



Australian Careers Education Pty Ltd

CRICOS No: 03219A
RTO No: 22424
ABN: 6913 626 0252
ACN: 136 260 252

Student Pre-Enrolment Brochure



Welcome Message from the CEO

Welcome to Australian Careers Education Pty Ltd (“ACE”). We are a Registered Training Organisation committed to helping you achieve your study and career goals. Our aim at ACE is to ensure you benefit from relevant hands on learning so that you enter the workforce with full potential. A special welcome is extended to our international students. I trust that you will find studying in Australia to be challenging yet exciting. I hope that we can assist you to make your studies here more fulfilling.

Learning is a life-long pursuit and we are proud to accompany you on part of that journey. We wish you much success in your career upon graduation from ACE.

Garry Ghattas
Chief Executive Officer

347-351 Victoria Street, Brunswick, VIC 3056

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Email: info@ace.vic.edu.au

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Australian Careers Education welcomes new students!

Australian Careers Education Pty Ltd (“ACE”) is a privately registered training organization (RTO) located in the inner Northern suburbs of Melbourne. ACE is an innovative and forward thinking institute, which offers all its students the opportunity to develop the key knowledge and skills required to gain employment upon completion of their chosen course.

Our philosophy at ACE is that education should be relevant to a students’ career goals and skills focused. ACE is concerned with providing quality vocational training and education with a focus on practical and work relevant outcomes. Our courses are nationally recognised under the Australian Qualification Framework (AQF) and accredited to meet vocational and educational standards.

Using up to date training methods, learning resources and assessment tools allows ACE to assist their students to realise their career goals. Students will be supported by a highly motivated and committed team. All our trainers have relevant industry knowledge and experience and are professional, friendly and supportive individuals.

Quality is maintained in compliance with CRICOS legislation, the National VET Regulators Standards for Registered Training Organisations and through our continuous improvement system.

We acknowledge the importance of adult learning principles in the delivery of effective training. We believe that all students should be encouraged to take responsibility for their own learning and to understand that as learners, they have an active role to play in their learning and assessment process.

We believe that you will have a great experience whilst studying. Welcome and I hope you enjoy your studies!

Why ACE?

ACE aims to deliver high quality training, assessment and support services to all our students.

By joining ACE, you will have the chance to study while enjoying the cosmopolitan atmosphere of one of the world's most exciting and vibrant cities.

At ACE the **advantages** are:

- Students are trained in an industry environment.
- ACE has qualified Trainers with industry experience
- The courses have been designed to follow the Australian Qualifications Framework (AQF), ensuring students develop the skills required to gain employment within their relevant industry.

By joining ACE you will be coming to an institute offering well-developed training programmes and study facilities. We attract students from many parts of the world.

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Location of Australia Careers Education

Campus Location and Transport Details

ACE's Head Office and campus' are located in Brunswick, 0.5 Km from Brunswick Station. Brunswick is a suburb in Melbourne, Victoria, Australia, 5 km north from Melbourne's central business district. Brunswick has a vibrant cafe and restaurant culture and supports a variety of industries.

The area is among the best-served by public transport in Melbourne, with the Jewell, Brunswick and Anstey stations on the Upfield suburban train line. In addition, there is the number **19 tram** service to Melbourne University and the city on Sydney Road, and the number **1 and 8 trams along Lygon Street and the number 55 tram** also heads through Royal Park and to the city from nearby West Brunswick.

Third Party Arrangements

As part of the training package requirements for the Certificate III and IV in Commercial Cookery and Diploma of Hospitality Management; students are required to undertake work-based training. ACE has a formal arrangement with Aurora Receptions, a privately owned reception and catering facility, for its students to undertake work-based training. For further information, please refer to the individual courses in this brochure.

Map of Australia



Map of Victoria



Australian Careers Education Pty Ltd Head Office: 347-351 Victoria Street, Brunswick, Victoria 3056 Victoria Street Training Campus: 347-351 Victoria Street, Brunswick, Victoria 3056	Donald Street Training Campus: Aurora Building 149-151 Donald Street, Brunswick East, Victoria 3057	Contact Details: Phone: +613 9380 1414 Fax: +613 9380 1811 Email: info@ace.vic.edu.au Website: www.ace.vic.edu.au
	Work-Based Training Location: Aurora Receptions 149-151 Donald Street, Brunswick East, Victoria 3057	

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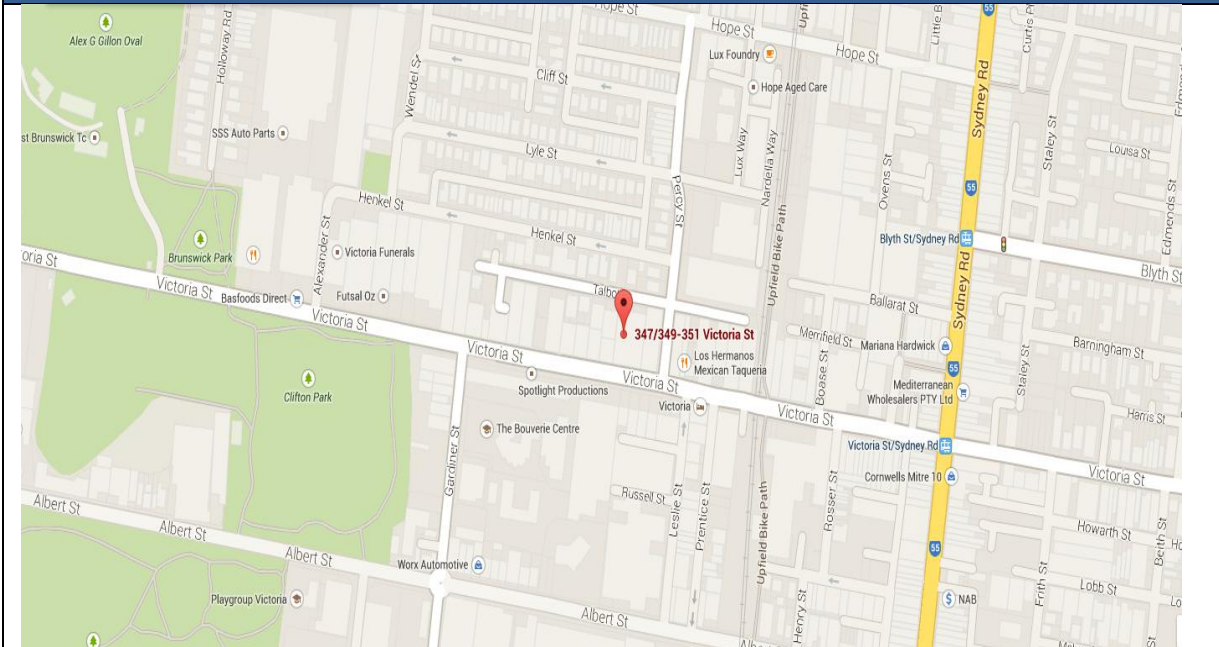
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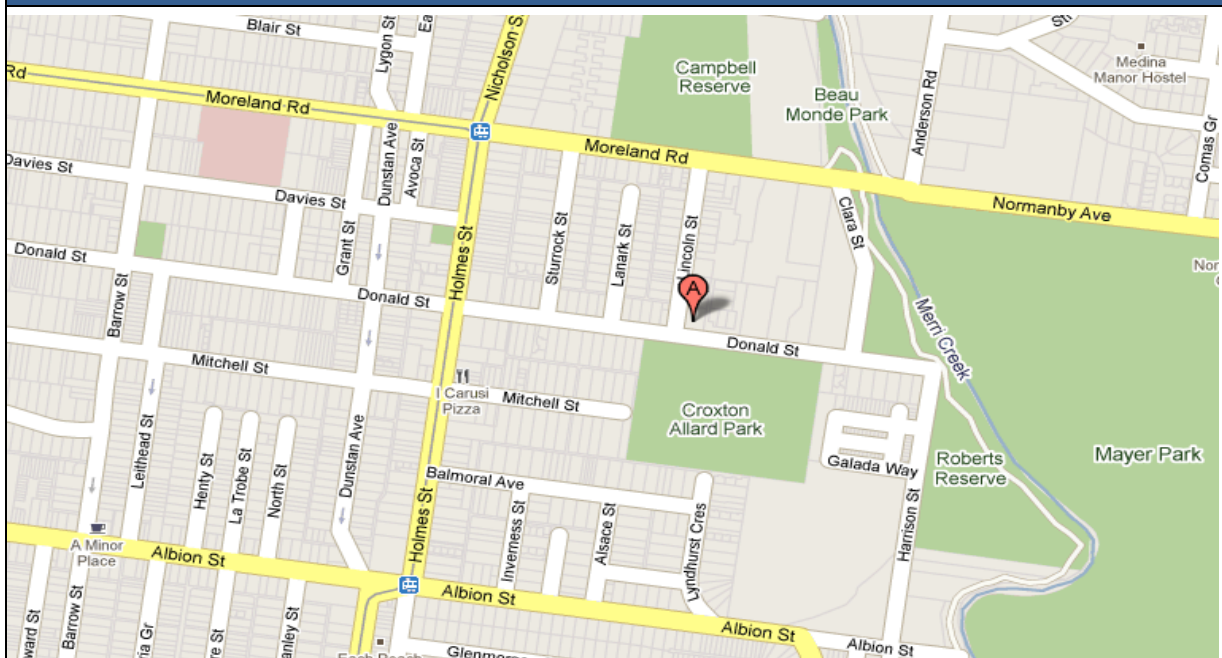
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How to get to HEAD OFFICE / VICTORIA STREET CAMPUS



