Melbourne City Institute of Education (MCIE) is located in Melbourne, Australia. MCIE is a leading Registered Training Organisation that provides vocational education 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.

Please note, MCIE accepts international students who are aged 18 years or over at the time of commencement.
Melbourne has once again been voted the most liveable city in the world. This is one of the reasons why so many international students choose to prepare for their future by studying in Melbourne.

Melbourne is the state capital of Victoria and is a growing metropolis. It has a remarkable mixture of 19th century buildings flanked by tree-lined boulevards and an array of modern architecture that fills the ever expanding skyline. At the heart of Melbourne’s CBD is the strikingly designed Federation Square development which houses numerous bars, restaurants and plazas and is host to cultural events and street entertainment along the banks of the beautiful Yarra River.

Just across St. Kilda Road is Southbank where you will find the Melbourne Arts Precinct. Here, you will experience a tasteful delight of performing arts and a display of Australian, Indigenous and international art in the National Gallery of Victoria and the Arts Centre.

So many international visitors enjoy our famous sites and CBD services such as:
- Royal Botanical Gardens
- Major museums
- City Centre shopping
- Etihad Stadium (sports and entertainment)
- Rod Laver Stadium (sports and entertainment)
- Queen Victoria Market
- Docklands and the Melbourne Eye
- Melbourne Cricket Ground (MCG)

Why Study in Melbourne?

Restaurants & Cafe’s
MCIE Training Kitchen

Melbourne Museum
Carlton Gradens
Treasury Gardens
Shopping & Dining

MCIE CAMPUS

QUEEN VICTORIA MARKET

MELBOURNE CENTRAL

FLAGSTAFF TRAIN STATION

Docklands
Etihad Stadium
Shopping & Dining

Federation Square
Arts Centre
Aquarium
Iconic Beaches
Shopping & Dining

MCIE Training Kitchen

King St

Swanston St

Lonsdale St

Federation Square
Arts Centre
Aquarium
Iconic Beaches
Shopping & Dining

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MCIE Training Kitchen

Melbourne Museum
Carlton Gradens
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- Docklands and the Melbourne Eye
- Melbourne Cricket Ground (MCG)
MYKI
A free tram service is provided within the city precincts of Melbourne, but you will need a MYKI travel card to travel outside the free zone, this card needs to be touched on and off when you embark or disembark from the tram. The MYKI can also be used to travel on the Metro trains and buses. MYKI cards may be purchased from and topped up at over 800 retailers including all 7-Eleven stores.

Public Transport
In the CBD you are close to:
1. Flinders St Station (opposite Federation Square) and other main connecting train stations such as Southern Cross, Flagstaff, Melbourne Central. Tram stops are on nearly every corner
2. All across the CBD you can hire bicycles at several main points. See more at www.melbournebikeshare.com.au/

Driving
In Australia, we drive on the left hand side of the road. If you are driving in the CBD beware of “Hook Turns”. Trams and vehicles share the same road hence drivers need to veer to the left to make a right turn at certain intersections. Look out for the prominently displayed hook turn signs above.

Mobile Phones
There are a range of SIM cards available (pay as you go) that are specific for calling different countries overseas. Popular telecom carriers include Vodafone, Telstra, Optus and Virgin.

Estimation of Costs
Australia is a modern, welcoming and affordable country, which enjoys one of the highest standards of living in the world.
As a guide, you will need a minimum of $19,830 (excluding tuition) per year to cover accommodation, daily living costs, health services and other expenses. The amount of money you bring is a personal choice*, but you must ensure you bring enough money to cover certain typical expenses, for example:

- Share accommodation: $140-200p/w
- Bond: 4 weeks rent (payable as deposit)
- Monthly transport: $140 per month
- Monthly mobile phone plan: $29-$39
- Coffee: $3.50-$4
- Lunch: $6-$10
- Local telephone call: 50c
- Monthly broadband plan: $29-$39
- Monthly gas, electricity, water: $60
- Personal expenses: $40-$60

All costs are indicative only and in Australian dollars.

* Assessment level 3 countries are required to show evidence of funds.

Remember to add your program fees and airfares to arrive at a realistic total.
Our aim is to train, build & prepare each student to occupy key positions within the industry.
Why Study with MCIE?

Our College in Melbourne
1. Close to Melbourne CBD
2. Easily accessible by public transport
3. In the hub of Melbourne’s iconic coffee culture
4. Modern and comfortable classrooms with up-to-date technology
5. Free Wi-Fi access for students
6. Large student recreational area
7. Student Welfare Officer on site

1. Comfortable transition to studying and living in Australia
2. Nationally recognised courses, delivered in accordance with Commonwealth Education Services for Overseas Students ACT 2000
3. Personalised teaching
4. Career focused training
5. Capital City location

✓ Award Winning Training Organisation
✓ Modern facilities with Computers & Wi-Fi
✓ Comfortable student lounge & kitchen
## Qualifications Duration

<table>
<thead>
<tr>
<th>Qualification</th>
<th>26 Weeks (6 months)</th>
<th>52 Weeks (12 months)</th>
<th>78 Weeks (18 months)</th>
<th>104 Weeks (24 months)</th>
<th>130 Weeks (30 months)</th>
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</thead>
<tbody>
<tr>
<td>BSB42615 Certificate IV in New Small Business</td>
<td>26 weeks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSB51915 Diploma of Leadership and Management</td>
<td></td>
<td>52 weeks</td>
<td></td>
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</tr>
<tr>
<td>SIT30813 Certificate III in Commercial Cookery</td>
<td></td>
<td></td>
<td>52 weeks</td>
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<tr>
<td>SIT40413 Certificate IV in Commercial Cookery</td>
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<tr>
<td>SIT50416 Diploma of Hospitality Management</td>
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<td></td>
<td>78 weeks</td>
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</tr>
<tr>
<td>Certificate III in Early Childhood Education &amp; Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>52 weeks</td>
</tr>
<tr>
<td>CHC50113 Diploma of Early Childhood Education &amp; Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>102 weeks</td>
</tr>
</tbody>
</table>

