

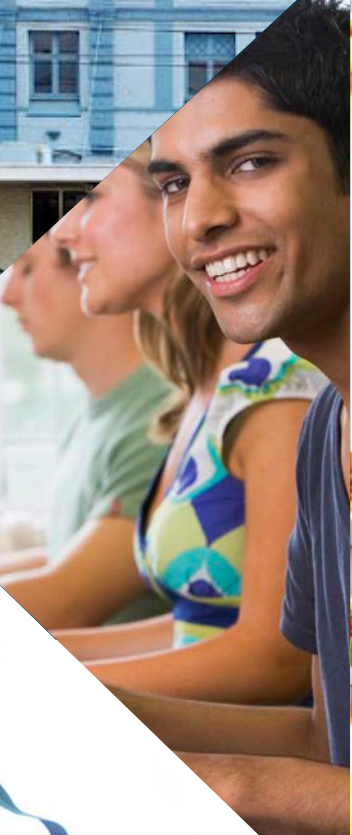


ACOT

AUSTRALIAN COLLEGE OF TRADE

RTO: 21983 CRICOS: 03082B

Business License Number 932-183-OOS





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Dear Prospective students,

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

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

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

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

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

Best wishes for your future success.

Alan Silver

Chief Executive Officer
Australian College of Trade at the Thornbury Theatre

Our College

The Organisation you can trust

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

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

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

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

Industry Embedded training and assessment

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



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



History of the Thornbury Theatre

Celebrating 90 years of Excellence

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

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

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

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



Our Location



Thornbury Campus 859 High Street, Thornbury

The majority of ACOT's practical, industry relevant cookery training is conducted in the fully equipped Commercial Kitchens at "The Thornbury Theatre", 859 High Street, Thornbury VIC 3071.

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

Some of the advantages of our Thornbury campus location:

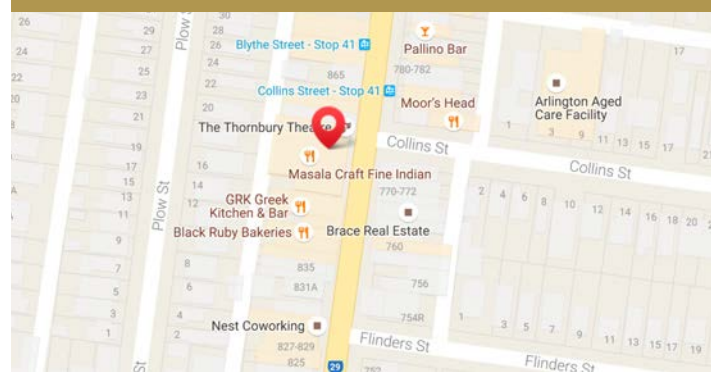
- Inexpensive international student housing within walking distance
- Easy public transportation access to Melbourne's renowned trams and trains
- Excellent employment opportunities through a variety of local cafes and restaurants
- 20 minutes by train to the CBD area
- Well-resourced student advisory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

