Why choose us.

Bendigo TAFE and Kangan Institute is one of Australia’s largest and most trusted education and training providers, offering a wide range of courses from English language programs to internationally recognised certificates and diplomas.

With more than 80 years of educational excellence, our qualifications give you real skills, real pathways and the confidence to succeed in life.

Real education. Real skills. Real jobs.

- Train in courses that are developed with leading industry partners.
- Learn from highly qualified trainers who are passionate about each student’s learning journey.
- Take advantage of our guaranteed university pathways.
- Study in state-of-the-art training facilities.
- Get ongoing support from a dedicated International department, with student liaison counsellors to help you settle comfortably in Australia.
- An opportunity to socialise with other international students at the International Lounge and tailored orientation sessions.
- All campuses have free Wi-Fi and are conveniently located near public transportation.
- Have the opportunity to study in metropolitan or regional campuses.
Contents.

Living in Melbourne  6
Living in Bendigo  7
Our campuses  8
Our courses  10
Entry requirements  12
Streamlined Visa Processing  13
Important information  46
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Courses

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Duration</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>Flexible</td>
<td>Broadmeadow</td>
</tr>
<tr>
<td>Diploma</td>
<td>0.5 Year</td>
<td>Dovetrees</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>1 Year</td>
<td>Essendon</td>
</tr>
<tr>
<td>Packaged Courses</td>
<td>Online</td>
<td>Charleston Road, Bendigo</td>
</tr>
</tbody>
</table>

Important dates.

Important dates.

**January**
- 1: New Year’s Day
- 26: Australia Day

**March**
- 14: Labour Day (Victoria)
- 25: Good Friday
- 27: Easter Sunday
- 28: Easter Monday

**April**
- 25: Anzac Day

**June**
- 13: Queen’s Birthday

**October**
- 26: Bendigo Cup Day

**November**
- 3: Melbourne Cup Day
- 11: Remembrance Day
- 24: Christmas Eve

**December**
- 25: Christmas Day
- 26: Boxing Day
- 31: New Year’s Eve
- 27: *Public holiday taken on December 27

Academic calendar.

- Orientation: Thursday 4 February 2016
- Term 1: Monday 8 February - Thursday 24 March
- Term 2: Monday 11 April - Friday 24 June
- Graduation: Wednesday 20 July
- Orientation: Thursday 7 July
- Term 3: Monday 11 July - Friday 16 September
- Term 4: Monday 3 October - Tuesday 20 December
- Graduation: Wednesday 14 December

2016 local holidays and observances.

- January 1: New Year’s Day
- January 26: Australia Day
- March 14: Labour Day (Victoria)
- March 25: Good Friday
- March 27: Easter Sunday
- March 28: Easter Monday
- April 25: Anzac Day
- June 13: Queen’s Birthday
- October 26: Bendigo Cup Day
- November 3: Melbourne Cup Day
- November 11: Remembrance Day
- December 24: Christmas Eve
- December 25: Christmas Day

How to use this guide.

How to use this guide.

<table>
<thead>
<tr>
<th>Course Type</th>
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<tbody>
<tr>
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<tr>
<td>Packaged Courses</td>
<td>Online</td>
<td>Charleston Road, Bendigo</td>
</tr>
</tbody>
</table>
Living in Melbourne.

Home to more than four million people from different religious and ethnic backgrounds, Kangan Institute is located in Melbourne, one of Australia’s busiest cities.

Recently acclaimed the world’s most liveable city, Melbourne offers a unique mix of nature, history, art and sport, with many beaches, parks, theatres, and a bustling café and restaurant culture to appeal to all.

Melbourne is the choice destination for international students looking for a safe, multicultural environment to thrive in.

The city is well laid out with an extensive network of public transport made up of trams, buses and trains. Melbourne’s climate is most easily described as Mediterranean, with warm, dry summers and cool, crisp winters.

Melbourne and Bendigo Weather:

Summer: December - February
Temperature range 14-36°C

Autumn: March - May
Temperature range 14-24°C

Winter: June - August
Temperature range 4-15°C

Spring: September - November
Temperature range 14-22°C
Kangan Institute and Bendigo TAFE deliver courses for international students at 7 conveniently located campuses across Melbourne and Bendigo. We have over 20,000 students each year from diverse backgrounds, with varied ages and interests. Not only do you have access to purpose-built facilities, but also a range of support services and year-round student recreation activities.

**Our campuses.**

**Kangan Institute and Bendigo TAFE**

**Richmond**
- **Centre for Fashion and Creative Industries**
  - **Study areas:** Applied fashion design and technology, fashion and textile merchandising, visual merchandising.
  - **Facilities:** Located in the heart of Richmond’s fashion precinct, this campus is an exciting base and premier fashion centre for young designers to develop their skills thanks to a range of facilities including the latest textile and manufacturing digital technology, catwalk facilities, retail training centre, and a brand new hair and beauty training salon. Emerging designers also have the opportunity to manufacture small runs and samples of their work at our Textile and Fashion Hub that is also located here.

**Essendon**
- **38 Buckley Street**
  - **Study areas:** Business and management.
  - **Facilities:** Located centrally in the leafy business surroundings of Melbourne’s north, the Essendon campus is close to the local train station and Melbourne’s connecting freeways. Our Library and Learning Centre is available to all students.

**Docklands**
- **1 Batman Hill Drive**
  - **The Automotive Centre of Excellence (ACE) and ELICOS Centre**
  - **Study areas:** Automotive, English language and IELTS Preparation
  - **Facilities:** Kangan Institute’s Automotive Centre of Excellence is one of Australia’s largest automotive training campuses offering dedicated state-of-the-art facilities and houses new workshop spaces, a world-class vehicle and emissions testing centre and a purpose-built auto electrical lab. The ACE is a unique blend of industry and learning environments and has won many prestigious environmental awards including the Victorian Urban Award of Excellence and has also been awarded a 5-star Green Star rating by the Green Building Council of Australia. The ELICOS Centre is a leading facility that provides excellent English language training for international students. In the midst of hustle and bustle of central Melbourne, the Docklands campus is easily accessible by tram, bus and train and is a great base to see and explore Melbourne.

**Bendigo City**
- **23 Mundy Street, Bendigo Victoria 3550**
  - **Study areas:** ELICOS, Graphic Design, Information Technology and Beauty
  - **Facilities:** Our campus is conveniently located on the fringe of Bendigo’s central business district. The campus includes modern training facilities in a mixture of original buildings dating back to 1856 and purpose built buildings such as a fully resourced library and a business and technology centre. We also boast a hairdressing and beauty salon open to the public, equipped with the latest facilities to provide a real world training experience.
  - We are located close to public transport, including regular train access to Melbourne.

**Bendigo, Charleston Road**
- **62-104 Charleston Road, Bendigo Victoria 3550**
  - **Study areas:** Automotive
  - **Facilities:** Bendigo TAFE’s thriving and contemporary trade training centre is located in close proximity to Bendigo’s central business district and City Campus. Our Charleston Road campus provides industry based trades and primary industry courses in some of the best training facilities in the region.
  - Nestled amongst a natural bushland setting, the campus boasts it’s own student amenities area and café. Vast parking makes this campus accessible to anyone driving, as well as being only a 20 minute walk from the Bendigo Railway station for people travelling to and from metropolitan and regional areas.

**Melbourne's central business district, Kangan Institute’s main campus is well serviced by public transport and affordable housing.**

**Richards restaurant**

Our fully-licensed training restaurant gives our hospitality and tourism students real working experience in a real restaurant while they study. Offering a modern and eclectic menu and an extensive wine list, Richards Restaurant is also host to various themed events and fundraising dinners throughout the year.

**Broadmeadows**

- **Pearcedale Parade**
  - **Study areas:** Building and construction, accounting, business, management, information technology, hospitality, cookery, travel and tourism.
  - **Facilities:** Located approximately twenty kilometers from Melbourne’s central business district, Kangan Institute’s main campus is well serviced by public transport and affordable housing.
  - **Richards restaurant**

Our fully-licensed training restaurant gives our hospitality and tourism students real working experience in a real restaurant while they study. Offering a modern and eclectic menu and an extensive wine list, Richards Restaurant is also host to various themed events and fundraising dinners throughout the year.

**Bendigo, Charleston Road**
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Our courses.

<table>
<thead>
<tr>
<th>CRICOS</th>
<th>Course code</th>
<th>Course name</th>
<th>Duration</th>
<th>Tuition fee (total)</th>
<th>Tuition fee (semester)</th>
<th>Intake</th>
<th>Campus</th>
<th>Page no.</th>
</tr>
</thead>
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<td>BM &amp; ED</td>
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<td>BM &amp; ED</td>
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<td>BM &amp; ED</td>
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<td>079703D</td>
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<td>F &amp; J</td>
<td>RM</td>
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<td>RM</td>
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<td>F &amp; J</td>
<td>RM</td>
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<td>076935B</td>
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<td>$7,000</td>
<td>F &amp; J</td>
<td>BM</td>
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<td>076936A</td>
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<td>Advanced Diploma of Computer Systems Technology</td>
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<td>$14,000</td>
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<td>$8,100</td>
<td>$4,050</td>
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- **Business**
- **Fashion, Design and Beauty**
- **Information Technology**

**English Language Programs**

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<tr>
<th>CRICOS</th>
<th>Course code</th>
<th>Course name</th>
<th>Duration</th>
<th>Tuition fee (total)</th>
<th>Tuition fee (semester)</th>
<th>Intake</th>
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<th>Page no.</th>
</tr>
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<tbody>
<tr>
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<td>Certificate III in Patisserie</td>
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<tr>
<td>020672M</td>
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<td>$14,000</td>
<td>$7,000</td>
<td>F &amp; J</td>
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<tr>
<td>020675K</td>
<td>SIT4033</td>
<td>Certificate IV in Hospitality</td>
<td>0.5 year</td>
<td>$7,000</td>
<td>$7,000</td>
<td>F &amp; J</td>
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<tr>
<td>020675G</td>
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<tr>
<td>020676G</td>
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<td>0.5 year</td>
<td>$7,000</td>
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<td>081676G</td>
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**Technical**

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<td>DL &amp; CR</td>
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**Hospitality**

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<th>Campus</th>
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<tr>
<td>020598E</td>
<td>SIT4073</td>
<td>Certificate IV in Patisserie</td>
<td>0.5 year</td>
<td>$7,000</td>
<td>$7,000</td>
<td>F &amp; J</td>
<td>BM</td>
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</tr>
<tr>
<td>020672M</td>
<td>SIT4043</td>
<td>Certificate IV in Commercial Cookery</td>
<td>1 year</td>
<td>$14,000</td>
<td>$7,000</td>
<td>F &amp; J</td>
<td>BM</td>
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</tr>
<tr>
<td>020675K</td>
<td>SIT4033</td>
<td>Certificate IV in Hospitality</td>
<td>0.5 year</td>
<td>$7,000</td>
<td>$7,000</td>
<td>F &amp; J</td>
<td>BM</td>
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<tr>
<td>020675G</td>
<td>SIT5033</td>
<td>Diploma of Hospitality</td>
<td>0.5 year</td>
<td>$7,000</td>
<td>$7,000</td>
<td>F &amp; J</td>
<td>BM</td>
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<tr>
<td>020676G</td>
<td>SIT6033</td>
<td>Advanced Diploma of Hospitality</td>
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**Nursing**

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<th>Tuition fee (semester)</th>
<th>Intake</th>
<th>Campus</th>
<th>Page no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>081676G</td>
<td>SIT60313</td>
<td>Advanced Diploma of Hospitality</td>
<td>0.5 year</td>
<td>$7,000</td>
<td>$7,000</td>
<td>F &amp; J</td>
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</tbody>
</table>

Please note: Course details may be subject to change. Some courses may be offered at the Bendigo City Campus. Please contact the International department for updated information.
International students applying to Bendigo TAFE or Kangan Institute must provide evidence of their English language proficiency before they can be admitted to their preferred programs. The following table is intended as a guide to acceptable forms of English language proficiency for admission to Bendigo TAFE and Kangan Institute. A final assessment will also be made by Bendigo TAFE and Kangan Institute on receipt of the applicant’s application form and full supporting documentation. Please contact our International Office for more information.