## Course Pathways

**BSB42615 Certificate IV in New Small Business**
- [CHC30113 Certificate III in Early Childhood Education & Care](#)
- [CHC50113 Diploma of Early Childhood Education & Care](#)
- [Bachelor of Education (Early Childhood Education)](#)

**BSB51915 Diploma of Leadership and Management**
- [SIT30813 Certificate III in Commercial Cookery](#)
- [SIT40413 Certificate IV in Commercial Cookery](#)
- [SIT50416 Diploma of Hospitality Management](#)

**CHC30113 Certificate III in Early Childhood Education & Care**
- [CICOS: 093102B](#)

**CHC50113 Diploma of Early Childhood Education & Care**
- [CICOS: 088945A](#)

**SIT30813 Certificate III in Commercial Cookery**
- [CICOS: 083513K](#)

**SIT40413 Certificate IV in Commercial Cookery**
- [CICOS: 083514J](#)

**SIT50416 Diploma of Hospitality Management**
- [CICOS: 091048G](#)
We deliver our Business qualifications using real life case studies and current industry expertise. There is a strong focus on practical business management knowledge and we focus our training on equipping our students with skills and a broad knowledge base in a wide variety of contexts.

**TECHNOLOGY IN THE CLASSROOM**

The facilities at MCIE are designed to provide students with a positive learning environment. Classrooms are comfortably appointed and include computers and audio visual aids to deliver training. Students have access to computer labs and free Wi-Fi to conduct research and complete assignments and assessments. Students undertaking the Certificate IV in New Small Business and the Diploma of Leadership and Management have access to a virtual organisation to use as the basis for their project.

The virtual organisation provides students with information and insight into the organisational structure, budgets, policies and procedures, business plans and risk management strategies. It provides the students access to a simulated environment that provides them with the necessary information and tools to undertake workplace based projects, and is particularly helpful when they do not have access to a workplace. Often even people who are employed may not have access to certain information within their organisations and the virtual organisation makes it possible for students to create a portfolio of their projects and use it effectively in the real world of business.
THIBAUD
DIPLOMA OF LEADERSHIP AND MANAGEMENT

“I would like to express my gratitude towards MCIE, who have helped me to gain invaluable skills and experiences. Without the help of my caring trainer Kushan, I would not have been able to get where I am today. The training provided was of the highest quality – and I always felt like I was in such a supportive and positive environment. The whole team have been present from the beginning showing real professionalism, flexibility and competence. Along the way I faced some personal issues, but I could feel a real support from the administration and trainers who were involved in my situation.”

FEATURED TRAINER

Feren Yen
Business Trainer & Assessor

Feren is a firm believer on combining theory and practice and implementing best practice. Students benefit from her ability to guide them in their interests and learn to embrace their strengths and weaknesses on their journey to becoming life-long learners.

Her experience in wealth creation, business and people development is apparent through her delivery and she maintains currency with roles in small business and financial services. She holds a Bachelor of Adult Learning and Development and a Masters in Business Administration.
BSB42615 CERTIFICATE IV IN NEW SMALL BUSINESS

COURSE DESCRIPTION (CRICOS: 090362F)
National Code: BSB42615
Course Duration: 26 weeks
Tuition Fee: A$3,800
Materials Fee: A$250
Administration Fee: A$200
Contact hours: 20 hours per week

This qualification is suitable for small business managers who need to use well-developed skills and a broad knowledge base to solve a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.

PRE-REQUISITES/ENTRY REQUIREMENTS
An English language proficiency level in one or more of the following:
- IELTS band score 5.5 or equivalent
- Satisfactory achievement in the Explore English placement test
- Satisfactory completion of ELICOS upper intermediate GE level or EAP

Other entry requirements include:
Academic: Completion of senior high school or equivalent to the Australian Year 12 of education
Regulatory: A current and valid passport and a valid study visa that covers the duration of study for the course
Age at Commencement: MCIE will accept overseas students who are 18 years of age or over at the time of commencement

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 may be conducted during classroom delivery and by completing assessment activities and tasks such as:
- Questions and Answers
- Case Studies
- Observations/Demonstration
- Role-plays
- Research Assignments
- Workplace Projects

RECOGNITION OF PRIOR LEARNING (RPL)
Participants may apply for RPL.

EMPLOYMENT OUTCOMES
This qualification may lead to positions of a small business manager.

COURSE STRUCTURE
To attain BSB42615 Certificate IV in New Small Business a total of 10 units must be completed; 4 core units plus 6 elective units.

TERM ONE - 10 weeks @ 20 hours per week
CORE UNITS
BSBSMB403 Market the small business
ELECTIVE UNITS
BSBSMB405 Monitor and manage small business operations
BSBCUS402 Address customer needs
BSBMKG414 Undertake marketing activities
BSBINN301 Promote innovation in a team environment

TERM TWO - 10 weeks @ 20 hours per week
CORE UNITS
BSBSMB404 Undertake small business planning
BSBSMB402 Plan small business finances
BSBSMB401 Establish and comply with legal and risk management requirements of small business
ELECTIVE UNITS
BSBCUS401 Coordinate implementation of customer service strategies
BSBRES401 Analyse and present research information

Note: Materials fee include workbooks required for this course.
BSB51915 DIPLOMA OF LEADERSHIP & MANAGEMENT

**RECOGNITION OF PRIOR LEARNING (RPL)**
Participants may apply for RPL.

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

**COURSE STRUCTURE**
To attain BSB51915 Diploma of Leadership and Management a total of 12 units must be completed; 4 core units plus 8 elective units.

