast paced intensive and practical English course includes:
- Interactive, dynamic English classes with highly qualified and engaging teachers
 - Immersion in Holmesglen's culturally diverse community life
 - Presentations by faculty experts on further study options at Holmesglen
 - Academic skills preparation
 - Training on how to deliver engaging and impactful academic spoken presentations
 - Access to class excursions and on-campus social activities and organised tours, sightseeing and cultural experiences
 - Support with career guidance and work options

- You will learn how to:**
- Speak English with greater fluency, accuracy and confidence
 - Understand spoken English in conversations, discussions and lectures
 - Effectively take notes
 - Express facts, ideas and opinions in academic writing
 - Use appropriate vocabulary and grammatical structures
 - Develop your independent, analytical and critical thinking skills
 - Write well-structured and formatted paragraphs of various types
 - Read and understand complex texts
 - Write formal assignments
 - Deliver effective spoken presentations

Classes and assessment
Classes are typically scheduled over 4 days per week (indicative only; timetables are subject to change).
Students are advised to allow an additional AU\$260 for application and proficiency assessment fees.

CAMILO SÁNCHEZ – COLOMBIA

“It was clear to me that if I wanted to improve my knowledge of English, I needed to choose a course that would let me challenge myself – and that’s exactly what studying English at Holmesglen did – it challenged me. Since the beginning of my classes, my knowledge of the language has improved considerably to the point where I’m comfortable communicating with English speakers face-to-face or via text and email, which was very difficult for me beforehand.

I will always be thankful to Holmesglen for the opportunity to study and learn with other young people with so many different stories, beliefs and dreams. I am also thankful to my teachers and the support staff for all their assistance and advice helping me achieve my goals to continue my studies here in Australia.”



ENGLISH LANGUAGE PROGRAMS

ARTS AND DESIGN

CREATE YOUR VISION

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.

YASUHA MIKI - JAPAN

BACHELOR OF FASHION DESIGN

“With small classes, I feel as if I am truly listened to when asking questions. My teachers always make me feel like a unique individual and whose success matters. Throughout the course, we build ongoing relationships with them, rather than having different teachers each semester.

My teachers and Holmesglen staff are always helping me as I strive to improve and be the best I can be. With this support, I have been able to commence an internship to get a feel for the fashion industry, in the real world. I feel truly prepared for work after study at Holmesglen.

Melbourne is a really lovely city and studying in Melbourne is a great opportunity to increase my global knowledge since it's so multicultural.”

STUDY AREAS

DESIGN

FASHION DESIGN

GRAPHIC DESIGN

INTERIOR DESIGN





CUA40715 CERTIFICATE IV IN DESIGN

CRICOS Code	090417G
Duration	6 months
Intakes	February, July
Fee (SAU)	\$6,900
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?

If you are interested in design but can't decide what area of design to pursue, or you don't meet the entry requirements for a design course, then this program provides you with a pathway. You will develop basic design skills as well as skills in major design software and in drawing, enabling you to pursue your passion for design in whatever discipline you choose.

Industry connections

Students are regularly engaged with industry through the industry speakers program.

Career outlook

During the Certificate IV in design you will develop a creative folio of individual work that you can use to apply for other design-focused study or use as an entry point into the workforce.

What you will study

In the Certificate IV in Design, you will be introduced to the design process, fundamentals of colour and to develop your conceptual design abilities. You will develop drawing skills as well as use InDesign, Photoshop, Illustrator and CAD.

Key study areas

- Traditional and digital drawing
- Two and three dimensional design
- Design software
- 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.

Pathway options

Students who successfully complete the Certificate IV in Design gain a priority pass into their choice of the following programs:

- Diploma of Graphic Design
- Bachelor of Fashion

Students are advised to allow an additional AU\$200 for materials and equipment.

CUA50715 DIPLOMA OF GRAPHIC DESIGN

CRICOS Code	090455A
Duration	1 year
Intakes	February, July
Fee (SAU)	\$13,800
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
- A portfolio is required for students entering the Diploma of Graphic Design with no prior Design study at Holmesglen
- 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 priority pass 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

- Graphic design for print and digital applications
- Two and three dimensional design
- Layout design
- Typography
- Photomedia
- Advertising
- Folio presentation
- 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 given a priority pass into the Advanced Diploma of Graphic Design.

Students are advised to allow an additional AU\$400 for materials and equipment.

CUA60315 ADVANCED DIPLOMA OF GRAPHIC DESIGN

CRICOS Code	093373A
Duration	1 year
Intakes	February
Fee (SAU)	\$13,800
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
- A portfolio is required for students entering the Advanced Diploma of Graphic Design with no prior Design study at Holmesglen
- English language proficiency equivalent to IELTS 6.0 (Academic) with no individual bandscore less than 6.0
- Students who do not meet the entry requirements for this course may undertake the Certificate IV in Design and/or Diploma of Graphic Design
- Satisfactory completion of the Diploma of Graphic Design provides a priority pass to the Advanced Diploma of Graphic Design.

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.

Industry connections

Advanced Diploma students take on briefs from real world clients enabling them to build a portfolio of work that stands out from the crowd. Industry experts regularly attend classes to provide students with an industry perspective.

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

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

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.

Students are advised to allow an additional AU\$400 for materials and equipment.

MFS40118 CERTIFICATE IV IN INTERIOR DECORATION

CRICOS Code	099337A
Duration	1 year
Intakes	February & July
Fee (SAU)	\$13,800
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 bandscore less than 5.5.

Why choose this course?

Uncover the distinctive potential of spaces with a dynamic and fast-paced career in interior decoration. Create and reshape interior environments to improve the way we live. Holmesglen's interior decoration course creates decorators who have the skills and creativity to respond and adapt to the future challenges of sustainable residential design for 21st-century housing. Throughout your study, you will engage with the theoretical and practical elements of designing interiors – from branding, lighting, comfort, joinery, and furniture through to safety, sustainability and aesthetics. This understanding and experience will not only build your portfolio, but also prepare you for the practical aspects of work in the industry.

Industry connections

Through our strong industry partnerships, you will gain real-world experience before you graduate, including exposure to renowned industry experts and visits to exclusive industry showrooms, design outlets, manufacturing workshops and high end decorator suppliers. You will have opportunities to take part in a variety of real-world business experiences, gaining access to industry connections through internships and national Industry student competitions.

Career outlook

- Colour consultant
- Interior stylist
- Freelance interior decorator
- Residential interior decorator/consultant
- Self-employed design consultant

What you will study

You will work on projects with specific client briefs and parameters, developing designs from the brief, while adhering to regulatory requirements. Projects may include residential spaces. Acquire an in-depth understanding of design culture, creative theory and history. You will understand the impact in the selection of colour, lighting, fabric, patterns, furniture and joinery. 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

- Residential interior design
- Interior light and light fittings
- Furniture and accessories
- Decoration products
- Interpreting design briefs
- Colour restoration projects
- Design Elements and Principles
- Site evaluation for interior design brief
- Structural elements, systems and services for interior spaces
- Creative design process for 2D and 3D forms

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 AU\$600 for materials and equipment. Printing portfolio work is also at additional cost.

BFD16 BACHELOR OF FASHION DESIGN

CRICOS Code	093248F
Duration	3 years
Intakes	February, July
Fee (SAU)	\$18,800 per year
Campus	St Kilda Road

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. While you are studying you will have the opportunity to mentor Certificate IV fashion students and participate in the vibrant fashion community through regular social activities.

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

- 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.

Students are advised to allow an additional AU\$3,900 for additional course costs such as equipment, materials, activities, uniforms and immunisation (if required).





BUILDING, CONSTRUCTION AND FURNITURE DESIGN

DESIGN, CREATE AND BUILD YOUR FUTURE

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.

GIORGIA PISANO – ITALY

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

“Holmesglen’s course in Furniture Design and Technology has shaped my career in the best way I could imagine. It has fed my passion for designing furniture with an excellent hands-on approach balanced with CAD software learning in order to maximize the skill-set required in the industry.

The people I have had the pleasure to call my teachers were also mentors to me; their passion, charisma and enthusiasm for teaching nourished my personal development as a designer and maker. It was thanks to them that I developed more confidence to enter external competitions.

I accomplished a number of achievements, including winning the Dangerous Design Award, the Craftsmanship and Dean’s Award, not to mention being a finalist for the International Outstanding Student Award. The practical nature of Holmesglen’s courses helped me find jobs as both a furniture maker and freelance designer for three different Melbourne-based companies whilst still a student.

Moreover, it connects the students with the industry, giving students the chance to expand their network and increase future employment opportunities.”

STUDY AREAS

WALL AND FLOOR TILING

CABINET MAKING

CARPENTRY

JOINERY

FURNITURE DESIGN
AND TECHNOLOGY

BUILDING AND
CONSTRUCTION

BUILDING DESIGN



CPC31311 CERTIFICATE III IN
WALL AND FLOOR TILING

CRICOS Code 089769D
Duration 1 year
Intakes February, July
Fee (SAU) \$15,900
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 bandscore less than 5.5.

Why choose this course?

This qualification 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.

Industry accreditations

The Certificate III in Wall and Floor Tiling is a nationally recognised program and is supported by the Housing Industry Association (HIA) and Master Builders of Australia.

Industry connections

Holmesglen has excellent relationships with the tile industry and associations and suppliers who help with our products and current industry practices.

Career outlook

- Wall and floor tiler
- Tiler

What you will study

Throughout the program you will learn different aspects of the floor and wall tiling industry including trade terminology and the use of various products, including ceramic and porcelain tiles.

The delivery of the program is in a simulated environment where students have real hands on experience and practical applications.

Key study areas

- 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).

MSF31113 CERTIFICATE III IN
CABINET MAKING

CRICOS Code 084377E
Duration 1 year
Intakes February, July
Fee (SAU) \$14,900
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 bandscore 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.

Industry connections

Throughout your training you will have opportunities to familiarise yourself with leading industry equipment and professional associations within the furniture, kitchen and bathroom industry.

During your program there may be key industry events related to your subjects and course which provide you with exposure to professionals and suppliers within the cabinet making industry.

Career outlook

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

What you will study

Throughout the program you will learn different aspects of the cabinet making industry including computer aided drawing, use of machines, making of cabinets and safe work practices.

The delivery of the program is in a simulated environment where students have real hands on experience and practical applications.

Key study areas

- Construction of furniture
- Timber joints
- CNC programming and machining
- Construction of samples drawings
- Manual and computer-aided drawings
- 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 Certificate IV in Furniture Design and Technology or a Diploma of Building and Construction (Building).

CPC30211 CERTIFICATE III IN
CARPENTRY

CRICOS Code 089528K
Duration 1 year
Intakes February, July
Fee (SAU) \$14,900
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 bandscore less than 5.5.

Why choose this course?