<table>
<thead>
<tr>
<th>English Language Testing</th>
<th>IELTS 5.5 with no band less than 5.0</th>
<th>IELTS 6.0 with no band less than 5.5</th>
<th>IELTS 6.0 across all bands</th>
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<tr>
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<td>KI English Placement Test (available from authorised agents or at the Bendigo TAFE or Kangan Institute ELICOS Centre)</td>
<td>Accepted</td>
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</tbody>
</table>

The Australian Government has expanded streamlined visa processing (SVP) for Advanced Diploma’s in the vocational education and training (VET) sector.

Eligible applicants, regardless of their country of origin, are treated as though they are low risk similar to the current AL1 if the applicant does not have a CoE, they will be processed under the pre-existing AL framework.

Kangan Institute is pleased to announce that we are now an approved SVP provider for our Advanced Diploma courses, which include:
- Advanced Diploma of Accounting
- Advanced Diploma of Management
- Advanced Diploma of Applied Fashion Design and Technology
- Advanced Diploma of Fashion and Textile Merchandising
- Advanced Diploma of Computer Systems Technology
- Advanced Diploma of Hospitality

SVP applicants must appoint a current Kangan Institute agent and follow a separate process to that of applying for a stand alone Kangan Institute program, including the submission of a dual application form and further supporting documentation.

Special entry requirements for SVP applications may apply, please contact the Kangan Institute international services office prior to submitting a SVP application for further details.

Please refer to the website for the list of our current pathway options and further details on the application process.

We have identified our Kangan Institute SVP courses with this icon throughout this guide.

Pathways to University.

Bendigo TAFE and Kangan Institute are nominated as education business partners under SVP by La Trobe University, Victoria University, William Angliss and Holmesglen.

This package allows you to commence a diploma or advanced diploma at a TAFE and, on completion, transfer to university to complete your degree program. When you apply for a packaged program you will receive a student visa for the whole period of your study.

For more information visit kangan.edu.au/en/international
The ever changing business landscape is getting more competitive than ever. Kangan Institute's range of courses in business, accounting and management are designed to give you the edge to stand out from the crowd.

**BUSINESS**

**ACCOUNTING**

Certificate IV in Accounting
Course code: FNS40611
CRICOS code: 079146G

February and July Intake
This is an entry-level accounting qualification, which means you can apply regardless of whether you have some study and/or work background in accounting or bookkeeping.

Entry Requirements
- **Academic**: Australian Year 12 equivalency or higher
- **English language**: Academic IELTS 5.5 overall no band less than 5.0 or recognised equivalency

Books and Equipment (AUD$)
Approximately $1,000

Total course fees (AUD$) $7,000

Major Study Areas
- Bookkeeping
- Financial services industry
- Budgeting
- Small business financial accounting
- Business law
- Computer accounting
- Business Activity Statements (BAS)
- Workplace safety
- Business computer applications
- Taxation

Study Pathway
Diploma of Accounting (074046G)

Career Pathways
Graduates may seek employment as a:
- Professional bookkeeper
- BAS agent
- Payroll officer
- Accounts payable or receivable officer
- Inventory clerk

**Diploma of Accounting**
Course code: FNS50210
CRICOS code: 074046G

February and July Intake
The course provides training in accounting procedures to assist senior accountants or undertake duties requiring the services of a professional accountant. Students will gain broad-based skills and knowledge in accounting specialisations, including corporate financial accounting, financial management, cost and management accounting, accounting systems and internal controls, and taxation.

Entry Requirements
- **Academic**: Australian Year 12 equivalency or higher
- **English language**: Academic IELTS 5.5 overall no band less than 5.0 or recognised equivalency

Prerequisites
Certificate IV in Accounting (079146G)

Books and Equipment (AUD$)
Approximately $1,700

Total course fees (AUD$) $7,000

Major Study Areas
- Accounting information systems
- Management accounting
- Auditing
- Banking and finance
- Budgeting
- Financial management
- Business computer applications
- Business law
- Corporate accounting
- Business mathematics
- Taxation
- Workplace relationships

Study Pathway
Advanced Diploma of Accounting (074045G)

Career Pathways
Graduates may seek employment as a:
- Assistant accountant (financial/costing)
- Professional bookkeeper
ACCOUNTING

Advanced Diploma of Accounting
Course code: FNS60210
CRICOS code: 074045G

February and July Intake
The advanced diploma helps students gain the necessary skills to launch a career as an accounting professional. Specialisations may include taxation, financial or management accounting, financial management and auditing.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 overall no band less than 5.0 or recognised equivalency

Prerequisites
Certificate IV in Accounting (079446G)
Diploma of Accounting (074046G)

Books and Equipment (AUD$)
Approximately $2,300

Total course fees (AUD$) $7,000

Major Study Areas
• Taxation
• Auditing
• Banking and finance
• Budgeting
• Management accounting
• Business law
• Corporate accountability
• Corporate accounting
• Business statistics
• Economics
• Financial management
• Business mathematics

University Pathways
Visit kangan.edu.au/international/pathways

Career Pathways
Graduates may seek employment as a
• Financial accountant
• Cost/management accountant
• Tax agent
• Auditor

BUSINESS

Certificate IV in Business
Course code: BSB40212
CRICOS code: 079888E

February and July Intake
This course provides participants with advanced administrative and computing skills needed to work in an office administration position.

Entry Requirements
Academic: Australian year 12 equivalency or higher
English language: Academic IELTS 5.5 overall no band less than 5.0 or recognised equivalency

Books and Equipment (AUD$)
Approximately $875

Total course fees (AUD$) $7,000

Major Study Areas
• Implement and monitor WHS policies, procedures and programs
• Address customer needs
• Undertake marketing activities
• Analyse and present research information
• Make a presentation
• Support the recruitment, selection and induction of staff
• Produce spreadsheets
• Implement and monitor environmentally sustainable work practices
• Write complex documents
• Report on financial activity
• Undertake project work
• Show leadership in the workplace
• Implement operational plan

Study Pathway
Diploma of Management 068222B

Career Pathways
Graduates may seek employment as a
• Coordinator
• Leading hand
• Supervisor
• Team leader
• Financial manager
MANAGEMENT

Diploma of Management
Course code: BSB51107
CRICOS code: 068222B

February and July Intake
This course is designed for those who wish to undertake management or supervisory roles across a wide range of industry sectors.

Entry Requirements
Academic: Australian year 12 equivalency or higher
English language: Academic IELTS 5.5 overall or recognised equivalency

Prerequisite
Certificate IV in Business (079885E)

Books and Equipment (AUD$)
Approximately $300

Total course fees (AUD$) $7,000

Major Study Areas
• Manage an operational plan
• Manage personal work priorities and professional development
• Manage budgets and financial plans
• Manage diversity in the workplace
• Ensure team effectiveness
• Facilitate continuous improvement
• Manage people performance
• Identify and evaluate marketing opportunities
• Ensure a safe workplace

Study Pathway
Advanced Diploma of Management (068221C)

Career Pathways
Graduates may seek employment as:
• Coordinator
• Leading hand
• Supervisor
• Team leader

Advanced Diploma of Management
Course code: BSB60407
CRICOS code: 068221C

February and July Intake
This course is designed for those who wish to undertake management or supervisory roles across a wide range of industry sectors and is offered in various modes depending on your experience and circumstances.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 overall no band less than 5.0 or recognised equivalency

Prerequisites
Certificate IV in Business (079885E)
Diploma of Management (068222B)

Books and Equipment (AUD$)
Approximately $500

Total course fees (AUD$) $7,000

Major Study Areas
• Manage organisational change
• Provide leadership across the organisation
• Develop and implement strategic plans
• Manage knowledge and information
• Manage innovation and continuous improvement
• Manage human resources strategic planning
• Manage risk
• Develop a marketing plan

University Pathways
Visit kangan.edu.au/international/pathways

Career Pathways
Graduates may seek employment as:
• Area manager
• Department manager
• Regional manager

FASHION, DESIGN & BEAUTY

// APPLIED FASHION DESIGN & TECHNOLOGY // FASHION & TEXTILE MERCHANDISING // VISUAL MERCHANDISING // GRAPHIC DESIGN // BEAUTY THERAPY

Unleash your creativity with a multitude of courses on offer at Bendigo TAFE and Kangan Institute. Our unique holistic approach to training and state-of-the-art learning environment allows you to access knowledge across all areas and learn the dynamics of the fashion value retail chain to get the competitive edge.
APPLIED FASHION DESIGN & TECHNOLOGY

Certificate IV in Applied Fashion Design and Technology
Course code: LMT41007
CRICOS code: 070013D

February and July Intake
This course is designed to provide participants with intermediate skills in fashion design, patternmaking, specification writing and production planning.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 overall or recognised equivalency

Books and Equipment (AUD$) Approximately $1,120
Total course fees (AUD$) $14,000
Materials fee (AUD$) $150

Major Study Areas
• Fashion design
• Garment construction
• Patternmaking – flat and grading
• Fabric and fibre properties
• Quality
• Specifications
• Sourcing
• Costing principles
• Basic cutting
• Basic block development

Study Pathway
• Diploma of Applied Fashion Design and Technology (070013D)
• Diploma of Fashion and Textile Merchandising (071254A)

Career Pathways
Graduates may seek employment as a:
• Assistant designer
• Assistant pattern maker
• Production assistant

Diploma of Applied Fashion Design and Technology
Course code: LMT50307
CRICOS code: 070014C

February and July Intake
This course is designed to provide participants with intermediate skills in fashion design, patternmaking, specification writing and production planning.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Prerequisites
Certificate IV in Applied Fashion Design and Technology (070013D)

Books and Equipment (AUD$) Approximately $1,120
Total course fees (AUD$) $14,000
Materials fee (AUD$) $400

