2015 International Prospectus
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DID YOU KNOW?

“Almost 55 per cent of students living and studying in Melbourne city are international students.”

City of Melbourne, 2010
INTRODUCTION

Melbourne City Institute of Education (MCIE) is located in Melbourne, Victoria, Australia. MCIE is a leading Registered Training Organisation that provides vocational education and training services to students from Australia & Overseas with an effort to empower students with the skills and confidence to be contributing members of the business community and society in general. Our aim is to train, build & prepare each student to occupy key positions within the industry.

The MCIE Difference
MCIE develops courses and delivery strategies to engage you and ensure you have a competitive edge. The Institute provides educational services to numerous students from diverse backgrounds and walks of life.

Our centrally located college has all the advantages of a new generation, multi disciplinary school, with accredited courses and quality assurance.

Studying at MCIE is an investment in your future

• Comfortable transition to studying and living in Australia
• Accredited, nationally recognised programs, delivered in accordance with Commonwealth Education Services for Overseas Students ACT 2000
• Personalised teaching
• Capital city location
• Career focussed training

International Offerings
MCIE offers the following accredited and nationally recognised qualifications to international students:

- BSB51107 Diploma of Management
- BSB40407 Certificate IV in Small Business Management
- SIT50313 Diploma of Hospitality
- SIT40413 Certificate IV in Commercial Cookery
- SIT30813 Certificate III in Commercial Cookery
- Initial Registration for Overseas Registered Nurses
- ELICOS

Internships: Hospitality and Nursing

Training Kitchen
644 Victoria St, North Melbourne, Victoria 3051

Main Campus
Level 2, 52-58 Chetwynd St, West Melbourne, Victoria, 3003

Contact MCIE
Ph: 1300 737 004
Fax: +61 3 9329 0052
Email: info@mcie.edu.au
Web: www.mcie.edu.au

If you would like to obtain more information about the course and/or make an appointment for an interview, CONTACT MCIE.
BSB40407 CERTIFICATE IV IN SMALL BUSINESS MANAGEMENT

COURSE DESCRIPTION

National Code   BSB40407  
Course Duration  26 weeks  
Tuition Fee   A$4,250  
CRICOS Code   073297G  
Contact hours   20 hours per week

Certificate IV in Small Business Management reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts. Students will gain the skills required for enriching their business management knowledge that may assist in furthering a career in Business Management.

PRE-REQUISITES/ENTRY REQUIREMENTS

• 18 years or older
• IELTS 5.5 or higher
• Completed secondary studies in the student’s home country equivalent to an Australian Year 12 qualification from an English speaking country, or relevant and sufficient work experience
• International students must hold valid Australian visa to study this course

If an applicant cannot produce evidence of a satisfactory IELTS score, and there are doubts their English language skills being sufficient to cope in an academic environment, the applicant will be required to sit an IELTS test or to enrol in an English (ELICOS) course for an appropriate duration until the applicant achieves the required IELTS score.

QUALIFICATION RECOGNITION

This qualification is based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and is recognised throughout Australia.

ASSESSMENT

Assessment is through participation through classroom delivery as well as completing assessment activities and tasks like:
• Questions and Answers
• Case Studies
• Observations/Demonstration
• Role-plays
• Research Assignments
• Workplace Projects

Qualification recognition/ Recognition of Prior Learning (RPL)
Participants can apply for RPL.

EMPLOYMENT OUTCOMES

Occupational Outcomes Include: Small Business Manager.

EMPLOYABILITY SKILLS

Communication
• Being appropriately assertive when marketing the business
• Negotiating effectively
• Persuading effectively with clients, suppliers, financial backers and other business stakeholders
• Reading, interpreting and questioning legal, financial, marketing and other business documentation

Teamwork
• Identifying and utilising the strengths of other team members
• Providing coaching, mentoring and feedback to members of the team

Problem solving
• Applying a range of problem solving strategies
• Seeking information from various sources to determine the cause of the problem using numeracy skills to calculate costs, prices and cashflow projections
BSB40407

