

# **INTERNATIONAL**

## **COURSE GUIDE 2017**





# WHY CHOOSE US.

Kangan Institute and Bendigo TAFE are two of Australia's largest and most trusted education and training providers, offering a wide range of courses from English language programs to internationally recognised certificate, diploma and advanced diplomas.

With more than 91 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 teachers 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 officers to help you settle comfortably in Australia.
- An opportunity to socialise with other international students 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



Tirada, Fashion design student



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# IMPORTANT DATES.

















## Academic calendar

Orientation	2 February
Term 1	6 February - 31 March
Term 2	18 April - 30 June
Orientation	13 July
Graduation	26 July
Term 3	17 July - 22 September
Term 4	9 October - 22 December
Graduation	13 December

## 2017 local holidays and observances

January 1	New Year's Day
January 26	Australia Day
March 13	Labour Day
April 14	Good Friday
April 17	Easter Monday
June 12	Queen's Birthday
October 26	Bendigo Cup Day
November 7	Melbourne Cup Day
December 24	Christmas Eve
December 25	Christmas Day
	*Public holiday taken on December 27
December 26	Boxing Day
December 31	New Year's Eve

## How to use this guide

COURSE TYPE		DURATION		CAMPUS LOCATION					
	Certificate		Flexible		1.5 Years		Broadmeadows		Moonee Ponds
	Diploma		0.5 Year		2 Years		Docklands		Richmond
	Advanced Diploma		1 Year		Online		Essendon		Bendigo
							Charleston Road, Bendigo		



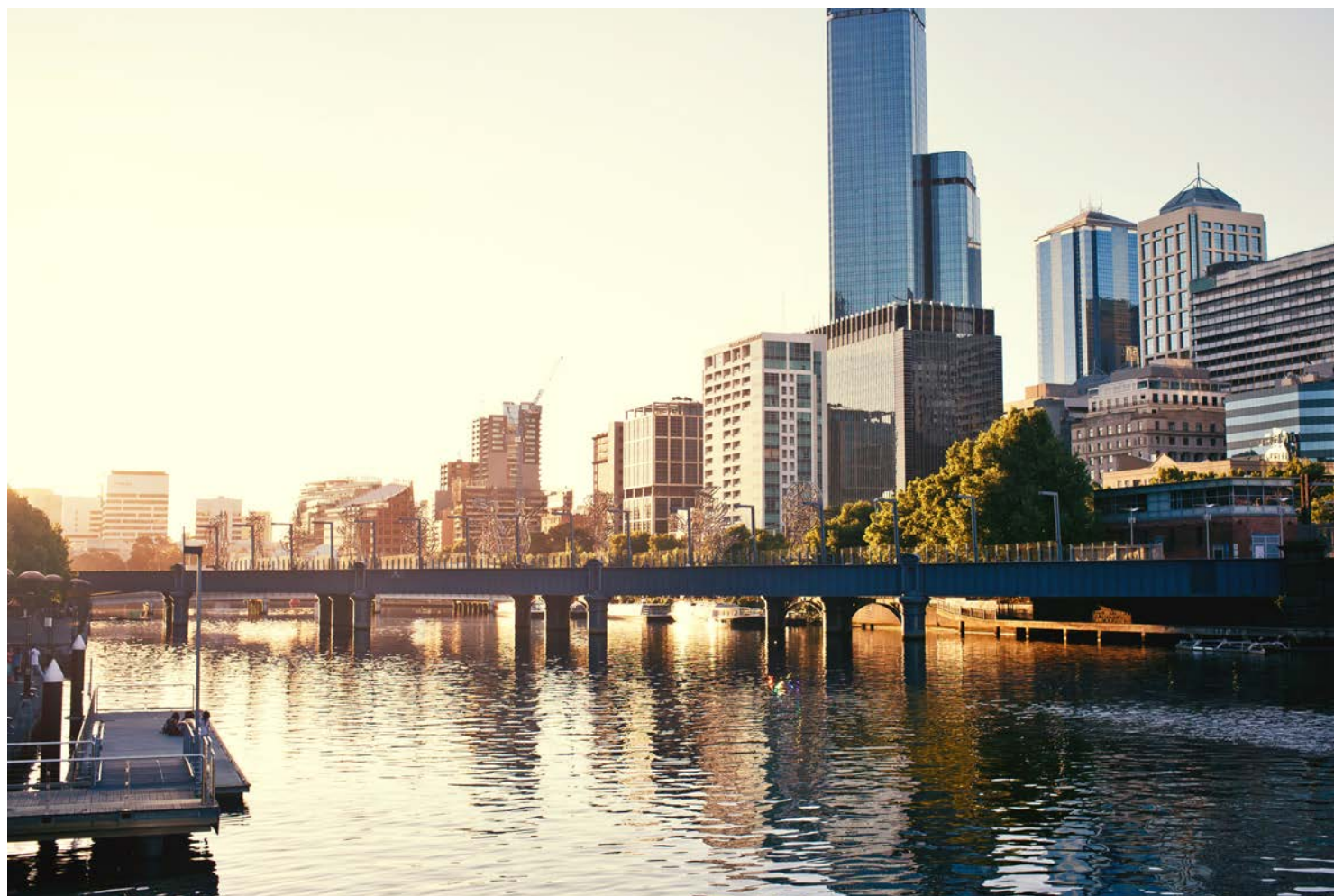


# LIVING IN MELBOURNE.

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

# LIVING IN BENDIGO.

Bendigo is vibrant, contemporary and a thriving city, regionally located in Victoria and only 90 minutes from Melbourne.

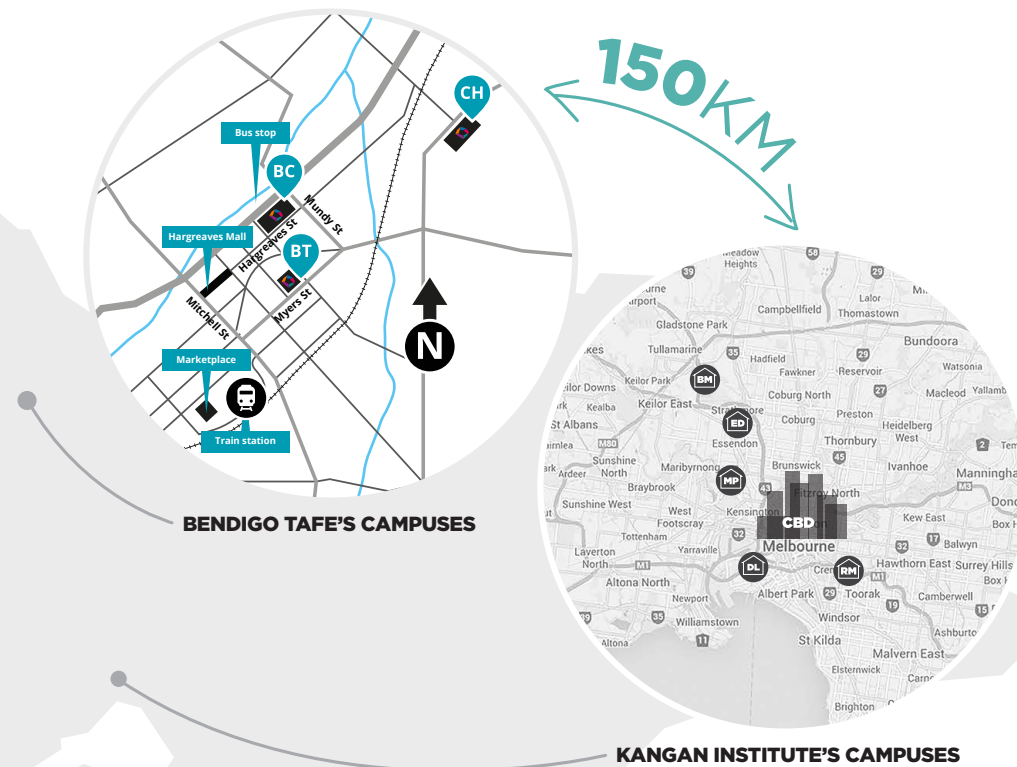
With a population of just over 100,000 people, Bendigo is known for its high quality education, offering a full range of world class education facilities. Bendigo and the surrounding region offers international students a taste of the 'real' Australia, where they are in one of Australia's most historic and cultural cities, surrounded by beautiful Australian bushland.

