



Student Prospectus
Melbourne Australia
2009-10



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

Why study in Australia?

Australia is the best choice for international students to successfully progress their academic journey. It offers a relaxed, safe and hospitable environment, and is home to a multicultural society. The diversity of nationalities provides students with the opportunity to expand their knowledge of various cultures, and at the same time befriend people from all parts of the world.

Australia also provides a diversity of leisure activities for students to enjoy during their free time, as the country is renowned for its natural wonders. Students can enjoy Australia's stunning beaches, visit the quaint idyllic countryside or take a stroll through breath-taking national parks and ranges, many of which are located close to the major cities.

Welcome to The Ashmark Institute of Australia (thereafter known as AIA)

There are many reasons for choosing AIA to complete your studies, including:

➤ **ACADEMIC EXCELLENCE:**

At AIA we aim:

- To develop student commitment to quality learning.
- To foster the ideal that education is a life-long process, leading to improved understanding of self and our individual place in the broader community.
- To develop in our students the ability to think clearly about issues of importance in their daily life and interaction with others.
- To foster in our students a sense of integrity in their studies and approach to life.

➤ **PERSONALISED SERVICE**

AIA offers:

- A caring and safe study environment, in modern well equipped facilities.
- A friendly environment in which students and staff are encouraged to help and support each other.
- Personalized attention from teaching and student support staff.
- Out of class assistance in a wide variety of areas to help students with their studies and to settle into Melbourne and Australian life.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

➤ **HIGHLY QUALIFIED STAFF**

AIA employs people who are:

- Appropriately qualified teachers to provide a high standard of instruction across the curriculum.
- Highly experienced trainers who have worked for many years in the relevant trade or profession.
- Committed personnel familiar with current industry needs and trends, enabling AIA to deliver practical courses that increase the student's opportunities to find appropriate employment in their chosen area of study.

▪ **MODERN LEARNING FACILITIES**

To enhance student learning opportunities, AIA offers modern facilities and technology including:

- Newly established classrooms located in the Melbourne CBD
- Library facilities with appropriate reference books and publications
- Large numbers of computers with (free) access to the internet accessible both during and after class.
- PowerPoint facilities which students can use for class presentations.
- Photocopier and printers for student use.
- Data projectors, DVDs and other equipment to enhance the quality of course delivery.
- Fully-equipped, modern workshops for those courses requiring a practical component, located near to the Melbourne CBD.

Therefore, there are many advantages if you choose to study at The Ashmark Institute of Australia.

We look forward to welcoming you soon.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

INFORMATION:

Student Visa Requirements

The Department of Immigration and Citizenship (DIAC) stipulates: 'To be granted a student visa, you must provide evidence that satisfies the assessment factors applicable to you. Assessment factors include your financial status, English proficiency, likely compliance with the conditions of your visa and any other matters considered relevant to assessing your application.'

Additional information on student visa issues is available on DIAC's internet site on <http://www.immi.gov.au>

Overseas Student Health Cover (OSHC)

What is OSHC?

OSHC is a private health insurance scheme that allows international students to access appropriate health care in Australia at an affordable rate. International students are required by the Australian Government to have OSHC for the duration of their stay in Australia as a condition of their Visa. Failure to maintain your OSHC may result in visa cancellation.

There are four Australian health funds registered to provide OSHC. AIA's preferred provider is with Australian Health Management (AHM), who we engage on the students' behalf before they come to Australia.

For more information about OSHC visit:

- <http://www.health.gov.au/internet/wcms/publishing.nsf/Content/healthprivatehealth-osfaq-whichfund.htm>

For detailed information on Australian Health Management (AHM) OSHC visit:

- <http://www.ahm.com.au/4459/Why-Choose-Us>

Full Time Study and Satisfactory Attendance

Australian law requires international students to study at a full time study load. A full time study load is considered, at a minimum, to be 20 hours of study per academic week.

- International students must be aware that if their attendance drops to near 80%, AIA is required to review the student's case and provide necessary student support.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

- If a student's attendance falls below 80% and the student is not making satisfactory course progress, AIA is obliged to notify the student of its intention to report the student to the Department of Immigration and Citizenship (DIAC), for breach of his/her visa conditions.
- Should a student's attendance drop below 70%, and regardless of whether the student is making satisfactory course progress, AIA is obliged to notify the student of its intention to report the student to the Department of Immigration and Citizenship, (DIAC), for breach of his/her visa conditions.