Initiative and enterprise
- Being creative and entrepreneurial in translating small business ideas into action
- Developing innovative solutions to small business challenges
- Identifying small business opportunities not obvious to others

Planning and organising
- Developing a business plan
- Developing operational procedures for the small business
- Identifying performance measures for the small business
- Planning for contingencies

Self management
- Having personal goals and a vision for the small business
- Taking personal responsibility for the business

Learning
- Contributing to the learning of team members
- Seeking assistance and expert advice on financial, legal and/or technical aspects of the business
- Seeking out and learning new ideas, skills and techniques

Technology
- Applying business technology for communication, planning, financial management, marketing and operating the business
- Comparing and purchasing new business technology

COURSE OUTLINE

Core Units
- BSBSMB401A Establish legal and risk management requirements of small business
- BSBSMB402A Plan small business finances
- BSBSMB403A Market the small business
- BSBSMB404A Undertake small business planning

Elective Units
- BSBCUS401B Coordinate implementation of customer service strategies
- BSBCUS402B Address customer needs
- BSBINN301A Promote innovation in a team environment
- BSBMKG414B Undertake marketing activities
- BSBRRES401A Analyse and present research information
- BSBSMB405B Monitor and manage small business operations
ASSESSMENT

Assessment is through participation through classroom delivery as well as completing assessment activities and tasks like:

- Questions and Answers
- Case Studies
- Observations/Demonstration
- Role-plays
- Research Assignments
- Workplace projects

EMPLOYMENT OUTCOMES

Occupational Outcomes Include: Manager, Coordinator, Leading Hand, Supervisor, Team Leader.

EMPLOYABILITY SKILLS

Communication

- Communicating with business contacts to promote goals and objectives of the business
- Obtaining feedback from colleagues and clients

Teamwork

- Leading, planning and supervising the performance of team members to develop cohesion and to foster innovative work practices

PRE-REQUISITES/ENTRY REQUIREMENTS

- 18 years or older
- IELTS 5.5 or higher
- Completed secondary studies in the student’s home country equivalent to an Australian Year 12 qualification from an English speaking country, or relevant and sufficient work experience
- International students must hold valid Australian visa to study this course

If an applicant cannot produce evidence of a satisfactory IELTS score, and there are doubts their English language skills being sufficient to cope in an academic environment, the applicant will be required to sit an IELTS test or to enrol in an English (ELICOS) course for an appropriate duration until the applicant achieves the required IELTS score.

QUALIFICATION RECOGNITION

This qualification is based on the principles, guidelines and standards set by the Australian Qualifications Framework (AQF) and is recognised throughout Australia.
Initiative and enterprise
• Identifying networking opportunities and operational strategies to ensure the viability of the business
• Instigating new or different work practices to improve productivity or service delivery

Planning and organising
• Allocating work to meet time and budget constraints
• Developing plans and schedules

Self management
• Prioritising tasks

Learning
• Participating in professional networks and associations to obtain and maintain personal knowledge and skills
• Systematically identifying learning and development needs

Technology
• Using business technology to access, organise and monitor information

COURSE OUTLINE

Elective Units
BSBCUS501C Manage quality customer service
BSBWOR501B Manage personal work priorities and professional development
BSBMGT502B Manage people performance
BSBFIM501A Manage budgets and financial plans
BSBWHS501A Ensure a safe workplace
BSBMGT516C Facilitate continuous improvement
BSBWOR502B Ensure team effectiveness
BSBSUS501A Develop workplace policy and procedures for sustainability
SIT30813 CERTIFICATE III IN COMMERCIAL COOKERY

COURSE DESCRIPTION
National Code          SIT30813
Course Duration        52 weeks (fulltime)
Tuition Fee            A$11,900
CRICOS Code            083513K
Contact hours          20 hours per week

This qualification provides the skills and knowledge for an individual to be competent as a qualified cook. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

CAREER OPPORTUNITIES/JOB ROLES
This course is designed to provide you with the culinary and kitchen management as a professional chef, supervise a catering operation and/or to continue higher studies to Diploma.