How to get to DONALD STREET CAMPUS / AURORA RECEPTIONS (WORK-BASED TRAINING)



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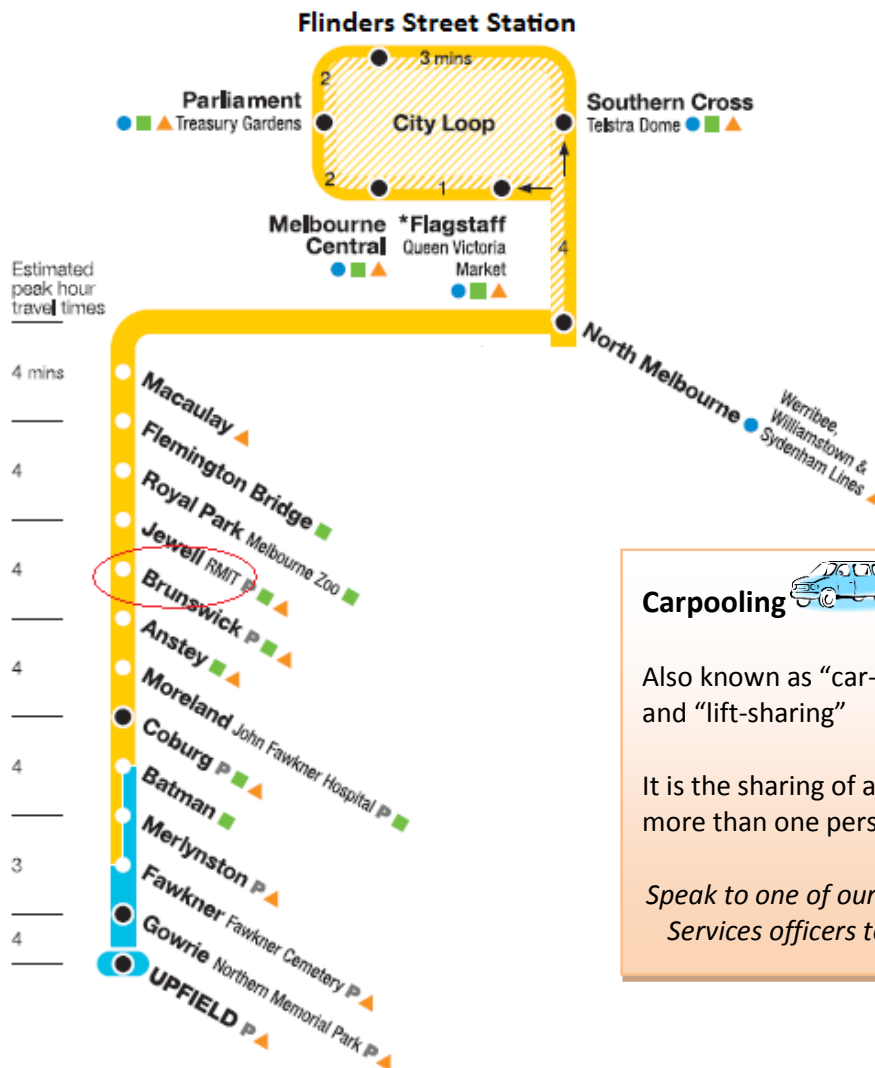
Modes of transportation to travel to ACE



By TRAM



By Train



Carpooling



Also known as “car-sharing”, “ride-sharing” and “lift-sharing”

It is the sharing of a car journey so that more than one person travels in a car.

Speak to one of our friendly Student Support Services officers to register your interest.



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By BICYCLE

Information on Bikes - Where to ride

Major on-road bicycle network routes within the City of Melbourne include St Kilda Road, Royal Parade, Flemington Road, Swanston Street and Canning Street.

Major off-road routes include Yarra River Trail, Moonee Ponds Creek Trail, Maribyrnong River Trail, Flemington Road, Dynon Road, Footscray Road and St Kilda Road.

The Melbourne Travel Smart Map provides a convenient and comprehensive guide to walking, cycling and public transport routes and facilities in the City of Melbourne. You can also download a copy of the map from the following URL:

https://www.melbourne.vic.gov.au/ParksandActivities/ActiveMelbourne/WalkingCyclingandSkating/Documents/Travelsmart_Melbourne_map_16MB.PDF

Please note that this document changes yearly, most updated document and URL are available from the Travel Smart Victoria site at (<http://www.transport.vic.gov.au/doi/internet/ict.nsf/headingpagesdisplay/travelsmart>).

Studying and Living in Australia

Melbourne is the capital of the State of Victoria, with a population of approximately 4.7 million people. It occupies an area around the shores of Port Philip Bay. The city is laid out in a large rectangle, which sits on the northern banks of the Yarra River, about five kilometers from the bay. Melbourne city defines itself by its lively and cosmopolitan ambience and has been classified twice as the “world’s most liveable city”. Melbourne is a relatively modern city, which is less than 200 years old.

Melbourne has four seasons per year: summer, autumn, spring and winter. During summer the usual maximum daily temperature ranges from 28 to 35 degrees Celsius. The evenings are usually cooler. Summer heat is dry, rather than humid. Light clothing is sufficient for summer. However, a jumper (Sweater) or light jacket may be necessary for the evenings. Winter can be wet and windy. Daylight temperatures range from 10 to 15 degrees Celsius. Night time temperatures range from 2 to 9 degrees Celsius. Warm cloths including an overcoat will be necessary during Melbourne’s winter months.

Sometimes, the best part of visiting a new city is when you unexpectedly depart from the tourist trail and glimpse at the city from behind the scenes. While the big attractions can be great fun, often it’s the more subtle “insider” experiences that leave you feeling really satisfied. For information on events, dining, shopping and much more in Melbourne, go to www.thatsmelbourne.com.au or www.visitvictoria.com.

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Life as an International Student

Accommodation

ACE does not offer any accommodation services and students are required to organise their own accommodation for their stay in Australia. It is recommended that a student's accommodation be organised prior to the student's arrival in Australia.

The Student Support Services Officer can provide information, advice and guidance on the types of accommodation services available to students prior to arrival to Australia.

The types of accommodation available in Australia are many and varied. They include the following:

Private Rentals

The rental market offers a wide range of housing options. Signing a lease on your own for an apartment, flat or house can offer you an independent lifestyle and privacy. You may also plan to stay in this property for the duration of your course.

It can be however, quite an expensive proposition if you choose to live by yourself. You would be solely responsible for the rental payments plus the connection fees for utilities and then the ongoing bills. Generally tenants are responsible for connection and usage of water, electricity and gas. Tenants are also responsible for connection and payment of the telephone service.

Rental prices vary according to the location and condition of the property. It can be useful to familiarise yourself with the average price of properties in the various suburbs around ACE. Rental costs usually increase the closer the property is to the city centre.

You can choose to reduce the cost by renting a property with housemates. This is a great way to not only reduce your expenses (given expenses are shared), but it is also a great opportunity to meet new people!

Student Apartment

Student apartments are large centres containing rooms of various sizes (1 to 5 bedrooms). They usually come fully furnished with internet, 24 hour support and often in great locations.

Residential College

Residential colleges are typically located within a short distance from major universities. What you generally get is a fully furnished bedroom which is cleaned weekly, meals, internet and shared kitchen and bathroom facilities. This is a great way to meet people!

Homestay

This is a common form of accommodation where students live with a local family in their own home. Homestay is where a student lives with a family, couple or single person/s in their own home. There are many 'Homestay Providers' operating in Australia and arrangements will vary from full board, part board to board in exchange. The most common arrangement

Rental property prices vary from suburb to suburb. Check realestate.com.au or The Age newspaper for the current cost of renting in Melbourne. Also visit <http://tuv.org.au> (for rental advice) or <http://flatmates.com.au> (to find a room in a property).

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for homestay usually consists of a furnished room, two or three meals per day and bills (except telephone and internet). The family is generally chosen by the Homestay Provider and allows students an excellent way of settling into the country.

Type of Accommodation	Average Cost
Hostels and Guesthouses -	\$90 to \$150 per week
Shared Rental	\$85 to \$215 per week
Homestay	\$250 to \$325 per week
Rental	\$165 to \$440 per week

(Source: *International Student Guide Melbourne, Inside Guides* – copy available at Head Office or by visiting <http://www.insiderguides.com.au/>)

Living Costs

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia. (All costs are in Australian dollars.)