Satisfactory Course Progress

Under the Education Services for Overseas Students, (ESOS), Act 2000, students are required to maintain satisfactory academic progress.

Each semester, AIA will review a student's progress and is obliged to notify the student of its intention to report the student to the Department of Immigration and Citizenship, (DIAC), for breach of his/her visa conditions, if the student:

- Failed 50% or more of units undertaken over two successive semesters; AND
- Where any intervention strategies applied to help the student pass his or her failed units have been fully exercised.

Working in Australia

Under Australia's new visa regulations, international students who wish to work in Australia no longer need to apply separately for a "student visa with permission to work". Under the new processing arrangements which came into effect in April 2008, all student visas are granted with work rights attached. This removes the need for international students to make a separate application, thus enabling them to start part-time work as soon as they commence their course.

Under this new arrangement, students' visa information will be stored electronically for access through the Visa Entitlement Verification Online, (VEVO), service, which will allow visa holders to view their visa details online. Employers, government agencies and education providers are also allowed to check the visa holder's details with the visa holder's consent.

For international students to access their visa details, they will need to refer to: http://www.immi.gov.au/e_visas/vevo.htm, and then select 'VEVO for visa holders' link. The visa holder will be required to supply their VEVO password in order to access their visa details. International students who have not obtained or wish to reset their VEVO password, will need to call 131 881 in Australia.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

For more information, Please go to: http://www.immi.gov.au/students/whats_new.htm.

Please note that there are conditions that apply with the automatic student visa work permit which students must abide by. Students need to be aware that 20 hours per week is the MAXIMUM permitted working hours during their semester studies, while vacation periods have no restrictions on hours, unless the student is enrolled in summer school. For more information please visit the Department of Immigration and Citizenship (DIAC) website at: http://www.immi.gov.au/students/students/working_while_studying/conditions.htm

Change of Address

Within 7 days of arriving in Australia, students are required to advise AIA of their Australian residential address and telephone number, and any subsequent changes to the residential address must also be advised within 7 days. This is extremely important, as under Section 20 of the Education Services for Overseas Students (ESOS) Act 2000, Ashmark is obliged to serve notice at your last known address should you breach a student visa condition relating to attendance or academic performance.

It is your responsibility to ensure that you always update your address details with AIA to ensure you receive important information about your course, fees and possible breaches of your student visa conditions.

Use of Personal Information

Information provided by students may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. Ashmark is required, under Section 19 of the ESOS Act 2000, to inform the Department of changes to a student's enrolment, as well as any breach by students of visa conditions relating to attendance or unsatisfactory academic performance.

Student Orientation/Induction

Orientation/induction is conducted prior to the commencement of studies. The purpose is to fully inform new students of most aspects of life at AIA including study requirements, standards of behaviour and location of facilities. The orientation includes basic information relating to modes of travel, community expectations, public libraries and specialised services and facilities of use and interest to overseas students. These are summarised in a student induction handbook provided at the orientation sessions. In addition, AIA staff will participate in an interactive question/answer segment.



STUDENT PROSPECTUS

RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

Student Support Services

AIA provides a range of services to support both local and international students during their time with the Institute. We understand the difficulties students may face in settling into a foreign environment and therefore provide dedicated student support personnel to offer personal and friendly assistance to students.

The support staff at AIA will provide students with guidance in a diversity of areas including:

- AIA documented internal complaints procedures
- Study and learning advice, including attendance, course requirements and assessment, fees and resources information
- Facilities and resources assistance
- Overseas Student Health Cover, (OSHC), information and advice.
- Liaison with Australia's Immigration Department ,(DIAC), and OSHC providers
- Long-term and temporary accommodation guidance
- Orientation advice and information
- Welfare related support services
- Advice regarding the processes to employ when seeking appropriate work experience

Students can contact the Student Support Officers any time during office hours, except during the student's class hours. *

** Exceptions will be made in extreme emergencies*

Facilities

AIA's training facilities are located in Melbourne's Central Business District (CBD). In addition, AIA has an Automotive Training Workshop located in the nearby suburbs which is accessible by public transport. These classrooms and workshops are relatively new facilities and are fitted with the latest classroom, workshop and training equipment and technology.