**TERM ONE -**
10 weeks @ 20 hours per week

**CORE UNITS**
- BSBBLDR501: Develop and use emotional intelligence
- BSBBLDR502: Lead and manage effective workplace relationships
- BSBMGT517: Manage operational plan

**TERM TWO -**
10 weeks @ 20 hours per week

**CORE UNITS**
- BSBWOR502: Lead and manage team effectiveness

**ELECTIVE UNITS**
- BSBCUS501: Manage quality customer service
- BSBFIM501: Manage budgets and financial plans

**TERM THREE -**
10 weeks @ 20 hours per week

**ELECTIVE UNITS**
- BSBMGT502: Manage people performance
- BSBMGT516: Facilitate continuous improvement
- BSBSUS501: Develop workplace policy and procedures for sustainability

**TERM FOUR -**
10 weeks @ 20 hours per week

**ELECTIVE UNITS**
- BSBWOR501: Manage personal work priorities and professional development
- BSBWHS501: Ensure a safe workplace
- BSBRSK501: Manage risk

Note: Materials fee include workbooks required for this course.
We prepare our students to work in a range of early childhood education settings. Every MCIE student graduates with the confidence to support children’s wellbeing, learning and development. At diploma level, our students are also taught to design and implement curriculum as well as supervise volunteers or other staff.

**TECHNOLOGY IN THE CLASSROOM**

The Early Childhood Education and Care classrooms are creative and stimulating environments designed to develop the knowledge and skills of our students, to educate and care for children in their formative years. Classrooms are comfortably appointed and include computers and audio visual aids to deliver training. Students have access to computer labs and free Wi-Fi to conduct research and complete assignments and assessments. A dedicated simulation environment at the campus is used to develop and hone the skills that students require in industry. The simulation room is equipped with props and equipment which mimic a real ECEC Centre and provides students with a safe environment to develop and practice their skills prior to their work placement.

**WORK PLACEMENTS**

Successful completion of the Certificate III in Early Childhood Education and Care requires completion of 120 hours of work placement and the Diploma of Early Childhood Education and Care requires completion of 240 hours of mandatory work placement. Students are provided assistance by the Work Placement Coordinators specifically tasked with finding them suitable environments where they can apply their learning in a real life situation. During work placement students are required to work with children from different age groups ranging from 0 – 5 years and develop innovative and engaging programs for the child’s learning and development. They will also demonstrate knowledge and skills in self management, teamwork, working with different cultural and ethnic groups, implementing policy and complying with regulatory and legislative requirements. The Work Placement Assessors will visit, observe and assess the students three times during their work placement and assist with the completion of the work placement portfolios.
“After having my baby, I wanted a career change, as teaching children was my childhood passion and still is. After some research about the courses from different institutes, I opted for MCIE. It was on top of my list as they have the ‘whole package’ to make you an excellent Educator. During my placement, which is part of my studies, I had a job offer. This was an amazing opportunity for me to join a big team and a well reputed Childcare Centre. MCIE helped me get a ‘foot in the door’!”

Elizabeth Chiarelli
Early Childhood Education & Care Trainer & Assessor

Elizabeth is dedicated to the success of her students and her encouragement and motivation enables them to excel in their studies at MCIE and forge promising careers in Early Childhood Education and Care.
CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

COURSE DESCRIPTION (CRICOS: 093102B)

National Code   CHC30113
Course Duration  52 weeks
Tuition Fee      A$9,500
Materials Fee    A$300
Administration Fee  A$200
Contact hours    20 hours per week

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children’s wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Note: This course has a mandatory requirement of 120 hours of work placement. Students will be assisted in finding work placements by MCIE.

PRE-REQUISITIES/ENTRY REQUIREMENTS

An English language proficiency level in one or more of the following:

- IELTS band score of 5.5 or equivalent internationally recognised exam result in line with DIBP regulations
- Satisfactory completion of Explore English ELICOS

Other entry requirements include:

Academic: Completion of senior high school or equivalent to the Australian Year 12 of education
Regulatory: A current and valid passport. A valid study visa that covers the duration of study for the course. A current police clearance from your country
Age at Commencement: MCIE will accept overseas students who are 18 years of age or over at the time of commencement

RECOGNITION OF PRIOR LEARNING (RPL)

Participants may apply for RPL

PATHWAYS

Pathways from the qualification:

After achieving CHC30113 Certificate III in Early Childhood Education and Care, graduates may undertake further study in:

- CHC50113 Diploma of Early Childhood Education and Care

Employment pathways:

Given below are the typical job roles for graduate of this qualification:

- Early Childhood Educator Assistant
- Outside School Hours Aide
- Preschool Assistant

Assessment Includes:

- Questions and Answers
- Scenarios
- Practical/Role-plays (Simulated environment)
- Observations/Demonstration
- Workplace Tasks
- Third Party Reports

DURATION

Classroom delivery and mandatory work placement hours are as follows:

- 4 hours Induction
- 720 hours Face-to-Face delivery
- 93 hours of supported learning
- 120 hours Work Placement (Host employer and Student Agreements in place within a workplace)
- 40 weeks Attendance – 4 Terms of 10 weeks each over a one year period
- 52 weeks duration including holiday breaks

QUALIFICATION RECOGNITION

This qualification is based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and the Community Services and Health Training Package. The qualification is recognised throughout Australia

DELIVERY & ASSESSMENT

Delivery is conducted in formal classes, simulated learning environments and within commercial operating work placements. MCIE Work Placement Officers will work with the student to organise workplace tasks within simulated learning environments and practical work placements.
Note: Materials fee include workbooks required for this course.