This qualification provides comprehensive training in all practical and theoretical aspects of the carpentry trade. Carpenters are the key players in domestic house construction. This 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.

Studying carpentry 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.

Industry accreditations

The Certificate III in Carpentry is a nationally recognised program and is supported by the Housing Industry Association (HIA) and Master Builders of Australia

Industry connections

The carpentry department has strong industry connections, which includes Master Builders Association, Housing Industry Association and many commercial and domestic builders.

Career outlook

- Carpenter

What you will study

Throughout the program you will learn different aspects of the carpentry industry including a range of tools and equipment, building roofs, floors, installing doors and safe work practices.

The delivery of the program is in a simulated environment where students have real hands on experience and practical applications.

Key study areas

- 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), Certificate IV in Furniture Design or the Diploma of Building and Construction (Building).



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 recognised 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.”



CPC31912 CERTIFICATE III IN JOINERY

CRICOS Code 089777D
Duration 1 year
Intakes February, July
Fee (\$AU) \$14,900
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 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.

Industry connections

Throughout your training you will have opportunities to access key industry equipment and professional associations within the joinery industry. Leading industry professionals will showcase their equipment throughout the program and there may be opportunities to visit key events related to the joinery profession.

Career outlook

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

What you will study

Throughout the program you will learn different aspects of the joinery industry including use of tools and equipment use of specialised timber, and safe work practices and operational use of machines.

The delivery of the program is in a simulated environment where students have real hands on experience and practical applications.

Key study areas

- 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 Certificate IV in Furniture Design and Technology.

MSF40213 CERTIFICATE IV IN FURNITURE DESIGN AND TECHNOLOGY

CRICOS Code 088123F
Duration 1 year
Intakes February, July
Fee (\$AU) \$14,900
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 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 leading industry designers and 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

What you will study

Throughout the program you will learn different aspects of the furniture-making industry including computer aided drawing, use of machines, making of furniture, furniture styles and safe work practices.

The delivery of the program is in a simulated environment where students have real hands on experience and practical applications.

Key study areas

- 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.

CPC40110 CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)

CRICOS Code 073684G
Duration 1 year
Intakes February, July
Fee (\$AU) \$14,900
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 construction. This qualification has been specifically designed for people aiming to move into supervisory and administrative roles within the 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 may be used as part evidence for limited registration as a builder with the Victorian Building Authority (VBA).

Industry connections

Students will have opportunities to interact with the construction industry through a program of industry guest speakers and coordinated visits to construction sites to reinforce the knowledge and skills gained in the classroom.

Career outlook

- Onsite supervisor
- Registered Building Practitioner
- Builder – residential

What you will study

In this course you will gain the necessary knowledge of building structures under the National Construction Code (NCC) and the building acts. The course will assist you in developing the necessary skills required to supervise small to medium size building construction projects.

Key study areas

- Safety and risk management
- Building codes and standards
- Contracts including legal obligations
- Estimating costs
- Structural principles

Classes and assessment

Classes are typically scheduled over 3 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 be eligible to enter the Diploma of Building and Construction (Building) with up to 1 semester's credit.

CPC50210 DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

CRICOS Code 073682J
Duration 1.5 years
Intakes February, July
Fee (\$AU) \$14,900 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?

This qualification has been designed to meet the needs of the building professional who coordinates 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.

Throughout the course you will learn the professional skills and knowledge required for the management, supervision and administration of residential, industrial and commercial building projects.

With many comprehensive building elements, you will have the opportunity to develop your technical and research skills in a simulated professional environment, which may include study tours and site visits.

Industry accreditations

The Diploma of Building and Construction (Building) is nationally recognised and may be used as part evidence for registration as a builder with the Victorian Building Authority (VBA).

Industry connections

During your studies you will have the opportunity to get acquainted with industry practices through a program of invited industry practicing guest speakers and coordinated visits to construction sites.

Career outlook

- Estimating and contract administration
- Onsite manager or supervisor
- Local, national and international construction project manager
- Specialist construction roles in quality assurance and safety

What you will study

Throughout the course you will learn the professional skills and knowledge required for the management, supervision and administration of construction processes for medium rise residential, industrial and commercial building projects.

Key study areas

- 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.

22477VIC ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)

CRICOS Code 099457D
Duration 2 years
Intakes February, July
Fee (\$AU) \$14,900 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 band less than 5.5.

Why choose this course?

This qualification will develop your architectural building design skills in both the residential and commercial areas of the industry. You will work on real projects, reflecting real-life work practices, responding to real client briefs.

Designed to meet architectural building design and construction industry needs, you can complete the course in two years full time. After completion of the course you will be able to move into the workforce or onto a degree.

Through the course, you will acquire the professional skills and knowledge required for sustainable design, drafting and documentation of residential, industrial and commercial buildings.

Emphasis is on the design process, construction technology, integration of Building Information Modelling (BIM), presentation and production of working drawings, using current local industry standards and the latest architectural software and virtual experiences.

You will also have access to design studios with computer labs equipped with the latest technology including industrial 3d Printers, Virtual and Mixed Reality.

Industry accreditations

This qualification, together with relevant industry experience, can allow graduates to become Registered Building Practitioners with the Victorian Building Authority (VBA) in the Category of Draftperson – Building Design (Architectural).

Industry connections

You will have an opportunity to get acquainted with industry through invited guest speakers and coordinated site visits. You may also have the opportunity to compete in the student competitions organised by the Building Designers industry body in Victoria, Design Matters.

Career outlook

- Registered Building Designer
- Draftsperson
- Architectural Technician
- 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

- Sustainable design, residential and commercial
- Drafting and documentation
- Construction technologies
- Computer-aided design (CAD) and building information modelling (BIM)
- Digital presentations

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 project work, portfolios, assignments and presentations.

Pathway options

Students may be eligible for advanced standing towards a Bachelor Degree in Architecture at universities such as Melbourne, Monash or Deakin University. Applications will be assessed on an individual basis and must be lodged directly with the University.

A suitable computer capable of running architectural drawing software is highly recommended.



BUSINESS AND MANAGEMENT

LEAD THE WAY, REALISE YOUR VISION

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.

ERIC PETERSON – BRAZIL

BACHELOR OF BUSINESS ADMINISTRATION

"Holmesglen offers classes with a small number of students which makes it easier to learn each subject and follow the teachers who are always willing to help. They're dedicated and understanding which has contributed to my academic success and prepared me for my future goals and life challenges.

Holmesglen also has excellent campuses and exceptional student services including accommodation, Learning Skills Centre and Skills and Jobs Centre. Throughout the past three years, Holmesglen has shown me support and flexibility through the challenges of living and studying away from my home country. It is extremely rewarding to live in a city like Melbourne, where you are exposed to different cultures and delighted by beautiful landscapes."

STUDY AREAS

- ACCOUNTING
- HEALTH ADMINISTRATION
- BUSINESS
- HUMAN RESOURCES MANAGEMENT
- BUSINESS ADMINISTRATION



BUSINESS AND MANAGEMENT

FNS40217 CERTIFICATE IV IN
ACCOUNTING AND
BOOKKEEPING

CRICOS Code 099459B
Duration 6 months
Intakes February, July
Fee (\$AU) \$6,400
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 bandscore less than 5.5.

Why choose this course?

This program will introduce you to the specialist knowledge and skills required for accounting job roles both in financial services, and other industries requiring accounting support.

The 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

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

What you will study

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

Key study areas

- 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
- Establishing and maintaining a payroll system

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 and Bookkeeping, you will be eligible to complete the Diploma of Accounting, which will take a further 6 months.

FNS50217 DIPLOMA OF
ACCOUNTING

CRICOS Code 099460J
Duration 6 months
Intakes February, July
Fee (\$AU) \$6,400
Campus Chadstone

Prerequisites

Completion of FNS40217 Certificate IV in Accounting and Bookkeeping. Upon successful completion of the Certificate IV in Accounting and Bookkeeping, the Diploma of Accounting will take a further 6 months.

Why choose this course?

Acquire the specific accounting techniques that will become the tools of your trade. This program 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

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

What you will study

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

Key study areas

- Company accounting and corporate reporting
- Establishing business performance information
- 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.

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.

BACC16 BACHELOR OF
BUSINESS (ACCOUNTING)

CRICOS Code 091332D
Duration 3 years
Intakes February, July
Fee (\$AU) \$16,900 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 bandscore less than 6.0
- Recommended: A good knowledge of mathematics, accounting or economics.

Why choose this course?

This degree 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

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

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

- Financial accounting
- Corporate accounting
- Taxation law and practice
- Auditing principles and practice
- Business finance
- Management accounting
- Business and corporations law
- Economics

Classes and assessment

Classes are typically scheduled over 3–4 days per 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.



SONELA RAGGOO - MAURITIUS
BACHELOR OF BUSINESS (ACCOUNTING)

“I started working in finance back in Mauritius and wanted to extend my knowledge academically and professionally. This is why I chose to do the Bachelor of Business (Accounting). I’ve always had this passion for the business industry.

This course has helped me understand how the business industry functions. I have gained practical knowledge of the real world and learned how to take risks and face challenges. My teachers are very professional and supportive. They are also very approachable when it comes to asking questions about assignments and the course material.

I’ve had a very good experience as a Holmesglen student. I enjoy its multiculturalism and diversity which provides a sense of belonging. Being a student ambassador and representative at Holmesglen also provides me with the opportunity to be more involved with Holmesglen and interact with the non-teaching staff as well. I have met wonderful people which I will never forget.

Studying and living in Melbourne has been life changing for me. I needed to get out of my comfort zone and explore other opportunities. It was the best decision I made. I am looking forward to building my career in the finance sector and I believe my course has the right content to get me there.”



TERESA LAM – HONG KONG
BACHELOR OF BUSINESS (ACCOUNTING)

“My goal is to become a CPA accountant and to have the ability to work in different countries across the world. The Bachelor of Business (Accounting) at Holmesglen has solidified my commitment and passion for realising this dream.

I have thoroughly enjoyed my studies here, especially as the classes are smaller which results in enhanced engagement with teachers and fellow students. I take every opportunity to develop my interpersonal skills through activities like becoming a Holmesglen Student Ambassador which has helped me improve my communication ability while meeting like-minded individuals.

I have travelled to more than 10 different countries across Asia and Europe but Melbourne is my favourite place. I love Melbourne – it offers amazing nature, fun activities in the city, the artistic laneways, the best coffee and everything in between!”

HLT47315 CERTIFICATE IV IN
HEALTH ADMINISTRATION

CRICOS Code	091964E
Duration	6 months
Intakes	February, July
Fee (SAU)	\$6,400
Campus	Chadstone

- 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 bandscore less than 5.5.

Why choose this course?

This qualification will enable you to work in administrative positions in health services. In particular, this course focuses on giving you the ability to work autonomously or lead a team 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.