Address

859 High Street, Thornbury 3071

Phone +613 9484 8787

Email admission@acot.vic.edu.au



Address

Level 9, 190 Queen Street, Melbourne, 3001

Phone: +613 96701694

Email: admission@acot.vic.edu.au

CBD Campus

Level 9, 190 Queen Street, Melbourne

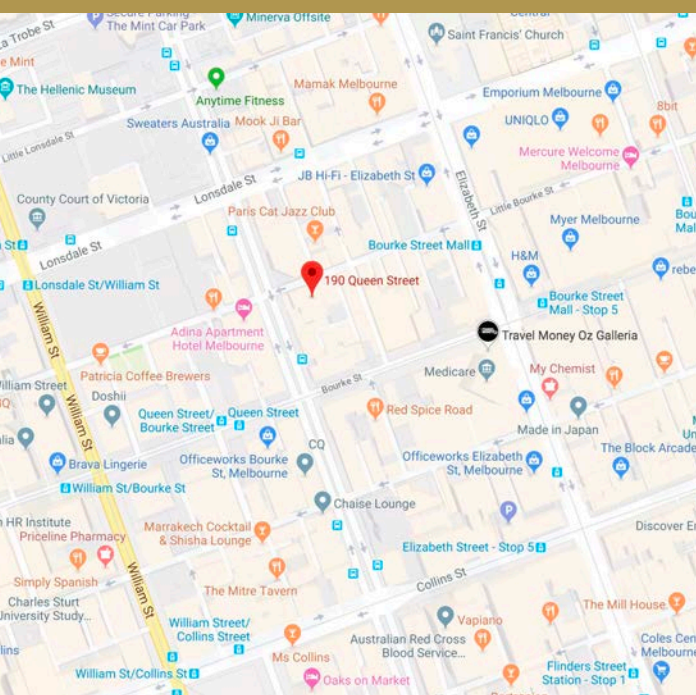
Our growth over the past twelve to eighteen months has necessitated adding campus locations to the main study hub in Thornbury. This campus location, which is ideally located in the Melbourne Central Business District, was chosen for its excellent teaching facilities.

The added attraction is its proximity to public transport as well as being a location that lends itself to the CBD's vast variety of shopping, dining, touring and recreational activities.

It was added in early 2019 to provide ACOT students with added flexibility in terms of the choice of campus location, especially for those students enrolled in courses with predominantly theory based study.

At both training locations, training and assessment facilities include:

- Fully equipped classrooms with desks, chairs, projection equipment
- Computer and printer facilities, free WIFI access
- Resource Library
- Recreation areas that have coffee & tea making facilities



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

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

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

A unique global experience

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

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

Working in Australia

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





Why choose us?

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

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






Delivering Knowledge, Passion And Dedication Towards Your Achievements



Open a World of Possibilities

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

Certificate III in Commercial Cookery	 56 weeks	CRICOS Code: 095097M	Course Code: SIT30816	Duration: 56 weeks (13 months)	Tuition Fee: \$10,050	Materials Fee: \$1,000	Application Fee: \$250	Total Cost: \$11,300
Certificate IV in Commercial Cookery	 78 weeks	CRICOS Code: 095096A	Course Code: SIT40516	Duration: 78 weeks (18 months)	Tuition Fee: \$14,250	Materials Fee: \$1,250	Application Fee: \$250	Total Cost: \$15,750
Diploma of Hospitality Management	 78 weeks	CRICOS Code: 091055J	Course Code: SIT50416	Duration: 78 weeks (18 months)	Tuition Fee: \$13,400	Materials Fee: \$750	Application Fee: \$250	Total Cost: \$14,400
Advanced Diploma of Hospitality Management	 108 weeks	CRICOS Code: 092747F	Course Code: SIT60316	Duration: 108 weeks (25 months)	Tuition Fee: \$18,500	Materials Fee: \$1,250	Application Fee: \$250	Total Cost: \$20,000
Certificate III in Hospitality	 23 weeks	CRICOS Code: 091445F	Course Code: SIT30616	Duration: 23 weeks (6 months)	Tuition Fee: \$4,500	Materials Fee: \$250	Application Fee: \$250	Total Cost: \$5,000
Certificate IV in Hospitality	 52 weeks	CRICOS Code: 090973A	Course Code: SIT40416	Duration: 52 weeks (12 months)	Tuition Fee: \$8,950	Materials Fee: \$500	Application Fee: \$250	Total Cost: \$9,700
Certificate IV in Leadership & Management	 50 weeks	CRICOS Code: 091257k	Course Code: BSB42015	Duration: 50 weeks (11 months)	Tuition Fee: \$8,600	Materials Fee: \$500	Application Fee: \$250	Total Cost: \$9,350
Diploma of Leadership & Management	 56 weeks	CRICOS Code: 098770C	Course Code: BSB51918	Duration: 56 weeks (13 months)	Tuition Fee: \$9,600	Materials Fee: \$500	Application Fee: \$250	Total Cost: \$10,350
Certificate III in Financial Services	 50 weeks	CRICOS Code: 095101J	Course Code: FNS30115	Duration: 50 weeks (11 months)	Tuition Fee: \$8,500	Materials Fee: \$500	Application Fee: \$250	Total Cost: \$9,250
Certificate IV in Accounting and Bookkeeping	 47 weeks	CRICOS Code: 099868G	Course Code: FNS40217	Duration: 48 weeks (11 months)	Tuition Fee: \$8,000	Materials Fee: \$500	Application Fee: \$250	Total Cost: \$8,750
Diploma of Accounting	 50 weeks	CRICOS Code: 099867G	Course Code: FNS50215	Duration: 50 weeks (11 months)	Tuition Fee: \$8,500	Materials Fee: \$500	Application Fee: \$250	Total Cost: \$9,250
Certificate II in Security Operations	 6 weeks	CRICOS Code: 102519J	Course Code: CPP20218	Duration: 6 weeks	Tuition Fee: \$1,400	Materials Fee: \$0	Application Fee: \$250	Total Cost: \$1,650