PRE-REQUISITES/ENTRY REQUIREMENTS
• 18 years or older
• IELTS 5.5 or higher
• Completed secondary studies in the student’s home country equivalent to an Australian Year 12 qualification from an English speaking country, or relevant and sufficient work experience
• International students must hold valid Australian visa to study this course

If an applicant cannot produce evidence of a satisfactory IELTS score, and there are doubts their English language skills being sufficient to cope in an academic environment, the applicant will be required to sit an IELTS test or to enrol in an English (ELICOS) course for an appropriate duration until the applicant achieves the required IELTS score.

QUALIFICATION RECOGNITION
This qualification is based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and is recognised throughout Australia.

EMPLOYMENT OUTCOMES
Occupational Outcomes Include: Breakfast Cook, Short Order Cook, Fast Food Cook.

ASSESSMENT
Assessment is through participation in the classroom delivery as well as completing assessment activities and tasks like:
• Questions and answers
• Case studies
• Observations/Demonstration
• Role-plays
• Research assignments
• Workplace projects
• Kitchen practice

COURSE STRUCTURE
Students will need to complete twenty five (25) units of competency, consisting of the following core and elective units:

Core Units
BSBSUS201A  Participate in environmentally sustainable work practices.
BSBWOR203B  Work effectively with others
HLTAID003  Provide first aid
SITHCCC101  Use food preparation equipment
SITHCCC201  Produce dishes using basic methods of cookery
SITHCCC202  Produce appetisers and salads
SITHCCC203  Produce stocks, sauces and soups
SITHCCC204  Produce vegetable, fruit, egg and farinaceous dishes
SITHCCC301  Produce poultry dishes
SITHCCC302  Produce seafood dishes
SITHCCC303  Produce meat dishes
SITHCCC307  Produce food to meet special dietary requirements
SITHCCC308  Produce cakes, pastries and breads
SITHCCC309  Work effectively as a cook
SITHKOP101  Clean kitchen premises and equipment
SITHKOP302  Plan and cost basic menus
SITHPAT306  Produce desserts
SITXFSA101  Use hygienic practices for food safety
SITXFSA201  Participate in safe food handling practices
SITXHRM301  Coach others in job skills
SITXINV202  Maintain the quality of perishable items
SITXWHS101  Participate in safe work practices

Elective Units
SITHCCC207  Use cookery skill effectively
SITHASC301  Produce Asian cooked dishes
SITXINV401  Control stock
SIT40413 CERTIFICATE IV IN COMMERCIAL COOKERY

COURSE DESCRIPTION

National Code   SIT40413
Course Duration  85 weeks
Tuition Fee   A$15,400
CRICOS Code   083514J
Contact hours   20 hours per week

This qualification provides the skills and knowledge for an individual to be competent as a qualified chef or cook in a supervisory or team leading role in the kitchen. Work would be undertaken in various kitchen settings, such as in restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

CAREER OPPORTUNITIES/JOB ROLES

The program will provide students with a flexible career pathway to develop supervision and management skills, graduates will find employment in a wide range of areas, these typically include; major hospitality venues, tourism and gaming venues.

PRE-REQUISITIES/ENTRY REQUIREMENTS

• 18 years or older
• IELTS 5.5 or higher
• Completed secondary studies in the student’s home country equivalent to an Australian Year 12 qualification from an English speaking country, or relevant and sufficient work experience

• International students must hold valid Australian visa to study this course

If an applicant cannot produce evidence of a satisfactory IELTS score, and there are doubts their English language skills being sufficient to cope in an academic environment, the applicant will be required to sit an IELTS test or to enrol in an English (ELICOS) course for an appropriate duration until the applicant achieves the required IELTS score.

QUALIFICATION RECOGNITION

This qualification is based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and is recognised throughout Australia.

ASSESSMENT

Assessment is through participation through classroom delivery as well as completing assessment activities and tasks like:

• Questions and answers
• Case studies
• Observations/Demonstration
• Role-plays
• Research assignments
• Workplace projects
• Kitchen practice
**EMPLOYMENT OUTCOMES**

Occupational Outcomes Include: Chef & Chef De Partie.