Modes of Study

Training may include teacher-led classroom sessions, workshop training involving practical demonstrations by both trainers and students, student-led presentations, tutorials, supervised study at one of AIA's campuses, computer-based learning and appropriate outside excursions. Mixed-modes of study may also occur.

Should you require more information on the modes of study employed in a particular course, please contact the Ashmark Institute of Australia and ask to speak to the Head of Studies in the Department in which you wish to study.

AIA currently does not provide any units that can be studied on-line or by distance education.

CRICOS Provider No.02770G/The Ashmark Institute of Australia/Student's Prospectus/v8 01/10



STUDENT PROSPECTUS

RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

Course Assessment:

Assessment during training will generally involve one or more of the following strategies;

- Observation of performance in class;
- Practical demonstrations
- Case studies/projects/assignments/oral presentations/role plays;
- Written tests and exams
- Integrated assessments

Students will be given sufficient notice of assessment completion dates or exam sittings. They will be provided with a general outline of any assessments and will not be expected to sit an assessment dealing with topics that have not been covered in class. Generally, students will be given an opportunity for at least one re-assessment for any competencies not achieved on the first attempt.

Suspension and deferment of studies

Students may have their studies deferred or temporarily suspended on the grounds of compelling or compassionate circumstances. Specific instances and requests should be discussed with the student support personnel, and if accepted, assistance will be provided to complete the appropriate documentation.

Cancellation of Studies

AIA reserves the right to cancel or temporarily suspend a student's enrolment on the basis of:

1) A student's misbehavior, examples of which include, but are not limited to, behavior which:

- seriously disrupts a class.
- could potentially bring the Institute into disrepute
- poses a serious threat to the student, other students' or staff health, safety or welfare
- is dishonest including theft of college, staff or student property
- shows systematic disrespect towards staff or students
- employs academically unethical practices such as plagiarism, cheating or other inappropriate behaviour
- demonstrates a willful misuse or damage of Institute property or facilities

2) Compassionate or compelling reasons relating to the welfare of the student and/or other members of the Institute and community.



STUDENT PROSPECTUS

RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

In the above circumstances, unless the incidents are so critical as to warrant immediate action, the Institute will endeavour to give the student warning of its intention to cancel or suspend the student's enrolment and will provide appropriate student support by student support personnel or will offer specialised external counselling (at the students' cost).

Recognition of Prior Learning

Students who believe they already have some of the competencies in a specific course may wish to apply for Recognition of Prior Learning, (RPL). Application is usually made after enrolment and payment of fees, and must be made using the RPL Application Form that will be provided upon request from student support personnel.

It should be noted that:

- Students must sign a record of acceptance of the RPL granted.
- Where RPL is granted before the issue of a visa, the net course duration, as reduced by RPL, will be indicated on the CoE issued for that student.
- Where RPL is granted after the issue of a visa, the resulting change of course duration will be reported to DIAC by the Institute.

Recognition of Other Qualifications/Credit Transfer

Registered Training Organisations and TAFE Colleges must recognise the qualifications and statements of attainment issued by any other Registered Training Organisations. This means that you may be eligible for credit towards courses conducted by other Registered Training Organisations and/or TAFE Colleges based on what you achieve with AIA. Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript and Award, or Statement of Attainment, and will be incorporated in the Ashmark Institute of Australia Application Form.

Dispute Resolution Procedure

AIA has a dispute resolution procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. The dispute resolution process is outlined in the [Students Handbook](#) which is provided after enrolment. The dispute resolution procedure includes a requirement that an independent mediator will be appointed at no or minimal cost to the student, if the student is dissatisfied with the resolution proposed by the Institute.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

Relevant Legislation

A range of legislation and information is applicable to all staff and students. Information on relevant legislation can be found at the following websites:

- * DIAC : www.diac.gov.au/study/index.htm or www.immi.gov.au
- * Privacy: www.privacy.gov.au
- * DEEWR: www.esosmailbox@deewr.gov
- * ESOS: http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf

It is the responsibility of the Ashmark Institute of Australia and its entire staff to ensure the requirements of relevant legislation are met at all times as they relate to the Institute and its Students. Use the websites indicated or contact the Director of Studies, Campus Manager or Student Support personnel if you require further information.