# COURSE STRUCTURE

## TERM ONE

**CORE UNITS**
- CHCECE002: Ensure the health and safety of children
- CHCECE004: Promote and provide healthy food and drinks
- CHCPRT001: Identify and respond to children and young people at risk
- CHCECE007: Develop positive and respectful relationships with children
- HLTAID004: Provide an emergency first aid response in an education and care setting

**10 weeks @ 20 hours per week**

## TERM TWO

**CORE UNITS**
- CHCDIV002: Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCECE001: Develop cultural competence
- CHCLEG001: Work legally and ethically

**ELECTIVE UNITS**
- CHDIV001: Work with diverse people (Elective)

**10 weeks @ 20 hours per week**

## TERM THREE

**CORE UNITS**
- CHCECE009: Use an approved learning framework to guide practice
- CHCECE003: Provide care for children
- CHCECE005: Provide care for babies and toddlers

**10 weeks @ 20 hours per week**

## TERM FOUR

**CORE UNITS**
- HLTWHS001: Participate in workplace health and safety
- CHCECE010: Support the holistic development of children in early childhood
- CHCECE011: Provide experiences to support children’s play and learning
- CHCECE013: Use information about children to inform practice

**ELECTIVE UNITS**
- CHCECE006: Support behaviour of children and young people
- CHCECE012: Support children to connect with their world

**10 weeks @ 20 hours per week**

To attain CHC30113 Certificate III in Early Childhood Education and Care a total of 18 units of competency must be completed, consisting of 15 core units and 3 elective.
CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE

COURSE DESCRIPTION (CRICOS: 088945A)

National Code  
Course Duration  
Tuition Fee  
Materials Fee  
Administration Fee  
Contact hours  

CHC50113  
2 years  
A$19,500  
A$300  
A$200  
20 hours per week  

The Diploma of Early Childhood Education and Care will enable you to work as an Early Childhood Educator, someone who designs and implements curriculum used to support the learning of babies, toddlers and pre-school children. An Early Childhood Educator works to implement an approved learning framework meeting the requirements of the Education and Care services national regulations and the National Quality Standards. 

Note: Successful completion of this course requires 240 hours of mandatory work placement. Students will be assisted by MCIE to find suitable work placements. Prior to commencing work placement students need to obtain a Working with Children Check and a Police Clearance Certificate to work in a childcare service.

PRE-REQUISITIES/ENTRY REQUIREMENTS

An English language proficiency level in one or more of the following:

- IELTS band score 5.5 or equivalent
- Satisfactory achievement in the Explore English placement test
- Satisfactory completion of ELICOS upper intermediate GE level or EAP

Other entry requirements include:

Academic: Completion of senior high school or equivalent to the Australian Year 12 of education

Regulatory: A current and valid passport and a valid study visa that covers the duration of study for the course

Age at Commencement: MCIE will accept overseas students who are 18 years of age or over at the time of commencement

QUALIFICATION RECOGNITION

This qualification is based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and the Community Services and Health Training Package. The qualification is recognised throughout Australia.

DELIVERY & ASSESSMENT

Training delivery and assessments are conducted in formal classrooms, simulated learning environments and in commercially operating early childhood education and care centres. MCIE Work placement Coordinators will liaise with students to organise workplace observations and assessments during their practical work placements.

Assessment Includes:

- Scenarios / Case studies
- Role-plays (Simulated environment)
- Observations
- Practical Demonstration
- Portfolio
- Reflective journal
- Assessment tasks

RECOGNITION OF PRIOR LEARNING (RPL)

Participants may apply for RPL.

PATHWAYS

Pathways from the qualification:

After achieving CHC50113 Diploma of Early Childhood Education and Care, graduates may undertake further study in:

- Bachelor of Education
- Bachelor of Teaching (Early Childhood Education)
- Or a range of higher education qualifications

Employment pathways:

Given below are the typical job roles for graduate of this qualification:

- Nominated Supervisors
- Early Intervention Aide
- Early Childhood Educator
- Family Day Care Service Provider and Coordinator
- Child Development Worker
- Early Childhood Education and Care Coordinator (ECEC)
- Educational Leader
## COURSE STRUCTURE

### TERM ONE - Core Units
- CHCECE002: Ensure the health and safety of children
- CHCECE004: Promote and provide healthy food and drinks
- CHCECE016: Establish and maintain a safe and healthy environment for children
- HLTAID004: Provide an emergency first aid response in an education and care setting
- HLTWHS003: Maintain work health and safety

**10 weeks @ 20 hours per week**

### TERM TWO - Core Units
- CHCECE019: Facilitate compliance in an education and care services
- CHCECE018: Nurture creativity in children
- CHCECE022: Promote children’s agency

**10 weeks @ 20 hours per week**

### TERM THREE - Core Units
- CHCECE023: Analyse information to inform learning
- CHCECE026: Work in partnership with families to provide appropriate education and care for children
- CHCECE024: Design and implement the curriculum to foster children’s learning and development