**COURSE STRUCTURE**

Students will need to complete thirty three (33) units of competency, consisting of the following core and elective units:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBDIV501A Manage diversity in the workplace</td>
<td>BSBSUS201A Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>BSBSUS301A Implement and monitor environmentally sustainable work practices</td>
<td>SITXCCS303 Provide service to customers</td>
</tr>
<tr>
<td>HLTAID003 Provide First Aid</td>
<td>SITXFIN401 Interpret financial operations</td>
</tr>
<tr>
<td>SITHCCC101 Use food preparation equipment</td>
<td>SITXFIN401 Develop and implement a food safety program</td>
</tr>
<tr>
<td>SITHCCC201 Produce dishes using basic methods of cookery</td>
<td>SITXWH501 Identify hazards, assess and control safety risks</td>
</tr>
<tr>
<td>SITHCCC202 Produce appetisers and salads</td>
<td>SITHIND201 Source and use information on the hospitality industry</td>
</tr>
<tr>
<td>SITHCCC203 Produce stocks, sauces and soups</td>
<td></td>
</tr>
<tr>
<td>SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes</td>
<td></td>
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<tr>
<td>SITHCCC301 Produce poultry dishes</td>
<td></td>
</tr>
<tr>
<td>SITHCCC302 Produce seafood dishes</td>
<td></td>
</tr>
<tr>
<td>SITHCCC303 Produce meat dishes</td>
<td></td>
</tr>
<tr>
<td>SITHCCC307 Produce food to meet special dietary requirements</td>
<td></td>
</tr>
<tr>
<td>SITHCCC308 Produce cakes, pastries and breads</td>
<td></td>
</tr>
<tr>
<td>SITHCCC309 Work effectively as a cook</td>
<td></td>
</tr>
<tr>
<td>SITHKOP302 Plan and cost basic menus</td>
<td></td>
</tr>
<tr>
<td>SITHKOP402 Develop menus for special dietary requirements</td>
<td></td>
</tr>
<tr>
<td>SITHKOP403 Coordinate cooking operations</td>
<td></td>
</tr>
<tr>
<td>SITXPAT306 Produce desserts</td>
<td></td>
</tr>
<tr>
<td>SITXCOM401 Manage conflicts</td>
<td></td>
</tr>
<tr>
<td>SITXFIN401 Manage finances within a budget</td>
<td></td>
</tr>
<tr>
<td>SITXFS1A101 Use hygienic practices for food safety</td>
<td></td>
</tr>
<tr>
<td>SITXFS1A201 Participate in safe food handling practices</td>
<td></td>
</tr>
<tr>
<td>SITXHRM301 Coach others in job skills</td>
<td></td>
</tr>
<tr>
<td>SITXHRS401 Lead and manage people</td>
<td></td>
</tr>
<tr>
<td>SITXINV202 Maintain the quality of perishable items</td>
<td></td>
</tr>
<tr>
<td>SITXMG101 Monitor work operations</td>
<td></td>
</tr>
<tr>
<td>SITXWH501 Implement and monitor work health and safety practices</td>
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</tbody>
</table>
SIT50313 DIPLOMA OF HOSPITALITY

COURSE DESCRIPTION

National Code  SIT50313
Course Duration  78 weeks
Tuition Fee  A$18,900
CRICOS Code  083515G
Contact hours  20 hours per week

This qualification provides the skills and knowledge for an individual to be competent as a manager in any hospitality functional area. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

CAREER OPPORTUNITIES/JOB ROLES

Graduates will find employment in a wide range of areas, these typically include: major hotel and hospitality venues, tourism and gaming venues.

PRE-REQUISITIES/ENTRY REQUIREMENTS

• 18 years or older
• IELTS 5.5 or higher
• Completed secondary studies in the student’s home country equivalent to an Australian Year 12 qualification from an English speaking country, or relevant and sufficient work experience.
• International students must hold valid Australian visa to study this course

If an applicant cannot produce evidence of a satisfactory IELTS score, and there are doubts their English language skills being sufficient to cope in an academic environment, the applicant will be required to sit an IELTS test or to enrol in an English (ELICOS) course for an appropriate duration until the applicant achieves the required IELTS score.

QUALIFICATION RECOGNITION

This qualification is based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and is recognised throughout Australia.

ASSESSMENT

Assessment is through participation through classroom delivery as well as completing assessment activities and tasks like:
• Questions and answers
• Case studies
• Observations/Demonstration
• Role-plays
• Research assignments
• Workplace projects
• Kitchen practice

EMPLOYMENT OUTCOMES

Employment Outcomes Include: Restaurant Manager, Kitchen Manager, Chef, Sous Chef, Motel Manager, Chef Patisser, Banquet Manager & Unit Manager (catering operations). This qualification has pathways for further study in: SIT60313 Advanced Diploma of Hospitality or higher education qualifications in management.
COURSE STRUCTURE
Students will need to complete twenty eight (28) units of competency, consisting of the following core and elective units:

<table>
<thead>
<tr>
<th>Core Units</th>
<th>Elective Units</th>
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</thead>
<tbody>
<tr>
<td>BSBDIV501A</td>
<td>SITHCCC201</td>
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<tr>
<td></td>
<td>Produce dishes using basic methods of cookery</td>
</tr>
<tr>
<td>SITXCOM401</td>
<td>SITXFSA101</td>
</tr>
<tr>
<td></td>
<td>Use hygienic practices for food safety</td>
</tr>
<tr>
<td>SITXFIN402</td>
<td>SITHCCC204</td>
</tr>
<tr>
<td></td>
<td>Produce vegetable, fruit, egg and farinaceous dishes</td>
</tr>
<tr>
<td>SITXHRM402</td>
<td>HLTAID003</td>
</tr>
<tr>
<td></td>
<td>Provide first aid</td>
</tr>
<tr>
<td>SITXMGMT401</td>
<td>SITHCCC202</td>
</tr>
<tr>
<td></td>
<td>Produce appetisers and salads</td>
</tr>
<tr>
<td>SITXWH5401</td>
<td>SITHCCC203</td>
</tr>
<tr>
<td></td>
<td>Produce stocks, sauces and soups</td>
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<tr>
<td></td>
<td>SITHCCC301</td>
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<td></td>
<td>Produce meat dishes</td>
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<tr>
<td></td>
<td>SITHCCC307</td>
</tr>
<tr>
<td></td>
<td>Produce food to meet special dietary requirements</td>
</tr>
<tr>
<td>SITXCCS501</td>
<td>SITHCCC309</td>
</tr>
<tr>
<td></td>
<td>Work effectively as a cook</td>
</tr>
<tr>
<td>SITXFIN501</td>
<td>SITHIND201</td>
</tr>
<tr>
<td></td>
<td>Source and use information on the hospitality industry</td>
</tr>
<tr>
<td>SITXGLC501</td>
<td>SITXFSA401</td>
</tr>
<tr>
<td></td>
<td>Develop and implement a food safety program</td>
</tr>
<tr>
<td>SITXHRM401</td>
<td>SITXWH5301</td>
</tr>
<tr>
<td></td>
<td>Identify hazards, assess and control safety risks</td>
</tr>
<tr>
<td>SITXMGMT501</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Establish and conduct business relationships</td>
</tr>
</tbody>
</table>
The Initial Registration for Overseas Nurses (IRON) provides an opportunity for those with registration in their home country, to study and become registered for employment in Australia as a Registered Nurse.

### ABOUT THE COURSE
- Developed in consultation with Wimmera Health Care Group to equip nurses with the skills Australian employers require
- Delivered by our Nursing Educator who has over 19 years of experience developing curriculum and teaching in the IRON course
- Complete 12 week program (2 weeks of Directed Learning and 10 weeks of Supervised Clinical Placement)

### GUARANTEED CLINICAL PLACEMENT
- Confirmed clinical placement in a large regional Victorian hospital setting
- Clinical placements guaranteeing exposure to different wards
- Clinical Rotations will include: 4 weeks in Acute Medical/ Surgical Wards including sub-acute, 4 Weeks in Day Procedure Unit and 2 Week rotation in Aged Care
- We guarantee that our students will not just be placed in Aged Care facilities
- Clinical placement support with both clinical support nurse at Wimmera Health Care Group committed to providing Education to IRON students and 1:1 preceptor support dedicated to assist IRON students to meet the clinical placement requirement

### POST AHPRA REGISTRATION OPTIONS - INTERNSHIP
- Dedication to help nurses achieve their long-term goals in Australia
- MCIE offers AHPRA registered nurses the opportunity to complete a nursing internship program in various national health care facilities

### THE MCIE NURSING INTERNSHIP OFFERS NURSES
- The chance to enhance their skills while earning a full-time salary in Australia
- Form alliances with Australian employers
- Improve career options by gaining local experience
- A multiple entry visa to Australia
- Be accompanied by spouse and children
- Intern’s spouse will have work rights
- Opportunity to strengthen Permanent Residency options
  (12 months Australian work experience equates to 5 points for General Skilled Migration)
NURSING INTERNSHIP

Why complete a Nursing Internship Program through MCIE?

• Enhance your skills while earning a full time salary in Australia
• Form alliances with Australian employers
• Gain recognition within your profession
• Improve your career options
• Multiple entry visa to Australia
• Interns can have their partner and children accompany them as dependents
• Intern's spouse has work rights for 40 hours per fortnight
• Paid Australian work experience will add points for General Skilled Migration (GSM) if required

So how does the application process for the Nursing Internship Program work?

• Nursing Internship applications must be lodged a minimum of 15 weeks prior to an internship commencement
• All offshore candidates must complete a Skype interview before being accepted into the internship program
• Candidates must be willing to complete their internship in regional Health Care facilities
• The first week in the workplace for all interns will be focused on training and induction

What does the Internship program consist of?

Your structured program will be developed in conjunction with MCIE and your host organisation and will include:

• Training program objectives
• Overview of work activities (training modules)
• Detailed and specific training tasks
• Training duration and timeframes for training tasks
• Skills audit to assess your existing skills and identifies your training needs
• Training locations (on-the-job, classroom-based and supervised work activities)
• Details of trainers and assessors
• Planned learning outcomes
• Monitoring and assessment of your learning

How can I find out if I am eligible for the program?

In order to be eligible for the MCIE Nursing Internship Program candidates must meet the following requirements:

• Be of 18 years of age or over
• Have recent relevant experience (either employment or study experience) in Nursing Experience is defined as:
  The equivalent of at least 12 months full time work or study, where the experience occurred in the 24 months immediately before the internship application is lodged
• Meet health and character requirements and maintain health cover
• Have appropriate English language skills to undertake the training
• Hold Australian Health Practitioner Regulation Agency (AHPRA) Registration as RN
• Current Working with Children Check (Victoria) or Interstate Equivalent
• Police Clearance (either from the country of Origin or from Australia)
• Flexibility and willingness to work in rural and remote locations
• Immunisation must be current: Hepatitis B, Pertussis, Diphtheria, Tetanus, Measles, Mumps, Rubella, Annual Influenza vaccination and Swine Flu, Mantoux and clear X-ray for Tuberculosis

What are the estimated wages for Nursing Interns?

Internships are arranged on a full time basis with interns completing a minimum of 30 hours per week.

• As an intern, you will be considered an employee of the host organisation and will be paid in accordance with Australia’s industrial relation laws
• The average hourly rate for interns is AU$20-$24. This wage may vary depending on the host organisation and internship hours

For detailed information about the Internship programs, please contact MCIE Internship department:

Melbourne City Institute of Education

t: +61 03 9329 8005
e: nursing@mcie.edu.au
w: www.mcie.edu.au
Why complete a Hospitality Internship Program through MCIE?
- Enhance your skills while earning a full time salary in Australia.
- Form alliances with Australian employers.
- Gain recognition within your profession.
- Improve your career options.
- Multiple entry visa to Australia.
- Interns can have their partner and children accompany them as dependents.
- Intern’s spouse has work rights for 40 hours per fortnight.
- Paid Australian work experience will add points for General Skilled Migration (GSM) if required.