- Industry connections**
- Holmesglen Medical Centre

- Career outlook**
- Senior clerk
 - Health or allied health administration
 - Ward clerk
 - Medical records
 - Section leader
 - Team leader for clinical services

What you will study

This course will offer training in the skills required to work in a medical/health clinic or hospital environment.

- Key study areas**
- 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.

BSB40215 CERTIFICATE IV IN
BUSINESS

CRICOS Code	086875D
Duration	6 months
Intakes	February, July
Fee (SAU)	\$6,400
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?

This program 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. The 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 or Management. You may then proceed to study the Diploma of Business Administration or the Diploma of Human Resources Management.

- Career outlook**
- Personal assistant
 - Sales trainee project officer/administrator
 - 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**
- Development of complex business documents
 - Spreadsheets and databases
 - Research data analysis and presentation
 - Teamwork and leadership
 - Business law
 - Project administration
 - 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 knowledge based questions.

Pathway options

Upon successful completion of the Certificate IV in Business, students may complete the Diploma of Business Administration or the Diploma of Human Resources Management in a further 6 months.

BSB50618 DIPLOMA OF
HUMAN RESOURCES
MANAGEMENT

CRICOS Code	098677M
Duration	6 months
Intakes	February, July
Fee (SAU)	\$6,400
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 bandscore less than 5.5.

Why choose this course?

This program is an industry relevant course providing practical skills and knowledge for an entry level position in Human Resources. The course 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.

- Career outlook**
- Human resources generalist
 - 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 timetables over 3 days (indicative only). Assessments may include a range of tasks such as assignments, role plays and knowledge based questions.

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 up to 1 year's advanced standing towards the Bachelor of Business Administration.

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.

BSB50415 DIPLOMA OF
BUSINESS
ADMINISTRATION

CRICOS Code	087282K
Duration	6 months
Intakes	February, July
Fee (SAU)	\$6,400
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 bandscore less than 5.5.

Why choose this course?

Gain practical and high level administrative 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.

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

Classes and assessment

Classes are typically scheduled over 3–4 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, and practical application of industry relevant projects and knowledge task questions.

Pathway options

On satisfactory completion of the Certificate IV in Business and the Diploma of Business Administration, you will be eligible to receive up to 1 year's advanced standing towards the Bachelor of Business Administration.

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.

BBA14 BACHELOR OF
BUSINESS
ADMINISTRATION

CRICOS Code	069454M
Duration	3 years
Intakes	February, July
Fee (SAU)	\$15,900 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 bandscore 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**
- Accounting
 - Economics
 - Marketing
 - Management
 - Human resources
 - Business technology
 - Business law
 - Maths and statistics

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.

MPA14 MASTER OF
PROFESSIONAL
ACCOUNTING

CRICOS Code	083073G
Duration	2 years
Intakes	February, July
Fee (SAU)	\$19,000 per year
Campus	Chadstone

- 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 excell 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**
- 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.

IDER ‘EDDIE’ KHOSKHUU – MONGOLIA
BACHELOR OF BUSINESS ADMINISTRATION

“I am studying a Bachelor of Business Administration, which is a very holistic and important course that teaches the essential components of business and answers the why, who, where, when, how, and what of a business. This encompasses research, marketing, HR, organisational leadership, economics, accounting, law, information systems and so much more. This course is designed for anyone who wants to learn business and do something cool!

At Holmesglen, I can approach and talk to anyone including teachers, staff members and even directors! Everyone is very friendly, and no one is superior. I love how everyone cares for and respects each other. It is special and unique to Holmesglen. If you need help, there are lots of wonderful and sweet people ready to support you.”





EARLY CHILDHOOD EDUCATION

MENTOR, TEACH AND GUIDE

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 with a completely different language, culture and lifestyle, I was also worried as to whether or not I could manage studying while adjusting to all the differences. Holmesglen offered me the flexibility to take the Certificate III and Diploma first, before I continued onto my Bachelor.

By starting from the Certificate III, I was able to get a better understanding of 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 had the privilege of utilising Holmesglen's support services which I found very beneficial in helping me improve my academic and professional skills. Through the full support and encouragement from all of the teachers, now I'm proud to say that I have finished my Bachelor program, and I'm very happy with my study experience. It has been a pleasure to be part of the Holmesglen community.”

STUDY AREAS

- EARLY CHILDHOOD EDUCATION AND CARE
- EARLY CHILDHOOD TEACHING



EARLY CHILDHOOD EDUCATION

CHC30113 CERTIFICATE III IN
EARLY CHILDHOOD
EDUCATION AND CARE

CRICOS Code	086365D
Duration	6 months
Intakes	February, July
Fee (\$AU)	\$6,900
Campus	Moorabbin, Glen Waverley

Prerequisites

- Good passes at Year 11 level or the overseas equivalent
- English language proficiency equivalent to IELTS 5.5 (Academic) with no individual bandscore 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

- 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 compulsory 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.

CHC50113 DIPLOMA OF
EARLY CHILDHOOD
EDUCATION AND CARE

CRICOS Code	086366C
Duration	1.5 years
Intakes	February, July
Fee (\$AU)	\$13,800 per year
Campus	Moorabbin, Glen 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?

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

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

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 compulsory practicum placement.

Pathway options

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

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.

BECT16 BACHELOR OF
EARLY CHILDHOOD
TEACHING

CRICOS Code	089716F
Duration	4 years
Intakes (2nd year entry only)	February
Fee (\$AU)	\$17,100 per year
Campus	Glen Waverley

Prerequisites

- Good passes at Year 12/Matriculation including Mathematics or the overseas equivalent e.g. A Levels*
- English language score of IELTS 7.5 (Academic) in reading and writing and no less than 8.0 in speaking and listening with no individual bandscore less than 7 in any of the four tests **
- Successful completion of the Special Tertiary Admissions Test (STAT)*
- Applicants without the Mathematics subject prerequisites are required to complete the Special Tertiary Admissions Test (STAT) in Numeracy and achieve a median score of 150 to meet the course numeracy entry requirement. Applicants will be required to complete the STAT prior to entry if they do not meet the Mathematics prerequisites, as stated above. For more information about the booking process and fees please visit stat.acer.org
- ** International students with an IELTS of no less than 7.0 in reading and writing and a score of no less than 7.5 in speaking and listening may be admitted to the program on the condition that they provide evidence of concurrently undertaking an English Language program to raise their IELTS level to the required IELTS as stated above, by the commencement of Year 4 of the BECT.

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 bandscore less than 7, and bandscores no less than 8 in Speaking and Listening. For further information on these requirements, visit vit.vic.edu.au

Career outlook

- Pre-school or kindergarten teacher
- Primary school 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

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.

Students are advised to allow an additional AU\$2000 for additional course costs such as equipment, materials, activities, uniforms and immunisation (if required).





ENVIRONMENT AND LANDSCAPE

CULTIVATE YOUR CAREER

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.

CHARLES LEADBETTER – SCOTLAND

DIPLOMA OF LANDSCAPE DESIGN

“I quickly discovered that it was easy to fit in at Holmesglen. The teachers and students were very welcoming. I quickly bonded with my international classmates. We all had one thing in common: we were from another country. The Australian students are very friendly and more than happy to help out. We have become like a family and we all bounce ideas off one another and work on assignments together inside and outside of Holmesglen.

All our teachers have been great and if we ever needed to reach them we always could. We had the opportunity to enter into the Melbourne International Flower and Garden show to showcase our designs. Thanks to this opportunity given to us by Holmesglen, we managed to network with some of the biggest and best suppliers and designers in our industry.”

STUDY AREAS

FLORISTRY
CONSERVATION AND
LAND MANAGEMENT
HORTICULTURE
LANDSCAPE DESIGN



SFL30115 CERTIFICATE III IN
FLORISTRY

CRICOS Code	089027J
Duration	1 year
Intakes	February, July
Fee (\$AU)	\$13,300
Campus	Glen 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, this 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 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

- 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 AU\$250 for materials and equipment.

AHC51116 DIPLOMA OF
CONSERVATION AND
LAND MANAGEMENT

CRICOS Code	092601B
Duration	1.5 years
Intakes	February, July
Fee (\$AU)	\$13,800 per year
Campus	Glen 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 bandscore less than 5.5.

Why choose this course?

If you are passionate about caring for the environment, our parks and national parks, this program 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 connections

Working with various Councils and other conservation and land management stakeholders, 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

What you will study

You will study management of fauna populations, gain skills and knowledge in relation to wildfire hazard reduction, monitoring water quality and development of natural area restoration programs. In addition you will conduct biological surveys and collect and classify plants.

Key study areas

- 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 AU\$450 for materials and equipment.

AHC50416 DIPLOMA OF
HORTICULTURE

CRICOS Code	092585G
Duration	1.5 years
Intakes	February, July
Fee (\$AU)	\$13,800 per year
Campus	Glen Waverley

Prerequisites

- Good passes at Year 11 level or the overseas equivalent
- English language proficiency equivalent to IELTS 5.5 (Academic) with no individual bandscore less than 5.5.

Why choose this course?

If you envisage yourself managing or working in nurseries, parks, private or community gardens and reserves, this 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.

Industry connections

Working with various horticulture stakeholders, you will be given a valuable opportunity to embark on numerous field trips to enhance your skills and knowledge.

Career outlook

- Senior horticulturist
- Parks and gardens manager
- Nursery manager

What you will study

You will study a range of horticulture units which include identification and selection of trees, collecting, classifying and propagating plants, monitoring and management of soils, designing irrigation systems maintenance programs, and identifying plant health problems.

Key study areas

- Identification of trees
- Soil management
- Plant identification
- Specialist advice for clients
- Diagnosing plant health
- Propagation programs
- Irrigation systems
- Designing plant displays
- Design of sustainable landscapes

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 AU\$150 for materials and equipment.

AHC50616 DIPLOMA OF
LANDSCAPE DESIGN

CRICOS Code	092594G
Duration	1.5 years
Intakes	February, July
Fee (\$AU)	\$13,800 per year
Campus	Glen Waverley

Prerequisites

- Good passes at Year 11 level or the overseas equivalent
- English language proficiency equivalent to IELTS 5.5 (Academic) with no individual bandscore less than 5.5.

Why choose this course?

Develop the skills to create well-balanced and inspiring environments and outdoor spaces. This course will enable you to assess sites and provide advice on plant selection and landscape solutions for domestic and commercial situations. The 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.

Industry connections

Working with various horticulture stakeholders, you will be given a valuable opportunity to embark on numerous field trips to enhance your skills and knowledge.

Career outlook

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

Key study areas

- 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 AU\$150 for materials and equipment.