Minimum cost of living

The Department of Immigration and Border Protection has financial requirements you must meet in order to receive a student visa. Below is a guide on the requirements you must meet to study in Australia:

- **You** - \$19,830
- **Partner or spouse**- \$6,940
- **child** - \$2,970

Living expenses (in addition to housing)

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

Visit www.movingtoaustralia.anz.com for further information regarding how much your lifestyle will cost and an overall view of expenses.

The Australian Government provides information and guidance on managing your finances. You can read more at www.moneysmart.gov.au (opens in a new window).

Please Note:

- All costs indicated above are per year in Australian dollars and are subject to change. To convert to your own currency, visit <http://www.xe.com/> (opens in a new window).
- For further information on living costs in Melbourne please refer to the Live in Victoria website (www.liveinvictoria.vic.gov.au) which has a guide to living costs in Victoria.
- Costs indicated above do not include expenses relating to mobile phones, cars or computer expenses.

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- Tuition Fees are not included in the provided living cost estimates.
- Accommodation costs will vary from place to place and the following is only an estimate of Melbourne's accommodation facilities.

Overseas Student Health Cover (OSHC)

All International Students must have Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. This requirement constitutes a Visa condition stipulated by the Australian Government. OSHC allows students access to out of hospital and in hospital medical services.

The following cost is valid as at April 2017 and price is subject to change. Further information on the price of OSHC and provider details, please contact ACE or visit

<http://www.health.gov.au/internet/main/Publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1#insurersofferoshc>

Overseas Student Health Cover (OSHC)	Approximately \$559.00 for 12 months (<i>standard cover for 1 adult</i>)
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School Aged Dependents

There are requirements for compulsory school attendance for children or dependents of international students. In Victoria it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend school until they have completed Year 12. Dependents of persons holding a student visa may be required to pay full fees in any school, college or university that they enrol in whilst in Australia.

Campus Facilities:

ACE's campus facilities include:

- Classrooms with projector facilities
- Computer labs
- Kitchen facilities
- Internet and printing
- Student lounge
- Student support services
- Automotive workshop (Victoria Street campus only)
- Training Kitchens (Donald Street campus only)

Student Support & Educational Services

ACE is highly committed to providing students with a supportive learning environment to help them achieve success in their educational endeavours. ACE has a team of Student Support Services Officers who are available to assist students with their educational and special needs. These services include (but not limited to):

Academic Assistance

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- Referencing
- Report Writing
- Assignment preparation and writing
- Preparing for tests
- Computer assistance
- Note taking skills
- Reading, writing and listening skills
- Oral presentations
- Literacy and numeracy assistance
- Study Guidelines

General Enquiries

- Tax File Numbers
- Health Care
- Information related to Life in Melbourne
- Legal services
- Referral to Welfare Service Officer
- Opening bank accounts
- Mental Health
- Emergency and health service references

Complaints Management:

- Complaints and Appeals process
- Student issues resolution

Disability Support

Difficulties with studies or learning environment due to the effects of a disability or impairment.

- Liaising with trainers / assessors to determine additional supports in the learning environment.
- Identification of reasonable adjustments / additional supports that can be implemented to assist a student to undertake their studies safely.

Students with a disability, impairment or health condition which impacts their ability to meet the requirements of the training package are encouraged to complete the Reasonable Adjustment / Special Needs Form and arrange an appointment with a Student Support Services Officer. The Student Support Services Officer will seek to clarify the extent of the student's disability / impairment on their capacity to meet the requirements of the training package and the supports that can be provided by ACE. The Student Support Services Officer will assess each application for additional support on its own merit and will submit the application to the CEO for final approval. ACE will support the student as far as reasonable, however students are advised that in the event of additional equipment or aides requiring purchase, the cost of such equipment will be incurred by the student if the student is agreeable.

Disclosure of disability or impairment is treated with confidence and will not be used to disadvantage the student.

Please refer to ACE's Access and Equity Policy for further information.

ESOS ACT 2000 and The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

ACE complies and is governed with the ESOS ACT 2000 and The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. ACE is a CRICOS approved provider delivering the courses which is on its scope of registration.

ACE complies with The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 which specifies standards, specifications and procedures to ensure that ACE clearly understands and complies with delivery of vocational courses in its scope of registration.

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Contact details

Who?	Why?	How?
Your provider	For policies and procedures that affect you	Speak with ACE staff. www.ace.vic.edu.au
Department of Home Affairs (DHA)	For visa matters	https://www.homeaffairs.gov.au/trav/stud Contact the DHA office in your country
Unique Student Identifier (USI)	To apply for your USI	www.usi.gov.au
ESOS Act 2000 & The National Code 2018	For complete information of The ESOS Act 2000 and The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018	https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx
Tuition and Protection Services(TPS)	For information about TPS	https://tps.gov.au/StaticContent/Get/StudentInformation
Overseas Students Ombudsman	The Overseas Students Ombudsman can investigate complaints about education agents who have an agreement with a provider to represent them in Australia or overseas	http://www.oso.gov.au/overseas-students/ Ph: 1300 362 072 within Australia. Outside Australia call +61 2 6276 0111. Email: ombudsman@ombudsman.gov.au
Australian Tax Office	Information about declaring tax	https://www.ato.gov.au/
Fair Work Australia	Information and advice about your workplace rights and obligations.	http://www.fairwork.gov.au/

Nature of Training Guarantee

ACE is committed to ensuring that once students have started studying their chosen qualification or course, provided they continue to meet all of their responsibilities as students, they will be assured completion as per the training plan. ACE will also guarantee training and assessment of the highest quality as outlined before enrolment.

ACE is responsible for the quality of the training and assessment in compliance with the National VET Standards, and for the issuance of the AQF certification documentation.

Issuance of AQF Qualifications

- AQF qualifications will be issued to students when they have been assessed as competent in all Units of Competency/competencies of the course or have been assessed as competent. Being assessed as competent means the student has successfully completed all requirements of the course or training product.

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- The AQF qualification certificate will be issued within 30 calendar days of the student completing all required units in the AQF Qualification.
- The student must have been paid all fees owed to ACE prior to issuance of the AQF Qualifications.
- The AQF Qualification will also be supported by:
 - A Completion Letter
 - Statement of Results

Issuance of Statement of Attainment

- Statements of Attainment (SOA) will be issued to students when they withdraw or cancel their enrolment in a Qualification or when they wish to receive a statement of all the modules or units of competencies they have successfully completed.
- The Statement of Attainment will be issued within 30 calendar days of the student meeting the requirements of the unit of competency / competencies provided they have completed the 'Request for Certificate, Transcript or Statement of Attainment' Form (which is submitted to the Records Manager at Head Office or via email) and that they do not have any outstanding fees owing to ACE.
- Once the requested is granted, the Records Manager then prepares the Statement of Attainment. This lists all the subjects the Student has successfully completed.
- The Student is notified via email when their Statement of Attainment will be available to pick up from Head Office.

Former Students

Former students of ACE who have previously been issued a copy of their AQF qualification and/or Statement of Attainment, or for some reason that these documents were not issued to them in the past, and who wish to obtain a copy of their AQF qualification can do so by completing the 'Request for Certificate, Transcript or Statement of Attainment' Form. This form can be downloaded from ACE's website or by contacting Head Office and requesting a copy of the form. ACE will process applications for re-issuance of AQF certification documentation and or Statement of Attainment within 14 days. Charges apply. Please refer to the Fees and Charges Policy.

The AQF qualification documentation and/or Statement of Attainment are accessible to current and part learners. *For more information, please refer to the Issuance of AQF Qualification Policy and Procedures which is available in the website; or contact the head office to request for a hard copy.*

ACE's Commitment to Students (ESOS Framework)

ACE is highly committed to provide students with the fundamental rights protected by the ESOS framework. The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018.

Protection for overseas students

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you.

You can find out more about the framework at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

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Choosing a course to study

As an international student, you can only study a course with an education institution listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). All institutions registered on CRICOS have met the quality standards set out in Australian law, which ensures you receive the best possible education services.

CRICOS is a good place to start when you want to find a course or education institution to study with, and can be found at <http://cricos.education.gov.au>.

Using an Education Agent

In keeping with the ESOS Act, ACE provides a list of their education agents on their website. ACE also has a written agreement with all agents and ensures that the agents they use have a good knowledge of Australia's international education system and behave honestly and with integrity.

In Australia, education agents cannot give you information on visa and immigration matters – only migration agents can do this. You can find out more about using migration agents at the Department of Immigration and Border Protection's website at www.border.gov.au/Trav/Visa/Usin.

ACE has engaged several Education Agents to recruit students on our behalf. Students do not have to use an education agent and can lodge an enrolment application directly to ACE. Enrolment Forms can be downloaded from ACE's Website on the 'Forms' page or by contacting us on +613 9380 1414 to have an enrolment form emailed to you directly.

Written agreements between the student and ACE

ACE will provide a written agreement with you outlining the services and all the fees you are required to pay, and conditions for refunds of money you pay for the course.

The written agreement is a legal contract. You should read it carefully and make sure you fully understand what it says before signing it. You must follow whatever is set out in the written agreement once you have accepted it, so you should keep a copy of it.