Refunds

The Ashmark Institute of Australia's refund policy is consistent with the principles outlined in the Education Services for Overseas Students (ESOS) Act 2000. They are summarised as follows:

1. If the nominated course is no longer provided by the Institute:
Refund: Full refund of all monies received to date.
2. If the Institute is unable to provide the course for which the original offer was made, or the course does not start on the agreed starting date that is notified in the offer letter, and an alternate starting day is not agreed between the student and the Institute, :
Refund: Full refund of all monies received to date.
3. Student is refused a Visa prior to course commencement, or the Student notifies the Institute of withdrawal from the course of study prior no less than 10 weeks prior to the scheduled course commencement date:
Refund: Full refund of tuition fees, less AUD\$ 250.00 application fee and lesser of 5% of course money received to date.
4. Student is granted a Visa, but withdraws less than 10 weeks prior, (or after), the scheduled course commencement date:
No refund
5. Student has Visa cancelled due to their actions or behaviour:
No refund

Note: Airport pick-up and Accommodation fees are non-refundable

CRICOS Provider No.02770G/The Ashmark Institute of Australia/Student's Prospectus/v8 01/10



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

Selection and Entry Requirements into VET courses

Applicants' English language skills (language and literacy), educational qualifications, (either obtained in Australia or overseas), and/or relevant work experiences are considered when applying for enrolment at Certificate or Diploma levels. The following requisites generally apply:

- All applicants are considered based on the information contained in the Application for Enrolment.
- Applicants must be 18 years old or above.
- Proficiency in English language level at IELTS 5.5 or its equivalent is required. Should applicants not meet this requirement, they will be advised to enrol in an English, (ESL) course. A range of appropriate ESL courses, of varying duration, are offered by Ashmark.
- Evidence of basic numeric and literacy skills and a basic aptitude for studying in a classroom environment, as evidenced by an accredited Certification of a Pass Grade at Year 12, (or equivalent), of a secondary school.

In addition, Students must meet the Australian Government Department of Immigration and Citizenship requirements based on the Assessment Level of the student's country of origin. As Assessment Levels are subject to change, students should consult the Department of Immigration and Citizenship, refer to: www.diac.gov.au/study/index.htm or www.immi.gov.au



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

COURSES

**CERTIFICATE III in ESL
(Further Study)
CRICOS COURSE CODE 068449E**

DESCRIPTION

This course is designed to provide adult students from non English-speaking backgrounds with an opportunity to improve their English in the four basic skills of reading, listening, speaking and writing. The course focuses on developing these skills within an interactive study context, to improve English language ability and prepare students for further study.

A) CERTIFICATION

Students who successfully complete the course will receive the **21939 VIC Certificate III in ESL (Further Study)**

B) STUDY AREAS

COMPULSORY UNITS DESCRIPTION

VBQU130	Develop and document a learning plan and portfolio
VPAU523	Give oral presentations for further study
VPAU524	Participate in a range of interactions for further study
VPAU525	Read and write straightforward texts for research purposes
VPAU526	Analyse and produce a range of straightforward texts relevant to further study
VPAU527	Listen and take notes for research
VPAU528	Utilise language learning strategies and study skills
VPAU559	Locate health and medical information
VPAU560	Investigate current issues

C) ASSESSMENT

Regular Assessment takes place throughout the course. Assessment methods may include oral presentations, role-plays, multi-media tasks, folio work and a range of writing and reading tasks. In addition, assessment may include peer assessment, student self-assessment or on-going teacher assessment.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

D) ENTRANCE REQUIREMENTS:

Please refer to the AIA's website <http://www.ashmark.edu.au> under Admissions / Admission Procedures for a full list of entrance requirements.

However, general requirements for this course include that students need to be 18 years of age or over and have an English language proficiency of IELTS level 5.00 or its equivalent.

E) COURSE LENGTH

The 21939VIC Certificate III in ESL, (Further Study), is offered over a 34 week period.