HEALTH SCIENCE AND NURSING

LEAD THE WAY IN HEALTHCARE

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 NEW STATE-OF-THE-ART HOLMESGLEN PRIVATE HOSPITAL

ARMISH SHARIF - PAKISTAN

BACHELOR OF NURSING

“Choosing Holmesglen was one of the best and the most important decisions I have taken to progress towards my life goals. Holmesglen has helped me through the journey of learning in many ways. Most importantly the teachers are inclusive with all students, ensuring we receive tailored attention whenever needed. Holmesglen’s Learning Skills Centre has helped me every step of the way to keep my grades up. I couldn’t be happier with the feedback and assistance they provide — it has really shaped my learning outcomes throughout my Bachelor of Nursing.

Being in Melbourne is an experience of a lifetime. It’s so diverse: the food, the festivals, the kindness of people make each day wonderful. This city has shaped my life in so many beautiful ways.”

STUDY AREAS

PATHOLOGY COLLECTION

LABORATORY
TECHNIQUES

NURSING

DENTAL TECHNOLOGY

ORAL HEALTH





HLT37215 CERTIFICATE III IN
PATHOLOGY COLLECTION

CRICOS Code 095314G
Duration 6 months
Intakes July
Fee (\$AU) \$7,500
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) with no individual bandscore less than 5.5
- Students must provide documented evidence of serology results for Hepatitis B prior to course commencement
- Students will be required to complete and submit a Police Records Check from their overseas country of residence (English translation), Working With Children check, and meet immunisation requirements prior to placement
- Good interpersonal skills and fine motor control are recommended.

Why choose this course?

This course is a nationally accredited qualification. Holmesglen 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 have an understanding of the anatomy and physiology of the human body.

It includes 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 connections

Holmesglen 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

- Pathology collection techniques
- Phlebotomy
- Infection control
- Electrocardiography (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.

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

MSL40118 CERTIFICATE IV IN
LABORATORY TECHNIQUES

CRICOS Code 098113C
Duration 1 year
Intakes February, July
Fee (\$AU) \$15,900
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?

Build your knowledge of laboratory tests and procedures across a range of applications. These include pathology, environmental, 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.

Industry accreditations

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

Industry connections

Holmesglen has well established industry connections, and students will have the opportunity to spend time in industry during their work placement.

Career outlook

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

What you will study

You will get training in aspects of laboratory operations. These include workplace health and safety, maintenance of quality control, waste disposal, and a range of biological and chemical techniques.

Key study areas

- 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 AU\$100 for materials and equipment.

HLT54115 DIPLOMA OF NURSING

CRICOS Code	093671B
Duration	2 years
Intakes	February, July
Fee (SAU)	\$16,600 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 bandscore 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
 - Complete a Police Records Check from their overseas country of residence (English translation)
 - Complete a Working with Children Check
 - 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, sub-acute 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 require an English language proficiency equivalent to IELTS 7.0. You will need to provide evidence that you meet their English Language requirements prior to granting registration to practice in Australia. For further information, please refer to nursingmidwiferyboard.gov.au

Career outlook

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

What you will study

The Diploma of Nursing covers the nursing skills and knowledge you require to be eligible for registration with the Nursing and Midwifery Board of Australia as an enrolled nurse, providing preparation for nursing practice that is client focused and holistic.

You will learn in our Simulated Hospital Environment and Immersive Learning Centre at our Moorabbin campus. You will learn through a combination of on-campus theory, simulation activities in the nursing environment, and supported clinical placements in a variety of clinical settings.

Key study areas

- 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

Students will attend a minimum of 20 contact hours per week. 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.

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
- Providing evidence of English language proficiency equivalent to IELTS 7.0 (Academic) with no individual bandscore no less than 7.0.
- Be registered with Ahpra as an Enrolled Nurse.

The Transition Program fee will be AU\$1,200.

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.

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



BNURS20 BACHELOR OF NURSING

CRICOS Code	103159J
Duration	3 years
Intakes	February
Fee (SAU)	\$27,200 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 7.0 (Academic) with no individual bandscore less than 7.0 (if secondary education has not been completed in English).
- Completion of the online Basic Key Skills Builder (BKSB) test, with a score of 5 for Maths and English.
- 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
 - Police Records Check from their overseas country of residence (English translation)
 - Working with Children Check
- Students must 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 focuses on professional nursing practice and theory, and is underpinned by a philosophy of person-centred and holistic care, making our graduates highly sought after.

The combination of on-campus theory and the latest simulation activities, delivered in our state-of-the-art simulation apartments and clinical wards, will prepare you for your career in the health profession.

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.

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 require an English language proficiency equivalent to IELTS 7.0, you will need to provide evidence that you meet their English Language requirements prior to granting registration to practice in Australia.

For further information, please refer to nursingmidwiferyboard.gov.au

On successful completion of the Bachelor of Nursing at Holmesglen, you may apply for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Industry connections

Holmesglen has a number of strong formal industry partnerships and utilises these as a source of reliable and regular feedback on the performance of students and graduates of the Bachelor of Nursing program. These strong industry connections provide the opportunity for students to consolidate their clinical experience in a familiar environment and can provide options for employment on completion of the course.

Major partners include:

- Epworth Health Care
- Ramsay Health Care
- Healthscope

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.

What you will study

Holmesglen’s Bachelor of Nursing develops professionals who have valuable skills and knowledge, and are known for their culturally sensitive client care, safe and ethical clinical reasoning, and advanced communication skills.

Subjects are organised into three themes of study – Nursing Theory and Concepts, Integrated Clinical Practice and Professional Perspectives.

Students also study an integrated Bioscience subject in the first year of the program.

Key study areas

Areas of focus within the degree include:

- Acute care nursing
- Aged care
- Communication
- Community nursing
- Comprehensive acute and chronic nursing care
- Ethics and law, health and wellbeing
- Human biology
- Indigenous health
- Mental health nursing
- Paediatric nursing
- Palliative care
- Pharmacology
- Rehabilitation therapies
- Research and evidence-based practice
- Society and culture

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.

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 860 hours (22 weeks). Clinical placements are a compulsory component of the Bachelor of Nursing.

Students are advised to allow an additional AU\$2,500 for additional course costs such as equipment, materials, activities, uniforms and immunisation (if required).



HLT55118 DIPLOMA OF
DENTAL TECHNOLOGY

CRICOS Code	099310A
Duration	2 years
Intakes	February, July
Fee (SAU)	\$19,100 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 bandscore 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.

Industry connections
We have partnerships with a range of dental laboratories in Victoria where we send students for practical placement. These laboratories are often looking for students to work part time for them, which is a wonderful opportunity for all students to hone their skills and enhance their studies.

Career outlook

- Dental technician

What you will study
Holmesglen was the first institute to introduce CAD-CAM into our course. This has now expanded and you'll study aspects of CAD-CAM every semester.

- Key study areas**
- 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 20 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 AU\$800 for equipment, materials and/or uniforms as needed.

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

CRICOS Code	077426D
Duration	3 years
Intakes	March
Fee (SAU)	\$36,800 per year
Campus	Chadstone, CSU Wagga Wagga

Prerequisites
Applicant needs an ATAR of 70 or equivalent and applicants should apply directly to Charles Sturt University or VTAC (if they meet the VTAC criteria)

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

Successful applicants are encouraged to obtain a senior first aid certificate prior to commencing the course.

All students beginning the Bachelor of Oral Health Therapy/Hygiene course will be required to complete the NSW Health Compliance/Verification process.

In final year, many private organisations (including private hospitals) use similar documentation as NSW Health to screen students as appropriate for undertaking placements. For WPL (workplace learning/placements) in Year 3, students who are allocated to interstate and private hospitals or other private organisations may also be required to complete site-specific requirements prior to commencing their placement.

Verification is a mandatory requirement prior to entry to all CSU Simulation Clinics and CSU Oral Health Clinics. Please see the Verification Requirements tab for further information and instructions for health compliance and full verification.

- Mandatory checks for Oral Health students include:
- National Police Check
 - NSW Health Forms
 - Vaccinations and serology
 - BBV: Blood Borne Virus testing (see NSW Health form PD2019) – from 2020 new Oral Health students must comply with testing for Hep C and HIV
 - First Aid Certificate - current HLTAID003 - 3 year certificate with CPR
 - NSW Working with Children Check
 - HHA - Hand Hygiene Australia.
 - Working with Vulnerable Persons Check - required only if students are allocated to ACT Health in Year 3 on placement. ACT Health also request additional compliance such as an NPC dated within 12 months of placement. The student will be contacted individually regarding this additional compliance.

Additional requirements for Victorian Placements – students to be advised of additional requirements if placement is a private site or via Placeright in Victoria.

Why choose this course?
The Bachelor of Oral Health (Therapy and Hygiene) is a Charles Sturt University degree offered in partnership with Holmesglen. As an oral health therapist you will work closely with dentists and dental specialists, providing oral health care assistance to patients including the prevention and treatment of dental decay and gum diseases. You will be autonomous within your scope of practice. 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 Charles Sturt University campus in Wagga Wagga (NSW) followed by a total of eight weeks placement over the year at Charles Sturt University'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 Community Dental Clinics in regional and remote NSW, ACT and Victoria.

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

- Career outlook**
- Oral health therapist
 - Health promotion officer
 - Health researcher
 - Education

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**
- 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.



Charles Sturt
University

THROUGH A UNIQUE PARTNERSHIP, STUDENTS HAVE THE OPPORTUNITY TO COMPLETE THE FIRST TWO YEARS OF THE CHARLES STURT UNIVERSITY (CSU) BACHELOR OF ORAL HEALTH (THERAPY AND HYGIENE) COURSE AT HOLMESGLEN INSTITUTE'S CHADSTONE CAMPUS.





HOSPITALITY AND COOKERY

DELIVER WORLD-CLASS EXPERIENCES

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 THE HOSPITALITY INDUSTRY.

ISURU CHAMATH VIDANARACHCHI - ITALY

BACHELOR OF HOSPITALITY MANAGEMENT

“Studying at Holmesglen is like being part of a big family. Here, you are not just a number but you are a human being that is given academic attention and help. What I enjoy most about studying here is the fact that everyone welcomes you and teachers get to know you personally.

I have the best lecturers that I could ask for. They help me with my assignments and they are always available to talk and listen about the course and any issues I’m experiencing.

Moreover, Holmesglen offers students many services to support them with their studies and to help them have fun.

Holmesglen has contributed a lot to my academic success because the theoretical and practical training they have provided, enables me to achieve and be successful in the hospitality industry. My goal is to open my own business and Holmesglen has helped me a lot in my development. With their help, I am now wiser in my decision making, improved my efficiency and more focussed on my goals.”

STUDY AREAS

HOSPITALITY

COMMERCIAL COOKERY

PÂTISSERIE

HOSPITALITY MANAGEMENT



HOSPITALITY AND COOKERY

SIT40516 CERTIFICATE IV IN COMMERCIAL COOKERY

CRICOS Code 093977F
Duration 1 year
Intakes February, July
Fee (\$AU) \$15,600
Campus Glen 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?