So how does the application process for the Hospitality Internship Program work?
See page two of this brochure for the application process breakdown.
- Hospitality Internship applications must be lodged a minimum of 15 weeks prior to an internship commencement.
- All offshore candidates must complete a Skype interview before being accepted into the internship program.
- Candidates must be willing to complete their internship in a hotel, resort or restaurant in any of the major tourist centers throughout Australia.
- The first week in the workplace for all interns will be focused on training and induction.

What does the Internship program consist of?
Your structured program will be developed in conjunction with MCIE and your host organisation and will include:
- Training program objectives.
- Overview of work activities (training modules).
- Detailed and specific training tasks.
- Training duration and timeframes for training tasks.
- Skills audit to assess your existing skills and identifies your training needs.
- Training locations (on-the-job, classroom-based and supervised work activities).
- Details of trainers and assessors.
- Planned learning outcomes.
- Monitoring and assessment of your learning.

What are the estimated wages for Hospitality Interns?
Internships are arranged on a full time basis with interns completing a minimum of 30 hours per week.
- As an intern, you will be considered an employee of the host organisation and will be paid in accordance with Australia’s Industrial Relations laws for hospitality workers.
- The average hourly rate for interns is AUS$16-$20. This wage may vary depending on the host organisation and their internship hours.

How can I find out if I am eligible for the program?
In order to be eligible for the MCIE Hospitality Internship Program candidates must meet the following requirements:
- Be of 18 years of age or over.
- Have recent relevant experience (either employment or study experience) in Hospitality Experience is defined as: The equivalent of at least 12 months full time work or study, where the experience occurred in the 24 months immediately before the internship application is lodged.
- Meet health and character requirements and maintain health cover.
- IELTS band 5.5 minimum.
- Police Clearance (either from the country of Origin or from Australia).
- Flexibility and willingness to work in rural and remote locations.
- Immunisation must be current: Hepatitis B, Pertussis, Diphtheria, Tetanus, Measles, Mumps, Rubella, Annual Influenza vaccination and Swine Flu, Mantoux and clear X-ray for Tuberculosis.

I am in Australia on a Student Visa, am I eligible?
As well as meeting the above, you will be eligible for an internship if:
- You completed your Hospitality course at the Diploma level or higher. You can apply for a 12 month internship; and
- Your student visa does not have an 8503 condition on it.

For detailed information about the Internship programs, please contact MCIE Internship department:

Melbourne City Institute of Education

t: +61 03 9329 8005
e: internships@mcie.edu.au
w: www.mcie.edu.au
**ELICOS Program**

‘ELICOS’ stands for ‘English Language Intensive Courses for Overseas Students’.

ELICOS programs have been designed for students who require English language training for further study, travel, work, to prepare for an English exam or purely for personal interest. The Australian Government has an official ELICOS Student Visa especially for students who do one of these courses.

Programs are open to everyone, including people who are in Australia on a tourist or visitor visa. However, restrictions may apply in these cases.

The MCIE ELICOS course focuses on learning all aspects of the English language including: speaking, listening, reading, writing, grammar, vocabulary and pronunciation.

MCIE promote and encourage quality English learning outcomes through developing and implementing exceptional standards of English training.

**Accreditation**

NEAS (National ELT Accreditation Scheme)
CRICOS

**Who is it for?**

International students or anyone who wishes to improve their English language skills.

**Entry Requirements**

Entry requirements are minimum IELTS score of 5. The courses start at Intermediate level therefore you can’t enroll someone with IELTS 4 for example.

**Duration**

10-50 weeks.

**ELICOS Study Paths**

ELICOS studies with MCIE can be the first step to beginning formal academic studies or can be completed just for the high quality English language teaching provided. The diagram below gives a general picture of how the Australian education system works and how the ELICOS graduate can enter this system at any point.

The diagram is an example of the types of entry and exit points. Students are also welcomed and encouraged to study ELICOS courses just to learn English without wanting to do any further study.

**For more information, please email us:**

e: info@mcie.edu.au
w: www.mcie.edu.au
Unlock your potential