Bendigo is proud to be recognized as a major Australian Centre for arts and culture and also home to the Golden Dragon Museum which showcases Bendigo's long and rich history of Chinese migration and heritage; Australia's oldest ongoing festival, steeped in Chinese tradition and The Capital Performing Arts Centre hosting entertainers from around the globe. Wide streets lined with grand trees, opulent buildings and monuments, Bendigo has a rich heritage and an exciting future for all international students.





# OUR CAMPUSES.



Kangan Institute and Bendigo TAFE deliver courses for international students at seven 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.



## **Bendigo, Charleston Road** 62-104 Charleston Road, Bendigo Victoria 3550



**Study areas:** Automotive, Engineering, Building Design.

**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 cafe. 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.



## **Bendigo City** 23 Mundy Street, Bendigo Victoria 3550



**Study areas:** ELICOS, Graphic Design, Computer Systems 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.



## **Richmond** 85 Cremorne Street



**Centre for Fashion and Creative Industries**

**Study areas:** Applied Fashion Design and Technology, Fashion and Textiles 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:** Leadership 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.



## **Moonee Ponds** Level 1, 31 Hall Street



**Study areas:** Nursing.

**Facilities:** Located approximately nine kilometers from Melbourne's central business district, Kangan Institute's Centre for Health and Community offers advanced simulated laboratories and equipment to deliver a range of health-related courses. The campus features hospital beds with simulation mannequins, and medical equipment designed to ensure students gain hands-on skills training in real-life scenarios.



## **Broadmeadows** Pearcedale Parade



**Study areas:** Accounting, Leadership and Management, Information Technology, Hospitality and Cookery.

**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.



## **Docklands** 1 Batmans Hill Drive



**The Automotive Centre of Excellence (ACE) and ELICOS Centre**

**Study areas:** Automotive, English Language, IELTS Preparation and EAP.

**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.



# OUR COURSES.

CRICOS	Course code	Course name	Duration	Tuition fee (total)	Tuition fee (semester)	Intake	Campus	Page no
Business								
091922D	FNS40615	Certificate IV in Accounting	6 months	\$5,800	\$5,800	F & J	BM	15
091923C	FNS50215	Diploma of Accounting	6 months	\$5,800	\$5,800	F & J	BM	15
091924B	FNS60215	Advanced Diploma of Accounting	6 months	\$5,800	\$5,800	F & J	BM	16
089695F	BSB42015	Certificate IV in Leadership and Management	6 months	\$5,800	\$5,800	F & J	BM	17
089696E	BSB51915	Diploma of Leadership and Management	6 months	\$5,800	\$5,800	F & J	BM	18
089697D	BSB61015	Advanced Diploma of Leadership and Management	6 months	\$5,800	\$5,800	F & J	BM	18
Fashion, Design and Beauty								
070013D	LMT41007	Certificate IV in Applied Fashion Design and Technology	1 year	\$13,000 + material fee	\$6,500	F & J	RM	20
070014C	LMT50307	Diploma of Applied Fashion Design and Technology	1 year	\$13,000 + material fee	\$6,500	F & J	RM	20
070015B	LMT60307	Advanced Diploma of Applied Fashion Design and Technology	1 year	\$13,000 + material fee	\$6,500	F	RM	21
071254A	LMT50607	Diploma of Fashion and Textiles Merchandising	1.5 years	\$19,500	\$6,500	F & J	RM	22
076937M	LMT60507	Advanced Diploma of Fashion and Textiles Merchandising	1 year	\$13,000	\$6,500	F & J	RM	22
081674J	SIR50212	Diploma of Visual Merchandising	1 year	\$13,000 + material fee	\$6,500	F	RM	23
091919K	CUA40715	Certificate IV in Design	1 year	\$10,500	\$5,250	F	BG	24
091920F	CUA50715	Diploma of Graphic Design	1 year	\$10,750	\$5,375	F	BG	24
091815G	SHB50115	Diploma of Beauty Therapy	1 year	\$18,000 + Material fee	\$9,000	F	BG	25
Information Technology								
091812K	ICT30115	Certificate III in Information, Digital Media and Technology	6 months	\$4,000	\$4,000	F	BG	27
086592D	ICT41015	Certificate IV in Computer Systems Technology	1 year	\$11,600	\$5,800	F & J	B & BG	28
086753C	ICT60515	Advanced Diploma of Computer Systems Technology	1 year	\$11,600	\$5,800	F & J	B & BG	28

**Campuses:** ED – Essendon BM – Broadmeadows DL – Docklands MP – Moonee Ponds  
RM – Richmond BG – Bendigo CR – Charleston Rd, Bendigo

**Intake:** F – February J – July

CRICOS	Course code	Course name	Duration	Tuition fee (total)	Tuition fee (semester)	Intake	Campus	Page no
English Language Programs								
020685M		General English	5 - 40 weeks	\$285/week	\$285/week	Ongoing	DL	31
073681K		IELTS Preparation	5 - 40 weeks	\$285/week	\$285/week	Ongoing	DL	33
Elementary A - 091818D Elementary B - 091819C		ELICOS - Elementary	10 weeks	\$285/week	\$285/week	Ongoing	BG	34
Pre-Intermediate A - 091824F Pre-Intermediate B - 091825E		ELICOS Pre – Intermediate	10 weeks	\$285/week	\$285/week	Ongoing	BG	34
Intermediate A - 091822G Intermediate B - 091823G		ELICOS – Intermediate	10 weeks	\$285/week	\$285/week	Ongoing	BG	35
EAP 1 - 091820K EAP 2 - 091821J		ELICOS - EAP	EAP 1-10 weeks EAP 2-10 weeks	\$285/week	\$285/week	Ongoing	DL & BG	35
Hospitality								
091288C	FDF30610	Certificate III in Retail Baking (Bread)	6 months	\$6,500	\$6,500	F & J	BM	37
091286E	FDF30710	Certificate III in Retail Baking (Combined)	1 year	\$13,000	\$6,500	F & J	BM	38
081672M	SIT40413	Certificate IV in Commercial Cookery	1 year	\$13,000	\$6,500	F & J	BM	39
090958M	SIT40416	Certificate IV in Hospitality	6 months	\$6,500	\$6,500	F & J	BM	39
090992J	SIT50416	Diploma of Hospitality Management	6 months	\$6,500	\$6,500	F & J	BM	40
091146F	SIT60316	Advanced Diploma of Hospitality Management	6 months	\$6,500	\$6,500	F & J	BM	40
082530F	SIT31113	Certificate III in Patisserie	1 year	\$13,000	\$6,500	F & J	BM	42
082531E	SIT40713	Certificate IV in Patisserie	6 months	\$6,500	\$6,500	F & J	BM	42
Nursing								
080245E	HLT51612	Diploma of Nursing (Enrolled – Division 2 Nursing) Changing in 2017	1.5 years	\$25,800 + material fee	\$8,600	F & J	MP	45
Automotive								
091599K	AUR30616	Certificate III in Light Vehicle Mechanical Technology	1 year	\$16,800	\$8,400	F & J	DL & BG	47
091651M	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	6 months	\$8,000	\$8,000	F & J	DL & BG	47
091698G	AUR50216	Diploma of Automotive Light Vehicle	6 months	\$8,000	\$8,000	F & J	DL & BG	48
Engineering and Building Design								
081487A	MEM50212	Diploma of Engineering - Technical	1 year	\$13,000	\$6,500	F & J	BG	49
091903G	22268VIC	Advanced Diploma of Building Design (Architectural)	2.5 years	\$32,500	\$6,500	F	BG	49

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.

# ENTRY REQUIREMENTS.

International students applying to Kangan Institute or Bendigo TAFE 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 Kangan Institute and Bendigo TAFE. A final assessment will also be made by Kangan Institute and Bendigo TAFE on receipt of the applicant's application form and full supporting documentation. Please contact our International Office for more information.