This program 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, and ZEST restaurant, 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, developing leadership and supervisory skills which will be essential in running a successful business.

Industry connections

Holmesglen's cookery students have the opportunity to work alongside industry chefs through the Industry Icon Dinner series, where prominent chefs create menus and work with students to produce restaurant meals.

The Paddock to Plate program also engages students with key suppliers to look at food production, regional and seasonal influences and the impact this has on menu design.

Career outlook

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

What you will study

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. You will learn to operate independently and use your discretion to solve non-routine problems.

Key study areas

- 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 considerations on food production
- Specialist desserts, pastry, cakes and bread techniques

Classes and assessment

Classes are typically scheduled over 4 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.

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.

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

SIT40716 CERTIFICATE IV IN PATISSERIE

CRICOS Code 093978E
Duration 1 year
Intakes February, July
Fee (\$AU) \$15,600
Campus Glen 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?

Master the art of creating specialty patisserie dishes and become a qualified pâtissiers. 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 restaurant, ZEST restaurant. You will have further opportunities to work in leading 5-star hospitality venues in Melbourne.

Industry connections

Students engage with leading pâtissiers through site visits. All students have the opportunity to participate in the Victorian TAFE Patisserie competition, judged by a panel of industry experts.

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

Key study areas

- Technical skills in producing desserts and petit fours
- Showpieces and pastry products

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.

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.

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



SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Code 090979F
Duration 1.5 years
Intakes February, July
Fee (\$AU) \$14,600 per year
Campus Glen 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 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 restaurant, ZEST, 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.

Industry connections

Holmesglen's Diploma students have the opportunity to actively engage and develop their leadership skills with industry during their management studies. This includes working with businesses to develop a business plan, supplier negotiations and many guest speakers from industry updating students on the latest news and trends.

Career outlook

- Food and beverage manager
- Front office manager
- 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

Key study areas

- Food and beverage skills
- Staff supervision
- Financial management
- Customer service
- Food safety
- Establishing business relationships
- Rostering staff and leadership in the workplace

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.

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 up to 1 year advanced standing.

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

SIT60316 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS Code 091137G
Duration 2 years
Intakes July
Fee (\$AU) \$14,600 per year
Campus Glen Waverley

Prerequisites

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

Why choose this course?

This program will enable 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.

Industry connections

Students actively engage with industry during their management studies creating business plans and other management documents. This also includes industry review panels providing feedback of student work and presentations.

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 budgeting
- Human resources and business management skills
- Australian law and compliance

Key study areas

- Marketing
- Creating and maintaining business relationships
- Business planning
- Financial reporting
- Legal responsibilities

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.

Pathway options

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

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

BHM16 BACHELOR OF HOSPITALITY MANAGEMENT

CRICOS Code 089800K
Duration 3 years
Intakes February, August
Fee (\$AU) \$15,900 per year
Campus Glen 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 bandscore 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 the world'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 also develop practical skills through classes taught by experienced lecturers, held in our onsite training restaurants.

You will also have one 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 credit point internship. Internships take place in selected hospitality businesses, including four and five star establishments, allowing you to make valuable connections in the industry.

Industry connections

You will make connections with some of the world's leading hotel companies. Our students have the opportunity to work with all major 5-star hotels in Melbourne city and surrounds, taking on roles in everything from food and beverage through to revenue management and everything in between.

Whether it is a small, independent business or a large company you want to work with, our placement coordinator works with you to find the industry connections that best fit your career aspirations.

Career outlook

- Hotel/resort manager
- Executive chef
- 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

Key study areas

- Practical hands-on restaurant skills
- Entrepreneurship
- Hospitality software packages
- Business simulations

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.

Students are advised to allow an additional AU\$690 for additional course costs such as equipment, materials, activities, uniforms and immunisation (if required).



INFORMATION TECHNOLOGY AND DIGITAL MEDIA

INNOVATE FOR THE FUTURE

AS WE HAVE SEEN OVER THE LAST DECADE, TECHNOLOGY CONTINUES 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.

YUKI ISHII – JAPAN

DIPLOMA OF SOFTWARE DEVELOPMENT

“I studied the Diploma of Software Development at Holmesglen, and this has been my first time living a different country on my own. In the beginning, I was worried about studying here because English is my second language and it is said that graduating from a Western school is difficult. Fortunately, Holmesglen provided us with great teachers and programs to prepare us for our future career. The program focuses on current industry practices so we have gained the skills to successfully enter the workforce after graduation.

My friends and I enjoyed studying together, and we appreciated the many supports provided to us such as the high-quality facilities and mentors at Holmesglen. I really appreciate that I was nominated as an outstanding student at the end of my studies, and this achievement could not have happened without the many supports provided by Holmesglen, my friends and my family.”

STUDY AREAS

DIGITAL AND
INTERACTIVE GAMES
PROGRAMMING
SOFTWARE DEVELOPMENT
INFORMATION TECHNOLOGY
NETWORKING
INFORMATION SYSTEMS



ICT40915 CERTIFICATE IV IN
DIGITAL AND
INTERACTIVE GAMES

CRICOS Code 086587A
Duration 6 months
Intakes February, July
Fee (\$AU) \$6,900
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 bandscore 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 the 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.

Industry connections

Holmesglen works closely with many local games companies to provide opportunities to work on real industry projects. Liminal VR is one of these leading companies using Virtual Reality to provide emotion changing experiences for the user.

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

- 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.

ICT50215 DIPLOMA OF
DIGITAL AND
INTERACTIVE GAMES

CRICOS Code 089907K
Duration 1 year
Intakes February, July
Fee (\$AU) \$13,800
Campus Moorabbin

Prerequisites

Completion of a Certificate IV qualification in game or animation design. Pathway qualifications include ICT40915 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.

Industry connections

You will have the opportunity to undertake practical industry projects provided by local games companies. One such company is Liminal VR, where students create virtual reality environments to influence emotional well being.

Career outlook

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

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

- 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 a total of 20 contact hours per week (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 entry into the Bachelor of Information Systems.

ICT40518 CERTIFICATE IV IN
PROGRAMMING

CRICOS Code 099843E
Duration 1 year
Intakes February, July
Fee (\$AU) \$13,800
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 bandscore less than 5.5.

Why choose this course?

The 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, using industry standard software development environments. You will learn to apply your skills across a wide range of platforms including cloud.

Industry connections

Holmesglen works closely with many local organisations and large national companies to provide students with the opportunity to work in the classroom on real life projects. Recently these companies have included Liminal VR, Amazon Web Services Academy, Oracle and Kinetic IT.

Career outlook

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

What you will study

During this course, 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

- 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 20 contact hours per week (timetables are subject to change).

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

Pathway options

The Certificate IV in Programming pathways into the Diploma of Software Development. Selected units in the Certificate IV in Programming are credited to the Diploma of Software Development.

Students wanting to enrol in both the Certificate IV and Diploma courses would be advised to enrol in the Diploma of Software Development combined with the Certificate IV in Programming which can be completed in 18 months

ICT50718 DIPLOMA OF
SOFTWARE DEVELOPMENT
WITH ICT40518 CERTIFICATE IV IN PROGRAMING

CRICOS Code 099760G
099843E
Duration 1.5 years
Intakes February, July
Fee (\$AU) \$6,900 per 6 months
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 bandscore less than 5.5.

Why choose this course?

The Diploma of Software Development with Certificate IV in Programming is a dual qualification commencing with the Certificate IV in Programming. These two qualifications will equip you with an in-depth understanding of how to write programs for the cloud (cloud computing), develop web applications using the .NET framework and Microsoft Visual Studio, and build advanced mobile applications using the Android platform including client-server applications. Starting with the Certificate IV qualification you will build your scripting skills which will be enhanced in the Diploma to create valuable applications for mobile platforms and cloud environments.

Your studies are held in modern, spacious computer labs, where our experienced teachers will encourage you to develop practical, hands-on skills. As a Holmesglen student you will have the opportunity to attend annual Industry events including Cisco Live and Creative Victoria's Creative State Summit.

Industry connections

Holmesglen works closely with many local organisations and large national companies to provide students with the opportunity to work on real life projects. Recently these companies have included Liminal VR, Greyhound Racing Victoria and Kinetic IT.

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 languages and builds the confidence you need to adapt to emerging languages starting to become established in the IT industry such as, cloud services, cloud security, AI and the multitude of issues dealing with the evolving environment of mobile devices.

Key study areas

- 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 20 contact hours per week (timetables are subject to change).

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

Pathway options

Upon satisfactory completion of the Diploma of Software Development, you will receive up to 1 year's advanced standing towards the Bachelor of Information Systems.

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.



ICT40418 CERTIFICATE IV IN
INFORMATION TECHNOLOGY
NETWORKING

CRICOS Code	099849K
Duration	1 year
Intakes	February, July
Fee (\$AU)	\$13,800
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 and develop skills in the installation and management of servers, designing and building networks and configuring and testing network security. You will also develop management skills through working on industry based projects as part of a team of students. As a student you will have access to networking laboratories with current industry standard equipment and technologies.

Industry connections

Holmesglen is a Cisco Academy, VMware Academy, Fortinet Academy and Microsoft Academy. Students have access to Academy software resources to support their project work and provide opportunities for students to undertake industry certifications.

Career outlook

- Network administration support
- Network security support
- Network technician support
- Level 1 Helpdesk 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

Key study areas

- Server installation and maintenance
- Install and configure virtual machines
- Network and data integrity
- Cloud storage strategies
- Working with network switches and routers
- Building and configuring wired and wireless networks
- Installing and testing network security
- Python programming
- Internet of Things

Classes and assessment

Classes are typically scheduled over 3 days with 20 contact hours per week (timetables are subject to change).

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

Pathway options

The Certificate IV in Information Technology Networking pathways into the Diploma of Information Technology Networking. Selected units in the Certificate IV in Information Technology Networking are credited to the Diploma of Information Technology Networking.

Students wanting to enrol in both the Certificate IV and Diploma courses would be advised to enrol in the Diploma of Information Technology Networking combined with the Certificate IV in Information Technology Networking which can be completed in 18 months

ICT50418 DIPLOMA OF
INFORMATION TECHNOLOGY
NETWORKING

WITH ICT40418 CERTIFICATE IV IN
TECHNOLOGY NETWORKING

CRICOS Code	099918B
Duration	099849K
Duration	1.5 years
Intakes	February, July
Fee (\$AU)	\$6,900 per 6 months
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 Diploma of Information Technology Networking with the Certificate IV in Information Technology Networking is a dual qualification commencing with the Certificate IV in Information Technology Networking. These two qualifications build the skills involved in constructing and maintaining wired and wireless networks suitable for large business environments. Using the foundation skills you have established in the first 6 months of your study, you will continue with practical learning in how to design, install and maintain medium and large scale networks. You will become skilled in network security, server management, virtualisation, networking with the cloud, VoIP and wireless technologies.