Student Rights:

The ESOS standards covers a range of information students have a right to know about and the services that must be offered to them by ACE. These include:

- receive current and accurate information about the courses, entry requirements, all fees and modes of study from your institution and your institution's agent before you enrol
- sign a written agreement with your institution before or at the time you pay fees. You do not have to pay the institution any money or fees until you accept the agreement
- seek a refund in certain situations for course money you have paid. Information about refund arrangements must be included in your written agreement
- get the education you paid for. The law includes tuition protections that will allow you to be placed in another course or receive a refund if your institution is unable to teach your course (known as a provider default), visit <https://tps.gov.au/> for more information
- access complaints and appeals processes
- request to transfer to another institution and have that request assessed by your institution.

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Paying your tuition fees

International students have more choice about how they pay their fees. Previously you could not pay more than 50 per cent of your fees before you started a course. Now you can choose to pay more than 50 per cent of your tuition fees before you start. For example, you or the person who is paying your fees may decide this is a good idea if the Australian dollar exchange rates mean you will save money by paying more of your fees early.

ACE may ask you if you would like to pay more than 50 per cent of your fees before you start your course. This is your choice. ACE cannot require you to pay more, unless you are doing a short course of 25 weeks or less. If your course is longer than 25 weeks, you cannot be asked to pay more than 50 per cent of your tuition fees before you start.

ACE can arrange a payment plan so you can start a regular payment for the rest of your tuition fees once you start the course. Your written agreement should include an itemised list of all the fees you will be charged for your course, including your tuition fees and how they will be paid, and refund arrangements.

ACE's Expectation from Students

We hold our students in high regard. Likewise, we have certain expectations of you, the student, to ensure we maintain the Essential Standards for Overseas Students (ESOS).

Your responsibilities include to:

As an international student on a student visa, you are responsible for:

- comply with your student visa conditions
- ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa
- tell your institution if you change your address or other contact details
- meet the terms of your written agreement with your education institution
- maintain satisfactory course progress and attendance.
- Information about visa conditions for student visa holders is available on the Department of Home Affairs's website at <https://www.homeaffairs.gov.au/Trav>

Unique Student Identifier (USI)

Students must also have a Unique Student Identifier (USI) and provide this to ACE. See contact details table for the link to apply for a USI.

Working in Australia

You are limited to 40 hours of work per fortnight when your course is in session, and unlimited hours in out of session periods. This is to ensure you are mainly focused on your studies. Work conditions for student visa holders can be found on <https://www.homeaffairs.gov.au/trav/stud/.../work-conditions-for-student-visa-holders>

The Fair Work Ombudsman (FWO) helps employers and employees to understand their rights and responsibilities at work. The FWO can also investigate suspected breaches of workplace laws. To find out what you should be paid and learn more about your minimum workplace entitlements you can visit www.fairwork.gov.au. You can also call 13 13 94 from 8am to 5.30pm Monday to Friday inside Australia (except public holidays). Getting help to resolve a workplace issue will not automatically affect your student visa.

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Changes to Agreed Services

ACE shall notify students of any changes that may affect their enrolment as soon as practicable. This includes any changes to agreed services, including changes such as any new third party arrangements, a change in ownership, or changes to existing third party arrangements.

For further information, please refer to ACE's *Notification of Significant Changes Policy and Procedure* available on ACE's website (http://www.ace.vic.edu.au/international_policies.php) or by contacting Head Office to request a copy of the policy.

Enrolment Procedure

Before you start officially, it is recommended that you follow all the enrolment steps. ACE has a standard process to ensure that you have successfully undertaken each step towards your enrolment. The process includes: reviewing the entry requirements, completing an enrolment form, attaching certified true or original copies of the following documents, Year 12 academic statement (or equivalent), Testamurs and/or Statements of Attainment for Nationally Recognised Training qualification(s), IELTS Certificate, Visa Grant Notification, Letter of Release (if applicable), OSHC cover (if already obtained) and current Passport (valid for the next 6 months or more), providing a list of any relevant work experience, and submitting these to ACE.

Once ACE receives a students' enrolment, they will review the application to determine eligibility and once found fit will send the prospective student a Letter of Offer and Student Acceptance Agreement. The student should carefully read the terms of the Letter of Offer and Student Acceptance Agreement, including the tuition fees and payment options.

Upon receipt of the Letter of Offer and Student Acceptance Agreement the student, if willing to proceed with the enrolment process, must sign the Letter of Offer and Student Acceptance Agreement and make arrangements to make payment of the enrolment fee (non-refundable). Payment can be made via Cheque, Money Order, Credit Card (in person at ACE's Head Office) or via Electronic Transfer of Funds to ACE's Bank Account as follows:

Bank: ANZ Bank

Account Name: Australian Careers Education Pty Ltd

BSB No: 031-236

Account No.: 902-103-949

Swift code: ANZ BAU3M

Once the prospective student has submitted the signed letter of offer and student acceptance agreement and payment is received; ACE will confirm the student's acceptance into their nominated training program with a Confirmation of Enrolment (CoE) issued via PRISMS. The student can apply for a VISA using their CoE.

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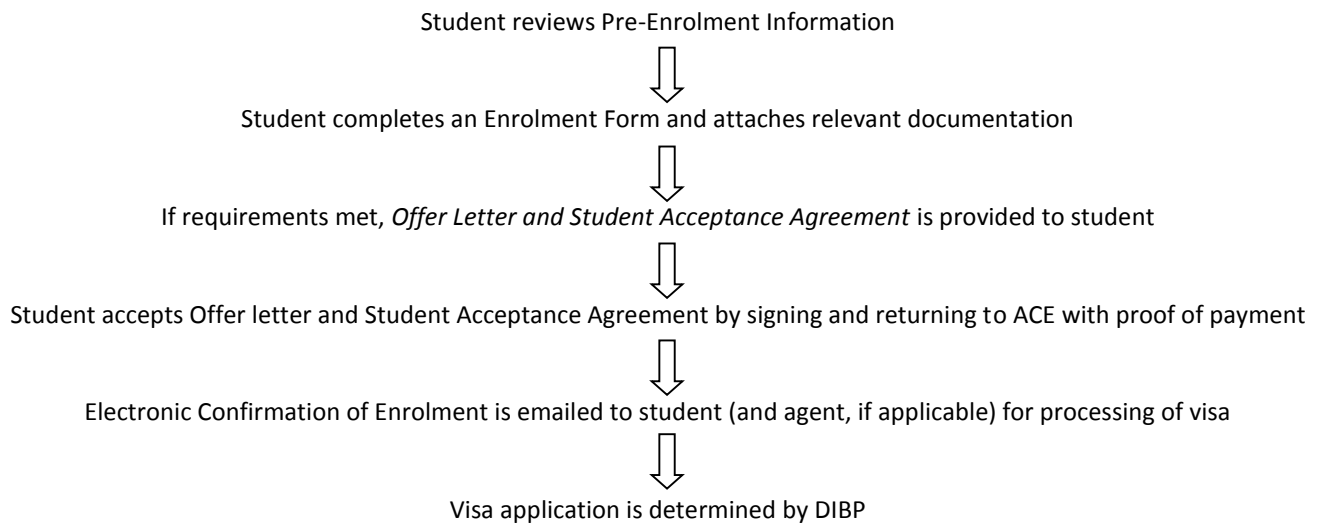
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Enrolment Process Flowchart



Language, Literacy and Numeracy (LLN)

All students will be required to take a LLN test prior to their course commencement in order to determine any relevant support required by the students to achieve a successful outcome of their studies.

Recognition of Prior Learning

Australian Careers Education Pty Ltd provides students with the benefit of Recognition of Prior Learning (RPL) and Course Credit as a part of the assessment system for gaining prior skill, knowledge and experience credit while doing the Training program. The students would be provided with prior recognition in the elements or unit of competencies that has substantial evidence to support.

Recognition of Prior Learning (RPL) is recognition of prior learning and refers to prior experience and/or qualifications. Recognition of prior learning is a form of assessment of a learner's competence. Recognition of prior learning uses evidence from formal, non-formal and informal learning rather than from specific assessment activities directed by the RTO. This evidence is often combined with assessment activities sometimes known as 'challenge testing'. As such, recognition of prior learning must be conducted with the same rigour as any other form of assessment.

Credit is when a student applies for a credit for a unit of competency they have previously completed elsewhere. Students will have the opportunity to specify prior formal learning towards credit for units of competency on the enrolment form. Credit is only issued if the unit is an exact match. When applying for credit, the applicant must attach a certified copy of the previous qualification, including a transcript of the course which sites the exact unit they are applying for. The Recognition assessment system comprises of recognition policies, procedures and documents to support a productive and valid recognition system.

For more information, please see ACE's website for the RPL and Credit Policy and Procedure via www.ace.vic.edu.au

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Student Requirements Orientation Program

Students will be required to attend an orientation day with the Student Support Services Officer at ACE on their first day of class. Students will be informed of their orientation time once they have been enrolled in the course.

