



MENZIES
INSTITUTE OF TECHNOLOGY



2018-2019 COURSE GUIDE

For International Students



DENTAL
HEALTH



NURSING



AGED
CARE



AUTO
MOTIVE



BUSINESS



 DENTAL HEALTH NURSING AGED CARE AUTOMOTIVE TECHNOLOGY BUSINESS

WELCOME TO MENZIES

A Menzies Institute of Technology graduate will be a highly skilled individual who possesses up-to-date industry knowledge, practical experience and demonstrates a positive and professional attitude.



DENTAL
HEALTH



NURSING



AGED
CARE



AUTOMOTIVE
TECHNOLOGY



BUSINESS

AUTOMOTIVE TECHNOLOGY 

DENTAL HEALTH 

NURSING 

AGED CARE 

LEADERSHIP & MANAGEMENT 



WHY CHOOSE MENZIES

WE ARE MENZIES

Menzies Institute of Technology has a strong educational presence in Victoria with multiple campuses located in the heart of Melbourne. We are committed to helping all students meet their future goals through education and learning.

We are proud to be recognised as a quality provider within the industry. The latter has been achieved by ensuring all students receive the training, support and skills that they deserve for their futures.

We pride ourselves on offering supportive and flexible learning environments with highly dedicated teachers and staff to help you reach your full potential.

In this modern world, it is important to have a competitive edge to distinguish our students above the rest. Our qualified teachers will not only provide them with quality education but with practical and life experiences that will stay with them for life.

Menzies continues to provide excellence in teaching and learning, supported by the investment in high quality curriculums and learning resources.

Our students come from different cultural and ethnic backgrounds creating a unique atmosphere for our students to socialise and experience.

Our approachable staff members are happy to share

experiences with you and to provide stepping stones for your future ahead.

As many of our graduates can testify, a good future begins with good education. If you are looking for an exciting new career and future, partnering with Menzies Institute of Technology will provide you with the knowledge and skills to get you there.

On behalf of all the staff and students at Menzies Institute of Technology, I look forward to extending a warm welcome to you.



Dr. Steve U. C.

Founder and Principal Executive Officer

WHY CHOOSE MENZIES

Menzies Institute of Technology is located in the heart of Melbourne, the capital city of Victoria, Australia.

Menzies Institute of Technology is an accredited training organisation that is reputed for its strong focus on education. We aim to uphold this reputation by offering quality training and assessment through a team of highly qualified and experienced teachers, and continuously building on our already extensive training facilities and resources. Menzies Institute of Technology strives to educate students and ensure that they are fully equipped to make positive contributions in their chosen industry and communities.

Dedicated Teachers

- Highly experienced trainers with specialist qualifications
- Passionate trainers who possess sound pedagogical methods

Classroom Personalisation

- Lessons to suite a diverse range of goals and learning styles
- Small class sizes to accommodate students learning needs

Work Placement Programs

- Work placement for high performing students
- Contextualise skills learnt in the classroom

Modern Facilities

- Well equipped workshops and laboratories
- Latest technology, equipment and facilities
- Free Wireless Internet for all students on campus

Accreditation and Association

Menzies Institute of Technology deliver nationally accredited vocational qualifications and competencies and is registered and accredited through the following bodies:

- Australian Skills Quality Authority (ASQA)
- The Australian Council for Private Education and Training (ACPET)

All courses offered at Menzies Institute of Technology are accredited and taught based on National Training Packages

Education Services for Overseas Students (ESOS) Framework

The Australian Government wants overseas students in Australia to have safe, enjoyable and rewarding place to study. Australia's laws promotes equality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.

For detailed information about the ESOS Framework, please visit <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Flexible Timetables

- Customise studies to best suite your needs
- Weekend and Weekday classes available

Job Skills Search Club

- Free service to students to proofread resumes
- Provides helpful skills in preparing for interviews

Internships

- Internship programs in a select number of fields for current students
- No fees applied for the service

Menzies Facilities



- Main Office

355 Spencer Street, Melbourne, VIC

- Spencer Campus

Level 4, 355 Spencer Street, Melbourne VIC 3003



AGED CARE



AGED CARE



DENTAL HEALTH



DENTAL HEALTH

• **Batman Campus**

396 Spencer Street, Melbourne, VIC 3003

• **Adderley Campus**

113 Adderley Street, Melbourne VIC 3003

STUDY IN MELBOURNE



Students who choose to study at Menzies Institute of Technology will have the pleasure of learning in a safe, friendly and relaxing environment in and around the bustling city of Melbourne; where public transport, shopping, entertainment, cafes and restaurants are within easy walking distance. Some of the famous Melbourne landmarks are a short walk or tram ride away from our campuses including the Queen Victoria Market, Federation Square, and the Yarra River. There are also a host of museums and galleries as well as the annual calendar of festivals which Melbourne is famous for.

· Life in Melbourne

Victoria's stylish capital, Melbourne, has often been called "the world's most liveable city".

With a warm climate in summer and mild winters, Melbournians can participate in outdoor activities all year round. With affordable accommodation, a very friendly, multi-cultural population, caring social services, excellent restaurants, breathtaking scenery, Melbourne is truly an amazing place to live, study and work. There are also many prestigious world events that occur throughout the year. Events such as:

- Australian Open Tennis
- Formula One Australian Grand Prix
- Melbourne International Arts Festival
- Melbourne Food & Wine Expo

You can feel the excitement of these events when you are in Melbourne. All these and numerous local festivals, sporting and cultural events are accessible to everyone.

· Airport Pickup Service

Arriving at a new country can be a daunting experience for the first time. Menzies is happy to arrange an airport meeting service and take you to your accommodation in Melbourne. Please indicate on the Application Form if you wish to utilise this service. Note that there will be an Airport Pickup Service fee that will apply.

· Living Costs in Melbourne

International students need to meet their living expenses while studying in Australia. The Department of Home Affairs has financial requirements you must meet in order to receive a student visa for Australia. From 1st February 2018 the 12 month living cost is:

- Student/guardian – AUD 20,290
- Partner/spouse – AUD 7,100
- Child – AUD 3,040.

Following are some of the individual per week living expenses.

- Groceries and eating out - \$80 to \$280 per week
- Gas, electricity - \$35 to \$140 per week
- Phone and Internet - \$20 to \$55 per week
- Public transport - \$15 to \$55 per week
- Car (after purchase) - \$150 to \$260 per week
- Entertainment - \$80 to \$150 per week



· Accommodation

If a student requires assistance in finding accommodation during his/her studies, the Institute will provide necessary information and direction depending on the situation of the student. The student will be provided with information such as:

- Comparisons of costs among different types of accommodation
- Advice on which type of accommodation will be suitable for the student
- Contact details for home stay agencies or networks
- Contact details for real estate agents
- Contact details of relevant websites, newspapers, noticeboards

Following are some of the accommodation options and costs:

- **Shared Rental** - \$165 to \$440 per week
Highly popular among international students where students share between fellow students. You may need to provide your own furniture and will require to pay a security bond equal to one month's rent. Usually the cost per week is between \$85 to \$215.

- **Homestay** - \$235 to \$325 per week
Student will live with a local family or resident. This option is a great way for students to learn and experience the Australian lifestyle. Students will be provided with guidance on settling in to their new community and introduced to the Australian culture. They will also be provided with information on how to use public transport internet banking and personal safety tips. Students will also be provided with clean furnished private single room and meals. Usually the cost per week is between \$235 to \$325.

- **Rental** - \$165 to \$440 per week
You may rent a house, an apartment or a unit as accommodation. You may need to provide your own furniture and will require to pay a security bond equal to one month's rent. Usually the cost per week is between \$165 to \$440.

▪ **Hostels and Guesthouses**

Hostel's are usually run by organisations such as Youth Hostels Australia (YHA) and Young Men's Christian Association (YMCA) where students share kitchen and bathroom facilities. Usually the cost per week is between \$90 to \$150.

· Bringing school age children

It is compulsory for school age children to be attending schools in Australia. Children that are 5 years old or over, up until age of 17, are defined as school age children. If you have school age children on a dependent visa for more than 3 months, you **MUST** ensure that they are enrolled in school at all times. You should arrange for your school age children's enrolment before bringing them into Australia.

Tuition fees are the same for all Victorian government schools. There are discounts for students who have a parent studying at a Victorian tertiary institute. You should be responsible for your children's school fees and other expenses such as text books, stationery, uniforms and excursions. If you want to enrol your children to non-government schools, you can visit Independent Schools Victoria for school listing.





Career Prospects

- Dental Assistant
- Dental Radiographer
- Dental Technician

MENZIES
INSTITUTE OF TECHNOLOGY

The Dental Health course offered at Menzies Institute of Technology features the latest technology, equipment and teaching methods for students to become qualified dental assistants, dental radiographers and dental technicians.

There is a high demand for dental assistants, dental radiographers and dental technicians in Victoria and Australia. The Victorian Oral Health Services Labour Force Planning Report shows that, even with high recruitment, demand for services will continue to outpace capacity to supply. Dental Assistants provide chair-side assistance in both private dental practices or in public dental clinics. They assist other dental workers such as dental practitioners, therapists and hygienists in receiving patients, preparing them for dental examinations, and providing care and treatment for the teeth, mouth and gums.

Dental Radiographers take intra-oral and extra-oral x-ray images for patients under instruction from the dentist. Upon completion of the course at Menzies Institute of Technology, graduates will be able to apply for a dental radiographer licence, which can be applied for through the appropriate Government agency in Australia.

Dental technicians construct and repair dentures (false teeth) and other dental appliances including crowns and bridges. Dental technicians work closely with dental prosthetists and dentists in the construction, modification and repair of dentures and other dental appliances.

“Training is undertaken in purpose built, state-of-the-art facilities, designed to simulate the workplace environment. Menzies trainers are all qualified dental technicians and dental assistants who are always willing to go the extra mile to help their students.”



DENTAL HEALTH

HLT35015 Certificate III in Dental Assisting

HLT45015 Certificate IV in Dental Assisting (Dental Radiography)

HLT55115 Diploma of Dental Technology



MENZIES
School of Dental Health



DENTAL HEALTH

HLT35015 Certificate III in Dental Assisting 

DENTAL HEALTH

HLT35015 Certificate III in Dental Assisting

Qualification Status: **Current** CRICOS Code: **093114J**

The HLT35015 Certificate III in Dental Assisting is a nationally recognised qualification. You will be trained to comply with infection control; assist with oral health care procedures and oral hygiene; process reusable equipment; and participate in work health and safety processes. To achieve this qualification, the candidate must have completed at least 250 hours of work as detailed in the Assessment Requirements of the units of competency.