English Language Test	BKI English requirement for entry into VET program (all except Diploma of Nursing)	BKI English requirement for entry into Diploma of Nursing
(IELTS) Academic: Overall score (no band less than)	5.5 (5.0)	6.0 (6.0)
TOEFL Internet Based (iBT): Test score (no section score less than)	55 (Listening 9, Speaking 16, Reading 10, Writing 18)	67 (Listening 12, Speaking 18, Reading 15, Writing 21)
Pearson Test of English (PTE): Overall score (no section score less than)	42-49 (40)	50-57 (50)
Cambridge English – Advanced (CAE) (Pre-2015): Total score of	47	52
Cambridge English – Advanced (CAE): Overall CAE score (no band less than)	162 (154)	169 (169)
BKI English Placement Test (available from authorised agents or at the Bendigo TAFE or Kangan Institute International Office)	Accepted	Accepted
BKI English Partners	BKI also accepts certificates from our authorised English language partners – refer to website for more information: <a href="http://kangan.edu.au/international">kangan.edu.au/international</a>	

# OUR PATHWAYS.

Kangan Institute and Bendigo TAFE have partnerships with some of the leading universities and specialist institutes in Victoria which include:

■ **HOLMESGLEN INSTITUTE** ■ **LA TROBE UNIVERSITY** ■ **RMIT**  
 ■ **VICTORIA UNIVERSITY** ■ **WILLIAM ANGLISS INSTITUTE**

A pathway package allows you to commence a diploma or advanced diploma at Kangan Institute or Bendigo TAFE (or an ELICOS course for a William Angliss Institute package) and upon successful completion, continue your studies at one of our university/specialised institute partners to complete your degree program. You will be eligible for 1 to 1.5 years credits for a related program. When you apply for a packaged program you will be eligible in applying for a student visa for the whole period of your studies.

Pathways are available in:

■ **ACCOUNTING** ■ **APPLIED FASHION DESIGN** ■ **AUTOMOTIVE** ■ **HOSPITALITY**  
 ■ **INFORMATION TECHNOLOGY** ■ **LEADERSHIP AND MANAGEMENT** ■ **NURSING**



“At the Automotive Centre of Excellence, the facilities – I think they're top class. Everything's new. Everything's tidy. The teachers; they know what they're talking about and I would never had known these things at work if I didn't come to Kangan Institute.

I'd definitely recommend Kangan Institute as a first choice TAFE. Kangan's the best for what they do.

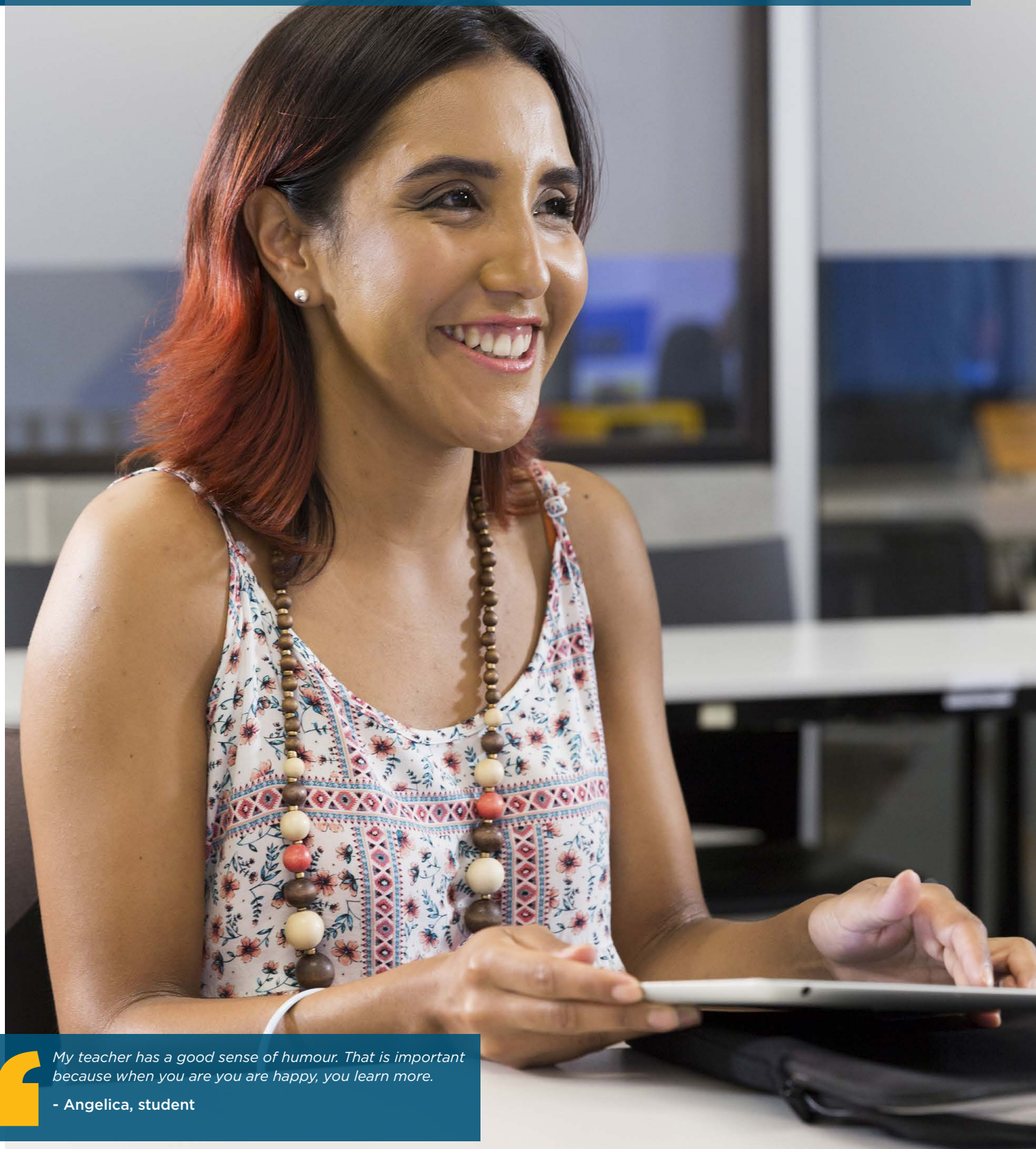
- Bryn, Automotive student



# BUSINESS

## // ACCOUNTING // LEADERSHIP & MANAGEMENT

The ever changing business landscape is getting more competitive than ever. Kangan Institute's range of courses in Accounting and Leadership and Management are designed to give you the edge to stand out from the crowd.



# ACCOUNTING

## Certificate IV in Accounting

Course code: FNS40615  
CRICOS code: 091922D



### 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\$)** \$5,800

### 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 (091923C)

### Career Pathways

Graduates may seek employment as a:

- Professional bookkeeper
- BAS provider
- Payroll officer
- Accounts payable or receivable officer
- Inventory clerk

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## Diploma of Accounting

Course code: FNS50215  
CRICOS code: 091923C



### 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 (091922D)

### Books and Equipment (AUD\$)

Approximately \$1,700

**Total course fees (AUD\$)** \$5,800

### 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

### Study Pathway

Advanced Diploma of Accounting (091924B)

### Career Pathways

Graduates may seek employment as a:

- Assistant accountant (financial/costing)
- Professional bookkeeper

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*My teacher has a good sense of humour. That is important because when you are happy, you learn more.*

- Angelica, student



## Advanced Diploma of Accounting

Course code: FNS60215  
CRICOS code: 091924B



### 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 (091922D)  
Diploma of Accounting (091923C)

### Books and Equipment (AUD\$)

Approximately \$2,300

### Total course fees (AUD\$) \$5,800

### 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](http://kangan.edu.au/international/pathways)

### Career Pathways

Graduates may seek employment as a:

- Financial accountant
- Cost/management accountant
- Tax agent
- Auditor

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# LEADERSHIP & MANAGEMENT

## Certificate IV in Leadership and Management

Course Code: BSB42015  
CRICOS Code: 089695F



### February and July intake

This course is designed to develop leadership, communication and organisational skills for a variety of organisational or industry contexts.

### 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\$) \$5,800

### Major Study Areas

- Leadership teams
- Continuous improvement
- Operational plan
- Finance
- Human resources
- WHS

### Study Pathway

Diploma of Leadership and Management (089696E)

### Career Pathways

Graduates may seek employment as a:

- Coordinator
- Leading hand
- Supervisor
- Team leader
- Financial manager

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## Diploma of Leadership and Management

Course Code: BSB51915  
CRICOS Code: 089696E



### February and July Intake

If you consider yourself to be a born leader and currently working in or towards a management role, then our Diploma of Leadership and Management course is the perfect way to formalise your skills.