F) INTAKE DATES

Weekly; except when Institute is closed during the Christmas/New Year Holiday period.

G) COURSE COST

Application fee: Cost: **A\$250.00**

A non-refundable application fee must be submitted with an enrolment form. Places cannot be confirmed unless payment has been received.

Tuition fee: Cost: **A\$ 7,000.00**

34 weeks (Full Course)

Overseas student health cover: Cost: **A\$374.00**

If you are an international student studying in Australia for the first time, you must purchase an approved Overseas (OSHC) policy from a registered health benefit.

Resource Fee: Cost: **A\$120.00**

H) TRAINING FACILITIES:

The Ashmark Institute of Australia students are expected to train at the following locations:

1. *Level 1, 459 Little Collins Street, Melbourne, VIC.*
2. *Level 9, 459 Little Collins Street, Melbourne, VIC.*

The facilities are located in the central business district and are easily accessible by public transport from all points of the city.

CRICOS Provider No.02770G/The Ashmark Institute of Australia/Student's Prospectus/v8 01/10



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

I) EMPLOYMENT OPPORTUNITIES

The 21939VIC Certificate III ESL,(Further Study),course aims to improve English language proficiency in speaking, listening, reading and writing to a level that enables the student to engage in employment requiring proficiency in basic communication and problem-solving, and a quite well-developed ability to articulate ideas in English. At graduation, students will also be equipped with the skills necessary to progress through Australia's tertiary education system and maximise the opportunities that exist within it.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

CERTIFICATE III IN AUTOMOTIVE MECHANICAL TECHNOLOGY
CRICOS COURSE CODE 062971B

INTRODUCTION

This course is designed to prepare and equip students to work as motor mechanics in the rapidly growing automotive industry. The training units have been selected to provide the knowledge and skills required to repair and maintain a broad range of modern passenger and light commercial vehicles. The course consists of interactive classroom learning supported by hands-on workshop experience on appropriate vehicles and simulators.

A) CERTIFICATION

Students who successfully complete the course will receive the **AUR30405 Certificate III in Automotive Mechanical Technology (Light Vehicle)**

B) SPECIAL COURSE REQUIREMENTS

Automotive students are expected to:

- Follow Occupational Health & Safety practices pertaining to the course
- Attend all compulsory practical classes

C) STUDY AREAS *

COMPULSORY

AURC270103A
AURT271781A

AURT270278A

DESCRIPTION

Apply safe working practices

Implement and monitor environmental regulations in the automotive mechanical industry

Use and maintain workplace tools and equipment

ELECTIVES

AURT200108A

AURT222670A

AURT201170A

AURT202170A

AURT202166A

AURT303166A

AURE218676A

DESCRIPTION

Carry out servicing operations

Service air conditioning systems

Inspect and service engines

Inspect and service cooling systems

Repair cooling systems

Repair petrol fuel systems

Test, service and charge batteries

CRICOS Provider No.02770G/The Ashmark Institute of Australia/Student's Prospectus/v8 01/10

STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

AURE319166A	Repair charging systems
AURE319266A	Repair starting systems
AURE218708A	Carry out repairs to single electrical circuits
AURE320666A	Repair ignition systems
AURE321171A	Service and repair electronic spark ignition engine management systems
AURT206670A	Inspect and service transmissions (manual)
AURT207170A	Inspect and service transmissions (automatic)
AURT306170A	Inspect, service and/or repair clutch assemblies and associated operating system components
AURT306666A	Repair transmissions (manual)
AURT312666A	Repair final drive assemblies
AURT313166A	Repair final drive (driveline)
AURT217606A	Balance wheels and tyres
AURT217668A	Select tyres and rims for specific applications (light)
AURT205166A	Repair exhaust system/components
AURT305671A	Inspect and repair engine forced induction systems
AURT304666A	Repair and replace emission control systems
AURT216170A	Inspect and service suspension systems
AURT316166A	Repair suspension systems
AURT215170A	Inspect and service steering systems
AURT315166A	Repair steering systems
AURT210170A	Inspect and service braking systems
AURT310166A	Repair hydraulic braking systems
AURT301166A	Repair engines and associated engine components
AURT366108A	Carry out diagnostic procedures
AURT366308A	Carry out advanced diagnostic procedures
AURT365508A	Carry out vehicle safety/roadworthy inspection

* Subject to minor changes

D) ASSESSMENT

Students are assessed using a variety of methods including formal examinations, case studies, assignments and assessments, presentations, videotaped role-plays, and module-specific projects. Students are also required to provide evidence of competency through practical demonstrations in the automotive workshop.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

E) ENTRANCE REQUIREMENTS

Please refer to the Ashmark Institute of Australia's Application for Enrolment Form for a full list of entrance requirements.