- **Career Opportunities**

- Dental Assistant

- **ANZSCO Occupation Code**

Dental Assistant (423211)

- **Further Study Opportunities**

HLT45015 Certificate IV in
Dental Assisting (Dental
Radiography)

- **Course Structure**

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours

- **Entry Requirements**

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- Have physical attributes suitable for placement in the dental industry that encompasses manual handling of equipment and clients (i.e. to assist a patient in transferring themselves to and from a dental chair)
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

Onshore International Students

- Meet the LLN Assessment at Level 3
- Provide proof of up to date Immunisation.
- Provide a satisfactory National Police Clearance / Australian Federal Police Clearance Certificate (AFP) / NCC.
- Provide a Working with Children Check.

Offshore International Students

- Meet the LLN Assessment at Level 3
- The health, police clearance and other character checks of the prospective learner will be conducted by the Department of Home Affairs.
- Once the student is granted the visa and has commenced the training product, the student will be required to provide immunisation, Police Check and Working with Children checks prior to commencing the work placement.



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 52 weeks for delivery and assessment this includes a total of 5 weeks of holiday breaks. The total amount of training provided is 1200 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	800
Work place training (work placement)	252
Private study and research	148

Learner's with more than 12 months work experience

Total program duration is 36 weeks for delivery and assessment this includes a total of 4 weeks of holiday breaks. The total amount of training provided is 880 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	500
Work place training (work placement)	252
Private study and research	128

• Learner Obligations

The learner is required to provide:

- proof of up to date Immunisation
- satisfactory National Police Clearance / Australian Federal Police Clearance Certificate (AFP) / NCC.
- Working with Children Check
- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. uniform), presentation and footwear for practical sessions and work placement as outlined below:
 - Uniform must be worn in clinical area which must be ironed and look tidy. Tie up hair if the length is beyond your shoulder
 - Wear dark coloured shoes (no runners, ugg boots or sandals) and dental clinic appropriate clothes (no jeans or denim).
 - Hair is neatly presented and is off your face and above your collar.
 - Remove all rings and wrist jewellery including watches during practical sessions and during placements. The only jewellery permitted is ear studs/nose studs
 - Fingernails must be short and filed. No fingernail extensions ('acrylics') are allowed and no nail polish allowed.

• Course Fees

Fees for learner's with less than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1500	\$9500	\$11150	1st: \$5650 2nd: \$5500 Payment every 4 months
OPTION 2			\$9900	\$11550	1st: \$3850 2 payments: \$3850 Payment every 2 months

Fees for learner's with more than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1500	\$6100	\$7750	1st: \$3875 2nd: \$3875 Payment every 4 months
OPTION 2			\$6350	\$8000	1st: \$3000 2 payments: \$2500 Payment every 2 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment
- Work placement in a commercial workplace

• Location(s) of Delivery

Melbourne, Victoria.

Spencer Campus - 355 Spencer Street, West Melbourne.

This course will only be delivered and assessed in Victoria and not offered for interstate students.

• Third Party Training and Assessment

The Institute uses the following Third Party and Work Placement Providers as part of training and assessment:

- St John Ambulance Australia (VIC) Inc (Ph: 1300 360 455, www.stjohnvic.com.au)
- Magical Smiles (Ph: 03 8358 2565, www.magicalsmiles.com.au)
- My Dental Group (Ph: 03 9386 7981, www.mydentalgroup.com.au)
- Sunshine Family Dental Clinic (Ph: 03 9312 0263, www.sunshinefamilydental.com.au)
- SOHO Dental (Ph: 8380 0208, www.sohodental.com.au)
- City Smiles (Ph: 9654 6979, www.citysmiles.com.au)
- United Smiles (Ph: 8682 8658, www.unitedsmiles.com.au)
- Yateeth Dental (Ph: 9939 4859, www.yateethdental.com.au)
- Eltham Dental Clinic (Ph: 9424 1831, www.althamdentalclinic.com.au)
- Smile Hawthorn (Ph: 9939 8006, www.smilehawthorn.com.au)
- Saisch Dental Care (Ph: 9629 7970, saischdental.com.au)

DENTAL HEALTH

HLT45015 Certificate IV in Dental Assisting (Dental Radiography)



DENTAL HEALTH

HLT45015 Certificate IV in Dental Assisting (Dental Radiography)



Qualification Status: **Current** CRICOS Code: **093116G**

The HLT45015 Certificate IV in Dental Assisting (Radiography) is a nationally recognised qualification suitable for dental assistants who wish to take intra-oral and extra-oral radiographs for patients. Upon completion of course, dental assistant can apply to the appropriate statutory authority for a radiography license. To achieve this qualification, the candidate must have completed at least 250 hours of work as detailed in the Assessment Requirements of the units of competency. Jurisdictional legislative radiation licensing requirements apply to candidates as the training product contains the electives for Radiography specialisation.

• Career Opportunities

- Dental Radiographer

• ANZSCO Occupation Code

Dental Assistant (423211)

• Further Study Opportunities

HLT55115 Diploma of Dental Technology

• Course Structure

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours

• Entry Requirements

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- Completion of HLT35015 Certificate III in Dental Assisting
- Have physical attributes suitable for placement in the dental industry that encompasses manual handling of equipment and clients (i.e. to assist a patient in transferring themselves to and from a dental chair)
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

- Meet the LLN Assessment at Level 3

Please note that completion of HLT35015 Certificate III in Dental Assisting is required for entry where the work placement requirement has been completed for the unit HLTDEN001 Prepare for and assist with oral health care procedures.



• Course Duration

Learner's with completion of HLT35015 Certificate III in Dental Assisting

Total program duration is 26 weeks for delivery and assessment this includes a total of 6 weeks of holiday breaks. The total amount of training provided is 600 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	400
Work place training (work placement)	N/A
Private study and research	200

Note: Work placement has been completed in HLT35015 Certificate III in Dental Assisting. Please note one of entry requirements for prior completion of HLT35015 Certificate III in Dental Assisting.

• Learner Obligations

The learner is required to provide:

- Textbook: Dental Radiography: Principles and Techniques, 5th edition, Iannucci & Howerton
- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. uniform), presentation and footwear for practical sessions as outlined below:
 - Uniform must be worn in clinical area which must be ironed and look tidy. Tie up hair if the length is beyond your shoulder
 - Wear dark coloured shoes (no runners, ugg boots or sandals) and dental clinic appropriate clothes (no jeans or denim).
 - Hair is neatly presented and is off your face and above your collar.
 - Remove all rings and wrist jewellery including watches during practical sessions. The only jewellery permitted is ear studs/nose studs
 - Fingernails must be short and filed. No fingernail extensions (acrylics) are allowed and no nail polish allowed.

• Course Fees

	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1000	\$8000	\$9,150	1st: \$9,150
OPTION 2			\$8400	\$9,550	1st: \$5,350 2nd Payment : \$4,200 Payment every 3 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment

• Location(s) of Delivery

Melbourne, Victoria.

Spencer Campus - 355 Spencer Street, West Melbourne.

This course will only be delivered and assessed in Victoria and not offered for interstate students.



MENZIES
School of Dental Health

DENTAL HEALTH

HLT55115 Diploma of Dental Technology



DENTAL HEALTH

HLT55115 Diploma of Dental Technology



Qualification Status: **Superseded** CRICOS Code: **093118E**

The HLT55115 Diploma of Dental Technology is a nationally recognised course. You will be trained in the use of computer-aided design (CAD) and learn about computer-aided manufacturing (CAM) processes. You will learn to design, manufacture, modify and repair prostheses and appliances, such as dentures, mouth-guards, bridges and crowns. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

- **Career Opportunities**

Dental Technician

- **ANZSCO Occupation Code**

Dental Technician (411213)

- **Further Study Opportunities**

HLT65015 Advanced Diploma of Dental Prosthetics

- **Course Structure**

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours

- **Entry Requirements**

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- Have physical attributes suitable for placement in the dental industry that encompasses manual handling of dental equipment and materials (i.e. to lifting bags of dental plaster within safe working practices)
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

- Meet the LLN Assessment at Level 4



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 95 weeks for delivery and assessment this includes a total of 22 weeks of holiday breaks. The total amount of training provided is 2200 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	1460
Work place training (work placement)	N/A
Private study and research	740

Learner's with more than 12 months work experience

Total program duration is 61 weeks for delivery and assessment this includes a total of 14 weeks of holiday breaks. The total amount of training provided is 1340 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	940
Work place training (work placement)	N/A
Private study and research	400

• Learner Obligations

The learner is required to provide:

- Textbook #1: Basics of Dental Technology, 2nd Edition, Johnson- proof of up to date Immunisation
- Textbook #2: Anatomy of Orofacial Structures, 8th Edition, Brand
- Textbook # 3: Introductions to Dental Materials, 4th Edition, van Noort
- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. uniform), presentation and footwear for practical sessions as outlined below:
 - Uniform must be worn in clinical area which must be ironed and look tidy. Tie up hair if the length is beyond your shoulder
 - Wear dark coloured shoes (no runners, ugg boots or sandals) and dental laboratory appropriate clothes (no jeans or denim).
 - Hair is neatly presented and is off your face and above your collar.
 - Remove all rings and wrist jewellery including watches during practical sessions. The only jewellery permitted is ear studs/nose studs.
 - Fingernails must be short and filed. No fingernail extensions ('acrylics') are allowed and no nail polish allowed.

• Course Fees

Fees for learner's with less than 12 months work experience

	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$2400	\$32000	\$34550	1st: \$8750 3 payments: \$8600 Payment every 6 months
OPTION 2			\$34000	\$36550	1st: \$5050 7 payments: \$4500 Payment every 3 months

Fees for learner's with more than 12 months work experience

	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$2400	\$19600	\$22150	1st: \$5650 3 payments: \$5500 Payment every 6 months
OPTION 2			\$20950	\$23500	1st: \$4250 7 payments: \$2750 Payment every 3 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment

• Location(s) of Delivery

Melbourne, Victoria.
Spencer Campus - 355 Spencer Street,
West Melbourne.

This course will only be delivered and assessed in Victoria and not offered for interstate students.