### 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 Leadership and Management (089695F)

### Books and Equipment (AUD\$)

Approximately \$500

**Total course fees (AUD\$)** \$5,800

### Majoy Study Areas:

- Leadership
- Teams
- Customer Service
- Continuous Improvement
- People performance
- Finance

### Study Pathways

Advanced Diploma of Leadership and Management (089697D)

### Career Pathways

Graduates may seek employment as a:

- Coordinator
- Leading hand
- Supervisor
- Team leader

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## Advanced Diploma of Leadership and Management

Course Code: BSB61015  
CRICOS Code: 089697D



### February and July Intake

If you love taking charge, being a manager and getting things done, our Advanced Diploma of Leadership and Management will provide you with a relevant leadership and management skill set to help you stand out from the pack.

### 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 Leadership and Management (089695F)

Diploma of Leadership and Management (089696E)

### Books and Equipment (AUD\$)

Approximately \$500

**Total course fees (AUD\$)** \$5,800

### Majoy Study Areas

- Leadership
- Teams
- Customer Service
- Continuous Improvement
- People performance
- Finance

### University Pathways

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

### Career Pathways

Graduates may seek employment as a:

- Area manager
- Department manager
- Regional manager

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# FASHION, DESIGN & BEAUTY

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

Unleash your creativity with a multitude of courses on offer at Kangan Institute and Bendigo TAFE. 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.



*It's very professional. Everything I learn, I can use and adapt. Studying at Kangan Institute: Just do it. Follow your dreams. Do what you want.*

- Tirada,  
Advanced Diploma of Fashion Design and Technology



# APPLIED FASHION DESIGN

## Certificate IV in Applied Fashion Design and Technology

Course code: LMT41007  
CRICOS code: 070013D



### February and July intake

This course is designed to be both an entry-level qualification in fashion design and related skills as well as a qualification providing skills for employment as a patternmaker and garment technician.

### 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 \$1,120

**Total course fees (AUD\$)** \$13,000

**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 Pathways

- Diploma of Applied Fashion Design and Technology (070014C)
- Diploma of Fashion and Textiles Merchandising (071254A)

### Career Pathways

Graduates may seek employment as a:

- Assistant designer
- Assistant pattern maker
- Production assistant

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## 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\$)** \$13,000

**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 Pathways

- Advanced Diploma of Applied Fashion Design and Technology (070015B)
- Diploma of Fashion and Textiles Merchandising (071254A)

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

### Career Pathways

Graduates may seek employment as a:

- Fashion designer
- Patternmaker
- Grader
- Assistant production manager
- Quality controller
- Garment technician

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## 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\$)** \$13,000

**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 Pathways

- Diploma of Fashion and Textiles Merchandising (071254A)
- Diploma of Leadership and Management (089696E)

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

### Career Pathways

Graduates may seek employment as a:

- Fashion designer
- Pattern maker
- Production coordinator
- Brand manager

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Jennifer, Fashion student



# FASHION & TEXTILES MERCHANDISING

## Diploma of Fashion and Textiles 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 no band less than 5.0 overall or recognised equivalency

### Books and Equipment (AUD\$)

Approximately \$380

### Total course fees (AUD\$)

\$19,500

### 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 Pathways

- Diploma of Applied Fashion Design and Technology (070014C)
- Advanced Diploma of Applied Fashion Design and Technology (070015B)
- Advanced Diploma of Fashion and Textiles 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

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## Advanced Diploma of Fashion and Textiles 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 Textiles Merchandising (071254A)

### Books and Equipment (AUD\$)

Approximately \$500

### Total course fees (AUD\$)

\$13,000

### 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](http://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 store department manager

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# VISUAL MERCHANDISING

## Diploma of Visual Merchandising

Course code: SIR50212  
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\$)

\$13,000

### Materials fee (AUD\$)

\$1,000

### Study Pathway

- Diploma of Fashion and Textiles Merchandising (071254A)

### 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

### 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

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Ashley, Visual merchandising student



# GRAPHIC DESIGN

## Certificate IV in Design

Course Code: CUA40715  
CRICOS Code: 091919K



### 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. A starting point for your design career, you will learn about design briefs, creative thinking and design solutions.

### 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

**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 (091920F)

### Career Pathways

Graduates may seek employment as a:

- Junior Designer

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## Diploma of Graphic Design

Course Code: CUA50715  
CRICOS Code: 091920F



### February intake

This course reflects the role of graphic designers at the beginning of their professional careers. The course combines technical, creative and conceptual skills to create designs that meet client requirements and solve a range of visual communication challenge.

### 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 Design (091919K)

**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 Pathways

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

### Career Pathways

Graduates may seek employment as a:

- Graphic Design Assistant
- Freelance designer

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# BEAUTY THERAPY

## Diploma of Beauty Therapy

Course Code: SHB50115  
CRICOS Code: 091921E



### 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\$)** approximately \$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
- Makeup
- 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 Pathways

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

### Career Pathways

Graduates may seek employment as a:

- Beauty therapist

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Georgia, Beauty therapy student



# INFORMATION TECHNOLOGY

## // DIGITAL MEDIA & TECHNOLOGY // COMPUTER SYSTEMS TECHNOLOGY

Our Computer Systems Technology 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.



## DIGITAL MEDIA & TECHNOLOGY

### Certificate III in Information, Digital Media and Technology

Course Code: ICT30115  
CRICOS Code: 091812K



#### 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.

#### 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

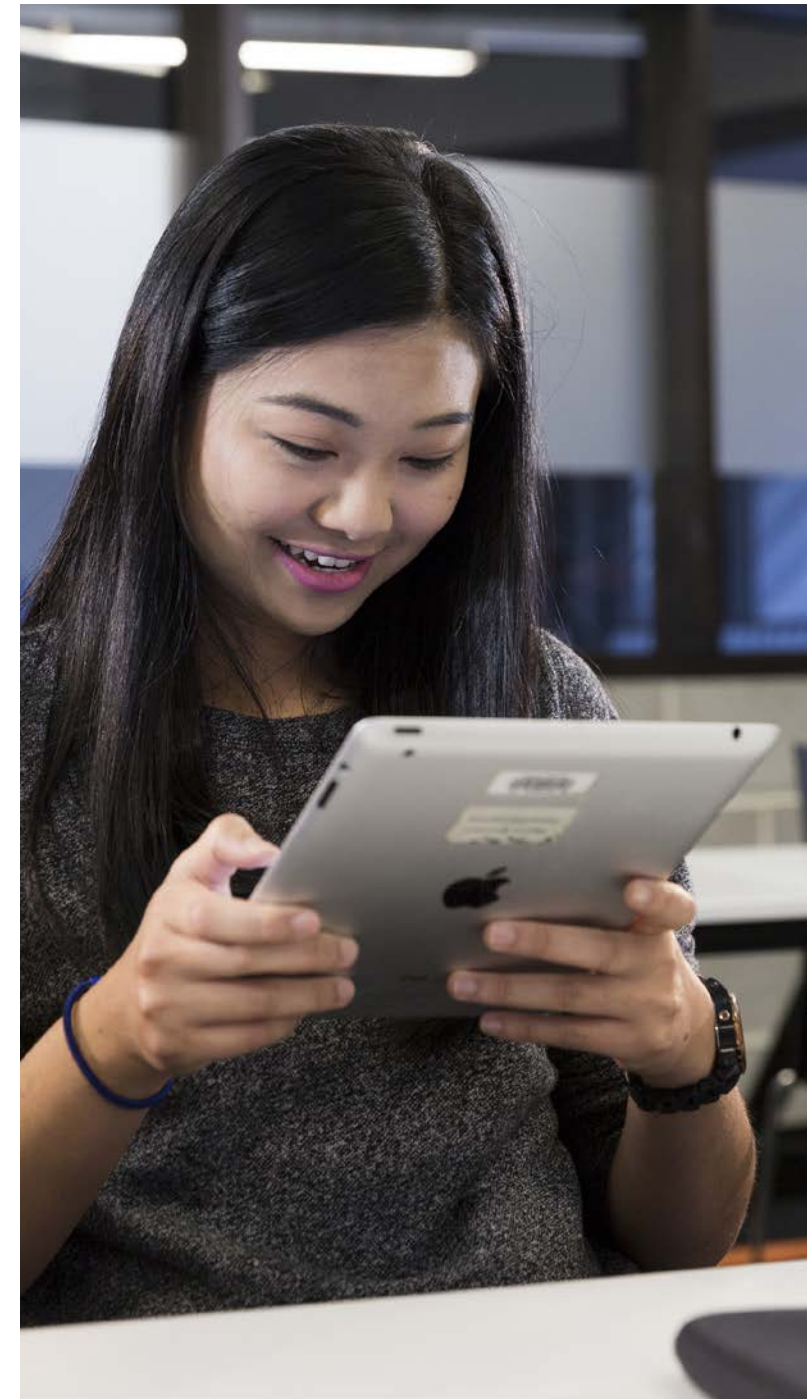
#### Study Pathways

- Certificate IV in Computer Systems Technology (086592D)
- Advanced Diploma of Computer Systems Technology (086753C)