During orientation, students should expect the following to take place:

- Information about studying and living in Australia, and the expectations of students at ACE.
- A guided tour of ACE's Head Office and their relevant campus
- Completing all relevant student forms and an Agent survey (if applicable)
- Information about ACE's policies and procedures.
- Finalise any outstanding fees
- Photo taken and collection of their student identification card
- Information on course training plan and collection of timetable
- Opportunities for the student to apply for their USI
- Students to receive a copy of their learning resources, materials and uniform / protective clothing (if applicable)

Academic Progress

Students are required to maintain satisfactory academic progress as a condition of their visa. This progress is monitored by ACE on a monthly basis. Courses under twelve months duration may be monitored more frequently. Support and guidance will be given where progress is not being achieved or where a student is unable to maintain competency in at least 50% of the total number of units assessed throughout a term.

Attendance in practical classes and in class assessments.

Due to the practical nature of many of ACE's qualifications (particularly courses in Automotive and Cookery streams) and the fact that assessment is often held in class, **ACE students are expected to attend all practical classes.** Failure to attend classes will result in missed assessments which will impact the student's ability to maintain an adequate level of course progress.

For more information, please see ACE's website for the *Monitoring Course Progress and Duration Policy and Procedure*, via www.ace.vic.edu.au.

Student Conduct

Students are required to follow all rules of ACE and the instructions from ACE staff. Students are required to act in a non-discriminatory manner at all times and respect the rights of others. Students are also required to adhere to academic rules and regulations as directed by ACE or its representatives. Where a student is found to have acted in a way that ACE deems to be misconduct, ACE may implement disciplinary action.

For more information, please see ACE's website for the various Student Conduct policies, including: Access, Equity and Client Service Policy; Smoking Policy; Anti-Discrimination and Bullying Policy; Drug and Alcohol Policy; Sexual Harassment Policy; Health and Safety Policy; Health and Safety Policy; Plagiarism Policy). Please see www.ace.vic.edu.au.

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Complaints and Appeals

Students have access to ACE's Complaints and Appeals process. This process allows for the fair and equitable consideration and determination of any grievances or complaints against ACE in respect of the student assessment process, academic or attendance records and any other concern the student may have. All parties can have a clear understanding of the end to end process, steps involved with timeframes and representation offered as detailed in the RTO Complaints and Appeals Policy and Procedure.

For more information, please see ACE's website for the *Complaints and Appeals Policy and Procedure*, via www.ace.vic.edu.au.

Deferring, Suspending and Cancelling an Enrolment

Standard 9 of the National Code 2018 allows students to defer commencement of studies, take a leave of absence or temporarily suspend their studies. This must be completed through a formal agreement with ACE. As these absences may affect the student's visa the student must be accordingly advised. Similarly, ACE can seek to cancel or suspend a student's enrolment in limited circumstances.

For more information, please see ACE's website for *Deferment, Suspension and Cancellation of Enrolment Policy and Procedure*, via www.ace.vic.edu.au.

Overseas Student Transfers

Under the ESOS National Code Standard 7, students must meet certain conditions before they can enrol with another education provider if they are unhappy with the course they are doing.

The National Code indicates that a student must have a letter of release from their education provider before they can enrol with a new provider if they have not completed 6 months of their principal course (the main course of study they are undertaking). If a student wishes to transfer before they have completed six months of their principal course, they need their provider's permission.

ACE has a documented policy and procedure about transferring between registered providers. Students are encouraged to read and ensure they understand this policy, and what their written agreement says is required of a student, before making a decision to enrol with ACE.

For more information, please see ACE's website for *Transfer between Registered Providers Policy and Procedure*, via www.ace.vic.edu.au.

Completion within the Expected Duration

ACE monitors the workload of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning. ACE only enables students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

For more information, please see ACE's website for *Course Progress and Duration Policy and Procedure*, via www.ace.vic.edu.au.

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Critical Incidents

ACE has a documented critical incident policy together with procedures that cover the action to be taken in the event of a critical incident, required follow-up to the incident, and records of the incident and action taken.

For more information, please see ACE's website for *Critical Incident Policy and Procedure*, via www.ace.vic.edu.au.

Access and Equity

ACE is committed, through the principle of inclusiveness, to increasing and enhancing educational opportunities and participation for all students irrespective of whether they have a disability. ACE's Access and Equity Policy outlines:

- The processes for disclosure of disability – both at the time of enrolment/employment and during the course of study/employment.
- The processes for making reasonable adjustment – be this in terms of teaching techniques or in terms of assessment practices.
- Facilities, administrative and marketing issues as the impact on the participation of students with a disability.

For more information, please see ACE's website for *Access and Equity Policy and Procedure*, via www.ace.vic.edu.au.

Refunds

ACE has a Refund Policy which outlines the refund of course money paid by a student to ACE due to the following circumstances: Provider Default and Student Default. Please note that enrolment fees paid are non-refundable.

For more information, please see ACE's website for *Refund Policy and Procedure*, via www.ace.vic.edu.au.

Tuition Protection Services (TPS)

TPS is a placement and refund service for international students on student visas affected by a provider closure. The TPS will help you quickly find another course, if your provider can't deliver the course you have paid for. The TPS will use an online placement service to give you all the information you need so you understand your options and can choose an alternative course that best suits you. Additional assistance will also be available if you need it. You will still have to meet all the course entry requirements of another provider and any extra costs if the provider is more expensive than the one you originally enrolled with. For further information, please download the PDF version: [https://tps.gov.au/content/downloads/students overview KCF.pdf](https://tps.gov.au/content/downloads/students%20overview%20KCF.pdf)

Fees and Charges

It is the student's **responsibility** to carefully review the fees and charges, including the terms / conditions and associated processes so as not to incur unnecessary fees.

For more information, please refer to the *Fees and Charges Policy*, available online via www.ace.vic.edu.au.

Pre-Enrolment Information

All prospective learners prior to enrolment will be assessed to determine the competency(s) that they may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package. This assessment will help ACE determine the amount of training it will provide to each learner with regard to their existing skills, knowledge and the experience of the learner

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Learner Cohorts with Formal learning:

Where an Assessment determines the learner has formal learning through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree), ACE will grant credit for the unit of competency completed at another RTO. ACE will authenticate the information in the document provided by contacting the organisation that issued the document and confirming the content is valid. This course credit may reduce the length of a student's course there by recognising the equivalence of studies previously undertaken and completed successfully.

Learner Cohorts with Non- Formal or Informal learning:

Where an Assessment determines the learner has non-formal learning or informal learning through a structured program of instruction or through experience of work-related, social, family, hobby or leisure activities that did not lead to the attainment of an AQF qualification or statement of attainment; ACE will offer the learner Recognition of Prior Learning (RPL). Where any RPL is granted this will reduce the length of a student's course.

Learner Cohorts with No Prior learning:

Where a learner has no prior learning ACE will give them the opportunity to fully absorb the required knowledge, and to develop skills over time in the different contexts they would experience in the workplace. This will require a longer timeframe than for those learners with formal learning or significant industry experience.

General Course Entry Requirements

Students enrolling in any course with ACE must meet the minimum entry requirements including:

- Minimum Age** - Applicants must be 18 years of age at the commencement of their course (refer to the *Student Engagement Prior to Enrolment and Marketing* policies and procedures).
- English Proficiency** - International students are required to possess an IELTS 5.5 (or equivalent*) in order to be accepted into this program. Applicants who do not possess the required IELTS score or equivalent are advised to enrol in an ELICOS program with another approved RTO/provider to facilitate achieving the English language entry requirements. An applicant must satisfactorily complete the EAL course / English language course or satisfactory completion of 5-10 weeks ELICOS from a National ELT Accreditation Scheme (NEAS) Accredited English Institution with an IELTS score of 5.0

Exemptions apply, including:

- Equivalent qualifications [Certificate III EAL (Access), Certificate IV EAL (Access), Certificate III EAL (Further Study), Certificate IV EAL (Further Study), Certificate III EAL (Professional), Certificate IV EAL (Professional/Employment)] demonstrating English proficiency.
- The student was educated for 5 years in an English speaking country.
- The student has completed a Certificate IV level course in an Australian Registered Training Organisation (RTO).
- The student has successfully completed a foundation course in Australia.

NB: Tests results/ certificates and other evidence demonstrating English proficiency older than two years are not accepted unless they have completed two years of study in Australia. When assessing overseas qualification against AQF requirements refer to the equivalencies table for each country (refer to *Appendix A in the Student Engagement Prior to Enrolment* policy and procedure). Where there is insufficient or unclear information with regards to IELTS level or its equivalent the application is forwarded to the CEO for assessment.

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International Students from Assessment Level 1 and 2 countries will be exempt from this requirement;

however they will be required to demonstrate English level proficiency as indicated below:

- Successful completion of ACE's Language, Literacy and Numeracy test.
- Successful completion of a foundation course at an RTO in Australia.
- The student has completed a Certificate IV level course in an Australian Registered Training Organisation (RTO).