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

Course Duration: 56 Weeks

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

SIT30816 Certificate III in Commercial Cookery

Course Description

This qualification, as described in the Hospitality and Tourism Training Package focuses on the skills and knowledge to work as a commercial cook in organisations such as Restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: 859 High Street, Thornbury, VIC 3071 (location is subject to change at the time of enrolment)

Duration: 56 weeks including holidays

Tuition weeks: 48 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 3

Work based Training / Workplacement: Australian College of Trade offers students simulated work-based training in one of our fully equipped commercial kitchens

Possible Pathways for further study:

SIT40516 Certificate IV in Commercial Cookery

SIT40616 Certificate IV in Catering Operations

SIT40716 Certificate IV in Patisserie

Possible Occupational Outcomes: Cook/Chef

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

All equipment & resources are at student's expense

Core units

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

Electives

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



NATIONAL CODE: SIT40516 **CRICOS CODE:** 095096A
Course Duration: 78 Weeks
FEES- Tuition: \$14,250 **Materials:** \$1,250 **Application:** \$250

SIT40516 Certificate IV in Commercial Cookery

Course Description

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

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: 859 High Street, Thornbury, VIC 3071 (location is subject to change at the time of enrolment)

Duration: 78 weeks including holidays

Tuition weeks: 66 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 3

Work based Training / Workplacement: Australian College of Trade offers students simulated work-based training in one of our fully equipped commercial kitchens

Possible Pathways for further study:

SIT50416 Diploma of Hospitality Management

Possible Occupational Outcomes: Cook/Chef, Chef de Partie

*Tuition fees and other course related fees are not subject to change once a student has enrolled.

All equipment & resources are at student's expense

Core units

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

Elective Units

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

SIT50416 Diploma of Hospitality Management

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

Course Duration: 78 Weeks

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

Course Description

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

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: 859 High Street, Thornbury, VIC 3071 (location is subject to change at the time of enrolment)

Duration: 78 weeks including holidays

Tuition weeks: 66 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 4

Work based Training / Workplacement: Australian College of Trade offers students simulated work-based training in one of our fully equipped commercial kitchens

Possible Pathways for further study:

SIT60316 Advanced Diploma of Hospitality Management

Possible Occupational Outcomes:

- Banquet or Function Manager
- Chef de cuisine
- Kitchen manager
- Restaurant manager
- Sous chef
- Unit manager (catering operations)
- Bar manager
- Café manager

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

All equipment & resources are at student's expense

Core units

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

Elective units (Commercial Cookery outcome)

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

Elective units (Front of House outcome)

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

SIT60316 Advanced Diploma of Hospitality Management

NATIONAL CODE: SIT60316 **CRICOS CODE:** 092747F

Course Duration: 108 Weeks

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

Course Description

This qualification, as described in the Hospitality and Tourism Training Package Reflects the role of highly skilled senior managers who use a broad range of hospitality skills and substantial knowledge of industry to coordinate hospitality operations in a variety of commercial cookery and kitchen operations business applications. The skills and knowledge that will be provided to students will help them to operate with significant autonomy and enable them to make strategic business management decisions.

