

Study in *Melbourne*

International Student Prospectus

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Studying in Melbourne

With lovely weather, beautiful architecture, and lush gardens, Melbourne is a modern, multi-cultural hub, boasting a population of around 4.5 million.

Melbourne is consistently named “**one of the most liveable cities in the world**”. The factors that contribute to this prestigious international title include economic stability, a vibrant culture and environment, quality education, service infrastructure, accessibility, and affordability.

When studying in Melbourne, students gain one of the best educational, cultural, and social experiences possible.





Melbourne is Victoria's capital city and is regarded as the most livable city in the world!

MCIE is in the centre of Melbourne, on the world-famous Collins Street.



A significant feature of life in Melbourne is its sporting culture. Melbourne boasts a rich sporting history from the Olympics to the Commonwealth Games, world-class cricket at the MCG, the Australian Open, the Melbourne Cup, Formula 1 Grand Prix, a National Rugby League team, and A-league soccer matches.

Melbourne is also home to one of Australia's greatest sporting traditions, the Australian Football League (AFL) Grand Final.

Melbourne is ranked first in Australia and third in the world due to its high standard of living, vibrant multicultural society, and social inclusion.

For more reasons to study in Melbourne, visit: www.studymelbourne.vic.gov.au and www.youthcentral.vic.gov.au



**1**

A multicultural city

The city of Melbourne is also known for its 'student mix.' Students come from all around the world to stay in Melbourne. The city celebrates its diversity through various events, performances, festivals and local foods. In Melbourne, celebrations run in the city all year round. The friendly atmosphere enables international students to make friends very quickly.

2

Great employment opportunities

As a leading knowledge city, Melbourne attracts many international companies. When it comes to employability, Melbourne ranks as the tenth-best city in the world. During semesters, students can work 40 hours per fortnight. International students can also reap the benefits of a Study Live Program in Melbourne.

3

Unbeatable lifestyle

Melbourne is considered the cultural capital of Australia. From beautiful beaches to amazing nightlife and exciting food culture, the city is ranked third-best in the world for student experience. The city is ranked as the third-best city in the world in terms of a students' experience. Melbourne is heaven for coffee addicts. With trendy cafes around every corner, you can see people everywhere with a takeaway coffee cup in their hand.

4

Excellent student support

Melbourne is the most attractive destination for international students because of its diverse student communities and wide range of training organisations. Students are provided with support ranging from housing and social connections to finance and English language skills.

Welcome to MCIE

A world of opportunity

Melbourne City Institute of Education (MCIE) is an award-winning Registered Training Organisation (RTO), driven by a student-centric approach, with a focus on outcomes and academic excellence.

With an enviable reputation as a leading provider of quality vocational education and training (VET), since 2008, our students have consistently achieved high completion rates, reported high levels of learner satisfaction, and successful job outcomes, across all courses and qualifications.

MCIE is committed to providing its students with the training and education necessary to help them meet not just their vocational and employment goals, but to also support and guide them in their endeavour to realise their potential and unleash their passions.

We continue to build on industry connections and enhanced expert training standards to offer a wide range of study options, pathway programs, and student support services that culminate to ensure a world of opportunity is on offer to our students.



**2020 International
Education Awards
Winner**





Why study at MCIE?

Practical education and vocational outcomes

Everything we do – our services, our people and our processes – centres around our students' professional goals and the needs of the industry and wider community.

Industry partnerships and consultations

Each course is developed in consultation with industry specialists so that course content is up-to-date. Further, we work with subject experts to understand the skills and knowledge needed to succeed. Our commitment to training our students with the relevant competencies that match industry needs, means our graduates are ready to enter the workforce successfully and confidently.

Highly skilled and expert trainers

Our training and assessment practices are world-class because our trainers and assessors are highly skilled. We consistently achieve outstanding results because we recruit educators who have the expertise and passion to facilitate excellent learning.

Committed to the success of our students

From skills-relevant courses to higher education pathways, industry-based projects, hands-on experience, and industry partnerships, we are committed to providing every possible opportunity to our students. This dedication ensures academic growth as well as a greater career opportunity, nurtured in an enriching learning environment.

At a glance

Services & facilities	People	Courses
Modern campus	Expert trainers and assessors	We help you find a job
Free WiFi	Award-winning training institute	Pathway to University
Public transport on our doorstep	24/7 student welfare available	Real work placement opportunities
Social activities with other students	English language support for all courses	Onsite English language school
Recognition of Prior Learning (RPL) and Credit Transfer (CT) available	Cross- and upskilling employment opportunities	Course is paced to your learning needs
Large student recreational area and lounge area	Complimentary English language support classes	Learning materials included

Welcome to our modern campus

Melbourne CBD Campus

The main MCIE campus is in the heart of Melbourne city. The campus is close to public transport options, libraries, retail shops, banks, cafés and restaurants to suit all tastes and budgets. Also, sporting and entertainment venues, and even a medical clinic, are all easily accessible.

The campus offers modern learning facilities, simulated learning environments, a computer laboratory, full-time dedicated student support staff, a student lounge, cafe, free Wi-Fi and much, much more, to make you feel welcomed, engaged, and safe.

To foster a positive learning experience, our classrooms are bright and modern, including new technology and visual aids.




Our delivery may also incorporate industry validated simulated work environments. This allows students to apply the knowledge and skills learned in a safe space, supported by the appropriate equipment and tools. Under the supervision of our experienced trainers, progress is enhanced by real-time feedback.

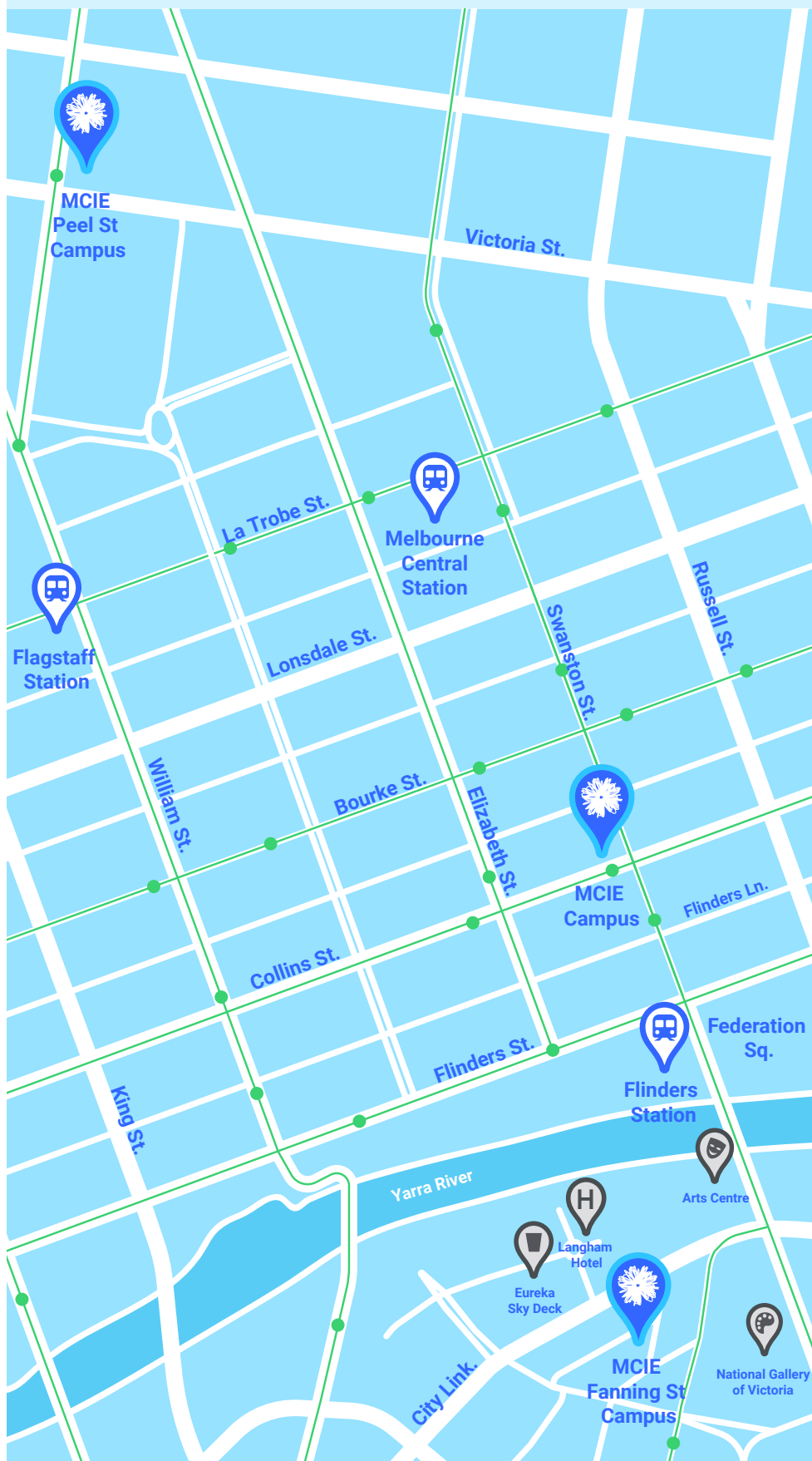
The Melbourne CBD Campus is located at:
Level 9, 250 Collins Street, Melbourne, Victoria 3000


Training Kitchens

MCIE's training kitchens are located a short tram ride away from the main campus. The training kitchens have been purpose-built to support the practical components of our Commercial Cookery courses.

The commercial training kitchens are located at:
**28-30 Fanning Street Southbank VIC 3006;
and 112 Peel Street North Melbourne 3051**

Map key:  Tram stop
 Tram line
 Train station



A photograph of two young adults, a woman and a man, sitting at a desk and laughing while looking at a laptop. The woman has long brown hair and is wearing a brown jacket over a grey top. The man has short dark hair, wears glasses, a red shirt, and a denim jacket. On the desk are a laptop, a glass of beer, a notebook, and a smartphone. The background is a chalkboard.

Australia is home to over **500,000** international students

Such a large population of students are attracted by innovation, creativity, and independent thinking throughout Australia. International students who study and live in this country have access to the beautiful surroundings, top notch academics and unlimited opportunities for work.

Do you want to work in social media?

Australia has a high employment rate due to low density of population, providing a range of working options.

International students wishing to pursue social media marketing will be entering one of the fastest-growing industries in Australia. According to the State of Social 2019 report by Buffer, 89.3% of marketers said that social media is very important or somewhat important to their overall marketing strategy.

The social media marketing field is super competitive. It's true there are a lot of job opportunities out there, but there are also many qualified people competing for these jobs.

If you're aiming to be successful in a top social media role, you must take your skillset to the next level by studying with the best and getting as much hands-on experience as possible.

If you want to get the best social media jobs and be successful in the position, you must take your skillset to the next level by studying with the best and getting as much hands on experience as possible. With a qualification from MCIE, we will help you gain the right skills and knowledge to empower you towards your social media marketing career.