However, general requirements for this course include that students need to be 18 years of age or over, have completed Year 12 of secondary school, (or equivalent), and have an English language proficiency of IELTS level 5.5 or its equivalent. If your English language proficiency is less than this, Ashmark can offer English Language courses of varying duration to improve your English to the required level.

F) COURSE LENGTH

The AUR30405 CERTIFICATE III in Automotive Mechanical Technology course length is 52 weeks

G) INTAKE DATES

2010: 25 Jan 2010 | 26 April 2010 | 26 July 2010 | 25 Oct 2010

H) FEES

A) AUR30405 CERTIFICATE III IN AUTOMOTIVE MECHANICAL TECHNOLOGY

Application fee: COST: A\$250.00

- A non-refundable application fee must be submitted with an enrolment form.
- Places cannot be confirmed unless payment has been received.

Resources Fee:

- 1. First semester: Cost: A\$400.00**
- 2. Second semester: Cost: A\$200.00**

(This covers your various student resources needed for the course including workshop uniform and safety equipment)

Overseas Student Health Cover: Cost: A\$374.00

Tuition Fee: COST: A\$13,000.00 (as a stand-alone course)



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

**B) AUR30405 CERTIFICATE III IN AUTOMOTIVE MECHANICAL TECHNOLOGY
COMBINED WITH BSB51107 DIPLOMA OF MANGEMENT**

Application fee: COST: A\$250.00

- A non-refundable application fee must be submitted with an enrolment form.
- Places cannot be confirmed unless payment has been received.

Resources Fee:

- | | |
|---------------------|------------------------|
| 1. First semester: | Cost: <u>A\$400.00</u> |
| 2. Second semester: | Cost: <u>A\$200.00</u> |
| 3. Third semester: | Cost: <u>A\$400.00</u> |
| 4. Fourth semester: | Cost: <u>A\$200.00</u> |

(This covers your various student resources needed for the course including workshop uniform and safety equipment)

Overseas Student Health Cover Cost: A\$374.00

If you are an international student studying in Australia for the first time, you must purchase an approved Overseas Student Health Cover (OSHC) policy from a registered health benefit.

Tuition Fees: COST: A\$20,500.00

(The combined Certificate III / Diploma course takes 104 weeks to complete.)

I) TRAINING FACILITIES & LOCATIONS

The Ashmark Institute of Australia students are expected to train at the following locations:

1. *Level 1, 459 Little Collins Street, Melbourne, VIC.*
2. *Level 9, 459 Little Collins Street, Melbourne, VIC.*

The facilities are located in the central business district and are easily accessible by public transport from all points of the city.

And:

Workshop training is conducted at:

1. *112-114 Keys Road, Moorabbin, VIC.*
2. *75 Mark Street North Melbourne, VIC. (Under Construction)*

These facilities are fully-equipped to simulate a fully-operational workshop and are readily accessible by public transport.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

J) EMPLOYMENT OPPORTUNITIES

Students who complete the AUR30405 CERTIFICATE III in Automotive Mechanical Technology are trained to find employment in the field of automotive repairs and service. The qualification is generally recognised as equivalent to an automotive apprentice and with appropriate work experience graduates are equipped to be employed as car mechanics.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

DIPLOMA OF MANAGEMENT
CRICOS COURSE CODE 068447G

DESCRIPTION

This course is designed to provide the knowledge and skills required to work in a workplace at the managerial/team leader level. Among other things, you'll learn how to:

- provide quality customer service
- recruit, select and induct staff
- ensure that your workplace is safe
- manage the performance of your team/employees

A) CERTIFICATION

Students who successfully complete the course will receive the **BSB51107 Diploma of Management**.