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: 859 High Street, Thornbury, VIC 3071. Level 9, 190 Queen Street, Melbourne VIC 3000 (location is subject to change at the time of enrolment)

Duration: 108 weeks including holidays

Tuition weeks: 94 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 4

Work based Training / Workplacement: Australian College of Trade offers students simulated work-based training in one of our fully equipped commercial kitchens

Possible Pathways for further study:

After achieving SIT60316 individuals could progress to higher education qualifications in management

Possible Occupational Outcomes:

- Area manager or operations manager
- Cafe owner or manager
- Executive chef
- Executive sous chef
- Head chef
- Club secretary or manager
- Food and beverage manager
- Motel owner or manager

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

All equipment & resources are at student's expense

Core units

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

Elective units (Commercial Cookery outcome)

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

Elective units (Front of House outcome)

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



NATIONAL CODE: SIT30616 **CRICOS CODE:** 091445F
Course Duration: 23 Weeks
FEES- Tuition: \$4,500 **Materials:** \$250 **Application:** \$250

SIT30616 Certificate III in Hospitality

Course Description

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

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: 859 High Street, Thornbury, VIC 3071 (location is subject to change at the time of enrolment)

Duration: 23 weeks including holidays

Tuition weeks: 21 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 3

Work based Training / Workplacement: Australian College of Trade offers students simulated work-based training in one of our fully equipped commercial kitchens

Possible Pathways for further study:

SIT40416 Certificate IV in Hospitality or Certificate IV qualifications in any other service industry fields

Possible Occupational Outcomes:

- Food & beverage attendant
- Function attendant
- Function host
- Restaurant host
- Senior bar attendant
- waiter

**Tuition fees and other course related fees are not subject to change once a student has enrolled.
 All equipment & resources are at student's expense*

Core units

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

Elective units

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



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

Course Duration: 52 Weeks

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

SIT40416 Certificate IV in Hospitality

Course Description

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

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: 859 High Street, Thornbury, VIC 3071 (location is subject to change at the time of enrolment)

Duration: 52 weeks including holidays

Tuition weeks: 44 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 3

Work based Training / Workplacement: Australian College of Trade offers students simulated work-based training in one of our fully equipped commercial kitchens

Possible Pathways for further study:

SIT50416 Diploma of hospitality Management
Diploma qualifications in any other service industry fields

Possible Occupational Outcomes:

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

All equipment & resources are at student's expense

Core units

BSBDIV501	Manage diversity in the workplace
SITHIND004	Work effectively in hospitality service
SITXCCS007	Enhance customer service experiences
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXMGTO01	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices

Elective units

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



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

Course Duration: 50 Weeks

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

BSB42015 Certificate IV in Leadership & Management

Course Description

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

As well as assuming responsibility for their own performance, individuals at this level

Provide leadership guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: Level 9, 190 Queen Street, Melbourne VIC 3000
(location is subject to change at the time of enrolment)

Duration: 50 weeks including holidays

Tuition weeks: 44 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 3

Work based Training / Workplacement: NIL

Possible Pathways for further study:

Diploma courses in the Business Services training package

Possible Occupational Outcomes:

- Coordinator
- Leading hand
- Supervisor
- Team leader

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

All equipment & resources are at student's expense

Core units

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

Elective units

BSBFIA412	Report on financial activity
BSBMKG413	Promote products and services
BSBMGT401	Show leadership in the workplace
BSBWOR404	Develop work priorities
BSBMGT403	Implement continuous improvement
BSBCUS402	Address customer needs
BSBWS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
SITEEVT005	Plan in house events or functions



NATIONAL CODE: BSB51918 **CRICOS CODE:** 098770C
Course Duration: 56 Weeks
FEES- Tuition: \$9,600 **Materials:** \$500 **Application:** \$250

BSB51918 Diploma in Leadership & Management

Course Description

This qualification, as described in Business Services Training Package focuses on the skills and knowledge required for an individual in their role applying practical skills and experience in leadership and management across a range of enterprise and industry contexts.