Major Study Areas
• Fashion design and Illustration
• Garment construction
• Patternmaking – flat and draping
• Grading
• Production planning and processes
• Fabric and fibre properties
• Quality
• Specifications
• Sourcing, production costing
• Sample cutting
• Block development and basic computer-aided design and pattern applications

Study Pathway
• Advanced Diploma of Applied Fashion Design and Technology (070015B)
• Diploma of Fashion and Textile Merchandising (071254A)

Career Pathways
Graduates may seek employment as a:
• Fashion designer
• Patternmaker
• Grader
• Assistant production manager
• Quality controller
• Garment technician

Advanced Diploma of Applied Fashion Design and Technology
Course code: LMT60307
CRICOS code: 070015B

February Intake only
This course is designed to provide participants with high level skills in fashion design, specialist patternmaking, product development processes and management of design and fashion design systems.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Prerequisites
• Certificate IV in Applied Fashion Design and Technology (070013D)
• Diploma of Applied Fashion Design and Technology (070014C)

Books and Equipment (AUD$) Approximately $1,120
Total course fees (AUD$) $14,000
Materials fee (AUD$) $550

Major Study Areas
• Fashion design and illustration
• Couture or prêt-à-porter
• Patternmaking – flat and draping
• Production planning and processes
• Production analysis
• Fashion range management
• Product development
• Specialised patternmaking technologies
• Computer-aided design
• Marketing and merchandising

Study Pathway
• Diploma of Fashion and Textiles Merchandising (071254A)
• Diploma of Management (068222B)

Visit kangan.edu.au/international/pathways

Career Pathways
Graduates may seek employment as a:
• Fashion designer
• Pattern maker
• Production coordinator
• Brand manager
FASHION & TEXTILE MERCHANDISING

Diploma of Fashion and Textile Merchandising
Course code: LMT50607
CRICOS code: 071254A

February and July intake
The diploma provides students with a blend of theory and sound business principles to enhance the employability of our graduates. Today’s fashion employers look for graduates who have good understanding of the textiles and fashion industry as well as the business skills to contribute positively to their fashion business.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 overall or recognised equivalency

Books and Equipment (AUD$)
Approximately $380

Total course fees (AUD$) $21,000

Major Study Areas
• Fashion design principles and concepts
• Fabrics and textiles
• Quality assurance
• Computing technologies
• Supply chains for textiles and apparel
• International sourcing
• Fashion marketing
• Fashion merchandising
• Fashion buying
• Concepts of creativity
• Sustainability practices

Study Pathway
• Diploma of Applied Fashion Design and Technology (070014C)
• Advanced Diploma of Applied Fashion Design and Technology (070015B)
• Advanced Diploma of Fashion and Textile Merchandising (076937M)

Career Pathways
Graduates may seek employment as a
• Fashion/textile merchandiser
• Fashion/textile buyer
• Design assistant
• Assistant production manager
• Range developer
• Style forecaster

Advanced Diploma of Fashion and Textile Merchandising
Course code: LMT60507
CRICOS code: 076937M

February and July intake
The hands-on program simulates the fashion-buying cycle, with students tasked to work on projects that are broadly assessed across all units of study and defined by the length of each fashion season. Students are assisted with gaining on-the-job experience through work placements with a suitable industry participant.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Prerequisites
Diploma of Fashion and Textile Merchandising (071254A)

Books and Equipment (AUD$)
Approximately $500

Total course fees (AUD$) $14,000

Major Study Areas
• Fashion range design and development
• Commercial textile research
• Applying electronics systems to textile design and production
• Negotiation and management of design contracts
• Development and implementation of a sales or marketing plan
• Textile, clothing or footwear supply chain processes
• Research into related business processes and products
• Management of online retail brands
• Merchandise and store presentation

University Pathways
Visit kangan.edu.au/international/pathways

Career Pathways
Graduates may seek employment as a
• Fashion/textile merchandiser
• Fashion/textile buyer
• Design assistant
• Assistant production manager
• Range developer
• Style forecaster
• Small retail store manager
• Large retail department manager

VISUAL MERCHANDISING

Diploma of Visual Merchandising
Course code: SRH50212
CRICOS code: 081674J

February intake
This course is designed for those seeking careers as specialist visual merchandisers in the retail industry. You’ll gain skills to find work in a retail store installing visual merchandising displays or to be self-employed as a freelance visual merchandiser.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Books and Equipment (AUD$)
Approximately $400

Total course fees (AUD$) $14,000

Materials fee (AUD$) $1,000

Major Study Areas
• Visual merchandising
• Product presentation
• In-store merchandising
• Colour and design
• Illustration
• Visual merchandising drafting
• Photography and styling
• Event and promotional design
• Retail and studio
• Occupational health and safety
• Prop making
• Computer graphics 2D and 3D

Study Pathway
• Diploma of Fashion and Textile Merchandising (071254A)

Please refer to university pathways on website

Career Pathways
Graduates may seek employment as a
• Retail store visual merchandiser
• Visual merchandising team leader or manager
• Exhibition or event display merchandiser
• Photographic stylist
• Freelance visual merchandiser
• Retail and event designer
Diploma of Graphic Design
Course code: CUV50311
CRICOS code: 079284G

February Intake
This course is designed for students who wish to pursue a career in the graphic design industry producing print ready materials for marketing through a range of media. This can include photo and print media, illustration and ready for press materials. The majority of the work is computer based, working with a range of industry compliant software.

Entry requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Pre requisites
Certificate IV in Design (079283L)

Total course fees (AUD$) $10,750
Materials fees (AUD$) $150

Major Study Areas
• Design principles and elements
• Illustration
• Digital design
• Extended practical placement
• Design process
• Finished art
• Typography
• Photography

Study Pathway
Diploma of Graphic Design (079284G)

Career Pathways
Graduates may seek employment as a:
• Graphic Design Assistant
• Freelance designer

Certificate IV in Design
Course code: CUV40311
CRICOS code: 079283J

This course is designed for students who wish to pursue a career in the graphic design industry producing print ready materials for marketing through a range of media. This can include photo and print media, illustration and ready for press materials. The majority of the work is computer based, working with a range of industry compliant software.

Entry requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Pre requisites
Certificate IV in Design (079283L)

Total course fees (AUD$) $10,500
Materials (AUD$) $150

Major Study Areas
• Basic design principles
• 2D and 3D exploration and techniques
• Colour theory
• Creative thinking and skills
• Drawing
• Typography
• Use of design software

Study Pathway
Diploma of Graphic Design (079284G)

Career Pathways
Graduates may seek employment as a:
• Junior Designer

Diploma of Beauty Therapy
Course code: SIB50110
CRICOS code: 079282K

February Intake
This course is designed to develop your skills so you are able to deliver a broad range of beauty therapy treatments and services. It is ideal if you wish to operate as a beauty therapist, employ staff and manage a beauty salon.

Entry requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Books and Equipment fees (AUD$) $3,300
Total Course fees (AUD$) $18,000
Materials fees (AUD$) $1,970

Major Study Areas
• Facial massage
• Body massage
• Stone massage
• Hair removal
• Lash and brow treatments
• Make-up
• Spa treatments
• Nail technology services
• Aromatherapy
• Selling retail skin care and cosmetic products
• Providing advice on beauty treatments and services
• Coordinating a work team

Study Pathway
Visit kangan.edu.au/international/pathways

Career Pathways
Graduates may seek employment as a:
• Beauty therapist
Our Computer Systems Technology and Networking courses are cutting edge. We give our students access to the latest technology and teachers with extensive industry knowledge. With a variety of employment opportunities to choose from in this fast-paced global industry, you can be sure to have the industry expertise to find your niche when you graduate.

**Certificate IV in Computer Systems Technology**

Course code: ICA41011
CRICOS code: 076935B

February and July intake
This qualification provides students with the skills and knowledge to install and administer simple networks, servers, and client desktop deployments either as an independent information and communications technology (ICT) specialist or as part of a team.

**Entry Requirements**
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 overall no band less than 5.0 or recognised equivalency

**Major Study Areas**
- Implement and monitor environmentally sustainable work practices
- Determine and confirm client business
- Connect, maintain and configure hardware components
- Install, operate and troubleshoot a small enterprise branch network
- Build a small wireless local area network
- Apply introductory programming skills in another language
- Produce first-level remote helpdesk support
- Install, operate and troubleshoot medium enterprise routers

**University Pathways**
Visit [kangan.edu.au/international/pathways](http://kangan.edu.au/international/pathways)

**Career Pathways**
Graduates may seek employment as a:
- Network support administrator
- Network operations support
- Network operations technician
- Network technician
- Network support technician
- Level 1 helpdesk support

**Advanced Diploma of Computer Systems Technology**

Course code: ICA60511
CRICOS code: 076936A

February and July intake
This qualification provides you with the skills and knowledge to coordinate and administer the installation, commissioning and ongoing maintenance of a range of networks, enterprise servers and systems including internetworking, security and e-business solutions. Graduates may work as an independent information and communications technology specialist or as part of a team.

**Entry Requirements**
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 overall or recognised equivalency

**Major Study Areas**
- Install, operate and troubleshoot medium enterprise routers and switches
- Install and manage complex ICT networks
- Apply intermediate object-oriented language skills
- Create dynamic web pages
- Design and implement a security perimeter for ICT networks and wireless network security

**Career Pathways**
Graduates may seek employment as a:
- Network administrator or coordinator
- Network engineer
- Enterprise systems administrator
- Systems developer
- IT administrator or coordinator
- IT operations administrator or coordinator
- Network services administrator or coordinator
- Network operations analyst
- Administrator or coordinator of network security/support /e-business
Certificate III in Information, Digital Media and Technology
Course code: ICA3011
CRICOS code: 079285G

February Intake
This qualification provides the skills and knowledge to be competent in introductory information communication technology (ICT) technical functions and is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an individual ICT user. This will give employers a degree of confidence in your usefulness in the workplace as it has a strong suite of six common core ICT units building on the pre-requisite knowledge and skills from the Certificate I and II in Information Technology core units.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Books and Equipment (AUD$)
$15

Total course fees (AUD$) $4,000

Major Study Areas
• Home Networking
• Microsoft Office Applications
• Basic System Administration
• Simple Websites
• Diagnostic testing

Study Pathway
• Certificate IV in Information Technology Networking (079286F)
• Diploma of Information Technology Networking (079287E)

Career Pathways
Graduates may seek employment as a:
• Technical Officer
• Customer Service and Help Desk Officer

Certificate IV in Information Technology Networking
Course code: ICA4041
CRICOS code: 079286F

February Intake
This qualification provides the skills and knowledge to install and manage small scale networks, either as an independent network support technician or as part of a team. Suitable for school leavers or mature age learners who are looking to develop skills and knowledge in the installation and management of simple networks.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Prerequisites
Certificate III in Information Digital Media and Technology (079285G)

Books and Equipment (AUD$)
$50

Total course fees (AUD$) $6,800

Major Study Areas
• General information communications technology (ICT)
• Networking
• Web
• Programming
• Software development

Study Pathway
Diploma of Information Technology Networking (079287E)

Career Pathways
Graduates may seek employment as a:
• Network support technician
• Network technician
• Network operations technician

Diploma of Information Technology Networking
Course code: ICA5041
CRICOS code: 079287E

February Intake
This qualification provides the skills and knowledge for an individual to install and manage small scale networks, either as an independent network support technician or as part of a team. Suitable for school leavers or mature age learners who are looking to develop skills and knowledge in the installation and management of simple networks.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Prerequisites
Certificate IV in Information Technology Networking (079286F)

Books and Equipment (AUD$)
$50

Total course fees (AUD$) $8,100

Major Study Areas
• General information communication technology (ICT)
• Networking
• Web
• IT project management
• Programming
• Software development

Study Pathway
Visit kangan.edu.au/international/pathways

Career Pathways
Graduates may seek employment as a:
• Network administrator
• Information technology administrator
• IT operations administrator
• Network services administrator
• Network support coordinator
• Network operations analyst
• Network security coordinator
ENGLISH LANGUAGE PROGRAMS

// ELICOS GENERAL ENGLISH // IELTS PREPARATION

If you are looking to improve your basic reading and writing skills, need extra help to learn, or looking for a safe learning environment to improve your English, Kangan Institute has the perfect courses for you. With experienced teachers you can reach your potential and take the next step in your career.