**10 weeks @ 20 hours per week**

### TERM FOUR - Core Units
- CHCECE017: Foster the holistic development and wellbeing of the child in early childhood

**10 weeks @ 20 hours per week**

### TERM FIVE - Core Units
- CHCLEG001: Work legally and ethically
- CHCECE009: Use an approved learning framework to guide practice
- CHCECE021: Implement strategies for the inclusion of all children
- CHCECE205: Embed sustainable practices in service operations

**10 weeks @ 20 hours per week**

### TERM SIX - Core Units
- CHCECE007: Develop positive and respectful relationships with children
- CHCECE003: Provide care for children
- CHCECE005: Provide care for babies and toddlers
- CHCECE020: Establish and implement plans for developing cooperative behaviour

**10 weeks @ 20 hours per week**

### TERM SEVEN - Core Units
- CHCPRT001: Identify and respond to children and young people at risk
- CHCECE001: Develop cultural competence
- CHCDIV002: Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCDIV001: Work with diverse people
- CHCPOL002: Develop and implement policy

**10 weeks @ 20 hours per week**

### TERM EIGHT - Core Units
- CHCPRT003: Reflect on and improve own professional practice (Elective)
- CHCMGT003: Lead the work team
- BSBLED401: Develop teams and individuals

**10 weeks @ 20 hours per week**

To attain CHC50113 Diploma of Early Childhood and Care a total of 28 units of competency need to be completed, consisting of 23 core units and 5 elective units.
JOIN THE BEST
Our point of difference lies in our regular consultation with industry experts. They tell us exactly what they look for in their new recruits and we weave it into how, and what, we train. This helps us craft the right training which prepares our students with the knowledge and confidence to succeed in a wide range of hospitality settings.

TECHNOLOGY IN THE CLASSROOM
The Cookery qualifications are delivered in purpose built classrooms and fully fitted industry standard commercial kitchens that provide students with the tools required to develop their skills as budding chefs. Classrooms are comfortably appointed and include computers and audio visual aids to deliver training. Students have access to computer labs and free Wi-Fi to conduct research and complete assignments and assessments. Learning materials are presented in a visually appealing and professional learning management system that students are provided access to, which can be accessed on all mobile devices anywhere and at anytime. All practical units are delivered in the commercial kitchens and students are provided with ample opportunity to practice and develop their skills and knowledge throughout their course of study. They will use a variety of equipment and a diversity of ingredients, local, indigenous and imported to prepare sumptuous meals.

WORK PLACEMENTS
A dedicated Work Placement Coordinator is provided by MCIE to assist students to gain suitable work placement opportunities. Students are required to complete a minimum of 150 hours of work placement which will enable them to gain valuable skills and an insight into the Australian work culture and ethic. Work placement will also enable students to interact with leading chefs from whom they will learn both traditional and contemporary cooking techniques which will aid their development and learning.
VEERINDER  
CERTIFICATE IV IN COMMERCIAL COOKERY

“My career goals are to gain more experience in the Hospitality Industry and then open up my very own restaurant in the near future. My trainers have always been very knowledgable and helpful.

I would definitely recommend MCIE to others. The schedules are so flexible and you learn so many skills that will help you to become employed.

I am very excited about being able to open up my own restaurant in the future!”

Domenico Tellatin  
Chef Trainer

Domenico Tellatin, was born in the Italian Alps at the foot of the highest mountain bordering France and Switzerland, Mont Blanc.

A strong Italian culinary background with a French influence soon had Domenico dreaming of a gourmet life. With his culinary background and a desire to travel, Domenico decided to seek a job in a kitchen. He studied at the Ecole Hôtelière de la Vallée D’Aoste, the Lausanne Programme. This training resulted in employment with Rank Hotels. Later he travelled to London to work with Christian Mouri at the Four Seasons Hotel (2 Michelin stars), Michel Bourdin at the Connaught Hotel (3 Michelin stars) and then to Covent Garden at Magno’s Brasserie (1 Michelin Star).
SIT30813 CERTIFICATE III IN COMMERCIAL COOKERY

COURSE DESCRIPTION (CRICOS: 083513K)

National Code: SIT30813
Course Duration: 52 weeks (fulltime)
Tuition Fee: A$10,350
Materials Fee: A$950
Administration Fee: A$200
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.

EMPLOYMENT OUTCOMES
Graduates may find employment as cooks.

PRE-REQUISITES/ENTRY REQUIREMENTS
An English language proficiency level in one or more of the following:
• IELTS band score 5.5 or equivalent
• Satisfactory achievement in the Explore English placement test
• Satisfactory completion of ELICOS upper intermediate GE level or EAP

Other entry requirements include:
Academic: Completion of senior high school or equivalent to the Australian Year 12 of education
Regulatory: A current and valid passport and a valid study visa that covers the duration of study for the course
Age at Commencement: MCIE will accept overseas students who are 18 years of age or over at the time of commencement

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 undertaken through classroom delivery as well as completing assessment activities and tasks such as:
• Questions and answers
• Case studies
• Observations/Demonstration
• Role-plays
• Research assignments
• Workplace projects
• Practical demonstrations

RECOGNITION OF PRIOR LEARNING (RPL)
Participants may apply for RPL.

PATHWAYS
After achieving SIT30813 Certificate III in Commercial Cookery, individuals could progress to SIT40413 Certificate IV in Commercial Cookery.