You will study in well equipped networking laboratories with current industry standard equipment, and remote access to networking and security equipment. As a Holmesglen student you will become an Academy member with Fortinet, Microsoft, VMware and Cisco, and you will be invited to participate in the annual Cisco Live Conference.

Industry accreditations

- Cisco Networking Academy
- Fortinet Networking Academy
- Microsoft Academy
- VMware Academy
- Palo Alto Academy

Career outlook

- Communications solutions provider
- Network security administrator
- Network administrator
- Network technician
- Helpdesk manager
- Virtual systems administrator
- Network architect

What you will study

You will learn how to design a network configuration, install and configure network servers, and create scripts to improve network performance and efficiency. You will install, configure and manage firewall services and network security protocols.

You will build virtual environments, and identify business appropriate cloud service solutions. All of these skills and knowledge will develop you for a role as an ICT network architect.

Key study areas

- Virtual technologies
- Cloud services
- Project management
- Network security
- Wired and wireless network design
- Firewall configuration and management
- Voice over Internet Protocol (VoIP) services
- Server maintenance and management
- Configuring and troubleshooting network routers and switches
- Cloud services
- Network Security

Classes and assessment

Classes are typically scheduled over 3.5 days with 20 contact hours per week (timetables are subject to change).

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

Pathway options

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

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.

BIS17 BACHELOR OF
INFORMATION SYSTEMS

CRICOS Code	095613G
Duration	3 years
Intakes	February, July
Fee (\$AU)	\$17,400 per year
Campus	Chadstone

Prerequisites

- Year 12 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?

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.

Industry connections

Holmesglen works closely with many local organisations and large national companies to provide students with the opportunity to work on real life projects. Recently these companies have included Liminal VR, Greyhound Racing Victoria and Kinetic IT. Holmesglen also has strong relationships with large IT companies to support delivery of our subjects. As such Holmesglen is a:

- Cisco Networking Academy
- Microsoft Academy
- VMware Academy
- Fortinet Academy
- Amazon Web Services Academy

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

- Enterprise information and cloud computing systems
- Business decision analysis
- Human computer interaction
- Cyber security and information security management
- Big data and business intelligence
- Network fundamentals
- Web-design and programming
- Project and change management
- Team communications, ethics and IT governance

Classes and assessment

Classes are generally scheduled over 3 days and will include weekly lectures, tutorials, labs and personal consultation sessions (timetables are subject to change).

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

Students are advised to allow an additional AU\$1,650 for additional course costs such as equipment, materials, activities, uniforms and immunisation (if required).



HRISTIYAN GJORGJIEVSKI – MACEDONIA
BACHELOR OF INFORMATION SYSTEMS

"I am very happy that I chose Holmesglen for my Diploma of Software Development course. The experience was so good that I decided to continue my studies at Holmesglen for the Bachelor of Information Systems.

There are many reasons why I think that I made the right choice for my studies, but one of the main ones is the learning experience that Holmesglen offers. The class sizes are small, which makes interactions with teachers much easier. The equipment used for classes is high-end which makes learning possible using the most cutting-edge tools.

I liked the activities organized by the recreation team at Holmesglen. Activities range from movies, single day trips and sometimes multiple day trips which are fun. The skills and experience I gained while studying at Holmesglen is very valuable for me and I am sure it will have a large contribution to my career."



SPORT AND MASSAGE

INSPIRE HEALTHY LIFESTYLES

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.

JUNXIAN ZHU – CHINA

BACHELOR OF SPORT BUSINESS

“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

SPORT BUSINESS



BSPB16 BACHELOR OF
SPORT BUSINESS

CRICOS Code	092390G
Duration	3 years
Intakes	February, July
Fee (\$AU)	\$18,300 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 bandscore less than 6.0
- A current police check (or equivalent) from home country.

Why choose this course?

This program has been designed to produce graduates who are analytical, strategic and decisive decision makers who are able to work across a range of roles and sectors in the ever growing sports industry.

The course is unrivaled in facilitating real world industry opportunities for students, ensuring you learn more and do more, providing the best opportunity for you to achieve your career goals in the sports industry.

Industry connections

We have extensive industry engagement which includes work integrated learning assessments where students function as consultants to sports organisations. Complementing this is a significant number of guest speakers and field trips to some of Australia's most iconic venues including the Melbourne Cricket Ground and Rod Laver Arena.

Our internship program sets our students up for a seamless transition to gainful employment. Students complete internships with some of Australia's most important sports organisations including the St Kilda Football Club, Melbourne Stars, Cricket Victoria, Basketball Victoria and Tennis Victoria.

Career outlook

- Player athlete manager
- Partnership account coordinator
- Membership officer
- Sport event coordinator
- Sport venue officer
- Sport tour coordinator
- Social media officer
- Community engagement officer
- Game development officer
- Sport and recreation officer

What you will study

There are four streams that students need to complete, which are:

1. Sport management

2. Sports media

3. Sport development

4. Commercial sport

This ensures our students are highly employable across all sectors of the growing sports industry.

Key study areas

- Sport athlete management
- Social media
- Sports marketing
- Management for sport organisations
- Sport development and coaching
- The business of sport
- Sport in Australia
- Sport sponsorship
- Financial decision making for sport organisations
- Sport event tourism

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 and applied learning assessments. Students are also required to complete an internship in their final year of the course (approximately 228 hours or 6 weeks full time).

Students are advised to allow an additional AU\$750 for additional course costs such as equipment, materials, activities, uniforms and immunisation (if required).



HLT52015 DIPLOMA OF
REMEDIAL MASSAGE

CRICOS Code	091158B
Duration	1 year
Intakes	February, July
Fee (\$AU)	\$13,800
Campus	Glen 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. This program 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.

Industry connections

There are a variety of industry connections created through the Diploma of Remedial Massage, which assist in employment opportunities once graduating. These include the Victorian Massage & Myotherapy network and the Massage & Myotherapy Association of Australia.

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

- 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.

Pathway options

After successfully completing the course, you may wish to articulate into further studies such as myotherapy or a physiotherapy qualification.

Students are advised to allow an additional AU\$275 for activities and/or materials.


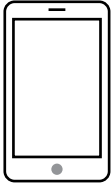
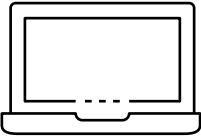
HOW TO APPLY

The International Student Application form is available for download from the Holmesglen website, visit: holmesglen.edu.au/international-application

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 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 help you prepare your visa application.

To find an agent in your country, visit: holmesglen.edu.au/international-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 78-81).

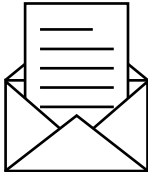
Complete all sections of the application form in block letters, and don't forget to include your signature and contact details. You can download the International Student application form here: holmesglen.edu.au/international-application

If you are not applying with an agent, you will be required to submit an application fee of AU\$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, send the evidence of your payment (i.e. Remittance Advice) along with your Offer Acceptance Form, to receive an Electronic Confirmation of Enrolment (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 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.

Applicants must be 18 at the time of commencement of their first course of study.

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
- **International student** – Includes student visa holders (overseas students)
- **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.

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.

Students are responsible for keeping a copy of their written agreement (Holmesglen's International Course Guide, International Student Application Form, Letter of Offer and Offer Acceptance Form) as well as receipts of any payments of tuition fees or non/tuition fees.

1. CONDITIONS OF ENROLMENT

- 1.1 Holmesglen reserves the right to cancel a course prior to its commencement, in which case a full refund of all fees paid will be made within two weeks. For students enrolled in Charles Sturt University's Bachelor of Oral Health (Therapy/Hygiene), Holmesglen reserves the right to cancel the degree component of the program if there are insufficient students for the course. In this case a full refund of all fees paid for the degree component will be made within two

weeks. Students will be given assistance in sourcing an alternative program of study.

- 1.2 A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be cancelled at the end of any appeals process.
- 1.3 For students undertaking ELICOS programs the Institute reserves the right to report to 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 Institutes'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 holmesglen.edu.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 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 For detailed information on the ESOS Framework, [click here](#). 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
- 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 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 holmesglen.edu.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.
- 1.12 The National code 2018 requires that overseas students attend a course on a full-time basis, this constitutes a minimum of 20 contact hours per week. For detailed information refer to information online at holmesglen.edu.au. Under-enrolment in subjects against advice from Holmesglen, could constitute grounds for cancellation of a student's enrolment.

- 1.13 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, holmesglen.edu.au

- 1.14 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 holmesglen.edu.au and will be covered in the International Student Orientation Program.

- 1.15 Accompanying school-aged dependants of international students will be required to pay full fees if they are enrolled in a government or non-government school.
- 1.16 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.
- 1.17 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 holmesglen.edu.au.
- 1.18 Holmesglen is required to advise DHA when a student fails to commence a course, withdraws before the course ends, or changes course.
- 1.19 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.

- 1.20 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 AU\$300 will be levied on students who fail to make payment by the required date and where an enrolment has to be reinstated after cancellation.

- 1.21 Students who are enrolled with partner providers will use the support facilities provided by these institutions.

- 1.22 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.

- 1.23 By enrolling at Holmesglen, the Learner agrees that while in Australia and studying, they will notify Holmesglen of any changes to their contact details within Seven (7) working days of the change. Contact details include; current residential address, mobile number (if any), email address (if any) and emergency contact details.

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.

- 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 holmesglen.edu.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. COMPLAINTS AND APPEALS

- 6.1 Holmesglen has established independent Complaints and Appeals procedure which provides for prompt resolution of any student complaints. **Click here** for detailed information on the Complaints and Appeals Procedure. This will also be covered in the International Student Orientation Program.
- 6.2 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 AU\$500 is payable and will be credited against the student's tuition fee.
- 1.2 This application fee of AU\$500 is non-refundable in the case of a student withdrawing an application after a Letter of Offer is issued.
- 1.3 If the student's application for admission is rejected, then the AU\$500 application fee will be reimbursed in full.
- 1.4 Students applying through the accredited agents and IDP Education offices are exempt from including the AU\$500 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 prepaid 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. Students can pay full fees if they wish to, but are not required to pay more than 50% up front.
- 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:

CTBAU2S

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 Bachelor's and Master's 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.

- 2.13 Students are responsible for keeping a copy of receipts of payments of tuition fees or non-tuition fees.

3. REFUND PROCEDURES

All refund procedures outlined apply only to tuition fees. These procedures do not apply to additional course fees and non-tuition fees.

Claims for refunds must be made in writing using the prescribed form available from the International Office or by [clicking here](#). 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 AU\$250 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 misbehaviour 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 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. EDUCATIONAL PACKAGE

- 5.1 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.