In addition, individuals at this level display initiative and judgment in planning, Organising, implementing and monitoring their own workload and the workload of Others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: Level 9, 190 Queen Street, Melbourne VIC 3000
 (location is subject to change at the time of enrolment)

Duration: 56 weeks including holidays

Tuition weeks: 48 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 4

Work based Training / Workplacement: NIL

Possible Pathways for further study:

Advanced Diploma courses in the Business Services training package

Possible Occupational Outcomes:

- Manager

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

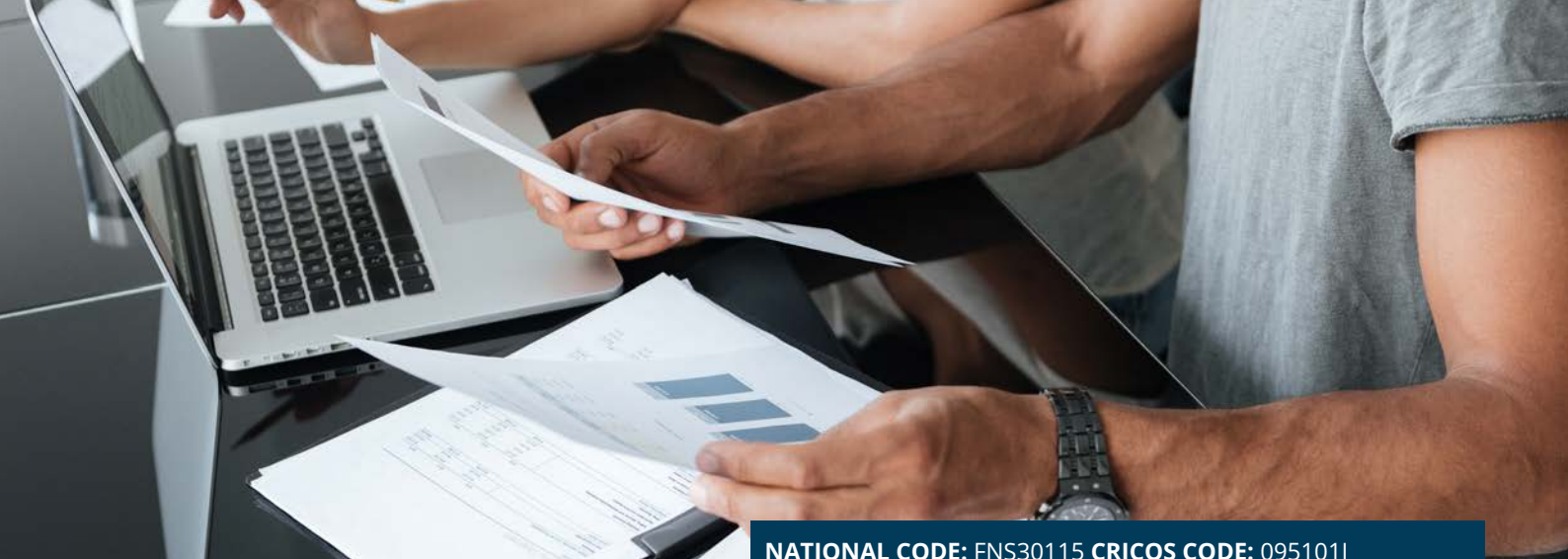
All equipment & resources are at student's expense

Core units

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

Elective units

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



NATIONAL CODE: FNS30115 **CRICOS CODE:** 095101J
Course Duration: 50 Weeks
FEES- Tuition: \$8,500 **Materials:** \$500 **Application:** \$250

FNS30115 Certificate III in Financial Services

Course Description

This qualification, as described in the Financial Services Training Package is designed to reflect the job role of entry level employees working across the entire financial services industry who perform duties relating to administrative, clerical and customer service roles in banking, credit management, insurance and financial services. Individuals at this level apply knowledge and skills to demonstrate autonomy and judgment and to take limited responsibility in known situations under general supervision.

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: Level 9, 190 Queen Street, Melbourne VIC 3000
 (location is subject to change at the time of enrolment)

Duration: 50 weeks including holidays

Tuition weeks: 44 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 3

Work based Training / Workplacement: NIL

Possible Pathways for further study:
 FNS40217 Certificate IV in Accounting & Bookkeeping

Possible Occupational Outcomes:

- Accounts administrator
- Clerical and customer service roles
- Banking
- Credit Management
- Insurance and Retail Financial Services

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

All equipment & resources are at student's expense

Core units

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

Elective units

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



FNS40217 Certificate IV in Accounting and Bookkeeping

NATIONAL CODE: FNS40217 **CRICOS CODE:** 099868G
Course Duration: 48 Weeks
FEES- Tuition: \$8,000 **Materials:** \$500 **Application:** \$250

Course Description

This qualification reflects the job roles of workers in the accounting industry, including BAS agents and contracted bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgment in completing routine and non-routine activities.