B) STUDY AREAS

COMPULSORY UNITS	DESCRIPTION
BSBCUS501A	Manage quality customer service
BSBFIM501A	Manage budgets and financial plans
BSBMGT502B	Manage people performance
BSBOHS509A	Ensure a safe workplace
BSBRISK501A	Manage risk
BSBHRM402A	Recruit, select and induct staff
BSBMGT516A	Facilitate continuous improvement
BSBMKG502B	Establish and adjust the marketing mix

C) ASSESSMENT

Each unit is assessed through two or more assignments. Assessments require you to apply your knowledge and skills to your own business or another existing business (with the permission of the owner). If you are not yet in business, you will need to use your own business ideas and aspirations for your business plan. Students are assessed using a variety of methods including formal examinations, case studies, assignments, presentations, videotaped role-plays, and module-specific projects.

Upon successful completion, students will be awarded the Diploma of Management.



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

D) ENTRANCE REQUIREMENTS

Please refer to the Ashmark Institute of Australia's website – <http://www.ashmark.edu.au> – under Admissions/Admission Procedures for a full list of entrance requirements.

However, general requirements for this course include that students need to be 18 years of age or over and have an English language proficiency of IELTS level 5.5 or its equivalent. If your English language proficiency is less than this, Ashmark Institute offers English Language courses to improve your English to the required level.

E) COURSE LENGTH

The BSB51107 Diploma of Management takes 52 weeks to complete.

F) INTAKE DATES

2010: 25 Jan 2010 | 26 April 2010 | 26 July 2010 | 25 Oct 2010

G) COURSE COST

Application fee: COST: A\$250.00

- An application fee must be submitted with an enrolment form.
- Places cannot be confirmed unless payment has been received.

Resources Fee:

- 1. First semester: Cost: A\$400.00**
- 2. Second semester: Cost: A\$200.00**

(This covers various student resources needed for the course.)

Overseas Student Health Cover: COST: A\$374.00

If you are an international student studying in Australia for the first time, you must purchase an approved Overseas Student Health Cover (OSHC) policy from a registered health benefit.

Tuition Fee: COST: AU\$13,000.00 (as a stand-alone course)



STUDENT PROSPECTUS
RTO No. 121812 / CRICOS No. 02770G
Melbourne Australia 2009-10

H) TRAINING FACILITIES

The Ashmark Institute of Australia students are expected to train at the following locations:

1. *Level 1, 459 Little Collins Street, Melbourne, VIC.*
2. *Level 9, 459 Little Collins Street, Melbourne, VIC.*

The facilities are located in the central business district and are easily accessible by public transport from all points of the city.

I) EMPLOYMENT OPPORTUNITIES

Students acquire a broad knowledge of business strategies after completing the BSB51107 Diploma of Management, with the focus on management skills needed in both the commercial and/or non-profit sectors. The skills students gain in this diploma could provide the competitive advantage required to achieve a successful career in today's business world.

Possible careers

- Office management
- Business management

Effective managers are required in all areas of business today. Management roles within any company require sophisticated and dynamic approach and an ability to assess the need for organizational change. The Diploma of Management is specifically designed to help you develop an innovative and entrepreneurial approach to the management of people and organizations. The best managers have the skills and confidence to make decisions, manage change and adapt to an ever-evolving business world. Our course is your first step toward being a business or industry leader.

J) PATHWAY INTO QUALIFICATION

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB40807 Certificate IV in Frontline Management or other relevant qualification's or
- providing evidence of competency in the majority of units required for the BSB40807 Certificate IV in Frontline Management or other relevant qualification/s or
- with vocational experience but without formal supervision or management qualification

However, students who do not fall into any of the above categories but who satisfy The Ashmark Institute's course entrance requirements as outlined in Section D above, are also eligible to enter the course.

The Ashmark Institute of Australia
Level 1, 459 Little Collins Street
Melbourne - 3000
T + 61 3 9670 5155
<http://www.ashmark.edu.au>

"The Ashmark Group Pty Ltd." trading as "The Ashmark Institute of Australia"

CRICOS Provider No.02770G/The Ashmark Institute of Australia/Student's Prospectus/v8 01/10