ELICOS General English (Non-Award)

CRICOS code: 020685M

Ongoing intake
General English courses extend your knowledge of English and increase your confidence communicating. The program covers the main skills of reading, writing, listening and speaking, with learning based around everyday life examples and topics of interest.

Major Study Areas
THERE ARE 6 LEVELS:
01 Beginner
02 Elementary
03 Pre-Intermediate
04 Intermediate
05 Upper Intermediate*
06 Advanced*

Course fees (AUD$) $285 per week

*For students who require tertiary entry in Australia. These classes offer academic study skills.

Course fees (AUD$)

<table>
<thead>
<tr>
<th>Course level</th>
<th>Entry level</th>
<th>Weeks required</th>
<th>Pathway</th>
</tr>
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<tbody>
<tr>
<td>Beginner</td>
<td>No prerequisites</td>
<td>10 weeks</td>
<td>Exemplary</td>
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<tr>
<td>Elementary</td>
<td>Elementary 3.5 IELTS or equivalent or Kangan Institute placement test</td>
<td>10 weeks</td>
<td>Pre-Intermediate, travel, work placement test</td>
</tr>
<tr>
<td>Pre-intermediate</td>
<td>4.0 IELTS or equivalent or Kangan Institute placement test</td>
<td>10 weeks</td>
<td>Intermediate, travel, work</td>
</tr>
<tr>
<td>Intermediate</td>
<td>4.5 IELTS or equivalent or Kangan Institute placement test</td>
<td>10 weeks</td>
<td>Upper Intermediate, travel, work</td>
</tr>
<tr>
<td>Upper Intermediate</td>
<td>5.0 IELTS or equivalent or Kangan Institute placement test</td>
<td>10 weeks</td>
<td>Advanced or TAFE</td>
</tr>
<tr>
<td>Advanced</td>
<td>5.5 IELTS or equivalent or Kangan Institute placement test</td>
<td>10 weeks</td>
<td>TAFE, degree programs</td>
</tr>
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Assessment and Placement
Students are tested during orientation on their first day and placed in a class according to their English language level. Our class sizes vary from 10 to 18 students.

Class Assessment and Progression
Assessment includes teacher observations, class activities, assignment work, class participation and tests. Students generally spend 10 weeks at each level. For example, a student who enters the programme with an IELTS score of 4.5 would generally require 20 weeks of ELICOS to reach the equivalent of IELTS 5.5. Students who complete the upper intermediate or advanced levels receive direct entry into courses at Kangan Institute. Please refer to individual courses for English language entry requirements.

Our Teachers
All classes are taught by fully qualified and highly experienced teachers with specialist qualifications in teaching English to speakers of other languages (TESOL). The IELTS teachers are experienced in exam preparation and all teachers are NEAS approved. Our teachers have lived and taught in Europe, the Middle Eastern Gulf, Asia and Latin America.

Class Times
Classes are scheduled between 8.30am and 5.30pm and are delivered over five days per week. Students study for 20 hours of timetabled classes each week, either in the morning or afternoon depending on their level and class availability.

Additional Activities
In addition to timetabled classes, students can access our independent learning centre and the computer laboratory. As part of the students’ ELICOS program, we also organise a range of educational excursions and activities so that students can visit areas of interest, socialise and use their English in practical situations. The cost of these excursions is subsidised by the Institute.

Students may also join one of our clubs to make new friends and practice communicating, such as coffee and conversation, pronunciation, reading and supervised self-study.

Books and Equipment (AUD$)
Approximately $50 per level

You Will Learn
You’ll be learning using innovative print and audio-visual resources, with regular class, individual, pair and small group work activities providing excellent opportunities to practice communicating in English.

Our teachers enforce an ‘English only to be spoken’ rule in the classroom to ensure all students improve their language skills as quickly as possible.

Did you know?
Our English Language Centre at Docklands campus is a short stroll from Melbourne’s famous boutiques and trendy cafés. The campus is also close to Queen Victoria Market, Southbank, Yarra River and the city’s main sporting precinct, which makes for some exciting class excursion destinations!
10 REASONS TO STUDY AT KANGAN INSTITUTE’S ENGLISH LANGUAGE CENTRE:

1. All our highly qualified and friendly teachers meet the standards set out by NEAS and most have postgraduate TESOL qualifications and Master degrees.
2. We are a stone’s throw from central Melbourne.
3. Modern classrooms with smart board technology.
4. Modern technology integrated into our courses.
5. Strict English-only policy.
6. Regular subsidised excursions to places of interest in Melbourne and Victoria.
7. Excellent welfare support.
8. Specialised support for students continuing in a main course at Kangan Institute.
9. Excellent diversity with a mix of nationalities.
10. Free activities including lunches, information sessions for international students and useful elective classes.

10 REASONS TO STUDY ENGLISH AT BENDIGO TAFE:

1. Offers students a taste of the real Australia.
2. Relaxed lifestyle.
3. Excellent learning facilities.
4. Smaller class sizes.
5. Large range of recreational activities.
6. Regionally based campuses.
7. Caring and supportive learning environment.
8. Strong connections with employers, industry and local community.
9. Close to public transport and walking distance from the railway station.
10. Bendigo people are warm and welcoming and it’s a great place to study, live, work and play.

IELTS PREPARATION

International English Language Testing System (IELTS) preparation course
CRICOS code: 073681K

<table>
<thead>
<tr>
<th>Dates</th>
<th>Intake</th>
<th>Price (AUD$) per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/16 - 24/3/16</td>
<td>Any Monday</td>
<td>$285</td>
</tr>
<tr>
<td>4/4/16 - 17/6/16</td>
<td>Any Monday</td>
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<tr>
<td>4/7/16 - 9/9/16</td>
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</tr>
<tr>
<td>26/9/16 - 16/12/16</td>
<td>Any Monday</td>
<td>$285</td>
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</tbody>
</table>

Please contact International Services if you require flexibility on your commencement date.

BENDIGO TAFE ELICOS INTAKES FOR 2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Price (AUD$) per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>18/01/2016 - 24/03/2016</td>
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<tr>
<td>Term 2</td>
<td>11/04/2016 - 24/06/2016</td>
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<td>Term 3</td>
<td>11/07/2016 - 16/09/2016</td>
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</tr>
<tr>
<td>Term 4</td>
<td>03/10/2016 - 09/12/2016</td>
<td>$285</td>
</tr>
</tbody>
</table>

International English Language Testing System (IELTS) preparation course

Books and Equipment (AUD$)
Approximately $50 per level

Course fee (AUD$) $285 per week

Minimum entry
IELTS 5.5 or equivalent.
ELICOS

Elementary A
CRICOS code: 082058C

Elementary B
CRICOS code: 082059B

Pre-intermediate A
CRICOS code: 082060J

Pre-intermediate B
CRICOS code: 082061G

Intermediate A
CRICOS code: 082062G

Intermediate B
CRICOS code: 082063F

English for Academic Purposes 1
CRICOS code: 082064E

English for Academic Purposes 2
CRICOS code: 082065D

Ongoing intake

Elementary ELICOS is designed to develop the English language skills of students with little or no familiarity with English. It will introduce them to the basic structures of the language and build skills in listening, reading, writing and speaking. The courses will comprise of a range of teaching methods and activities including individual, pair and group presentations, lectures, role playing and more.

Entry Requirements
You will be assessed as part of the enrolment process and placed in a level appropriate to your abilities.

Total Course Fees (AUD$) $285 per week

Major Study Areas
English language:
• speaking
• reading
• writing
• listening

Study Pathways
• ELICOS Pre-intermediate A (082060J)
• ELICOS Pre-intermediate B (082061G)

Pre-intermediate ELICOS is designed to develop the English language skills of students with a basic knowledge of English. It is designed to improve students existing skills while introducing them to more advanced elements of the language. It covers all skill areas including listening, reading, writing and speaking. The courses will comprise of a range of teaching methods and activities including individual, pair and group presentations, lectures, role playing and more.

Entry Requirements
You will be assessed as part of the enrolment process and placed in a level appropriate to your abilities.

Total Course Fees (AUD$) $285 per week

Major Study Areas
English language:
• speaking
• reading
• writing
• listening

Study Pathways
• ELICOS Pre-intermediate A (082060J)
• ELICOS Pre-intermediate B (082061G)

Intermediate ELICOS is designed to develop the English language skills of students with a good knowledge of English. It is designed to refine students existing skills while introducing them to more complex elements of the language. It covers all skill areas including listening, reading, writing and speaking while introducing them to academic English. The courses will comprise of a range of teaching methods and activities including individual, pair and group presentations, lectures, role playing and more.

Entry Requirements
You will be assessed as part of the enrolment process and placed in a level appropriate to your abilities.

Total Course Fees (AUD$) $285 per week

Major Study Areas
English language:
• speaking
• reading
• writing
• listening

Study Pathways
• ELICOS Intermediate A (082062G)
• ELICOS Intermediate B (082063F)

English for Academic Purposes is designed for students wishing to undertake further study in either higher VET qualifications or Higher Education, i.e. Bachelor level study. The course will further hone students existing English language skills while focusing on the development of academic English. This includes the vocabulary, grammar and syntax of university level essays presentations and project work.

Entry Requirements
You will be assessed as part of the enrolment process and placed in a level appropriate to your abilities.

Total Course Fees (AUD$) $370 per week

Major Study Areas
English language:
• speaking
• reading
• writing
• listening

Study Pathways
• ELICOS English for Academic Purposes 1 (082064E)
• ELICOS English for Academic Purposes 2 (082065D)
The exciting world of opportunities with a qualification in culinary and hospitality are endless. Kangan Institute gives its students unparalleled practical skills to prepare them to work in this dynamic industry in Australia or overseas.