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: Level 9, 190 Queen Street, Melbourne VIC 3000 (location is subject to change at the time of enrolment)

Duration: 48 weeks including holidays

Tuition weeks: 42 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 3

Work based Training / Workplacement: NIL

Possible Pathways for further study:

FNS50217 Diploma of Accounting

Possible Occupational Outcomes:

- Tax practitioner/ BAS Agent

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

All equipment & resources are at student's expense

Core units

FNSACC408	Work effectively in the accounting and bookkeeping industry
BSBSMB412	Introduce cloud computing into business operations
FNSACC416	Set up and operate a computerised accounting system
BSBFIA401	Prepare financial reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC311	Process financial transactions and extract interim reports
FNSTPB402	Establish and maintain payroll systems
FNSTPB401	Complete business activity and instalment activity statements

Elective units

BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC313	Perform Financial Calculations
FNSACC412	Prepare operational budgets



NATIONAL CODE: FNS50217 **CRICOS CODE:** 099867G

Course Duration: 50 Weeks

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

FNS50217 Diploma of Accounting

Course Description

This qualification reflects professional accounting job roles in financial services and Other industries. Individuals in these roles apply solutions to a range of often complex problems and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and guidance to others within defined guidelines.

No Licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location: Level 9, 190 Queen Street, Melbourne VIC 3000
(location is subject to change at the time of enrolment)

Duration: 50 weeks including holidays

Tuition weeks: 44 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- Completion of year 11 or equivalent (subject to the assessment and approval of Australian College of Trade Admission team)
- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 4

Work based Training / Workplacement: NIL

Possible Pathways for further study:

FNS60217 Advanced Diploma of Accounting

Possible Occupational Outcomes:

- Accountant

**Tuition fees and other course related fees are not subject to change once a student has enrolled.*

All equipment & resources are at student's expense

Core units

- | | |
|-----------|--|
| FNSACC512 | Prepare tax documentation for individuals |
| FNSACC513 | Manage budgets and forecasts |
| FNSACC514 | Prepare financial reports for corporate entities |
| FNSACC516 | Implement and maintain internal control procedures |
| FNSACC517 | Provide Management Accounting Information |
| FNSACC511 | Provide financial and business performance information |

Elective

- | | |
|-----------|--|
| BSBFIA401 | Prepare financial reports |
| FNSACC311 | Process financial transactions and extract interim reports |
| BSBLDR402 | Lead effective workplace relationships |
| BSBWOR502 | Lead and Manage Team Effectiveness |
| BSBITU402 | Develop and use complex spreadsheets |



CPP20218 Certificate II in Security Operations

CRICOS CODE: 095095B
Course Duration: 6 Weeks
FEES- Tuition: \$1,400 **Application:** \$250
Security Business License Number: 932-183-005

Course Description

This qualification, as described in the CPP Property Service Training Package, equips individuals with the entry level occupational licensing requirements for the security Industry in Victoria.

Australian College of Trade delivers this training for licensing purposes as a holder of Private Security Business License for the license activity of Private Security Trainer.

This is a licensed occupation. In Victoria, regulatory requirements are set by the Victoria Police Licensing and Regulation Division.

Location: 859 High Street, Thornbury, VIC 3071. Level 9, 190 Queen Street, Melbourne VIC 3000 (location is subject to change at the time of enrolment)

Duration: 6 weeks including holidays

Tuition weeks: 6 weeks

Delivery and Assessment mode: Face to face, combination of theory, practical and/or project assessments

Entry Requirements

- English requirements IELTS 5.5 or equivalent or TOEFL PB 506, IBT 62, PTE Academic 46, CAE & CPE (from 2015) 152
- Applicants must be 18 years of age and above
- Successful completion of the Pre-Training Review (PTR)
- LLN Level 3

Work based Training / Workplacement: NIL

Possible Pathways for further study:

CPP30418 Certificate III in Security Operations

Possible Occupational Outcomes:

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

**Tuition fees and other course related fees are not subject to change once a student has enrolled.
 All equipment & resources are at student's expense*