(For further information on assessment levels refer to: <https://www.homeaffairs.gov.au/trav/stud>)

**Equivalent English Proficiency Tests accepted include:* Test of English as a Foreign Language Internet-Based Test (TOEFL IBT)

– Certificate TOEFL IBT score of 46 or above for direct entry into a course; or 35 with an ELICOS course to be taken before your main course.

- Pearson Test of English (PTE) Academic Certificate – PTE Academic score of 42 or above for direct entry into a course; or 36 with an ELICOS course to be taken before your main course.
- Cambridge English: Advanced (CAE) Certificate – CAE test score of 47 or above for direct entry into a course; or 41 with an ELICOS course to be taken before your main course.
- Occupational English Test (OET) Certificate OET score of 'pass'.
- TOEFL Paper-Based Test (PBT) Certificate (This test is only acceptable if taken in one of the following countries where IELTS is not available: Belarus, Ecuador, El Salvador, Guatemala, Honduras, Kyrgyzstan, Mali, Moldova, Solomon Islands, Suriname, Tajikistan, Tanzania, Uganda and Uzbekistan.) - TOEFL PBT test score of 527 or above for direct entry into a course; or 500 with an ELICOS course to be taken before your main course.

3. **Academic Requirements** – Students must have satisfactorily completed a minimum of year 12 or equivalent; OR completed studies equivalent to an Australian Year 12 qualification from an English language speaking country.
4. **Student Visa** – Students must satisfy DIBP's requirements for a student visa.

Please refer to each individual qualification below for entry requirements specific to the qualification.

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COURSE DETAILS

HOSPITALITY COURSES

SIT30816 Certificate III in Commercial Cookery CRICOS COURSE CODE - 094804G

Course Description:

This qualification reflects the role of commercial cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops.

Course Duration & Location:

52 weeks Full time study (including 6 weeks break/public holidays)

Student contact hours = 20 hrs per week x 46 weeks

E-Learning = 280 hours

Delivery Location: Donald Street Campus

Work-Based Training Location: Aurora Receptions

Course Entry & Visa Requirements:

There are no specific entry requirements for this qualification. However, students must meet the following minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP’s requirements for a student visa.

Mode of Delivery:

This program is delivered in a classroom based environment with access to a kitchen for practical components of the course. In addition students will also be required to undertake a practical placement in a workplace environment under supervision to ensure the student can perform the work as expressed in each unit of competency. Each unit is delivered and assessed as a standalone unit in a combination of face to face theory and demonstration sessions in the classroom and supported by practicals within the kitchen environment prior to undertaking the workplacement component of the course. This program also contains an e-learning component to be completed by the student (as supported by the trainer / assessor) to consolidate their learning. E-learning hours for each unit are indicated below.

Work Based Training:

Work-Based Training (WBT) for the Holistic unit SITHCCC020 Work Effectively as a Cook must be undertaken in order to achieve the Certificate III in Commercial Cookery. ACE will organise WBT for students at no additional cost.

ACE has an agreement with a third party, Aurora Receptions “Aurora”, as our host WBT employer. A total of 144 hours (48 Service Periods) will be completed in Work Based Training (WBT)

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Assessments:

The following assessment methods but not limited will be used during this qualification: Formative Activities, Assignments, Student Presentations, Practical Demonstrations, Written Assessments and Log Book.

Educational Pathways:

After achieving SIT30816 Certificate III in Commercial Cookery, individuals could progress to SIT40516 Certificate IV in Commercial Cookery.

Training Package Rules:

To attain SIT30816 Certificate III in Commercial Cookery, 25 units must be completed by the student: 21 core units and 4 elective units

The units offered by ACE are listed in the section below.

Note: Unit SITXFSA001 Use hygienic practices for food safety is a Pre-Requisite unit for the units marked in *
Students will need to be competent in this unit prior to commencing units marked with an *

Units of Competency – SIT30816 Certificate III in commercial cookery

Unit Code	Unit name	Nominal Hours	Delivery Hours	e-Learning Hours
Core Units				
BSBSUS201	Participate in environmentally sustainable work practices	20	20	10
SITXWHS001	Participate in safe work practices	12	16	10
BSBWOR203	Work effectively with others	15	16	10
SITXHRM001	Coach others in job skills	20	20	10
SITXFSA001	Participate in safe food handling practices	40	36	15
SITXFSA001	Use hygienic practices for food safety	15	16	10
SITHKOP001	Clean kitchen premises and equipment*	13	16	10
SITXINV002	Maintain the quality of perishable items*	10	16	10
SITHCCC001	Use food preparation equipment*	25	24	10
SITHCCC005	Prepare dishes using basic methods of cookery*	45	44	15
SITHCCC007	Prepare stocks, sauces and soups*	35	32	10
SITHCCC006	Prepare appetisers and salads*	25	24	10
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes*	45	48	10
SITHCCC012	Prepare poultry dishes*	25	32	10
SITHCCC013	Prepare seafood dishes*	30	32	10
SITHCCC014	Prepare meat dishes*	50	48	15
SITHCCC018	Prepare food to meet special dietary requirements*	75	72	20
SITHKOP002	Plan and cost basic menus	30	28	10
SITHPAT006	Produce desserts*	100	96	10
SITHCCC019	Produce cakes, pastries and breads*	40	40	10
SITHCCC020	Work effectively as a cook*	80	160	0

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Elective Units				
SITHCCC003	Prepare and present sandwiches	10	16	10
SITXINV001	Receive and store Stock	10	16	10
SITXINV003	Purchase goods	30	28	10
SITHCCC015	Produce and serve food for buffets*	25	24	10
Total Student Contact Hours		825	920	280

Course Fees*	
Enrolment Fee	AUD \$200 (Non Refundable)
Textbooks/Materials Fee	
<i>Resources</i> - \$350.00	
<i>Knife Kit</i> - \$140.00	
<i>Uniform & Shoes</i> - \$160.00	AUD \$650
Tuition Fee	AUD \$9,150
Total Course Fee	AUD \$10,000

*Please note that ACE may change these fees at any time throughout the year.

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SIT40516 Certificate IV in commercial cookery: CRICOS COURSE CODE -094805G

Course Description:

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

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

Possible job titles include: chef, chef de partie

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication

Course Duration & Location:

81 weeks Full time study (including 12 weeks break/public holidays)

Student contact hours = 20 hrs per week x 69 weeks

Delivery Location: Donald Street Campus

Work-Based Training Location: Aurora Receptions

Course Entry & Visa Requirements:

There are no specific entry requirements for this qualification. However, students enrolling in this qualification with ACE must have first completed the Certificate III in Commercial Cookery. This is to ensure that the students meet the volume of learning requirements. Other minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP's requirements for a student visa.

Mode of Delivery:

This program is delivered in a classroom based environment with access to a kitchen for practical components of the course. In addition students will also be required to undertake a practical placement in a workplace environment under supervision to ensure the student can perform the work as expressed in each unit of competency. Each unit is delivered and assessed as a standalone unit in a combination of face to face theory and demonstration sessions in the classroom and supported by practicals within the kitchen environment prior to undertaking the work placement component of the course.

Work Based Training:

Work-Based Training (WBT) for the Holistic units **SITHCC020 Work effectively as a cook** and **SITHKOP005 Coordinate cooking operations** must be undertaken in order to achieve the Certificate IV in Commercial Cookery. ACE will organise WBT for students at no additional cost. ACE has an agreement with a third party, Aurora Receptions "Aurora", as our host WBT employer. A total of 240 hours (80 Service Periods) will be completed in Work Based Training (WBT)

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Assessments:

The following assessment methods but not limited will be used during this qualification: Formative Activities, Assignments, Case Studies, Student Presentations, Practical Demonstrations, Written Assessments and Log Book.

Educational Pathways:

After achieving SIT40516 Certificate IV in Commercial Cookery, individuals could progress to SIT50416 Diploma of Hospitality Management or Diploma Qualification in any service field.

Training Package Rules:

To attain SIT40516 Certificate IV in Commercial Cookery, 33 units must be completed by the student: 26 core units and 7 elective units

The units offered by ACE are listed in the section below.