**HOSPITALITY // CULINARY // HOSPITALITY**

**Certificate III in Patisserie**
Course code: SIT31113
CRICOS code: 082530F

- **February and July Intake**
- You will learn modern and traditional pâtisserie production techniques and basic cooking. This includes highly creative artisan skills in pastries, cakes, gateaux, yeast goods and desserts from our host of industry-recognised teachers. If you love creating delicate interesting desserts form chocolate to ganache then this course is for you.
- Pâtisserie is a rewarding career path, one that will bring out your natural creativity and possibly take you all over the world!

**Entry Requirements**
- **Academic**: Australian Year 12 equivalency or higher
- **English Language**: Academic IELTS 5.5 overall no band less than 5.0 or recognised equivalency

**Books and Equipment (AUD$)**
Included in the tuition fee

**Total course fees (AUD$)** $14,000

**Major Study Areas**
- Hygiene
- Occupational health and safety
- Food preparation, including chocolate confectionary, cakes, gateaux, pastries, yeast products, petits fours, desserts, cookery skills and buffets

**Study Pathway**
Certificate IV in Patisserie (082531E)

**Career Pathways**
Graduates may seek employment as a:
- Hotels/motels
- Restaurants
- Resorts
- Bakeries
- Pastry shops

**Certificate IV in Patisserie**
Course code: SIT40713
CRICOS code: 082531E

- **February and July Intake**
- This course provides the theory, skills and work-integrated learning required to start a career in hospitality operations.
- You will learn modern and traditional pâtisserie production techniques and basic cooking. This includes highly creative artisan skills in pastries, cakes, gateaux, yeast goods and desserts from our host of industry-recognised teachers.
- Pâtisserie is a rewarding career path, one that will bring out your natural creativity and possibly take you all over the world!

**Entry Requirements**
- **Academic**: Australian Year 12 equivalency or higher
- **English Language**: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

**Pre-requisites**
Certificate III in Patisserie (082530F)

**Books and Equipment (AUD$)**
Included in the tuition fee

**Total course fees (AUD$)** $7,000

**Major Study Areas**
- Hygiene
- Occupational health and safety
- Food preparation, including chocolate confectionary, cakes, gateaux, pastries, yeast products, petits fours, desserts, cookery skills and buffets

**Study Pathway**
Diploma of Hospitality (081675G)

**Career Pathways**
Graduates may seek employment at:
- Pastry cook at a hotel or motel, restaurant, café, bistro, reception centre or resort
Certificate IV in Commercial Cookery
Course code: SIT40413
CRICOS code: 081672M

February and July Intake
This course is designed for people who are seeking careers in cookery within a commercial environment. The course provides participants with skills, knowledge and experience in practical food production, hygiene, menu costing, occupational health and safety, teamwork and basic nutrition.

Cookery is a rewarding career path, one that will bring out your natural creativity and possibly take you all over the world!

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 overall no band less than 5.0 or recognised equivalency

Books and Equipment (AUD$)
Included in the material fee, however students will need to purchase their own stationery.

Total course fees (AUD$) $14,000

Major Study Areas
• Leadership
• Cookery skills
• Restaurant operations
• Stock control
• OHS
• Menu planning and costing
• Finance
• Conflict resolution

Study Pathway
Diploma of Hospitality (081675G)

Career Pathways
Graduates may seek employment in:
• Hotel or motel
• Restaurant, café or bistro
• Reception centre or resort

Certificate IV in Hospitality
Course code: SIT40313
CRICOS code: 081673K

February and July Intake
This course equips students with basic hospitality management and operations skills, enabling you to take on the role as a skilled, well-rounded hospitality professional. The course is made up of a combination of coursework and assessment. By the end of the program graduates will be able to work independently or with limited guidance from others and use discretion to solve non-routine problems.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Books and Equipment (AUD$)
Included in the material fee, however students will need to purchase their own stationery.

Total course fees (AUD$) $7,000

Major Study Areas
• Accommodation services
• Customer service
• Leadership
• Events
• Food and beverage
• Finance
• Marketing
• Housekeeping
• Concierge
• Rooms division

Study Pathways
Diploma of Hospitality (081675G)

Career Pathways
Graduates may seek employment as:
• Restaurant or bar supervisor or team leader
• Concierge
• Duty manager
• Food and beverage supervisor or team leader
• Forecast analyst (accommodation services)
• Front office supervisor or team leader
• Gaming supervisor or team leader
• Reservation analyst
• Shift manager

Diploma of Hospitality
Course code: SIT50313
CRICOS code: 081675G

February and July Intake
This course provides students with the theory, skills and work-integrated learning required to build a supervisory or managerial career in hospitality operations. The course covers food and beverage service, reception operations, accommodation services, events, marketing, leadership and finance.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Prerequisites
• Certificate IV in Hospitality (081673K) or
• Certificate IV in Commercial Cookery (081672M)
• Certificate IV in Patisserie (082531E)

Books and Equipment (AUD$)
Included in the tuition fee

Total course fees (AUD$) $7,000

Major Study Areas
• Accommodation services
• Customer service
• Leadership
• Events
• Food and beverage
• Finance
• Marketing
• Housekeeping
• Concierge
• Rooms Division
• Crisis management
• Staff supervision

Study Pathway
Advanced Diploma of Hospitality (081676G)

Career Pathways
Graduates may seek employment as:
• Restaurant or bar supervisor or team leader
• Concierge
• Duty manager
• Food and beverage supervisor or team leader
• Forecast analyst (accommodation services)
• Front office supervisor or team leader
• Reservation analyst
• Shift manager
Advanced Diploma of Hospitality
Course code: SIT60313
CRICOS code: 081676G

February and July Intake
This course provides students with the theory, skills and work-integrated learning required to build a supervisory or managerial career in hospitality operations. The course covers food and beverage service, reception operations, accommodation services, events, marketing, leadership and finance.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 no band less than 5.0 overall or recognised equivalency

Prerequisites
Diploma of Hospitality (081675G)

Books and Equipment (AUD$)
Included in the tuition fee – students will be provided with a food and beverage uniform, required equipment and learning resources, Responsible Service of Alcohol Certificate and educational excursions.

Total course fees (AUD$) $7,000

Major Study Areas
• Food and beverage service
• Customer service
• Team work
• Wine appreciation
• Food knowledge
• Accommodation services
• Stock control
• People management
• Occupational health and safety
• Financial management
• Legal knowledge
• Business planning
• Industry research
• Operational management
• Work placement

Study Pathways
Visit kangan.edu.au/international/pathways

Career Pathways
Graduates may seek employment as a:
• Food and beverage supervisor/manager
• Accommodation supervisor (front office and/or housekeeping)
• Rooms division manager/ supervisor
• Executive housekeeper
• Café or small restaurant manager
• Motel supervisor/manager
• Owner/manager of a hospitality establishment

Our acclaimed nursing course provides specialist health care education in Victoria. With a focus on practical hands on training and quality, engaging content, the career opportunities are vast, including working in a public or private hospital.
Diploma of Nursing  
(Enrolled - Division 2 Nursing)  
Course code: HLT51612**  
CRICOS code: 080245E  

February and July Intake  
Incorporating a clinical work placement, this hand-on qualification provides you with the nursing skills and knowledge required to be eligible for registration with the Australian national nursing and midwifery regulatory authority.  

Special note: Prior to undertaking clinical work placements all students must obtain a Victorian Police Check, a Working with Children clearance (WWC) and prescribed vaccinations. A list of required vaccinations will be supplied by the Institute. Students will be responsible for the costs associated with requirements. If placements are undertaken outside of metropolitan Melbourne any accommodation costs that may be incurred will be the responsibility of the student.  

Entry Requirements  
Academic: Australian year 12 equivalency or higher, including passes in mathematics and biology  
English language for diploma entry: Academic IELTS 6.0 across all bands  
Age: minimum 18 years of age  
Special admission: You may be required to attend an interview as part of the admission process.  

Books and Equipment (AUD$)  
Included in the material fee, however students will need to purchase their own stationery:  
Total course fees (AUD$) 25,800 + material fee  
Material Fee (AUD$)  
$1,200 – includes textbooks, nursing kit, shirt, manuals, workbook and learning resources  

Major Study Areas  
• Occupational health and safety  
• Infection prevention  
• Cultural diversity  
• Indigenous health  
• Law and ethics  
• Client assessment  
• Wound management  
• Medications  
• Professional nursing  
• Communications skills  
• Critical thinking  
• Mental health  
• Chronic health  
• older clients  
• Australian healthcare system  
• First aid  
• Mentoring  
• IV Medications  
• Palliative care  

Study Pathways  
Visit kangan.edu.au/international/pathways  

Career Pathways  
Graduates may seek employment as a:  
• Enrolled nurse (subject to registration) in aged care facilities, general hospitals and community nursing (registration as a nurse in Australia requires IELTS 7.0 (academic) across all bands or a B in all skill areas of the OET)  
* This course is under review in 2016, please refer to website for any updates.  
**Please note this course is currently undergoing changes, for more information please refer to kangan.edu.au/international  

With one of the strongest training programs in Victoria, our diverse range of trade courses prepare you for the real world with robust practical skills and knowledge to get you working in any trade industry you like.
AUTOMOTIVE TRAINING PACKAGE

Certificate III in Light Vehicle Mechanical Technology
Course code: AUR30612
CRICOS code: 080771E

Prerequisites
Certificate III in Light Vehicle Mechanical Technology (080771E)

Total course fees (AUD$) $36,800

Certificate IV in Automotive Mechanical Diagnosis
Course code: AUR40212
CRICOS code: 080772D

Prerequisites
Certificate III in Light Vehicle Mechanical Technology (080771E)

Total course fees (AUD$) $8,000

Diploma of Automotive Technology
Course code: AUR50212
CRICOS code: 080773C

Prerequisites
Certificate IV in Automotive Mechanical Diagnosis (080772D)

Total course fees (AUD$) $8,000

This hands-on course provides practical skills to work in the automotive industry. As part of the course you will train at Kangan Institute’s Automotive Centre of Excellence, the largest automotive training centre in Victoria providing students with access to leading technology, advanced machinery and industry simulated work spaces.

You will learn in varying environments from lectures, practical demonstrations and tasks through to servicing vehicles in both simulated automotive work bays and a work placement program.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 overall no band less than 5.0 or recognised equivalency

Books and Equipment (AUD$)
Included in the tuition fee however students will need to supply their own stationery.

Major Study Areas
• Mechanical and electrical systems, maintenance, service and repair
• Automotive diagnostics, analysis and evaluation of fault identification and rectification
• Business and management
• Report and document development
• Occupational health and safety
• Customer service

Career Pathways
Graduates may seek employment as a:
• Motor mechanic
• Skilled tradesperson in automotive
• Workshop supervisor

Please note that applications will only be accepted for the two year Automotive Training Package.

SOME WORDS FROM ONE OF OUR STUDENTS
The Automotive Centre of Excellence (ACE) has been an inspiring experience for me. It has been a privilege to have been part of such a progressive and modern centre. I have been highly motivated and committed to give my very best and to work diligently at my assignments and tasks and as a result I have achieved averages of 90% with the help of the excellent knowledgeable teachers. I have thoroughly enjoyed the interactive lessons and classroom environment. The workshop environment and practical instruction with the hands on technology has been a fantastic experience.