Career Prospects -Enrolled Nurse

The Diploma of Nursing qualification encompasses the application of knowledge and skills required for registration as an Enrolled Nurse. The combination of core and elective units meets the Nursing and Midwifery Board of Australia requirements for registration as an Enrolled Nurse.

The course focuses on developing a sustainable base of enterprise-specific skills and strategies for effective nursing. As a result the training is carried out in a variety of clinical practice settings. Menzies Institute of Technology has a range of facilities and physical resources available including a simulation centre, classrooms, tutorial rooms, small group learning spaces, space for private study, computer laboratories and library.

The course addressed the following fields of nursing – acute and sub-acute nursing, aged care, mental health care, palliative care, rehabilitation nursing, encouraging teamwork, communication and research skills. The course is delivered by a combination of classroom theory, practical laboratory and simulated practice and professional experience placements.

“The learning was very hands-on practical based which helped with the overall understanding. The practical and training facilities are great and set up as a real hospital ward. We get enough hands on practice in a controlled learning environment to ensure we really understand our learning.”



NURSING

HLT54115 Diploma of Nursing



MENZIES
School of Nursing



NURSING

HLT54115 Diploma of Nursing

NURSING

HLT54115 Diploma of Nursing

Qualification Status: **Current**

CRICOS Code: **093117F**

The HLT54115 Diploma of Nursing qualification encompasses the application of knowledge and skills required for registration as an Enrolled Nurse. A graduate from a Diploma of Nursing program approved by the Nursing and Midwifery Board of Australia (NMBA) is able to apply for registration with the NMBA as an enrolled nurse. Further information on registration is available at www.nursingmidwiferyboard.gov.au. Note that the scope of practice for enrolled nurses is determined by state and territory legislative requirements and the policies and procedures of the employing organisation.

• Career Opportunities

Graduates can seek and gain rewarding employment in a diverse range of nursing practices. This includes: acute, sub-acute, aged care, mental health care, palliative care, rehabilitation

• ANZSCO Occupation Code

Enrolled Nurse (411411)

• Further Study Opportunities

Successful completion of the course will enable graduates to pursue further study at University level qualifications

• Course Structure

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours

• Entry Requirements

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
 - Have physical attributes suitable for placement in nursing industry that encompasses manual handling of equipment and clients (i.e. to assist a client in transferring themselves to and from beds)
 - Provide evidence of meeting the NMBA English language registration standard as specified in <http://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx>
- In summary, the evidence required is one of the following:

- 1) The learner will have completed 3.5 years (full time equivalent) of a combination of secondary, vocational and/or tertiary level studies taught and assessed in English in one of recognised countries (Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, United States of America) **OR**
- 2) The learner has successfully completed 6 years of primary and secondary education taught and assessed in English in one of the recognised countries (Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, United States of America), with at least 2 years between year 7 and 12 **OR**
- 3) The learner has achieved a valid English language test score from one of the following:
IELTS (Academic) - Minimum overall score of 7 and a minimum score of 7 in each band.
OET - Minimum score of B in each of the four components (listening, reading, writing and speaking).
PTE Academic - Minimum overall score of 65 and a minimum score
TOEFL iBT - Minimum total score of 94 and the following minimum score in each section of the test: 24 for listening, 24 for reading, 27 for writing, and 23 for speaking.

Additionally, the learner is required to:

- Meet the LLN Assessment at Level 4, Provide proof of up to date Immunisation, Provide a satisfactory National Police Clearance / Australian Federal Police Clearance Certificate (AFP) / NCC, Provide a Working with Children Check.



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 95 weeks for delivery and assessment this includes a total of 14 weeks of holiday breaks. The total amount of training provided is 2388 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	1420
Work place training (work placement)	400
Private study and research	568

Learner's with more than 12 months work experience

Total program duration is 74 weeks for delivery and assessment this includes a total of 4 weeks of holiday breaks. The total amount of training provided is 2080 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	1200
Work place training (work placement)	400
Private study and research	480

• Learner Obligations

The learner is required to provide:

- proof of up to date Immunisation
- satisfactory National Police Clearance / Australian Federal Police Clearance Certificate (AFP) / NCC.
- Working with Children Check
- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. uniform), presentation and footwear for practical sessions and work placement as outlined below:
 - Uniform must be worn in clinical area which must be ironed and look tidy. Tie up hair if the length is beyond your shoulder
 - Wear dark coloured shoes (no runners, ugg boots or sandals) and appropriate clothes (no jeans or denim).
 - Hair is neatly presented and is off your face and above your collar.
 - Remove all rings and wrist jewellery including watches during practical sessions and during placements. The only jewellery permitted is ear studs/nose studs.
 - Fingernails must be short and filed. No fingernail extensions ('acrylics') are allowed and no nail polish allowed.

• Course Fees

Fees for learner's with less than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1800	\$27500	\$29450	1st: \$7550 3 payments : \$7300 Payment every 4 months
OPTION 2			\$29500	\$31450	1st: \$4150 7 payments : \$3900 Payment every 2 months

Fees for learner's with more than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1800	\$20990	\$22940	1st: \$7550 3 payments : \$5130 Payment every 4 months
OPTION 2			\$22550	\$24500	1st: \$3500 7 payments : \$3000 Payment every 2 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment
- Work placement in a commercial workplace

• Location(s) of Delivery

Melbourne, Victoria.

Spencer Campus - 355 Spencer Street, West Melbourne.

Batman Campus – 396-400 Spencer Street, West Melbourne

This course will only be delivered and assessed in Victoria and not offered for interstate students.

• Third Party Training and Assessment

The Institute uses the following Work Placement Providers as part of training and assessment:

- Bairnsdale Regional Health Service (Ph:(03) 5150 3333, www.brhs.com.au)
- Bass Coast Health (Ph:(03) 5671 3333, www.gha2.net.au/bch)
- Central Gippsland Health Service (Ph:(03) 5143 8155, www.gha2.net.au/cghs)
- Cohuna District Hospital (Ph:(03) 5456 5300, www.cdh.vic.gov.au)
- Colac Area Health (Ph:(03) 5232 5100, www.swarh.com.au/cah.aspx)
- Epworth HealthCare (Ph:(03) 9426 8816, www.epworth.org.au)
- Gippsland Southern Health Service (Ph:(03) 5667 5555, www.gshs.com.au)
- Kooweerup Regional Health Service (Ph:(03) 5997 9679, www.kooweeruphospital.net.au)
- Rural Northwest Health (Ph:(03) 5083 2000, www.mh.net.au)
- St John of God - Frankston (Ph:(03) 9788 3333, www.sjog.org.au)



Career Prospects

- Personal Care Assistant
- Aged Care Worker

MENZIES
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Aged Care Workers provide physical care and emotional support to older people who require assistance with daily tasks. These services may be provided in private homes, clinics, hospitals or residential care facilities, depending on the level of care required.

Helping with personal and household activities, Aged Care Workers also monitor their clients for changes in physical and mental health, which may include: increased discomfort, loss of mobility, a decline in hearing or sight, or signs of depression.

The Ageing Support Course at Menzies Institute of Technology has been developed in cooperation with the Menzies Institute Nursing program and provides knowledge and skills needed to provide support and specialised care for ageing individuals in residential, home or community centres. Aged Care is a wonderful career with many options for advancement into other professional health careers such as Nursing. Qualified, skilled and passionate Aged Care professional workers are highly sought after in many residential and community centres.

Certificate III in Individual Support and Certificate IV in Ageing Support are rewarding courses and is the most up to date, nationally recognised qualifications in the Aged Care industry. These full time classroom-based courses provide you with all the skills, practical experience and confidence you need to make an immediate start to a successful career in Aged Care.

“ Menzies Institute of Aged Care blends the optimal mix of best practice academic theory from highly experienced teaching staff with industry work placement experience at a facility that matched my personality and career aspirations. ”



AGED CARE

CHC33015 Certificate III in Individual Support (Ageing, Home and Community)

CHC43015 Certificate IV in Ageing Support



MENZIES
School of Aged Care



AGED CARE

CHC33015 Certificate III in Individual Support (Ageing, Home and Community)



AGED CARE

CHC33015 Certificate III in Individual Support (Ageing, Home and Community) 

Qualification Status: **Current** CRICOS Code: **092642D**

CHC33015 Certificate III in Individual Support course reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing or some other reason. To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

• Career Opportunities

- Personal Care Assistant
- Aged Care Worker

• ANZSCO Occupation Code

Personal Care Assistant (423313)

• Further Study Opportunities

Successful completion of the course will enable graduates to pursue further studies in CHC43015 Certificate IV in Ageing Support and/or HLT54115 Diploma of Nursing.

• Course Structure

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours

• Entry Requirements

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- Have physical attributes suitable for placement in the individual support industry that encompasses manual handling of equipment and clients (i.e. to assist a client in transferring themselves to and from beds)
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

Onshore International Students

- Meet the LLN Assessment at Level 3
- Provide proof of up to date Immunisation.
- Provide a satisfactory National Police Clearance / Australian Federal Police Clearance Certificate (AFP) / NCC. -Provide a Working with Children Check.

Offshore International Students

- Meet the LLN Assessment at Level 3
- The health, police clearance and other character checks of the prospective learner will be conducted by the Department of Home Affairs.
- Once the student is granted the visa and has commenced the training product, the student will be required to provide immunisation, Police Check and Working with Children checks prior to commencing the work placement.



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 52 weeks for delivery and assessment this includes a total of 9 weeks of holiday breaks. The total amount of training provided is 1200 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	800
Work place training (work placement)	120
Private study and research	280

Learner's with more than 12 months work experience

Total program duration is 34 weeks for delivery and assessment this includes a total of 5 weeks of holiday breaks. The total amount of training provided is 840 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	520
Work place training (work placement)	120
Private study and research	200

• Learner Obligations

The learner is required to provide:

- proof of up to date Immunisation
- satisfactory National Police Clearance / Australian Federal Police Clearance Certificate (AFP) / NCC.
- Working with Children Check
- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. uniform), presentation and footwear for practical sessions and work placement as outlined below:
 - Uniform must be worn in clinical area which must be ironed and look tidy. Tie up hair if the length is beyond your shoulder
 - Wear dark coloured shoes (no runners, ugg boots or sandals) and appropriate clothes (no jeans or denim).
 - Hair is neatly presented and is off your face and above your collar.
 - Remove all rings and wrist jewellery including watches during practical sessions and during placements. The only jewellery permitted is ear studs/nose studs.
 - Fingernails must be short and filed. No fingernail extensions ('acrylics') are allowed and no nail polish allowed.