Note: Unit **SITXFSA001 Use hygienic practices for food safety** is a Pre-Requisite unit for the units marked in * Students will need to be competent in this unit prior to commencing units marked with an *

Units of Competency – SIT40516 Certificate IV in commercial cookery

Unit Code	Unit name	Nominal Hours	Delivery Hours
Core Units			
BSBDIV501	Manage diversity in the workplace	60	48
BSBSUS401	Implement and monitor environmentally sustainable work practices	40	40
SITXCOM005	Manage conflict	20	20
SITXWHS003	Implement and monitor work health and safety practices	30	32
SITHKOP004	Develop menus for special dietary requirements	15	16
SITXHRM4003	Lead and manage people	60	56
SITXMGT001	Monitor work operations	20	20
SITXFIN003	Manage finances within a budget	30	32
SITHKOP005	Coordinate cooking operations*	100	112
SITHCCC001	Use food preparation equipment*	25	24
SITHCCC005	Prepare dishes using basic methods of cookery*	45	44
SITHCCC006	Prepare appetisers and salads*	25	24
SITHCCC007	Prepare stocks, sauces and soups*	35	32
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes*	45	48
SITHCCC012	Prepare poultry dishes*	25	32
SITHCCC013	Prepare seafood dishes*	30	32
SITHCCC014	Prepare meat dishes*	50	48
SITHCCC018	Prepare food to meet special dietary requirements*	75	72
SITHCCC019	Produce cakes, pastries and breads*	40	40
SITHCCC020	Work effectively as a cook*	80	160
SITHKOP002	Plan and cost basic menus	30	28
SITHPAT006	Produce desserts*	100	96
SITXFSA001	Use hygienic practices for food safety	15	16

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SITXFSA002	Participate in safe food handling practices	40	36
SITXHRM001	Coach others in job skills	20	20
SITXINV002	Maintain the quality of perishable items*	10	16
Elective Units			
SITXFSA004	Develop and implement a food safety program	50	48
SITXCCS007	Enhance the customer service experience	40	36
SITXHRM002	Roster staff	30	28
SITXFIN002	Interpret financial information	60	56
SITXINV001	Receive and store stock	30	28
SITXINV003	Purchase goods	30	28
SITHCCC015	Produce and serve food for buffets	25	24
Total Student Contact Hours		1310	1380

Course Fees*	
Enrolment Fee	AUD \$200(Non Refundable)
Textbooks/Materials Fee	
<i>Resources</i> - \$525.00	
<i>Knife Kit</i> - \$140.00	
<i>Uniform & Shoes</i> - \$160.00	AUD \$825
Tuition Fee	AUD \$13,975
Total Course Fee	AUD \$15,000

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SIT50416 Diploma of Hospitality Management CRICOS COURSE CODE - 091066F

Course Description:

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

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Possible job titles include: banquet or function manager ,bar manager ,café manager, chef de cuisine ,chef patissier ,club manager ,executive housekeeper ,front office manager ,gaming manager ,kitchen manager ,motel manager ,restaurant manager, sous chef ,unit manager catering operation

Course Duration & Location:

74 weeks Full time study (including 14 weeks break/public holidays)

Student contact hours = 20 hrs per week x 60 weeks

Delivery Location: Donald Street Campus

Work-Based Training Location: Aurora Receptions

Course Entry & Visa Requirements:

There are no specific entry requirements for this qualification. However, students enrolling in this qualification with ACE must have first completed the Certificate III & IV in Commercial Cookery. This is to ensure that the students meet the volume of learning requirements. Other minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP’s requirements for a student visa.

Mode of Delivery:

This program is delivered in a classroom based environment with access to a kitchen for practical components of the course. In addition students will also be required to undertake a practical placement in a workplace environment under supervision to ensure the student can perform the work as expressed in each unit of competency. Each unit is delivered and assessed as a standalone unit in a combination of face to face theory and demonstration sessions in the classroom and supported by practicals within the kitchen environment prior to undertaking the work placement component of the course.

Work Based Training:

Work-Based Training (WBT) for the Holistic unit **SITHKOP005 Coordinate cooking operations** must be undertaken in order to achieve Diploma of Hospitality. ACE will organise WBT for students at no additional cost. ACE has an agreement with a third party, Aurora Receptions “Aurora”, as our host WBT employer. A total of 96 hours (32 Service Periods) will be completed in Work Based Training (WBT)

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Assessment Methods:

The following assessment methods but not limited will be used during this qualification: Formative Activities, Assignments, Case Studies, Project, Student Presentations, Practical Demonstrations, Written Assessments and Log Book.

Educational Pathways:

After achieving SIT50416 Diploma of Hospitality Management, individuals could progress to SIT60316 Advanced Diploma of Hospitality Management or Advanced Diploma qualification in any other service fields.

Training Package Rules:

To attain SIT50416 Diploma of Hospitality Management, 28 units must be completed by the student: 13 core units and 15 elective units

The units offered by ACE are listed in the section below.

Note: Unit **SITXFSA001 Use hygienic practices for food safety** is a Pre-Requisite unit for the units marked in * Students will need to be competent in this unit prior to commencing units marked with an *

Units of Competency – SIT50416 Diploma of Hospitality Management

Unit Code	Unit name	Nominal Hours	Delivery Hours
Core Units			
BSBDIV501	Manage diversity in the workplace	60	48
BSBMGT517	Manage operational plan	60	64
SITXCCS007	Enhance the customer service experiences	40	36
SITXCCS008	Develop and manage quality customer service practices	30	40
SITXCOM005	Manage conflict	20	20
SITXFIN003	Manage finances within a budget	30	32
SITXFIN004	Prepare and monitor budgets	30	40
SITXGLC001	Research and comply with regulatory requirements	80	80
SITXHRM002	Roster staff	30	28
SITXHRM003	Lead and manage people	60	56
SITXMGT001	Monitor work operations	20	20
SITXMGT002	Establish and conduct business relationships	60	64
SITXWHS003	Implement and monitor work health and safety practices	30	32
Elective Units			
SITXFIN002	Interpret financial information	60	56
SITXFSA004	Develop and implement a food safety program	50	48
SITHKOP005	Coordinate cooking operations*	100	112
SITKOP004	Develop menus for special dietary requirements	15	16
SITXFSA001	Use hygienic practices for food safety	15	16
SITXFSA002	Participate in safe food handling practices	40	36
SITHCCC001	Use food preparation equipment*	25	24
SITHCCC005	Prepare dishes using basic methods of cookery*	45	44
SITHCCC006	Prepare appetisers and salads*	25	24
SITHCCC007	Prepare stocks, sauces and soups*	35	32
SITHCCC012	Prepare poultry dishes*	25	32

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SITHCCC013	Prepare seafood dishes*	30	32
SITHCCC014	Prepare meat dishes *	50	48
SITHCCC008	Prepare vegetables, fruit, eggs and farinaceous dishes*	45	48
SITHCCC018	Prepare food to meet special dietary requirements*	75	72
Total Student Contact Hours		1185	1200

Course Fees*	
Enrolment Fee	AUD \$200(Non Refundable)
Textbooks/Materials Fee	
Resources - \$700.00	
Knife Kit - \$140.00	
Uniform & Shoes - \$160.00	AUD \$1,000
Tuition Fee	AUD \$18,800
Total Course Fee	AUD \$20,000

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BUSINESS COURSES

BSB40215 Certificate IV in Business CRICOS COURSE CODE -086976K

Course Description:

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. Possible job titles may include: Administrator; Project Officer.

Course Duration & Location:

26 weeks Full time (including 4 weeks break/public holidays)

Student contact hours = 20 hrs per week x 22 weeks

E-Learning = 110 hours

Delivery Location: Donald Street Campus

Course Entry & Visa Requirements:

There are no specific entry requirements for this qualification. However, students must meet the following minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP's requirements for a student visa

Mode of Delivery:

This program is delivered in a simulated classroom based environment. Students will also have access to all the required equipment and facilities that are appropriate to the contexts and conditions of assessment (which may include considering whether the assessment reflects real work-based contexts and meets industry requirements).

Each unit is delivered and assessed as a standalone unit in a combination of face to face theory,

demonstration/observation/role play sessions in the classroom and supported by practical group development and individual activities within the classroom and e-learning support.

Assessments:

The following assessment methods but not limited will be used during this qualification: Formative Activities, Projects, Observations / Role Plays and Written Assessments.

Educational Pathways:

After achieving BSB40215 Certificate IV in Business, individuals after achieving this qualification candidates may undertake: a range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages

Training Package Rules:

To attain BSB40215 Certificate IV in Business, 10 units must be completed by the student: 1 core unit and 9 elective units

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Note: There are no pre-requisite units for this qualification.

Units of Competency – BSB40215 – Certificate IV in Business

Unit Code	Unit name	Nominal Hours	Delivery Hours	e-Learning hours
Core Unit				
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50	48	15
Electives Units				
BSBADM405	Organise Meetings	20	32	10
BSBLED401	Develop teams and individuals	40	40	10
BSBMKG401	Profile the market	50	48	10
BSBRES401	Analyse and present research information	40	40	10
BSBHRM405	Support the recruitment, selection and induction of staff	50	48	10
BSBWRT401	Write complex documents	50	48	10
BSBSMB404	Undertake small business planning	50	56	10
BSBSMB402	Plan small business finances	50	40	10
BSBCMM401	Make a presentation	30	40	15
Total Student Contact Hours		430	440	110

Course Fees*	
Enrolment Fee	AUD \$200 (Non Refundable)
Textbooks/Materials Fee	AUD \$200
Tuition Fee	AUD \$5,600
Total Course Fee	AUD \$6,000

*Please note that ACE may change these fees at any time throughout the year.



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BSB50215 Diploma of Business CRICOS COURSE CODE -087261D

Course Description:

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities. Possible job titles may include: Executive Officer; Program Consultant; Program Coordinator.

Course Duration & Location:

26 weeks Full time (including 4 weeks break/public holidays)
Student contact hours = 20 hrs per week x 22 weeks
E-Learning = 110 hours
Delivery Location: Donald Street Campus

Course Entry & Visa Requirements:

There are no specific entry requirements for this qualification. However, students must meet the following minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP's requirements for a student visa.