This has directly helped me in my work placement with leading Melbourne Automotive companies, as I was able to go into the work environment confidently and well prepared. As a result of this learning I have had a head start in the job industry and have been able to contribute to the work place by being competent in undertaking tasks and apply the knowledge gained at ACE. I have thoroughly enjoyed living and working in Melbourne and my time at Kangan ACE. Thank you for all the opportunities and help that I have been given.

Andrew - Zimbabwe

BUILDING & CONSTRUCTION

Diploma of Building and Construction
Course code: CPC50210
CRICOS code: 076258A

February and July intake
This course helps students develop skills, technical knowledge and competencies required for employment within the building industry. Students will learn how to monitor and oversee all quality aspects related to the construction of domestic, industrial and commercial buildings, from medium rise to a maximum height of three stories.

Entry Requirements
Academic: Australian Year 12 equivalency or higher
English language: Academic IELTS 5.5 overall or recognised equivalency

Books and Equipment (AUD$)
Approximately $500 per year

Major Study Areas
• Building codes and standards
• Design and construction
• Risk management
• Environmental management practices and applications
• Materials design and construction
• Project costing, planning and scheduling
• Occupational health and safety
• Principles of construction
• Project management

Career Pathways
Graduates may seek employment as a:
• Registered builder domestic/commercial
Course Prerequisites

All courses have prerequisites that you must meet to be eligible to enrol. Most courses require the successful completion of the Australian Year 12 or the equivalent overseas qualification. Applicants who do not meet the academic prerequisites but have relevant work experience may apply for mature age entry.

Prospective students who do not speak English as their first language, or for whom English was not the language of instruction at school, must meet the Institute’s minimum English language requirements for entry into each course. International students who do not provide an IELTS score may be required to sit an English language test. Individual English language entry requirements are detailed in the individual course listings.

Students who do not meet the English language entry requirements must undertake an ELICOS program at Bendigo TAFE or Kangan Institute. Transfers into a formal course of study from ELICOS are at the discretion of the Institute and is based on the level of English language obtained.

The Australian government requires students from some designated countries to meet minimum English language levels in order to apply for a student visa. Information on this requirement can be obtained from www.immi.gov.au/students/index.htm.

Exemptions and Credits

Subject credits may be awarded to students who can supply documentation of having successfully completed prior subjects of similar duration, content, and assessment requirements. Students may be required to undertake challenge or theory tests as part of the process of recognising credits. The teachers who grant the exemptions will need to confirm the information provided by the student is reliable and authentic.

Application for subject credits must be submitted within seven days of the commencement of the course. Further information on exemptions and credits is available at www.kangan.edu.au/en_information-and-resources/corporate/policies.

Students Under 18 Years of Age

Kangan Institute accepts students under 18 years old, however students must be 17 years old when commencing their studies at the Institute. If you are under 18 please refer to www.kangan.edu.au/en_information-and-resources/corporate/policies and www.immi.gov.au/students/index.htm. Bendigo TAFE does not accept students who are under 18 years of age.

Credit Transfers to Further Study

Students who successfully complete a diploma or advanced diploma may be eligible for 1 to 1.5 years’ credit in a related degree through a system of credit transfer at any university in Australia.

Packaging is available in a range of courses. Details can be found at www.kangan.edu.au/en/international/international-students/-pathways-to-university. Students wishing to apply for both a diploma/advanced diploma and a bachelor degree should e-mail international@kangan.edu.au for additional details.

Academic Year

The academic year commences in early February and finishes in December. The year is divided into two semesters. All courses offered commence in either January or July and some also have a July intake.

The Institute is open from Monday to Friday, with classes normally scheduled between 8am and 6.30pm. Some classes may require students to attend in the evening, between 6.30pm and 10pm, and on Saturdays.

Termination of Course

Information in this course guide is correct as of date of publication. Bendigo TAFE and Kangan Institute reserve the right to change information with respect to course costs, timing and selection criteria. In the event that the Institute cannot provide a particular course, all tuition fees paid in advance will be refunded in line with the Institute Refund Policy. The Institute will also assist the student in locating and transferring to a suitable course at another institute.

Deferral, Suspension and Cancellation

The Institute has policies and procedures that recognise and respond to cases where a student may wish to defer, suspend or cancel their enrolment. For further information please refer to www.kangan.edu.au/en_information-and-resources/corporate/policies.

Attendance

It is Institute policy to monitor attendance of all students in all programs. Regular attendance is critical to students’ academic progress which is monitored in accordance with the National Codes of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. For further information please refer to https://aisi.gov.au/regulatory-information/pages/regulatory-information.aspx and www.kangan.edu.au/en_information-and-resources/corporate/policies.

Transfers

Under Department of Immigration and Border Protection (DIBP) regulations, international students are prevented from transferring from one institute to another for six months after their course commences. If students are granted a visa for an ELICOS program packaged with a formal course (certificate, diploma, advanced diploma or degree) transfers will only be allowed after six months of the principal course.

Internal - Where a student enrolled in a pathway program packaged (may incorporate General English and/or Vocational Education & Training and/or Higher Education) requests to transfer to a different program within the Institute, a transfer fee of $150 will be charged. Documentary evidence/ must be strictly verified before transfer request is approved.

External - Where a student enrolled in a pathway program packaged (may incorporate General English and/or Vocational Education & Training and/or Higher Education) requests to transfer provider, a transfer fee of $250 will be charged. Documentary evidence/ will be strictly verified before transfer request is approved.

Transfers will only be approved in exceptional circumstances and reviewed on a case-by-case basis.

Student Visa Regulations

Students are required to abide by the conditions of their student visa. These conditions must be stringently adhered to. For further information please refer to www.immi.gov.au/students/index.htm.

Work Rights

International students are able to work up to 40 hours per fortnight during semester breaks, but full-time working is not permitted during semester breaks once they have commenced their studies. Any work undertaken must not interfere with studies or attendance.

The Institute does not guarantee that students will secure work while studying in Australia and students should ensure that they have access to funds that will support both their study and living costs. For further information please refer to www.immi.gov.au/students/index.

Appeals and Grievances


Scholarships

The Australia Awards Scholarships to study in Australia are long-term development awards administered by AusAID and The Endeavour Scholarships and Fellowships Program. Information on the scholarships can be found at www.australian.gov.au and Endeavour at www.innovation.gov.au.

Budget

It is recommended that students budget between AUD$18,950 to AUD$23,000 per year for living expenses. Living expenses are not included in tuition fees.

Arriving students should bring with them approximately AUD$3,000 to AUD$4,000 to cover the cost of temporary accommodation and the set-up costs of permanent accommodation. A student’s budget will increase by approximately 35 percent if accompanied by a spouse, an additional 20 percent if accompanied by one child and increase by 10 percent for each additional child. If the accompanying child is of school age, it is a requirement of the student visa that they must be enrolled and attend school. The costs range from AUD$59,290 to AUD$82,640 depending on the level at school. Please note: this range is for Victorian government school fees. Non-government schools may vary. International Services can assist with contact details.

Living costs do vary depending on lifestyle and living arrangements. These budget figures should be used as a guide only to determine actual living expenses. For currency conversions please go to www.oanda.com/convert/classic.

Costs Associated with Study

Tuition fees do not cover the cost of books, equipment, personal stationary, uniforms or excursions unless otherwise stated. Estimated book and equipment costs are detailed in individual course listings. Students are required to purchase all books, uniforms and equipment as requested by their teaching department or they may risk being excluded from classes. Students are also responsible for all costs associated with hospitalising and training and automotive. Students must wear protective clothing and/or a uniform.

Students will be required to pay the Bendigo TAFE and Kangan Institute student amenities fee of AUD$100. This is an annual fee.

Payment of Tuition Fees

Tuition fees are payable prior to the commencement of a semester. If a confirmation of enrolment is required for a non-related/enabling course, a deposit must be paid for this confirmation of enrolment to be issued.

The deposit is non-refundable. Repeat subjects will attract a minimum additional fee of AUD$20 per student contact hour.

Airport Pick-Up

If requested, international students are met on arrival at Melbourne Airport by an Institute representative and taken to their temporary accommodation. Temporary student hostel accommodation is AUD$75 per night. Alternately students can be placed in homestay for a minimum of two weeks. The cost of homestay is AUD$260 to AUD$400 per week. Please contact International@kangan.edu.au for more details about temporary homestay. (Price current as at August 2014 – subject to change.)

If you require airport pick-up, travel arrangements must be forwarded to the Institute seven days prior to your arrival. This is a free service offered by the Institute, however AUD$5 will be charged if you have requested airport pick-up and do not use the service. A surcharge of AUD$25 will apply to pick-ups arranged between 10pm and 7am. To book, please go to kangan.edu.au/international.

This service cannot be guaranteed if the booking is received less than seven days prior to arrival in Melbourne. Free airport pickup will only be offered to students studying a minimum 10-week program. This offer excludes Bendigo students.

Bendigo TAFE can provide free pickup from Melbourne Airport. If you would like to be met at the Melbourne Airport by a Bendigo TAFE representative and taken to your accommodation, you must request this with the international office seven days prior to your flight. If you do request this service, you must have accepted your offer to study with Bendigo TAFE. If you wish to make your own way from Melbourne Airport you could be advised to use the airport service.

A taxi service is available but this is a very expensive option.

Accommodation

Students have a number of accommodation options. The Institute provides a free placement service to assist students in locating suitable accommodation, with the exception of some homestay placements where students will pay an AUD$240 placement fee. This fee is payable to the homestay agency (not the Institute) and is subject to change.

The Institute does not guarantee securing suitable accommodation for all international students but will provide assistance with searching for accommodation where required.

Useful links

• Australian Homestay Network http://www.homestaynetwork.org/
Homestay

Homestay offers accommodation in a private home with a host family. Students are provided with a furnished bedroom with study space. The host provides meals, but the student must pay for their own travel, telephone calls, entertainment and personal needs. The approximate weekly cost is AUD$260 to AUD$400 per week. This is payable two weeks in advance to the host family or homestay organisation.

Rented Rooms

Students can rent a room in a private house - this can be either furnished or unfurnished. Meals are not normally provided, but students have access to the kitchen to prepare their own meals. Rent varies from AUD$180 to AUD$200 per week and may or may not include gas, electricity and water costs.

Private Rental

A popular option for students is to share an apartment or house that is normally rented through a real estate agent. Rental costs vary depending on type of property, number of bedrooms and location. Rent usually ranges from AUD$200 to AUD$500 per week depending on the location and number of rooms. A month’s rent in advance and a bond equivalent of up to six weeks is required when renting a property. To rent a property from a real estate agent their rental application form must be filled out and they may require a reference letter and financial and identification proof.

The majority of rental properties are unfurnished. Approximately AUD$2,000 to AUD$4,000 will be required for the above needs, household goods, gas, electricity and telephone connection. For further information on renting a property please refer to www.tuv.org.au.