• Course Fees

Fees for learner's with less than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$800	\$6400	\$7350	1st: \$7350
OPTION 2			\$6900	\$7850	1st: \$3950 2nd : \$3900 Payment every 2 months

Fees for learner's with more than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$800		\$3900	\$4850
OPTION 2			\$4200	\$5150	1st: \$2575 2nd : \$2575 Payment every 2 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment
- Work placement in a commercial workplace

• Location(s) of Delivery

Melbourne, Victoria.
 Spencer Campus - 355 Spencer Street, West Melbourne.
 Batman Campus – 396-400 Spencer Street, West Melbourne

This course will only be delivered and assessed in Victoria and not offered for interstate students.

• Third Party Training and Assessment

The Institute uses the following Work Placement Providers as part of training and assessment:

- Aged Care Services Australia Group (Ph: (03) 9649 2900, www.japara.com.au)
- BUPA Aged Care (Ph: 1300 903 673, www.bupaagedcare.com.au)



MENZIES
School of Aged Care



AGED CARE

CHC43015 Certificate IV in Ageing Support 

AGED CARE

CHC43015 Certificate IV in Ageing Support



Qualification Status: **Current**

CRICOS Code: **092647K**

CHC43015 Certificate IV in Ageing Support reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

• Career Opportunities

- Personal Care Assistant
- Aged Care Worker

• ANZSCO Occupation Code

Aged Carer (423111)

• Further Study Opportunities

Successful completion of the course will enable graduates to pursue further studies in HLT54115 Diploma of Nursing

• Course Structure

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours

• Entry Requirements

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- Have physical attributes suitable for placement in the individual support industry that encompasses manual handling of equipment and clients (i.e. to assist a client in transferring themselves to and from beds)
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

Onshore International Students

- Meet the LLN Assessment at Level 3
- Provide proof of up to date Immunisation.
- Provide a satisfactory National Police Clearance / Australian Federal Police Clearance Certificate (AFP) / NCC. -Provide a Working with Children Check.

Offshore International Students

- Meet the LLN Assessment at Level 3
- The health, police clearance and other character checks of the prospective learner will be conducted by the Department of Home Affairs.
- Once the student is granted the visa and has commenced the training product, the student will be required to provide immunisation, Police Check and Working with Children checks prior to commencing the work placement.



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 78 weeks for delivery and assessment this includes a total of 15 weeks of holiday breaks. The total amount of training provided is 1720 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	1200
Work place training (work placement)	120
Private study and research	400

Learner's with more than 12 months work experience

Total program duration is 48 weeks for delivery and assessment this includes a total of 10 weeks of holiday breaks. The total amount of training provided is 1200 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	770
Work place training (work placement)	120
Private study and research	310

• Learner Obligations

The learner is required to provide:

- proof of up to date Immunisation
- satisfactory National Police Clearance / Australian Federal Police Clearance Certificate (AFP) / NCC.
- Working with Children Check
- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. uniform), presentation and footwear for practical sessions and work placement as outlined below:
 - Uniform must be worn in clinical area which must be ironed and look tidy. Tie up hair if the length is beyond your shoulder
 - Wear dark coloured shoes (no runners, ugg boots or sandals) and appropriate clothes (no jeans or denim).
 - Hair is neatly presented and is off your face and above your collar.
 - Remove all rings and wrist jewellery including watches during practical sessions and during placements. The only jewellery permitted is ear studs/nose studs.No other jewellery is to be worn.
 - Fingernails must be short and filed. No fingernail extensions ('acrylics') are allowed and no nail polish allowed.

• Course Fees

Fees for learner's with less than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUITION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1000	\$13500	\$14650	1st: \$7325 2nd : \$7325 Payment every 6 months
OPTION 2			\$14500	\$15650	1st: \$4800 3 payments : \$3600 Payment every 3 months

Fees for learner's with more than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUITION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1000	\$7950	\$9100	1st: \$4550 2nd : \$4550 Payment every 6 months
OPTION 2			\$8500	\$9650	1st: \$3350 3 payments : \$2100 Payment every 3 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment
- Work placement in a commercial workplace

• Location(s) of Delivery

Melbourne, Victoria.

Spencer Campus - 355 Spencer Street, West Melbourne.

Batman Campus – 396-400 Spencer Street, West Melbourne

This course will only be delivered and assessed in Victoria and not offered for interstate students.

• Third Party Training and Assessment

The Institute uses the following Work Placement Providers as part of training and assessment:

- Aged Care Services Australia Group (Ph: (03) 9649 2900, www.japara.com.au)
- BUPA Aged Care (Ph: 1300 903 673, www.bupaagedcare.com.au)



Career Prospects

- Motor Mechanic / Electrician
- Workshop Supervisor
- Workshop Manager

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The Automotive Retail, Service and Repair industry is a diverse, dynamic and continuously growing sector. In Australia, this industry employs more than 270,000 people across more than 60,000 mostly small businesses and has an annual turnover of \$80 billion AUD.

There is a wide range of careers that students can pursue within this industry and there is a constant demand for qualified automotive technicians.

The range of possible occupations in the industry include motor mechanics, spray painters, body repairers, car and parts sales people, production managers and administrators.

The automotive courses offered at Menzies Institute of Technology are focused on the automotive service and repair industry and designed to equip students with the skills and knowledge needed to work in this field.

“ Menzies Institute of Technology Automotive classes provide a good theoretical understanding of motor vehicles which in turn is transferred into an amazing practical experience that provides knowledge and skills that are required in the industry. ”



AUTOMOTIVE TECHNOLOGY

*AUR30616 Certificate III Light Vehicle
Mechanical Technology*

*AUR30316 Certificate III in Automotive
Electrical Technology*

*AUR40616 Certificate IV in Automotive
Electrical Technology*

*AUR40216 Certificate IV in Automotive
Mechanical Diagnosis*

*AUR50116 Diploma of Automotive
Management*



AUTOMOTIVE TECHNOLOGY

AUR30616 Certificate III Light Vehicle Mechanical Technology 

AUTOMOTIVE TECHNOLOGY

AUR30616 Certificate III Light Vehicle Mechanical Technology  Qualification Status: **Current** CRICOS Code: **091613F**

AUR30616 Certificate III in Light Vehicle Mechanical Technology aims to provide knowledge and skills in the field of light vehicle mechanics. You will gain skills in the automotive industry, specifically in the area of mechanics and light engines. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

- **Career Opportunities**

- Automotive Mechanic
- Automotive Parts Sales

- **ANZSCO Occupation Code**

Motor Mechanic (General)(321211)

- **Further Study Opportunities**

Successful completion of the course will enable graduates to pursue further studies in AUR40216 Certificate IV in Automotive Mechanical Diagnosis and/ or AUR50116 Diploma of Automotive Management

- **Entry Requirements**

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
 - Have physical attributes suitable for working in the automotive industry that encompasses manual handling of equipment including lifting and carrying heavy objects within scope of safe working practices (i.e. removing and fitting brake parts)
 - English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.
- Additionally, the learner is required to:
- Meet the LLN Assessment at Level 3

- **Course Structure**

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours.



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 52 weeks for delivery and assessment this includes a total of 12 weeks of holiday breaks. The total amount of training provided is 1200 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	800
Work place training (work placement)	N/A
Private study and research	400

Learner's with more than 12 months work experience

Total program duration is 34 weeks for delivery and assessment this includes a total of 6 weeks of holiday breaks. The total amount of training provided is 840 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	560
Work place training (work placement)	N/A
Private study and research	280

• Learner Obligations

The learner is required to provide:

- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. overalls), presentation and footwear for practical sessions as outlined below:
 - Automotive overalls provided must be worn in workshop area. . Tie up hair if the length is beyond your shoulder
 - Wear the provided automotive steel toe cap boots at all times in the automotive workshop.
 - Remove all rings and wrist jewellery including watches during practical sessions in the workshop. The only jewellery permitted is ear studs/nose studs.

• Course Fees

Fees for learner's with less than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1400	\$13500	\$15050	1st: \$7950 2nd: \$7100 Payment every 6 months
OPTION 2			\$14500	\$16050	1st: \$4950 3 payments : \$3700 Payment every 3 months

Fees for learner's with more than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1400	\$8300	\$9850	1st: \$4925 2nd: \$4925 Payment every 6 months
OPTION 2			\$8950	\$10500	1st: \$3000 3 payments : \$2500 Payment every 3 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment

• Location(s) of Delivery

Melbourne, Victoria.

Adderley Campus – 113 Adderley Street, West Melbourne. .

This course will only be delivered and assessed in Victoria and not offered for interstate students.



AUTOMOTIVE TECHNOLOGY

AUR30316 Certificate III in Automotive Electrical Technology



AUTOMOTIVE TECHNOLOGY

AUR30316 Certificate III in Automotive Electrical Technology



Qualification Status: **Current** CRICOS Code: **091593E**

AUR30316 Certificate III in Automotive Electrical Technology aims to provide the skills and knowledge required to service, diagnose and repair electrical systems and components in modern vehicles. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

- **Career Opportunities**

- Automotive Electrician
- Automotive Parts Sales

- **ANZSCO Occupation Code**

Automotive Electrician (321111)

- **Further Study Opportunities**

Successful completion of the course will enable graduates to pursue further studies in AUR40616 Certificate IV in Automotive Electrical Technology and/ or AUR50116 Diploma of Automotive Management

- **Entry Requirements**

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- Have physical attributes suitable for working in the automotive industry that encompasses manual handling of equipment including lifting and carrying heavy objects within scope of safe working practices (i.e. removing and fitting engine electrical components and parts)
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

- Meet the LLN Assessment at Level 3

- **Course Structure**

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours.



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 52 weeks for delivery and assessment this includes a total of 12 weeks of holiday breaks. The total amount of training provided is 1200 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	800
Work place training (work placement)	N/A
Private study and research	400

Learner's with more than 12 months work experience

Total program duration is 34 weeks for delivery and assessment this includes a total of 6 weeks of holiday breaks. The total amount of training provided is 840 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	560
Work place training (work placement)	N/A
Private study and research	280

• Learner Obligations

The learner is required to provide:

- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. overalls), presentation and footwear for practical sessions as outlined below:
 - Automotive overalls provided must be worn in workshop area. . Tie up hair if the length is beyond your shoulder
 - Wear the provided automotive steel toe cap boots at all times in the automotive workshop.
 - Remove all rings and wrist jewellery including watches during practical sessions in the workshop. The only jewellery permitted is ear studs/nose studs.