- 5.2 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.

- 5.3 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 AU\$500. This fee is also non-refundable.

6. ADDITIONAL SUBJECTS

- 6.1 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.
- 6.2 For students who have not paid a full fee in the current study period a pro rata fee will be charged for additional subjects.
- 6.3 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.

7. PROVIDER DEFAULT – TUITION FEE 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 for which tuition fees are paid.

In accordance with the Tuition Protection Service requirements, Holmesglen Institute ensures that, if Holmesglen Institute is unable to provide services for which you have prepaid the tuition fees, you will have the option to:

Complete your studies in another course or with another education provider or
Receive a refund of your unspent tuition fees in excess of a total of \$1500.

The Tuition Protection Service will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

For more information on the Tuition Protection Service for overseas students, refer to the information accessible on the Australian Government website: tps.gov.au

8. STUDENT RIGHTS

This written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

IELTS EQUIVALENCE

IELTS Score	Test component	TOEFL iBT	PTE Academic	Cambridge English: Advanced (CAE)	ISLPR	EIKEN Grade
4.5	Average/total/overall across test components only	32	30	147	2	Pre-2
5.0	Listening	4	36	154	2	2
	Reading	4	36	154	2	2
	Writing	14	36	154	2	2
	Speaking	14	36	154	2	2
5.5	Listening	7	42	162	2+	2A
	Reading	8	42	162	2+	2A
	Writing	18	42	162	2+	2A
	Speaking	16	42	162	2+	2A
6.0	Listening	12	50	169	3	Pre-1
	Reading	13	50	169	3	Pre-1
	Writing	21	50	169	3	Pre-1
	Speaking	18	50	169	3	Pre-1
6.5	Listening	20	58	176	3+	1
	Reading	19	58	176	3+	1
	Writing	24	58	176	3+	1
	Speaking	20	58	176	3+	1
7.0	Listening	24	65	185	4	1
	Reading	24	65	185	4	1
	Writing	27	65	185	4	1
	Speaking	23	65	185	4	1

INTERNATIONAL STUDENT

APPLICATION FORM

holmesglen

WHO SHOULD USE THIS FORM?

You should use this form if you are an international student applying for any course listed in the current Holmesglen International Course Guide or on the Holmesglen website at holmesglen.edu.au.

Applicants must be 18 at the time of commencement of their first course of study.

Students are responsible for keeping a copy of their written agreement (Holmesglen's International Course Guide, International Student Application Form, Letter of Offer and Offer Acceptance Form), as well as receipts of any payments of tuition fees or non-tuition fees.

HOW TO COMPLETE THIS FORM

- Please read this application form carefully and complete ALL sections using BLOCK letters.
- Your application will not be processed unless full

documentation is attached. Ensure that certified copies of your academic transcripts, English language proficiency and a copy of your passport are attached. Please note that supporting documentation will **NOT** be returned.

- Applications will only be considered when accompanied by the AU\$500 Application Fee. Students applying through accredited agents are exempt from this requirement.
- Ensure that you complete the Document Checklist on page 8 and sign the Student Declaration and Financial Declaration on page 6.
- Holmesglen reserves the right to decline any application in accordance with all academic and Genuine Temporary Entrant requirements.
- The International Student Application Form, together with the International Course Guide, Letter of Offer and the Offer Acceptance Form constitutes the written agreement with the overseas student or intending overseas student and Holmesglen Institute.

SECTION 1 – PERSONAL DETAILS

Are you a current or former student at Holmesglen? ☐ Yes ☐ No If yes, student ID number

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other – please specify

Surname or family name (as in passport):

Given name(s) (as in passport):

English name (if you use one):

First Language:

Date of birth (DD/MM/YYYY): Gender: ☐ Male ☐ Female ☐ Unspecified

Disability/Allergies

The information below is used to assist in monitoring, supporting and improving services to students with medical/disability requirements. This information is for support services only and will not affect the outcome of your application. If you have a condition/disability please attach relevant medical reports.

Do you have a disability, impairment, allergy or long-term medical condition which may affect your studies? ☐ Yes ☐ No

If yes, please provide details:

Will you require support services, equipment and facilities to assist you? ☐ Yes ☐ No

If yes, please provide details:

SECTION 2 – CONTACT DETAILS

Permanent address in home country

Number and Street:

Suburb/City:

Province/State:

Country: Postcode/Zipcode:

Telephone: Mobile:

Email address:

How long have you lived at that address:

Local address in Australia (if known)

Number and Street:

Suburb/City:

State:

Postcode:

Telephone:

country code/area code/number

Mobile:

Email address:

Emergency contact

All students must provide the details of an emergency contact.

Family name:

Given name(s):

Relationship to student:

Number and Street:

Postcode/Zipcode:

Province/State:

Country:

Telephone:

country code/area code/number

Mobile:

Email address:

SECTION 3 – PASSPORT AND VISA DETAILS

(Enter details as shown in your passport. You must submit a translated, certified true copy of the personal details page of your passport.)

Country of birth:

Passport number:

Country of citizenship:

Expiry date:

Do you hold a current Australian Visa? ☐ Yes ☐ No

If yes, what type of visa do you hold?

Visa subclass:

Expiry date:

If no, what type of visa will you be applying for?

Have you or any immediate family member been refused an entry visa to any country?

☐ Yes ☐ No If yes, please attach evidence.

Have you breached any visa conditions in any country?

☐ Yes ☐ No If yes, please attach evidence. Translated into English (if required) and certified.

Do you have any medical or health issues that may prevent you from obtaining your visa?

☐ Yes ☐ No If yes, please explain or attach evidence and relevant documentation. Translated into English (if required) and certified.

(Visit immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health for a list of medical and health conditions of concern to the Australian Government.) Also note that health insurance in Australia will not extend to a pre-existing medical condition.

Are you currently applying, or have you previously applied for Australian Permanent Residency Status?

☐ Yes ☐ No If yes, please state your date of application:

Please note: It is your responsibility to ensure your visa allows you to study in Australia and covers the duration of the program for which you have applied.

SECTION 4 – OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you have current Overseas Student Health Cover (OSHC)? ☐ Yes ☐ No

If yes, who is your provider?

Membership number:

Expiry date:

If no, do you need Holmesglen to organise OSHC for you? ☐ Yes ☐ No

If yes, what type of OSHC do you need? ☐ Single ☐ Couples ☐ Family

If you wish to use another provider, you will need to make your own payment arrangements and show evidence for the full duration of your studies to the Department of Home Affairs.

SECTION 5 – COURSE PREFERENCES

Indicate your preferred course of study and campus, course titles and semester. If packaging Certificate, Diploma, Advanced Diploma or Degree courses, please include details of all courses.

Course	Full Course Title e.g. Certificate IV in Commercial Cookery	Intake (MM/YY)	Campus
Course 1			
Course 2			
Course 3			
Course 4			

SECTION 6 – ENGLISH LANGUAGE PROFICIENCY

You must provide documentary evidence of your English language proficiency to meet the English language requirements of your chosen course.

Please tick the appropriate box and attach your results.

☐ English is your first language.

☐ English was the language of instruction in your secondary/tertiary studies. (Documentary evidence must be provided if the institution is located in a non-English speaking country)

☐ I have completed an approved English language test (please specify below). (Documentary evidence must be provided) ☐ IELTS ☐ TOEFL ☐ Pearson (PTE) ☐ Cambridge

☐ Other English Test. Type of English Proficiency Test: Date taken (DD/MM/YY)

☐ I have Completed an English course in Australia. (Attach evidence)

Name of English language course: Start Date (DD/MM/YY)

Name of English language provider: Completion Date (DD/MM/YY)

☐ I have not yet completed an approved English Language course, however, I have applied for or am currently attending an ELICOS Program.

(Attach evidence – Test must be taken within 2 years of course commencement.)

Name of English language course:

Name of English language provider:

SECTION 7 – EDUCATIONAL BACKGROUND

Please provide details and documentation for all previous and/or current studies (e.g. Secondary school studies and Foundation studies) including:

- Official certified copies of all transcripts
- If the documents are not in English, they must be accompanied by an official certified translation.

Secondary studies (high school studies – Year 12)

Name of Qualification	Institution	Country	Start date DD/MM/YYYY	Completion date DD/MM/YYYY

Post-secondary studies (tertiary studies – Diploma, Bachelor’s, Master’s, etc.). Please list your MOST RECENT qualification first.

Name of Qualification	Institution	Country	Start date DD/MM/YYYY	Completion date DD/MM/YYYY

SECTION 8 – PREVIOUS EMPLOYMENT

If you believe you have relevant employment experience, complete the table below. Please attach separate certified documentation with your application.

Employer	Position	Duties	Country	Commenced MM/YYYY	Ended MM/YYYY

SECTION 9 – STUDY PLAN IN MELBOURNE

1. Why have you chosen Australia as a study destination?

2. Why have you chosen to live and study in Victoria?

3. How did you hear about Holmesglen?

4. Why have you chosen Holmesglen Institute over other education providers in Australia or overseas?

5. Why do you want to study the courses you have applied for at Holmesglen?

6. Are similar courses available in your country? ☐ Yes ☐ No

If yes, how do you believe you will benefit from studying this course at Holmesglen?

7. What do you expect to learn from the course that you have applied for, and what is your understanding of the course content?

8. If you have undertaken previous post-secondary study or work that is NOT RELATED to the course you are applying for, please explain your choice of course and change of career path.

9. What are your career plans and how is this course relevant to your chosen career?

10. What type of employment positions will you apply for after graduating from Holmesglen institute?

11. Do you know the annual salary in your country for graduates with a similar qualification? ☐ Yes ☐ No *If yes, provide estimate (AUD)* \$

12. The highest level of study (Principal Course) I have applied for is: ☐ Certificate ☐ Diploma ☐ Degree ☐ Post Graduate

13. Why have you chosen this level of studies?

SECTION 10 – FUNDING

1. What are the expected tuition fees for the duration of your chosen course? (AUD) \$

2. Who will be funding your study and living expenses while in Australia?

Sponsor(s) must be one of the following:

- ☐ Self-sponsored
- ☐ Immediate family members
- ☐ Partner (spouse or de-facto partner, including same-sex de-facto partners)
- ☐ Aunt or uncle (only if they are residing in Australia)
- ☐ Approved government, institutional or corporate sponsor.

Relationship to the student	Full names (as per passport or birth certificate)

3. Please provide an estimate of the sponsor's annual income in Australian Dollars? (AUD) \$

4. Have you provided evidence of your sponsor's capability to fund your study and living expenses? ☐ Yes ☐ No

5. How will you organise and access these funds?

6. How much will your monthly living expenses be while studying in Australia? (AUD) \$

7. Will you be using a bank loan to fund your studies? ☐ Yes ☐ No

If yes, have you researched the availability of funding from an approved financial institution in your home country? ☐ Yes ☐ No

8. Who will be repaying any money you may need to borrow?

9. If you intend to work while studying in Australia, how much do you expect to earn per week? (AUD) \$

10. Are you required to provide financial support to others whilst studying in Australia? ☐ Yes ☐ No

If yes, provide details:

11. Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your student visa? ☐ Yes ☐ No

12. What type of accommodation will you be seeking in Melbourne? (E.g. shared housing, institute accommodation, homestay etc.)