Permanent accommodation usually takes three to four weeks to arrange, depending on the type of accommodation required. Permanent accommodation cannot be arranged prior to arriving in Australia. These costs are indicative only and are correct as of July 2014 and subject to change.

Orientation

A comprehensive orientation program is delivered to international students one week prior to the beginning of the semester. Attendance at the program is compulsory for all international students commencing their formal course at the institute. The program covers aspects of living and studying in Australia.

Sessions at orientation include:
• Adapting to Australian course requirements
• Lifestyle
• Health insurance
• Compliance with student visa requirements
• Study skills
• Safety (including fire safety, personal safety, policing and water safety)
• Using public transport
• Enrolment (including timetable for current semester, booklet and student card)
• Support services available at the institute
• Orientation to local environment.

Counselling

The Institute employs qualified counsellors who provide confidential help with study or personal problems. This is a free service. For further information please refer to kangan.edu.au/students/student-support-and-recreation.

Student Support & Recreation

Every student enrolled at Bendigo TAFE and Kangan Institute are entitled to the services of the Student Support & Student Recreation unit which include support services, resources, campus activities, trips and tours, sporting competitions and student publications.

International Student Liaison Officers

In addition to the Institute’s free Student Support and Recreation Service, Bendigo TAFE and Kangan Institute’s international student liaison officers attend to the welfare needs solely of international students. Our liaison officers visit international students at all campuses every week, listening to their concerns, offering counselling and linking students to the services they need.

When you first arrive in Australia your needs may vary widely from accommodation assistance to personal safety advice, discovering where to buy the foods they like, learning how to use the public transport system, getting to understand Australian customs or just coping with loneliness and homesickness.

Our international student liaison officers will spend time with students helping them to settle comfortably and safely in Bendigo and Melbourne and prepare them for life as a student at Bendigo TAFE and Kangan Institute. Students are quickly come to know that if they have a concern or a problem, no matter how big or small, the first person they can call is one of our international student liaison officers.

Health Insurance

All international students are required by the Australian Government to take out health cover. The Overseas Student Health Cover (OSHC) provides international students with free public hospital care for non-elective treatment and an 85% rebate of the standard doctor’s fees. For further information please refer to www.oshcallianceassistance.com.au and www.immi.gov.au/students/index.htm.

Careers and Employment

Bendigo TAFE and Kangan Institute offers a specialist employment service for international students to assist them in finding employment while living and studying in Australia. The service also acts as a recruitment service for employers. The employment service will enhance your chances of finding employment while studying in Australia and enable you to gain valuable employment experience.

The service has a specific focus on providing assistance with all aspects of finding employment including:
• Resume workshops
• Assistance with application letters and selection criteria
• Job search assistance and advice
• Coaching and guidance on how to approach employers
• Access to job vacancies
• Free job search resources
• Industry-specific employment advice
• Providing advice and assistance about how to find work in Australia
• Workshops on Australian workplace culture, how to effectively and appropriately approach employers
• Interview preparation and assistance

We also offer a comprehensive recruitment service for employers who want to recruit students. The service has more than a thousand employers who use the service to advertise jobs for Bendigo TAFE and Kangan Institute students.

The service advertises a range of positions including part-time, holiday and seasonal work. The employment service is located at various Kangan Institute campuses making it easy for you to access the service and vacancies whilst you study. For further information please go to kangan.edu.au/students/employment-centre.

The ESOS Framework - Providing Quality Education and Protecting Your Rights

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.

Protection for Overseas Students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at http://cricos.dest.gov.au. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course, including its location, match the information on CRICOS.

Your Rights

The ESOS framework protects your rights, including:
• Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider’s agent. If you are under 18, to ensure your safety, you will be granted visas only if there are arrangements in place for your accommodation, support and welfare.
• Your right to sign a written agreement with your provider before, or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
• Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

The ESOS framework sets out the standards that Australian education providers offering education and training services to overseas students must meet. These standards cover a range of information you have the right to know and services that must be offered to you including:
• orientation and access to support services to help you adjust to life in Australia
• who the contact officer or officers are for overseas students
• if you can apply for course credit
• when your enrolment can be deferred, suspended or cancelled
• what your provider’s requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
• if your attendance will be monitored in your course
• a complaints and appeals process.

One of the standards does not allow another provider to enrol a student who wants to transfer to another course but who has not completed six months of the final course of study in Australia. If you want to transfer before you have completed six months of your final course you need your provider’s permission.

As an overseas student on a student visa, you have responsibilities to:
• satisfy your student visa conditions
• maintain your Overseas Student Health Cover (OSHC) for the period of your stay
• meet the terms of the written agreement with your provider
• inform your provider if you change your address
• maintain satisfactory course progress
• if attendance is recorded for your course, follow your provider’s attendance policy
• if you are under 18, maintain your approved accommodation, support and general welfare arrangements.
How to Apply

1. Choose a course to study at Bendigo TAFE or Kangan Institute
2. Check the course entry requirements, fees and Bendigo TAFE or Kangan Institute refund policy
3. If you intend to use an agent, arrange an appointment with one of their student counsellors. A list of Bendigo TAFE or Kangan Institute representatives in your region can be found at kangan.edu.au/international/researchables

Submit your application

• You can apply online or use the application form in this prospectus on the following page.
• Fill out the application form.
• Be sure you read the terms and conditions. If you are under 18 years of age, your application form must be signed by your parent or guardian.
• Please note that the Bendigo TAFE campuses do not accept students under the age of 18.
• Attach certified copies of your documents.

Documents Required

• Academic results and educational certificates (if your documents are not in English they must be translated into English by an authorised person/organisation).
• English language test score, if applicable.
• Passport pages with your details, if available.
• Documents for credit transfer, if applicable.
• Work experience reports, if available.

Submit your application online with your agent or post to Bendigo TAFE or Kangan Institute International (make a copy for your own records first).

A ‘certified copy’ is a copy of the original document signed and dated by the organisation that issued the original document, a government official, Public Notary or Justice of the Peace, confirming that they have sighted the original.

Offer and Acceptance Agreement

If you are offered a place in an English (ELICOS) and/or certificate, diploma or advanced diploma program, a letter of offer will be sent to you. You will need to read the terms and conditions carefully and follow the instructions in the letter before paying your tuition and health cover fees.

Accepting your Offer and Acceptance Agreement

Fees cannot be accepted until:
• All conditions on the Offer and Acceptance Agreement are fulfilled
• All pages of the Offer and Acceptance Agreement is completed and received by Kangan Institute International Services.

Confirmation of Enrolment (CoE)

When all documents have been received at Bendigo TAFE or Kangan Institute International and your tuition fee payment is accepted, you or your agent will be emailed a CoE. This is required for your student visa application.

Apply for a student visa

Submit your student visa application to the nearest Australian High Commission or Australian Embassy in your country of residence.

Make travel arrangements

Organise flight bookings, airport pick up and temporary homestay/accommodation in advance. Try to arrive in Australia at least one week before your course starts to give you time to settle in.

Admissions

INTERNATIONAL STUDENT APPLICATION FORM

Read this application carefully. Complete all sections and ensure that supporting (certified) documents are attached. Please tick where applicable and for more information visit:

Kangan Institute: kangan.edu.au/international
Bendigo TAFE: bendigotafe.edu.au/international

1. Application details

Which city are you applying to study in? Melbourne □ Bendigo □ (you cannot study at Bendigo if under 18 years of age)
Are you under 18 years of age? Yes □ No □
If yes, please refer to immi.gov.au/students/studentguardians/ for information about arrangements for students under 18 years of age. If you are under the age of 18 at the time of submitting this application, you must have a parent or guardian complete the declaration in section 13.
If you have previously enrolled at Bendigo Kangan Institute, please state your student ID number □

2. Personal details

Family Name
Given Name
Date of Birth (DD/MM/YY) Male □ Female □
Country of Birth
Passport Number
Passport Expiry
Country of Citizenship

3. Current personal address

Number and Street
Suburb / Town
State
postcode
Country

If you have previously enrolled at Bendigo Kangan Institute, please state your student ID number □

Are you currently in Australia? Yes □ No □
Do you intend to apply for a university pathway Yes □ No □
Will you be applying for Streamlined Visa Processing (SVP) Yes □ No □

4. Visa details

Will you be applying for Streamlined Visa Processing (SVP)? Yes □ No □
Do you intend to apply for a university pathway? Yes □ No □
If yes, name of institution
Are you currently in Australia? Yes □ No □
If yes, name of institution
If NO, what type of visa will you be applying for?
Which Immigration Office will you be submitting your visa application to?
Are you currently in Australia? Yes □ No □
If you have previously been denied entry into Australia or any other country? Yes □ No □ (if YES please attach details of official correspondence)
If you have breached the conditions of a visa for Australia or any other country? Yes □ No □ (if YES please attach details of official correspondence)

5. Overseas Student Health Cover (OSHC)

Do you have current Overseas Student Health Cover (OSHC)? Yes □ No □
If YES, what is your Membership Number
If YES, what is your Membership Number
OSHC expiry date

Do you want Bendigo Kangan Institute to arrange your OSHC? Yes □ (please indicate type below) No □ I will organise my own OSHC

Single (Student only) □ Multi Family (Student plus spouse AND children) □
Dual Family (Student plus spouse OR children) □

6. Course preferences

List the courses that you would like to study in order of preference (include English course first if applicable)

<table>
<thead>
<tr>
<th>Pref.</th>
<th>Name of course</th>
<th>CRICOS code</th>
<th>Campus</th>
<th>Start date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bendigo (BD) Docklands (DL) Moonee Ponds (MP) Essendon (ED) Richmond (RM) Broadmeadows (BM)
7. English language proficiency
Provide details and documentation confirming your English language level. Is English your first language? Yes ☐ No ☐ Have you undertaken studies in which the language of instruction was English? Yes ☐ (please provide evidence) No ☐ Have you enrolled, or do you intend to enrol, in an English language intensive course for overseas study? Yes ☐ No ☐ If YES, name of institute _______________ Start date _______________ Number of weeks _______________
Have you taken, or will you be taking an English test? Yes ☐ IELTS ☐ TOEFL ☐ Other ☐ Date of test _______________ Test score _______________ Test report form number _______________

8. Current studies
If you held a current student visa, please provide copies of ALL your Confirmation of Enrolment (CoE) relating to your visa subclass and complete the following details: Are you currently studying? Yes ☐ No ☐ Attach documentation of all results and transcripts received to date _______________

9. Previous studies
List details of your previous education and attached documentation including certified copies of full academic transcripts. DOCUMENTS NOT IN ENGLISH MUST BE ACCOMPANIED BY CERTIFIED TRANSLATIONS.