COURSE OUTLINE

To attain SIT30813 Certificate III in Commercial Cookery a total of 25 units of competency need to be completed, consisting of 22 core units and 3 elective units:

TERM ONE - 10 weeks @ 20 hours per week
CORE UNITS
SITXFSA101 Use hygienic practices for food safety
SITXWHS101 Participate in safe work practices
BSBWOR203B Work effectively with others
BSBSUS201A Participate in environmentally sustainable work practices
SITHKOP101 Clean and maintain premises
SITXINV202 Maintain the quality of perishable items
SITHCCC101 Use food preparation equipment
SITHCCC201 Produce dishes using basic methods of cookery

ELECTIVE UNITS
SITXCOM201 Show social and cultural sensitivity

TERM TWO - 10 weeks @ 20 hours per week
CORE UNITS
SITHCCC203 Produce stocks, sauces and soups
SITHCCC202 Produce appetisers and salads
SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes
SITHCCC301 Produce poultry dishes
SITHCCC302 Produce seafood dishes
SITHCCC303 Produce meat dishes

ELECTIVE UNITS
SITXINV201 Receive and store stock

TERM THREE - 10 weeks @ 20 hours per week
CORE UNITS
SITHCCC308 Produce cakes, pastries and breads
SITHPAT305 Produce desserts
SITHCCC307 Prepare food to meet special dietary requirements

ELECTIVE UNITS
SITXINV201 Receive and store stock

TERM FOUR - 10 weeks @ 20 hours per week
CORE UNITS
SITHKOP302 Plan and cost basic menus
SITXFSAA201 Participate in safe food handling practices
SITXHRM301 Coach others in job skills
SITHCCC309 Work effectively as a cook
HLTAID003 Provide first aid

ELECTIVE UNITS
SITHCCC304 Produce and serve food for buffets

NOTE: This qualification is superseded by SIT30816 Certificate III in Commercial Cookery. Students will be transitioned to the replacement qualification as soon as possible. Materials fee include workbooks, knife kit and chef’s uniform required for this course.
SIT40413 CERTIFICATE IV IN COMMERCIAL COOKERY

COURSE DESCRIPTION (CRICOS: 083514J)

National Code: SIT40413
Course Duration: 85 weeks
Tuition Fee: A$13,350
Materials Fee: A$950
Administration Fee: A$200
Contact hours: 20 hours per week

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

EMPLOYMENT OUTCOMES
Graduates may find employment as chefs or chef de partie.

PRE-REQUISITIES/ENTRY REQUIREMENTS
An English language proficiency level in one or more of the following:
• IELTS band score 5.5 or equivalent
• Satisfactory achievement in the Explore English placement test
• Satisfactory completion of ELICOS upper intermediate GE level or EAP

Other entry requirements include:
Academic: Completion of senior high school or equivalent to the Australian Year 12 of education
Regulatory: A current and valid passport and a valid study visa that covers the duration of study for the course
Age at Commencement: MCIE will accept overseas students who are 18 years of age or over at the time of commencement

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 undertaken through classroom delivery as well as completing assessment activities and tasks such as:
• Questions and answers
• Case studies
• Observations/Demonstration
• Role-plays
• Research assignments
• Workplace projects
• Practical demonstrations

RECOGNITION OF PRIOR LEARNING (RPL)
Participants may apply for RPL.

PATHWAYS
After achieving SIT40413 Certificate IV in Commercial Cookery, individuals could progress to SIT50313 Diploma of Hospitality.

NOTE: this qualification is superseded by SIT40516 Certificate IV in Commercial Cookery. Students will be transitioned to the replacement qualification as soon as possible. Materials fee include workbooks, knife kit and chef’s uniform required for this course.
## COURSE STRUCTURE

To attain SIT40413 Certificate IV in Commercial Cookery a total of 33 units of competency need to be completed, consisting of 27 core units and 6 elective units.

### TERM ONE - 10 weeks @ 20 hours per week

**CORE UNITS**
- SITXFS1A01
- SITXINV202
- SITHCCC101
- SITHCCC201
- SITHCCC203
- SITHCCC204

**ELECTIVE UNITS**
- BSBSUS201A

**CORE UNITS**
- Use hygienic practices for food safety
- Maintain the quality of perishable items
- Use food preparation equipment
- Produce dishes using basic methods of cookery
- Produce stocks, sauces and soups
- Produce vegetable, fruit, egg and farinaceous dishes

**ELECTIVE UNITS**
- Participate in environmentally sustainable work practices

### TERM TWO - 10 weeks @ 20 hours per week

**CORE UNITS**
- SITHCCC202
- SITHCCC301
- SITHCCC302
- SITHCCC303
- SITHCCC307

**ELECTIVE UNITS**
- SITXFSA201
- SITXCOM401

**CORE UNITS**
- Produce appetisers and salads
- Produce poultry dishes
- Produce seafood dishes
- Produce meat dishes
- Prepare food to meet special dietary requirements

### TERM THREE - 10 weeks @ 20 hours per week

**CORE UNITS**
- SITHCCC308
- SITHPAT306
- SITXFSA201
- SITXCOM401

**ELECTIVE UNITS**
- BSBDIV501A

**CORE UNITS**
- Produce cakes, pastries and breads
- Produce desserts
- Participate in safe food handling practices
- Manage conflict

### TERM FOUR - 10 weeks @ 20 hours per week

**CORE UNITS**
- SITHCCC309
- SITHKOP302
- SITHKOP402
- BSBDIV501A

**ELECTIVE UNITS**
- Work effectively as a cook
- Plan and cost basic menus
- Develop menus for special dietary requirements
- Manage diversity in the workplace

### TERM FIVE - 10 weeks @ 20 hours per week

**CORE UNITS**
- BSBSUS301A
- SITXHRM301
- SITXHRM402
- SITXMGT401

**ELECTIVE UNITS**
- SITXFSA401

**CORE UNITS**
- Implement and monitor environmentally sustainable work practices
- Coach others in job skills
- Lead and manage people
- Monitor work operations

### TERM SIX - 10 weeks @ 20 hours per week

**CORE UNITS**
- SITKOP403
- SITXFSA201

**ELECTIVE UNITS**
- SITXFSA401

**CORE UNITS**
- Coordinate cooking operations
- Manage finances within a budget

### TERM SEVEN - 10 weeks @ 20 hours per week

**CORE UNITS**
- SITXWHS401
- HLTAID003

**ELECTIVE UNITS**
- SITXCCS303
- SITHIND201
- SITXWHS301

**CORE UNITS**
- Implement and monitor work health and safety practices
- Provide first aid

**ELECTIVE UNITS**
- Provide service to customers
- Source and use information on the hospitality industry
- Identify hazards, assess and control safety risks
YURIE OSAWA

Yurie completed Certificate III in Commercial Cookery and is now studying Certificate IV in Commercial Cookery. After successful placement at the boutique vegan/vegetarian restaurant - Rhubard Wholefoods, Yurie is now employed as a Breakfast Chef.

SING FATT FONG

Sing completed Certificate III in Commercial Cookery and is now studying Certificate IV in Commercial Cookery. Now part-owner of a successful food business in Melbourne, King of Spuds Food Truck. You can like his www.facebook.com/King.of.Spuds.Melb/ page to know the location of the truck.

AIAN SEDANO

Aian completed Certificate III in Commercial Cookery and is now studying Certificate IV in Commercial Cookery. After successful completion of his placement hours, Aian has been employed by Atlantic Group as a Food Preparation Cook. He believes that right placement and guidance by MCIE commercial cookery trainers has helped him to be successful in gaining employment.
"Hospitality is a high growth industry. Over the next five years, job growth for retail, hospitality, and service managers is expected to increase."

Job Outlook, Australian Government
SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT

COURSE DESCRIPTION (CRICOS: 091048G)

National Code: SIT50416  
Course Duration: 78 weeks  
Tuition Fee: A$17,750  
Materials Fee: A$950  
Administration Fee: A$200  
Contact hours: 20 hours per week

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

EMPLOYMENT OUTCOMES

Employment outcomes include: Restaurant Manager, Kitchen Manager, Chef, Sous Chef, Motel Manager, Banquet Manager and Unit Manager (catering operations).

PRE-REQUISITIES/ENTRY REQUIREMENTS

An English language proficiency level in one or more of the following:
- IELTS band score of 5.5 or equivalent internationally recognised exam result in line with DIBP regulations
- Satisfactory completion of Explore English ELICOS

Other entry requirements include:
Academic: Completion of senior high school or equivalent to the Australian Year 12 of education
Regulatory: A current and valid passport. A valid study visa that covers the duration of study for the course
Age at Commencement: MCIE will accept overseas students who are 18 years of age or over at the time of commencement

QUALIFICATION RECOGNITION

This qualification is based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and the Community Services and Health Training Package. The qualification is recognised throughout Australia.

ASSESSMENT

- Questions and Answers
- Case studies
- Observations
- Role-plays
- Research assignments
- Work place projects
- Practical Demonstration

RECOGNITION OF PRIOR LEARNING (RPL)

Participants may apply for RPL.

PATHWAYS

After achieving SIT50416 Diploma of Hospitality Management, graduates may undertake further study in:
- SIT60316 Advanced Diploma of Hospitality Management
COURSE STRUCTURE

To attain SIT50416 Diploma of Hospitality Management a total of 28 units of competency must be completed, consisting of 13 core units and 15 elective units.

TERM ONE - 10 weeks @ 20 hours per week

**ELECTIVE UNITS**
- SITXFSA001: Use hygienic practices for food safety
- SITXINV002: Maintain the quality of perishable items
- SITHCCC001: Use food preparation equipment
- SITHCCC005: Prepare dishes using basic methods of cookery
- SITHCCC006: Prepare appetisers and salads
- SITHCCC007: Prepare stocks, sauces and soups
- SITHCCC008: Prepare vegetable, fruit, egg and farinaceous dishes

TERM TWO - 10 weeks @ 20 hours per week

**ELECTIVE UNITS**
- SITHKOP002: Plan and cost basic menus
- SITHCCC012: Prepare poultry dishes
- SITHCCC013: Prepare seafood dishes
- SITHCCC014: Prepare meat dishes
- SITHCCC018: Prepare food to meet special dietary requirements

TERM THREE - 10 weeks @ 20 hours per week

**ELECTIVE UNITS**
- SITHCCC019: Produce cakes, pastries and breads
- SITHPAT006: Produce desserts
- SITHCCC020: Work effectively as a cook

TERM FOUR - 10 weeks @ 20 hours per week

**CORE UNITS**
- BSBDIV501: Manage diversity in the workplace
- SITXCOM005: Manage conflict
- SITXFIN003: Manage finances within a budget
- SITXFIN004: Prepare and monitor budgets
- SITXMGT002: Establish and conduct business relationships

TERM FIVE - 10 weeks @ 20 hours per week

**CORE UNITS**
- SITXHRM002: Roster staff
- SITXHRM003: Lead and manage people
- SITXMGT001: Monitor work operations
- SITXCCS007: Enhance customer service experience
- SITXCCS008: Develop and manage quality customer service practices

TERM SIX - 10 weeks @ 20 hours per week

**CORE UNITS**
- SITXGLC001: Research and comply with regulatory requirements
- BSBMGT517: Manage operational plan
- SITXWHS003: Implement and monitor work health and safety practices

**ELECTIVE UNITS**
- SITHIND002: Source and use information on the hospitality industry

*Note: Materials fee include workbooks, knife kit and chef’s uniform required for this course.*
### Melbourne City Institute of Education VET Course Prices