13. If you plan to live with family/friends have you considered accessibility to the Holmesglen campus you will be attending? ☐ Yes ☐ No

14. What do you expect to pay per week for accommodation? (I.e. rent) (AUD) \$

15. Are you aware of the work limitations and other Australian Student Visa conditions? ☐ Yes ☐ No

16. Do you wish to pay only 50% off your tuition fee prior to course commencement? ☐ Yes ☐ No

17. Do you wish to pay more than 50% of your tuition fee prior to course commencement? ☐ Yes ☐ No

SECTION 11 – FINANCIAL DECLARATION

Please consider your answers carefully before you sign this application.

I understand that Holmesglen Institute may refuse to issue an offer if it assesses my financial capacity as insufficient.

I understand that Holmesglen Institute tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.

I understand Holmesglen Institute may seek any additional information and documentation/evidence to confirm my financial capacity to funds.

I am aware of the tuition and living costs of my stay in Australia, including any dependent family members, and have the financial capacity to meet such costs and any annual fee increase for the duration of my course.

I am aware that I am required to make timely payments of all fees and associated costs.

Name of applicant:

Date (DD/MM/YY)

Signature of applicant:

Date (DD/MM/YY)

As in passport signature page

SECTION 12 – STUDENT DECLARATION

1.

I declare I am a Genuine Temporary Entrant (GTE) and a genuine student and have read and understood conditions relating to these requirements.
(For more information about GTE visit: immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant).
2.

I declare that the information contained in this application is true and complete.
3.

I acknowledge that any false or misleading statement may result in denial of my admission request or subsequent cancellation of my enrolment at Holmesglen, which in turn, may affect the validity of my visa.
4.

I understand that Holmesglen reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
5.

I confirm that I have received and read a copy of Holmesglen's current course guide and information available on holmesglen.edu.au and I confirm that I fully understand the requirements of the course.
6.

I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at Holmesglen.
7.

I understand, that upon enrolment at Holmesglen, I will provide my current contact details including current residential address, mobile number, email address as well as emergency contact information. I will notify Holmesglen of any changes to these details within 7 working days of change.
8.

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.
9.

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.
10.

I acknowledge that all documents submitted become the property of Holmesglen and will not be returned.
11.

I understand that information is collected in this Application Form and during my 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.
12.

I understand that this information collected can be provided, in certain circumstances, to the Australian Government and designated authorities and can be disclosed without my consent where authorised or required by Australian Law Enforcing Agencies.
13.

I understand that Information held on my student file 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.
14.

I agree that by enrolling at Holmesglen, information relating to my academic performance may be made available to my parents or welfare carer, and/or agent.
15.

I confirm that I understand that this completed International Student Application form, together with the International Course Guide, Letter of Offer and Offer Acceptance Form constitute the written agreement between myself and Holmesglen Institute, and that I am responsible for keeping a copy of the written agreement.

Name of applicant:

Date (DD/MM/YY)

Signature of applicant:

Date (DD/MM/YY)

As in passport signature page

SECTION 13 – EDUCATION AGENT DECLARATION AND RISK ASSESSMENT

FOR AGENT USE ONLY

Applicant has the minimum English language requirement to undertake their chosen study pathway

☐ Yes

Applicant meets the academic requirements for their chosen study pathway

☐ Yes

Applicant has researched their career goals and prospects in their home country

☐ Yes

Applicant has done adequate research on Holmesglen's courses, support services, facilities and locations

☐ Yes

Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at Holmesglen

☐ Yes

Applicant has strong family support

☐ Yes

Applicant has a clear understanding of the Australian Student Visa conditions including Genuine Temporary Entrant criteria

☐ Yes

Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly cease

☐ Yes

Supporting documentation has been sighted and is available upon request

☐ Yes

Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying

☐ Yes

Applicant has a clear understanding of the costs associated with completion of their study plan at Holmesglen

☐ Yes

As a result of an interview and counselling session undertaken at

I hereby confirm that all information and documentation to support this application has been sighted and verified to be true and genuine and it is my recommendation that Holmesglen proceeds with the assessment of the application.

I hereby declare that no conflict of interest exists with my duties as an education agent for Holmesglen.

AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT

Name of officer:

Date (DD/MM/YY)

Signature:

(AGENT STAMP HERE)

DOCUMENT CHECKLIST FOR APPLICATION

Note: Incomplete applications will cause delays in processing. Please ensure all relevant documents are translated and certified (where required).

APPLICATION FORM

Have you:

- ☐ Checked to see that you meet the minimum entry requirements for your chosen course
- ☐ Completed ALL sections of the Application form in BLOCK letters
- ☐ Signed the Financial Declaration
- ☐ Signed the Student Declaration
- ☐ Ensured that the declaration by accredited agent is signed (if applicable)
- ☐ Paid \$500 for the application fee (if not using an agent)
- ☐ Kept a photocopy of this application for your records

PASSPORT

Have you included:

- ☐ A certified* copy of the identification pages of your passport or a copy of your birth certificate
- ☐ A certified* copy of your current visa (if you are in Australia)

ACADEMIC DOCUMENTS

Have you included:

- ☐ Certified* and translated copies of ALL academic transcripts (such as high school or college/university certificates) with an explanation of ALL grading systems

ENGLISH PROFICIENCY DOCUMENTS

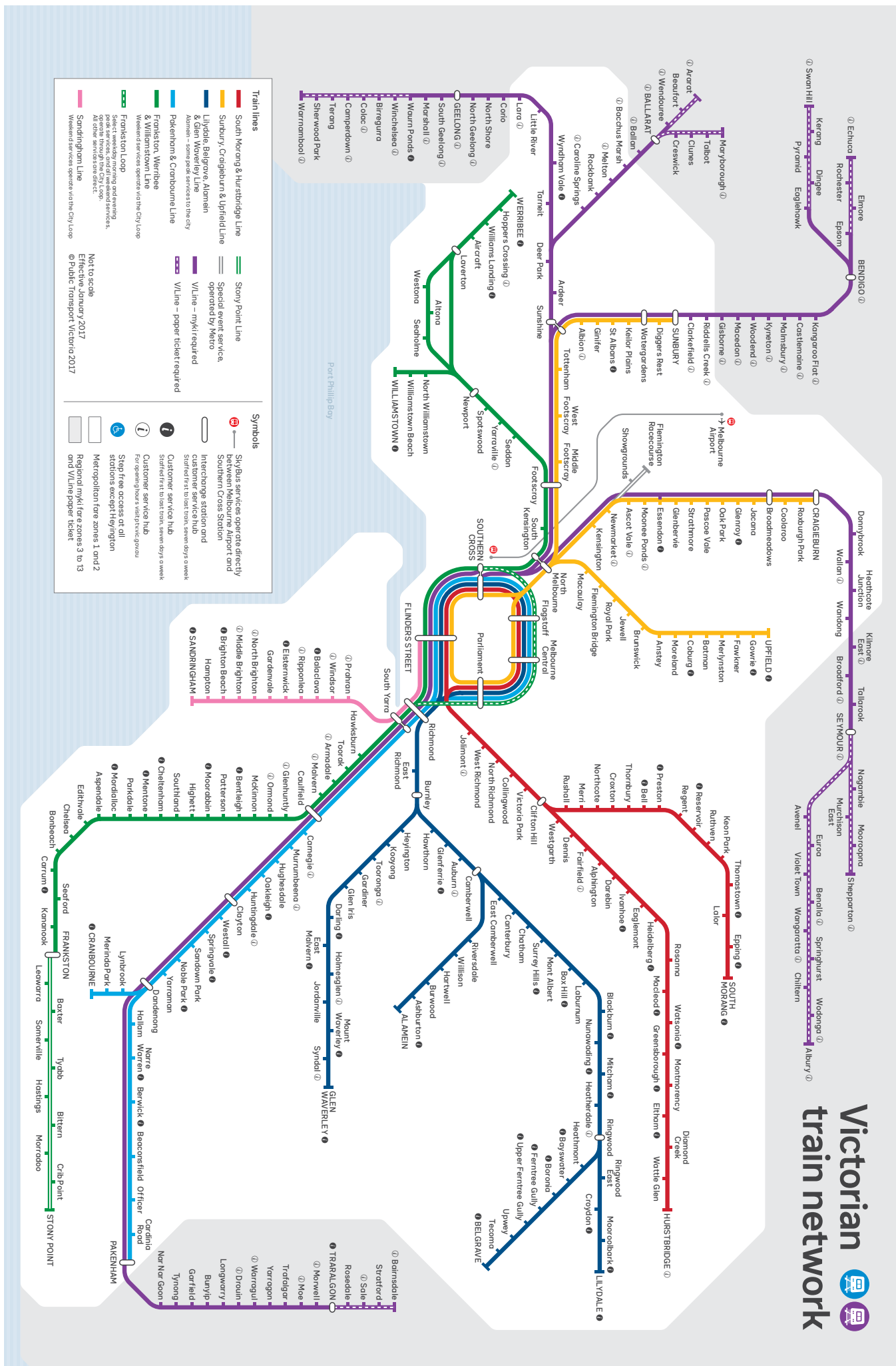
- ☐ If you are studying English in Australia at an Institute other than Holmesglen Institute, a copy of the English language course Offer Letter and the Confirmation of Enrolment (CoE) from the English language centre
- ☐ If you have completed an English course in Australia, a certified* copy of your English language certificate and attendance report.
- ☐ If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit a certified* copy of the certificate

OTHER REQUIRED DOCUMENTS

- ☐ Certified* copy of your marriage certificate (if relevant)
- ☐ Certified* copy of any relevant medical reports in the case of disability, impairment, allergy or long-term medical condition which may affect your studies
- ☐ Copy of any relevant previous employment history, including references, resume, letters of recommendation
- ☐ Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute, plus a letter reporting your attendance level and completion date
- ☐ Statement of Purpose

This International Student Application Form together with the International Course Guide, Letter of Offer and the Offer Acceptance Form constitutes the Written Agreement with the overseas student or intending overseas student.

*A certified copy is a photocopy of the original document with the signature and official stamp of an appropriate authority (e.g. solicitor, principal, doctor, police officer) indicating that they have sighted the original. A photocopy or fax of a certified copy is not acceptable.



For more public transport information visit ptv.vic.gov.au or call 1800 800 007.



holmesglen



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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 holmesglen.edu.au

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