• Course Fees

Fees for learner's with less than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1400	\$13500	\$15050	1st: \$7950 2nd: \$7100 Payment every 6 months
OPTION 2			\$14500	\$16050	1st: \$4950 3 payments : \$3700 Payment every 3 months

Fees for learner's with more than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$1400	\$8300	\$9850	1st: \$4925 2nd: \$4925 Payment every 6 months
OPTION 2			\$8950	\$10500	1st: \$3000 3 payments : \$2500 Payment every 3 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment

• Location(s) of Delivery

Melbourne, Victoria.

Adderley Campus – 113 Adderley Street, West Melbourne. .

This course will only be delivered and assessed in Victoria and not offered for interstate students.



AUTOMOTIVE TECHNOLOGY

AUR40616 Certificate IV in Automotive Electrical Technology



AUTOMOTIVE TECHNOLOGY

AUR40616 Certificate IV in Automotive Electrical Technology



Qualification Status: **Current** CRICOS Code: **091676B**

AUR40616 Certificate IV in Automotive Electrical Technology aims to provide the skills and knowledge in servicing, diagnosing and the repair of modern electronic systems in vehicles. A range of advanced electrical diagnostic skills and knowledge will also be covered. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

• Career Opportunities

- Automotive Electrician
- Automotive Parts Sales

• ANZSCO Occupation Code

Automotive Electrician (321111)

• Further Study Opportunities

Successful completion of the course will enable graduates to pursue further studies in AUR50116 Diploma of Automotive Management.

• Pre-requisite Qualification

AUR30316 Certificate III in Automotive Electrical Technology

• Entry Requirements

Those undertaking Certificate IV in Automotive Electrical Technology must have completed AUR30316 Certificate III in Automotive Electrical Technology, or be able to demonstrate equivalent competency. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- Have physical attributes suitable for working in the automotive industry that encompasses manual handling of equipment including lifting and carrying heavy objects within scope of safe working practices (i.e. carrying diagnostic equipment and scan tools/equipment, removing and carrying vehicle electrical systems)
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL BT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

- Meet the LLN Assessment at Level 3

• Course Structure

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours.



• Course Duration

Learner's with completion of AUR30316 Certificate III in Automotive Electrical Technology, or be able to demonstrate equivalent competency

Total program duration is 28 weeks for delivery and assessment this includes a total of 6 weeks of holiday breaks. The total amount of training provided is 600 hours. Following table provides a breakdown of the actual number of hours for training and assessment

Face to face training and assessment	440
Work place training (work placement)	N/A
Private study and research	160

• Learner Obligations

The learner is required to provide:

- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. overalls), presentation and footwear for practical sessions as outlined below:
 - Automotive overalls provided must be worn in workshop area. . Tie up hair if the length is beyond your shoulder
 - Wear the provided automotive steel toe cap boots at all times in the automotive workshop.
 - Remove all rings and wrist jewellery including watches during practical sessions in the workshop. The only jewellery permitted is ear studs/nose studs.

• Course Fees

Fees for learner's with completion of AUR30316 Certificate III in Automotive Electrical Technology, or be able to demonstrate equivalent competency					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$400	\$6950	\$7500	1st: \$7500
OPTION 2			\$7250	\$7800	1st: \$4200 2nd : \$3600

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment

• Location(s) of Delivery

Melbourne, Victoria.

Adderley Campus – 113 Adderley Street, West Melbourne. .

This course will only be delivered and assessed in Victoria and not offered for interstate students.



AUTOMOTIVE TECHNOLOGY

AUR40216 Certificate IV in Automotive Mechanical Diagnosis



AUTOMOTIVE TECHNOLOGY

AUR40216 Certificate IV in Automotive Mechanical Diagnosis



Qualification Status: **Current** CRICOS Code: **091661J**

AUR40216 Certificate IV in Automotive Mechanical Diagnosis is designed to further your knowledge and skills in servicing, diagnosis and the repair of mechanical components in vehicles. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

- **Career Opportunities**

- Automotive Mechanic
- Automotive Parts Sales

- **ANZSCO Occupation Code**

Motor Mechanic (General)(321211)

- **Further Study Opportunities**

Successful completion of the course will enable graduates to pursue further studies in AUR50116 Diploma of Automotive Management.

- **Pre-requisite Qualification**

Must have completed an automotive mechanical Certificate III qualification

- **Entry Requirements**

Those undertaking the AUR40216 Certificate IV in Automotive Mechanical Diagnosis must have completed an automotive mechanical Certificate III qualification, or be able to demonstrate equivalent competency. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- Have physical attributes suitable for working in the automotive industry that encompasses manual handling of equipment including lifting and carrying heavy objects within scope of safe working practices (i.e. carrying diagnostic equipment for brakes, removing engine components and assemblies)
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

- Meet the LLN Assessment at Level 3

- **Course Structure**

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours.



• Course Duration

Learner's with completion of an automotive mechanical Certificate III qualification, or be able to demonstrate equivalent competency.

Total program duration is 27 weeks for delivery and assessment this includes a total of 6 weeks of holiday breaks. The total amount of training provided is 600 hours. Following table provides a breakdown of the actual number of hours for training and assessment

Face to face training and assessment	420
Work place training (work placement)	N/A
Private study and research	180

• Learner Obligations

The learner is required to provide:

- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access
- appropriate clothing (e.g. overalls), presentation and footwear for practical sessions as outlined below:
 - Automotive overalls provided must be worn in workshop area. . Tie up hair if the length is beyond your shoulder
 - Wear the provided automotive steel toe cap boots at all times in the automotive workshop.
- Remove all rings and wrist jewellery including watches during practical sessions in the workshop. The only jewellery permitted is ear studs/nose studs.

• Course Fees

Fees for learner's with completion of an automotive mechanical Certificate III qualification, or be able to demonstrate equivalent competency.					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$400	\$6950	\$7500	1st: \$7500
OPTION 2			\$7250	\$7800	1st: \$4200 2nd : \$3600

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment

• Location(s) of Delivery

Melbourne, Victoria.
Adderley Campus – 113 Adderley Street,
West Melbourne. .

This course will only be delivered and assessed in Victoria and not offered for interstate students.



AUTOMOTIVE TECHNOLOGY

AUR50116 Diploma of Automotive Management



AUTOMOTIVE TECHNOLOGY

AUR50116 Diploma of Automotive Management



Qualification Status: **Current**

CRICOS Code: **091688J**

AUR50116 Diploma of Automotive Management is designed to provide the tradesperson with additional higher level skills and knowledge within the automotive retail, service and repair sector of the automotive industry. You will gain advanced skills and knowledge in the areas of environmental business management, operational management and team effectiveness. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

- **Career Opportunities**

- Business Manager
- Frontline Manager

- **ANZSCO Occupation Code**

Customer Service Manager
(149212)

- **Further Study Opportunities**

Successful completion of the course will enable graduates to pursue further studies at University level

- **Entry Requirements**

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

- Meet the LLN Assessment at Level 4

- **Course Structure**

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours.



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 52 weeks for delivery and assessment this includes a total of 12 weeks of holiday breaks. The total amount of training provided is 1200 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	800
Work place training (work placement)	N/A
Private study and research	400

Learner's with more than 12 months work experience

Total program duration is 33 weeks for delivery and assessment this includes a total of 6 weeks of holiday breaks. The total amount of training provided is 810 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	540
Work place training (work placement)	N/A
Private study and research	270

• Learner Obligations

The learner is required to provide:

- Textbook - Management: Theory and Practice, 5th Edition, Cole
- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access

• Course Fees

Fees for learner's with less than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$500	\$9250	\$9900	1st: \$5100 2nd: \$4800 Payment every 6 months
OPTION 2			\$9700	\$10350	1st: \$3150 3 payments : \$2400 Payment every 2 months

Fees for learner's with more than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	\$150	\$500	\$5700	\$6350	1st: \$3175 2nd: \$3175 Payment every 6 months
OPTION 2			\$6000	\$6650	1st: \$2650 2 payments : \$2000 Payment every 2 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment

• Location(s) of Delivery

Melbourne, Victoria.

- Spencer Campus – Level 4, 355 Spencer Street, West Melbourne.
- Adderley Campus – 113 Adderley Street, West Melbourne.

This course will only be delivered and assessed in Victoria and not offered for interstate students.



Career Prospects

- Business Administration Manager
- Managing Supervisor

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Virtually every industry and trade, in one way or another is complemented by business systems and the business acumen of its workforce.

Business qualifications will not only enhance your chances of career progression within your chosen industry, but the skills and knowledge gained through these qualifications are easily transferable from industry to industry.

The business courses offered at Menzies Institute of Technology are designed for those wanting to move into administrative or management roles within their workplace.

Students will be able to further develop and enhance their understanding in managing budgets, human resources, marketing and analytical thinking.

“ The trainers at Menzies employ a variety of learning aids to deliver you the skills to manage people across the workplace with effective leadership. ”



BUSINESS

*BSB51915 Diploma of Leadership
& Management*

*BSB61015 Advanced Diploma of
Leadership & Management*



BUSINESS

BSB51915 Diploma of Leadership & Management



BUSINESS

BSB51915 Diploma of Leadership & Management



Qualification Status: **Current** CRICOS Code: **092906G**

BSB51915 Diploma of Leadership and Management is a nationally recognised course designed for those who wish to undertake management roles within differing settings. You will learn to manage operational plans; manage people performance; manage budgets and financial plans; and learn effective workplace relationships. It is recommended to combine the BSB51915 Diploma of Leadership and Management with the BSB61015 Advanced Diploma of Leadership and Management to build on the skills and knowledge acquired. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

• Career Opportunities

Management roles in Government
Private Sector
Production Manager
Logistics Manager
Distribution Center Manager

• ANZSCO Occupation Code

Corporate General Manager
(111211)

• Further Study Opportunities

- BSB61015 Advanced
Diploma of Leadership and
Management

• Entry Requirements

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

- Meet the LLN Assessment at Level 4

• Course Structure

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours.