#### Career Pathways

- Graduates may seek employment as a:
- Technical Officer
  - Customer Service and Help Desk Officer

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# COMPUTER SYSTEMS TECHNOLOGY

## Certificate IV in Computer Systems Technology

Course code: ICT41015  
CRICOS code: 086592D



### 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

**Books and Equipment (AUD\$)**  
Approximately \$500

**Total course fees (AUD\$)** \$11,600

### 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
- Configure a troubleshoot operating system software
- Provide first-level remote help-desk support
- Produce basic client side script for dynamic web pages
- Install, operate and troubleshoot medium enterprise routers

### Study Pathway

- Advanced Diploma of Computer Systems Technology (086753C)

### Career Pathways

Graduates may seek employment as a:

- Network support administrator
- Network operations support
- Network operations technician
- Network technician
- Network support technician
- Level 1 help desk support

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## Advanced Diploma of Computer Systems Technology

Course code: ICT60515  
CRICOS code: 086753C



### 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 no band less than 5.0 overall or recognised equivalency

### Prerequisites

Certificate IV in Computer Systems Technology (086592D)

**Books and Equipment (AUD\$)**  
Approximately \$500

**Total course fees (AUD\$)** \$11,600

### 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

### University Pathways

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

### 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

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Chonticha (left),  
Angelica (right), English students



# ENGLISH LANGUAGE PROGRAMS

// ELICOS GENERAL ENGLISH // IELTS PREPARATION // EAP

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.



*I love Melbourne so much. It's easy to go anywhere I want by public transport. I learnt about Kangan Institute from my sister, who had studied here in Melbourne before I arrived.*

*The school is conveniently located near the city with easy access to public transport and has a lot of comfortable facilities such as the library, cafeteria, student lounge and spacious classrooms which are really tidy and functional.*

*The best thing about Kangan Institute is being able to speak English with my new friends and lovely teachers. I've made many friends from other parts of the world, and I've learned about new cultures; it was a great experience for me. I would recommend Kangan to anyone who is looking for a fantastic English school.*

- Chonticha, Advanced Level General English student

## ENGLISH LANGUAGE

### 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!

### General English (Non-Award)

CRICOS code: 020685M



#### Every Monday

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 5 LEVELS:

- 01 Elementary
- 02 Pre-Intermediate
- 03 Intermediate
- 04 Upper Intermediate\*
- 05 Advanced\*

Course fees (AUD\$) \$285 per week

Course level	Entry level	Weeks required	Pathway
Advanced	5.5 IELTS or equivalent or Kangan Institute placement test	10 weeks	TAFE, degree programs
Upper Intermediate	5.0 IELTS or equivalent or Kangan Institute placement test	10 weeks	Advanced or TAFE
Intermediate	4.5 IELTS or equivalent or Kangan Institute placement test	10 weeks	Upper Intermediate, travel, work
Pre-intermediate	4.0 IELTS or equivalent or Kangan Institute placement test	10 weeks	Intermediate, travel, work
Elementary	Elementary 3.5 IELTS or equivalent or Kangan Institute placement test	10 weeks	Pre-intermediate, travel

### Books and Equipment (AUD\$)

Approximately \$70 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.

#### 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.

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Broadmeadows



Essendon



Richmond



Docklands



Moonee Ponds



Bendigo



Flexible



# 10 REASONS

## TO STUDY AT KANGAN INSTITUTE OR BENDIGO TAFE



### 10 REASONS TO STUDY AT OUR DOCKLANDS CAMPUS:

- 1 Highly qualified teachers
- 2 Harbour front location in the CBD
- 3 Modern technology in classrooms
- 4 Strict English-only policy in centre
- 5 Regular excursions
- 6 Fun activities at our centre
- 7 Pathway options into vocational courses
- 8 Excellent student welfare and study support services
- 9 Choice of Electives
- 10 Good nationality mix

### 10 REASONS TO STUDY AT OUR BENDIGO CAMPUS:

- 1 Offers students a taste of the real Australia
- 2 Relaxed lifestyle
- 3 Excellent learning facilities
- 4 Small 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



#### Ongoing intake

The International English Language Testing System (IELTS) preparation course provides you with the skills and strategies you need to achieve your desired score on the IELTS test.

The course is designed by experienced English language teachers and IELTS examiners and includes:

- English language macro skills in reading, writing, listening and speaking
- Sub-skills in pronunciation, grammar and vocabulary
- Knowledge of the test procedures, format and question types
- Understanding of the test format
- Effective strategies for the listening and reading tests
- Improving speaking
- Constructing effective writing tasks
- Feedback from experienced IELTS teachers

#### Books and Equipment (AUD\$)

Approximately \$70 per level

#### Course fee (AUD\$) \$285 per week

#### Minimum entry

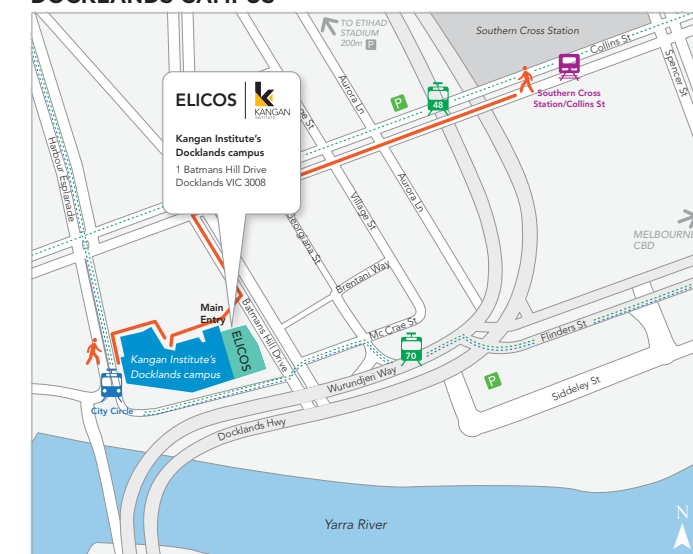
IELTS 5.5 or equivalent.

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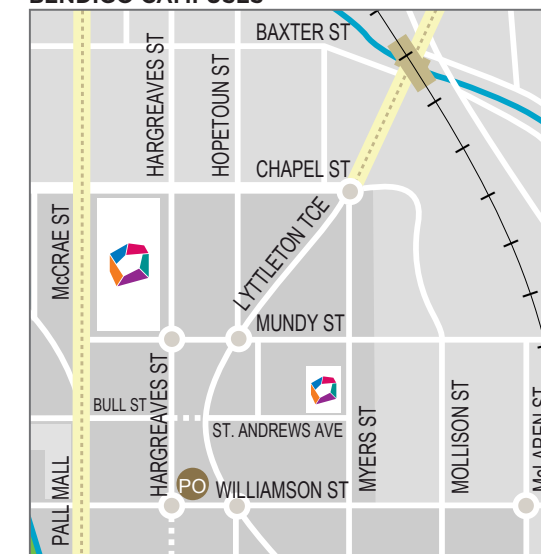
DOCKLANDS CAMPUS INTAKES FOR 2017		
ELICOS & IELTS PREPARATION INTAKES		EAP INTAKES
Term 1:	3 January - Intake any Monday	
Holiday : 14 April - 23 April		
Term 2:	24 April - Intake any Monday	27 February
Holiday: 17 June - 2 July		
Term 3:	3 July - Intake any Monday	
Holiday : 9 September - 24 September		
Term 4:	25 September - Intake any Monday	25 September
Holiday : 23 December - 1 January		