**TERTIARY STUDIES (POST-SECONDARY)**

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>School</th>
<th>Country</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
</table>

**SECONDARY STUDIES**

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>School</th>
<th>Country</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
</table>

10. Employment background
Summary of relevant work experience (certified documentary evidence required).

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
</table>

11. Statement of purpose
Please provide a brief statement outlining your reasons for studying this course at Bendigo Kangan Institute and, as well as how you believe this course will contribute towards your chosen career path after you return to your home country. (Please attach any additional pages if required)

12. Agent details
Please complete this section if you are using an education agent or representative.

Agent name __________________________ Agent phone __________________________
Agent address __________________________ Agent email __________________________

13. Declaration

Part 1 Declaration by applicant
☐ I certify that the information provided on this Application form is accurate and complete. I authorize Bendigo Kangan Institute to obtain other details relating to my academic record as necessary.
☐ I declare that I am aware of and understand my financial obligations relating to studying in Australia and with Bendigo Kangan Institute. I certify that I have access to the total funds required whilst in Australia to cover all costs associated with my study.
☐ I acknowledge the provision of incorrect information or documentation, or the withholding of information or documentation relating to my Application may result in the cancellation of my enrolment and the forfeiture of any tuition fees paid.

Signature __________________________ Name __________________________
Date __________________________

Part 2 Declaration by parent or guardian; (if student is under 18 years of age)
☐ I have read the information provided on this Application and certify that the details are accurate and complete. I hereby apply for the entry of my child/ward to study with Bendigo Kangan Institute in Australia.
☐ I declare that I am aware of and understand my financial obligations relating to my child/ward study in Australia and with Bendigo Kangan Institute.
☐ I certify that I have access to the total funds required whilst in Australia to cover all costs associated with my child/ward study.
☐ I acknowledge that the provision of incorrect information or documentation, or the withholding of information or documentation relating to my child/ward's Application may result in the cancellation of my child/ward enrolment and the forfeiture of any tuition fees paid.

Signature __________________________ Name __________________________
Date __________________________

Relationship __________________________ Date __________________________

Disclaimer

All material presented is distributed by Bendigo Kangan Institute as an information source only. Bendigo Kangan Institute makes no statements, representations, or warranties about the accuracy or completeness of any information contained in this publication. The State of Victoria disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason.

Privacy Statement

Personal information collected as a result of your enrolment will be used by the Department for general student administration, vocational education and training administration and regulation, as well as departmental planning, reporting, communication, evaluation, auditing and marketing. Only authorised departmental officers have access to this information:

- Students are aware that their personal information may be shared between Bendigo Kangan Institute and the Australian Government and designated authorities as per the ESOS Act 2000 and The National Code 2007. This information includes, but is not limited to, personal and contact details, course enrolment details and changes, circumstances of any suspected breach by the student of student visa conditions.
- Students agree that Bendigo Kangan Institute may use the email address supplied by the student as a point of contact for any information the Institute deems necessary.
- Students agree that Bendigo Kangan Institute will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
- Students agree that Bendigo Kangan Institute will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.
- Students acknowledge that their personal information will not be disclosed to any other third party without their consent, unless authorized or required by law.
- Students under the age of 18 years old will have their personal information, attendance details, progress and results disclosed to their parent/guardian upon request.
Section 1 - General

1. A prospective and/or enrolled international student acknowledges and agrees to the Terms and Conditions of Enrolment on signing the Offer and Acceptance Agreement.

2. The Terms and Conditions of Enrolment apply equally to a new and/or continuing student unless otherwise specified.

3. An application for refund for an international student must be authorised by the Chief Executive Officer (CEO) of Kangan Institute or his or her nominee.

4. Bendigo TAFE and Kangan Institute reserve the right to amend the Terms and Conditions of Enrolment at any time.

5. Where fees are paid by a party on behalf of the student, Bendigo TAFE or Kangan Institute reserve the right to notify that party.

6. Bendigo TAFE and Kangan Institute are obliged to inform the Department of Immigration and Border Protection and Department of Education of any change of status where a student completes his or her program early, transfers to another provider, is excluded on academic grounds and fails to meet his or her visa conditions, defers or interrupts his or her study or otherwise changes the expected completion date of his or her study.

7. Bendigo TAFE and Kangan Institute must not receive more than 50% of the total tuition fees for the program prior to program commencement where total program duration is more than 24 weeks.

8. Bendigo TAFE and Kangan Institute must not require the remaining tuition fees for the program more than 2 weeks prior to commencement of study period 2.

Section 2 - Default

2.1 A prospective and/or enrolled international student defines where

a. the student does not commence the program on the agreed start date and has not previously withdrawn.

b. the student withdraws from the program either prior to or after the agreed start date.

c. Bendigo TAFE and Kangan Institute refuse to provide, or continue providing the program due to one or more of the following:

i. the student failed to pay an amount payable to the provider for the program

ii. the student breached a condition of their student visa

iii. the student’s misbehaviour by the student

2.2 A prospective and/or enrolled international student does not default under Section 2.1 if the student does not commence the course because the registered provider defaults under Section 2.5.

Section 2.5 Student Default Prior to Program Commencement

2.5.1 (i) Visa refusal - refund of all fees paid less 5% of total pre-paid tuition fees or $500, whichever is less (based on non-fraudulent documentation).

(ii) Visa refusal - no refund for all fees paid (based on fraudulent documentation).

2.5.2 Where 28 days, or more, written notice of withdrawal is provided a refund of pre-paid fees less 15% of pre-paid tuition fees for the first qualification. The tuition fee deposit for each subsequent qualification is not refundable.

2.5.3 Where less than 28 days written notice of withdrawal is provided a refund of pre-paid fees less 50% of pre-paid tuition fees for the first qualification. The tuition fee deposit paid for packaged courses is not refundable (applicable to student enrolments only).

2.6 Student Default after Program Commencement

2.6.1 Visa refusal - no refund for all fees paid.

2.6.2 Non-commencement under Section 2.1.1 - no refund for all fees paid.

2.6.3 Withdrawal under Section 2.1.2 - no refund for all fees paid.

2.6.4 Cancellation under Section 2.1.3 - no refund for all fees paid.

2.6.5 Suspension - no refund for all fees paid. Where a suspension is approved by Bendigo TAFE or Kangan Institute for “compassionate & compelling” circumstances any pre-paid tuition fees not utilised will be transferred to the next study period. All transferred fees are not refundable and subject to a further transfer condition. Any compassionate and compelling circumstance provided will be strictly verified and examples of “compassionate & compelling circumstances” may include: serious illness or death of the student or a close family member (parent, sibling, spouse or child) a political, civil and natural events or traumatic events preventing student’s commencement or full payment of fees, this decision is subject to the provision of acceptable documentary evidence in support of the refund application.

2.6.6 Visa cancellation - no refund for all fees paid.

2.6.7 Change in visa status - no refund for all fees paid.

2.7.1 Provider Default

Bendigo TAFE or Kangan Institute defaults in relation to a prospective and/or enrolled international student where

2.7.2 The institute ceases to deliver the program at any time after the commencement but prior to completion.

2.7.3 The institute is prevented from delivering a program due to a sanction.

Section 2.8 Section 2.2 does not constitute a provider default where the student defaults under Section 2.1 prior to the provider default date.

Section 2.9 Bendigo TAFE and Kangan Institute must report a provider default via PRISMS within 3 business days to the Secretary (or delegate) and Tuition Assurance Scheme, and default outcome within 7 days.

Section 2.10 Bendigo TAFE and Kangan Institute will refund pre-paid fees not utilised within 2 weeks of the default.

Section 2.11 Bendigo TAFE and Kangan Institute discharge obligations to refund where a place in an alternative program is arranged at Bendigo TAFE or Kangan Institute’s expense and the offer is accepted by the student in writing.

“Explanatory note: If Bendigo TAFE or Kangan Institute fails to deliver the program for any of the reasons listed under 2.7.1 above, the student will be automatically entitled to a refund.

Section 3 - Refunds

3.1 The tuition fee deposit paid for each subsequent qualification is not refundable – exception Section 2.5.1(i).

3.2 The funds covering the tuition fees must be clear at the time the refund request is made and all debts to Bendigo TAFE or Kangan Institute be paid in full prior to processing of a refund.

3.3 A refund must be paid to the student or the person nominated in the Acceptance Agreement Declaration (Item 33).

3.4 Apart from instances of provider default where no Application for Refund is required, a refund request must be made with a completed Bendigo TAFE and Kangan Institute International Application for Refund form to be submitted either:

IN PERSON
International Services
Kangan Institute
Room 2.06 Level 2
Docklands Campus
1 Batman Hills Drive
Docklands 3008
MAIL
International Services
Kangan Institute
Private Bag 299
Somerton Vic 3062
Australia
email: internationalfees@kangan.edu.au

3.5 All sections of the Application for Refund form must be completed by the student, signed and dated correctly. The application will not be processed where the signature on the application does not match the student’s signature on other documents provided to Bendigo TAFE or Kangan Institute.

3.6 This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

3.7 The Institute has the right to approve discretionary refunds on a case-by-case basis.

Section 4 - Payment of Refunds

4.1 A refund due to provider default will be paid within 2 weeks of default.

4.2 A refund due to student default will be paid within 4 weeks.

4.3 The refund processing period commences the date the completed Application for Refund form is received. Where applications are incomplete or pending supporting documentation the processing date will commence the date the application is complete.

4.3 A refund will be reimbursed in Australian dollars unless otherwise stipulated by the student on the application for refund.

Section 5 - Overpayment and unclaimed refunds

5.1 Where a student makes an overpayment of tuition fees, the overpaid amount will be credited into the next study period if the student is in the last study period an application for refund must be submitted.

5.2 Students have up to 12 weeks from the initial date of written communication to claim the refund. Failure to so do will result in forfeiture of the refund amount.

Section 6 - Transfer Fee Internal Transfer or External Transfer

6.1 Internal: Where a student enrolled in a pathway program (may incorporate General English and/or Vocational Education & Training and/or Higher Education) requests to transfer to a different program within the Institute, a transfer fee of $1500 will be charged.

6.2 External: Where a student enrolled in a pathway program (may incorporate General English and/or Vocational Education & Training and/or Higher Education) requests to transfer provider, a transfer fee of $2500 will be charged. Documentation evidence/s will be strictly verified before transfer request is approved.

6.3 The transfer request will not be processed until payment is received and the transfer fee is non-refundable.

6.4 The transfer request will be reviewed on a case-by-case basis.
Bendigo Kangan Institute trading as Bendigo TAFE and Kangan Institute.

STREET ADDRESSES:
1 Batmans Hill Drive
Docklands VIC 3008
Australia
23 Mundy Street
Bendigo VIC 3550
Australia

POSTAL ADDRESS:
Kangan Institute International Services
Private Bag 299
Somerton VIC 3062
Australia

CONTACTS:
Telephone: + 61 1300 175 176
Facsimile: +61 3 9279 2623

APPLICATIONS & ENROLMENTS:
international@kangan.edu.au

WEBSITES:
kangan.edu.au/international
bendigotafe.edu.au/international
Kangan Institute RTO number: 0306
CRICOS Provider code: 01218G
Bendigo TAFE RTO number: 3077
CRICOS Provider code: 03059A

For more information contact Bendigo TAFE and Kangan Institute’s International Services or your local authorised representative.