Core units	
CPPSEC2101	Apply effective communication skills to maintain security
CPPSEC2102	Apply legal and procedural requirements to work effectively within a security team
CPPSEC2103	Apply WHS, emergency response and evacuation procedures to maintain security
CPPSEC2104	Apply risk assessment to select and carry out response to security risk situations
CPPSEC2105	Provide quality services to a range of security clients
CPPSEC2106	Protect self and others using basic defensive techniques
CPPSEC2107	Patrol premises to monitor property and maintain security
CPPSEC2108	Screen people, personal effects and items to maintain security
CPPSEC2109	Monitor and control access and exit of persons and vehicles from premises
CPPSEC2110	Monitor and control individual and crowd behaviour to maintain security
CPPSEC2111	Apply security procedures to manage intoxicated persons
CPPSEC2112	Apply security procedures to remove persons from premises
CPPSEC2113	Escort and protect persons and valuables
HLTAID011	Provide first aid

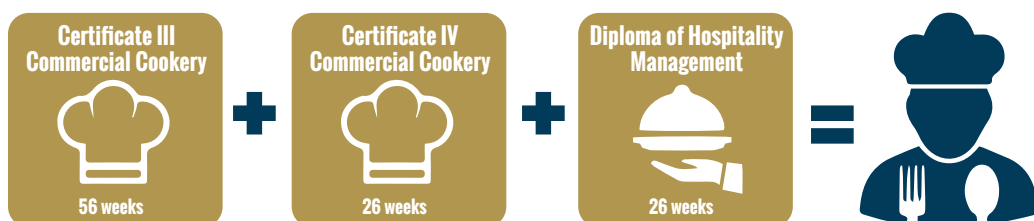


Course pathways

Choose how you will study

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

Become a Chef



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

*Price includes material and application fee

A Message from our Director of Studies

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

Bill Alt

Director of Studies
Australian College of Trade

Become an ACOT Student

Course and Admission Requirements

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

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

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

International Students, please note:

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

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

Credit Transfer and Recognition of prior learning.

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

How to Apply

6 Easy Steps

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

- Step 1**  The application process – You can complete your online application at <https://www.acot.vic.edu.au/application-acceptance-how-to-apply/> or provide a completed printed form to one of our representatives.
 - > Fill out the student application form provide the following documentary evidence to support your application information.
 - > Scanned or printed copy of your passport
 - > Academic Qualifications
 - > Certificate containing your English proficiency
 - > OSHC Overseas Student Health CoverCopies of any previously issued enrolments. Where applicable cancelled ecoe/s and/or release letter/s.

*Please note that you must have an unique student identifier (USI) before an offer letter can be issued. You can create your USI (If you do not yet have one) by visiting www.usi.gov.au
- Step 2**  Letter of offer – Once your documentation has been received; ACOT will issue you with a formal "Letter of Offer" and an International Student Enrolment Acceptance Agreement..
- Step 3**  **Sign and date the International Student Enrolment Acceptance Agreement** – and then return to ACOT.
- Step 4**  **Pay course fees** – You will be asked to pay for 1 semester in advance and send a copy of your receipt to your contact at ACOT.
- Step 5**  **Confirmation of Enrolment** – Australian College of Trade will provide evidence of your enrolment by creating CoE/s (Electronic Confirmation of Enrolment). This evidence is required prior to issuing of a student visa by the Department of Immigration and Border Protection (DIBP).
- Step 6**  **Student Visa Issued** and applicant will commence their studies at Australian College of Trade.



Student Visa Obligations

1. You cannot work more than 40 hours per fortnight when your course is in session (other than work which has been registered as a part of the course). A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.
2. You can work for more than 40 hours per fortnight during recognised college vacation periods offered by your education provider.
3. You must remain enrolled in a registered course (unless you are a Foreign Affairs or Defense sponsored student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training).
Note: A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
4. You must maintain enrolment in a registered course that is the same level as, or at a higher level than, the registered course for which you were granted a visa.
5. You must maintain either or both satisfactory attendance in your course and course progress for each study period as required by your education provider.
6. You must maintain adequate arrangements for health insurance during your stay in Australia. As per college policies students must maintain Overseas Student Health Cover (OSHC).
Note: Under policy, You must maintain Overseas Student Health Cover (OSHC).
7. You must tell your education provider:
 - The address where you live in Australia within seven days of arriving in Australia
 - If you change the address where you live within seven days of the change
 - If you change education provider within seven days of receiving the electronic confirmation of enrolment certificate or evidence of enrolment.

Pre-Departure information



Melbourne

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Support

Student Support Services

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

Consumer protection

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

Your personal information

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

Statements of Attainment

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

Induction and Orientation

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

Academic Honesty

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

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



Refunds of Fees

Refund Policy Condition and Processes

Full Refund

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

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

Partial Fee Refund

The Australian College of Trade Pty Ltd will make a partial refund of tuition fees to students who wish to withdraw provided written notice of withdrawal is received from candidate at least 28 days prior to the initial course commencement.

Maximum partial refund of the first term's fees will be refunded less application fee of A\$250. Where a student has not paid the full course fees at date of withdrawal they will still be liable for 50% of the first term's fees plus the application fee.

No Refund

- No fee refund will be paid where written notice of withdrawal is received from a candidate less than 28 days from course commencement or once the course has commenced.
- In the event that an extension to your student visa is not granted a refund will not be issued. You are advised not to enroll if you believe your student visa may not be granted.
- No refund will be paid to a student that seeks to transfer to another education provider prior to completion of six months' study of the principal course enrolled. Students will not be granted approval for a transfer until all fees for which they are liable have been paid.
- Should a student's enrolment be cancelled because of infringement of the Australian College of Trade Pty Ltd. Disciplinary policy or for a breach of student visa conditions, no refund of current terms fees will be paid.
- Students who have not paid at the time of cancellation will still be liable to pay all outstanding fees.

Refund Requests

Application for a refund of fees in accordance with this refund policy must be made in writing, using the request for refund pro- forma ES0052, (available from reception) stating reasons and relevant details. This must be submitted to the administration and Finance Manager at:

Australian College of Trade Pty Ltd.

859 High Street, Thornbury VIC 3071

Or by email, with attached support documents, to info@acot.vic.edu.au

Approvals

All Refunds must be approved by the Chief Operating Officer.

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

Payment of Refund

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

ACOT Expression of Interest Form

Preferred Qualification/s (refer list below)

- | | | | |
|-----------------------------------|--|-----------------------------------|--|
| <input type="checkbox"/> BSB42015 | Certificate IV in Leadership & Management | <input type="checkbox"/> SIT30616 | Certificate III in Hospitality |
| <input type="checkbox"/> BSB51918 | Diploma of Leadership & Management | <input type="checkbox"/> SIT40416 | Certificate IV in Hospitality |
| <input type="checkbox"/> CPP20212 | Certificate II in Security Operations | <input type="checkbox"/> SIT30816 | Certificate III in Commercial Cookery |
| <input type="checkbox"/> CPP30411 | Certificate III in Security Operations | <input type="checkbox"/> SIT40516 | Certificate IV in Commercial Cookery |
| <input type="checkbox"/> FNS30115 | Certificate III in Financial Services | <input type="checkbox"/> SIT50416 | Diploma of Hospitality Management |
| <input type="checkbox"/> FNS40217 | Certificate IV in Accounting & Bookkeeping | <input type="checkbox"/> SIT60316 | Advanced Diploma of Hospitality Management |
| <input type="checkbox"/> FNS50217 | Diploma of Accounting | | |

Family Name:	<input type="text"/>	First Name:	<input type="text"/>		
Date of Birth:	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Nationality:	<input type="text"/>	Passport Number:	<input type="text"/>		
Country of Birth:	<input type="text"/>	City of Birth:	<input type="text"/>		
Home address:	<input type="text"/>				
Postal address:	<input type="text"/>				
Telephone:	<input type="text"/>	Email:	<input type="text"/>		

Please send this completed Expression of Interest form to Australian College of Trade by either scanning and emailing to: **admission@acot.vic.edu.au** or via post to **859 High Street, Thornbury, VIC, 3071**

Your application will be reviewed and if approved, you will be sent a confirmation email with further details for enrolling in your chosen qualification.





ACOT

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