BENDIGO TAFE ELICOS INTAKES FOR 2017	
Term 1:	23 January - 31 March Intake Monday 23 January
Holiday:	1 April - 16 April
Term 2:	17 April to 23 June Intake Monday 17 April
Holiday:	1 July - 16 July
Term 3:	17 July - 22 September Intake Monday 17 July
Holiday:	23 September - 8 October
Term 4:	9 October - 15 December Intake Monday 9 October

#### DOCKLANDS CAMPUS



#### BENDIGO CAMPUSES



Broadmeadows



Essendon



Richmond



Docklands



Moonee Ponds



Bendigo



Flexible



Elementary A  
CRICOS code: 091818D

Elementary B  
CRICOS code: 091819C



**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 (091824F)
  - ELICOS Pre-intermediate B (091825E)

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Pre-intermediate A  
CRICOS code: 091824F

Pre-intermediate B  
CRICOS code: 091825E



**Ongoing intake**  
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 Intermediate A (091822G)
  - ELICOS Intermediate B (091823G)

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Intermediate A  
CRICOS code: 091822G

Intermediate B  
CRICOS code: 091823G



**Ongoing intake**  
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 English for Academic Purposes 1 (091820K)
  - ELICOS English for Academic Purposes 2 (091821J)

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English for Academic Purposes 1  
CRICOS code: 091820K

English for Academic Purposes 2  
CRICOS code: 091821J



**Ongoing intake**  
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\$)** \$285 per week

- Major Study Areas**  
English language:
- speaking
  - reading
  - writing
  - listening

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# HOSPITALITY

// RETAIL BAKING // HOSPITALITY // CULINARY

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.



## CHARITH JAYAWEERA

Kangan Institute's culinary student and winner of Best Culinary Student, Gold Medal and Apprentice of the Year!

**WATCH HIS STORY**  
🌐 [kangan.edu.au/charith](http://kangan.edu.au/charith)



# RETAIL BAKING

## Certificate III in Retail Baking (Bread)

Course code: FDF30610

CRICOS Code: 091288C



### February and July intake

If you are the person who cannot resist the fragrance of hot bread straight from the oven or the taste of hand crafted iced cakes then this program is for you. At Kangan Institute we will inspire you to create the best artisan breads, you also learn commercial bread production, cake decorating and pastry production. You will learn by industry award winning trainers, passing on their expertise in the baking industry.

When you study with us, you will be trained in our brand new bakery facilities that include the latest commercial equipment providing you with a real industry experience and preparing you for a real job.

### 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 tuition fee

**Total Course fees (AUD\$) \$6,500**

### Major Study Areas

- Baking bread
- Bread dough
- Diagnosing faults
- Food Safety
- OHS

### Study Pathway

Diploma of Hospitality Management (090992J)

### Career Pathways

Graduates may seek employment in the Retail Baking Industry.

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## Certificate III in Retail Baking (Combined)

Course code: FDF30710

CRICOS Code: 091286E



### February and July intake

If you are the person who cannot resist the fragrance of hot bread straight from the oven or the taste of hand crafted iced cakes then this program is for you.

At Kangan Institute we will inspire you to create the best artisan breads, you also learn commercial bread production, cake decorating and pastry production. You will learn by industry award winning trainers, passing on their expertise in the baking industry. When you study with us, you will be trained in our brand new bakery facilities that include the latest commercial equipment providing you with a real industry experience and preparing you for a real job.

### 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 tuition fee

**Total Course fees (AUD\$)** \$6,500

### Major Study Areas

- Baking bread
- Bread dough
- Cakes
- Cookies
- Fillings & diagnosing faults
- Food Safety
- OHS
- Pastry
- Sponges

### Study Pathway

Diploma of Hospitality Management (090992J)

### Career Pathways

Graduates may seek employment as:

- Pastry Chef
- Artisan Baker
- Cake Decorator
- Production Manager in a commercial bakery

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# HOSPITALITY

## 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 tuition fee

**Total course fees (AUD\$)** \$13,000

### Major Study Areas

- Leadership
- Cookery skills
- Restaurant operations
- Stock control
- OHS
- Menu planning and costing
- Finance
- Conflict resolution

### Study Pathway

Diploma of Hospitality Management (090992J)

### Career Pathways

Graduates may seek employment in a:

- Hotel or motel
- Restaurant, café or bistro
- Reception centre or resort

*Please note this course is currently undergoing changes, for more information please refer to [kangan.edu.au/international](http://kangan.edu.au/international)*

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## Certificate IV in Hospitality

Course code: SIT40416

CRICOS code: 090958M



### 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 tuition fee.

**Total course fees (AUD\$)** \$6,500

### Major Study Areas

- Accommodation services
- Customer service
- Leadership
- Events
- Food and beverage
- Finance
- Marketing
- Housekeeping
- Concierge
- Rooms division

### Study Pathway

Diploma of Hospitality Management (090992J)

### Career Pathways

Graduates may seek employment as a:

- 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

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### Diploma of Hospitality Management

Course Code: SIT50416  
CRICOS: 090992J



#### 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 (090958M) or
- Certificate IV in Commercial Cookery (081672M) or
- Certificate IV in Patisserie (082531E) or
- Certificate III in Retail Baking (Bread) (091288C) or
- Certificate III in Retail Baking (Combined) (091286E)

#### Books and Equipment (AUD\$)

Included in the tuition fee

**Total course fees (AUD\$)** \$6,500

#### 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 Management (091146F)

#### Career Pathways

Graduates may seek employment as a:

- 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

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### Advanced Diploma of Hospitality Management

Course code: SIT60316  
CRCISO: 091146F



#### 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 Management (090992J)

#### 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\$)** \$6,500

#### Major Study Areas

- Food and beverage service
- Customer service
- Team work
- Wine appreciation
- Food and legal knowledge
- Accommodation services
- Stock control
- People management
- Occupational health and safety
- Financial management
- Business planning
- Operational management
- Work placement

#### Study Pathways

Visit [kangan.edu.au/international/pathways](http://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

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# CULINARY

## Certificate III In Patisserie

Course code: SIT31113  
CRICOS code: 082530F



### February and July intake

You will learn modern and traditional patisserie 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 from chocolate to ganache then this course is for you!

Patisserie 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\$)** \$13,000

### Major Study Areas

- Hygiene
- Occupational health and safety
- Gateaux, food preparation, including chocolate confectionary, cakes, pastries, yeast products, petit 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

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## 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 patisserie 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.

Patisserie 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\$)** \$6,500

### Major Study Areas

- Hygiene
- Occupational health and safety
- Food preparation, including chocolate confectionary, cakes, gateaux, pastries, yeast products, petit fours, desserts, cookery skills and buffets

### Study Pathway

Diploma of Hospitality Management (090992J)

### Career Pathways

Graduates may seek employment at:

- Pastry cook at a hotel, motel, restaurant, café, bistro, reception centre or resort

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# NURSING

// NURSING

Our acclaimed nursing course provides general 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 public and private health facilities.



## NURSING

### 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: Academic IELTS 6.0 across all bands.

Age: minimum 18 years of age.

Interview: You may be required to attend an interview in person or skype with the teaching department.

VETASSESS Test: On shore students may be required to undertake this test which will incur additional fees.

It is advisable to bring your medical and immunisation records with you for offshore applicants.

#### 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

#### University Pathways

Visit [kangan.edu.au/international/pathways](http://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 2017, please refer to [kangan.edu.au/international](http://kangan.edu.au/international)

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“

When I first went into the lab, everything was there as it was supposed to be in a hospital. It's a really good institute. The institute where I wanted to be. (The teachers) are always here; even after classes. They don't hesitate to help us.

(Kangan Institute) is quite amazing. The level is above standard. I would highly recommend the experience that I've had.

- Reshma, Diploma of Nursing



Broadmeadows



Essendon



Richmond



Docklands



Moonee Ponds



Bendigo



Flexible



# TECHNICAL

// AUTOMOTIVE // BUILDING DESIGN // ENGINEERING

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.



“

Melbourne is a beautiful city. Australian people are easy going. The curriculum is top of the world. If there is anyone who wants to study in Australia then I'd definitely recommend it.