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 52 weeks for delivery and assessment this includes a total of 12 weeks of holiday breaks. The total amount of training provided is 1200 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	800
Work place training (work placement)	N/A
Private study and research	400

Learner's with more than 12 months work experience

Total program duration is 31 weeks for delivery and assessment this includes a total of 6 weeks of holiday breaks. The total amount of training provided is 750 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	500
Work place training (work placement)	N/A
Private study and research	250

• Learner Obligations

The learner is required to provide:

- Textbook - Management: Theory and Practice, 5th Edition, Cole
- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access

• Course Fees

Fees for learner's with less than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	-	-	\$6000	\$6000	1st: \$6000
OPTION 2	-	-	\$6500	\$6500	1st: \$3250 2nd : \$3250 Payment every 6 months

Fees for learner's with more than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	-	-	\$3600	\$3600	1st: \$3600
OPTION 2	-	-	\$3900	\$3900	1st: \$1950 2nd : \$1950 Payment every 6 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment

• Location(s) of Delivery

Melbourne, Victoria.

- Spencer Campus – Level 4, 355 Spencer Street, West Melbourne.

This course will only be delivered and assessed in Victoria and not offered for interstate students.



BUSINESS

BSB61015 Advanced Diploma of Leadership & Management



BUSINESS

BSB61015 Advanced Diploma of Management



Qualification Status: **Current** CRICOS Code: **092908E**

The BSB61015 Advanced Diploma of Leadership and Management is a nationally recognised course designed for those wanting more than just the basics. You will learn to lead and manage organisational change; provide leadership across the organisation; develop and implement a business plan; manage risk; develop a marketing plan; develop and implement diversity policy; and manage human resources strategic planning. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

- **Career Opportunities**

Senior Manager
Business Development Manager
Training Manager
Head of Strategy
Head of Human Resources
CEO

- **ANZSCO Occupation Code**

Corporate General Manager (111211)

- **Further Study Opportunities**

Credit transfers may be available into related university studies and pathways into bachelor degree course.

- **Entry Requirements**

No specific entry requirements as per the qualification details or training package. Menzies has in place admission criteria as follows:

- Minimum age of 18 years and above
- English Language Requirements- IELTS (Academic) overall score of 5.5 or TOEFL PB 506 or TOEFL IBT 62 or Cambridge English Advanced (CAE) 47 or PTE Academic 46.

Additionally, the learner is required to:

- Meet the LLN Assessment at Level 4

- **Course Structure**

Please visit www.menzies.vic.edu.au for detailed subject outlines and hours.



• Course Duration

Learner's with less than 12 months work experience

Total program duration is 74 weeks for delivery and assessment this includes a total of 18 weeks of holiday breaks. The total amount of training provided is 1800 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	1120
Work place training (work placement)	N/A
Private study and research	680

Learner's with more than 12 months work experience

Total program duration is 52 weeks for delivery and assessment this includes a total of 12 weeks of holiday breaks. The total amount of training provided is 1120 hours. Following table provides a breakdown of the actual number of hours for training and assessment:

Face to face training and assessment	800
Work place training (work placement)	N/A
Private study and research	320

• Learner Obligations

The learner is required to provide:

- Textbook - Management: Theory and Practice, 5th Edition, Cole
- general stationery for study (e.g. pens, notebooks)
- computer or tablets with internet access

• Course Fees

Fees for learner's with less than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	-	-	\$8500	\$8500	1st: \$8500
OPTION 2	-	-	\$9000	\$9000	1st: \$4500 2nd : \$4500 Payment every 6 months

Fees for learner's with more than 12 months work experience					
	ENROLMENT FEE	MATERIAL FEE	TUTION FEE	TOTAL FEE	PAYMENT PLAN
OPTION 1	-	-	\$6000	\$6000	1st: \$6000
OPTION 2	-	-	\$6500	\$6500	1st: \$3250 2nd : \$3250 Payment every 6 months

• Mode of Delivery

This qualification is delivered:

- Face to Face in a classroom
- Face to face in a simulated workplace environment

• Location(s) of Delivery

Melbourne, Victoria.

- Spencer Campus – Level 4, 355 Spencer Street, West Melbourne.

This course will only be delivered and assessed in Victoria and not offered for interstate students.



APPLICATION & ENROLMENT STEPS

• International Students

>Step1: Apply

Go to www.menzies.vic.edu.au and complete the Online Application Form under "Apply Now International Students". Please ensure to attach all your necessary documents so that the application can be processed.

For accommodation assistance and airport pickup service when you arrive in Melbourne, please indicate on the application form.

>Step2: Acceptance of Offer and Payment

You can accept your offer online under www.menzies.vic.edu.au/enrol-now. Please follow the instructions as stated on the Letter of Offer for payment details. Once the payment has been received, you will receive an eCOE (Electronic Confirmation of Enrolment)

>Step3: Student Visa

Apply for your Student Visa with the eCOE. For more information on student visa application process, please visit www.immi.gov.au/students

>Step 4: Flights & Accommodation

Book your flights to Melbourne and arrange accommodation for duration of your study. For accommodation options and airport pickup services, please refer to page 5.

>Step 5: Departure

Ensure you have packed all necessary belongings. Have a safe trip to Melbourne!

>Step 6: Orientation

Attend the Orientation Session at Menzies on the day as stated in your Letter of Offer and receive information about your course timetable and other important information.



COURSE STARTING DATES 2018

Public Holiday Intake Date

JAN 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
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FEB 2018

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MAR 2018

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APR 2018

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MAY 2018

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JUN 2018

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JUL 2018

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AUG 2018

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SEP 2018

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OCT 2018

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NOV 2018

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DEC 2018

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COURSE STARTING DATES 2019

Public Holiday Intake Date

JAN 2019

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FEB 2019

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MAR 2019

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APR 2019

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JUN 2019

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JUL 2019

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AUG 2019

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SEP 2019

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29	30					

OCT 2019

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NOV 2019

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24	25	26	27	28	29	30

DEC 2019

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22	23	24	25	26	27	28
29	30	31				

GENERAL INFORMATION

Services, Facilities and Obligations
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Information for students
commencing studies in Menzies
Institute of Technology

SERVICES

✓ *Orientation*

An introduction to Menzies
Institute of Technology starts on
the first day of student's course
on the student's orientation day.

The orientation program includes:

- Registration of Students
- Welcome address by PEO
- Meeting academic and administrative staff in Menzies Institute of Technology
- Introduction to the policies and procedures, rules and regulations and relevant health and safety procedures.
- Explanation of the respective course outline and credential upon completion
- Advice on recognition of prior learning (RPL) and credit transfers (national recognition)
- Attendance requirements
- An explanation of how to use the student portal
- Distribution and explanation of the timetable
- Assessment process and penalties for late work
- Details of the 24 hour student support contact for emergencies
- Introduction about living in Melbourne and general customs in Australia
- Advice on finding accommodation and accessing community support services

- Campus tour of all facilities of Menzies Institute of Technology
- Issuing of student ID cards

✓ *National Recognition*

In accordance with the Standards for NVR Registered Training Organisations, Menzies Institute of Technology recognises AQF qualifications and statements of attainment issued by any other RTO. To ensure conformance with Standards for NVR Registered Training Organisations,



DENTAL ASSISTING

AQF qualifications and statements of attainment issued to any students coming to Menzies Institute of Technology are recognised. Also all certificates and statements of attainments for all qualifications issued by Menzies Institute of Technology are nationally recognised.

√ Accommodation

Menzies Institute of Technology student support staff can assist new students in looking

for and finding appropriate accommodation prior to or upon arrival in Melbourne.

√ Admissions

Menzies Institute of Technology admissions department provides the following services for prospective students:

- Application and enrolment
- Assistance for articulation into Universities programs
- Applications for recognition for prior learning (RPL) and credit

transfers prior to enrolment

- Applications for Overseas Student Health Cover

√ Student Counselling

Menzies Institute of Technology has a contracted external and independent counsellor available to all students upon request. The counsellor helps students with a range of issues ranging from personal to academic and all consultations are treated as confidential.

In addition to the external counsellor, the student services department staff are also available to counsel students on such matters as study support, career advice, and difficulties in settling to a new life in Australia.

Any referrals provided by the Institute are without cost, but fees and charges may apply where an external service is used by the student and will be clarified to the student prior to referring any such services outside of the Institute. The following third party services are used by the Institute:

Counselling Services: Mark Gordon, Clifton Centre (Phone 9024 1641, 89 Charles Street Seddon)

Psychology Services: Healing Minds Psychology (Phone: 1300 732 725, 165 Hilton Street, Glenroy)



NURSING

✓ Language Support

Students who are having difficulties with English language are able to enrol into English support classes alongside their main course of study. For students enrolled into a full time main course of study, this service is provided at no additional cost to the student.

✓ Uniforms

Student uniforms for practical classes where applicable are provided by Menzies Institute of Technology and is included in the course material fees.

✓ Emergency Contact

During orientation, students are given a contact to use 24 hours a day in case of emergencies. This is to ensure that students who do not have any family or friends living in Melbourne are still able to access the help of the Institute in case they find themselves in an emergency situation.