<table>
<thead>
<tr>
<th>Qualification(s)</th>
<th>Tuition Fee</th>
<th>Materials Fee</th>
<th>Enrolment Fee</th>
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<tr>
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<td>SIT30813 Certificate III in Commercial Cookery</td>
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### Intake Dates

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<td>Term 1</td>
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<td>Term 2</td>
<td>17th April</td>
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<td>Term 4</td>
<td>2nd October</td>
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### Student Timetables*


<table>
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<tr>
<th>Day</th>
<th>Session 1</th>
<th>Break</th>
<th>Session 2</th>
<th>Break</th>
<th>Session 3</th>
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<td>3.30pm - 5.30pm</td>
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<td>Wednesday</td>
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<td>10.45am - 12.45pm</td>
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2 days a week (8.30am – 5.30pm), 1 Day a Week (8.30am- 12.45pm) 20 hours per week

#### BSB42615 Certificate IV in New Small Business, BSB51915 Diploma of Leadership and Management and CHC50113 Diploma of Early Childhood Education and Care

<table>
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<tr>
<th>Day</th>
<th>Session 1</th>
<th>Break</th>
<th>Session 2</th>
<th>Break</th>
<th>Session 3</th>
<th>Break</th>
<th>Session 4</th>
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<tbody>
<tr>
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<td>1.15pm - 3.15pm</td>
<td>15mins</td>
<td>3.30pm - 5.30pm</td>
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</table>

1 Day a Week (1.15pm-5.30pm), 2 days a week (8.30am – 5.30pm) 20 hours per week

* Subject to change
Exploring ELICOS Courses

Students can enrol in a variety of English courses at our preferred centre, Explore English at 5/250 Collins St West Melbourne.

**General English**
For students interested in achieving more knowledge in functional language, including listening, reading, writing, speaking, grammar and vocabulary.

- **Elementary to Advanced**
  - DURATION: 2-52 WEEKS
  - CRICOS: 085252K
  - New starters welcome every Monday!

**IELTS**
For students interested in successfully passing the academic or general IELTS examination. Regular testing in all 4 macro skills.

- **Upper Intermediate**
  - Duration: 2-24 WEEKS
  - CRICOS: 085253J
  - New starters welcome every Monday!

**Business English**
For students wishing to gain an overall understanding of business in a global environment. Ideal preparation for taking the BULATS examination.

- **Upper Intermediate to Advanced**
  - Duration: 10 WEEKS
  - CRICOS: 085253J
  - New starters welcome every Monday!

**PTE**
For students interested in achieving a high score in this computer based English proficiency exam. Lots of practice using technology.

- **Two Levels Available - B1 and B2**
  - Duration: 10 WEEKS
  - CRICOS: 092019E
  - New starters welcome every Monday!

**English for Academic Purposes**
For students wishing to extend their English skills in readiness for further study.

- **Upper Intermediate**
  - Duration: 10 WEEKS
  - CRICOS: 85251M
  - New starters welcome every Monday!

**Study Tours**
Customised individual tours available that include tourist attractions and sporting events or specialised study areas. Enquiries to info@exploreenglish.edu.au.

- **Designed for small or large study groups**

**International Course Prospectus 2016 • 28**
Exploring Student Timetables

Courses at a Glance

<table>
<thead>
<tr>
<th>Course</th>
<th>Morning Classes</th>
<th>Afternoon Classes</th>
<th>Evening Classes</th>
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<tbody>
<tr>
<td>GE (085252K)</td>
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<tr>
<td>IELTS (085253J)</td>
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<td>EAP (085251M)</td>
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<td>PTE (092019E)</td>
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<td>BUSINESS ENGLISH (091580K)</td>
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<td>Free elective classes</td>
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<tr>
<td>and support classes</td>
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Morning Classes: 4 days a week (8.30am – 2.30pm)

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<th>Day</th>
<th>Session 1</th>
<th>Break</th>
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<td>1.30pm - 2.30pm</td>
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Evening Classes: 4 nights a week (4.30pm – 9.45pm)

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ELICOS ENQUIRIES: info@exploreenglish.edu.au
PHONE: +61 3 8678 1490
www.exploreenglish.edu.au

FLEXIBLE TIME-TABLE
Morning and evening

Please note, on occasion, some classes may change due to popularity.
# Exploring Our Prices

Please contact us for our weekly specials on info@exploreenglish.edu.au

## COURSE PRICING - BUSINESS ENGLISH, EAP, IELTS, PTE & GE

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<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Duration</th>
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<td>2-52 weeks</td>
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<td>Airport Pickup: $100</td>
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<td>Materials Fee: $70</td>
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<tr>
<td>English for Academic Purposes</td>
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<td>Airport Pickup: $100</td>
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<td>Materials Fee: $70</td>
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<td>IELTS Preparation</td>
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<td>10 weeks</td>
<td>$280 per week</td>
<td>OS/HC: From $540py - with BUPA (compulsory for student visa holders)</td>
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<td>Airport Pickup: $100</td>
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<td>Materials Fee: $70</td>
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<td>PTE Academic</td>
<td>CRICOS Code: 092019E</td>
<td>10 weeks</td>
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<td>Materials Fee: $70</td>
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</tbody>
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## COURSE PRICING - TESOL (NON CRICOS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Tuition Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>10317NAT Certificate IV in TESOL</td>
<td>Part time (20 weeks) or; Full time classes (10 weeks)</td>
<td>Full fee paying students: $2900 - Government funding available to eligible students</td>
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</tbody>
</table>

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