My teachers are really brilliant. If you think positively about your future, it will happen.

- Sangkyu, Diploma of Automotive

## AUTOMOTIVE

### Certificate III in Light Vehicle Mechanical Technology

Course code: AUR30616  
CRICOS: 091599K



#### February and July intake

This course aims to provide you with knowledge and skills in the field of light vehicle mechanics. You will study a range of specialist modules including petrol fuel systems, cooling systems and associated components, transmissions (automatic), final drive assemblies, diagnostic procedures and electronic drive management systems.

#### 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

**Total course fees (AUD\$)** \$16,800

#### 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

#### Study Pathway

Certificate IV in Automotive Mechanical Diagnosis (091651M)

#### Career Pathways

Graduates may seek employment as a:

- Motor mechanic
- Skilled tradesperson in automotive
- Workshop supervisor

### Certificate IV in Automotive Mechanical Diagnosis

Course code: AUR40216  
CRICOS: 091651M



#### February and July intake

The Certificate IV in Automotive Mechanical Diagnosis course provides advanced training for automotive technicians who want to further develop their diagnostic and technical skills. This automotive diagnostics course enables participants to enter employment in a senior, supervisory, or managerial role within the automotive and repair industry.

#### 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 III in Light Vehicle Mechanical Technology (091599K)

**Total course fees (AUD\$)** \$8,000

#### 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

#### Study Pathway

Diploma of Automotive Technology Light Vehicle (091698G)

#### Career Pathways

Graduates may seek employment as a:

- Motor mechanic
- Skilled tradesperson in automotive
- Workshop supervisor



Broadmeadows



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Flexible



## Diploma of Automotive Light Vehicle

Course code: AUR50216  
CRICOS: 091698G



### February and July intake

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.

### Prerequisites

Certificate IV in Automotive Mechanical Diagnosis (091651M)

**Total course fees (AUD\$)** \$8,000

### 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

### University Pathway

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

### Career Pathways

Graduates may seek employment as a:

- Motor mechanic
- Skilled tradesperson in automotive
- Workshop supervisor

*\*Semester scholarship applied to the final semester of the two year automotive package.*

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## SCHOLARSHIP

Enrol for February 2017 at our Bendigo campus and receive the final semester scholarship equivalent to **\$8,000\***



# ENGINEERING & BUILDING DESIGN

**NEW COURSES FOR 2017**  
SPECIAL INTRODUCTORY OFFER

## Diploma of Engineering – Technical

Course code: MEM50212  
CRICOS Code: 081487A



### February and July intake

The Diploma of Engineering provides high level training for engineering technicians. It includes the application of mathematical techniques, in a manufacturing, engineering or related environments, as well as interaction with relevant computing technology. The assessment methods include written assignments and examinations, oral assessments including individual presentations and practical demonstrations within a workshop environment.

Students learn in varying environments from lectures, practical demonstrations and tasks in workshops and labs through to investigative projects.

### 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\$)

Included in tuition fees however students will need to purchase their own stationery.

**Total Course fees (AUD\$)** \$13,000

### Major Study Areas

- Engineering measurement including operating coordinate measurement machines for precision quality control and checking geometric tolerance.
- Engineering Design and Drafting including extensive use of CAD and 3D printing
- Interpreting and reporting technical information
- Engineering maths

### University Pathway

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

### Career Pathways

Graduates may seek employment as a:

- Technician
- Paraprofessional

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## Advanced Diploma of Building Design (Architectural)

Course code: 22268VIC  
CRICOS code: 091903G



### February intake

This course is for students wanting a career as a building designer within an architectural practice. Learn the skills, knowledge and application of industry specific software to deliver innovative design solutions for residential and commercial projects. Students will follow a project from conception to completion; through site selection, town planning, contracts and tender.

### 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\$)

Included in the tuition fee

**Total Course fees (AUD\$)** \$32,500

### Major Study Areas

Learn the ability to:

- follow sustainable building design principles,
- select building materials,
- present a design,
- conduct bushfire attack level assessments
- comply with the building regulations and legislation,
- administer architectural projects
- planning for small business.

### University Pathway

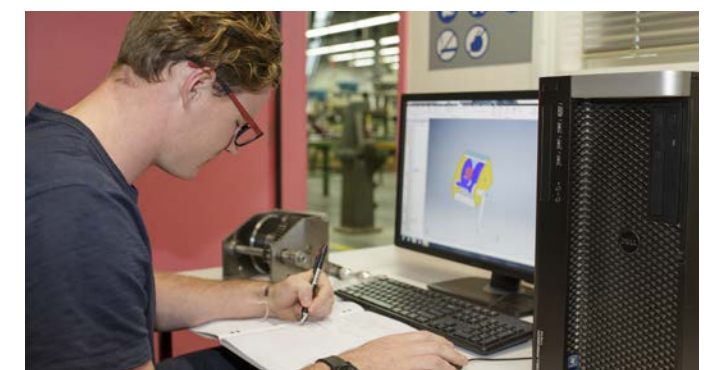
Visit [kangan.edu.au/international/pathways](http://kangan.edu.au/international/pathways)

### Career Pathways

Graduates may seek employment as a:

- Building designer
- Gain employment in the building industry
- Draftsperson

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# IMPORTANT INFORMATION

## 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 [border.gov.au/Trav/Stud](http://border.gov.au/Trav/Stud)

## 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 be confident 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](http://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 [kangan.edu.au/en/information-and-resources/corporate/policies](http://kangan.edu.au/en/information-and-resources/corporate/policies) and [www.immi.gov.au/students/index.htm](http://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 [kangan.edu.au/international/pathways](http://kangan.edu.au/international/pathways). Students wishing to apply for both a diploma/advanced diploma and a bachelor degree should e-mail [international@kangan.edu.au](mailto: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 February 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. Kangan Institute and Bendigo TAFE 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 [kangan.edu.au/information-and-resources/corporate/policies](http://kangan.edu.au/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 Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. For further information please refer to [internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx](http://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx) and [kangan.edu.au/en/information-and-resources/corporate/policies](http://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 packaged 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.

**External** - Where a student enrolled in a pathway packaged 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. Documentary evidence/s 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 [border.gov.au/Trav/Stud](http://border.gov.au/Trav/Stud)

## Work Rights

International students are able to work up to 40 hours per fortnight during the semester and full-time 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](http://www.immi.gov.au/students/index).

## Appeals and Grievances

Bendigo TAFE and Kangan Institute have an appeals and grievance policy. Please refer to [kangan.edu.au/en/information-and-resources/corporate/policies](http://kangan.edu.au/en/information-and-resources/corporate/policies).

## Scholarships

The Australia Awards Scholarships to study in Australia are long-term development awards administered by AusAID and The Endeavour Scholarships and Fellowships. Information on the scholarships and Endeavour can be found at [internationaleducation.gov.au/Endeavour%20program/Scholarships-and-Fellowships/Pages/default.aspx](http://internationaleducation.gov.au/Endeavour%20program/Scholarships-and-Fellowships/Pages/default.aspx)

## Budget

It is recommended that students budget between AUD\$19,830 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 15 per cent 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\$9,210 to AUD\$13,640 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/converter/classic](http://www.oanda.com/converter/classic).

## Costs Associated with Study

Tuition fees do not cover the cost of books, equipment, personal stationery, 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. In designated classes in hospitality, nursing and automotive, students must wear protective clothing and/or a uniform.

All enrolled students will be required to pay the Kangan Institute and Bendigo TAFE annual student enrolment fee of AUD\$120.

## 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 may be required 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\$80 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](mailto:international@kangan.edu.au) for more details about temporary homestay. (Price current as at May 2016 – 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\$65 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 5am. To book, please go to [kangan.edu.au/international](http://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, then 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. [bendigoairportservice.com.au](http://bendigoairportservice.com.au)

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\$250 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/>

Le Student 8 <http://www.lestudent8.com/>

Greenhouse Backpacker <http://www.greenhousebackpacker.com.au/>



## 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 approximately AUD\$295 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 approximately AUD\$130 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 approximately 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 rent 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 May 2016 and subject to change.

## Orientation

A comprehensive orientation program is delivered to international students during the 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, booklist 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 Support 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 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.

## Overseas Student Health Insurance (OSHC)

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.oshcallianzassistance.com.au** and **www.immi.gov.au/students/index.htm**.