DENTAL TECHNOLOGY

FACILITIES

✓ Campuses

Menzies Institute of Technology has 3 campuses in and around Melbourne's CBD:

- Nursing building
- Dental health building
- Automotive building

Facilities include:

- Computers with internet access
- Student common areas
- Classrooms with LCD TVs, interactive Whiteboards and wireless internet access

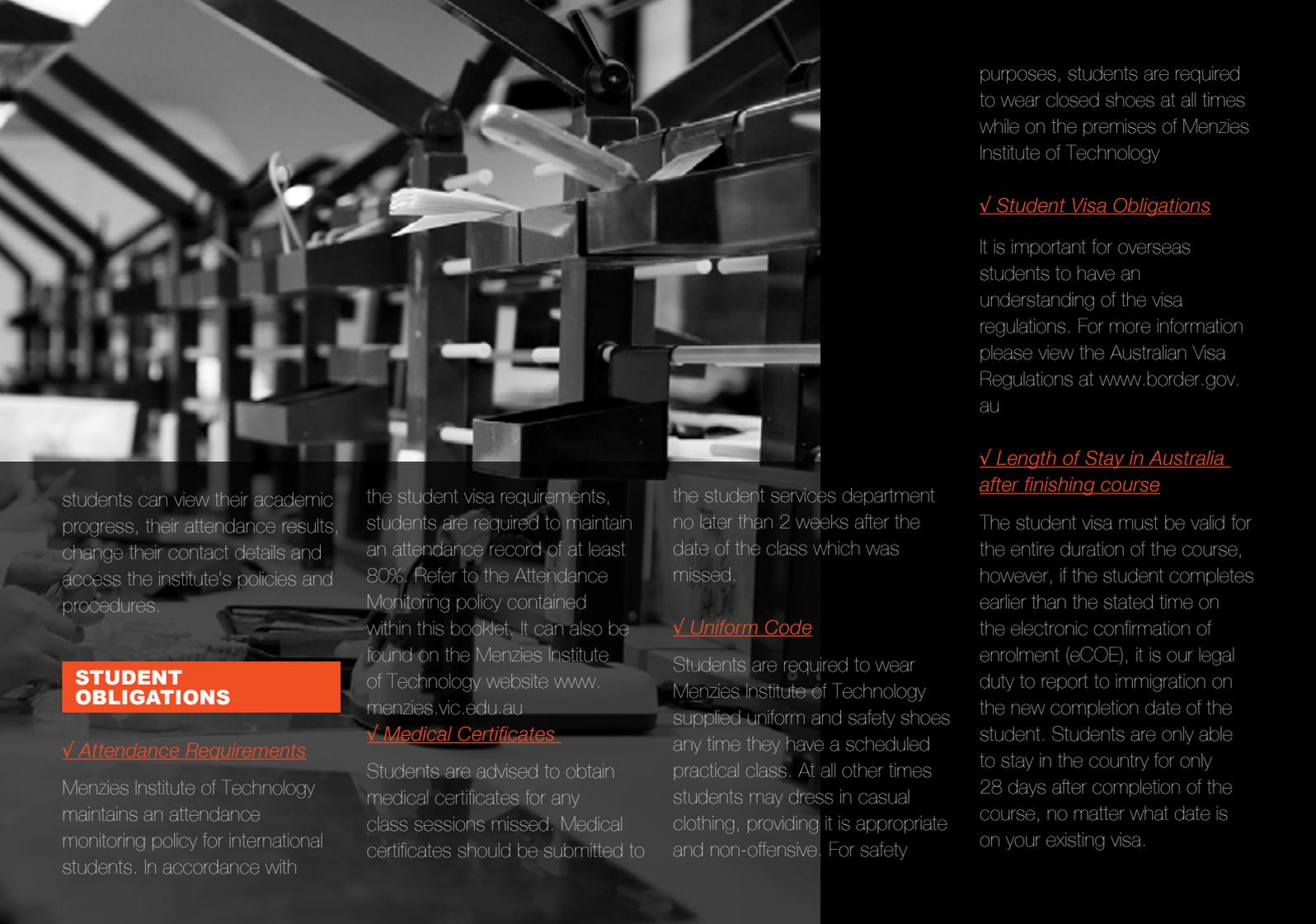
✓ Training and Assessment Resources

In addition to its physical facilities,

Menzies Institute of Technology also ensures that students are trained and assessed using up to date, industry approved resources such as workbooks, textbooks and online resources.

✓ Student Portal

All Menzies Institute of Technology students are given access to an online student portal. This can be accessed at any location with internet using the students' logon details. Through this system,



students can view their academic progress, their attendance results, change their contact details and access the institute's policies and procedures.

STUDENT OBLIGATIONS

✓ Attendance Requirements

Menzies Institute of Technology maintains an attendance monitoring policy for international students. In accordance with

the student visa requirements, students are required to maintain an attendance record of at least 80%. Refer to the Attendance Monitoring policy contained within this booklet. It can also be found on the Menzies Institute of Technology website www.menzies.vic.edu.au

✓ Medical Certificates

Students are advised to obtain medical certificates for any class sessions missed. Medical certificates should be submitted to

the student services department no later than 2 weeks after the date of the class which was missed.

✓ Uniform Code

Students are required to wear Menzies Institute of Technology supplied uniform and safety shoes any time they have a scheduled practical class. At all other times students may dress in casual clothing, providing it is appropriate and non-offensive. For safety

purposes, students are required to wear closed shoes at all times while on the premises of Menzies Institute of Technology

✓ Student Visa Obligations

It is important for overseas students to have an understanding of the visa regulations. For more information please view the Australian Visa Regulations at www.border.gov.au

✓ Length of Stay in Australia after finishing course

The student visa must be valid for the entire duration of the course, however, if the student completes earlier than the stated time on the electronic confirmation of enrolment (eCOE), it is our legal duty to report to immigration on the new completion date of the student. Students are only able to stay in the country for only 28 days after completion of the course, no matter what date is on your existing visa.

√ Dependants

The Australian High Commission or consulate in your home country is responsible for granting visa approval for your dependants. Your spouse and dependant children under 18 years of age may be granted a Dependant Student Visa. This visa enables the immediate family members to remain in Australia for the duration of the student's length of study. In addition you may need to have your child/

children placed in a school before a visa will be granted. Please be aware that it is your responsibility to understand schooling obligations and options for school-aged dependants. In addition, please note that school fees may be incurred for school aged dependants.

√ Working while you study

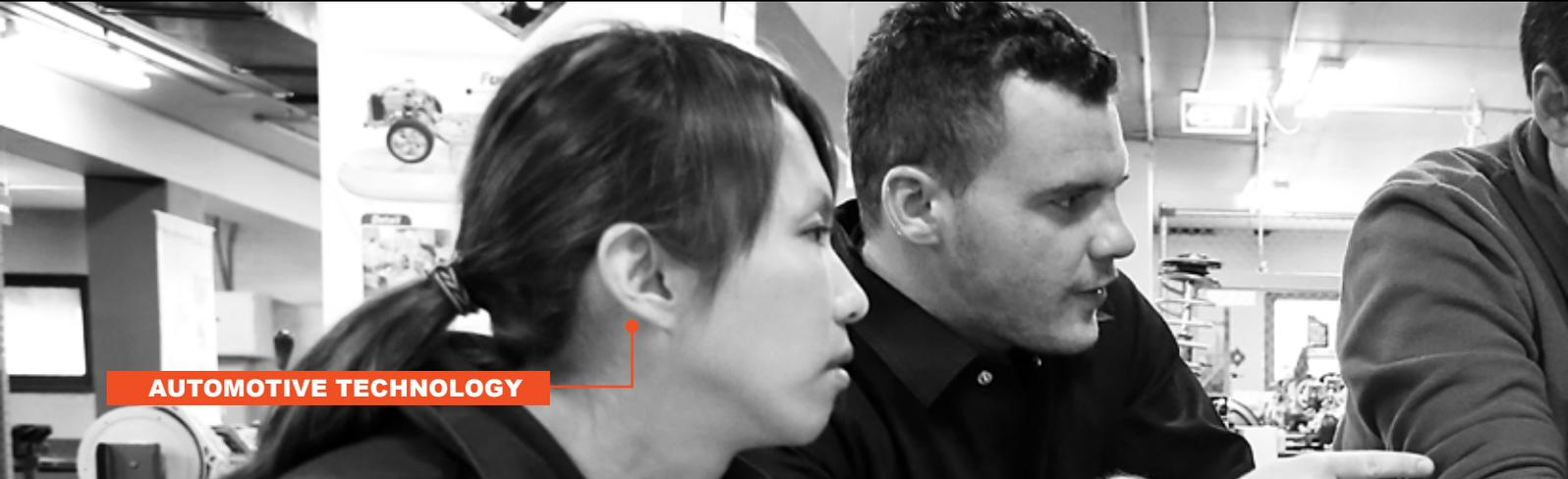
Students are permitted to work up to 40 hours per fortnight while the course is in session and may work unlimited hours during the

holiday period. However, courses delivered at Menzies Institute of Technology are demanding and students need to make sure their part-time job does not interfere with their studies. It is also advised that students should not depend on part time work solely to support themselves.

√ Letter of Offer

Upon receipt of a complete application from a prospective student, the admissions department will issue a Letter of Offer to the prospective student.

The letter of offer makes an offer to the student for a place to study at Menzies Institute of Technology. The letter states the costs for study, the minimum deposit required and well as the conditions of offer. Costs stated on the letter of offer are indicative of the current costs at time of issue, but may be subject to change.



AUTOMOTIVE TECHNOLOGY

[√ International Students Acceptance Agreement](#)

This is an agreement entered into between Menzies Institute of Technology, and a prospective student prior to confirmation of enrolment. This agreement form must be accepted by both parties before enrolment is confirmed.

[√ eCOE \(Electronic Confirmation of Enrolment\)](#)

Upon meeting the conditions of the Letter of Offer and payment of the minimum deposit stated on the letter, and upon acceptance of the International Students Acceptance Agreement, Menzies Institute of Technology will issue an electronic Confirmation of Enrolment (eCOE) for each course of study to the student or the authorized agent of the student. This eCOE will be required by the immigration department, at the time for

applying for a student study visa.

[√ Overseas Student Health Cover \(OSHC\)](#)

All overseas students are required by law to have Overseas Student Health Cover (OSHC). Students are required to pay in advance for OSHC prior to arriving in Australia. Menzies Institute of Technology will arrange the application on behalf of the student to BUPA OSHC. BUPA OSHC can take up to 5 weeks to deliver the OSHC Cards to Menzies

Institute of Technology. Details of BUPA OSHC membership will be provided after the commencement of the course that the student undertake with Menzies Institute of Technology. Students will have their health covered by OSHC from the commencement date of their course until the specified health cover expires.

[√ IELTS \(International English Language Testing System\)](#)

Each country has its own Pre-





AGED CARE

Visa Assessment level entry, ranging from level one to five. Requirements differ from country to country, however it is desirable that the prospective student has an IELTS Certificate of 5.5 or higher to gain maximum benefits from the courses of study. To find out what your level of assessment is, please refer to Australia's Immigration Department on Vocational Education and Training.

✓ Gaining IELTS Certificate

IELTS test centres are situated all over the world. In order for you to

select the most convenient office to sit the examination, you can find details of addresses at IELTS website www.ielts.org

TRAINING AND ASSESSMENT AT MENZIES INSTITUTE OF TECHNOLOGY

✓ Training and Assessment

Trainers and assessors are selected according to their individual experience and background within industry. Faculty member are experienced teachers skilled at stimulating and developing professionalism

in students. All trainers are fully-trained and equipped with the training and vocational competencies that meet the government requirements of the Australian Quality Training Framework (AQTF).