"The Diploma of Social Media Marketing let's me improve my future in marketing, and selling products. It's a good way to study and start my business. I love learning about the business branding and personal branding, which will be useful in my career."

Diploma of Social Media Marketing
Tiffany Chaipala
Thailand



"My time in MCIE has been awesome! Since starting my Diploma I have been learning so much every week. I've been making friends I know are going to last forever! One of the best things from the course is the teacher. He makes the lessons so enjoyable and easy to learn, the diploma wouldn't be the same without him and without all the staff at MCIE, they are really friendly and open to help you in every situation."

Diploma of Social Media Marketing
Maria Gabriela Serrano
Colombia



"I got to know this school online and I really liked the environment. The trainers are patient and the school gives a lot of support. In our day and age social media has become part of our lives. This course is crucial for me in terms of personal branding, how I conduct myself online and using social media to its full potential. The Diploma in Social Media Marketing can be for any age, different sized businesses, personal communication and other organisations too."

Diploma of Social Media Marketing
Sophriane Goh
Singapore





**Social Media
Marketing is one of
the *fastest growing*
industries**

Diploma of Social Media Marketing

10904NAT

National Code	10904NAT
CRICOS Code	105845D
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$14,000
Resource fee	\$550
Administration Fee	\$200

This course is practical and contemporary, and takes a comprehensive look at the world of marketing through social media.

What can I become?

- Digital Marketing Coordinator
- Digital Marketing Specialist
- Marketing Executive
- Social Media Marketing Manager

Study social media with the best

- Courses developed with leading academics and industry associations
- Delivered by brilliant trainers who work with corporate leaders
- Learn from professionals using real-world case studies

How will I study?

Social media training is delivered on campus by qualified trainers, and students are required to attend each scheduled class.

Learning methods will vary and can include:

- digital marketing case studies
- project based learning
- multimedia presentations and instruction
- group discussion, and;
- online discussions and participation using social media groups

How will I be assessed?

Assessment tasks and strategies cover a wide range of methods and may include the creation of specific written documents, projects or reports, formal questions (multiple choice, short and long answer), practical demonstrations, small or large group tasks, oral presentations, problem-solving tasks, and case studies. Generally, classroom assessments have two or three assessment tasks for each unit of competency. Students are provided with task assessment instructions including the task due date.

Core units

NAT10904001	Plan, implement and manage content marketing
NAT10904002	Plan, conduct and optimise organic social media marketing
NAT10904003	Plan, manage and optimise paid social media advertising
NAT10904004	Establish, build and leverage a personal brand on social media
NAT10904005	Plan, implement and manage social media conversion strategies
BSBFIN501	Manage budgets and financial plans

Elective units*

BSBMKG552	Design and develop marketing communication plans
SIRXMKT006	Develop a social media strategy
ICTWEB513	Build a dynamic website

** Elective units are subject to change. Please check our website for current information.*

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments



Study at our modern campus in Melbourne CBD



Study with a multi-award winning training organisation



We get you work experience & help you find a job

For a full list of entry requirements, head to page 44.



Scan to view course
online & apply now

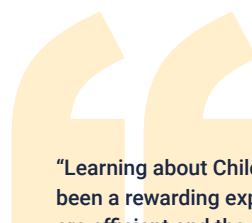
Do you want to work in *child care?*

Early Childhood Education and Care is a fast growing industry with high demand for skilled and qualified professionals.

Young children benefit greatly from quality early childhood care and education when staff are appropriately trained and skilled. Expert care provides children with a safe and positive environment that promotes social and cognitive progress and growth so they can reach their full potential. MCIE prepares our graduates to work in a range of early childhood settings by equipping students with the skills, knowledge and confidence to fully support children's wellbeing, learning, and development.

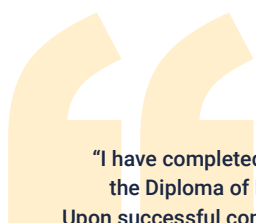
We will help find your work placement

Successful completion of the Certificate III in Early Childhood Education and Care qualification requires **160 hours of work placement**. The Diploma requires **280 hours of work placement** for a combined total of **440 work placement hours** across both qualifications. MCIE has a Work Placement Coordinator who focuses on finding a suitable workplace for students to demonstrate the skills and knowledge learned in the classroom. During work placement, there is the opportunity to work with children from different cultural backgrounds aged between 0 and 5 years, and the chance to implement policies and procedures, in compliance with regulatory and legislative frameworks. The work placement assessor visits students during their placement to observe and assess performance.



"Learning about Childcare in Australia with MCIE has been a rewarding experience for me. MCIE's services are efficient and the staff is extremely supportive. After finishing my Certificate III in Early Childhood Education and Care at MCIE, I pursued my Diploma of Early Childhood Education and Care. The school helped me with work placement, plus, we have an amazing Explore Cafe."

Diploma of Early Childhood Education and Care
Helen Tammiste
 Estonia



"I have completed Certificate III in ECEC and am now studying the Diploma of Early Childhood Education and Care at MCIE. Upon successful completion of my placement hours and with the help of MCIE's pathway into a higher qualification, I will continue my journey to become an educator and toward my Bachelor of Early Childhood Education at Victoria University. The training I received from MCIE has given me more confidence to reach my goals in the childhood education sector."

Diploma of Early Childhood Education and Care
Loretta Liu
 China



"I am currently studying the Diploma of Early Childhood Education and Care with MCIE. I started my journey as a casual educator at the centre that I was doing my work placement last year. With thanks to MCIE, the centre Director and my teacher, who have guided me with real experiences. I enjoy learning through real-life situations and experience in an international class and drawing on the many diverse experiences of the class."

Diploma of Early Childhood Education and Care
Sachi Igarashi Walsh
 Japan



Certificate III in Early Childhood Education & Care

CHC30121

Looking to start your career in early childhood education and care? This course teaches you how to support the development of babies and children up to 5 years at ECEC service and family day care, before and after School Care services.

What can I become?

- Early Childhood Educator
- Family Day Care Worker
- Playgroup Supervisor
- Nanny

How will I study?

This is a blended delivery course delivered both in-person at MCIE and in real-time remotely via Microsoft Teams each week for 40 weeks over 52 weeks for 20 hours per week. Learning methods include practical demonstration, multimedia presentations, group instruction and discussion as well as online discussions and social media groups.

How will I be assessed?

Assessment for this course may include written tasks, long and short answer questions, multiple choice quizzes, group tasks, oral presentations, role plays, scenarios, case studies, work placement tasks, portfolios and projects.

Real work experience

The work placement requirement of this qualification is 160 hours. MCIE's Placement Coordinator consults with students to organise their work placement with one of our host employers. Students must have a valid volunteer's Working with Children Check, and a current First Aid certificate to participate in work placement.

For a full list of entry requirements, head to page 44.

National Code	CHC30121
CRICOS Code	107917K
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$10,000
Resource fee	\$300
Administration Fee	\$200

Core units

- HLTWHS001** Participate in workplace health and safety
- CHCECE031** Support children's health, safety and wellbeing
- CHCPRT001** Identify and respond to children and young people at risk
- HLTAID012** Provide First Aid in an education and care setting
- CHCECE035** Support the holistic learning and development of children
- CHCECE033** Develop positive and respectful relationships with children
- CHCECE032** Nurture babies and toddlers
- CHCECE038** Observe children to inform practice
- CHCECE034** Use an approved learning framework to guide practice
- CHCECE036** Provide experiences to support children's play and learning
- CHCECE037** Support children to connect with the natural environment
- CHCECE056** Work effectively in children's education and care
- CHCECE055** Meet legal and ethical obligations in children's education and care
- CHCECE030** Support inclusion and diversity
- CHCECE054** Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures

Elective units

- BSBPEF301** Organise personal work priorities
- CHCDIV001** Work with diverse people

Prerequisite

There are no prerequisite units for this qualification.

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.



Study at our modern campus in Melbourne CBD or Werribee



Study with a multi-award winning training organisation



We get you work experience & help you find a job in child care



Diploma of Early Childhood Education & Care

CHC50121

Are you a childcare worker looking to transfer your overseas skills to an Australian qualification? Study with MCIE to get qualified in children's curriculum development and early childcare leadership right here in Melbourne's central city.

What can I become?

- Early Childhood Service Director
- Educational Leader
- Early Childhood Educator
- Child Development Worker
- Family Day Care Coordinator
- Family Day Care Service Worker

How will I study?

This is a blended delivery course delivered both in-person at MCIE and in real-time remotely via Microsoft Teams each week for 40 weeks over 52 weeks for 20 hours per week. Training for this course is conducted via a mixture of:

- class-based learning comprising 26 weeks classes (20 hours per week)
- work based learning with a host employer comprising 14 weeks placement in two blocks (20 hours per week).

How will I be assessed?

Assessment for this course may include written tasks, long and short answer questions, group tasks, oral presentations, role plays, scenarios, case studies, work placement tasks, portfolios and projects.

Real work experience

The work placement requirement of this qualification is 280 hours. MCIE's Placement Coordinator consults with students to organise their work placement with one of our host employers. Students must have a valid volunteer's Working with Children Check, and a current First Aid certificate to participate in work placement.

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.

For a full list of entry requirements, head to page 44.

National Code	CHC50121
CRICOS Code	107918J
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$10,000
Resource fee	\$300
Administration Fee	\$200

Core units

- CHCECE042** Foster holistic early childhood learning, development and wellbeing
- CHCECE048** Plan and implement children's education and care curriculum
- CHCECE047** Analyse information to inform children's learning
- CHCECE043** Nurture creativity in children
- CHCECE041** Maintain a safe and healthy environment for children
- CHCECE049** Embed environmental responsibility in service operations
- CHCPRP003** Reflect on and improve own professional practice
- CHCECE045** Foster positive and respectful interactions and behaviour in children
- CHCECE046** Implement strategies for the inclusion of all children
- CHCECE050** Work in partnership with children's families
- CHCECE044** Facilitate compliance in a children's education and care service
- BSBTWK502** Manage team effectiveness

Elective units

- CHCPOL002** Develop and implement policy
- CHCMGT003** Lead the work team
- BSBST501** Establish innovative work environments

Prerequisite

Entry to this qualification is open to individuals who hold either of the following qualifications:

- CHC30121 Certificate III in Early Childhood Education and Care
- CHC30113 Certificate III in Early Childhood Education and Care

International students must also meet the basic criteria for enrolment as per the requirements of the Education Services for Overseas Students (ESOS) Framework, detailed in the Entry requirements and Licensing and legislation requirements.



Study at our modern campus in Melbourne CBD or Werribee



Study with a multi-award winning training organisation



We get you work experience & help you find a job in child care



Scan to view course online & apply now

Do you want to become a *Chef?*

Whether you want to be a world-class chef, or manage your own restaurant, your career starts here. MCIE offers Commercial Cookery courses at Certificate III, IV and Diploma level

Our points of difference include a blended approach to learning, regular masterclasses, and our extensive industry networks to enable exploration of the many avenues that study in Commercial Cookery offers.

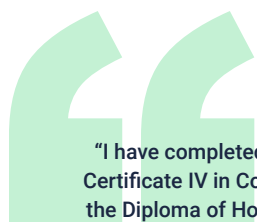
We place you into work

MCIE's Work Placement Coordinator helps find suitable venues for students to undertake work placement. During work placement, students have the opportunity to demonstrate the skills and knowledge acquired from their training and to gain valuable insight into the Australian hospitality work culture. The work placement assessor will visit, observe and assess students' performance during placement.



“I am currently studying Certificate IV in Commercial Cookery at MCIE. It is helping me to understand how to work well in a real kitchen. In my training at MCIE, I have been doing practical placement at The Langham Melbourne, I have enjoyed learning through real-life experiences and greatly appreciate the friendly support I receive from my trainer and other staff in the teaching department. The learning I am doing at MCIE is building my confidence and helping me to enjoy my time at work.”

Certificate IV in Commercial Cookery
Manomas Siriwan
 Thailand



“I have completed my Certificate III and am currently studying Certificate IV in Commercial Cookery. I have already enrolled in the Diploma of Hospitality with MCIE. I think it has been one of my best decisions to choose MCIE for my training; I am doing so well here. The best thing is they provide students with each and everything they need to finish their study. I am still gaining new experiences, and they are very helpful in supporting me to take my career in the right direction.”

Certificate IV in Commercial Cookery
Jasmeet Kaur Pannu
 India



“I joined MCIE to study Commercial Cookery on the recommendation of my intermediary. This course is setting me up to work in a fine dining restaurant and is providing me with the skills and knowledge to learn about the culinary arts and owning and working in my own restaurant. We develop our practical skills in a real commercial kitchen and are supported by helpful staff in a good learning environment. I have found my experience at MCIE to be fun and full of great memories.”

Certificate III in Commercial Cookery
Oliver Yen
 China



Certificate III in Commercial Cookery

SIT30821

With a Certificate III in Commercial Cookery at MCIE, you can turn your love of food into a career in cookery while studying in the heart of Melbourne city. This qualification lets you work in restaurants, pubs, hotels, cafes and venues across Australian hospitality.

What can I become?

- Cook
- Commis Chef
- Sous Chef

How will I study?

This is a class-based course delivered face-to-face in both our commercial training kitchens and classrooms in Melbourne by qualified trainers. Classes are delivered 3 days a week for 40 weeks in both MCIE classrooms and training kitchens. Learning methods include group instruction, hands-on practical classes, discussion, case studies, field trips, group work, lectures and presentations.

How will I be assessed?

Assessment for this course includes portfolios and practical cookery tasks, projects, written tasks, long and short answer questions, multiple choice quizzes, group tasks, scenarios and case studies, work placement tasks and portfolios.

Students are required to complete 48 service periods for the mandatory work-based training component of this course. MCIE will organise your placement with one of our hospitality host employers.

Students are required to complete:

- 48 service periods to complete the work-based training component of
- SITHCCC043 Work effectively as a cook
- MCIE will organise your work-placement with one of our host employers

Included in the resource fee

Chef's Tool Kit: Cooks/Chef's knife 20cm, bread knife 26cm, boning knife 15cm, paring knife 9cm, palette knife 20cm, filleting knife, turning knife, sharpening steel 25cm, wooden spoon, rubber spatula/scrapper, whisk stainless steel 30cm, tongs stainless steel 23cm, poultry scissors, set of star nozzles, piping bag 50cm, pocket thermometer, pastry brush 2.5cm, peeler, bowl scraper, tea towel, knife carry case - 18 pockets.

Chef's Uniform Kit: Chef coat (long sleeves with white stud buttons), pair of safety boots / clogs / sturdy slip-resistant shoes, pair of checkered chef trousers, white flat top hat

For a full list of entry requirements, head to page 44.

National Code	SIT30821
CRICOS Code	109810E
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$13,000
Resource fee	\$1,200
Administration Fee	\$200

Core units

- SITXFSA005** Use hygienic practices for food safety
SITXWHS005 Participate in safe work practices
SITXINV006 Receive, store and maintain stock
SITHKOP009 Clean kitchen premises and equipment
SITHCCC023 Use food preparation equipment
SITHCCC027 Prepare dishes using basic methods of cookery
SITHCCC028 Prepare appetisers and salads
SITHCCC029 Prepare stocks, sauces and soups
SITHCCC030 Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035 Prepare poultry dishes
SITHCCC037 Prepare seafood dishes
SITHCCC031 Prepare vegetarian and vegan dishes
SITHCCC036 Prepare meat dishes
SITHCCC043 Work effectively as a cook (48 mandatory service periods)
SITHKOP010 Plan and cost recipes
SITHCCC041 Produce cakes, pastries and breads
SITHPAT016 Produce desserts
SITHCCC042 Prepare food to meet special dietary requirements
SITXFSA006 Participate in safe food handling practices
SITXHRM007 Coach others in job skills

Elective units*

- HLTAID011** Provide First Aid
SITHCCC025 Prepare and present sandwiches
BSBSUS211 Participate in sustainable work practices
SITHCCC040 Prepare and serve cheese

Work placement unit

- SITHCCC043** Work effectively as a cook

Prerequisite

There are no prerequisite qualifications for this program.

** Elective units are subject to change. Please check our website for current information.*

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.



Study at our modern training kitchens to become qualified in Hospitality



Join cooking competitions & get hands on learning with the best



We get you work experience & help you find a job



Certificate IV in Kitchen Management

SIT40521

Do you dream of becoming a chef? The Certificate IV in Kitchen Management will help you take your cookery career to the next level. With this qualification, you will learn to lead teams in commercial kitchens across Australian cafes, restaurants, pubs and other hospitality venues.

What can I become?

- Chef
- Chef de Partie
- Sous Chef
- Restaurant Owner

How will I study?

This is a class-based course delivered face-to-face in both our commercial training kitchens and classrooms in Melbourne by qualified trainers. Classes are delivered 3 days a week for 40 weeks in both MCIE classrooms and training kitchens. Learning methods include group instruction, hands-on practical classes, discussion, case studies, field trips, group work, lectures and presentations.

How will I be assessed?

Assessment for this course includes portfolios and practical cookery tasks, projects, written tasks, long and short answer questions, group tasks, scenarios and case studies, work placement tasks and portfolios.

Students are required to complete 48 service periods for the mandatory work-based training component of this course. MCIE will organise your placement with one of our hospitality host employers.

Students are required to complete the following work-based training components:

- 48 service periods as part of unit SITHCCC043 Work effectively as a cook
- 12 shifts as part of unit SITHKOP005 Coordinate cooking operations

Included in the resource fee

Chef's Tool Kit: Cooks/Chef's knife 20cm, bread knife 26cm, boning knife 15cm, paring knife 9cm, palette knife 20cm, filleting knife, turning knife, sharpening steel 25cm, wooden spoon, rubber spatula/scrapper, whisk stainless steel 30cm, tongs stainless steel 23cm, poultry scissors, set of star nozzles, piping bag 50cm, pocket thermometer, pastry brush 2.5cm, peeler, bowl scraper, tea towel, knife carry case-18 pockets

Chef's Uniform Kit: Chef coat (long sleeves with white stud buttons), pair of safety boots / clogs / sturdy slip-resistant shoes, pair of checkered chef trousers, white flat top hat

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.

For a full list of entry requirements, head to page 44.

National Code	SIT40521
CRICOS Code	109684F
Duration	78 weeks
Holidays	18 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$18,000
Resource fee	\$1,500
Administration Fee	\$200

Core units

SITXFSA005	Use hygienic practices for food safety
SITHCCC023	Use food preparation equipment
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITXINV006	Receive, store and maintain stock
SITHCCC035	Prepare poultry dishes
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC043	Work effectively as a cook
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITXFSA006	Participate in safe food handling practices
SITHKOP015	Design and cost menus
SITHCCC041	Produce cakes, pastries and breads
SITHPAT016	Produce desserts
SITHCCC042	Prepare food to meet special dietary requirements
SITHCCC031	Prepare vegetarian and vegan dishes
SITXHRM009	Lead and manage people
SITXFSA008	Develop and implement a food safety program
SITHKOP013	Plan cooking operations
SITXMG004	Monitor work operations
SITXHRM008	Roster staff
SITXWHS007	Implement and monitor work health and safety practices
SITXF009	Manage finances within a budget
SITXCOM010	Manage conflict
SITHKOP012	Develop recipes for special dietary requirements
SITHKOP010	Plan and cost recipes

Elective units*

SITHPAT014	Produce yeast-based bakery products
SITHCCC040	Prepare and serve cheese
SITHFAB021	Provide responsible service of alcohol
SITHCCC039	Produce pates and terrines
SITHCCC038	Produce and serve food for buffets
HLTAID011	Provide First Aid

Prerequisite

There are no prerequisite qualifications for this program.

** Elective units are subject to change. Please check our website for current information.*



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**Would you love
to run your own
*restaurant?***

Diploma of Hospitality Management

SIT50422

If you dream of being a leader in the hospitality industry, the Diploma of Hospitality Management will take you where you want to go. Our professionally trained chefs will provide you with hands-on skills and industry knowledge for an exciting career leading and managing Australian hospitality venues.

What can I become?

- Chef De Cuisine
- Kitchen Manager
- Sous Chef
- Restaurant Owner

How will I study?

This is a class-based course delivered face-to-face in both our commercial training kitchens and classrooms in Melbourne by qualified trainers. Classes are delivered 3 days a week for 60 weeks in both MCIE classrooms and training kitchens. Learning methods include group instruction, hands-on practical classes, discussion, case studies, field trips, group work, lectures and presentations.

How will I be assessed?

Assessment for this course includes portfolios and practical cookery tasks, projects, written tasks, long and short answer questions, group tasks, scenarios and case studies, work placement tasks and portfolios.

Students are required to complete 84 service periods for the mandatory work-based training component of this course. MCIE will organise your placement with one of our hospitality host employers.

Students are required to complete:

- **48 service periods to complete the work-based training** component of SITHCCC043 Work effectively as a cook
- MCIE will organise your work-placement with one of our host employers.

Included in the resource fee

Chef's Tool Kit: Cooks/Chef's knife 20cm, bread knife 26cm, boning knife 15cm, paring knife 9cm, palette knife 20cm, filleting knife, turning knife, sharpening steel 25cm, wooden spoon, rubber spatula/scrapper, whisk stainless steel 30cm, tongs stainless steel 23cm, poultry scissors, set of star nozzles, piping bag 50cm, pocket thermometer, pastry brush 2.5cm, peeler, bowl scraper, tea towel, knife carry case-18 pockets

Chef's Uniform Kit: Chef coat (long sleeves with white stud buttons), pair of safety boots / clogs / sturdy slip-resistant shoes, pair of checkered chef trousers, white flat top hat

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.

For a full list of entry requirements, head to page 44.



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National Code	SIT50422
CRICOS Code	113861D
Duration	78 weeks
Holidays	18 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$23,000
Resource fee	\$2,000
Administration Fee	\$200

Core units

- SITXHRM008 Roster staff
- SITXMGT004 Monitor work operations
- SITXCOM010 Manage conflict
- SITXHRM009 Lead and manage people
- SITXCCS015 Enhance customer service experiences
- SITXFIN009 Manage finances within a budget
- SITXFIN010 Prepare and monitor budgets
- SITXCCS016 Develop and manage quality customer service practices
- SITXGLC002 Identify and manage legal risks and comply with law
- SITXMGT005 Establish and conduct business relationships
- SITXWHS007 Implement and monitor work health and safety practices

Elective units*

- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- HLTAID009 Provide first aid
- SITHCCC023 Use food preparation equipment
- SITHCCC027 Prepare dishes using basic methods of cookery
- SITHCCC028 Prepare appetisers and salads
- SITHCCC029 Prepare stocks, sauces and soups
- SITHCCC035 Prepare poultry dishes
- SITHCCC030 Prepare vegetable, fruit, eggs and farinaceous dishes
- SITHCCC036 Prepare meat dishes
- SITHCCC041 Produce cakes, pastries and breads
- SITHPAT016 Produce desserts
- SITHCCC042 Prepare food to meet special dietary requirements
- SITHCCC037 Prepare seafood dishes
- SITHFAB021 Provide responsible service of alcohol
- SITXHRM010 Recruit, select and induct staff

* Elective units are subject to change. Please check our website for current information.

Work placement unit

- SITHCCC043 Work effectively as a cook

Prerequisite

There are no prerequisite qualifications for this program.
There are prerequisite units for other units in this qualification

- SITXFSA001 Use hygienic practices for food safety
- SITHCCC027 Prepare dishes using basic methods of cookery



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Do you want to study *business?*

Across all types of industries and organisations, business leaders and managers face an ever-changing operating environment that demands new skills and knowledge to remain current and competitive in the market.

Our points of difference include a blended approach to learning and award-winning international student experience. A business qualification from MCIE will equip you with the tools you need to succeed in Australian business.



“The school helps me to become a responsible and honest student. They provided us with the things that we needed for our studies, our assessments and presentations. Also, they teach us on how to be confident to face life with open arms. I am currently studying the Diploma of Leadership and Management with the supervision of my instructor. This will make me a better student and a citizen of the world.”

Diploma of Leadership and Management
Glenn Dale Benitez
Philippines



“I chose to study the Diploma of Leadership and Management at MCIE because I am working in administration. This course has provided practical tools which I can apply in my workplace. Learning at MCIE is engaging; we explore the topics through role -plays, presentations, discussion and sharing of work-life experiences. It is thanks to this course that I am now on my way to a professional career in business and can apply both the theoretical knowledge and practical skills I have been learning on the way.”

Diploma of Leadership and Management
Lina Benitez
Colombia



“It is nice that MCIE is in the heart of the CBD, and what is better is you will get to meet very friendly staff and competent instructors. I am studying the Diploma of Leadership and Management that is clearly helping me to become what I dream of becoming. Thank you to MCIE! Now I am closer to my life goal.”

Diploma of Leadership and Management
Richard Canlas
Philippines



Certificate IV in Business

BSB40120

Do you want to kickstart your career in Australian business? Study a Certificate IV in Business with MCIE to learn skills like administration, communication, marketing and finance in the heart of Melbourne city.

What can I become?

- Personal Assistant
- Office Administrator
- Sales Assistant
- Trade Coordinator
- Analyst
- Customer Service Assistant

How will I study?

Learning methods include traditional classroom delivery supported by multimedia presentations, group instruction and discussions.

How will I be assessed?

Assessment for this course includes written tasks, long and short answer questions, multiple choice quizzes, group tasks, oral presentations, role plays, scenarios and case studies.

National Code	BSB40120
CRICOS Code	106257E
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$4,250
Resource fee	\$250
Administration Fee	\$200

Core units

- BSBWHS411** Implement and monitor WHS policies, procedures and programs
- BSBCRT411** Apply critical thinking to work practices
- BSBTEC404** Use digital technologies to collaborate in a work environment
- BSBWRT411** Write complex documents
- BSBXC401** Apply communication strategies in the workplace
- BSBTWK401** Build and maintain business relationships

Elective units

- BSBOPS405** Organise business meetings
- BSBFIN501** Manage budgets and financial plans
- BSBMKG433** Undertake marketing activities
- BSBSTR401** Promote innovation in team environments
- BSBPEF402** Develop personal work priorities
- BSBPEF403** Lead personal development

Prerequisite

There are no prerequisite units for this qualification.

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.



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**Business
courses are
highly effective
at making you
*employable***



Certificate IV in Entrepreneurship and New Business

BSB40320

If you picture yourself owning your own business, this nationally recognised course will equip you with the key business management skills required for leading staff, managing business finances and preparing marketing programs for small businesses operating in Australia.

What can I become?

- Small Business Owner
- Start-Up Manager
- Business Development Manager

How will I study?

Learning methods include traditional classroom delivery supported by multimedia presentations, group instruction and discussions.

How will I be assessed?

Assessment for this course includes written tasks, long and short answer questions, scenario, group tasks, oral presentations, role plays, scenarios and case studies.

National Code	BSB40320
CRICOS Code	104027B
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$9,000
Resource fee	\$250
Administration Fee	\$200

Core units

- BSBESB401** Research and develop business plans
BSBESB402 Establish legal and risk management requirements of new business ventures
BSBESB403 Plan finances for new business ventures
BSBESB404 Market new business ventures

Elective units

- BSBESB301** Investigate business opportunities
BSBESB302 Develop and present business proposals
BSBMKG434 Promote products and services
BSBHRM415 Coordinate recruitment and onboarding
BSBCRT512 Originate and develop concepts
BSBLDR412 Communicate effectively as a workplace leader

** Elective units are subject to change. Please check our website for current information.*

Prerequisite

There are no prerequisite units for this qualification.

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.



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Diploma of Leadership and Management

BSB50420

If you picture yourself leading and managing business teams, the Diploma of Leadership and Management could be your next step. This nationally recognised course will equip you with key communication, critical thinking and project management skills to succeed in Australian business.

What can I become?

- Business Development Manager
- Department Manager
- Team Leader
- Office Manager
- Operations Manager
- Leadership Coordinat

How will I study?

Learning methods include traditional classroom delivery supported by multimedia presentations, group instruction and discussions.

How will I be assessed?

Assessment for this course includes written tasks, long and short answer questions, group tasks, oral presentations, role plays, scenarios and case studies.

National Code	BSB50420
CRICOS Code	104205M
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$9,000
Resource fee	\$250
Administration Fee	\$200

Core units

BSBPEF502	Develop and use emotional intelligence
BSBOPS502	Manage business operational plans
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others

Elective units

BSBOPSS505	Manage organisational customer service
BSBFIN501	Manage budgets and financial plans
BSBLDR522	Manage people performance
BSBSTR502	Facilitate continuous improvement
BSBOPS504	Manage business risk
BSBSUS511	Develop workplace policies and procedures for sustainability

Prerequisite

There are no prerequisite units for this qualification.

** Elective units are subject to change. Please check our website for current information.*

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.



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Advanced Diploma of Leadership & Management

BSB60420

If your sights are set on leading Australian enterprises, the Advanced Diploma of Leadership and Management could be right for you. Our qualified trainers will equip you with advanced business skills and strategies right in the heart of Melbourne city.

What can I become?

- Managing Director
- Senior Executive
- Business Manager
- General Manager
- Executive Director
- Operations Manager

How will I study?

Learning methods include traditional classroom delivery supported by multimedia presentations, group instruction and discussions.

How will I be assessed?

Assessment for this course includes written tasks, long and short answer questions, group tasks, oral presentations, role plays, scenarios and case studies.

National Code	BSB60420
CRICOS Code	106258D
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$11,200
Resource fee	\$250
Administration Fee	\$200

Core units

- BSBOPS601** Develop and implement business plans
BSBLDR602 Provide leadership across the organisation
BSBCRT611 Apply critical thinking for complex problem solving
BSBLDR601 Lead and manage organisational change
BSBSTR601 Manage innovation and continuous improvement

Elective units

- BSBPMG633** Provide leadership for the program
BSBXCM501 Lead communication in the workplace
BSBPEF501 Manage personal and professional development
BSBSTR602 Develop organisational strategies
BSBHRM613 Contribute to the development of learning and development strategies

Prerequisite

There are no prerequisite units for this qualification.

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.



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Do you want to work in *aged care?*

Turn your passion for caring for others into a successful career!

Personal Care Assistants and other care workers support the elderly and people living with disabilities with their everyday needs. This is one of the fastest-growing industries in Australia, with plenty of opportunities for workers to make a positive impact on the whole community across a wide range of care contexts.



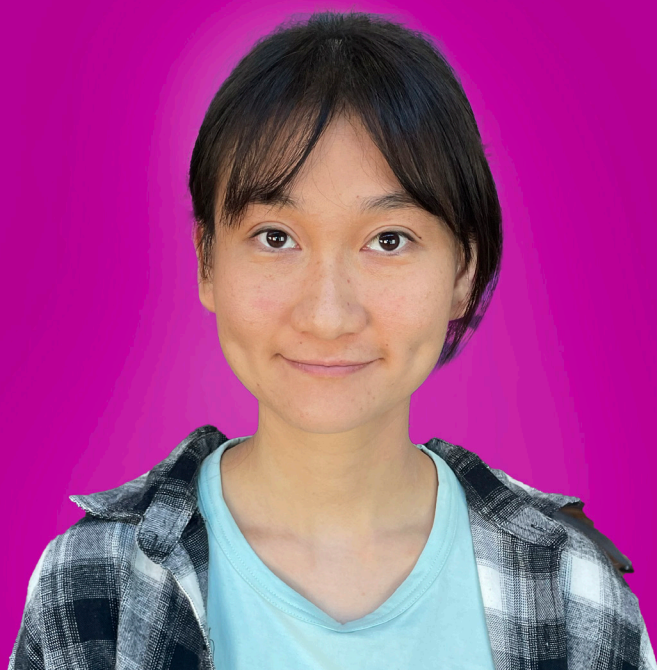
"MCIE is a good institute and I like studying here. The teachers are great and helpful. They answer our queries carefully and have helped me through my course in Certificate IV in Disability. MCIE helped me with placement and I'm really happy to be here."

Certificate IV in Disability
Pankaj Duggal
 India



"MCIE is in a great location for students and the staff always pay attention when I ask questions. They also helped me to enrol in Certificate IV in Disability. The teacher is excellent for students and the course is helping me work towards my goals."

Certificate IV in Disability
Rui Li
 China



"I am really glad that I chose to learn Individualised health at MCIE. The course, placement, as well as my wonderful trainer and classmates have exceeded all expectations. They have not only strengthened my professional background and expanded my knowledge, but have helped me to grow into the person I want to be. Thankyou for this incredible year!"

Certificate III in Individual Support
Zoe Tashkoff
 Australia



Certificate III in Individual Support

CHC33015

There is high demand for skilled and qualified Personal Care Assistants (PCAs) in the aged care industry throughout Victoria and Australia. Begin a rewarding career with MCIE to support a wide range of diverse people with everyday tasks and make a difference in your community.

What can I become?

- Personal Care Assistant
- Accommodation Support Worker
- In-Home Respite Worker
- Aged Care Worker
- Clerical Worker

How will I study?

This is a blended delivery course delivered both in-person at MCIE and for up to 5 hours per week in real time, remotely via Microsoft Teams for 38 weeks, for 20 hours per week. Training for this course is conducted via a mixture of:

- class-based learning comprising 38 weeks classes (20 hours per week)
- work based learning with a host employer comprising 6 weeks placement (20 hours per week).

How will I be assessed?

Assessment for this course may include written tasks, long and short answer questions, group tasks, oral presentations, role plays, scenarios, case studies, work placement tasks, portfolios and projects.

Real work experience

The work placement requirement of this qualification is 120 hours. MCIE's Placement Coordinator consults with students to organise their work placement with one of our host employers in an aged care or disability context. Students must have a valid volunteer's Working with Children Check, current Police Check and a current First Aid certificate to participate in work placement.

National Code	CHC33015
CRICOS Code	102278K
Duration	38 weeks
Holidays	4-8 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$9,300
Resource fee	\$300
Administration Fee	\$200

 Program superseded & in transition

Core units

HLTWHS002	Follow safe work practices for direct client care
CHCCCS015	Provide individualised support
CHCCOM005	Communicate and work in health or community services
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
CHCCCS023	Support independence and wellbeing
CHCDIV001	Work with diverse people

Elective units - Ageing, Home and Community specialisation

HLTINF001	Comply with infection control policies and procedures
CHCCCS011	Meet personal support needs
CHCHCS001	Provide home and community support services
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS025	Support relationships with carers and families
HLTINF006	Apply basic principles and practices of infection prevention and control

Prerequisite

There are no prerequisite qualifications for this program.

** Elective units are subject to change. Please check our website for current information.*

Students should select an ageing home, disability or community specialisation

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.

Program in transition:

This nationally recognised CHC33015 Certificate III Individual Support has been superseded and will be replaced by the updated qualification, CHC33021 Certificate III Individual Support.

The Head of Department will communicate changes or actions required by students to meet the transition requirements. Please review your MCIE email regularly for these communications.

For a full list of entry requirements, head to page 44.



Certificate IV in Ageing Support

CHC43015

Australia's population is ageing and there is an increasing demand for skilled and qualified aged care support professionals. This nationally recognised course is targeted at those people looking to develop a career in the highly rewarding Aged and Community Care industry.

What can I become?

- Residential Care Worker
- Care supervisor
- Personal Care Worker
- Residential Care Officer
- Day Activity Worker

How will I study?

This is a blended delivery course delivered both in-person at MCIE and for up to 5 hours per week in real time, remotely via Microsoft Teams for 40 weeks, over 52 weeks, for 20 hours per week. Training for this course is conducted via a mixture of:

- class-based learning comprising 34 weeks classes (20 hours per week)
- work based learning with a host employer comprising 6 weeks placement (20 hours per week).

How will I be assessed?

Assessment for this course may include written tasks, long and short answer questions, group tasks, oral presentations, role plays, scenarios, case studies, work placement tasks, portfolios and projects.

Real work experience

The work placement requirement of this qualification is 120 mandated work placement hours. MCIE Placement Coordinator consults with students to organise their work placement with one of our host employers (Aged Care facility). Student must have valid Police Check and at least 1st dose of COVID-19 Vaccination to participate in work placement. Students must have a valid volunteer's Working with Children Check, current Police Check and a current First Aid certificate to participate in work placement.

National Code	CHC43015
CRICOS Code	102279J
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$12,300
Resource fee	\$300
Administration Fee	\$200

Core units

HLTWHS002	Follow safe work practices for direct client care
CHCLEG003	Manage legal and ethical compliance
CHCDIV001	Work with diverse people
CHCCCS023	Support independence and wellbeing
CHCAGE001	Facilitate the empowerment of older people
CHCCCS011	Meet personal support needs
CHCAGE005	Provide support to people living with dementia
CHCCCS025	Support relationships with carers and families
CHCCCS006	Facilitate individual service planning and delivery
CHCADV001	Facilitate the interests and rights of clients
CHCAGE004	Implement interventions with older people at risk
CHCAGE003	Coordinate services for older people
HLTAAP001	Recognise healthy body systems
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCPAL001	Deliver care services using a palliative approach

Elective units

CHCCOM005	Communicate and work in health or community services
CHCDIS007	Facilitate the empowerment of people with disabilities
HLTHPS006	Assist clients with medication

Prerequisite

There are no prerequisite units for this qualification.

** Elective units are subject to change. Please check our website for current information.*

Required equipment

Students require access to a computer, laptop or tablet to submit their assessments.



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Do you want to work in

community services?

Support the social, emotional and psychological needs of clients

There is high demand for skilled and qualified Personal Care Assistants (PCAs) in the aged care and disability industry throughout Victoria and Australia. Begin a rewarding career with MCIE to support a wide range of diverse people with everyday tasks and make a difference in your community.

Diploma of Community Services

CHC52015

There is high demand for skilled and qualified Personal Care Assistants (PCAs) in the aged care and disability industry throughout Victoria and Australia. Begin a rewarding career with MCIE to support a wide range of diverse people with everyday tasks and make a difference in your community.

What can I become?

- Care Team Leader
- Family Services Worker and Coordinator
- Support Facilitator (Community Services)
- Assistant Community Worker
- Community Services and Community Work
- Coordinator
- Community Access Coordinator
- Welfare Support Worker
- Community Program Coordinator

How will I study?

Delivery of this course is primarily in-person at MCIE. Engagement in formal learning is for 20 hours per week, 15 hours in class, with not more than 5 hours per week remote learning. Course duration is 52 weeks, comprising 40 weeks of class and 12 weeks of holiday.

- 35 weeks of class-based learning

- 5 weeks of work based learning for 20 hours per week, (100 work placement

How will I be assessed?

Assessment for this course may include written tasks, long and short answer questions, group tasks, oral presentations, role plays, scenarios, case studies, work placement tasks, portfolios and projects.

Real work experience

The work placement requirement of this qualification is 100 hours. MCIE's Placement Coordinator consults with students to organise their work placement with one of our host employers in an aged care or disability context. Students must have a valid volunteer's Working with Children Check, current Police Check and a current First Aid certificate to participate in work placement.

National Code	CHC52015
CRICOS Code	107957B
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$20,000
Resource fee	\$300
Administration Fee	\$200

 Program superseded & in transition

Core units

- HLTWHS004** Manage work health and safety
- CHCCOM003** Develop workplace communication strategies
- CHCLEG003** Manage legal and ethical compliance
- CHCDIV003** Manage and promote diversity
- CHCCCS007** Develop and implement service programs
- CHCDEV002** Analyse impacts of sociological factors on clients in community work and services
- CHCMGT005** Facilitate workplace debriefing and support processes
- CHCPRP003** Reflect on and improve own professional practice

Elective units

- CHCCSM005** Develop, facilitate and review all aspects of case management
- CHCCCS004** Assess coexisting needs
- CHCMHS011** Assess and promote social, emotional and physical wellbeing
- BSBPEF401** Manage personal health and wellbeing
- CHCCSL001** Establish and confirm the counselling relationship
- CHCDFV006** Counsel clients affected by domestic and family violence
- CHCCDE011** Implement community development strategies
- CHCMHS001** Work with people with mental health issues

** Elective units are subject to change. Please check our website for current information.*

Required equipment

We recommend that students have access to a laptop or tablet to submit their assessments.

Program in transition:

This nationally recognised CHC52015 Diploma of Community Services has been superseded and will be replaced by the updated qualification, CHC52021 Diploma of Community Services.

The Head of Department will communicate changes or actions required by students to meet the transition requirements. Please review your MCIE email regularly for these communications.

For a full list of entry requirements, head to page 44.

When can I start studying?

Our term dates are outlined below. To get you started in a course, contact our friendly course consultants.

2023 term dates

Time period	Start date	End date	Duration
Term 1	16 Jan	26 Mar	10 weeks
Autumn break	27 Mar	09 Apr	2 weeks
Term 2	10 Apr	18 Jun	10 weeks
Winter Break	19 Jun	02 Jul	2 weeks
Term 3	03 Jul	10 Sep	10 weeks
Spring break	11 Sep	24 Sep	2 weeks
Term 4	25 Sep	03 Dec	10 weeks
Summer Break	06 Dec 2023	14 Jan 2024	6 weeks

2024 term dates

Time period	Start date	End date	Duration
Term 1	15 Jan	24 Mar	10 weeks
Autumn break	25 Mar	07 Apr	2 weeks
Term 2	08 Apr	16 Jun	10 weeks
Winter Break	17 Jun	30 Jun	2 weeks
Term 3	01 Jul	08 Sep	10 weeks
Spring break	09 Sep	22 Sep	2 weeks
Term 4	23 Sep	01 Dec	10 weeks
Summer Break	04 Dec 2023	12 Jan 2025	6 weeks

2025 term dates

Time period	Start date	End date	Duration
Term 1	20 Jan	30 Mar	10 weeks
Autumn break	31 Mar	13 Apr	2 weeks
Term 2	14 Apr	22 Jun	10 weeks
Winter Break	23 Jun	06 Jul	2 weeks
Term 3	07 Jul	14 Sep	10 weeks
Spring break	15 Sep	28 Sep	2 weeks
Term 4	29 Sep	07 Dec	10 weeks
Summer Break	08 Dec 2025	18 Jan 2026	6 weeks

Victorian Public Holidays

*MCIE does not hold classes on designated public holidays.

2023

New Year's Day	Mon 2 Jan
Australia Day	Thu 26 Jan
Labour Day	Mon 13 Mar
Easter Weekend	Fri 7 Apr - Mon 10 Apr
ANZAC Day	Tue 25 Apr
King's Birthday	Mon 12 Jun
Grand Final Eve	TBA
Melbourne Cup	Tue 7 Nov
Christmas Day	Mon 25 Dec
Boxing Day	Tue 26 Dec

2024

New Year's Day	Mon 1 Jan
Australia Day	Fri 26 Jan
Labour Day	Mon 11 Mar
Easter Weekend	Fri 29 Mar - Mon 1 Apr
ANZAC Day	Thu 25 Apr
King's Birthday	Mon 10 Jun
Grand Final Eve	TBA
Melbourne Cup	Tue 5 Nov
Christmas Day	Wed 25 Dec
Boxing Day	Thu 26 Dec

2025

New Year's Day	Mon 1 Jan
Australia Day	Fri 27 Jan
Labour Day	Mon 10 Mar
Easter Weekend	Fri 18 Mar - Mon 21 Apr
ANZAC Day	Fri 25 Apr
King's Birthday	Mon 09 Jun
Grand Final Eve	TBA
Melbourne Cup	Tue 4 Nov
Christmas Day	Thu 25 Dec
Boxing Day	Fri 26 Dec

Can I go to University after MCIE?

Yes! By studying with MCIE, you can take advantage of study pathways, which allow a staged approach to achieving career goals.

This might include studying an English language preparation course before enrolling in a vocational education and training course. Another pathway may be undertaking a Certificate III or Certificate IV level course, which provides the skills and knowledge needed to transition into Diploma and Advanced Diploma level studies, a Bachelor degree, or other higher education courses.

Internal pathways

Certificate III level qualifications provide the foundations upon which to build a career. These entry-level qualifications provide graduates with the skills and practical knowledge needed needed to get work in the relevant industry.

External pathways – University

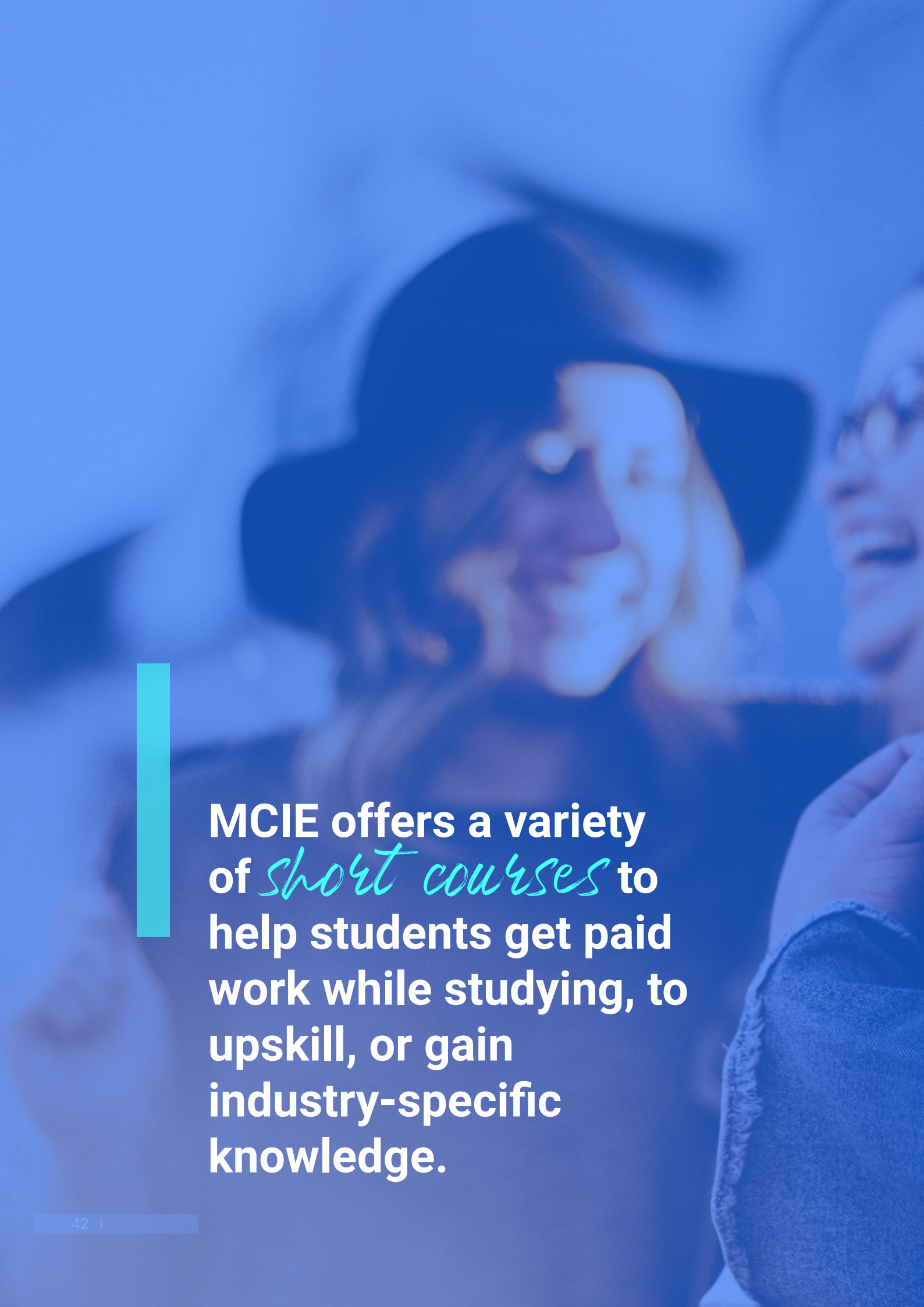
MCIE partners with Victoria University (VU) to provide pathways to bachelor degree programs.

Commercial Cookery




Early Childhood Education and Care





MCIE offers a variety of *short courses* to help students get paid work while studying, to upskill, or gain industry-specific knowledge.



Short courses to get you into work

Hospitality


	Duration
• Barista basics – get a headstart with professional coffee-making skills	3 hours
• Front of house waiting skills	3 hours
• RSA (<i>Responsible Service of Alcohol</i>)	5 hours
• Food handlers certificate for hospitality workers	6 hours
• Cooks for childcare	1.5 days

Other courses

	Duration
• CPR (<i>Cardiopulmonary resuscitation</i>)	4 hours
• First Aid (<i>Level 2, includes CPR</i>)	1 day
• First Aid for childcare	1 day
• Job Club (<i>help with resume writing and job application skills</i>)	On going
• Nanny training (<i>includes First Aid for Childcare</i>)	1.5 days
• English language support (<i>free</i>)	On going
• Food handlers certificate for health and childcare	4 hours
• Work effectively in a business environment	2 days

General course & entry information

	Certificate III and Certificate IV level courses	Diploma and Advanced Diploma level courses
Academic requirements	Completion of schooling equivalent to Australian Year 11, or higher	Completion of schooling equivalent to Australian Year 12, or higher
English language proficiency requirements for direct entry	<ul style="list-style-type: none"> IELTS band score of 5.5, or an equivalent internationally recognised exam result in line with Department of Home Affairs (DHA) regulations, or; Satisfactory completion of an ELICOS program at Upper-intermediate level from Explore English, or other NEAS endorsed English language centre, or; Certificate of completion equivalent to, or higher than, an Australian Year 11 qualification from an English-speaking country, or; Completion of MCIE's English Placement Test with an overall score equivalent to IELTS 5.5, or above, or; Other English language proficiency tests, such as TOEFL and OET, will also be considered. Candidates who have completed 1 year of study in Australia in English within the past 2 years at a Certificate IV or ACSF level 4 and above are exempt from submitting Australian Year 11 completion certificate or equivalent and evidence of English proficiency. 	<ul style="list-style-type: none"> IELTS band score of 5.5, or an equivalent internationally recognised exam result in line with Department of Home Affairs (DHA) regulations, or; Satisfactory completion of an ELICOS program at Upper-intermediate level from Explore English, or other NEAS endorsed English language centre, or; Certificate of completion equivalent to, or higher than, an Australian Year 12 qualification from an English-speaking country, or; Completion of MCIE's English Placement Test with an overall score equivalent to IELTS 5.5, or above, or; Other English language proficiency tests, such as TOEFL and OET, will also be considered. Candidates who have completed 1 year of study in Australia in English within the past 2 years at a Certificate IV or ACSF level 4 and above are exempt from submitting Australian Year 12 completion certificate or equivalent and evidence of English proficiency.
Other entry requirements	<p>Regulatory:</p> <ul style="list-style-type: none"> A current and valid passport A current study visa valid for the duration of the course <p>Age at Commencement: MCIE does not accept overseas students who will be under 18 years of age at the time of proposed commencement</p> <p>Requirements for work placement for Individual Support/Aged Care qualifications</p> <ol style="list-style-type: none"> Police check Flu vaccination Statutory declaration 	
Credit transfer	<p>Credit Transfer (CT) is an opportunity to reduce the number of hours a student may need to study in order to gain a qualification by transferring equivalent units which have already been completed in another program. If previous study has been done in Australia, a student maybe eligible for CT. A CT application must be accompanied by an Australian Nationally Recognised Training Certificate, issued by a Registered Training Organisation, with a Statement of Attainment, indicating the units of competency completed, including unit codes and title, and dates of completion. For the CT to be granted, the units of competency (code and title) listed in the enrolled course must correspond to the evidence provided of the previous equivalent study undertaken.</p>	
Recognition of Prior Learning (RPL)	<p>If a student believes they have highly relevant skills, knowledge, and experience in their area of study, they may be eligible for RPL. Students will need to demonstrate that the skills and knowledge are equivalent to the unit of competency for which they are seeking RPL. RPL can be granted for entire units only.</p> <p>Please discuss RPL with us at the time of application. A completed application form is needed with the relevant supporting documentation, and payment of the related fee, prior to receiving acknowledgement of any entitlement for RPL. The full RPL policy is available in the MCIE International Student Handbook.</p>	

A couple is seen from behind, looking out at a city skyline during sunset. The man is on the right, wearing a dark t-shirt, and the woman is on the left, wearing a dark t-shirt with some text on the back. The city skyline is visible in the background, with the sun setting behind the buildings, creating a warm, orange glow. The sky is a mix of blue and orange.

**“Education is the
most powerful
weapon which you
can use to change**

Nelson Mandela

How we train you in Australia

We use competency-based training to help you develop the skills and knowledge to perform specific job tasks and achieve certain work outcomes. In other words, once a student successfully completes their qualification, they are able to graduate with the right skills and knowledge to work in their field. To learn more about competency-based training, visit the My Skills website at www.myskills.gov.au.

We tailor to your needs

We recognise that different people learn in different ways and at different rates. That is why most of our courses are delivered using a blended learning approach that includes face-to-face classroom delivery, trainer-led discussions, tutorials, video and PowerPoint presentations, practical demonstrations, field trips, practicums, and self-paced research. MCIE recommends students attend all scheduled classes in order to have the best possible learning experience and increase their chance of success.

We provide you with English support

We understand that sometimes the specialised language used in some courses may be confusing and unfamiliar to some students. That is why we make every effort to understand each student's English language needs, and support them throughout their learning with free supplementary and complementary English language lessons.

Hands-on work experience

Many of our programs, including Commercial Cookery, Early Childhood Education & Care, and Aged and Disability Care programs, require students to complete work placement. During work placement, students are placed with a local employer in a real-life business to practice knowledge and skills learned in the classroom for work in the industry. Where work placement is compulsory, evidence of competence will be collected to confirm that the required standard of performance is achieved.

Work placement is an opportunity to check that the abilities and know-how learned in the classroom, have been transferred successfully to the workplace. MCIE engages dedicated work placement coordinators to support students throughout their placement; from finding suitable workplaces to on-the-job assessment.

To participate in work placement, students may be required to (depending on employer requirements):

- have a Working with Children Check
- have a Working with Vulnerable People Check
- provide a Police Background Check
- provide evidence of recent flu or COVID-19 vaccinations
- hold a current First Aid Certificate

Learning resources

Learning resources include textbooks, workbooks, videos, graphics, fully equipped simulated work environments and course-relevant websites.

How do I get my qualification?

A formal qualification is awarded on successful completion of all course requirements. A Statement of Attainment can be issued for successful completion of individual units of competency when an entire qualification is not completed. Please note, that while completion of a course may improve job prospects, it does not guarantee an employment outcome.

However, MCIE will endeavour to provide you with the resources to help you find employment.



How will I be supported while studying?

MCIE recognises that being away from home can be a challenge. Settling into student life in Australia is different for everyone, which is why we offer so many support channels.

Student Welfare Coordinator

At MCIE, we are committed to fostering an inclusive and supportive student environment promoting academic success while enhancing social and cultural enrichment. To ensure a seamless transition into their academic journey, we have a dedicated Student Welfare Coordinator who is supported by Student Support Officers who serve and support our students.

The primary role of our Student Welfare Coordinator encompasses a range of essential services including:

- **Health and Well-being Support:** Our coordinator is equipped to provide comprehensive assistance for your mental, emotional, and physical well-being. Whether you require guidance, resources, or referrals to relevant professionals, we are here to support your holistic health.
- **Accommodation Support:** Finding suitable housing can be a challenging task, especially in a new environment. Our coordinator is available to offer guidance and resources to help you secure comfortable and convenient living arrangements.
- **Employment Support:** We understand the importance of employment during your academic journey. Our coordinator can assist you in your job search, offer guidance on crafting an effective resume, and provide valuable insights into the job market.
- **Legal Rights and Protections:** Knowing your legal rights and protections is crucial as an international student. Our coordinator can provide information and resources to ensure that you are aware of your rights and can navigate any legal matters that may arise.
- **Cultural and Lifestyle Adjustment Support:** Adapting to a new culture and lifestyle can be a significant challenge. Our coordinator offers support and resources to help you integrate seamlessly into your new surroundings, ensuring a fulfilling student experience.

Student orientation

MCIE delivers an in-depth orientation session, which includes a tour of the campus, an introduction to the course coordinator, an opportunity to meet other classmates, and a brief overview of some of the services and facilities offered by MCIE and its surrounds.

We consider this to be an extremely beneficial and rewarding experience and is compulsory for all new students.

Tailored language support

During enrolment, students are asked to demonstrate suitable English language proficiency for their chosen program, and undertake a language, literacy and numeracy (LLN) quiz online. This quiz helps us to assess your existing LLN skills so we can determine how much support you will need to succeed as a student at MCIE.

Student Administration Staff

The MCIE student administration staff support students in multiple ways throughout their learning journey – from sending Letters of Offer and Confirmation of Enrolments (COE), assessing Credit Transfer and RPL requests, to processing deferrals, preference changes and transfers, and issuing letters of completion, transcripts, and certificates they are here to help. They also assist with student complaints, concerns, or feedback. Requests can be lodged online using the MCIE student portal (www.mcie.edu.au), or by approaching any of our reception staff during normal business hours.

Student Support Services

At MCIE, our commitment to student success extends beyond the classroom. Our reception and student support staff are trained to ensure that students feel welcomed and valued from the moment they step through our doors. They play a crucial role in providing essential information about our programs, services, and campus facilities, helping students navigate their academic pursuits with confidence. Our student support personnel proactively engage with students who demonstrate a recurring pattern of absenteeism from classes or encounter difficulties in meeting assessment submission deadlines.

A photograph of Michelle Cassell, the Student Welfare Coordinator, standing with two young women. Michelle is on the left, smiling, wearing a dark blue top. The woman next to her is wearing glasses and a floral patterned top. In the foreground, the top of another woman's head is visible. The background is a plain, light-colored wall.

Michelle Cassell
Student Welfare Coordinator

03 9655 0600
michelle.cassell@mcie.edu.au

How do I apply?

Step 1

Course selection

Choosing the right course can be challenging. Please read the program information carefully to make sure you meet the entry requirements, and that the course is suitable for achieving your career goals. For more information about any of our courses, please call us on 1300 737 004 and ask for an International Education Advisor.

Step 2

Complete the International Student Enrolment Form

Download the International Student Application Form from our website, fill it out, then submit the form electronically with your supporting documents. **Please note**, all documents must be certified as originals and submitted at the same time as the enrolment form. Your Education Agent can help you with this process, or you can contact MCIE directly.

Step 3

MCIE application assessment

Once we receive your enrolment form and certified supporting documents, we will review and assess them for suitability. Any applications for Credit Transfer or Recognition of Prior Learning will also be processed at this stage.

Step 4

Letter of Offer and Acceptance Agreement

If your application is successful, MCIE will advise you in writing, then send you a Letter of Offer and Acceptance Agreement for your consideration. To accept the Letter of Offer, you must sign, date, and return the Acceptance Agreement to MCIE within 6 weeks of the date of issue.

Step 5

Payment

Your Letter of Offer will outline the fees and payment schedule required for your chosen program of study. If MCIE arranges Overseas Student Health Cover (OSHC) on your behalf, this must be paid as stated in the schedule, along with the course deposit.

Step 6

Confirmation of Enrolment (CoE)

Once MCIE receives your completed Acceptance Agreement and tuition fee payment, we will send you an electronic Confirmation of Enrolment.

Supporting documents

needed

- Passport
- Academic transcripts and qualifications
- Proof of English proficiency
- CT/RPL documents, if applicable (additional fees apply)



Applying for a student visa

Apart from advising international students that they will need to show evidence of \$24,505 in savings per annum in order to obtain a Student Visa to Australia; MCIE cannot provide advice or assistance with student visa applications. **To apply for a student visa, contact the Australian Department of Home Affairs (DHA) (visit www.homeaffairs.gov.au for more information).**

If you need help applying for a student visa, please contact an Education Agent. Please also note there should be no requirement to give a copy of your Confirmation of Enrolment to anyone except the DHA.

Once you arrive

After you arrive in Melbourne, we recommend contacting MCIE to let us know you are in Australia.

Before you begin your program of study, you are required to attend a compulsory Orientation session. The date for the Orientation session is in your Letter of Offer. If you are not able to attend the scheduled Orientation, please let us know as soon as possible so we can schedule another date. Please bring your Confirmation of Enrolment and fee payment receipt to the Orientation session.

Unique Student Identifier

To commence studies in a nationally recognised training course with MCIE, each student needs to have a Unique Student Identifier (USI). The USI is a personal reference that creates a secure online record of your VET training. It is managed by the Australian Government and is kept for up to 30 years. It can be accessed anywhere, anytime.

When you arrive in Australia, your visa will be activated and you can then apply for a USI. It is free to create a USI. You need a USI to receive your qualification, or statement of attainment. For further information visit www.usi.gov.au/about.

Digital devices

MCIE encourages all students to have a laptop, or other electronic device, to support their studies. Having your own device means you do not have to rely on accessing MCIE technology to complete assessments and course work.



Living in Melbourne

Cost of living

Australia is a sophisticated, friendly country, rich in natural beauty and ancient history. It also boasts one of the highest standards of living in the world. Voted the world's most liveable city 6 years in a row, Melbourne provides affordable, superior living and is considered far less expensive than many other major cities. As an international student living in Melbourne, you will have the opportunity to experience quality education, diverse arts, sport and culture, sample cuisines from all over the world, and explore a variety of employment options.

The average international student in Australia spends: AUD \$625 - \$750 per week on accommodation, food, clothing, entertainment, transport, and other incidental costs AUD \$30,000 to \$36,000 per year (excluding tuition) to cover living expenses (varies according to your accommodation choice)

A married student with children will need approximately: AUD \$3,152 for a dependent child AUD \$12,628 annual school costs AUD \$62,222 personal annual income if there is no secondary applicant AUD \$72,592 personal annual income where there is a secondary applicant.

Taxis and rideshares

Rideshares

Melbourne offers convenient rideshare services through companies like Uber, Ola, and Didi, as well as specialized options like Shebah, designed exclusively for female passengers. To use rideshares, all you need to do is download your preferred rideshare app on your smartphone. This app allows you to request a ride whenever you need one.

Electric Scooters and Bikes

You can also find electric scooters and bicycles available for rent from Lime and Neuron in Melbourne. To use them, simply download the corresponding app, which will enable you to unlock the scooter or bike. The cost is based on the amount of time you use the device. There is a \$1 initial charge to activate the scooter or bike, and then an additional fee of \$0.45 per minute. Alternatively, you can rent a scooter or bike for a 90-minute period for a flat rate of \$15. Please be aware that these scooters and bikes can only be used in specific areas of Melbourne, and it's crucial to follow safety rules, including wearing a helmet. Personal electric scooters are not allowed for public use in Melbourne. For more detailed information on the rules and regulations regarding e-scooters and e-bikes, consult the City of Melbourne's guidelines.

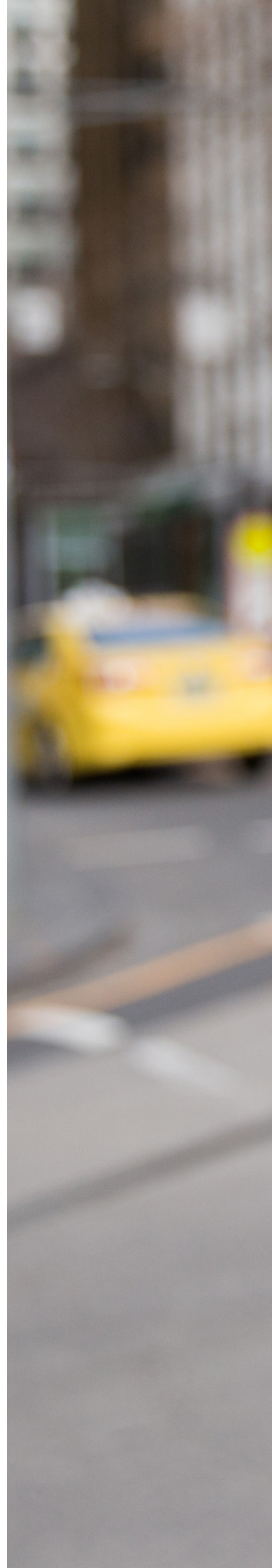
Taxis

Metered taxi cabs are readily available in major cities and towns across Australia, including Melbourne. International students can easily locate taxi ranks at transportation terminals, major hotels, and shopping centers. Taxis can also be hailed on the street if the rooftop light is green and displays a "vacant" sign. Taxis charge an initial hiring fee, followed by additional charges based on the distance travelled and the duration of the journey. It's important to note that tipping cab drivers is not required.

If you need a taxi in Melbourne, you can contact one of the following reputable cab companies:

- 13 Cabs - Phone: 13 22 27
- Crown Cabs - Phone: 1300 12 13 14
- Silver Top Taxis - Phone: 13 10 08

These transportation options should make getting around Melbourne much more accessible for international students.





For more information on the cost of living in Melbourne, please visit

www.studymelbourne.vic.gov.au

Public transport

Australia has an extensive public transport system that includes trains, buses, trams, ferries, and two major national airlines and a number of regional airlines. Melbourne has one of the best public transport systems in Australia, offering a number of services including trains, buses and trams. The metropolitan train system is efficiently managed by Metro, while V/Line administers Victoria's regional public transportation services. Melbourne offers a free tram service within the confines of its central business district (CBD). However, for journeys that extend beyond this complimentary tram zone, you need to purchase a myki card. Melbourne is divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long. To use buses, trams and trains in Melbourne, you will need to tag on using a Myki card, which you can purchase and top up from most train stations. Tickets can be purchased at some tram stops or retail outlets such as 7-Eleven. Tickets are not available from the drivers or ticket inspectors when travelling. **If you do not have a valid ticket for your journey, you risk receiving a fine, which can be very costly.**

Driving

Cars travel on the left side of the road. Drivers can use their license from their home country for three months from the date of entry into Australia. Overseas students may drive in Australia on a valid Overseas Driver's License. If the document is not in English, the visitor must carry a translation in English with the permit. Please visit this website for more information www.vicroads.vic.gov.au/licences/renew-replace-or-update/new-to-victoria/overseas-drivers

Mobile Phones

Mobile SIM cards can be purchased on arrival at the airport. There are different types of pre-paid phone card options to choose from for national and international calling.



Housing and accommodation

Feeling secure and comfortable in your living arrangements is crucial while studying abroad. Victoria provides a variety of housing options tailored to international students. Depending on your preferences and financial resources, some options you can select from include:

Home Stay

Living with a local family, couple, or single person, this option provides an opportunity to learn about Australian life. There are different types of home stay arrangements, such as Full Board, Half Board, and Board in Exchange. Various websites can help you find a suitable home stay, like www.homestaydirect.com.au.

There are different types of homestay arrangements:

Useful internet sites for student housing are:

- www.s-h-a.com.au
- www.lestudent8.com
- www.find-studentaccommodation.com
- www.youthcentral.vic.gov.au
- www.studymelbourne.vic.gov.au
- www.studyinaustralia.gov.au
- www.homestaydirect.com.au

Share accommodation

Many students choose to live together in shared accommodation to save on rental costs and other expenses. However, this may mean sacrificing privacy and space. For further information about accommodation options, refer to the International Student Handbook or visit the Study Melbourne website.

Renting

Renting an apartment or house typically involves working with a real estate agent and signing a rental contract called a 'lease.' Leases can be month-to-month, 6-monthly, 12-monthly, or 2-yearly. Renting offers privacy and independence, but tenants are responsible for paying all bills (except council rates), maintaining the property, and providing all furniture and household items.

Useful rental accommodation websites are:

www.realestate.com.au
www.domain.com.au
www.realestateview.com.au

It's essential to research and find accommodation that suits your needs and budget, ensuring a comfortable and enjoyable stay while studying in Melbourne.

1. **Full Board:** usually includes a furnished room (bed, desk, lamp, wardrobe), three meals a day and bills (electricity, gas and water, but no telephone or internet). Some homestay providers may even do your laundry.
2. **Half Board:** usually includes a furnished room (bed, desk, lamp, wardrobe) and bills (electricity, gas and water, but no telephone or internet). You can use the cooking and laundry facilities in the house.
3. **Board in Exchange:** usually means free, or low cost, accommodation (including bills), in return for household duties such as cleaning, or childcare.

It's essential to research and find accommodation that suits your needs and budget, ensuring a comfortable and enjoyable stay while studying in Melbourne.

Student policies at a glance

MCIE is committed to ensuring that we provide a safe and valuable learning experience to all our students. This means, establishing a few rules and regulations, as well as meeting Australian government compliance requirements for the provision of education to overseas students. A complete list and detailed description of all our policies are contained in the MCIE International Student Handbook: www.mcie.edu.au/international-student-handbook

Key policies include:

Education Services for Overseas Students (ESOS)

The Australian Government has created laws and regulations to ensure overseas students have a safe, enjoyable and rewarding study experience. Australian laws promote quality education and consumer protection for overseas students.

These laws are known as the Education Services for Overseas Students (ESOS) framework and they include The Education Services for Overseas Students Act 2000 (ESOS Act 2000) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018). For more information on the ESOS legislative framework, visit the International Education government website.

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Deferment, suspension or cancellation

Deferring Course Commencement

A student may request to defer commencement of studies on compassionate grounds, or for compelling circumstances. The request must be made in writing through the MCIE website. MCIE may defer commencement of a course when a course is not offered at the proposed date, site, or other reasons where it is necessary to delay commencement of the course.

Suspending enrolment

A student may suspend their enrolment if there are extenuating circumstances, such as personal illness, bereavement, or serious illness of an immediate family member. MCIE may suspend a student's enrolment if a student fails to follow the MCIE Student Code of Behaviour.

Enrolment cancellation

A student may cancel their enrolment in the event of visa delay or refusal. MCIE may cancel a student's enrolment because of unsatisfactory course progress, non-payment of overdue fees, or for serious misconduct. Please refer to the International Student Handbook for full details of MCIE's deferment, suspension and cancellation policies and procedures.

Course participation and progress

MCIE monitors all student progress and attendance. International students must be aware that the:

- Australian Skills Quality Authority (ASQA) may, at any time, require a training provider (MCIE) to implement policies and procedures to monitor minimum attendance requirements and if students do not meet these requirements, they will be in breach of a condition of their visa
- The Department of Home Affairs may cancel a student's visa if they fail to maintain their attendance

Change of institution

The National Code 2018 restricts MCIE from enrolling or transferring students prior to a student completing 6 months of their principal course of study. MCIE is similarly unable to knowingly enrol a student transferring from another provider who has not completed the minimum 6 months of study in their principal course without meeting specified criteria. Students who have studied longer than 6 months in their principal course can apply for a change of institution and no letter of release needs to be sighted.

Course fees

The fees listed in this prospectus are subject to change.

Refund policy

Refund guidelines for MCIE observe the principles outlined in the ESOS Act 2000.

These guidelines apply equally to all new and re-enrolling students, unless otherwise stated.

MCIE reserves the right, should it be necessary, to cancel or postpone any course prior to its scheduled commencement date. In such circumstances, if the course is postponed by more than four weeks, and if the student is unable to enrol in a similar course at MCIE, all fees will be refunded.

For help, or information please submit a request using the [Request, Feedback, Complaint Form](#)

Refund of fees will be granted in accordance with the refund policy shown below.

<i>Description</i>	<i>Policy</i>
Application rejected by Melbourne City Institute of Education	Full refund not including \$200 Enrolment Fee.
Deferral prior to course commencement	\$200 Administration Fee is payable at the time of signing the new Letter of Offer and Acceptance Agreement.
Visa refused prior to course commencement	Full refund not including \$200 Enrolment Fee and \$250 Processing Fee. The amount of unspent pre-paid fees that the provider must refund the student for the purpose of subsection 47E(2) of the Act is the total amount of the pre-paid fees the provider received for the course in respect of the student less the following amount: the lesser of: (a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or (b) the sum of \$500. (Refer to Education Services for Overseas Students (Calculation of Refund) Specification 2014)
Visa extension is refused	Once the course has started, the full fee of the current term is payable as scheduled on the Letter of Offer and Acceptance Agreement, which includes all tuition fees, costs of learning and assessment resources, late fee surcharges, OSHC and airport pick up (where applicable), or paid fees for current term as scheduled on the Letter of Offer and Acceptance Agreement are not refundable. Students have their own responsibilities to ensure they have valid visa(s).
Withdrawal at least ten (10) weeks prior to the course commencement	Full refund of the total amount of pre-paid fees the provider received for the course, not including \$200 Enrolment Fee and Processing Fee which is the lesser amount of: (a) 30% of the total amount of pre-paid fees the provider received for the course; or (b) the sum of \$1,000.
Withdrawal more than four (4) weeks and up to ten (10) weeks prior to course commencement	50% refund of the total amount of pre-paid fees the provider received for the course, not including the non-refundable \$200 Enrolment Fee and \$250 Processing Fee.
Withdrawal no more than four (4) weeks prior to course commencement	25% refund of the total amount of pre-paid fees that the provider received for the course, not including the \$200 Enrolment Fee and \$250 Processing Fee.
Withdrawal (including transferring to another provider) after course commencement	Once the course has started, the full fee of the current term is payable as scheduled on the Letter of Offer and Acceptance Agreement, which includes all tuition fees, costs of learning and assessment resources, late fee surcharges, OSHC and airport pick up (where applicable) or paid fees for current term as scheduled on the Letter of Offer and Acceptance Agreement are not refundable. In addition: If the withdrawal is more than four weeks prior to the subsequent term, a Cancellation Fee is payable, which is equivalent to 50% tuition fee of the subsequent term; or If the withdrawal is no more than four weeks prior to the subsequent term, a Cancellation Fee is payable, which is equivalent to 75% tuition fee of the subsequent term.
If student starts the course after the scheduled date	No reduction in fee and the student must pay the balance of all outstanding fees per fee payment schedule on the letter of offer. which includes all tuition fees, cost of learning and assessment resources, OSHC, airport pick up (where applicable) and uniform and kit costs for cookery qualifications.
Enrolment is cancelled due to student's misconduct or non-compliance with the rules and regulations set by the Australian Government	No refund and the student must pay the balance of all outstanding fees per fee payment schedule on the letter of offer, which includes all tuition fees, cost of learning and assessment resources, OSHC, airport pick up (where applicable) and uniform and kit costs for cookery qualifications.

Student abandons the course without	No refund and the student must pay the balance of all outstanding fees per fee payment schedule on the letter of offer, which includes all tuition fees, cost of learning and assessment resources, OSHC, airport pick up (where applicable) and uniform and kit costs for cookery qualifications.
MCIE is unable to start the delivery of a course on the agreed starting date (course withdrawn by MCIE before the agreed start	Full refund including enrolment fee within 2 weeks of cancellation, or the agreed starting date, whichever is applicable.
MCIE is unable to provide the course after the agreed start date (for which the original offer was made) or ceases to deliver the course before it is completed	Return of unused tuition fees. Pre-paid fees may be transferred to an alternative enrolment where the student agrees.
The course is not provided fully to the student because MCIE has a sanction imposed by a government regulator	Return of unused tuition fees
Recognition of Prior Learning (RPL) fees	No refund if Statement of Attainment provided
Compulsory Health Insurance (Student visa holders only)	Refer to Overseas Student Health Cover provider
Homestay fees, accommodation booking fee, and/or airport pick-up (if applicable)	Full Refund if service is cancelled prior to service is booked with the service provider. Once booked, please refer to refund policies of the service provider.
EFTPOS and/or credit card payment surcharge and any transaction fees	No refund with the service provider. Once booked, please refer to refund policies of the service provider.
Visa cancelled due to actions of the student	No refund for pre-paid fees, or the full fee of the current block is payable as scheduled on the Letter of Offer and Acceptance Agreement, which includes all tuition fees, costs of learning and assessment resources, late fee surcharges, OSHC and airport pick up (where applicable). policies of the service provider.

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www.mcie.edu.au 

📞 1300737004

✉️ info@mcie.edu.au

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