Mode of Delivery:

This program is delivered in a simulated classroom based environment. Students will also have access to all the required equipment and facilities that are appropriate to the contexts and conditions of assessment (which may include considering whether the assessment reflects real work-based contexts and meets industry requirements).

Each unit is delivered and assessed as a standalone unit in a combination of face to face theory, demonstration/observation/role play sessions in the classroom and supported by practical group development and individual activities within the classroom and e-learning support.

Assessments:

The following assessment methods but not limited will be used during this qualification: Formative Activities, Projects, Observations / Role Plays and Written Assessments.

Educational Pathways:

After achieving BSB50215 Diploma of Business qualification candidates may undertake Advanced Diploma of Business or another Advanced Diploma qualification from any other Training Packages

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Training Package Rules:

To attain BSB50215 Diploma of Business, 8 units must be completed by the student: 8 elective units

Note: There are no pre-requisite units for this qualification.

Units of Competency – BSB50215 Diploma of Business

Unit Code	Unit name	Nominal Hours	Delivery Hours
BSBWOR501	Manage personal work priorities and professional development	60	112
BSBR501	Manage risk	60	112
BSBHRM506	Manage recruitment selection and induction processes	60	112
BSBADM506	Manage business document design and development	80	116
BSBADM502	Manage meetings	30	60
BSBLED501	Develop a workplace learning environment	60	112
BSBADV507	Develop a media plan	60	116
BSBADV509	Create mass print media advertisements	30	60
Total Student Contact Hours		440	800

Course Fees*	
Enrolment Fee	AUD \$200(Non Refundable)
Textbooks/Materials Fee	AUD \$200
Tuition Fee	AUD \$8,600
Total Course Fee	AUD \$9,000

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BSB60215 Advanced Diploma of Business CRICOS COURSE CODE - 088549B

Course Description:

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

Course Duration & Location:

52 weeks Full time study (including 12 weeks break/public holidays)

Student contact hours = 20 hrs per week x 40 weeks

Delivery Location: Victoria Street Campus

Course Entry & Visa Requirements:

There are no specific entry requirements for this qualification. However, students must meet the following minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score)

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP's requirements for a student visa.

Mode of Delivery:

This program is delivered in a simulated classroom based environment. Students will also have access to all the required equipment and facilities that are appropriate to the contexts and conditions of assessment (which may include considering whether the assessment reflects real work-based contexts and meets industry requirements).

Each unit is delivered and assessed as a standalone unit in a combination of face to face theory, demonstration/observation/role play sessions in the classroom and supported by practical group development and individual activities within the classroom and e-learning support.

Assessments:

The following assessment methods but not limited will be used during this qualification: Formative Activities, Projects, Observations / Role Plays and Written Assessments.

Educational Pathways:

After achieving BSB60215 Advanced Diploma of Business candidates may undertake Bachelor of Business or Bachelor in any Business stream

Training Package Rules:

To attain BSB60215 Advanced Diploma of Business, 8 units must be completed by the student: 8 elective units

Note: There are no pre-requisite units for this qualification.

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Units of Competency – BSB60215 Advanced Diploma of Business

Unit Code	Unit name	Nominal Hours	Delivery Hours
BSBMKG609	Develop a marketing plan	50	100
BSBINM601	Manage knowledge and information	80	100
BSBINN601	Lead and manage organisational change	60	100
BSBSUS501	Develop workplace policy and procedures for sustainability	50	100
BSBMGT615	Contribute to organisation development	60	100
BSBMGT605	Provide leadership across the organisation	60	100
BSBMGT608	Manage innovation and continuous improvement	70	100
BSBHRM602	Manage human resources strategic planning	60	100
Total Student Contact Hours		490	800

Course Fees*	
Enrolment Fee	AUD \$200(Non Refundable)
Textbooks/Materials Fee	AUD \$200
Tuition Fee	AUD \$8,600
Total Course Fee	AUD \$9,000

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AUTOMOTIVE COURSES

AUR30616 Certificate III in Light Vehicle Mechanical Technology CRICOS COURSE CODE - 091626A

Course Description:

This qualification reflects the role of individuals who perform a broad range of tasks on a variety of light vehicles in the automotive retail, service and repair industry.

Course Duration & Location:

52 weeks Full time (including 6 weeks break/public holidays)

Student contact hours = 966(21 hrs per week x 46 weeks)

E-Learning = 252 hours

Delivery Location: Victoria Street Campus

Course Entry & Visa Requirements:

There are no specific entry requirements for this qualification. However, students must meet the following minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP's requirements for a student visa.

Mode of Delivery:

This program is delivered in a classroom based environment with access to an automotive workshop for practical components of the course. As a requirement of this course students will also have access to all the required equipment and facilities of the automotive workshop. Each unit is delivered in a combination of face to face theory and demonstration sessions in the classroom and supported by practical group development and individual activities within the automotive workshop environment. Each unit is delivered and assessed as a standalone unit. This program also contains an e-learning component to be completed by the student (as supported by the trainer / assessor) to consolidate their learning. E-learning hours for each unit are indicated below.

Assessments:

The following assessment methods but not limited will be used during this qualification: Practical Demonstrations, Case Study, Written Assessments

Educational Pathways:

After achieving this qualification individuals could progress to AUR40216 Certificate IV in Automotive Mechanical Diagnosis, or other relevant qualifications.

Training Package Rules:

To attain AUR30616 Certificate III in Light Vehicle Mechanical Technology, 36 units must be completed by the student : 20 core units and 16 elective units

Note: There are no pre-requisite units for this qualification.

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Units of Competency - AUR30616 Certificate III in Light Vehicle Mechanical Technology

Core Units				
Unit Code	Unit Name	Nominal Hours	Student Contact Hours	e-Learning Hours
AURASA002	Follow safe working practices in an automotive workplace	20	21	7
AURAEA002	Follow environmental and sustainability best practice in the automotive workplace	25	21	77
AURTTK002	Use and maintain tools and equipment in an automotive workplace	20	21	77
AURETR025	Test, charge and replace batteries and jump start vehicles	15	14	77
AURETR012	Test and repair basic electrical circuits	40	42	77
AURETR029	Diagnose and Repair charging systems	30	38	77
AURETR030	Diagnose and Repair starting systems	30	28	77
AURTTA004	Carry out servicing operations	20	21	77
AURTTE004	Inspect and service engines	20	21	77
AURTTF001	Inspect and Service petrol fuel systems	25	28	77
AURLTD004	Diagnose and repair light vehicle steering systems	30	28	77
AURLTD005	Diagnose and repair light vehicle suspension systems	30	28	77
AURTTB001	Inspect and Service braking systems	20	21	77
AURLTB003	Diagnose and Repair light vehicle hydraulic braking systems	40	42	77
AURLTE002	Diagnose and repair light vehicle engines	60	56	77
AURTTC003	Diagnose and repair cooling systems	20	21	77
AURETR031	Diagnose and Repair ignition systems	30	28	77
AURETR023	Diagnose and repair spark ignition engine management systems	60	56	77
AURLTZ001	Diagnose and repair light vehicle emission control systems	20	21	77
AURTTA018	Carry out diagnostic procedures	20	21	77
Elective Units				
AURTTK001	Use and maintain measuring equipment in an automotive workplace	15	14	7
AURETR028	Diagnose and repair instruments and warning systems	40	42	7
AURTTZ002	Diagnose and Repair exhaust systems	10	14	7
AURETR011	Install basic ancillary electrical systems and components	40	42	7
AURTTJ001	Balance wheels and tyres	10	14	7
AURLTJ003	Remove ,Inspect and refit light vehicle wheel and tyre assemblies	20	21	7
AURLTE001	Remove and install light vehicle engine assemblies	30	28	7



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AURTTF005	Diagnose and repair engine forced- induction systems	15	14	7
AURLTF001	Diagnose and repair light vehicle mechanical fuel injection systems	50	49	7
AURLTQ001	Diagnose and repair light vehicle final drive assemblies	20	21	7
AURTTQ002	Remove and refit driveline components	5	7	7
AURLTQ002	Diagnose and repair light vehicle drive shafts	20	21	7
AURLTX002	Diagnose and repair light vehicle automatic transmissions	50	49	7
AURLTX003	Diagnose and repair light vehicle clutch systems	30	28	7
AURTTA017	Carry out vehicle safety inspections	10	14	7
AURFA003	Communicate effectively in an automotive workplace	20	21	7
	Total Hours	960	966	252

Course Fees*	
Enrolment Fee (one-off fee)	AUD \$200.00 (Non Refundable)
Non-Tuition Fees	
Textbooks \$250.00	
Steel Cap Boots \$160.00	
Uniform \$85.00	
PPE Safety Glasses \$5.00	
	AUD \$500.00
Tuition Fee	AUD \$9,800.00
Total Course Fee	AUD \$10,500.00

*Please note that ACE may change these fees at any time throughout the year.

NB: Australian Careers Education is not associated with the Automotive Centre of Excellence

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