✓ Modes of Study

Full time courses will consist of theory classes, as well as practical simulation. Various teaching methods are fundamental to the success of educational outcomes at any level. Menzies Institute of Technology arranges a variety

of teaching methods in order to deliver the skills to the students through:

- Classroom instruction
- Practical simulation and demonstration
- Training seminars
- Audio and visual presentation
- Guided discussion
- Directed reading
- Case studies
- Individual and group work
- Workbooks
- Role plays
- Reports

The specific teaching method used will depend on the nature



of the subjects being taught and number of students taking the course.

√ Assessment and Reassessment

Assessment for each unit of competence includes a range of approaches that allow students to demonstrate their competency in difference ways. Assessment will include practical demonstration of their skills and knowledge, written tests, assignments, workbooks, case study reports, participation in role plays and class room

activities. Academic performance will be measured in accordance with the policy and procedure. At Menzies Institute of Technology, qualifications are based on AQF standards based on nationally endorsed competency developed by relevant industry.

√ Provision for Language, Literacy and Numeracy

Language, literacy and numeracy (LL&N) needs of all individuals are an important part of Menzies Institute of Technology Teaching and Learning Strategies. Where

LL&N needs are identified at the commencement of, or during, a course, the student will be referred to a suitable internal or external support service. Trainers and assessors are for ensuring that they are conscious of individual learning needs in class and will adapt their delivery and assessment methods to suit the needs of their students. Additional assistance will be provided by the trainers where necessary to assist students in successfully completing their course.

POLICIES & PROCEDURES

Please find all the latest policies & procedures under the Institute's website: <http://www.menzies.vic.edu.au/current-students/policies>

*NOTE: In the event of any inconsistency between the information in this Course Guide and the information stated in our Policies, the information stated in our Policies shall prevail.

OBLIGATIONS OF MENZIES INSTITUTE OF TECHNOLOGY

The Institute is obliged under the Standards for Registered Training Organisations 2015 to provide learners with quality training and assessment in compliance with the standards and for the issuance of the AQF certification documents.

The Institute issues AQF certification documentation to students who have been assessed as meeting the requirements of a unit or a training product as specified in the relevant Training Package. The Institute will not issue AQF documentation unless the Institute is in receipt of the verified Unique Student Identifier unless an exemption applies. If a USI exemption applies, the student's results will not be accessible through the Commonwealth of Australia and will not appear on any authenticated transcript issued by the USI Registrar.

Refer to the USI exemption table available from the link below to identify exempted VET courses and individuals: https://www.usi.gov.au/system/files/documents/usi_exemptions_table_dec_2018_0.pdf

The Institute will issue certification documents within 30 days of the student being assessed as meeting the requirements of the training product, providing that all fees have been paid.

COMPLAINTS AND APPEALS PROCESS

The Institute's Complaints and Appeals Policy and Procedure provide the opportunity to any full-time or part-time student enrolled in an Institute program to register a complaint against another party or appeal a decision that has been made by the Institute. This could include:

- Student-student complaints
 - Student-staff member complaints
 - Student-Institute complaints
 - Student-third party complaints
- including complaints against education agents
- Appeal a decision made by the Institute or third party delivering and assessing on behalf of the Institute.

The complaints and appeals process is made up of four stages:

- Stage 1 - Informal Complaint
- Stage 2 - Formal Complaint
- Stage 3 - Internal Appeal
- Stage 4 - External Appeal

The Institute is committed to developing a procedurally fair complaints and appeals process that is carried out free from bias, following the principles of natural justice.

Students, if after following internal appeal process, still believe that the Institute is breaching or have breached its legal requirements or are not satisfied with the decision reached; they may seek assistance from a formal external authority including:

National Training Complaints Hotline

Phone: 13 38 73, Monday–Friday, 8am to 6pm nationally. Email: ntch@education.gov.au

Australian Skills Quality Authority (ASQA)

ASQA may not be able to investigate complaint if you do not include evidence that you have already exhausted our formal internal complaints process as above. If your complaint does not fall within ASQA's jurisdiction, it may be resolved more quickly if you directly contact the agency responsible as listed on the relevant webpage below. Please refer to the relevant webpage below before making a complaint to ASQA: <https://www.asqa.gov.au/complaints/make-complaint-overseas-students/before-you-submit-complaint>

The Overseas Student Ombudsman (OSO)

The OSO may not be able to investigate your complaint if you have not already exhausted the Institute's formal internal complaints process as above. Please refer to the following website if you are considering making a complaint: <http://www.ombudsman.gov.au/making-a-complaint/overseas-students#quality-of-education-provider>

PAYMENT OF FEES AND CONDITIONS

Fee Information

Student fees and other information relating to fees and charges will be made available to students, on the Institute's website, course brochures and other official printed materials. The information published on the website will be current and up to date and accurate. Students are required to visit the Institute's website regularly for important information and updates relating to fees. All prospective learners and current students must pay their fees on or before the due date. Late payment penalties may apply for students paying fees past the due date.

Payment of Fees

Students will be able to pay their fees using a variety of methods. The Institute will accept payments in person of cash, personal cheques, money orders, and credit cards (except DINERS).

Students are able to send or deposit money into the Institute's bank account: Details are as below:

Account Name: Menzies Institute of Technology

Bank Name: National Australia Bank
BSB No: 083 166

Account No: 847 927 557

SWIFT code: NATAAU3303M

Branch Address: 500 Bourke Street, Melbourne, VIC, 3000, Australia.

Students must notify the Institute immediately, once they have made a payment to the Institute's bank account.

Any student who has an overdue debt to the Institute and does not fully settle this debt shall cease to be entitled to any privileges of the Institute. The Institute may at its discretion cancel enrolment (automatically withdrawing access to the Institute services including classes, email, LMS, insurance, etc.), and refuse access to official documentation (assessment results, graduation, etc.). The Institute will take appropriate legal debt recovery action where students default on their payments.

FEE REFUNDS AND CONSUMER RIGHTS

International students applying for a refund must complete and provide a refund application and relevant supporting documentation. Relevant forms and documentation should be submitted in hard copy to Institute or by email to info@menzies.vic.edu.au. Requests for refunds should normally be made within 14 calendar days of an event which qualifies the student for a refund. Refer to the following specific refund situations.

Refund situations before commencement:

- International Student gives at least 4 weeks' notice prior to the Commencement of the relevant Term, the Institute will refund 25% of total fees paid minus Administrative Fee (\$250)
 - International Student gives between 5-8 weeks notice prior to the Commencement of the relevant Term, the Institute will refund 50% of total fees paid minus Administrative Fee (\$250)

- International Student gives between 9-12 weeks notice prior to the Commencement of the relevant Term, the Institute will refund 75% of total fees paid minus Administrative Fee (\$250)

- International Student gives more than 12 weeks notice prior to the Commencement of the relevant Term, the Institute will refund 100% of total fees paid minus Administrative Fee (\$250)

Refund situations after course commencement:

- Unspent tuition fees are refunded as per the unspent tuition fee calculation (Refund amount = weekly tuition fee X weeks in default period)
- Non-tuition fees are not refunded

No refund situations:

- The Institute will not provide a refund if:
 - o the student was refused a student visa; and the refusal was a reason for one or more of the following acts or omissions by the student that directly or indirectly caused the student to default in relation to the course at the location:

-the student's failure to start the course at the location on the agreed starting day;

-the student's withdrawal from the course at that location;

-the student's failure to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course at that location.

- The terms and conditions of the Letter of Offer and Student Agreement entered into by the student and the Institute are breached, including any breach of a Institute policy.

- The student's enrolment is cancelled by the Institute, including cancellation caused by a breach of student visa conditions, student misconduct or any illegal or unlawful conduct by the student, and/or if the student's enrolment is cancelled by the Institute for unsatisfactory progress.

- The student visa is refused by the Department of Home Affairs due to the submission of fraudulent documents by or on behalf of the student.

- The student visa is refused by the Department of Home Affairs due to the submission of fraudulent documents by or on behalf of the student.

- Deposits paid to the Institute for other courses packaged with the student's current offer of enrolment from the Institute (e.g. a deposit paid for a Diploma of Nursing packaged with a Certificate III in Individual Support);

- Accommodation placement fees – if the accommodation has already been booked and confirmed;
- Airport pick-up fees – if the service has been used

The Institute's Policies and Procedures, does not remove the right of a student to take action under Australia's consumer protection laws.

TUITION PROTECTION

In the unlikely event that the Institute is unable to deliver a course in full, international students enrolled in that course will be offered a refund of their unspent tuition fees which were received by the Institute. This refund will be paid within 14 days of the day on which the course ceased being provided. Alternatively, within 14 days, students may be offered enrolment in an alternative course at no extra cost.

Students have the right to choose whether they would prefer a refund of their unspent tuition fees or to accept a place in another course. If a student chooses to be placed into another course, the student will be issued a new offer letter and enrolment agreement with their new provider, in place of their enrolment documentation issued by the Institute.

If the Institute is unable to provide a refund or place a student into an alternative course in accordance with the Education Services for Overseas Students Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018, then the Tuition Protection Service (TPS) will assist students in finding an alternative course or to obtain refunds if a suitable alternative course is not found. For further information on the Australian Government's Tuition Protection Service (TPS) for overseas students, use the following link: <https://tps.gov.au/StaticContent/Get/StudentInformation>

CLOSURE OR CEASE OF TRAINING AND ASSESSMENT

If the Institute or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in, the Institute will enact one or more of the following options:

- Cancel the training product immediately and arrange refund payments and issue of any Statement of Attainments.

- Facilitate the completion of the student's course within the training and assessment period.

- Transfer students to another training product delivered by the Institute.

- Refer students to another institution for completion of a comparable training product.

ACCESS TO RECORDS

Access by students to their personal records is available upon request to the Student Administration Department. Students may contact Student Administration to discuss a suitable time to view their file and access will only be granted once a student can confirm their identification.

OUR CAMPUSES

- Main Office

Ground Floor, 355 Spencer Street, Melbourne, VIC 3003.

Tel: (+61) 1300 244 002

Fax: (+61) 3 9328 5879

Web: www.menzies.vic.edu.au

Email info@menzies.vic.edu.au

- Spencer Campus

Level 4, 355 Spencer Street, Melbourne, VIC

- Batman Campus

396 Spencer Street, Melbourne, VIC

- Adderley Campus

113 Adderley Street, Melbourne, VIC





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info@menzies.vic.edu.au



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