## Careers and Employment

Kangan Institute and Bendigo TAFE offer 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 Kangan Institute and Bendigo TAFE 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 while 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.education.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.



ADMISSIONS

How To Apply

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

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 Kangan Institute or Bendigo TAFE 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 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 OSHC 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 Bendigo Kangan Institute International Services.

Confirmation of Enrolment (CoE)

When all documents have been received at Bendigo 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.

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](http://kangan.edu.au/international)  
**Bendigo TAFE:** [bendigotafe.edu.au/international](http://bendigotafe.edu.au/international)

1. Application details

Which city are you applying to study in? Melbourne ☐ Bendigo ☐ (you must be minimum 18 years of age)  
Are you under 18 years of age? Yes ☐ No ☐  
If yes, please refer to **border.gov.au** 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 ☐ Other ☐  
Passport Number \_\_\_\_\_ Passport Expiry \_\_\_\_\_  
Country of Birth \_\_\_\_\_ Nationality / Citizenship \_\_\_\_\_

3. Current personal address

Number and Street \_\_\_\_\_  
Suburb / Town \_\_\_\_\_ State \_\_\_\_\_  
Country \_\_\_\_\_ Postcode \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Skype ID \_\_\_\_\_

4. Visa details

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, do you have eCoE's for any of the following qualifications? Please tick ALL applicable boxes.  
English ☐ Secondary School ☐ Certificate III ☐ Certificate IV ☐ Diploma ☐ Advanced Diploma/Associate Degree ☐  
Bachelor Degree ☐ Bachelor ☐ Honours Degree/Graduate Certificate/Graduate Diploma ☐ Masters Degree ☐ Other \_\_\_\_\_  
Have you ever been denied entry into Australia or any other country? Yes ☐ No ☐ (If YES please attach details)  
Have you breached the conditions of a visa for Australia or any other country? Yes ☐ No ☐ (If YES please attach details)

5. Overseas Student Health Cover (OSHC)

Do you have current Overseas Student Health Cover (OSHC)? Yes ☐ No ☐  
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 preference

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

Pref.	Name of course	CRICOS code	Campus	Start date
1				
2				
3				

If applying for English, how many weeks?  
**Bendigo (BG) Docklands (DL) Moonee Ponds (MP) Essendon (ED) Richmond (RM) Broadmeadows (BM) Charleston Road (CR)**



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?       Yes ☐       No ☐

If YES, name of institute \_\_\_\_\_

Start date \_\_\_\_\_       End date \_\_\_\_\_       Number of weeks \_\_\_\_\_

Have you taken, or will you be taking an English test?       IELTS ☐       TOEFL ☐       PTE ☐       OET ☐       Other ☐

Date of test \_\_\_\_\_

If test already taken, you must provide copy with application.

8. Current studies

If you hold a current student visa, please provide copies of ALL your Confirmation of Enrolment (eCoE) documents relating to your visa subclass and complete the details below:

Are you currently studying?       Yes ☐ (attach documentation of all results and transcripts received to date)       No ☐

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)

Name of qualification	School	Country	Start date	End date

SECONDARY STUDIES

Name of qualification	School	Country	Start date	End date

10. Employment background

Summary of relevant work experience (certified documentary evidence required)

Employer	Position	Start date	End date

11. Marketing

How did you first hear about Bendigo Kangan Institute?

Agent ☐       Online ☐       Friend ☐       Radio ☐       Other ☐

12. Agent Details

Please complete this section if you are using an education agent or representative

Agent name \_\_\_\_\_

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 authorise 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 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's to study with Bendigo Kangan Institute in Australia.
- ☐ I declare that I am aware of and understand my financial obligations relating to my child's 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's 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 to applicant \_\_\_\_\_

Disclaimer

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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, research, 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.
- Student's personal information will not be disclosed to any other third party without their consent, unless authorised 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.



# TERMS & CONDITIONS OF ENROLMENT

## Section 1 - General

- 1.1 A prospective and/or enrolled international student acknowledges and agrees to the Terms and Conditions of Enrolment on signing the Offer and Acceptance Agreement.
- 1.2 The Terms and Conditions of Enrolment apply equally to a new and/or continuing student unless otherwise specified.
- 1.3 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.
- 1.4 Kangan Institute and Bendigo TAFE reserve the right to amend the Terms and Conditions of Enrolment at any time.
- 1.5 Where fees are paid by a party on behalf of the student, Kangan Institute and Bendigo TAFE reserve the right to notify that party.
- 1.6 Kangan Institute and Bendigo TAFE 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 intermits his or her study or otherwise change the expected completion date of his or her study.
- 1.7 Kangan Institute and Bendigo TAFE 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 25 weeks.
- 1.8 Kangan Institute and Bendigo TAFE 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 Student Default

A prospective and/or enrolled international student defaults where Kangan Institute and Bendigo TAFE is obligated to notify of an outcome of discharge of obligations for a student default in two circumstances only:

  - 2.1.1 if the student default is due to visa refusal, or
  - 2.1.2 if there is no compliant written agreement that meets the requirements of section 47B of the ESOS Act.
- 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.
- 2.3 A prospective and/or enrolled international student does not default under Section 2.1 unless Bendigo TAFE and Kangan Institute accord the student natural justice before refusing to provide, or continue providing the program.
- 2.4 Bendigo Kangan Institute is obligated to report a student for non-payment of fees or student misbehaviour in accordance with the Institute’s policy.
- 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

- 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 Kangan Institute or Bendigo TAFE 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 no further transfer condition. Any compassionate and compelling circumstance provided will be strictly verified and examples of “compassionate and 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 Provider Default

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

  - 2.7.1 the institute fails to deliver the program on the agreed start date.
  - 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.
- 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.
- 2.9 Kangan Institute and Bendigo TAFE 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.
- 2.10 Kangan Institute and Bendigo TAFE will refund pre-paid fees not utilised within 2 weeks of the default.
- 2.11 Kangan Institute and Bendigo TAFE discharge obligations to refund where a place in an alternative program is arranged at Kangan Institute and Bendigo TAFE’s expense and the offer is accepted by the student in writing.

*\*Explanatory note: If Kangan Institute and Bendigo TAFE fails to deliver the program for any of the reasons listed under 2.7 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 Kangan Institute and Bendigo TAFE 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 31).
- 3.4 Apart from instances of provider default where no Application for Refund is required, a refund request must be made with a completed Kangan Institute and Bendigo TAFE International Application for Refund form to be submitted either:

## IN PERSON

International Services  
Bendigo Kangan Institute  
Room 2.06, Level 2  
Docklands Campus  
1 Batmans Hill Drive  
Docklands 3008

## MAIL

International Services  
Bendigo 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 Kangan Institute and Bendigo TAFE.
- 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 discretional 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 forfeit of the refund amount.

## Section 6 – Transfer Fee internal Transfer or External Transfer

- 6.1 Internal: Where a student enrolled in a pathway packaged 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 packaged 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. Documentary 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.

## Document Checklist for Application

### Application form

- ☐ Completed all sections
- ☐ Signed declaration by applicant
- ☐ Signed declaration by accredited agent or representative (if applicable)
- ☐ Signed declaration by sponsor/guardian if under 18 years of age

### Passport

- ☐ Copy of identification pages of your passport
- ☐ Copy of current visa (if you are in Australia)

### Supporting Documents

- ☐ Certified copies of relevant academic records in your home country for the highest level of studies completed
- ☐ If studying in Australia, certified copies of all eCoE’s, certificates and official academic transcripts in Australia.
- ☐ Completed Student Eligibility and Financial Declaration form
- ☐ If completed English in Australia, certified copy of eCoE and English language certificate (including attendance)
- ☐ Certified copies of work references (if relevant)



# PROUDLY TAFE

Bendigo Kangan Institute  
trading as Kangan Institute  
and Bendigo TAFE.

## STREET ADDRESSES:

KANGAN INSTITUTE  
1 Batmans Hill Drive  
Docklands VIC 3008  
Australia

BENDIGO TAFE  
23 Mundy Street  
Bendigo VIC 3550  
Australia

## POSTAL ADDRESS:

Bendigo 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](mailto:international@kangan.edu.au)

*Kangan Institute and Bendigo TAFE  
RTO number: 3077 CRICOS Provider code: 01218G*

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

Your local representative: