



2016

INTERNATIONAL COURSE GUIDE

IT'S TIME TO MAKE YOUR MOVE

At Box Hill Institute you can nurture a lifelong interest, find a new passion, or prepare yourself for a new career.

And the best part is that you can do it in one of the most vibrant, supportive and recognised training environments in Australia.

Once you're here, anything and everything is possible – you just need to take the first step.

WHY BOX HILL INSTITUTE?

A wealth of educational experience.

Established in 1924, Box Hill Institute is a premier education provider based in Melbourne, Victoria and with a global network. We are a government registered and funded training provider, offering modern facilities, courses of high standard, credentialed teaching staff, excellent security and value.

When you study at Box Hill Institute you are studying with an Australian Institute that is nationally recognised as the best in Australia for international students.

We have won many Australian Training Awards.

- > Finalists in for the Large Training Provider of the Year Award for 2015.
- > Winners of the International Training Provider of the Year for 2013
- > Winners of the Large Training Provider of the Year 2012.



This demonstrates outstanding achievement in all aspects of vocational education and training to international students.

Big support: Small class sizes

With an annual enrolment base in excess of 45,000 students, we are one of the largest Vocational Education and Training (VET) and higher education providers in Australia.

Course options

We currently offer over 1400 programs at Box Hill International Group. We have selected a range of diverse courses which are available to international students.

Campus locations

Our main campus is in Box Hill, just 13 kilometres from Melbourne's central business district (CBD). Students also have access to our Melbourne City campus with our partner school the Centre for Adult Education (CAE).

PATHWAYS TO DEGREES

Box Hill Institute offers both Vocational Education and Training (VET) and higher education courses.

We offer many learning pathways from Certificate and Diploma level to even a Bachelor or Master degree.

Pathways give you options to reach your study goals. Plus you could gain two qualifications in the same time – a diploma and a degree.

WHY VET?

Our courses are generally shorter in length and tend to be more hands-on and practical than other university courses.

A VET course can be a good stepping stone to further study.

Developed with industry, our VET courses focus on the job ready skills you need. Plus, VET classes are smaller, which give you more time with the teaching staff.

So whether you're starting out or re-entering the workforce, Box Hill offers you many opportunities for your education and future career.



FROM THE CEO

WELCOME

Box Hill Institute is a leading Victorian vocational and higher education provider known for our collaborative and creative approach to education in Australia and overseas. Box Hill Institute offers a wide variety of courses to both local and international students from Certificates, Diplomas, and Advanced Diplomas, to Associate Degrees, Bachelor Degrees as well as Postgraduate studies.

Our industry partnerships give students access to internationally recognised training and practical experience with current technology and processes. We connect our people with best practice and new environments through developing industry partnerships and national and international activity.

Students graduate ready for work. Our program design and delivery equips students with the skills, knowledge and attitudes to apply their learning to new situations, to solve problems, to work creatively and cooperatively and to sustain lifelong learning. I am sure our course guide will provide the information you need to make the right choice about which educational provider will best meet your needs.

**NORMAN GRAY AM
CHIEF EXECUTIVE OFFICER
BOX HILL INSTITUTE**

CONTENTS

STUDY OPTIONS	3
PARTNER UNIVERSITIES	4
EMPLOYMENT-FOCUSED COURSES	6
REAL WORLD TRAINING	10
MOBILITY PROGRAMS	11
CAMPUS INFORMATION	12
LIVING IN MELBOURNE	14
BOX HILL AND HOW TO GET THERE	16
STUDYING AT BOX HILL INSTITUTE	20
INTERNATIONAL STUDENT SUPPORT SERVICES	22
ACCOMMODATION	24
FEES AND ASSISTANCE	26
SCHOLARSHIPS AND AWARDS	27
ESOS FRAMEWORK	28
STUDYING IN AUSTRALIA	29
ADMISSION REQUIREMENTS	30
HOW TO APPLY	32
COURSE INFORMATION	33
APPLICATION FORM	121
REFUND POLICY	125

The information contained in this publication is correct at time of print (August 2015). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

Online version updated 7 January 2016

ISSN: 1442-228X

© Box Hill Institute 2015



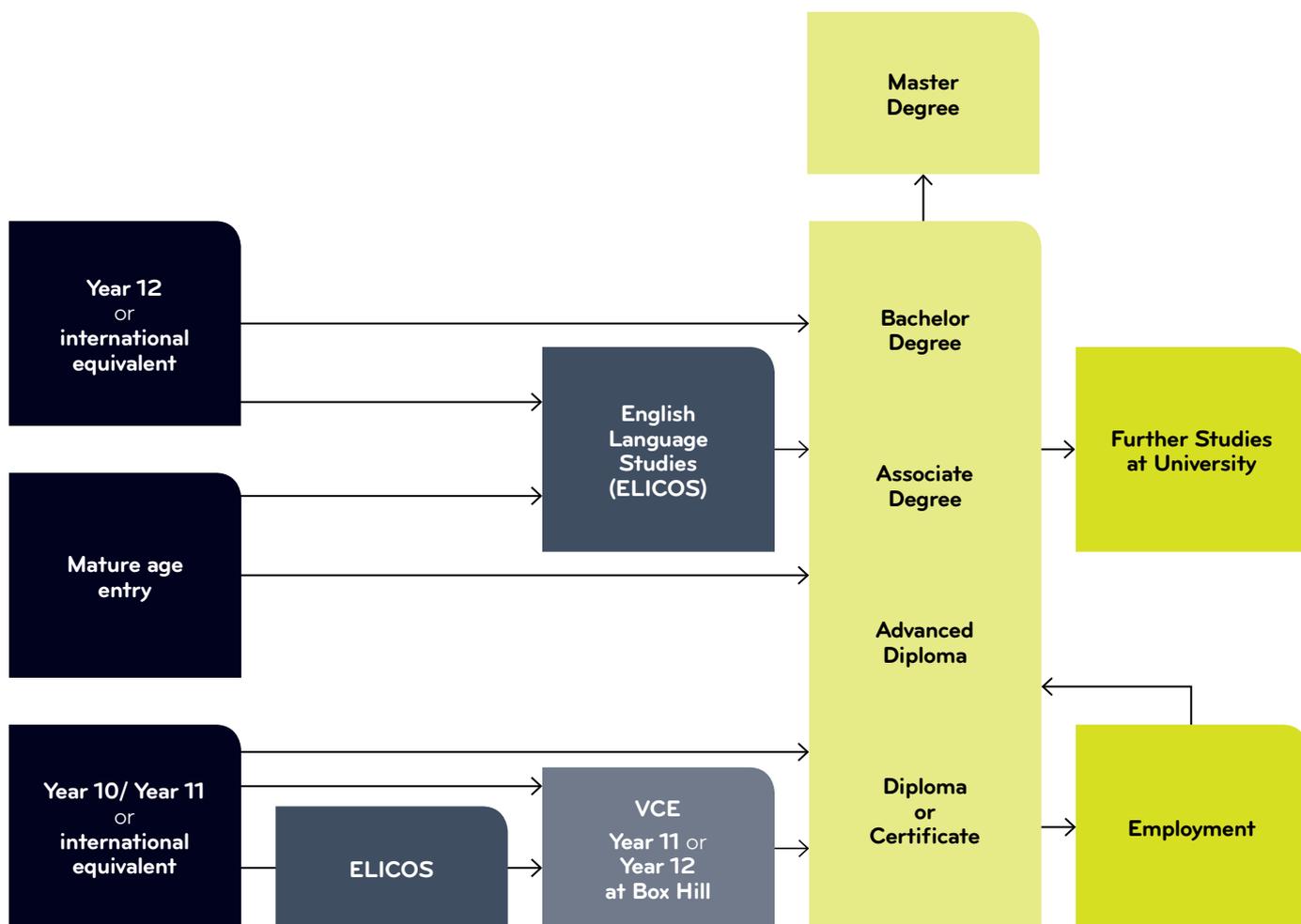
STUDY OPTIONS

We let you choose your course type, duration and study area. Box Hill Institute offers a variety of course types to give you the skills and qualification level you need. The majority of our courses are nationally accredited, so a qualification from Box Hill Institute is recognised nationally and globally.

PATHWAYS

There are many pathway options at Box Hill Institute. Begin your studies with us from Certificates, Diplomas, and Advanced Diplomas, to Associate Degrees, Bachelor Degrees as well as

Graduate Diploma and Masters. We also offer a number of unique pathway opportunities through our partner universities.



PARTNER UNIVERSITIES

Box Hill Institute can help you gain credit transfer and pathways to further studies with our World Ranked University Partners.

Benefits of pathways include the opportunity to gain two qualifications, a Vocational Training qualification from Box Hill Institute and a degree from Box Hill Institute or through one of the Institute's partner universities. Pathways programs do not always take longer to complete because a qualification at Box Hill Institute may allow students to gain credits towards a degree in a similar field of choice.

Box Hill Institute's partner universities include:

DEAKIN UNIVERSITY CRICOS PROVIDER NUMBER: 00113B

Pathway opportunities are available for Box Hill Institute students to Deakin University. Deakin University offers opportunities for flexible learning across its four Victorian campuses. Box Hill Institute provides the ideal stepping stone to Deakin University and the prospect of achieving a degree qualification.

LA TROBE UNIVERSITY CRICOS PROVIDER NUMBER: 00115M

With eight campuses across Victoria, La Trobe University is a degree pathway option available to Box Hill Institute students. This unique pathway opportunity enables students to study at its Bundoora Campus in Melbourne, to achieve an undergraduate or postgraduate qualification.

MONASH UNIVERSITY CRICOS PROVIDER NUMBER: 00008C

As one of Australia's largest universities, Monash University delivers a large range of study areas which are available to Box Hill Institute students through an innovative pathways alliance. Monash University offers a diverse learning environment for international students to achieve undergraduate and postgraduate outcomes to excel in industry and enterprise.

AUSTRALIAN CATHOLIC UNIVERSITY CRICOS PROVIDER NUMBER: 00004C

Pathway opportunities are available for Box Hill Institute students to Australian Catholic University. These pathways arrangements provide a smooth transition for students who want to take their studies further through the university's six campuses in Australia.

VICTORIA UNIVERSITY CRICOS PROVIDER NUMBER: 00124K

One of only a few Australian universities to offer both vocational training and higher education with direct pathways between the two, and now pathway opportunities are also available for Box Hill Institute's students who want to further their studies through Victoria University for a degree or post-graduate qualification.

PLEASE NOTE:

Entry into all courses depends on availability and the successful completion of all requirements or award of the lower level qualification. Discipline specific entry requirements might apply. Check individual university websites for pathways details.



RACHEL BOWER

BACHELOR OF BIOTECHNOLOGY AND INNOVATION

Rachel Bower loves her work as a Tissue Bank research assistant at the Peter MacCallum Cancer Centre. Thanks to her Bachelor of Biotechnology and the support of Box Hill Institute she has found a strong career path working at one of Australia's leading centres for cancer treatment and oncology research.

Rachel was unsure about which science subject to study after graduating from Pembroke Secondary College, Mooroolbark in 2007.

"I started my Bachelor of Biotechnology and Innovation at Box Hill Institute in Feb 2012 and immediately loved it."

"The degree course offered a wide range of subjects (chemistry, biology, genetics, microbiology, pharmacology, etc.) rather than specialising in one specific area."

She found the small class sizes and friendly and supportive atmosphere allowed abundant one-on-one time with teaching staff, which Rachel says allowed her to improve her communication, team-work, organisational, problem solving and time-management skills.

Rachel now helps the Tissue Bank provide researchers with ethically-collected human tissue, blood and data samples for their projects, supporting a wide variety of clinical trials (e.g. cancer research).

"The course provides its students with a broad range of hands-on practical laboratory skills which potential employers always love. It can also be a great gateway into university courses that have stricter entrance requirements."

“

The small class sizes and friendly and supportive atmosphere allow abundant one-on-one time with teaching staff.

”

DELIVERING EMPLOYMENT-FOCUSED COURSES

For more than 90 years, Box Hill Institute has led the way in providing collaborative and creative approaches to education and training.

84%

of graduates are employed or undertake further study within 6 months of course completion.*

*NCVER 2014

We deliver employment-focused courses so our graduates are work ready and equipped with the skills they need to succeed. We are proud to report that 8 out of 10 graduates go on to full time employment or further study within 6 months of course completion.

With strong industry partnerships, hands-on training and learning support, we help you graduate with an immediate advantage in the job market.

We offer certificates and diplomas to degrees and masters. We also offer pathways to postgraduate studies. So you can begin your study here or progress to one of our partner universities.

Once you're here, anything and everything is possible.

PARTNERSHIPS CONNECT YOU WITH INDUSTRY

Working with industry operators exposes you to real world situations – giving you the skills employers want.

The workplace can be a culture shock for new graduates. A qualification might get you in the door for an interview and increase your earning potential, but it's only part of the employment equation. To land the job you want and be successful in it, employers aren't only looking at what you know; they want to know what you can do.

That's why we structure our learning around real world environments. Workplace training and learning takes place via our unique industry partnerships with international organisations such as Interflora (Flowers on Elgar) and Aveda (Aveda Salon on Elgar). Box Hill Institute lets you work with industry operators and businesses as often as we can. Some of our facilities are open to the public; providing you with the opportunity to work in real industry environments.

DID YOU KNOW?

You can start your nursing career while studying.

An 18 month Diploma of Nursing (Enrolled/Division 2 Nursing) will qualify you as an enrolled nurse to work in a range of health settings such as: acute care, chronic care, aged care, rehabilitation and mental health.

Successful completion of the Diploma of Nursing may be used as a pathway to the Bachelor of Nursing qualification.

To find out more visit www.boxhill.edu.au/international



NEW INTEGRATED TECHNOLOGY HUB IS FIRST OF ITS KIND IN AUSTRALIA

Our ultra-modern Integrated Technology Hub (ITH) provides safe, practical and collaborative learning spaces, designed to meet the emerging needs of the Australian workforce designed to meet the emerging needs of the Australian workforce.

The ITH provides world class facilities in a highly environmentally-friendly building.

This unique concept builds on the Institute's educational strategy of creating programs and facilities that are aligned to industry requirements.

The ITH is home to the Refrigeration and Climate Control Centre of Excellence and provides the main training facilities for the air conditioning and allied industries as well as the building services and electro-mechanical technologies industries.

“

This is a state of the art facility. You won't find another one like it with the specific technologies required to teach and learn new technologies and trade skills.

Norman Gray AM
Chief Executive Officer
Box Hill Institute

”

“

I feel like I'm on the right track for where I want to be.

Ashleigh Moffat

”

“

Anyone over the age of 25 can go back to school; you don't have to be stuck in a job you don't like.

Steven Nottle

”





“

Throughout my education here at Box Hill Institute, I have learned to be an effective leader.

Ellyshia Arapis

”

“

I have thrived in a small classroom and especially enjoyed the teachers with real world experience.

Scott Newstead

”

REAL WORLD TRAINING

Box Hill Institute's partnerships with industry leaders offer you real world training environments.

Box Hill Institute achieves high employability outcomes by ensuring you train in modern facilities that simulate real work environments.

So you can get an extra advantage, we combine contemporary teaching and learning practices with specialist equipment in world-class facilities. This means you get real or simulated training work experience that employers are looking for when entering the work force, upgrading qualifications or changing careers.

The Institute is home to a number of leading centres delivering industry focused training solutions.

- > Specialist Centre for Biotechnology Training, BioSkills
- > Specialist Centre for Services for Small to Medium Enterprises
- > Specialist Centre for Information and Communications Technology
- > Centre for Excellence in Climate Control and Refrigeration

The Box Hill Institute Integrated Technology Hub provides collaborative learning spaces for the building services and electro-mechanical technologies industries.

EXPERIENCED AND PASSIONATE TEACHING STAFF

Box Hill Institute's teaching style is practical, personal and flexible. Training and learning is always guided, collaborative and hands-on – so you'll always be supported.

To ensure you receive the theory and practical training you need in current industry standards, our instructors bring current industry experience, unique life and educational backgrounds and innovative ideas to our learning centres.

Our passionate teaching staff deliver courses and subjects that are industry orientated and job specific, ensuring your learning experiences equip you for life after studying.

Box Hill Institute students gain current industry best practice training in real business locales



MOBILITY PROGRAMS

A world of study opportunities.

2016 TRAVEL OPPORTUNITIES

SHORT EXCHANGE

A short exchange is generally 2–3 weeks duration. It offers you a variety of cultural experiences and as international tourism and industry opportunities. This includes pre-arranged excursions and tours, and an opportunity to attend a host college to understand different international teaching and learning styles, and curriculum.

Short exchanges are fun and interesting! They are often the inspiration for further international travel planning and experiences for Box Hill Institute students.

SEMESTER ABROAD

A semester abroad exchange is available for up to 6 months duration. You are enrolled in formal classes at a host college, and sometimes (pending visa arrangements) may choose to work abroad to supplement your savings.

You may receive credit for academic courses you complete on exchange, live the lifestyle of students in the host country, and make new friends and have the opportunity of forming lasting relationships.

STUDY TOUR

A study tour is an intensive international study program which gives you the opportunity to fast track your study as well as gaining some international experience.

Programs are generally up to four weeks in duration and may allow you to gain credit in one or two subjects. A study tour is generally designed to target one specific curriculum area.

Prior student tour destinations include China, England, France, Hong Kong, Ireland, Macau, Scotland, Singapore, Spain and the United Arab Emirates.

WHY STUDY ABROAD?

An overseas study program is an exciting way to add a unique edge to your qualifications. This experience can help you:

- > Improve your job prospects by gaining an international experience
- > Develop you personally by embracing new cultures
- > Improve academically by learning new skills
- > Have fun by seeing the world, exploring amazing places and making a worldwide network of friends.

Best of all, travel scholarships are on offer! The travel scholarship is usually in the form of a return economy airfare. Additional travel scholarships are available if you who choose to participate in a semester exchange.

To find out more, contact Box Hill Institute's **Mobility Office:**
Email: gen@boxhill.edu.au
Tel: 9286 9040

CAMPUS INFORMATION

Box Hill Institute has campuses in the eastern suburb of Melbourne and in Melbourne's Central Business District (CBD).

BOX HILL CAMPUS

Located in the eastern suburbs of Melbourne, Box Hill is located approximately 13 kilometres from Melbourne City.

The Box Hill Central shopping centre is right next door and is the local public transport hub for the Box Hill campus. From Box Hill Central you can catch regular trains, trams and buses around Melbourne.

CITY CAMPUS

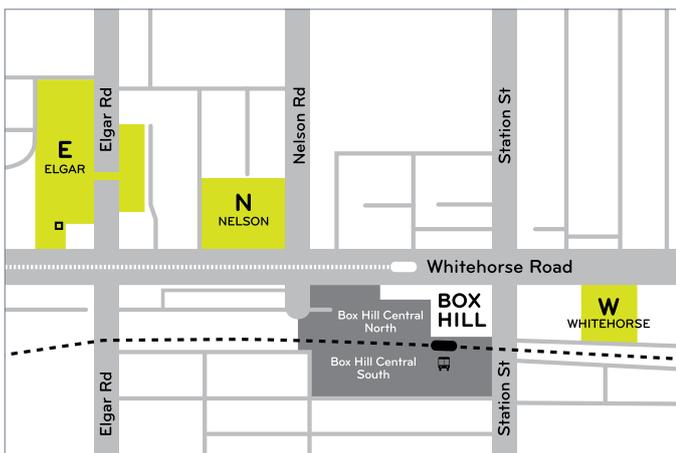
Box Hill Institute also offers a city based campus in Flinders Lane. This is located directly opposite the major train network in Flinders Street Station.

All campuses are a short walk to shops, cafés, restaurants and public transport.

All our campuses are **SMOKE FREE** – giving you healthier places to work and learn.



BOX HILL CAMPUS



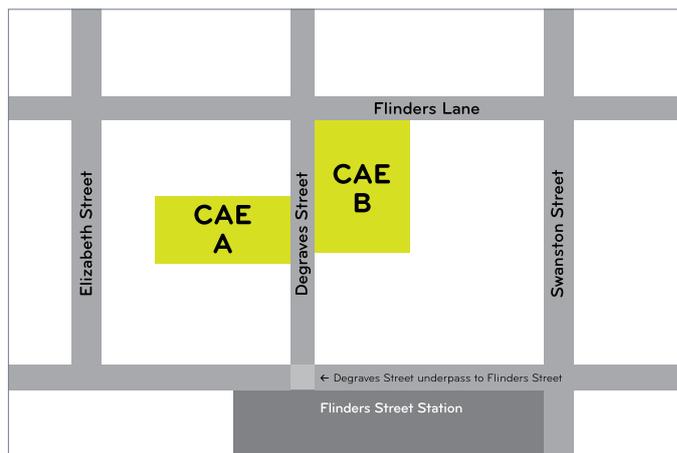
Elgar 465 Elgar Road, Box Hill

▣ Box Hill International is located at Building E9, Ground Floor

Nelson 853 Whitehorse Road, Box Hill

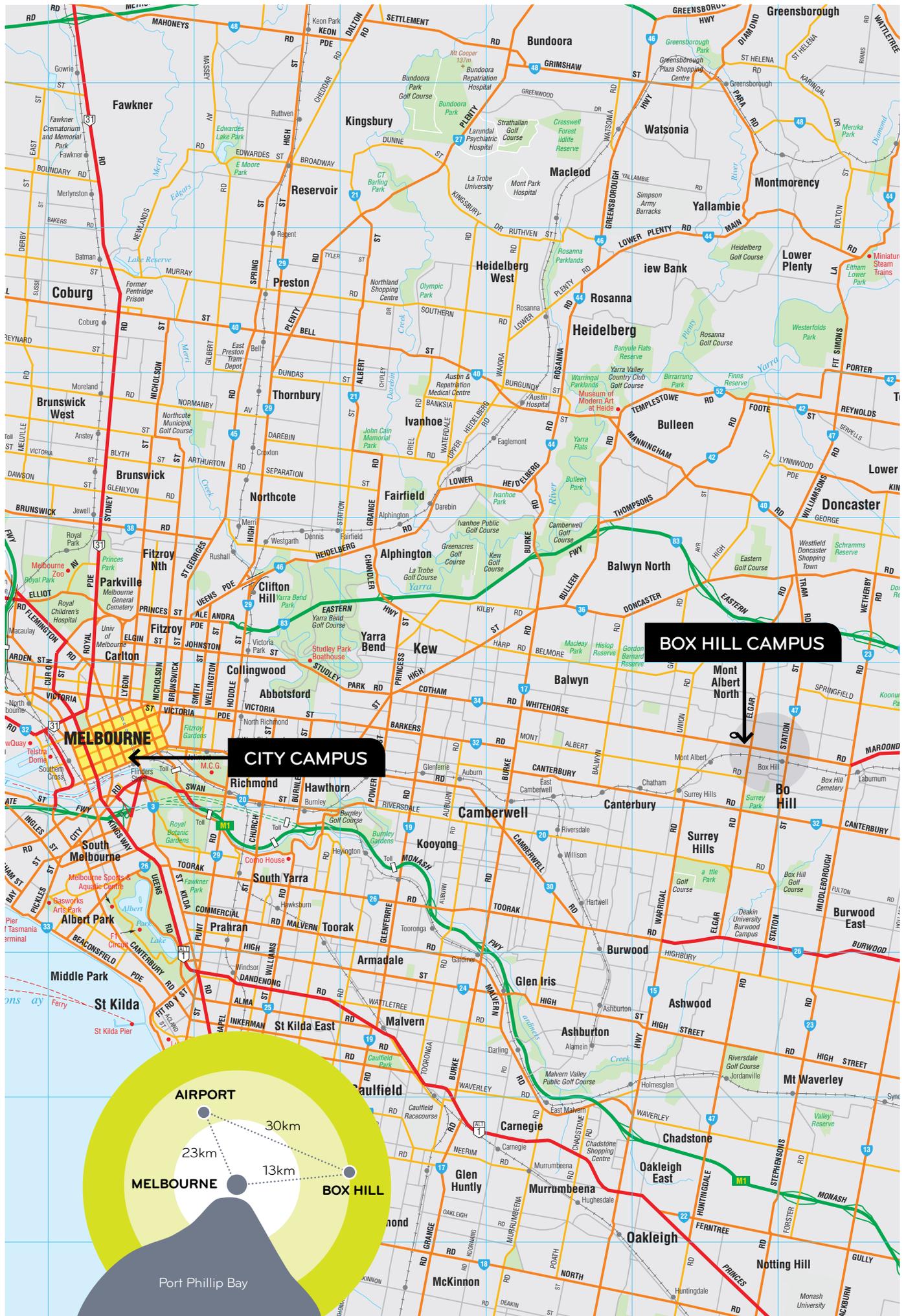
Whitehorse 1000 Whitehorse Road, Box Hill

CITY CAMPUS



City (Centre for Adult Education (CAE))

253 Flinders Lane, Melbourne



LIVING IN MELBOURNE

Melbourne: a great place to live. Melbourne enjoys a reputation as one of the safest cities in the world to live, work and study.

MELBOURNE: A GREAT PLACE TO LIVE

ONE OF THE WORLD'S MOST LIVEABLE CITIES

Melbourne has been ranked No.1 as the world's "Most Liveable City" for four years in a row – 2011, 2012, 2013 and 2014 – by the Economist Intelligence Unit's liveability survey (based on five broad categories: stability, healthcare, culture and environment, education and infrastructure).

Melbourne enjoys a reputation as one of the safest cities in the world to live, work and study. The Central Business District (CBD) is a dynamic commercial, entertainment, and residential precinct.

Our city offers so much of interest and activity including:

- > Distinctive architecture - Victorian era buildings through to modern structures and spaces
- > Beautiful beaches, parks and gardens to enjoy
- > Accessible public transport to ensure ease of travel
- > A wide variety of world class events – for business and entertainment
- > Diversity, with many cultures influencing the city.

As Australia's arts, cultural and sporting capital, Melbourne boasts many internationally renowned sports arenas, sporting teams, live music, theatres, art galleries, markets and festivals of all kinds. And let's not forget the fantastic shopping, cafes, restaurants, bars and clubs!

AUSTRALIA'S MULTICULTURAL CAPITAL

Melbourne's population of over four million people includes a broad ethnic mix from over 140 countries. The city is welcoming to people from different cultures and this all adds to its charm and atmosphere. It is common to see restaurants of various cuisines all located near one another.

Melbourne is famous for its diversity which can easily be seen by strolling around Chinatown, Lygon Street or Balaclava.

FOUR SEASONS IN ONE DAY

Melbourne is well known for its unpredictable and unique 'four seasons in one day' weather. The climate has four distinct seasons throughout the year from hot summers through to coolish winters. A day can start off cloudy and raining, then within the same 24 hours become sunny and hot. It is recommended to bring a variety of clothing to cater for the seasons such as summer shorts and winter jackets.

Melbourne itself does not receive snow in winter, but located only a couple of hours away from Melbourne are Victoria's major snow fields offering ski and snow related activities during the winter months.

Generally, winter is from June to August with temperatures averaging around 10-15 degrees celsius. Summer is from November to February where temperatures can average around 25-35 degrees celsius. Located around Port Phillip Bay, there are a plenty of beaches to enjoy during the summer months.

LIVING EXPENSES

It is advised to set aside a minimum \$18,610 AUD per year for expenses such as accommodation, daily travel, books and materials. These expenses are required in addition to course fees. If school-aged dependents will also be accompanying you, these dependents must be enrolled as fee-paying students. For more information go to www.border.gov.au/Trav/Stud/More

DINING AND FOOD

Melbourne's diversity of cultures is reflected in its thousands of restaurants, cafes, bistros and bars. Melburnians can enjoy over 2,300 restaurants, bars and pubs. There's something for everyone's taste and price range. Throughout the year, the city celebrates the importance of good food and wine with several festivals dedicated to enjoying all things food-related.

SEE VICTORIA AND AUSTRALIA

For day trips or a weekend away in Victoria, you've got plenty to choose from with areas like the Yarra Valley and the Mornington Peninsula offering excellent vineyards, cottages, luxury accommodation and various activities, all within one and a half hours drive from Melbourne.

Travelling further afield in Victoria, the Penguin Parade at Phillip Island is a must see. Plus, enjoy surf beaches along the Great Ocean Road or experience the magnificent High Country mountain region. For up-to-date information go to www.visitvictoria.com

The rest of Australia is also easily reached by plane, train or bus. Why not visit famous landmarks such as the Whitsunday Islands in Queensland, Sydney Harbour in New South Wales or Ayers Rock/Uluru in the Northern Territory?



BOX HILL AND HOW TO GET THERE

Box Hill is easy to get to by train, bus and tram. Plus, if you're a new student we offer a free airport pick up.

BOX HILL: OUR CENTRE

Box Hill is a major centre for the eastern region, located only 13 kilometres from Melbourne City.

Over the last 150 years ago Box Hill has developed into a major centre for the eastern region for:

- > business, retail and banking
- > employment and education,
- > health and community services,
- > as well as being a major hub for
- > transport and housing.

The Victorian Government has designated Box Hill a 'Central Activities Area', which is an alternative to the Melbourne Central Business District (CBD).

Box Hill is home to around 4,000 residents with a high level of cultural diversity

The area offers specialty shopping with a distinct Asian influence. Box Hill shoppers can experience a mix of environments and choose between:

- > traditional outdoor shopping and restaurants
- > open-air pedestrian mall
- > large shopping centre which includes a fresh food market.

Residential property in Box Hill ranges from:

- > traditional houses in tree lined streets
- > multi-level apartments
- > purpose-built student accommodation.

Visit www.boxhill.com.au for more information.

GETTING AROUND

From buses to trains to trams to cars, walking and cycling, it's easy to get around Melbourne on public transport.

The Box Hill Institute campus is located within easy walking distance to business, shops, trams and trains.

Train, bus or tram services run from the early morning to very late at night. Melbourne's tram network is the largest in the world.

Melbourne's roads are well set out, around the city and beyond, into the regions and the wonderful Victorian countryside.

If you're a keen cyclist, you can join many others who cycle to work, study for fun.



DID YOU KNOW?

The iUSEpass initiative allows international students enrolled in a full-time undergraduate course (Bachelor Degree or Associate Degree) or a higher VET course (Advanced Diploma or Diploma) to purchase a half-price annual myki ticket for the zone/s in which they study.

For more information, please have a look at the international students section on:

ptv.vic.gov.au/tickets/concessions

PTV APP

The PTV mobile app allows you to view service times, use the journey planner and set your favourite stops throughout Victoria for faster access to public transport information on the go.

Download your free travel app from PTV, the app is available on iPhone and Android.

Visit ptv.vic.gov.au/getting-around/mobile-apps for more information.



MYKI

myki is your ticket to travel on Melbourne's trains, trams and buses, V/Line commuter train services and buses.

The reusable smart card is easy to use. Simply top up before your journey and then touch on and touch off at a myki reader as you travel.

You can buy and top up your myki at over 800 retailers including all 7-Eleven stores, the ticket office window at Premium Stations and staffed V/Line commuter stations, from a myki machine (full fare myki cards only) located at all train stations and major tram and bus interchanges, and by calling 1800 800 007 (6am - midnight daily).

Visit ptv.vic.gov.au/tickets/myki for more information.



TRAIN INFORMATION



Lilydale/Belgrave line	Box Hill Station	Get off at Box Hill station: <ul style="list-style-type: none"> > walk towards Whitehorse Road to Box Hill Campus (Whitehorse) > walk two blocks towards Nelson Road to Box Hill Campus (Nelson) > walk towards Elgar Road to Box Hill Campus (Elgar)
-------------------------------	------------------	---

TRAM INFORMATION



Tram No 109	Docklands – Box Hill	Get off at: <ul style="list-style-type: none"> > Stop 56 for Elgar campus > Stop 57 for Nelson campus > Stop 58 for Whitehorse campus
--------------------	----------------------	---

BUS INFORMATION



270	Mitcham (via Blackburne North)	Get off at Box Hill station: <ul style="list-style-type: none"> > walk towards Whitehorse Road to Box Hill Campus (Whitehorse) > walk two blocks towards Nelson Road to Box Hill Campus (Nelson) > walk towards Elgar Road to Box Hill Campus (Elgar)
271	Ringwood (via Park Orchards)	
279	Templestowe (via Middleborough Road) / Doncaster Shopping Town	
732	Upper Ferntree Gully (via Burwood)	
733	Oakleigh (via Mt Waverley)	
735	Nunawading (via Burwood East)	
765	Mitcham (via Forest Hill)	
768	Deakin University (via Canterbury Road)	
903	Altona / (via Heidelberg) Mordialloc (via Chadstone)	
281	Deakin University (via Elgar Road) / Templestowe	
284	Doncaster (via Union Road)	
293	Greenborough (via Doncaster Shopping Town)	
302	City (via Eastern Fwy)	
612	Chadstone Shopping Centre (via Camberwell)	
766	Burwood (via Mont Albert)	
767	Southland Shopping Centre (via Chadstone)	

Melbourne train network



MAP NOT TO SCALE
Effective 28 April 2013

Information

For more information visit ptv.vic.gov.au
or call 1800 800 007 (6am – midnight daily)

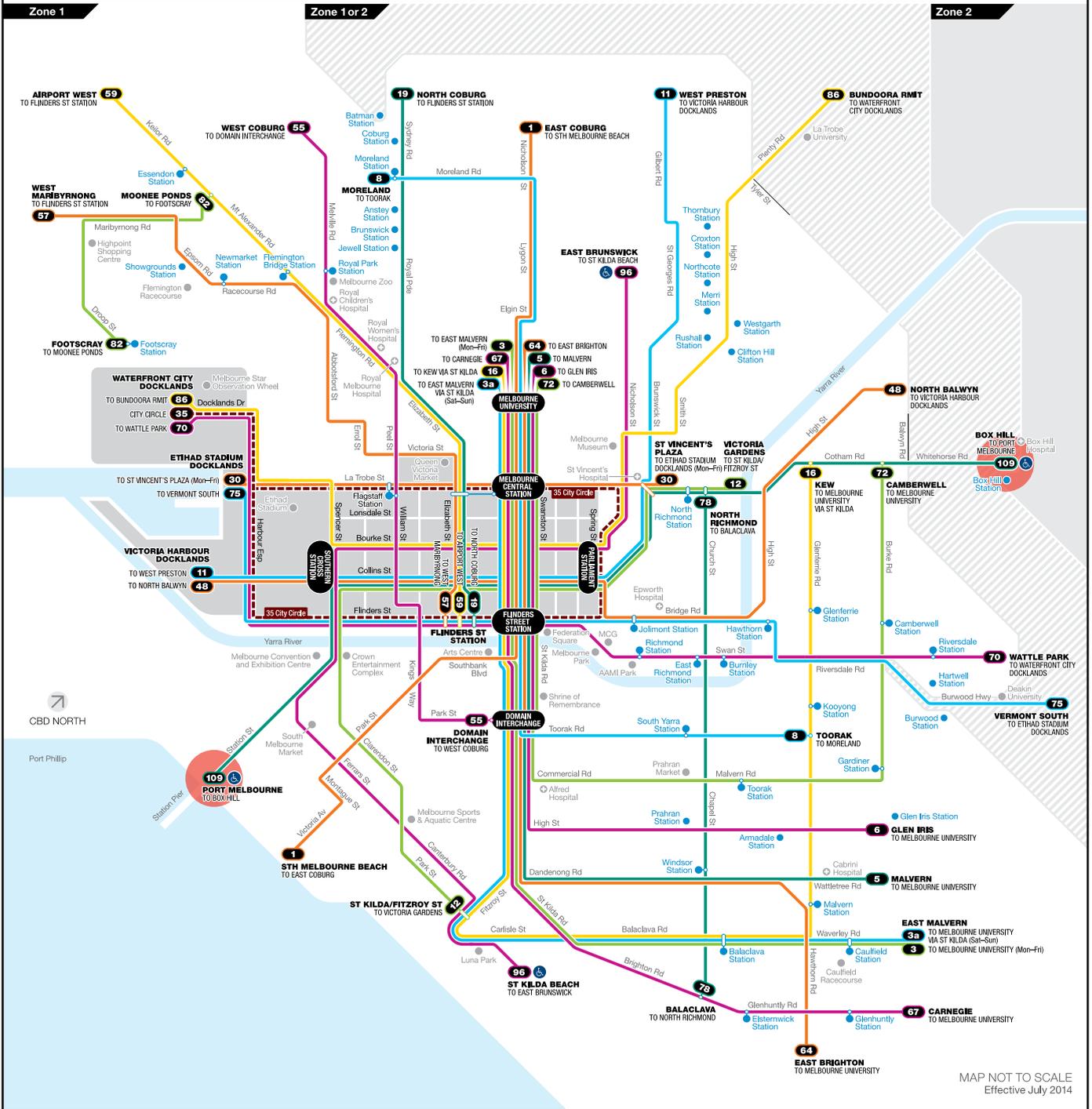


*Flagstaff Station is closed on weekends and public holidays.
#Line to Showgrounds and Flemington Racecourse is only open for special events.

© Public Transport Victoria 2013

Premium Station:
Customer service centre is staffed from first train to last, seven days a week.
Host Station:
Customer service staff at station during morning peak.

Melbourne tram network



MAP NOT TO SCALE
Effective July 2014

Information

Ticketing zones

Zone 1 Zone 1 or 2 Zone 2

CBD & Docklands

Tram terminus Low-floor tram Priority route Direct tram connection Direct train connection Train station within short walk of stop Places of interests Hospital

All trams operate in Zone 1.
If travelling only in the Zone 1 or 2 overlap, a Zone 2 ticket can be used

For more information
visit ptv.vic.gov.au or call
1800 800 007 (6am – midnight)

STUDYING AT BOX HILL INSTITUTE

The academic year is January to December and each semester is divided into two terms. Semester 1 runs January to June with Term 1 and 2. Semester 2 runs July to December with Term 3 and 4.

Most courses start in January, although some courses have a July intake.

OPENING HOURS AND CLASS TIMES

Box Hill Institute is open from Monday to Friday. You can generally expect your classes to commence between 8.00am - 9.00am and end by 5.00pm. However, some courses may have evening classes and weekend classes.

TEACHING METHODS AND ASSESSMENT METHODS

We offer a flexible form of education training called Competency Based Training. This aims to assist the adult student to develop the skills and knowledge required by industry.

At Box Hill Institute, our teaching and assessment methods are student-centred and based on adult learning principles. We support the development of independent and self-initiating learners by using a range of teaching methods such as:

- > large and small discussion groups
- > group work
- > role plays and case studies
- > problem solving exercises
- > project based activities
- > workplace training activities
- > teacher lead industry enquiries.

Assessment is largely based on the satisfactory performance of practical tasks. However, assessment tasks will also ensure that an individual displays an understanding of theoretical knowledge required for the practical performance of the task.

Students are assessed according to whether or not they have achieved the performance criteria specified in the units of competency they are undertaking. This form of assessment known as 'criterion-referenced' and judges performance against a prescribed standard, not against other students.

Assessment methods may include:

- > performance of a task, or range of tasks, either in the workplace or in a simulated work environment, witnessed directly by an assessor
- > use of photographs, videos, etc. showing performance of a task when the assessor cannot be present
- > models, items, objects that have been made, fixed or repaired by the candidate
- > rosters, budgets, reports, standard operating procedures etc. developed by the candidate
- > asking the candidate about real or hypothetical situations to check understanding, task management and contingency management skills. May be short answer, discussion, multiple choice, etc.
- > projects, reports, essays, etc. relevant to the LLN (Language, Literacy and Numeracy) requirements of the unit of competency
- > documented and verified reports from a supervisor, colleague, subject expert, trainer or others
- > a candidate's personal statement on their performance although not generally sufficient in isolation
- > simulated activity to accommodate difficult to demonstrate criteria e.g. emergencies, contingencies, difficult behaviours etc.
- > collections of evidence compiled by the candidate.

MODE OF STUDY

Most courses are delivered in the classroom, face-to-face and via industry work placements. Some courses may include a component of online study.

DEFERMENT, LEAVE OF ABSENCE OR SUSPENSION OF STUDIES

DEFERMENT

This applies to students who have received an offer or a confirmation of enrolment (COE) but who have not formally enrolled at the Institute. Students can apply to defer commencement of their course for up to one year. Deferment will be subject to places available and may also affect their visa if a visa has been granted.

LEAVE OF ABSENCE

Leave of absence will only be approved in compassionate or compelling circumstances. Documentary evidence (for example a medical certificate) must be provided with your application to Box Hill International. The maximum period for which leave of absence will be granted is six months.

If leave of absence is granted, students are generally required to leave Australia. Box Hill Institute will notify the Department of Immigration and Border Protection (DIBP) that a leave of absence has been granted. A leave of absence may affect a student's visa and each student's situation will be assessed individually. Students are advised to contact the DIBP for advice on how the change in enrolment status may impact upon his or her visa.

SUSPENSION OR CANCELLATION

The Institute may suspend or cancel a student's enrolment because of inappropriate behaviour or misconduct. A student will be notified in writing that their enrolment has been suspended and that this may affect their student visa.

In cases where suspension or cancellation is initiated by the Institute, students will be notified in writing of their right to appeal the decision within 20 days and to access the Institute's internal complaints and appeals processes.

The cancellation will not take effect until after the appeals process has been completed unless there are extenuating circumstances.

RESULTS AND CERTIFICATES

A Statement of Results is issued to all students at the completion of each semester.

For units not satisfactorily completed, you may have the opportunity to undergo re-assessment at the end of the semester. If not, you will be required to re-enrol in the subject in the following semester and pay additional course and material fees.

When you have completed your course, you must apply for your certificate to be issued using the 'Application for A-Type Award' form, authorised by the relevant teaching co-ordinator.

If you do not complete all requirements for your course, you may apply for a 'Statement of Attainment', which will record the learning outcomes you have achieved towards the qualification.

If you have outstanding fees or fines at any point in the year, your academic results may be held until the outstanding amounts have been paid. You will also be unable to receive a certificate of completion or graduate until all outstanding fees and fines are settled.

CREDIT TRANSFER/ADVANCED STANDING

If you have previous studies or experience relevant to your course you may be eligible to apply for Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer (TR) subject credits or exemptions.

RPL (Recognition of Prior Learning):

A process through which people can gain entry to, or credit in, recognised courses based on competencies gained. The competencies may have been gained through experience in the workplace, in voluntary work, in social or domestic activities or through informal or formal training. RPL does not include any additional training at the unit of competency or module level.

RCC (Recognition of Current

Competency): This applies if you have previously successfully completed the requirements of a unit of competency or module and are now required to be reassessed to ensure that the competence is being maintained.

TR (Credit Transfer): Recognition obtained on the basis of prior agreements between institutions and organisations as to the credit value of a specific course/program. (This includes students studying the same national unit of competency in another course either at Box Hill Institute or elsewhere).

HOW TO APPLY FOR CREDIT

To apply for course credit you will need detailed documentation which includes academic transcripts, as well as an outline of the course and subjects you have studied or the competencies you have gained.

BEFORE ENROLMENT

If applying before enrolment, please forward all documentation with the International Student Application Form.

AFTER ENROLMENT

If applying after enrolment, bring the information and make an appointment with the Course Co-ordinator. You must apply for RPL or TR no more than two weeks after the course starts and you will be required to accept in writing any course credits granted.

FEES

There may be a fee for assessing your RPL claim. Please note that under the refund policy there will generally be no fee refund for exemptions.

VISA AND COURSE DURATION

Consideration of prior learning for International students will be consistent with the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. If course credit or exemptions are granted, this may reduce the length of the course. If this occurs before a visa is granted, Box Hill Institute will indicate the course duration, as per the reduction resulting from RPL or Credit Transfer. If the exemptions are granted after a visa is granted, the change in course duration will be reported via the Provider Registration and International Student Management System (PRISMS) under section 19 of the ESOS Act.

Students are advised that they must maintain their enrolment load at a level that will enable them to complete the course within the expected duration.

INTERNATIONAL STUDENT SUPPORT SERVICES

Box Hill Institute provides a wide range of student services and support to learners to help you make the most of your studies and campus life.

BOX HILL INSTITUTE IS A STUDENT FRIENDLY INSTITUTE

The Institute provides a wide range of services to support international students through Box Hill International which is located:

- > Ground Floor, Building 9, Box Hill Campus (Elgar)

Box Hill Institute's support services and facilities help you succeed in your educational, career and personal development goals, and to enjoy your learning experiences.

These services include:

- > information about courses
- > application and enrolment procedures
- > visa requirements (including renewals)
- > overseas student health cover
- > free airport pick-up services
- > free accommodation placement service
- > study support
- > further study opportunities
- > recreational activities.

The Box Hill area has a well-integrated multicultural community and a full range of community services, including a market within a shopping precinct.

STUDENT ADMINISTRATION

The Student Administration Centre (Elgar) provides you with information and assistance in your time with us, including enrolments, exemptions, ID cards, public transport concessions, refunds, results (including replacement copies), certificates and student records. The CAE Customer Service Hub provides information and assistance for you at our City campus.

STUDENT ACTIVITIES

Learner Support Services helps you to enjoy student life through activities and communications to help you to meet other students, find out more about help available, gain skills, contribute to your campus community (maybe adding to your CV or course credits) and have fun. The Student Activities and Media team post up-to-date news of events happening and student life on StudentWeb, social media and noticeboards across the campuses.

LIBRARY

The library opening hours vary throughout the year. Please check our StudentWeb pages for the latest information.

- > Elgar Campus Library
Building E3, Level 2,
465 Elgar Road, Box Hill
- > Whitehorse Campus Library
Building 1, Ground Floor,
1000 Whitehorse Road, Box Hill
- > Melbourne City Campus CAE Library
21 Degraeves Street
Room A101, Building A, First Floor
Melbourne

Free Wi-Fi

Students have access to free Wi-Fi on all campuses.



ONLINE LEARNER DIARY AND APP

The Online Learner Diary is accessed through the StudentWeb homepage or the Student Diary App. This diary is more than a calendar of dates; it helps you get organised, shows you how to use the supports and services available; and includes valuable information for those at Box Hill Institute for the first time.

SUPPORT FOR LEARNERS WITH DISABILITIES

Box Hill Institute and CAE helps learners with a disability to fulfil their potential. Learners with a disability are strongly encouraged to make early contact and consult confidentially with our Disability Liaison Service to discuss their needs and, if required, develop an Individual Learning Support Plan. Please bring documentation of your disability or medical condition.

EDUCATIONAL AND PERSONAL COUNSELLING

Counsellors at Box Hill Institute and CAE provide a free and confidential service to assist you with a range of issues, including coping with stress, relating to others, time management and study skills. In addition to face-to-face counselling, counsellors also provide an E-Counselling which allows you to confidentially consult a counsellor through email any time of day or weekend from any online computer via StudentWeb.

CAREERS COUNSELLING

Careers counselling services are offered at both the Box Hill and CAE campuses. You can clarify your interests, plan a next step and gain a better understanding of education and training options.

STUDY SUPPORT

The Institute understands the specific needs of International students and offers extra academic assistance.

Academic support is offered through:

- > one to one sessions where students can obtain assistance with English language and guidance on how to complete and/or improve their assignment work.
- > group programs and workshops for students to improve their academic learning skills, everyday conversation techniques, their study skills, language and employability skills.
- > specialist language and study programs are also developed for specific groups of International students in collaboration with teachers.
- > language assessments and self study language programmes that are developed under the guidance of the learning and language advisor to target areas in need of improvement.

FREE AIRPORT TRANSFER SERVICE

For new students, if required, you will be met and welcomed when you arrive in Melbourne and transported to your initial accommodation.

You must notify Box Hill International at least 7 days before your flight arrives. Cancellations must be made 7 days or more before your arrival date to avoid extra fees. Please note: If you request this service but do not use the service you will be charged AUD\$115 if you do not cancel the service within 7 days or more.

ORIENTATION PROGRAM

Box Hill Institute offers a comprehensive orientation program for new international students and attendance is compulsory. Students are provided with important information to help them make a successful transition to living and studying in Melbourne. Information and activities include:

- > orientation to the local environment and use of public transport
- > accommodation assistance
- > health insurance and medical services
- > personal safety at home and in public places such as the beach
- > campus familiarisation
- > Institute expectations
- > support services available on all campuses
- > useful skills for academic success and employment
- > compliance with student visa requirements.

LOCATE A REPRESENTATIVE IN YOUR COUNTRY

You may locate a representative in your country by visiting this link on the website:

www.boxhill.edu.au/International/International-Agents/

IN CASE OF EMERGENCY:

Box Hill International students can contact Box Hill International 24 hour support line **0412 042 098**

ACCOMMODATION

There are many types of accommodation options available to international students. Box Hill International can help students choose the most suitable type of accommodation.

HOMESTAY

We offer free assistance for Homestay placements. Homestay is where local families provide accommodation in their homes for international students. This may be 'full board homestay' in which the householder provides all meals or 'part board homestay' in which the student provides and prepares his/her own meals.

In either full board or part board homestay, students will have a bedroom with linen provided, a place to study (which may be in the bedroom), and access to a bathroom, kitchen and other facilities in the home.

Each homestay family is different. There may be a number of family members living in the home, a couple or a single person. Households may be all male or all female. Most Australian households include pets. Smoking is not permitted in the house. Some may allow outside areas for smoking.

In all homestay accommodation there are a few basic and generally accepted rules:

- > students will be expected to pay for their own telephone calls
- > if a student is to move from the accommodation, or the accommodation provider wishes the student to move, it is common courtesy for either the student or the householder to give two weeks notice of their intention
- > students may be responsible for tidying their own room and are expected to treat all facilities in the home with care.

HOSTEL

There are private, off-campus hostels which students may use. They offer a choice of short-term or long-term accommodation. Private and shared rooms are available. Contact the Box Hill International for more information.

COST OF ACCOMMODATION

Accommodation costs can vary. The following are estimates:

- > full board homestay from \$AUD250 per week (meals included)
- > part board homestay from \$AUD190 per week (plus share of gas, electricity etc. Meals are not included).

To find directions from any house in Melbourne to Box Hill Institute see: www.ptv.vic.gov.au

To view current properties for rent see: www.realestate.com.au

To calculate the currency see: www.xe.com

PLEASE NOTE

Most students find accommodation in the Box Hill area and travel to the Institute using public transport.

- > Not all types of accommodation are available at any particular time, so students may have limited choice of accommodation.
- > Accommodation is booked prior to arrival.
- > A minimum of seven working days advance notice is required before you depart for Australia if you require the Free Airport Transfer Service. Further details and request forms can be obtained from Box Hill International.





MURUGARAJ M, SINGAPORE

CERTIFICATE III IN AUTOMOTIVE TECHNOLOGY AND HOMESTAY STUDENT

Raj is studying automotive at Box Hill Institute and says the transition to a new country has been made a lot easier by his homestay host, Moira.

For Raj, it has been the little things that have made his stay with a homestay host so valuable.

“There have been many times when I have thought it would have been much more difficult on my own. She has given me directions to many places which I think I would have never have come across otherwise. Also she has given me advice and considered me part of her family. I certainly feel that if I had stayed by myself it would not have been as easy,” said Raj.

“I’d definitely recommend homestay as an accommodation option for other international students, because the hosts are very friendly and know what it is like for a student in a new country. My experience has been that my homestay host goes the extra mile to give me the information I need. She doesn’t treat me like a student but as part of the family.”



FEES AND ASSISTANCE

PAYMENT OF COURSE FEES

Initial course fees for new students are due at the time the offer is accepted.

Where a qualification is undertaken in an accelerated mode the course fees remain the same as for the full duration of the course (as the same number of course hours are offered).

METHODS OF PAYMENT

- > Local Transfers
- > International Bank Draft
- > Telegraphic Transfer (for overseas payments only)
- > Credit Card
- > Australian Post Office (if you have received a Tax Invoice)

INTERNATIONAL BANK DRAFTS

Bank drafts should be made out, in Australian Dollars, to:

Box Hill Enterprises Ltd.

Bank drafts to be sent to:

Box Hill International
Building E9, Ground Floor
465 Elgar Road
Private Bag 2014
Box Hill VIC 3128

TELEGRAPHIC TRANSFERS AND LOCAL TRANSFERS

Please ensure all of the following information is included:

Bank: Westpac Banking Corporation
Branch: 16 - 20 Main Street, Box Hill, VIC 3128

Account Name: Box Hill Enterprises Ltd
BSB Number: 033172
Account Number: 324336

Swift Code: WPACAU2S (Payment via Telegraphic Transfer from overseas)

Please ensure the student's name and date of birth is indicated on the transfer.

CREDIT CARD

To pay by credit card, Box Hill Institute needs to receive the details in writing or by fax (+61 3 9286 9438), with the amount authorised and signed by the cardholder. We require the following information:

- > Card Holders Name
- > Type of Credit Card (we accept MasterCard and Visa)
- > Credit Card Number
- > Expiry Date
- > Card Verification Number

OVERSEAS STUDENT HEALTH COVER (OSHC) MEMBERSHIP WITH BUPA AUSTRALIA

The Institute's preferred insurance provider is Bupa Australia. More information on Bupa Australia is available on their website: www.bupa.com.au

Cost of overseas student health cover (OSHC) is dependant on type and duration of cover. For example, a 12 month single OSHC may cost AUS \$535.

COMPLAINTS AND GRIEVANCE PROCEDURE

Any appeals, complaints, disputes or grievances will be handled in accordance with the policies and procedures of Box Hill Institute. Further information on the grievance procedure can be obtained by contacting Box Hill International.

For existing students more information can be accessed via the Student Web link www.studentweb.boxhill.edu.au/bhi

These procedures do not remove the student's right to seek other remedies through the Australian legal system.

SCHOLARSHIPS AND AWARDS

Box Hill Institute has welcomed a number of Australia Awards Scholarships recipients in recent years.

AUSTRALIA AWARDS

Australia Awards are an Australian Government initiative designed to promote knowledge, education links and enduring ties between Australia, our neighbours and the global community.

Australia Awards include Australia Awards Scholarship and the Endeavour Awards administered by the Department of Education, Department of Foreign Affairs and Trade and the Australian Centre for International Agricultural Research. They provide a range of opportunities for study, research and professional development in Australia.

AUSTRALIAN AWARDS SCHOLARSHIPS

Australia Awards Scholarships are long term development awards and aim to contribute to the long term development needs of Australia's partner countries in line with bilateral and regional agreements. They provide opportunities for people from developing countries to undertake full-time undergraduate or postgraduate study at participating Australian universities and Vocational Education and Training (VET) institutions.

Details on how to apply are available at:
[www.aid.dfat.gov.au/australia-awards/
pages/studyin.aspx](http://www.aid.dfat.gov.au/australia-awards/pages/studyin.aspx)

ENDEAVOUR VOCATIONAL EDUCATION AND TRAINING AWARDS

The Endeavour Awards is the Australian Government's internationally competitive, merit-based scholarship program providing opportunities for citizens of the Asia Pacific, the Middle East, Europe and the Americas to undertake study, research and professional development in Australia and for Australians to undertake these programmes overseas.

More information can be found in the **International applications** section at:
[www.internationaleducation.gov.au/
Endeavour](http://www.internationaleducation.gov.au/Endeavour)

INTERNATIONAL STUDENT SCHOLARSHIPS

Box Hill Institute offers various scholarships to international students for excellent academic achievements.

For more information, please refer to the following website:
[www.boxhill.edu.au/students/scholarships/
Pages/default.aspx](http://www.boxhill.edu.au/students/scholarships/Pages/default.aspx)

ESOS FRAMEWORK

As an international student you have legal rights and protection under an Act of Parliament the Education Services for Overseas Students (ESOS) Act 2000.

YOUR LEGAL PROTECTION

As part of the Act there is a National Code of consistent standards that govern the protection of overseas students and the delivery of courses that all educational institutions must agree to. Box Hill Institute is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Only CRICOS courses can be offered to international students studying in Australia on a student visa.

For more information about these protections please visit the Australian Government Department of Education ESOS page at www.internationaleducation.gov.au

QUALITY EDUCATION

So when you study at Box Hill Institute you can be assured of a quality education and a high standard of service. This assurance comes from the fact that we are a Government institute and are governed by the VET Quality Framework, which includes the Australian Qualification

Framework (AQF), ESOS and other regulations, setting the standards for courses, teaching, facilities and services.

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
- > your right to sign a written agreement with your provider before or as you pay fees, setting out the services 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 that you have 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 PROTECTS YOUR RIGHT TO KNOW:

- > how to use your provider's student support services
- > 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
- > your provider's requirements for satisfactory progress in the courses you study
- > if attendance will be monitored for those courses
- > what will happen if you want to change providers, and
- > how to use your provider's complaints and appeals process.

IN SUMMARY

WHAT APPLIES TO ME?	HOW DO I FIND OUT MORE?	WHO IS RESPONSIBLE?
Institute policies and procedures that affect you	Speak with staff at Box Hill International.	Box Hill Institute
Your ESOS rights and responsibilities	www.internationaleducation.gov.au Enquiries: 1300 615 262	Department of Education
Visa matters	www.border.gov.au Phone 131 881 (within Australia) Contact the DIBP office in your country (outside Australia)	Department of Immigration and Border Protection (DIBP)

STUDYING IN AUSTRALIA

STUDENT VISA REGULATIONS

There are a number of conditions placed on student visa holders. Different visa conditions apply to you and your family members. Breaching a visa condition may result in the cancellation of your student visa.

Some of these conditions are detailed below, however a full list can be accessed on the Department of Immigration and Border Protection (DIBP) website at: www.border.gov.au/Trav/Stud

MEET COURSE REQUIREMENTS (8202)

You must remain enrolled in a full-time CRICOS registered course. You must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.

OVERSEAS STUDENT HEALTH COVER (8501)

You must maintain adequate arrangements for health insurance during your stay in Australia.

Note: Under this policy, this means that you must maintain Overseas Student Health Cover (OSHC).

MAINTAIN STUDENT VISA CONDITIONS (8516)

You must continue to satisfy the conditions under which your student visa was granted. Your course of study must continue to be in a sector that matches your student visa.

You must continue to have sufficient financial capacity to support your study and stay in Australia.

CHANGE OF ADDRESS AND EDUCATION PROVIDER (8533)

You must notify your education provider (Box Hill International at Box Hill Institute) of your new residential address in Australia within seven (7) days of arriving in Australia. Also you must notify your education provider of any change in your residential address or contact details within seven (7) days of the change. In addition, you must notify your education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.

LIMITED WORK (8105)

You cannot work more than 40 hours a fortnight* during school term, although no work limits apply during recognised periods of vacation at Box Hill Institute.

You cannot undertake work until you have commenced your course in Australia.

* A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.

YOUR RESPONSIBILITIES

In addition to the above responsibilities, you are also required to meet the terms of your written agreement with Box Hill Institute and the Student Code of Conduct.

The Box Hill Institute Student Code of Conduct applies to all students within the Box Hill Institute community and aims to ensure the safety, comfort and well being of everyone at the Institute.

You are expected to:

- > respect yourself and others – harassment, bullying, physical or verbal assault will not be tolerated
- > behave appropriately – ensure your actions and words support learning and teaching
- > turn off mobile phones in class
- > adhere to Occupational Health and Safety requirements
- > respect the property of the Box Hill Institute community
- > produce your student identification card when requested by Box Hill Institute staff
- > not smoke anywhere on Box Hill Institute property - we are completely Smoke Free.

The Box Hill Institute community:

- > does not allow illegal drugs or anyone under their influence on the premises
- > does not allow alcohol on the premises without prior permission from the Chief Executive Officer
- > requires people who take medication to be aware of side effects and not to combine it with anything that can place themselves or others at risk.
- > Breaches of the Box Hill Institute Code of Conduct may result in disciplinary action according to Box Hill Institute policies and procedures. Illegal activities will be referred to the police.

For more information please contact Box Hill International or for existing students via the Studentweb link www.boxhill.edu.au/studentweb

ADMISSION REQUIREMENTS

Entry to Box Hill Institute's academic courses is based on the following admission requirements.

1. ENGLISH LANGUAGE REQUIREMENTS

All Box Hill Institute courses have specified English language requirements.

If needed, you can undertake our English language intensive courses for overseas students (ELICOS) which is designed specifically for students intending to study at Box Hill Institute.

For more information regarding English Language Requirements please refer to page 31.

2. ACADEMIC REQUIREMENTS

Completion of secondary studies equivalent to Australian Year 12 is generally required for admissions to most courses at Box Hill Institute. Some Certificate courses may be entered after completion of secondary education at year 11/10. Special entry for mature-aged students is also available and will be considered on the basis of past secondary study, employment skills or work experience.

3. ADDITIONAL ADMISSION REQUIREMENTS

Some courses may have additional entry requirements, e.g. presentation of a portfolio of designs for Fashion, Design and Art courses, or an audition tape or DVD for Creative Industries courses. Computer literacy is recommended for all courses as computer use may be expected for researching and writing assignments.



ENGLISH LANGUAGE ADMISSION REQUIREMENTS

Applicants are required to provide evidence of their English language ability

	IELTS [^]	TOEFL ^{^^}	Pearson Test (PTE)	Cambridge English: Advanced (CAE)
> For direct entry to most Certificate, Diploma and Advanced Diploma courses (except for Nursing and Aged Care courses)	5.5	530 TWE (3.5+)* 197 TWE (3.5+)** 71***	46 (with no communicative skill score less than 42)	162-168
> For direct entry to most Associate Degree and Bachelor Degree courses	6.0 (with no band score less than 5.5)	550 TWE (4.0+)* 213 TWE (4.0+)** 79***	54 (with no communicative skill score less than 50)	169-175
> For Diploma of Nursing (Enrolled /Division 2) > For Graduate Diploma and Master Degree courses	6.5 (with no band score less than 6.0)	575 TWE (4.5+)* 232 TWE (4.5+)** 90***	61 (with no communicative skill score less than 58)	176-184
> For Bachelor of Early Childhood Education	7.0 (with no band score less than 7.0)	600* 250** 100***	69 (with no communicative skill score less than 65)	185-190

Entry into courses is determined by a satisfactory standard achieved in either the Box Hill Institute Pre-Entry Placement Test or in previous course where English was the language of study.

* Paper-based

** Computer-based

*** Internet-based

ELICOS STUDY TIME GUIDE



[^] International English Language Testing System (IELTS)

^{^^} Test of English as a Foreign Language (TOEFL)

HOW TO APPLY

Each Box Hill Institute course has its own entry requirements. Each course listing in this guide provides you with details on eligibility, selection criteria, study mode and how to apply.

There are two ways of applying for a course at Box Hill Institute:

1. Apply direct to Box Hill Institute
2. Application through
 - > our authorised representatives in your country
 - > most Australian Education Centres
 - > Box Hill Institute booth at education exhibitions.

Submit the application form, required documents and a \$AUD50* non-refundable application fee to:

Box Hill International
Box Hill Institute
465 Elgar Road Box Hill,
Victoria 3128 Australia

The application form can be downloaded from the Box Hill Institute website: boxhill.edu.au/international or by removing the form at the back of this booklet.

Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

BECOME A BOX HILL INSTITUTE STUDENT IN 3 EASY STEPS

1. CHECK ADMISSION REQUIREMENTS

You must meet the entry requirements to be eligible to gain entry into a course. Check to see if the course requires any additional requirements such as:

- > attendance at an information session or interview
- > demonstration of portfolio
- > completion of audition or assessment.

2. SUBMIT YOUR APPLICATION

If your application is successful, you will receive a Letter of Offer for a place at Box Hill Institute.

The time taken to assess your application depends on the prerequisites that need to be met. For example, applications for media, art, design and music often take longer than other programs.

If your application is unsuccessful, you will receive notification stating the reasons for this.

ABOUT YOUR OFFER

The Letter of Offer may include conditions.

Unconditional offers

If there are **no conditions**, secure your place by accepting the offer as soon as possible.

Conditional offers

If there are **conditions**, all conditions stated in the Letter of Offer must be met before accepting the offer. You are required to show evidence that you have met these conditions, for example: results of IELTS test, etc.

3. ACCEPT YOUR OFFER

ACCEPTANCE OF OFFER

- > you must read the Refund Policy and the Student Agreement Form with Box Hill Institute which accompanied the Letter of Offer.
- > you must return the signed copy of the Student Agreement with Box Hill Institute either by fax, mail or email. (NOTE: Fees will not be accepted until we have received the signed copy of the Student Agreement with Box Hill Institute)
- > pay the Course Fees and the Overseas Student Health Cover (OSHC), as stated in Letter of Offer, by bank cheque, credit card or telegraphic transfer.

OBTAIN YOUR PRE-DEPARTURE PACKAGE AND STUDENT VISA

After your acceptance documents have been received, Box Hill Institute will send you:

- > your Confirmation of Enrolment (eCOE) for application of your student visa
- > Box Hill Institute Arrival Guide containing information on pre-departure and living in Australia information about accommodation and airport reception arrangements. Please submit the Accommodation and Airport Transfer Request Form a minimum of seven (7) working days prior to your arrival date.
- > you will need to apply for your student visa through an Australian diplomatic mission or one of Box Hill Institute's representatives.



COURSE INFORMATION

COURSE INFORMATION

ELICOS	39
AUTOMOTIVE	45
BEAUTY	49
BUILDING	53
BUSINESS	57
EARLY CHILDHOOD EDUCATION	63
ENGINEERING	67
FASHION	71
HEALTH AND COMMUNITY SERVICES	75
HOSPITALITY	79
INFORMATION TECHNOLOGY	85
LIBRARY STUDIES	95
MUSIC	99
SCIENCE	107
SPORT, FITNESS AND TOURISM	113
VICTORIAN CERTIFICATE OF EDUCATION (VCE)	117

ELICOS	Campus	Intake Dates	Course fee/ per week	Page
English Language Intensive Courses for Overseas Students (ELICOS) CRICOS: 044635A	BH (W)	Refer to page 43	AUD \$270*	41

AUTOMOTIVE	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration	Page
AUR50212 Diploma of Automotive Technology CRICOS: 081449G	BH (E)	January, July	Certificate IV in Automotive Mechanical Diagnosis	5.5	AUD \$7,545	6 months	47
AUR40212 Certificate IV in Automotive Mechanical Diagnosis CRICOS: 081448G	BH (E)	January, July	Certificate III in Light Vehicle Mechanical Technology	5.5	AUD \$7,545	6 months	47
AUR30612 Certificate III in Light Vehicle Mechanical Technology CRICOS: 081447J	BH (E)	January, July	Year 10	5.5	AUD \$15,090	1 year	48

BEAUTY	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration	Page
SIB50110 Diploma of Beauty Therapy CRICOS: 076873M	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$13,260/yr	1.5 years	51

BUILDING	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration	Page
22268VIC Advanced Diploma of Building Design (Architectural) CRICOS: 085932G	BH (E)	January	Year 12 or international equivalent	5.5	AUD \$12,110/yr	2.5 years	55
CPC50210 Diploma of Building and Construction (Building) CRICOS: 073560G	BH (E)	January	Year 12 or international equivalent	5.5	AUD \$12,310/yr	2 years	56

ACCOUNTING	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration	Page
CRS1201262 Bachelor of Commerce (Applied) CRICOS: 073180J	C	February, July, November	Year 12 or international equivalent	6.0	AUD \$14,710/yr	3 years	59
CRS1201263 Associate Degree of Commerce (Applied) CRICOS: 073181G	C	February, July	Year 12 or international equivalent	6.0	AUD \$14,710/yr	2 years	60
FNS50210 Diploma of Accounting* CRICOS: 075630E	BH (E)	January, July	Certificate IV in Accounting	5.5	AUD \$5,910	6 months	60
FNS40611 Certificate IV in Accounting* CRICOS: 079002A	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$5,910	6 months	61

BUSINESS	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration	Page
BSB50215 Diploma of Business CRICOS: 087174C	BH (E)	July	Certificate IV in Business	5.5	AUD \$5,910	6 months	61
BSB40215 Certificate IV in Business CRICOS: 086907A	BH (E)	January	Year 12 or international equivalent	5.5	AUD \$5,910	6 months	62

*This course is under review. There will be some changes to the information provided. Please check boxhill.edu.au/international for current information.

BH (E) Box Hill Campus (Elgar) • **BH (N)** Box Hill Campus (Nelson) • **BH (W)** Box Hill Campus (Whitehorse) • **C** City Campus

Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

EARLY CHILDHOOD EDUCATION	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration	Page
CRS1201270 Bachelor of Early Childhood (Education and Care) CRICOS: 075815G	BH (E)	February, July, November	Diploma of Early Childhood Education and Care	7.0	AUD \$15,810/yr	3 years	65
CHC50113 Diploma of Early Childhood Education and Care CRICOS: 081446K	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$11,910/yr	1.5 years	66
ENGINEERING							
22228VIC Advanced Diploma of Engineering Technology CRICOS: 081730F	BH (E)	January, July	Diploma of Engineering Technology	5.5	AUD \$12,490/yr	1 year	69
22229VIC Diploma of Engineering Technology CRICOS: 081729K	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$12,320/yr	1 year	70
FASHION							
CRS1201269 Bachelor of Fashion CRICOS: 071727F	BH (W)	February	Year 12 or international equivalent	6.0	AUD \$17,010/yr	3 years	73
CRS1300160 Bachelor of Fashion Merchandising CRICOS: 080247C	C	February	Year 12 or international equivalent	6.0	AUD \$17,010/yr	3 years	74
HEALTH AND COMMUNITY SERVICES							
HLT51612 Diploma of Nursing (Enrolled / Division 2 Nursing) CRICOS: 079153G	BH (E), C	January, July	Year 12 or international equivalent	6.5	AUD \$15,710/yr	1.5 years	77
CHC30212 Certificate III in Aged Care* CRICOS: 079895C	BH (E)	January, July	Year 10 or international equivalent	6.0	AUD \$5,510	6 months	78
CHC30312 Certificate III in Home and Community* CRICOS: 079894D	BH (E)	January, July	Year 10 or international equivalent	6.0	AUD \$6,210	6 months	78
HOSPITALITY							
CRS1201266 Bachelor of Hospitality Management CRICOS: 058293C	C	February, July, November	Year 12 or international equivalent	6.0	AUD \$15,010/yr	3 years	81
CRS1201267 Associate Degree in Hospitality Management CRICOS: 058292D	C	February, July	Year 12 or international equivalent	6.0	AUD \$15,010/yr	2 years	82
SIT50313 Diploma of Hospitality specialising in Commercial Cookery CRICOS: 081594J	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$12,310/yr	2 years	82
SIT50313 Diploma of Hospitality specialising in Patisserie CRICOS: 081594J	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$12,310/yr	2 years	83
SIT50313 Diploma of Hospitality specialising in Bars, Hotels, Restaurants CRICOS: 081589F	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$12,310	1 year	83
SIT40313 Certificate IV in Hospitality specialising in Bars, Hotels, Restaurants CRICOS: 081588G	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$6,100	6 months	84
SIT31113 Certificate III in Patisserie CRICOS: 081590B	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$13,110	1 year	84
SIT30813 Certificate III in Commercial Cookery CRICOS: 081591A	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$13,110	1 year	84

*This course is under review. There will be some changes to the information provided. Please check boxhill.edu.au/international for current information.

BH (E) Box Hill Campus (Elgar) • **BH (N)** Box Hill Campus (Nelson) • **BH (W)** Box Hill Campus (Whitehorse) • **C** City Campus

Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

INFORMATION TECHNOLOGY	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration	Page
CRS1400012 Master of Network Security CRICOS: 081462K	C	July	Australian Bachelor degree or equivalent	6.5	AUD \$18,040/yr	2 years	87
CRS1400011 Graduate Diploma of Network Security CRICOS: 081463J	C	July	Australian Bachelor degree or equivalent	6.5	AUD \$18,040	1 year	88
CRS1201256 Bachelor of Computer Systems CRICOS: 053076G	BH (N)	February, July, November	Year 12 or international equivalent	6.0	AUD \$16,410/yr	3 years	88
CRS1201257 Associate Degree in Computer Systems CRICOS: 054850M	BH (N)	February, July	Year 12 or international equivalent	6.0	AUD \$16,410/yr	2 years	89
ICT60515 Advanced Diploma of Computer Systems Technology CRICOS: 086755A	BH (N)	January	Certificate IV in Computer Systems Technology	5.5	AUD \$11,910	1 year	90
CRS1201271 Diploma of Computer Systems CRICOS: 075289B	BH (N)	January, July	Year 12 or international equivalent	5.5	AUD \$16,410	1 year	90
ICT50315 Diploma of Information Technology Systems Administration CRICOS: 086630C	BH (N)	January, July	Certificate IV in Information Technology	5.5	AUD \$11,910	1 year	91
ICT50715 Diploma of Software Development CRICOS: 086692M	BH (N)	January	Certificate IV in Information Technology	5.5	AUD \$11,910	1 year	91
ICT50615 Diploma of Website Development CRICOS: 086678J	BH (N)	January	Certificate IV in Information Technology	5.5	AUD \$11,910	1 year	92
ICT50415 Diploma of Information Technology Networking CRICOS: 086647E	BH (N)	January, July	Certificate IV in Information Technology	5.5	AUD \$11,910	1 year	93
ICT41015 Certificate IV in Computer Systems Technology CRICOS: 086593C	BH (N)	January	Year 11 or international equivalent	5.5	AUD \$11,910	1 year	93
ICT40115 Certificate IV in Information Technology CRICOS: 086525D	BH (N)	January, July	Year 11 or international equivalent	5.5	AUD \$11,910	1 year	94
LIBRARY STUDIES							
CRS1400013 Bachelor of Library and Information Management CRICOS: 081464G	C	February, July, November	Year 12 or international equivalent	6.0	AUD \$14,960/yr	3 years	97
CRS1400014 Diploma of Library and Information Management CRICOS: 081465G	C	January	Year 12 or international equivalent	6.0	AUD \$14,960	1 year	98

BH (E) Box Hill Campus (Elgar) • **BH (N)** Box Hill Campus (Nelson) • **BH (W)** Box Hill Campus (Whitehorse) • **C** City Campus

Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

MUSIC	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration	Page
CRS1400227 Master of Music (Contemporary Practice) CRICOS: 085846F	BH (W)	February	Australian Bachelor degree or equivalent	6.5	AUD \$19,000/yr	2 years	101
CRS1400226 Graduate Diploma of Music (Contemporary Practice) CRICOS: 085847E	BH (W)	February	Australian Bachelor degree or equivalent	6.5	AUD \$19,000	1 year	102
CRS1201261 Bachelor of Applied Music (Composition) CRICOS: 085407G	BH (W)	February	Year 12 or international equivalent	6.0	AUD \$17,320/yr	3 years	104
CRS1400176 Bachelor of Applied Music (Performance) CRICOS: 085406G	BH (W)	February	Year 12 or international equivalent	6.0	AUD \$17,320/yr	3 years	104
CRS1400175 Bachelor of Applied Music (Audio Production) CRICOS: 085408F	BH (W)	February	Year 12 or international equivalent	6.0	AUD \$17,320/yr	3 years	105
CRS1201265 Bachelor of Applied Business in Music Industry CRICOS: 080263C	BH (W)	February	Year 12 or international equivalent	6.0	AUD \$17,320/yr	3 years	106
SCIENCE							
CRS1400045 Bachelor of Biosecurity Science CRICOS: 082589J	BH (E)	February	Year 12 or international equivalent	6.0	AUD \$17,800/yr	3 years	109
CRS1201258 Bachelor of Science and Biotechnology CRICOS: 053077G	BH (E)	February	Year 12 or international equivalent	6.0	AUD \$17,800/yr	3 years	110
CRS1201259 Associate Degree in Science CRICOS: 054521F	BH (E)	February	Year 12 or international equivalent	6.0	AUD \$17,800/yr	2 years	110
MSL50109 Diploma of Laboratory Technology CRICOS: 073340J	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$12,310/yr	2 years	111
MSL40109 Certificate IV in Laboratory Techniques CRICOS: 084891J	BH (E)	January, July	Year 10 or international equivalent	5.5	AUD \$12,210/yr	1.5 years	112
SPORT, FITNESS AND TOURISM							
SIS50612 Diploma of Sport Development CRICOS: 080121F	BH (E)	January	Year 12 or international equivalent	5.5	AUD \$13,450	1 year	115
SIT30112 Certificate III in Tourism CRICOS: 081731E	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$6,510	6 months	116
VICTORIAN CERTIFICATE OF EDUCATION (VCE)							
VCE0000001 Victorian Certificate of Education (VCE) specialising in Year 11 or international equivalent – Units 1 and 2 specialising in Year 12 or international equivalent – Units 3 and 4 CRICOS: 072326D	BH (W)	December, January	Completion of Australian Year 10 or equivalent	5.5	AUD \$13,450	2 years	119

BH (E) Box Hill Campus (Elgar) • **BH (N)** Box Hill Campus (Nelson) • **BH (W)** Box Hill Campus (Whitehorse) • **C** City Campus

Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.



ELICOS

JACKY LEUNG WAI YIP, HONG KONG

ELICOS

ELICOS student, Jacky Leung Wai Yip, says there were many surprises about studying in Australia.

“The thing I was most surprised about when I arrived in Australia was the fresh air. My first breath outside at the airport, the air outside was so fresh. The suburb of Box Hill is also really nice because there are lots of trees and suburban surrounds. I like that the streets feel spacious and not cramped. I also like the surroundings outside the classroom and the relaxed atmosphere within.” said Jacky.

“The teaching style is also very relaxed, so I find myself enjoying the classes. The teachers are easy to relate to and my classmates are nice. The way of teaching is so easy to understand and he makes the classes fun with lots of activities, so I never feel sleepy in class! I don’t just learn about Australian culture, but because my classmates are from all over the world we talk about different cultures which is really interesting.”

“The other thing that surprised me about living here is the variety of activities that are available. There are lots of beaches and lots of space. It is the perfect place to live and study.”

When Jacky finishes his current ELICOS course he is hoping to stay in Australia to continue his further studies.

“

The teaching style is also very relaxed, so I find myself enjoying the classes.

”



ENGLISH LANGUAGE INTENSIVE COURSES FOR OVERSEAS STUDENTS (ELICOS)

CRICOS code: 044635A

Duration

- 10 week blocks

Intake dates

- Approximately every 5 weeks throughout the year (see page 43)

Location

Box Hill Campus (Whitehorse)

Class times

Students attend classes 5 days per week for 10 weeks:

- 8:45am – 1:00pm, 4 days per week
- 1:00pm – 5:15pm, 1 day per week
- Unlimited time in the Independent Learning Centre for self or directed study, from 9am and 4pm Monday to Friday.

Class size

Average class size is 16, maximum 18.

Academic requirements

Applicants for all ELICOS courses must be a minimum of 18 years of age before arrival in Australia.

Cost

\$AUD 270 per week*

Additional fees

\$AUD10 per week materials fee, plus service and amenities fee.

In this course you will develop your English language skills by listening, speaking, reading and writing in English.

Only English is spoken in the classroom. Language skills are developed using communicative and integrated techniques. Specific skills such as grammar and vocabulary are contextualised, and lead to authentic language practice.

Teaching materials have been specially prepared for the English language classroom, and wherever possible you will use authentic materials: English language textbooks, CDs, computer software, newspapers, and videos.

English Language Requirement

Box Hill Institute offers 6 levels of English language study. On completion of their ELICOS studies, all students receive a statement of attendance. In addition students who successfully complete their ELICOS course receive a certificate of completion.

Beginner

Upon successful completion, your language skill is assessed as Beginner entry - level by Box Hill Institute.

Elementary

Upon successful completion, your language skills is assessed as IELTS overall band score of 3.5 (Academic)

Pre-Intermediate

Upon successful completion, your language skills is assessed as IELTS overall band score of 4.0 (Academic)

Intermediate

Upon successful completion, your language skills is assessed as IELTS overall band score of 4.5 (Academic)

Upper-Intermediate

Upon successful completion, your language skills is assessed as IELTS overall band score of 5.0 (Academic)

Advanced

Upon successful completion, your language skills is assessed as IELTS overall band score of 5.5 (Academic)

Special Admission Requirements

None

Employment opportunities

It allows you to upgrade your English language skills for further studies at vocational training institutes and universities, business purposes or personal development.

Further study options

Inbound International students wishing to enter Box Hill Institute courses at both Certificate and Diploma level need to study at either upper-intermediate or advanced level and be assessed as meeting the English language requirements for vocational study.

Campus location

ELICOS students study in a modern learning environment with access to all Institute student facilities including:

- > libraries
- > computer laboratories and internet
- > student cafeterias
- > international student lounge with full kitchen facilities
- > English language support services.

The Institute has successfully delivered ELICOS at its Box Hill campus, which is NEAS accredited, for over 20 years.

The ELICOS Centre at Box Hill is located at Whitehorse Campus, Building 1, Second Floor, 1000 Whitehorse Road, Box Hill, Melbourne, Victoria.



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

For further clarification please seek advice from the Institute. CRICOS Provider Number: 02411J (Box Hill Institute). boxhill.edu.au/internationalstudents | international@boxhill.edu.au | +61 3 9286 9425

*Fee variation is in process.

ELICOS PATHWAY TO BOX HILL INSTITUTE CERTIFICATE AND DIPLOMA COURSES

Students wishing to enter Box Hill Institute courses at Certificate, Diploma and Degree level need to study at either Upper-Intermediate or Advanced level, and be assessed as meeting the English language requirements for further study.

CURRICULUM

ELICOS students develop their English language skills in listening, speaking, reading and writing.

Students practise English in a wide variety of social and personal contexts to develop their English language skills. 'New Headway', 'Cutting Edge', 'Just Right' and Cambridge English language textbooks are used during the course.

Students in Upper-Intermediate and Advanced courses develop their English language skills in preparation for tertiary studies at Australian Vocational Education and Training Institutes and universities.

The Independent Learning Centre (I.L.C.) contains a wide variety of additional learning resources which students may access throughout their course. Students may be directed by their teachers to use these materials to improve their English language skills or they may use them for self study during scheduled times.

METHODOLOGY

The ELICOS Centre uses teaching methods which are a combination of teacher-directed and student-centred learning.

Language skills are developed using communicative and integrated techniques. Specific skills such as grammar and vocabulary are contextualised, and lead to authentic language practice.

Classes use teaching materials which are as authentic as possible and have been specially prepared for the English language classroom, and wherever possible authentic materials.

These include language textbooks, CDs, computer software, newspapers, and videos.

'ENGLISH ONLY' RULE

The teachers positively encourage all students to use English only in the classroom. This ensures that all students maximise their opportunity to learn and practise their English skills.

STAFF

The teachers are all highly qualified and experienced in teaching English to speakers of other languages (TESOL).

The teachers actively engage students in a range of activities which reflect real life practical situations.

They also have specialist knowledge and skills in preparing students for IELTS and other tests.

SAMPLE ELICOS WEEKLY TIMETABLE

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:45am	Speaking Grammar Production CALL (Computer Assisted Language Learning)	Listening Speaking Vocabulary	Current affairs Video news Discussion and writing activities	Reading and writing for everyday purposes	I.L.C. self and directed learning (optional) (9:00am onwards)
10:45am	BREAK				
11:00am	Writing for academic purposes	Reading for academic purposes	Speaking Oral presentation skills	Listening for academic purposes	
1:00pm	LUNCH				
5:15pm	I.L.C. self and directed learning (optional)	I.L.C. self and directed learning (optional)	I.L.C. self and directed learning (optional)	I.L.C. self and directed learning (optional)	Reading Vocabulary Grammar Speaking and Listening Conversation skills

ENTRY ASSESSMENT

Students are assessed by completing the Box Hill Institute Entry Placement Test as well as being interviewed. Following this, they are then placed in the appropriate class level.

Other English language proficiency tests such as IELTS and TOEFL are taken into consideration when placing students. The Box Hill Institute Offshore Pre-Entry Test is only used as a guide to determine class placement.

COURSE ASSESSMENT METHODS

Teachers are responsible for assessing students progress. Assessment methods (in listening, reading, writing and speaking skills) take a variety of forms including:

- > in-class activities
- > homework tasks
- > participation in class work and activities
- > formal and informal class tests
- > interview with a staff member
- > pair and group work
- > research assignments
- > Computer Assisted Language Learning (CALL) tasks
- > level of participation in class work and class activities
- > end of course tests.

Students are encouraged to take every opportunity to develop their English language skills outside the classroom, e.g. by reading newspapers, watching TV, engaging in English conversation, in addition to attending classes and participating in all set work.

GUIDE TO IMPROVING ENGLISH LANGUAGE			
IELTS	To reach 5.5 equivalent	To reach 6.0 equivalent	To reach 6.5 equivalent
5.5		10 weeks	20 weeks
5.0	10 weeks	20 weeks	30 weeks
4.5	20 weeks	30 weeks	40 weeks
4.0	30 weeks	40 weeks	50 weeks

IMPORTANT INFORMATION FOR STUDENTS STUDYING ON A STUDENT VISA

It is a condition of enrolment that student visa-holders maintain 80% class attendance and make satisfactory academic progress in ELICOS.

- > Satisfactory academic progress includes:
- > participating in class activities
- > demonstrating the development of their English language and study skills
- > being competent in a minimum of 50% of the assessments.

Where a student has been accepted into a Certificate, Diploma or Degree course subject to reaching a required level of English language proficiency and the student does not reach that level of proficiency, the student will be asked to continue ELICOS classes for a further

prescribed period. Where the student does not agree to further ELICOS study, he/she will not be accepted for entry to Certificate or Diploma level courses.

STUDENTS WITH WORKING HOLIDAY OR TOURIST VISAS

Students with Working Holiday or Tourist visas who wish to develop their English language skills are welcome. Students can study full or part-time and are able to begin at anytime during the course.

CUSTOMISED STUDY TOUR PROGRAM

A full range of study tours is offered and each one is customised to the particular needs and requirements of the group. In addition to English classes, students have the opportunity to participate in cultural and outdoor activities.

INTAKE DATES FOR 2015*

	Start date	End date	Duration
Term 3	9 July	14 August	5 weeks
	13 August	18 September	5 weeks
Term 4	1 October	6 November	5 weeks
	5 November	11 December	5 weeks

INTAKE DATES FOR 2016*

	Start date	End date	Duration
Term 1	21 January	26 February	5 weeks
	25 February	1 April	5 weeks
Term 2	14 April	20 May	5 weeks
	19 May	24 June	5 weeks
Term 3	7 July	12 August	5 weeks
	11 August	16 September	5 weeks
Term 4	29 September	4 November	5 weeks
	3 November	9 December	5 weeks

INTAKE DATES FOR 2017*

	Start date	End date	Duration
Term 1	24 January	3 March	5 weeks
	2 March	7 April	5 weeks
Term 2	20 April	26 May	5 weeks
	25 May	30 June	5 weeks
Term 3	13 July	18 August	5 weeks
	17 August	22 September	5 weeks
Term 4	5 October	10 November	5 weeks
	9 November	15 December	5 weeks

* There may be minor changes to class times.

RAFAELLA CAROLINA, BRAZIL

ELICOS/DIPLOMA OF BUSINESS

Rafaella was a high school exchange student 13 years before she came back to study English again in Australia. In Brazil she worked as a physiotherapist and Pilates teacher.

“When I came here as a high school student I fell in love with Australia. I wanted to make sure I went with a reputable education provider because it helps to study with a reputable Institute.”

The Australian lifestyle is Rafaella’s favourite aspect of studying here.

“I like the people, the students and the beauty of the place. I wasn’t prepared for how friendly everyone was and how similar it is to Brazil. Everyone likes to be gentle to overseas students and to try and help explain the language. I also love the beautiful beaches. I live near the beach and travel to Box Hill, so I’m trying to learn water sports like surfing while I’m here.

“I love Australia and I think everyone needs to come here!”

“

I wanted to make sure I went with a reputable education provider.

”





AUTOMOTIVE

AUTOMOTIVE COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
AUR50212 Diploma of Automotive Technology CRICOS: 081449G	BH (E)	January, July	Certificate IV in Automotive Mechanical Diagnosis or international equivalent	5.5	AUD \$7,545	6 months
AUR40212 Certificate IV in Automotive Mechanical Diagnosis CRICOS: 081448G	BH (E)	January, July	Certificate III in Light Vehicle Mechanical Technology or international equivalent	5.5	AUD \$7,545	6 months
AUR30612 Certificate III in Light Vehicle Mechanical Technology CRICOS: 081447J	BH (E)	January, July	Year 10 or international equivalent	5.5	AUD \$15,090	1 year

BH (E) Box Hill Campus (Elgar)

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

The automotive industry comprises some of the most technology driven and diverse careers available and those who work in this field are highly regarded and sought after.

The challenge to develop alternative fuels and eco-friendly vehicles is creating new opportunities in the industry. Box Hill Institute is widely regarded by the industry and statutory bodies as being a leader in the educational automotive field. We provide training and can develop customised training programs for local automotive businesses, contribute at international forums, and consult to international organisations and industry.

Our automotive programs range from Certificate to diploma-level training across a range of automotive industry areas. As an automotive student, you will work with the latest technology and industry-standard equipment in state-of-the-art facilities so you can be sure you will gain the skills employers seek now and in the future. Our nationally accredited qualifications will be recognised wherever your work may take you, locally, nationally and internationally.

AUR50212

DIPLOMA OF AUTOMOTIVE TECHNOLOGY

CRICOS code: 081449G

Intake: January and July

Duration: 6 months

Location: Box Hill Campus (Elgar)

The Diploma in Automotive Technology covers the skills and knowledge required to diagnose, analyse, evaluate, design and modify automotive electrical and mechanical systems. It is suitable for those working in the automotive service and repair industry at the forefront of the implementation of new technologies.

Admission requirements

Academic requirements

You are required to successfully complete the Certificate III in Light Vehicle Mechanical Technology and the Certificate IV in Automotive Mechanical Diagnosis or equivalent. Relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

It is expected that participants will:

- > have the necessary literacy and numeracy skills to undertake the program
- > provide and wear steel-capped safety boots or shoes
- > provide and wear combination type overalls.

Employment opportunities

This course will prepare you for advancement within your organisation or a pathway to higher skilled employment opportunities, you will gain advanced skills and knowledge in the areas of diagnostics, environmental, business/management and systems analysis.

Further study options

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification.

Units

For unit list please visit:

www.boxhill.edu.au/international

AUR40212

CERTIFICATE IV IN AUTOMOTIVE MECHANICAL DIAGNOSIS

CRICOS code: 081448G

Intake: January and July

Duration: 6 months

Location: Box Hill Campus (Elgar)

This Certificate IV in Automotive Mechanical Diagnosis covers the skills and knowledge required to perform advanced diagnostic operations in the automotive retail, service and repair environment.

You will learn how to diagnose complex faults in light vehicle petrol engines, electronic spark ignition engine management systems and braking systems as well as learning how to depower battery electric vehicles and test engines using a dynamometer.

Admission requirements

Academic requirements

You are required to successfully complete the Certificate III in Light Vehicle Mechanical Technology or equivalent. Relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

It is expected that participants will:

- > have the necessary literacy and numeracy skills to undertake the program
- > provide and wear steel-capped safety boots or shoes
- > provide and wear combination type overalls.

Employment opportunities

This course will prepare you for advancement within your organisation or a pathway to higher skilled employment/training opportunities.

Further study options

Further training pathways from this qualification include the Diploma of Automotive Management, the Diploma in Automotive Technology or other relevant qualifications.

Units

For unit list please visit:

www.boxhill.edu.au/international

AUTOMOTIVE

AUR30612

CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY

CRICOS code: 081447J

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Elgar)

This course is designed to train learners in light vehicle mechanics to develop their skills and ensure they are competent to perform at industry standards.

You will learn how to apply safe work practices, test and service batteries and carry out repairs to single electrical circuits. This course will help you develop your skills in servicing and repairing engine management systems, steering, suspension, transmission and braking systems, and teach you about inspecting and servicing engine cooling systems.

This course also covers inspecting, diagnosing, servicing and repair of manual and automatic transmissions, how to repair steering and suspension systems, the detailed servicing of hydraulic brake systems, engines and fuel systems as well as engine and driveline management systems.

There is a practical workplace component to this course and you will be required to demonstrate that you are able to perform practical tasks competently in a workplace environment.

A list of prospective employers will be provided to assist you in finding work placement. However, it is your responsibility to contact these employers to secure the practical workplace component of this course.

Admission requirements

Academic requirements

Australian Year 10 or equivalent with a pass. Relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

It is expected that participants will:

- > have the necessary literacy and numeracy skills to undertake the program
- > provide and wear steel-capped safety boots or shoes
- > provide and wear combination type overalls.

Employment opportunities

This course may provide you with employment opportunities in the automotive industry.

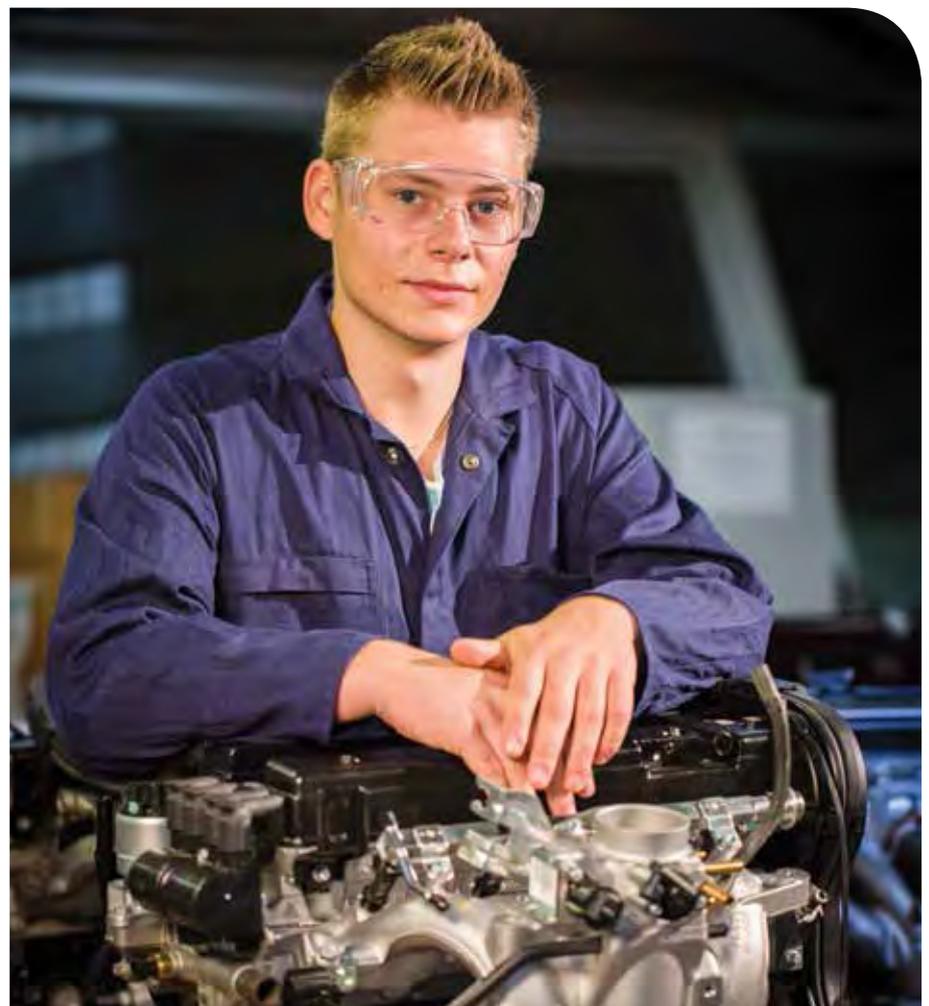
Further study options

You may be eligible to progress into the Certificate IV in Automotive Mechanical Diagnosis and the Diploma of Automotive Technology.

Units

For unit list please visit:

www.boxhill.edu.au/international



Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.



 / AVEDA INSTITUTE
MELBOURNE

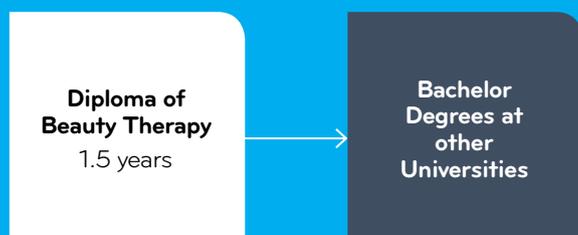
BEAUTY

BEAUTY COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
SIB50110 Diploma of Beauty Therapy CRICOS: 076873M	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$13,260/yr	1.5 years

BH (E) Box Hill Campus (Elgar)

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

BEAUTY

Beauty has become a vibrant and growing industry, with salons, health spas, retreats and resorts all demanding high quality beauty therapists and make-up artists.

As a result, the beauty industry offers a world of exciting opportunities for talented graduates and Box Hill Institute offers a variety of courses in beauty services, from certificates to diplomas. Get the qualifications you need to begin work in the industry, or to expand your knowledge and skills in specialised areas to take your career to new levels.

You will gain a thorough grounding in traditional therapeutic knowledge and modern techniques, client care and technical knowhow, along with the science and art of beauty services. Box Hill Institute is widely regarded by the beauty services industry as a leader in vocational education and training. Industry affiliations, such as our international partnership with Aveda, shape our courses and teaching by providing international standard professional development, up-to-date training and access to local and international industry networks.

Our workplace training facility, the Aveda Institute Melbourne, is open to the public and provides you with practical experience in hair and beauty services, as it is staffed by students, under professional supervision.

SIB50110

DIPLOMA OF BEAUTY THERAPY

CRICOS code: 076873M

Intake: January and July

Duration: 1.5 years

Location: Box Hill Campus (Elgar)

If you would like to work in a 5 Star Resort, day spa or beauty salon then this is the course for you.

You will be equipped with the most up-to-date beauty treatment knowledge. You will also learn to practice the ancient healing methods of hydrotherapy, aromatherapy and massage.

This exciting course teaches you traditional beauty therapy with a holistic approach, utilising natural products and environmentally sustainable practices.

Experience in a simulated day spa environment will allow you to gain confidence and expertise under the guidance of expert teachers.

Admission requirements

Academic requirements

- > Australian Year 12 or equivalent with a pass
- > Relevant senior employment experience in industry will be considered

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course leads to work in beauty salons, spa retreats, resorts and hairdressing salons that provide beauty services.

Further study options

On successful completion of this course and having gained industry experience, you may apply to other higher education organisations to further your studies.

Units

For unit list please visit:

www.boxhill.edu.au/international



AVEDA INSTITUTE
MELBOURNE

BEAUTY SALON

Box Hill Institute offers several different beauty services to the public. Students perform the beauty or spa treatments supervised by highly trained staff. Students are assessed on their professionalism, level of service and the overall result of the Aveda signature treatments or service.

The Aveda Institute Melbourne delivers indulgent experiences to clients in the Aveda Spa and Salon on Elgar. Only Aveda products are used in the world-class facilities.

This training facility mirrors Aveda spas in luxury hotels and resorts around the world and our students work professionally with the Aveda hair, beauty and aromatherapy products.



AVEDA INSTITUTE
MELBOURNE



BUILDING

BUILDING COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
22268VIC Advanced Diploma of Building Design (Architectural) CRICOS: 085932G	BH (E)	January	Year 12 or international equivalent	5.5	AUD \$12,110/yr	2.5 years
CPC50210 Diploma of Building and Construction (Building) CRICOS: 073560G	BH (E)	January	Year 12 or international equivalent	5.5	AUD \$12,310/yr	2 years

BH (E) Box Hill Campus (Elgar)

PATHWAYS



Please Note: Entry into all courses depends on availability and the successful completion of all requirements or award of the lower level qualification. Discipline specific entry requirements might apply. Check individual university websites for pathways details.

Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

The ongoing growth in building and construction drives a demand for skilled tradespeople. This shortage of skilled workers in the industry provides you with considerable career potential.

If you're looking for the right place to begin building your career, or to take it to another level, then you've hit the nail right on the head with Box Hill Institute. We are widely regarded by the building and construction industry as a leader in vocational education and training.

Box Hill Institute's building courses are current and relevant, having been developed through working partnerships with the industry and the community. You will learn from highly committed and qualified teachers, who strive to instil core values such as quality workmanship, career satisfaction and self-confidence. You will work with modern, industry-standard training facilities and equipment that will put you in-step with current industry practices and requirements.

22268VIC

ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)

CRICOS code: 085932G

Intake: January

Duration: 2.5 years

Location: Box Hill Campus (Elgar)

This course is designed to prepare you for a career as an architectural building designer or draftsman. You will learn about architectural design and the construction of residential and commercial buildings. Applying the principles of environmental sustainability to projects will be an important part of your studies.

By drawing using manual and computer aided drafting, you will learn to communicate design ideas and technical construction information in 2D and 3D.

You will gain valuable skills from the design stage through to selection of materials, presentation of the design and management of the project. Students are introduced to future employers at industry presentation functions and have the opportunity to present their drawings.

Students will be studying in the new Integrated Technology Hub.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

Career opportunities for graduates include working as an architectural technician/draftsperson for architects, building contractors, and building designers or in the building management department of commercial enterprises or government departments. With one year of practical experience, graduates may apply to the Building Practitioners Board for registration as a draftsman.

Further study options

You may be eligible for entry into related advanced courses at institutes or universities, including architectural degrees.

Student may apply for Bachelor degrees with Box Hill Institutes University Partner - Deakin University.

Units

For unit list please visit:

www.boxhill.edu.au/international

BUILDING

CPC50210

DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

CRICOS code: 073560G

Intake: January

Duration: 2 years

Location: Box Hill Campus (Elgar)

This course will provide the skills and knowledge associated with the planning and construction of a range of building types within Australia. During this course you will investigate, research and apply problem solving techniques in a variety of areas.

You will learn how to select and prepare a contract, along with the process of identifying and producing estimated costing for building and construction projects and the preparation of technical reports. You will learn how to survey sites and how to apply structural principles to residential low rise construction. Also covered in this Diploma is supervising the planning of on-site medium rise building or construction work, the application of structural principles to the construction of medium rise buildings and project quality and project risk.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

Year 12 mathematics (or equivalent).

Employment opportunities

Graduates may gain employment as a trainee building professional (management), building works supervisor (medium-rise or unlimited), commercial building contractor employee, contract administrator and building estimator.

Graduates who can demonstrate sufficient industry experience in Australia may wish to apply to the Victorian Building Authority (VBA) or the Building Practitioners Board to become a Registered builder. This is subject to applicant interview with the Building Industry Commission (BIC) and other factors outside the control of Box Hill Institute.

Further study options

You may wish to progress into related courses at higher education institutions. Students may apply for other Bachelor Degrees in Construction and Management with Box Hill Institute's University partners.

Units

For unit list please visit:

www.boxhill.edu.au/international





BUSINESS

ACCOUNTING
L. BALANCE
NINTH EDITION

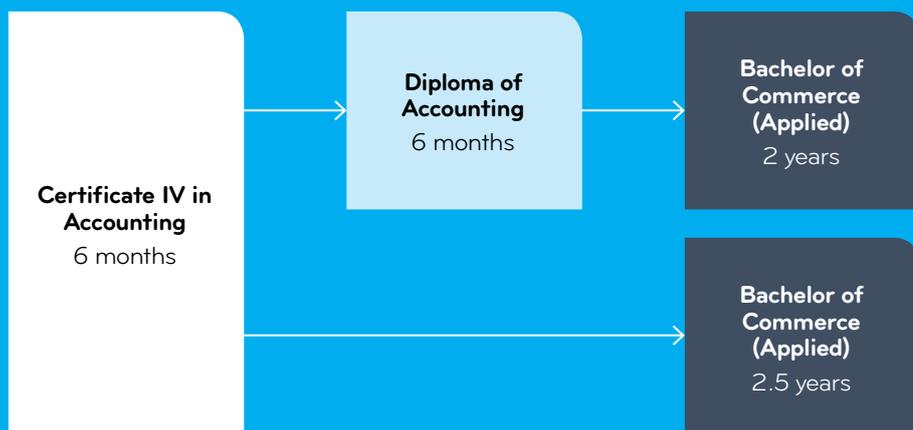
MRÓCZKOWSKI
FLEAT
POUSTI
YATES

BUSINESS

ACCOUNTING	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
CRS1201262 Bachelor of Commerce (Applied) CRICOS: 073180J	C	January, July	Year 12 or international equivalent	6.0	AUD \$14,710/yr	3 years
CRS1201263 Associate Degree of Commerce (Applied) CRICOS: 073181G	C	January, July	Year 12 or international equivalent	6.0	AUD \$14,710/yr	2 years
FNS50210 Diploma of Accounting CRICOS: 075630E	BH (E)	January, July	Certificate IV in Accounting or international equivalent	5.5	AUD \$5,910	6 months
FNS40611 Certificate IV in Accounting CRICOS: 079002A	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$5,910	6 months

BH (W) Box Hill Campus (Whitehorse) • C City Campus

PATHWAYS



BUSINESS	Campus	Intake Dates	Academic requirements	IELTS	Course fee/ per year	Duration
BSB50215 Diploma of Business CRICOS: 087174C	BH (E)	July	Certificate IV in Business or international equivalent	5.5	AUD \$5,910	6 months
BSB40215 Certificate IV in Business CRICOS: 086907A	BH (E)	January	Year 12 or international equivalent	6.0	AUD \$5,910	6 months

BH (E) Box Hill Campus (Elgar)

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

ACCOUNTING

Our commerce programs can develop your business skills and help you achieve your career goals once you're equipped with all of the relevant skills and knowledge to succeed in the business world.

Your degree and associate degree studies will focus on key areas such as accounting (including auditing and taxation), finance, management, marketing, business ethics, law, economics, communication and international business. You will be exposed to realistic business problems and environments, and your qualification is designed to be wholly relevant to the national and global marketplace – a must for when starting out your career in this field. Take the next step towards making your own mark in the dynamic world of business and commerce.

CRS1201262

BACHELOR OF COMMERCE (APPLIED)

CRICOS code: 073180J

Intake: January and July

Duration: 3 years

Location: City campus

Students of this three year course are able to major in either accounting or international business.

Get job ready with a Box Hill Institute commerce degree. The Institute's commerce programs can offer you the opportunity to develop your business skills and be part of a learning community that provides the necessary support to help you achieve your goals. Through practical teaching, you will be equipped with all of the relevant skills and knowledge to succeed in the business world.

Box Hill Institute's flexible study options include online learning, the opportunity to study extra units outside of standard teaching hours, and varied unit delivery times including weekdays, evening and weekends. Our supportive small group environments mean you are more than just a face in a crowded lecture theatre and can get one-on-one support to assist your learning. Committed and passionate teachers, with practical experience in their field of expertise, use innovative teaching strategies to assist students in developing their subject knowledge.

Offering courses at both degree and associate degree levels, your studies will focus on developing your skills in key areas such as accounting (including auditing and taxation), finance, management, marketing, business ethics, law, economics, communication and international business. Our courses are designed to meet the emerging demands of business and the broader community. Not only will you be exposed to realistic business problems and environments, but your qualification is designed to be wholly relevant to the national and global marketplace – a must for when starting out your career in this field.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass. Relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

Commerce is the language of business, and accounting and international business are very portable skill sets. Commerce is the field that informs key business decisions. Talented individuals who possess commercial knowledge are globally in demand for senior roles and on boards of management.

This degree opens up a career path with countless possibilities. You will gain a solid understanding of business issues and processes as well as develop critical problem solving, communication and leadership skills. These are the skills you need for a career, and to become a leader in commerce and business.

Graduates with the Bachelors degree can find employment as accountants, business analysts, economists, international traders and consultants in diverse fields such as marketing, tourism, hospitality, government departments, multinational firms and financial institutions that either seek to serve international clients or are located around the world.

The attributes of our graduates will equip them well for their early careers. Specifically, our graduates will be:

- > capable
- > creative
- > innovative
- > effective
- > ethical
- > entrepreneurial
- > adaptable
- > aware

Further study options

Completion of the degree may enable entrance to post-graduate studies at a range of universities.

The accounting stream of the Bachelor of Commerce (Applied) is accredited by CPA Australia and the Institute of Chartered Accountants. Undergraduates may apply for student membership of these professional accounting bodies which they can convert to associate membership on graduation. You can then choose to undertake the professional body's qualification program and after 3 years relevant practical experience progress to full membership.

Units

For unit list please visit:

www.boxhill.edu.au/international



**Institute of
Chartered Accountants
Australia**

ACCOUNTING

CRS1201263

ASSOCIATE DEGREE OF COMMERCE (APPLIED)

CRICOS code: 073181G

Intake: January and July

Duration: 2 years

Location: City Campus

Students of this two year course are able to major in either accounting or international business.

Get job ready with a Box Hill Institute commerce degree. The Institute's commerce programs can offer you the opportunity to develop your business skills and be part of a learning community that provides the necessary support to help you achieve your goals. Through practical teaching, you will be equipped with all of the relevant skills and knowledge to succeed in the business world.

Box Hill Institute's flexible study options include online learning, the opportunity to study extra units outside of standard teaching hours, and varied unit delivery times including weekdays, evening and weekends. Our supportive small group environments mean you are more than just a face in a crowded lecture theatre and can get one-on-one support to assist your learning. Committed and passionate teachers, with practical experience in their field of expertise, use innovative teaching strategies to assist students in developing their subject knowledge.

Offering courses at both degree and associate degree levels, your studies will focus on developing your skills in key areas such as accounting (including auditing and taxation), finance, management, marketing, business ethics, law, economics, communication and international business. Our courses are designed to meet the emerging demands of business and the broader community. Not only will you be exposed to realistic business problems and environments, but your qualification is designed to be wholly relevant to the national and global marketplace – a must for when starting out your career in this field.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

Commerce is the language of business, and accounting and international business are very portable skill sets. Commerce is the field that informs key business decisions. Talented individuals who possess commercial knowledge are globally in demand for senior roles and on boards of management.

This degree opens up a career path with countless possibilities. You will gain a solid understanding of business issues and processes as well as develop critical problem solving, communication and leadership skills. These are the skills you need for a career, and to become a leader in commerce and business.

Graduates of the Associate Degree are prepared for a wide range of generalist business positions in industry, commerce, banking, finance, public and non profit sectors.

The attributes of our graduates will equip them well for their early careers. Specifically, our graduates will be:

- > capable
- > creative
- > innovative
- > effective
- > ethical
- > entrepreneurial
- > adaptable
- > aware

Further study options

Students who successfully complete the Associate Degree of Commerce (Applied) and who wish to progress into the Bachelor of Commerce (Applied) will receive credit equivalent of 4 semesters in duration and can complete it within 1 year of full-time study.

Units

For unit list please visit:

www.boxhill.edu.au/international

FNS50210

DIPLOMA OF ACCOUNTING

CRICOS code: 075630E

Intake: January and July

Duration: 6 months

Location: Box Hill Campus (Elgar)

Interested in working on company finance and financial management projects? This course will give you the skills and training you need.

You will learn how to prepare income tax returns, financial reports for reporting entities and prepare and maintain complex budgets and forecasts. You will learn to develop and implement internal control procedures, marketing activities, and financial strategies.

You will also develop, implement and measure performance management systems.

Admission requirements

Academic requirements

Certificate IV in Accounting or equivalent.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

You may find work as an assistant for company financial reporting or financial management projects, internal control or as a costing projects officer.

Further study options

After successful completion, you may choose to further your study with guaranteed direct entry into our Bachelor of Commerce (Applied) with exemptions for up to 8 subjects.

Units

For unit list please visit:

www.boxhill.edu.au/international

BUSINESS

FNS40611

CERTIFICATE IV IN ACCOUNTING

CRICOS code: 079002A

Intake: January and July

Duration: 6 months

Location: Box Hill Campus (Elgar)

This course will equip you with the skills to work in accounting working with budgets, costing, assets and inventory.

You will learn how to prepare basic financial statements, budgets and asset and inventory registers. This course also enables you to work within a business environment and complete office tax forms.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

Employment opportunities may include budget assistant, costing clerk, asset and inventory clerk and accounts assistant.

Further study options

After successful completion, you will have many further study options including study in the Diploma of Accounting. Guaranteed direct entry into our Bachelor of Commerce (Applied) with exemptions for 4 subjects.

Units

For unit list please visit:

www.boxhill.edu.au/international

Businesses — small, medium and large — drive the economy. Whilst big business dominates the news, it's small-to-medium enterprises that employ the vast majority of Australians, making your career potential virtually limitless.

Box Hill Institute provides a diverse range of business courses, from traineeships and certificates to advanced diplomas and degrees, in many key industry areas of business and management.

As a Box Hill Institute business graduate, you'll be well qualified to begin or advance your career, or pursue further studies. Pathways are available to articulate in

to a university course and gain credit for the business studies you've completed at Box Hill Institute. Our courses are nationally accredited and recognised as highly respected, work ready qualifications.

BSB50215

DIPLOMA OF BUSINESS

CRICOS code: 087174C

Intake: July

Duration: 6 months

Location: Box Hill Campus (Elgar)

The Diploma of Business may enhance your career prospects.

You will gain essential business skills such as delivering customer service, managing finances and producing documents, event management, writing skills and project management, human resources, and marketing principles.

This course leads to Management roles in a variety of industries.

Admission requirements

Academic requirements

Certificate IV in Business or equivalent.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

After successful completion, this course may provide you with employment opportunities such as manager, program consultant or program coordinator.

Further study options

After successful completion, you may choose to further your study with guaranteed direct entry into our Bachelor of Commerce (Applied) or Bachelor of Hospitality Management with exemptions for up to 4 subjects.

Units

For unit list please visit:

www.boxhill.edu.au/international

BSB40215

CERTIFICATE IV IN BUSINESS

CRICOS code: 086907A

Intake: January

Duration: 6 months

Location: Box Hill Campus (Elgar)

Build on previously learned skills or your existing business experience with this course. You will learn essential business skills such as developing text documents and spreadsheets, maintaining financial records and creating presentations. You will also learn how to organise meetings, coordinate business resources and deliver customer service and various business-related subjects.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course may provide you with employment opportunities as an administrator or project officer. Relevant job titles include administrative officer, marketing or sales assistant, project officer.

Further study options

After successful completion you will have many options for further study. These could include Higher Education at a variety of Institutions.

Units

For unit list please visit:

www.boxhill.edu.au/international

HUONG DANG THI, VIETNAM

ASSOCIATE DEGREE OF COMMERCE (APPLIED)

RECIPIENT OF VICTORIAN INTERNATIONAL STUDENT OF THE YEAR 2013 – HIGHER EDUCATION AWARD AND PREMIER’S AWARD

Box Hill Institute student Huong Dang Thi was the first recipient of the ‘Victorian International Student of the Year – Higher Education’ award and also the ‘Premier’s Award – International Student of the Year’ announced at the Victorian International Education Awards 2013.

The Victorian International Education Student categories, worth \$10,000 each, seek to recognise international

students and celebrate their outstanding contribution to Victoria. As the recipient of both these awards, Huong received a \$20,000 scholarship towards study related expenses at a Victorian educational institution.

“As a 13 year-old girl, I went to Hanoi, the capital city of Vietnam, by myself, in the hope of earning some income to support Mum and my siblings to allow them to continue their education. I decided to attend night classes at a Continuing Education Centre and worked very hard during the day.

“Luckily, I met a girl in my class who knew something about Know One, Teach One (KOTO) and suggested that I apply. I had no idea of what KOTO was all about but decided to visit to see if there might possibly to complete my high school education. KOTO is an Australian–Vietnamese charity for underprivileged youth in Vietnam.

“I became a KOTO Front of House Trainee in 2006. It was a big step and brought a remarkable change in my life. It opened a new door to me. I kept studying at night to try and complete high school and dared to dream of getting to university. I was able to graduate from high school and finished the course at KOTO at the same time.





**EARLY
CHILDHOOD
EDUCATION**

EARLY CHILDHOOD EDUCATION COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
CRS1201270 Bachelor of Early Childhood (Education and Care) CRICOS: 075815G	BH (E)	July	Diploma of Early Childhood Education and Care or international equivalent	7.0	AUD \$15,810/yr	3 years
CHC50113 Diploma of Early Childhood Education and Care CRICOS: 081446K	BH (E)	January*, July	Year 12 or international equivalent	5.5	AUD \$11,910/yr	1.5 years

*For students who want to complete both the Diploma and Bachelor Degree as a packaged course

BH (E) Box Hill Campus (Elgar)

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

EARLY CHILDHOOD EDUCATION

The success of any community depends on the way they raise their children, so a qualification in the field of children's services can provide you with a meaningful, challenging and rewarding career. As the demands of modern life increasingly require parents to balance work and family, children's services is an area of growing job potential.

Box Hill Institute's courses provide you with comprehensive and practical training relevant to a variety of early childhood settings. You will learn the skills and knowledge required to provide enriching programs for infants, toddlers, pre-school and school age children. You will also gain an understanding of the skills necessary to provide and maintain a safe care and work environment. These courses prepare you for work as either an assistant childcare worker or qualified level III childcare worker and the qualifications are nationally accredited and recognised.

CRS1201270

BACHELOR OF EARLY CHILDHOOD (EDUCATION AND CARE)

CRICOS code: 075815G

Intake: July

Duration: 3 years

Location: Box Hill Campus (Elgar)

This degree provides an in-depth study of child development, and focuses on learning areas including languages, arts, mathematics, health and wellbeing, and science. As part of your studies you will examine the important relationships between the early childhood educator, parents, caregivers and the community. You will learn how to integrate acquired knowledge and skills relevant to the industry, and to develop your management and leadership skills through weekend intensive workshops blocks and regular evening tutorials, self paced and on-line activities, industry related assessment and placements in a range of early childhood settings.

Admission requirements

Academic requirements

You should have completed the Diploma of Early Childhood Education and Care.

English Language requirements

A minimum IELTS overall score of 7.0 (academic) with no band score less than 7.0. A minimum TOEFL score of 600 for paper examination; 250 for computer based and 100 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

- > successfully completed the Diploma of Early Childhood Education and Care.
- > successfully completed one of the Australian Year 12 Mathematics group of studies or the equivalent. If unable to provide this evidence you will be required to sit and pass the TEMT test.
- > ability to travel according to timetabling requirements and attend classes after hours and during weekends.

Employment opportunities

The Bachelor of Early Childhood Education provides you with the opportunity to teach and work in a range of early childhood settings with young children and their families.

Employment opportunities may include working in kindergartens, pre-schools and long day care centres.

Further study options

You may be eligible to progress into a Masters Degree in Education at higher education institutions.

Units

For unit list please visit:

www.boxhill.edu.au/international

From 30 September 2015, you are eligible for registration with Victorian Institute of Teaching (VIT), and seek employment as an early childhood teacher (ECT) in the Victorian education and care service or children's services.

EARLY CHILDHOOD EDUCATION

CHC50113

DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

CRICOS code: 081446K

Intake:

- > January (for students who may want to complete both the Diploma and Bachelor degree as a packaged course)
- > July Intake (for students who are only completing the Diploma)

Duration: 1.5 years

Location: Box Hill Campus (Elgar)

Do you enjoy being around children and want to inspire the next generation of young learners? The Diploma of Early Childhood Education and Care provides comprehensive training in designing, implementing and assessing engaging programs for children from birth to twelve years that align to legislative, regulatory and National Quality Framework compliance.

You will learn how to plan care routines, develop a deep knowledge of children's holistic development and manage all aspects of early childhood administration. Through the support of experienced trainers and extensive work placement you will gain comprehensive knowledge of regulatory authorities, providing children with a safe and healthy environment, working in partnerships with families, supporting children with additional needs and building effective teams. This course also includes specialised units to develop skills in working with children from six to twelve years in school aged care.

If you are currently working in early childhood and need to update your existing qualification to meet the current minimum qualification standards you may be eligible for Recognition of Prior Learning.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

- > you must have a current Working with Children Check and a current National Police Check (both in Australia and your home country)
- > applicants are required to complete a questionnaire/interview – contact Box Hill International for details.
- > applicants should be physically fit, enjoy being with children, have patience, understanding, energy, adaptability and willingness to take responsibility.
- > students who accept an offer of a place must provide evidence of having commenced an immunisation course against Hepatitis B and must be fully immunised against Rubella and Tetanus. An immunisation against Hepatitis A is also advisable.

Employment opportunities

This course will provide you with this qualification and employment opportunities as a Diploma Level Educator in long day care, occasional care, family day care, sessional services, preschools and kindergartens, early intervention services, neighbourhood houses, mobile services and other specialised services.

Further study options

This course leads into early childhood studies at a degree level. Credits and articulation pathways may apply.

Students may apply for Bachelor of Early Childhood (Education and Care) with one year of credit.

Units

For unit list please visit:

www.boxhill.edu.au/international





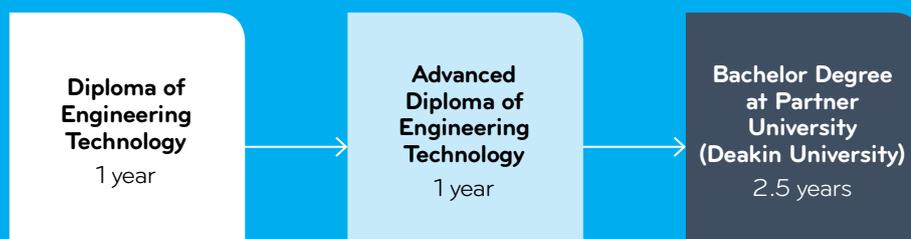
ENGINEERING

ENGINEERING COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
22228VIC Advanced Diploma of Engineering Technology CRICOS: 081730F	BH (E)	January, July	Diploma of Engineering Technology or international equivalent	5.5	AUD \$12,490/yr	1 year
22229VIC Diploma of Engineering Technology CRICOS: 081729K	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$12,320/yr	1 year

BH (E) Box Hill Campus (Elgar)

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

ENGINEERING

If you have a knack for getting it together and making it happen, then you're suited to a career in engineering. The range of engineering careers represents some of the most dependable jobs in the workforce.

As a Box Hill engineering student, you will learn from highly qualified and experienced staff as you work with the latest learning technologies and industry standard equipment, giving you the skills employers and industry need. With industry-recognised, nationally accredited qualifications, our graduates are highly sought after and working in many different industries across Australia and around the world.

Our courses range from prevocational to advanced diploma level, and our graduates find work in mechanical engineering, civil engineering, manufacturing, design drafting, welding and fabrication, fitting and machining, mechanical maintenance and industrial automation roles.

22228VIC

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY

CRICOS code: 081730F

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Elgar)

This Advanced Diploma of Engineering Technology course will greatly improve your opportunities to enter the workforce as an engineering paraprofessional in production engineering, installation and equipment maintenance or design drafting. This course also overlaps with mechanical engineering associate, drafting and manufacturing technology work.

You can specialise in one of two streams (either Mechanical Engineering or Civil Engineering).

The Mechanical Engineering stream specialises in:

- > Computer-aided design and drafting (CAD)
- > Computer-aided manufacturing (CAM)
- > Design (tooling)
- > Energy and heat transfer engineering
- > Engineering (fluid power)
- > Manufacturing processes
- > Engineering (materials)
- > Engineering (mechanical)
- > Engineering (metallurgical)
- > Engineering (process engineering)
- > Engineering mathematics, engineering principles and industrial engineering
- > Machine dynamics
- > Design mechanical machines and engineering systems
- > Mechanics (applied)

The Civil Engineering stream specialises in:

- > Civil design and drafting
- > Computer-aided drafting (CAD)
- > Construction
- > Engineering (civil materials)
- > Engineering (civil)
- > Engineering (environmental)
- > Engineering (measurement)
- > Engineering (road drawing)
- > Engineering (structural analysis and design)
- > Engineering (survey)
- > Management
- > Project management
- > Structural design
- > Structural drafting

Admission requirements

Academic requirements

You are required to successfully complete the Diploma of Engineering Technology or equivalent. Relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

Study of mathematics at Year 11 or 12 level; preferably physics or other science subjects at senior secondary level also.

Employment opportunities

The Advanced Diploma of Engineering Technology could lead to a variety of different roles, depending on the stream you choose. The Mechanical Engineering stream could lead to work as a mechanical draftsman, mechanical designer, production planner, production supervisor or engineering technician.

Possible job outcomes for the Civil Engineering stream include; civil draftsman, laboratory technician, research assistant, construction supervisor or urban planning assistant.

Further study options

This course has an articulation with Deakin University. On successful completion of this course students will receive 18 months credit, and students are eligible to enrol directly into the fourth semester of the Bachelor of Mechanical Engineering (CRICOS: 079996J) at Deakin University.

This course also leads to further studies at other higher educational organisations.

Units

For unit list please visit:

www.boxhill.edu.au/international

ENGINEERING

22229VIC

DIPLOMA OF ENGINEERING TECHNOLOGY

CRICOS code: 081729K

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Elgar)

The Diploma of Engineering Technology course will prepare you for work as an engineering associate in research and development, production engineering, installation and equipment maintenance and design drafting. This course also overlaps with mechanical engineering associate, drafting and manufacturing technology work.

You can specialise in one of two streams (either Mechanical Engineering or Civil Engineering).

The Mechanical Engineering stream specialises in:

- > Computer-aided design and drafting (CAD)
- > Computer-aided manufacturing (CAM)
- > Design (tooling)
- > Energy and heat transfer engineering
- > Engineering (fluid power)
- > Manufacturing processes
- > Engineering (materials)
- > Engineering (mechanical)
- > Engineering (metallurgical)
- > Engineering (process engineering)
- > Engineering mathematics, engineering principles and industrial engineering
- > Machine dynamics
- > Design mechanical machines and engineering systems
- > Mechanics (applied)

The Civil Engineering stream specialises in:

- > Civil design and drafting
- > Computer-aided drafting (CAD)
- > Construction
- > Engineering (civil materials)
- > Engineering (civil)
- > Engineering (environmental)
- > Engineering (measurement)
- > Engineering (road drawing)
- > Engineering (structural analysis and design)
- > Engineering (survey)
- > Management
- > Project management
- > Structural design
- > Structural drafting

We offer a supportive learning environment with extra one on one tutoring after hours and specialist teachers to assist with language and numeracy within our classrooms.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

The Diploma of Engineering Technology could lead to a variety of different roles, depending on the stream you choose. The Mechanical Engineering stream could lead to work as a mechanical draftsman, mechanical designer, production planner, production supervisor or engineering technician.

Possible job outcomes for the Civil Engineering stream include; civil draftsman, laboratory technician, research assistant, construction supervisor or urban planning assistant.

Further study options

You may wish to continue onto the Advanced Diploma of Engineering Technology. A pathway is also available with Box Hill Institute's University partners.

Units

For unit list please visit:

www.boxhill.edu.au/international





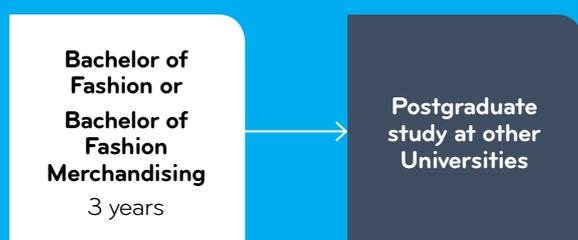
FASHION

FASHION COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
CRS1201269 Bachelor of Fashion CRICOS: 071727F	BH (W)	January	Year 12 or international equivalent	6.0	AUD \$17,010/yr	3 years
CRS1300160 Bachelor of Fashion Merchandising CRICOS: 080247C	C	January	Year 12 or international equivalent	6.0	AUD \$17,010/yr	3 years

BH (W) Box Hill Campus (Whitehorse) • **C** City Campus

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

Have you got a flair for fashion design? If you think you've got what it takes to cut it in the dynamic world of fashion, then we've got the courses to help you develop your career.

At Box Hill Institute, we offer a range of courses to give you all of the skills needed to make a name for yourself in the fashion industry. Our courses teach a variety of highly regarded skills, including how to design and develop concepts, create your own patterns, and assembling garments and marketing them to buyers. You will also learn about the influences on fashion, how to use specialised equipment and technology, and business management

Our fashion courses cover design, technology, production and business studies to develop your technical skills in fashion with a core of creativity and innovation. Your qualification could lead to a career as a designer, product developer, pattern technician, production manager, brand manager, illustrator, trend forecaster, fashion buyer or fashion stylist.

CRS1201269

BACHELOR OF FASHION

CRICOS code: 071727F

Intake: January

Duration: 3 years

Location: Box Hill Campus (Whitehorse)

Gain the skills and knowledge required to work as a fashion designer of the future with this bachelor degree. This course covers all aspects of fashion business as well as the technical and creative knowledge required for the industry. You will learn about fashion history, design elements and principles, garment making and pattern construction and their application in the industry and within the mores and social constructs that exist.

Learn about industry specific software to develop sustainable design in response to global sourcing challenges. The technical elements of bespoke garment construction, mass production and refined pattern construction methods are also covered to give you an understanding of how style, shape and structure create innovative products.

In the final year, you will explore the theme of entrepreneurship and innovation to achieve the edge of difference in the fast-paced world of fashion design, and manage and market a special event. You also have the opportunity to undertake a workplace internship in the last semester of study and create a catwalk collection to be showcased at the end of the year student fashion parade.

An exit point is available upon completion of the two-year Associate Degree in Fashion (CRICOS: 055658C).

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

Applicants need to present a folio containing work demonstrating concept development, working with design briefs and evaluation as well as 2-4 garments showing creativity and technical skills.

For further information about folio preparation refer to the Guide to folio presentation.

www.boxhill.edu.au/courses/CI/Pages/auditions-interviews.aspx

Employment opportunities

Graduates of this course can expect to be employed in the industry as fashion designers, pattern technicians, product developers, illustrators, trend forecasters, fashion journalists, fashion buyers, fashion merchandisers and product developers.

Further study options

The Bachelor of Fashion can also prepare you for further post graduate study options such as Master of Design or Masters of Arts etc.

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1300160

BACHELOR OF FASHION MERCHANDISING

CRICOS code: 080247C

Intake: January

Duration: 3 years

Location: City Campus

Are you seeking a career in the world of fashion merchandising, retailing, or marketing? Do you want to travel the world as a fashion buyer, create exciting merchandising displays, develop a fashion website or market a fashion brand using social media? If you are creative, enjoy using social media and technology and are business minded, the Bachelor of Fashion Merchandising course will inspire you to pursue your ultimate fashion retail career. This course offers an exciting new program which provides career opportunities in the rapidly changing fashion retail industry.

A key component of this new course is digital merchandising, focusing on current and new technologies. You will learn how to market your brand using social media, understand how consumers will shop using new mobile technologies and design and develop a fashion website. The merchandising subjects will develop your skills as a fashion buyer to research trends and develop fashion ranges using computer aided design programs. Students will develop a fashion range plan, then create and merchandise a virtual retail store with their own fashion range.

In the third year, students will undertake a workplace internship to gain real industry experience in a fashion retail organisation. You will also undertake a major industry project in consultation with a high profile fashion retail brand. This project requires students to research, plan and develop a comprehensive merchandising.

An exit point is available upon completion of the two-year Associate Degree in Fashion Merchandising (CRICOS: 080248B).

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

Graduates from the course can expect to be employed as a fashion buyer, merchandiser, visual merchandiser, product developer, retail manager, marketing assistant or self employed as either a fashion boutique or online retailer.

Further study options

The Bachelor of Fashion Merchandising course can also prepare you for further post graduate study such as a Masters program.

Units

For unit list please visit:

www.boxhill.edu.au/international





 **BOX HILL**
INSTITUTE

HEALTH AND COMMUNITY SERVICES

HEALTH AND COMMUNITY SERVICES COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
HLT51612 Diploma of Nursing (Enrolled / Division 2 Nursing) CRICOS: 079153G	BH (E), C	January, July	Year 12 or international equivalent	6.5	AUD \$15,710/yr	1.5 years
CHC30212 Certificate III in Aged Care CRICOS: 079895C	BH (E)	January, July	Year 10 or international equivalent	6.0	AUD \$5,510	6 months
CHC30312 Certificate III in Home and Community CRICOS: 079894D	BH (E)	January, July	Year 10 or international equivalent	6.0	AUD \$6,210	6 months

BH (E) Box Hill Campus (Elgar) • C City Campus

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

HEALTH AND COMMUNITY SERVICES

As Australia's population ages, and continues to live longer, there has been a dramatic increase in demand for health services, with this trend set to continue well into the future. There has never been a better time to follow a career in the health and fitness industries.

Box Hill Institute's health related courses provide you with theoretical and practical knowledge to excel in hospital and community health centre settings, including specialised pharmacy positions. Our qualifications meet the needs of industry and are nationally accredited, so your qualifications will travel with you.

If you are passionate about providing people with services that make a real difference to their everyday lives, then a career in health and wellbeing could be just for you.

HLT51612

DIPLOMA OF NURSING (ENROLLED / DIVISION 2 NURSING)

CRICOS code: 079153G

Intake: January and July

Duration: 1.5 years

Location: Box Hill Campus (Elgar), City campus

This course will equip you with the essential skills and knowledge to work as an enrolled nurse in a variety of health care settings. You will learn how to implement basic nursing care, assess client's health and analyse health-related information.

During this course you will learn how to administer and monitor medications, and care for older clients, acute care clients and people with mental health conditions.

You will develop effective communication skills and learn how to work within legal and ethical parameters in nursing.

This course includes a minimum of 400 hours of mandatory clinical placement.

Admission requirements

Academic requirements

- > Australian Year 12 or equivalent
- > pass in mathematics at Year 12 or equivalent
- > pass in Year 12 science subject eg biology
- > instruction is in English, with ability to handle written and verbal communication in English is essential

English Language requirements

A minimum IELTS overall score of 6.5 (Academic) with no band less than 6.0. A minimum TOEFL score of 575 for paper examination; 232 for computer based and 90 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

- > current International Police Check (Note: Students will also be required to have a Current Australian Police Check)
- > proof of Immunisation related to Health Care Worker Category A i.e. Diphtheria/Tetanus; Poliomyelitis; Measles/Mumps/Rubella; Varicella Zoster Virus (Chicken Pox); Hepatitis B; Mantoux Test. Some clinical placement facilities also request flu vaccination.
- > students will need to obtain a working with children check.

Employment opportunities

This course may provide you with employment opportunities as an enrolled nurse in a range of health settings such as; acute care, chronic care, aged care, rehabilitation, and mental health.

Enrolled nurses work under the direction of a Registered nurse and in collaboration with Division 1 registered nurses to support the health and wellbeing of people.

Further study options

There are many pathways available after successful completion of this course. Box Hill Institute is proud to announce that students who successfully complete this course will be eligible for guaranteed entry into the Bachelor of Nursing at Australian Catholic University (ACU). Students will be required to meet ACU's minimum Admission Requirements of a sound achievement in English and any other University entry criteria.

Another pathway for students is Bachelor of Nursing at Deakin University.

Units

For unit list please visit:

www.boxhill.edu.au/international

HEALTH AND COMMUNITY SERVICES

CHC30212

CERTIFICATE III IN AGED CARE

CRICOS code: 079895C

Intake: January and July

Duration: 6 months (including practical placement hours)

Location: Elgar campus

Learn how to care and support older people living in residential aged care facilities. You will learn how to communicate with clients and provide physical and sociological support along with how to support people living with dementia and other illnesses, provide personal care for clients, and work with culturally diverse clients and co-workers. You will also learn how to comply with accreditation requirements in the aged and community care sector and how to offer outstanding customer service and support to older people.

A feature of this course is that you will have the opportunity to undertake a work placement with one of our industry partners. This course is designed to meet the needs of a complex and carefully regulated industry and will provide you with the skills and knowledge you need to make a meaningful contribution in this chosen field, and gain satisfaction from your work. It will ensure you are job ready and have the qualifications and work experience necessary to work towards securing employment with an aged care provider such as Benetas.

Admission requirements

Academic requirements

Australian Year 10 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course may provide you with aged care employment opportunities in local government, community organisations and aged care facilities and private nursing homes.

Further study options

You will have the opportunity for direct entry into health-related courses such as the Diploma in Nursing (Enrolled Division 2 Nursing).

Units

For unit list please visit:

www.boxhill.edu.au/international



CHC30312

CERTIFICATE III IN HOME AND COMMUNITY

CRICOS code: 079894D

Intake: January and July

Duration: 6 months

Location: Elgar campus

Gain the essential skills and knowledge to care and support people living in a home setting with this course. You will learn how to work effectively in a home and community care environment, gain valuable communication skills and develop the outstanding customer service skills needed to support clients and colleagues. You will also learn how to apply basic first aid.

A feature of this course is that you may have the opportunity to undertake a work placement with one of our industry partners, Benetas. Benetas is one of the leading not-for-profit providers of residential care, in-home care, respite care, housing services and retirement living in Victoria. This course is designed to meet the needs of a complex and carefully regulated industry and will provide you with the skills and knowledge you need to make a meaningful contribution in this chosen field, and gain satisfaction from your work. It will ensure you are job ready and have the qualifications and work experience necessary to secure employment with an aged care provider such as Benetas.

Admission requirements

Academic requirements

Australian Year 10 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course may provide you with employment opportunities in local government, community organisations and home and community care (HACC) services.

Further study options

You may wish to progress into aged care or health-related courses such as the Diploma of Nursing (enrolled division 2 nursing).

Units

For unit list please visit:

www.boxhill.edu.au/international

Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.



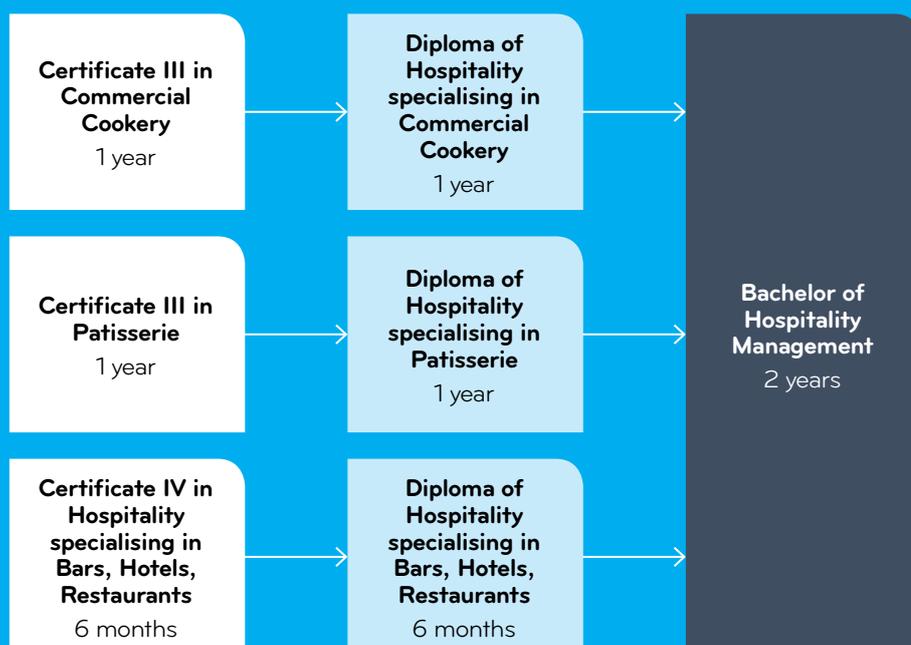
HOSPITALITY

HOSPITALITY COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
CRS1201266 Bachelor of Hospitality Management CRICOS: 058293C	C	January, July	Year 12 or international equivalent	6.0	AUD \$15,010/yr	3 years
CRS1201267 Associate Degree in Hospitality Management CRICOS: 058292D	C	January, July	Year 12 or international equivalent	6.0	AUD \$15,010/yr	2 years
SIT50313 Diploma of Hospitality specialising in Commercial Cookery CRICOS: 081594J	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$12,310/yr	2 years
SIT50313 Diploma of Hospitality specialising in Patisserie CRICOS: 081594J	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$12,310/yr	2 years
SIT50313 Diploma of Hospitality specialising in Bars, Hotels, Restaurants CRICOS: 081589F	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$12,310	1 year
SIT40313 Certificate IV in Hospitality specialising in Bars, Hotels, Restaurants CRICOS: 081588G	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$6,100	6 months
SIT31113 Certificate III in Patisserie CRICOS: 081590B	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$13,110	1 year
SIT30813 Certificate III in Commercial Cookery CRICOS: 081591A	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$13,110	1 year

BH (E) Box Hill Campus (Elgar) • C City Campus

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

HOSPITALITY

The art of hospitality is revered in many cultures. As the name suggests, hospitality is all about looking after people, making them feel welcome and well served. Box Hill Institute has a proud history of producing hospitality graduates who excel in their chosen fields. World renowned chefs Guy Grossi, George Calombaris and Curtis Stone all studied hospitality at Box Hill Institute.

All hospitality courses provide an intensive mix of theoretical knowledge and practical experience, including the opportunity to take part in real world industry placements. Box Hill Institute's Fountains Restaurant provides practical experience for our hospitality students — and it's open to the general public. A hospitality qualification from Box Hill Institute could take you across the country or around the world. Our courses are nationally accredited and highly sought after, which means your qualification will be recognised wherever you go.

CRS1201266

BACHELOR OF HOSPITALITY MANAGEMENT

CRICOS code: 058293C

Intake: January and July

Duration: 3 years

Location: City Campus

This three year degree course will increase your chance of securing a senior position to manage large operations in the hospitality industry. The course has a strong focus on practical learning and includes a unique work-based research project which provides students with work experience. Our small class sizes mean that learning can be individually tailored based on students needs, with one-on-one support from lecturers.

You will develop skills in accounting, marketing, business and hospitality law and workplace communications. You will learn about strategic project management, contemporary issues in hospitality and contemporary human resources management. You will also have the opportunity to practice your skills with a work-based hospitality management project. If you have completed an accredited diploma or advanced diploma in tourism/events or hospitality, you may be eligible to receive credits into this degree.

Please note: this course caters to Australian and International standards and requires the handling and tasting of alcohol, and does not include Halal products. Products containing alcohol and pork are used as part of assessment.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course may provide you with employment opportunities as a function coordinator, account manager in sales and marketing, human resource manager, food and beverage manager, restaurant manager, small business operator, conference and convention manager or event manager.

Please note this course does not prepare you for roles in accommodation management.

Further study options

You may wish to progress into related courses at higher education institutions.

Units

For unit list please visit:

www.boxhill.edu.au/international

HOSPITALITY

CRS1201267

ASSOCIATE DEGREE IN HOSPITALITY MANAGEMENT

CRICOS code: 058292D

Intake: January and July

Duration: 2 years

Location: City campus

This two year course brings together the Hospitality and Management subjects to increase your prospects of securing senior hospitality positions. If you have completed up to a Diploma of Hospitality you may be eligible to receive credits into this associate degree.

You will learn about marketing concepts, business economics and how to manage accounting in relation to decision making. You will gain skills in management of projects and organisational behaviour along with learn how to conduct social research and look at business statistics.

Please note: this course caters to Australian and International standards and requires the handling and tasting of alcohol, and does not include Halal products. Products containing alcohol and pork are used as part of assessment.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course may provide you with employment opportunities as a function coordinator, account manager in sales and marketing, human resource manager, food and beverage manager, restaurant manager, small business operator, conference and convention manager or event manager.

Further study options

Students successfully completing the Associate Degree may wish to progress into the final year of the Bachelor of Hospitality Management, involving an additional year of study.

Units

For unit list please visit:

www.boxhill.edu.au/international

SIT50313

DIPLOMA OF HOSPITALITY SPECIALISING IN COMMERCIAL COOKERY

CRICOS code: 081594J

Intake: January and July

Duration: 2 years

Location: Box Hill Campus (Elgar)

This practical course will give you the skills to work as a qualified chef in a commercial kitchen. You will develop extensive skills in creating menus and preparing food – from appetisers to filleting fish to pastry. You will also gain operational and supervisory skills, learn how to manage a kitchen and find out how to maintain a safe workplace.

Because this course is designed to simulate conditions in a commercial kitchen environment, you may need to attend classes between 7.30am to 6pm, Monday to Friday. You will also be required to participate in work experience in order to complete the course.

Please note: this course caters to Australian and International standards and requires the handling and tasting of alcohol, and does not include Halal products. Products containing alcohol and pork are used as part of assessment. For a full list of competencies visit www.boxhill.edu.au.

Admission requirements

Academic requirements

Australian Year 11 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

Ability to handle beef, pork, lamb and chicken. Physical ability to stand long periods of time. Ability to work with people in a pressurised environment. Ability to travel to the Institute according to timetabling requirements. Ability to work in a time efficient manner and arrive on time.

Employment opportunities

The commercial cookery stream may provide you with employment opportunities as a chef in a small business or as a sous chef in larger kitchens in hotels, restaurants, cafes, clubs, event caterers, airlines, hospitals or executive boardrooms.

Further study options

Students who successfully complete a Diploma of Hospitality specialising in Commercial Cookery or Patisserie who wish to progress into the Bachelor of Hospitality Management will receive credit of 1 year's duration.

Units

For unit list please visit:

www.boxhill.edu.au/international

SIT50313

DIPLOMA OF HOSPITALITY SPECIALISING IN PATISSERIE

CRICOS code: 081594J

Intake: January and July

Duration: 2 years

Location: Box Hill Campus (Elgar)

This course provides you with the skills you need to work as a pastry chef in a commercial kitchen. You will learn how to prepare and present hot and cold desserts, pastries, cakes and other bakery products.

Designed to simulate commercial kitchen conditions, this course may require you to attend classes between 7.30am to 6pm, Monday to Friday. You will also be required to participate in work experience to complete the course. This course does not include Halal products.

Please note: this course caters to Australian and International standards and does not include Halal products. Pork products are used as part of assessment.

Admission requirements

Academic requirements

Australian Year 11 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

The Patisserie stream may provide you with employment opportunities as a pastry chef in commercial kitchens, bakeries, pastry shops, hotels, restaurants, function centres etc. You may also wish to open your own pastry shop.

Further study options

Students who successfully complete a Diploma of Hospitality specialising in Commercial Cookery or Patisserie who wish to progress into the Bachelor of Hospitality Management will receive credit of 1 year's duration.

Units

For unit list please visit:

www.boxhill.edu.au/international

SIT50313

DIPLOMA OF HOSPITALITY SPECIALISING IN BARS, HOTELS AND RESTAURANTS

CRICOS code: 081589F

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Elgar)

This advanced course gives you the skills and knowledge to work in the hospitality industry in a range of venues (from bars and hotels to fine-dining restaurants).

You will gain practical skills in food and beverage service, learn how to responsibly serve alcohol and follow workplace hygiene procedures.

Because this course is designed to simulate conditions in a restaurant environment, you may need to attend classes between 6am and 11pm, Monday to Saturday. You will also be required to participate in work experience in order to complete the course.

Please note: this course caters to Australian and International standards and requires the handling and tasting of alcohol, and does not include Halal products. Products containing alcohol and pork are used as part of assessment.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course will provide you with the supervisory and leadership skills necessary for roles such as shift supervisor, duty manager and maître d'. Venues include Bars, Hotels and Restaurants.

Further study options

You may wish to progress into the Bachelor of Hospitality Management with credits for previous study.

Units

For unit list please visit:

www.boxhill.edu.au/international

SIT40313

CERTIFICATE IV IN HOSPITALITY SPECIALISING IN BARS, HOTELS AND RESTAURANTS

CRICOS code: 081588G

Intake: January and July

Duration: 6 months

Location: Box Hill Campus (Elgar)

This hands on course gives you the skills and knowledge to work in the hospitality industry in a range of venues (from bars and cafes to restaurants and function centres). You will gain practical skills in food and beverage service, learn how to responsibly serve alcohol and follow workplace hygiene procedures.

You will also learn how to receive, control and store stock. Because this course is designed to simulate conditions in a restaurant environment, you may need to attend classes between 8am and 11pm, Monday to Saturday. You will also be required to participate in work experience in order to complete the course.

Please note: this course caters to Australian and International standards and requires the handling and tasting of alcohol, and does not include Halal products. Products containing alcohol and pork are used as part of assessment.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course will provide you with the skills necessary to apply for low level supervisory roles such as team leader or front line supervisor. Venues include bars, hotels and restaurants.

Further study options

You may wish to progress on to study the Diploma of Hospitality.

Units

For unit list please visit:

www.boxhill.edu.au/international

SIT31113

CERTIFICATE III IN PATISSERIE

CRICOS code: 081590B

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Elgar)

The Certificate III in Patisserie provides comprehensive training in all aspects of Patisserie. You will learn how to make a variety of Cakes, with a focus on both Gluten and Dairy free products.

You will be exposed to making a range of pastry products ranging from Croissants, Fruit Tartlets, Danishes, and Éclairs and have the ability to identify cake and pastry faults and know how to troubleshoot them.

You will learn how to make a variety of Bread dough's from White, Wholemeal and Sweet, working with a variety of commercial Pastry and Bakery equipment.

You will also learn how to produce Gateaux and Petit Fours, utilising various techniques and skills to produce high quality finishes that are of Industry Standard.

Admission requirements

Academic requirements

Australian Year 11 or equivalent with a pass. Relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course may provide you with employment opportunities as a Pastry Cook and/or Pastry Chef .

Further study options

You may wish to progress into the Diploma of Hospitality specialising in Patisserie.

Units

For unit list please visit:

www.boxhill.edu.au/international

SIT30813

CERTIFICATE III IN COMMERCIAL COOKERY

CRICOS code: 081591A

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Elgar)

Are you mature aged and working in the cooking industry?

It will provide you with the practical skills and knowledge needed to work as a qualified commercial cook in a commercial kitchen. You will learn everything from making bread and filleting fish, to creating menus and cooking specialist dishes from recipes provided by top chefs. You will also gain a Level II First Aid certificate and be able to work as a food safety supervisor.

You will have the opportunity to enter a range of prestigious industry awards and competitions, such as the 'Fonterra Food Services Proud to be a Chef' competition.

Admission requirements

Academic requirements

Australian Year 11 or equivalent with a pass. Relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course may provide you with employment opportunities as a head chef in small businesses or as a sous chef in larger kitchens. You may find work in a range of commercial kitchen environments such as hotels, restaurants, cafes, clubs, event catering organisations, airlines, hospitals, student accommodation areas, industry cafeterias and corporate organisations.

Further study options

You may wish to progress into the Diploma of Hospitality which specialises in Commercial Cookery.

Units

For unit list please visit:

www.boxhill.edu.au/international



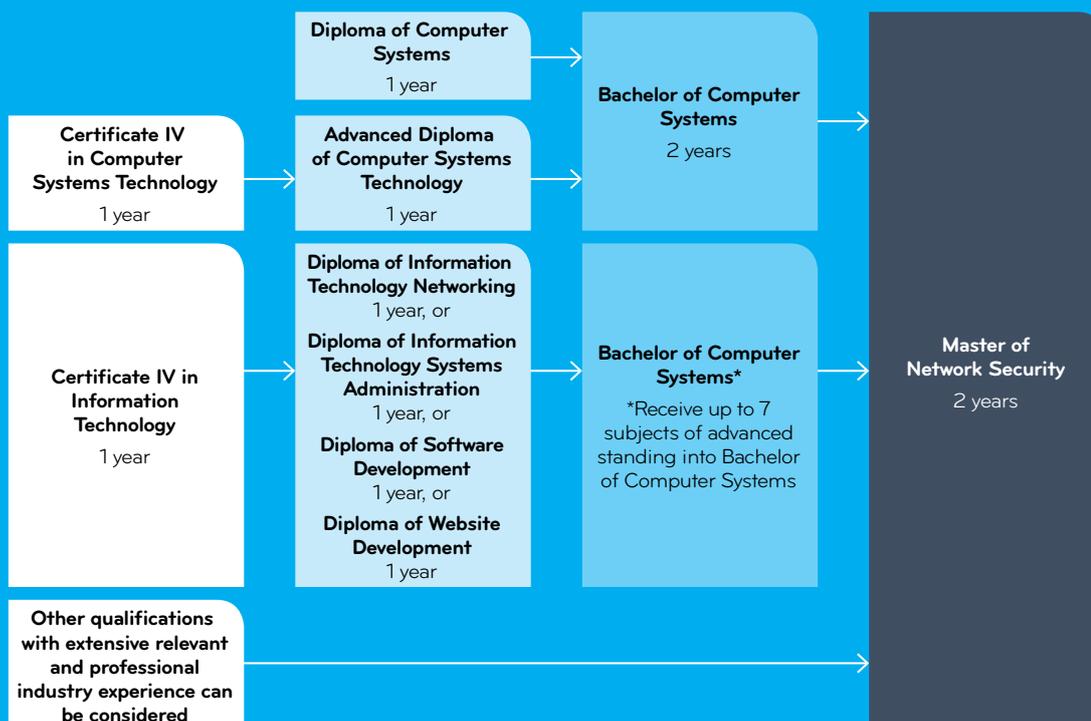
**INFORMATION
TECHNOLOGY**

INFORMATION TECHNOLOGY COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
CRS1400012 Master of Network Security CRICOS: 081462K	C	January, July	Australian Bachelor degree or equivalent	6.5	AUD \$18,040/yr	2 years
CRS1400011 Graduate Diploma of Network Security CRICOS: 081463J	C	January, July	Australian Bachelor degree or equivalent	6.5	AUD \$18,040	1 year
CRS1201256 Bachelor of Computer Systems CRICOS: 053076G	BH (N)	January, July	Year 12 or international equivalent	6.0	AUD \$16,410/yr	3 years
CRS1201257 Associate Degree in Computer Systems CRICOS: 054850M	BH (N)	January, July	Year 12 or international equivalent	6.0	AUD \$16,410/yr	2 years
ICT60515 Advanced Diploma of Computer Systems Technology CRICOS: 086755A	BH (N)	January	Certificate IV in Computer Systems Technology	5.5	AUD \$11,910	1 year
CRS1201271 Diploma of Computer Systems CRICOS: 075289B	BH (N)	January, July	Year 12 or international equivalent	5.5	AUD \$16,410	1 year
ICT50315 Diploma of Information Technology Systems Administration CRICOS: 086630C	BH (N)	January, July	Certificate IV in Information Technology	5.5	AUD \$11,910	1 year
ICT50715 Diploma of Software Development CRICOS: 086692M	BH (N)	January	Certificate IV in Information Technology	5.5	AUD \$11,910	1 year
ICT50615 Diploma of Website Development CRICOS: 086678J	BH (N)	January	Certificate IV in Information Technology	5.5	AUD \$11,910	1 year
ICT50415 Diploma of Information Technology Networking CRICOS: 086647E	BH (N)	January, July	Certificate IV in Information Technology	5.5	AUD \$11,910	1 year
ICT41015 Certificate IV in Computer Systems Technology CRICOS: 086593C	BH (N)	January	Year 11 or international equivalent	5.5	AUD \$11,910	1 year
ICT40115 Certificate IV in Information Technology CRICOS: 086525D	BH (N)	January, July	Year 11 or international equivalent	5.5	AUD \$11,910	1 year

BH (N) Box Hill Campus (Nelson) · C City Campus

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

Box Hill Institute is widely regarded by industry as a leading training provider in information technology (IT) and games development, in fact, we are an established Cisco Academy and Microsoft Platinum Trainer.

You will learn from highly qualified and experienced technicians and work with the latest technology and industry-standard equipment, giving you the 'real life' practical skills employers are looking for.

Whether you're after a general IT course or something more specialised, Box Hill Institute offers a wide range of study options. From website and software development to systems administration, even photonics and sustainable energy, you're bound to find an area of IT that meets your needs.

CRS1400012

MASTER OF NETWORK SECURITY

CRICOS code: 081462K

Intake: January and July

Duration: 2 years

Location: City Campus

The Master of Network Security is a new degree addressing critical business needs in network security. Every business has a network presence, which exposes it to both deliberate and inadvertent attacks. This unique course develops networking and security theory and skills to secure the corporate network against threats.

You will gain hands-on experience taught by industry certified professionals using state of the art equipment. The degree includes courseware by (ISC)2 and the Cisco Academy and can additionally lead to industry qualifications. You will also complete a research-based project where you will investigate practical problems in security systems.

This course is designed for students who hold a Bachelor degree in any discipline. The first year includes topics in general security using the (ISC)2 SSCP Common Body of Knowledge, and in fundamental networking using the Cisco Academy CCNA program. System and application security and hardening are also covered. The second year specialises in more in-depth topics, utilising the Cisco CCNP Security modules, and includes research methods and a research project.

You will gain the knowledge and skills required for professional certification in advanced professional practice (note that separate processes and, in some cases, tests and professional experience requirements apply). This includes Cisco certification as a Cisco Certified Network Associate (CCNA), CCNA Security and Cisco Certified Network Professional including; CCNP Secure, CCNP Firewall, CCNP Virtual Private Networks and CCNP Intrusion Prevention Systems. Graduates may also seek (ISC)2 certification as Systems Security Certified Practitioner (SSCP).

An exit point is available upon completion of the Graduate Diploma of Network Security (CRICOS: 081463J).

Admission requirements

Academic requirements

- > Australian degree or equivalent; or
- > Other qualifications with extensive relevant and professional industry experience can be considered on a case-by-case basis.

English Language requirements

A minimum IELTS overall score of 6.5 (Academic) with no band less than 6.0. A minimum TOEFL score of 575 for paper examination; 232 for computer based and 90 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

Graduates will find employment in key senior roles such as ICT security manager, security analyst, network security engineer, network engineer, security consultant, security engineer, ICT audit manager, security assurance manager, security specialist, security and risk analyst.

According to Frost and Sullivan "The 2013 (ISC)2 Global Information Security Workforce Study" the number of security professionals is projected to continuously grow more than 11 percent annually over the next 5 years.

Further study options

You may be eligible for study in a research degree.

Units

For unit list please visit:

www.boxhill.edu.au/international

INFORMATION TECHNOLOGY

CRS1400011

GRADUATE DIPLOMA OF NETWORK SECURITY

CRICOS code: 081463J

Intake: January and July

Duration: 1 year

Location: City Campus

The Graduate Diploma of Network Security is a new degree addressing critical business needs in network security. Every business has a network presence, which exposes it to both deliberate and inadvertent attacks. This unique course develops networking and security theory and skills to secure the corporate network against threats.

You will gain hands-on experience taught by industry certified professionals using state of the art equipment. The degree includes courseware by (ISC)2 and the Cisco Academy and can additionally lead to industry qualifications.

This course is designed for students who hold a Bachelor degree in any discipline. The first year includes topics in general security using the (ISC)2 SSCP Common Body of Knowledge, and in fundamental networking using the Cisco Academy CCNA program. System and application security and hardening are also covered.

You will gain the knowledge and skills required for professional certification in advanced professional practice (note that separate processes and, in some cases, tests and professional experience requirements apply). This includes Cisco certification as a Cisco Certified Network Associate (CCNA) and CCNA Security. Graduates with suitable work experience may also seek (ISC)2 certification as Systems Security Certified Practitioner (SSCP).

Admission requirements

Academic requirements

Australian degree or equivalent.

English Language requirements

A minimum IELTS overall score of 6.5 (Academic) with no band less than 6.0. A minimum TOEFL score of 575 for paper examination; 232 for computer based and 90 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

Graduates will find employment in key senior roles such as ICT security manager, security analyst, network security engineer, network engineer, security consultant, security engineer, ICT audit manager, security assurance manager, security specialist, security and risk analyst.

Further study options

You may be eligible to progress into the second year of the Master of Network Security degree.

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1201256

BACHELOR OF COMPUTER SYSTEMS

CRICOS code: 053076G

Intake: January and July

Duration: 3 years

Location: Box Hill Campus (Nelson)

This is a 3 year degree with majors in networking, cloud computing and virtualisation. It draws on fundamental studies in computer hardware and software, networking, virtualisation, operating systems, network security, emerging computer technologies, programming for web applications, business and communication skills and entrepreneurship and innovations skills. This program is intended to produce adaptable graduates who are as comfortable presenting ideas in the boardroom as they are in the workshop.

Box Hill Institute is a Cisco Training Centre for AsiaPac and the course may lead to certifications in Cisco (CCNA and CCNP), Linux LPI, Microsoft (MCTS), VMWare VCP. The networking major includes further topics such as Cisco Academy CCNP. The cloud computing and virtualisation stream will include desktop, applications and data virtualisation, with courseware from EMC and Citrix and VMWare.

Through our linkages with industry such as the Cisco Academy, the VMWare Academy and Microsoft, the Computer Systems degree combines theoretical knowledge of a degree with the hands-on practical experience necessary for the workforce. There is high demand for skilled professionals in the networking and virtualisation areas. A recent IDC study has found that by 2016, there will be a skills gap of over 400,000 networking professionals across the Asia Pacific region.

Improve your prospects of finding work as a computer networking engineer, internet/intranet network administrator, network analyst, virtualisation engineer, data centre administrator and much more with this applied computing degree.



This course is accredited by the Australian Computer Society. Graduates are eligible for professional membership.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass (including mathematics), however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

- > Year 12 mathematics (or equivalent)
- > Advanced Diploma of Computer Systems Engineering graduates are eligible for direct entry with up to 12 months credit.

Employment opportunities

This course may provide you with employment opportunities such as; computer networking engineer, internet/intranet network administrator, network analyst, network design engineer, network capacity planner, network solutions architect, data centre engineer, data centre administrator, systems engineer, systems analyst, sustainability analyst. Graduates have been employed with high profile companies such as IBM and Dimension Data.

Skills Australia has estimated over 4,000 new Network Engineers will be required in Australia over the 5 years from 2012, while ComputerWorld points to a 240% increase in the US for Network Engineering positions over the last five years. The US company TekSystems lists Cloud Computing and Virtualisation as major technologies which will have the biggest impact in 2014.

Further study options

Upon successful completion of the Bachelor of Computer Systems, you can progress into the Graduate Diploma of Network Security and Master of Network Security, or similar courses at other higher education organisations.

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1201257

ASSOCIATE DEGREE IN COMPUTER SYSTEMS

CRICOS code: 054850M

Intake: January and July

Duration: 2 years

Location: Box Hill Campus (Nelson)

This is a 2 year associate degree with majors in networking, cloud computing and virtualisation. It draws on fundamental studies in; computer hardware and software, networking, virtualisation, operating systems, network security, emerging computer technologies, programming for web applications, business and communication skills and entrepreneurship and innovation skills. This program is intended to produce adaptable graduates who are as comfortable presenting ideas in the boardroom as they are in the workshop.

Box Hill Institute is a Cisco Training Centre for AsiaPac and the course may lead to certifications in Cisco CCNA and may also lead to other certifications such as Linux LPI, Microsoft (MCTS), VMWare VCP. The networking major will include further topics including Cisco Academy CCNP. The cloud computing and virtualisation stream will include desktop, applications and data virtualisation, with courseware from EMC and Citrix as well as from VMWare.

Improve your prospects of finding work as a computer networking engineer, internet/intranet network administrator, network analyst, virtualisation engineer, data centre administrator and much more with this applied computing degree.

You will study computer networking, operating systems, network security, cloud computing, virtualisation and business management and practices. This course also covers internet and emerging technologies, systems fundamentals, ICT sustainability and entrepreneurship and innovation.

This degree will train you in the following vendor certifications; Cisco (CCNA, CCNP), VMWare (VCP), EMC (EMCISA), Citrix (CCA), Microsoft (MCTS) and Linux Professional (LPIC).

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass (including mathematics), however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

Year 12 mathematics (or equivalent).

Employment opportunities

This course may provide you with employment opportunities such as; computer networking associate, internet or intranet network administrator, network professional or analyst or a junior network design engineer.

Further study options

You can progress into the Bachelor of Computer Systems (Networking) or similar courses at other higher education organisations.

Units

For unit list please visit:

www.boxhill.edu.au/international

INFORMATION TECHNOLOGY

ICT60515

ADVANCED DIPLOMA OF COMPUTER SYSTEMS TECHNOLOGY

CRICOS code: 086755A

Intake: January

Duration: 1 year

Location: Box Hill Campus (Nelson)

This computer systems engineering course is designed to give you advanced skills in managing computers and computer networks.

You will develop practical skills in computer maintenance, operating systems, network configuration and maintenance, interface design and internet working technologies.

You will learn how to develop complex testing and evaluation features and diagnose faults in advanced systems and design and implement system security processes and risk management frameworks.

You will also learn how to provide technical leadership in the workplace and gain training in the following vendor certifications; Cisco Certified Network Associate (CCNA), Cisco Networking Technologies (INTRO), Interconnecting Cisco Networking Devices (ICND), Wireless LAN for Field Engineers and Cisco Call Manager (CCNA Voice, Wireless and Security). You will also study (Linux+, and Net+), Microsoft (Certified Professional (MCP) Systems Administrator (MCSA), Linux Administration, and VMware VCP.

Admission requirements

Academic requirements

Certificate IV in Computer Systems

Technology or equivalent, or have relevant industry experience or certifications.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This qualification provides the skills and knowledge for an individual to coordinate and administer, as an independent information and communications technology (ICT) specialist or as part of a team, the installation, commissioning and ongoing maintenance of a range of networks, enterprise servers and systems, including internetworking, security and e-business solutions.

Possible job titles relevant to this qualification include:

- > 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
- > administrator or coordinator network support
- > network operations analyst
- > administrator or coordinator network security
- > administrator or coordinator network e-business.

Further study options

This qualification provides the skills and knowledge for an individual to be competent in a range of Computer Systems fields at diploma level. The qualification has a strong core Computer Systems base sharing the same core competencies as several other IT qualifications of the same level. Depending on the stream chosen, this qualification offers pathways into a number of IT qualifications at advanced diploma and degree level.

Students who successfully complete an Advanced Diploma of Computer Systems Engineering who wish to progress into an Associate Degree in Computer Systems or Bachelor of Computer Systems will receive credit for 7 subjects or the equivalent of 1.75 semesters duration.

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1201271

DIPLOMA OF COMPUTER SYSTEMS

CRICOS code: 075289B

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Nelson)

The Diploma of Computer Systems forms part of the Bachelor of Computer Systems course. It draws on fundamental studies in; computer hardware, software, networking, systems analysis and databases. Electives allow study of broader topics such as cloud computing, operating systems and programming for web applications. Box Hill Institute is a Cisco Training Centre for AsiaPac and the course may lead to certifications in Cisco CCNA and may also lead to other certifications.

Improve your prospects of finding work as a computer networking associate, junior internet or intranet network administrator or junior network design engineer.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass (including mathematics). Relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course may provide you with employment opportunities as a computer networking associate, junior internet or intranet network administrator or junior network design engineer.

Further study options

This diploma articulates directly into the second year of the Bachelor of Computer Systems at Box Hill Institute. It also articulates into other Higher Education or University IT degrees.

Units

For unit list please visit:

www.boxhill.edu.au/international

ICT50315

DIPLOMA OF INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATION

CRICOS code: 086630C

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Nelson)

This course provides you with practical training to build and manage network systems in a business environment.

You will learn about systems administration and be introduced to networking concepts such as Microsoft and Linux operating systems, A+ curriculum (hardware), system testing, security, project management, databases and programming.

You will also learn how to manage complex projects, prepare disaster recovery and contingency plans and support system software.

If you successfully complete the Diploma of Information Technology Systems Administration you will have the opportunity to go on and complete the Diploma of Information Technology Networking in the same time frame. Industry standard vendor qualifications in Microsoft (MCP) and Cisco (CCNA) are also available as part of this course.

Admission requirements

Academic requirements

Certificate IV in Information Technology or equivalent with a pass, relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This course may provide you with employment opportunities in; network administrator/maintenance, system management, including server installation and administration or IT helpdesk support.

Further study options

Students who successfully complete the Diploma of Information Technology (Systems Administration) who wish to progress into the Associate Degree in Computer Systems or the Bachelor of Computer Systems will receive credit for 4 subjects or the equivalent of 1 semester in duration.

Units

For unit list please visit:

www.boxhill.edu.au/international

ICT50715

DIPLOMA OF SOFTWARE DEVELOPMENT

CRICOS code: 086692M

Intake: January

Duration: 1 year

Location: Box Hill Campus (Nelson)

This course provides you with realistic practical training in software development and computer applications programming.

You will program Oracle databases, Microsoft Visual Studio and Java, and you will use technology such as VB.NET and Java GUI applications. You will learn how to gather information to identify business requirements, translate business needs into technical requirements and build software using rapid application development.

If you successfully complete the Diploma of Information Technology (Software Development) you will have the opportunity to go on and complete the Diploma of Information Technology (Website Development) in the same time frame. Industry standard vendor qualification in Oracle is also available.

Admission requirements

Academic requirements

Certificate IV in Information Technology or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This qualification provides the skills and knowledge for an individual to be competent in programming and software development.

A person with this qualification would create new software products to meet an initial project brief or customise existing software products to meet customer needs.

Possible job titles relevant to this qualification include analyst programmer support, assistant programming developer, assistant software applications programmer, assistant software developer, database support programmer, web support programmer

Further study options

This qualification provides the skills and knowledge for an individual to be competent in a range of ICT fields at diploma level. The qualification has a strong core ICT base sharing the same core competencies as several other IT qualifications of the same level. Depending on the stream chosen, this qualification offers pathways into a number of IT qualifications at advanced diploma and degree level.

Units

For unit list please visit:

www.boxhill.edu.au/international

ICT50615

DIPLOMA OF WEBSITE DEVELOPMENT

CRICOS code: 086678J

Intake: January

Duration: 1 year

Location: Box Hill Campus (Nelson)

This course provides you with practical training in website development and computer applications programming.

You will learn how to program for Oracle databases, Microsoft Visual Studio and Sun Java, and as well as technologies such as ASP, NET (C#) Java web applications (JSPs and servlets) and PHP.

You will also develop essential communication skills, learn how to manage complex projects and design dynamic web pages.

If you successfully complete the Diploma of Information Technology (Website Development) you will have the opportunity to go on and complete the Diploma of Information Technology (Software Development) in the same time frame. Industry standard vendor qualifications in SUN and Oracle are also available as part of this course.

Admission requirements

Academic requirements

Certificate IV in Information Technology or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This qualification provides the skills and knowledge for an individual to design, build and manage websites as an independent web developer or as part of a team.

Possible job titles relevant to this qualification include; web developer, web development manager, web programmer, website manager, webmaster, web administrator, internet developer.

Further study options

This qualification provides the skills and knowledge for an individual to be competent in a range of ICT fields at diploma level. The qualification has a strong core ICT base sharing the same core competencies as several other IT qualifications of the same level. Depending on the stream chosen, this qualification offers pathways into a number of IT qualifications at advanced diploma and degree level.

Units

For unit list please visit:

www.boxhill.edu.au/international

ICT50415

DIPLOMA OF INFORMATION TECHNOLOGY NETWORKING

CRICOS code: 086647E

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Nelson)

This course will equip you with the skills and knowledge to build and manage network systems in a business environment. You will receive systems administration training and be introduced to networking concepts such as Microsoft and Linux operating systems, A+ curriculum (hardware).

You will learn about system testing, security, project management, databases, programming, install and manage complex networks, build internet infrastructure and manage system security. This course will also teach you how to prepare disaster recovery and contingency plans, translate business needs into technical requirements and manage complex projects.

There is high demand for skilled professionals in the networking and virtualisation areas. A recent IDC study has found that by 2016, there will be a skills gap of over 400,000 networking professionals across the Asia Pacific region.

If you successfully complete the second year, you will receive both the Diploma of Information Technology Networking and Diploma of Information Technology Systems Administration qualifications. Industry standard vendor certifications training in Microsoft (MCP) and Cisco (CCNA) are inbuilt into this course.

Admission requirements

Academic requirements

Certificate IV in Information Technology or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This qualification provides the skills and knowledge for an individual to manage, as an independent ICT specialist or as part of a team, the installation of a range of networks, including internetworking, security and e-business integration.

Possible job titles relevant to this qualification include network administrator, IT administrator, IT operations administrator, network services administrator, network support coordinator, network operations analyst, network security coordinator and network e-business coordinator.

Further study options

Students who successfully complete the Diploma of Information Technology (Systems Administration) who wish to progress into the Associate Degree in Computer Systems or the Bachelor of Computer Systems will receive credit for 4 subjects or the equivalent of 1 semester in duration.

Units

For unit list please visit:

www.boxhill.edu.au/international

ICT41015

CERTIFICATE IV IN COMPUTER SYSTEMS TECHNOLOGY

CRICOS code: 086593C

Intake: January

Duration: 1 year

Location: Box Hill Campus (Nelson)

This course is designed to give you advanced skills in managing computers and computer networks.

You will develop practical skills in computer maintenance, operating systems, network configuration and maintenance, interface design and internet working technologies.

You will learn how to develop complex testing and evaluation features and diagnose faults in advanced systems.

This course will also teach you how to communicate with business clients, manage simple projects and create technical documents. Industry standard vendor certification training towards Microsoft (MCP) and Cisco (CCNA) are also available as part of this course.

Admission requirements

Academic requirements

Australian Year 11 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This qualification provides the skills and knowledge for an individual 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.

Possible job titles relevant to this qualification include network support administrator, network operations support, network operations technician, network technician, network support technician, level 1 help desk support and desktop deployment technician.

Persons working at this level apply a wide range of knowledge and skills in basic networking, IT support, database development, programming and web development support; working safely and ethically in a sustainable work environment.

INFORMATION TECHNOLOGY

Further study options

You may wish to progress into the Diploma of Information Technology with a choice of up to five of the following streams. Networking, systems administration, database design, web development and software development. You may wish to continue your studies in networking by completing the Bachelor of Computer Systems with a major in Networking. Other streams can lead to study in a related bachelor degree at Box Hill Partner Universities.

Units

For unit list please visit:

www.boxhill.edu.au/international

ICT40115

CERTIFICATE IV IN INFORMATION TECHNOLOGY

CRICOS code: 086525D

Intake: January and July

Duration: 1 year

Location: Box Hill Campus (Nelson)

This course will give you the essential practical training for a career in information technology. You will develop advanced programming skills, learn to install and optimise computer operating systems, and perform basic networking tasks.

You will also learn how to maintain computer hardware, design web pages to meet technical requirements and design a server.

This course will also teach you how to communicate with business clients, manage simple projects and create technical documents. Industry standard vendor certification training towards Microsoft (MCP) and Cisco (CCNA) are also available as part of this course.

Admission requirements

Academic requirements

Australian Year 11 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technologies and to support small to medium enterprises (SMEs) that require broader rather than more specialised ICT support.

Possible job roles/titles relevant to this qualification include computer technician, customer support, customer support professional, information systems operator, PC support, systems administrator, systems support, technical support, user support technician and network operations technician.

Persons working at this level apply a wide range of knowledge and skills in basic networking, IT support, database development, programming and web development support; working safely and ethically in a sustainable work environment.

Further study options

You may wish to progress into the Diploma of Information Technology with a choice of up to five of the following streams. Networking, systems administration, database design, web development and software development. You may wish to continue your studies in networking by completing the Advanced Diploma of Information Technology (Network Security) and following this the Bachelor of Computer Systems (Networking). Other streams can lead to study in a related bachelor degree at Box Hill Partner Universities.

Units

For unit list please visit:

www.boxhill.edu.au/international



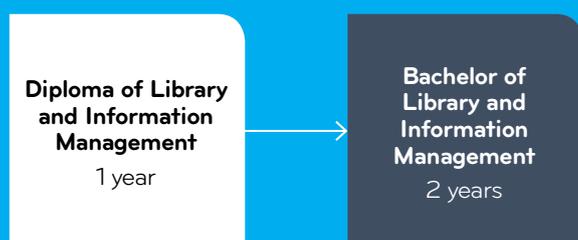
**LIBRARY
STUDIES**

LIBRARY STUDIES COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
CRS1400013 Bachelor of Library and Information Management CRICOS: 081464G	C	January, July	Year 12 or international equivalent	6.0	AUD \$14,960/yr	3 years
CRS1400014 Diploma of Library and Information Management CRICOS: 081465G	C	January	Year 12 or international equivalent	6.0	AUD \$14,960	1 year

C City Campus

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

We live in an information age. Our libraries are the repositories of information and knowledge. Working as a Librarian or Information Specialist offers an engaging and challenging career, with wide-ranging opportunity and potential.

Box Hill Institute offers a progressive array of courses in library and information services. These start with VET Certificate and VET Diploma leading to a career as a Library Technician. In Higher Education we offer a Diploma and a Degree leading to a career as a Librarian or an Information Specialist. You will gain valuable practical and technical skills in acquisition, reference, cataloguing, circulation, database searching and information technology. You will be well prepared for work and management roles in a wide variety of library and information services settings, from schools and universities to public libraries and information agencies. Our graduates have also gained employment with booksellers, library supply agencies and library software suppliers.

The VET Diploma qualifies you for membership with the Australian Library and Information Association. The Higher Education degree will shortly be submitted for professional accreditation as Librarian. All courses are nationally accredited, so your qualifications will be recognised Australia-wide.

CRS1400013

BACHELOR OF LIBRARY AND INFORMATION MANAGEMENT

CRICOS code: 081464G

Intake: January and July

Duration: 3 years

Location: City campus

Gain the practical skills and in-depth knowledge needed for success in the information industry. This unique on-campus program has by integrated work placements throughout the course. The Bachelor of Library and Information Management has a strong client focus.

Whether in a library, a corporate office, government department or a consultancy, this program equips you with computing skills in database management, website creation and network connectivity of user devices to find, format and present information from a world of sources. The program is underpinned by a strong information management academic foundation.

As a library and information management professional, you will deal with clients who need knowledge and information to meet their particular needs. Those needs might be for study, for job-related tasks, for research or for personal development. This degree gives you the knowledge to make intelligent and effective searches in a multitude of locations and in all media types. You will have the know-how to restructure, format and present information as web pages, presentations, tweets and posts, copy and images, using the latest technology in local and wide area networks.

The roles of Librarian and Information Manager are diverse, dynamic and constantly evolving. You will solve people's problems and help organisational and government decision making through your input. You will exercise initiative and professional judgment in the varying contexts of the integrated library and information management environment. You will have strong Library and Information Management (LIM) knowledge and skills, along with a strong theoretical and practical understanding of information resources and users, information systems and infrastructure, management of information services, and the enabling information management technologies. Graduates will effectively manage complex issues during a period of rapid organisational and technological development and change that impact the library, the corporation and information sector.

This is the career that will help you make a difference.

An exit point is available after one year of study with the Diploma of Library and Information Management.

Admission requirements

Academic requirements

Australian Year 12 or equivalent, however relevant senior employment experience in industry will be considered. Holders of the Australian Diploma of Library and Information Services CUL50111 will receive 1 year Advanced Standing.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

Graduates will be equipped to take professional roles in the information industry from day one. There are opportunities for graduates to use their Information Management (IM) and Information & Communication Technology (ICT) skills in municipal or state libraries, as corporate and specialist librarians, as knowledge managers, in supporting Library Management Systems (LMS), as LMS developers, as Information Management (IM)-services sales staff, as information analysts or in any other role requiring information literacy, information and communications technology and information management skills. Graduates may also find positions in relevant allied industries or can choose a pathway into higher educational qualifications.

Further study options

You may be eligible to progress into postgraduate study in information management and knowledge management.

Units

For unit list please visit:

www.boxhill.edu.au/international

LIBRARY STUDIES

CRS1400014

DIPLOMA OF LIBRARY AND INFORMATION MANAGEMENT

CRICOS code: 081465G

Intake: January

Duration: 1 year

Location: City campus

The Diploma of Library and Information Management will enable graduates to exercise initiative and professional judgment in the varying contexts of the integrated library and information management environment. They will have Library and Information Management (LIM) discipline knowledge and skills, and a theoretical and practical understanding of information resources and users, information systems and infrastructure, management of information services, and the enabling information of management technologies.

This unique on-campus program has integrated work placements throughout the course.

The Diploma of Library and Information Management leads to a paraprofessional qualification.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however employment experience in the industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

Year 12 mathematics (or equivalent).

Employment opportunities

Diploma of Library and Information Management graduates are usually employed as Library Technicians.

Further study options

Graduates of this course can continue onto the Bachelor of Library and Information Management with one year exemption.

Units

For unit list please visit:

www.boxhill.edu.au/international





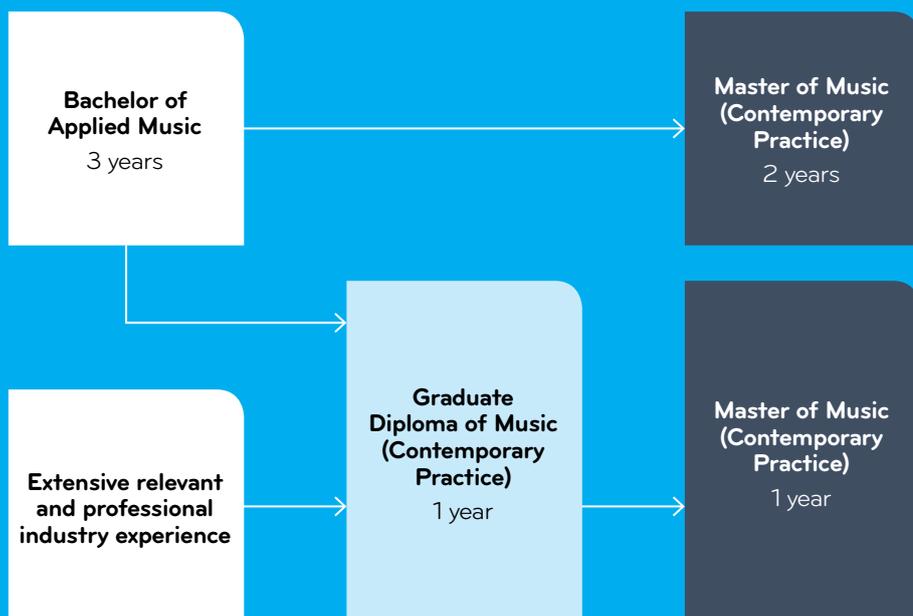
MUSIC

MUSIC COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
CRS1400227 Master of Music (Contemporary Practice) CRICOS: 085846F	BH (W)	January	Australian Bachelor degree or equivalent	6.5	AUD \$19,000/yr	2 years
CRS1400226 Graduate Diploma of Music (Contemporary Practice) CRICOS: 085847E	BH (W)	January	Australian Bachelor degree or equivalent	6.5	AUD \$19,000	1 year
CRS1201261 Bachelor of Applied Music (Composition) CRICOS: 085407G	BH (W)	January	Year 12 or international equivalent	6.0	AUD \$17,320/yr	3 years
CRS1400176 Bachelor of Applied Music (Performance) CRICOS: 085406G	BH (W)	January	Year 12 or international equivalent	6.0	AUD \$17,320/yr	3 years
CRS1400175 Bachelor of Applied Music (Audio Production) CRICOS: 085408F	BH (W)	January	Year 12 or international equivalent	6.0	AUD \$17,320/yr	3 years
CRS1201265 Bachelor of Applied Business in Music Industry CRICOS: 080263C	BH (W)	January	Year 12 or international equivalent	6.0	AUD \$17,320/yr	3 years

BH (W) Box Hill Campus (Whitehorse)

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

Whether you're interested in music performance, composition, audio production, or the business of music, Box Hill Institute offers a progressive range of courses, from certificates to master degrees.

In fact, Box Hill Institute was the first Vocational Education and Training Institute in Australia to offer a degree in applied music. We are one of Australia's largest specialised contemporary music programs and one of the largest in the world. Our teaching staff consists of some of Melbourne's finest performers, composers and audio engineers with extensive industry backgrounds and careers. Collectively, our teachers have won or been nominated for Grammy awards, Aria awards, AFI awards, Triple J Unearthed competitions, and an extensive list of other prestigious music awards.

Using the latest techniques and technology you will work in a challenging, hands-on environment that aims to prepare you as a highly skilled, motivated and creative musical professional. Your nationally accredited qualification is recognised Australia-wide.

CRS1400227

MASTER OF MUSIC (CONTEMPORARY PRACTICE)

CRICOS code: 085846F

Intake: January

Duration: 2 years

Location: Box Hill Campus (Whitehorse)

This course is designed to provide you with advanced industry-relevant musical knowledge and skills particularly across genres with a strong technology, cross-media, collaborative and interdisciplinary focus. As well as a breadth of advanced musical knowledge and skills, you will have a rigorous, reflective and scholarly understanding of a domain of your musical practice.

This course will push you to be an artistic leader through your practice – capable of solving complex artistic music issues and problems in industry relevant contexts

Admission requirements

Academic requirements

- > Successful completion of the Graduate Diploma of Music (Contemporary Practice); or
- > an Australian Bachelor degree (or equivalent) in a related discipline; or
- > ability in a field of music, comparable to a student with a completed undergraduate degree with a major in that field of music.

English Language requirements

A minimum IELTS overall score of 6.5 (Academic) with no band less than 6.0. A minimum TOEFL score of 575 for paper examination; 232 for computer based and 90 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

All prospective students will be required to attend a compulsory pre-selection interview to determine suitability for the course.

This interview will include an audition for a performer and a folio review for a composer or producer. The interview/ audition may be held using social media communication.

Employment opportunities

The knowledge and skills acquired in this course will equip you for artistic leadership in a wide range of music and related fields such as live performance; songwriting; music theatre; audio recording and post production; composition for film, television, corporate video, animation and game audio; music publishing; music retail; music education (i.e. studio teaching); and advertising.

Further study options

You will also be well-equipped for further studies, especially in the fields of performance, musicology, music therapy, music education, and for doctoral study in the core areas of study and the graduates' areas of music specialisation (i.e. performance, composition, audio production, music technologies, music theory, history and analysis).

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1400226

GRADUATE DIPLOMA OF MUSIC (CONTEMPORARY PRACTICE)

CRICOS code: 085847E

Intake: January

Duration: 1 year

Location: Box Hill Campus (Whitehorse)

This course is designed to provide you with advanced industry-relevant musical knowledge and skills particularly across genres with a strong technology, cross-media, collaborative and interdisciplinary focus. As well as a breadth of advanced musical knowledge and skills you will have a rigorous, reflective and scholarly understanding of a domain of your musical practice.

This course will push you to be an artistic leader through your practice - capable of solving complex artistic music issues and problems in industry relevant contexts.

Admission requirements

Academic requirements

- > An Australian Bachelor degree (or equivalent) in a related discipline; or
- > an Australian Diploma or Advanced Diploma in Music (or equivalent) and two years relevant professional experience; or
- > have extensive (at least 6 or more years) of relevant and professional industry experience.

English Language requirements

A minimum IELTS overall score of 6.5 (Academic) with no band less than 6.0. A minimum TOEFL score of 575 for paper examination; 232 for computer based and 90 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

All prospective students will be required to attend a compulsory pre-selection interview to determine suitability for the course.

This interview will include an audition for a performer and a folio review for a composer or producer. The interview/ audition may be held using social media communication.

Employment opportunities

The knowledge and skills acquired by students in this course will equip graduates for artistic leadership in a wide range of music and related fields such as live performance; songwriting; music theatre; audio recording and post production; composition for film, television, corporate video, animation and game audio; music publishing; music retail; music education (i.e. studio teaching); and advertising.

Further study options

Successful completion of this course may enable entry into the masters level qualification in the discipline. You will also be well-equipped for other further studies. See website for details.

Units

For unit list please visit:

www.boxhill.edu.au/international



ELIZABETH STEWART
BACHELOR OF APPLIED MUSIC (COMPOSITION)

CRS1201261

BACHELOR OF APPLIED MUSIC (COMPOSITION)

CRICOS code: 085407G

Intake: January

Duration: 3 years

Location: Box Hill Campus (Whitehorse)

This course incorporates studies in film music, game audio, composition techniques, sequencing, MIDI, media technologies, sound design, electronic music, instrumentation and orchestration and songwriting. You will collaborate with filmmakers and game designers to produce film scores and music for computer games to industry standard. Core subjects include studies in music technology, music business; jazz harmony, traditional theory, music history, keyboard studies, aural training, aesthetics and world music. Choose from a wide range of performance and audio production electives and take advantage of opportunities to perform in bands, ensembles and choral ensembles. You will have access to state-of-the-art computer labs and studio facilities as well as the opportunity to collaborate with other music students in other streams. Upon completion of this course you will be able to compose music for films, corporate videos, commercials, computer games, sound installations, concert music and songs.

The Institute hosts special high profile music industry guests on a regular basis. In 2013, music students were treated to the only workshop presented in Australia from the famous jazz guitarist and his band Mike Stern who was out for the Melbourne International Jazz Festival. In 2014, we have had presentations from alumni and now professional musicians Helen Croome (aka Gossling), Ryan Meeking and Lucas Taranto (bass player for Gotye). See our music facebook page for further details. We also had a weekend bass extravaganza including reknown bass clinician, Andy Irvine.

Free Online Music Theory MOOC (BHMT)

This MOOC course is designed to assist those wishing to develop their music theory skills as a musician and also to prepare for entrance tests for accredited music courses.

An exit point is available up on completion of the Associate Degree in Applied Music (CRICOS: 054472K).

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

- > Evidence of music performance ability in the form of video tape, DVD or live audition (if possible).
- > Completion of a supervised musicianship test (will be sent upon receipt of student's application).
- > Folio of compositions (i.e. at least one notated score and recordings).

Employment opportunities

After completing this course, you will have the knowledge and skills to look for employment in the music (and related) industries. The range of roles in these industries are many and varied, and may include recording band artist, studio session musician, writer and arranger, record producer, studio engineer, production manager, producer/programmer/designer of music and multimedia software packages, production crew member (and many more!). Industries may include recording industry, music publishing, live performance, music retail, advertising, radio, film, video and television, music therapy, music education and music media.

Further study options

Students may wish to progress into the Master of Music (Contemporary Practice).

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1400176

BACHELOR OF APPLIED MUSIC (PERFORMANCE)

CRICOS code: 085406G

Intake: January

Duration: 3 years

Location: Box Hill Campus (Whitehorse)

This course focuses on the performance of contemporary popular and jazz styles. You will receive one-on-one tuition on your principal instrument and attend group technical work classes. The course incorporates studies in solo, ensemble and band performance practices; improvisation, gig repertoire and performance in a variety of cultural styles (including Latin, Afro-Cuban, Brazilian, Reggae and Caribbean music). Opportunities for real gig performances are provided each semester in a variety of settings.

Core subjects include studies in music technology, music business; jazz harmony, traditional theory, music history, keyboard studies, aural training, aesthetics and world music. Choose from a wide range of composition, audio production and ensemble electives, and take advantage of opportunities to perform in bands, ensembles and vocal ensembles. You will have access to state-of-the-art computer labs and studio facilities as well as the opportunity to collaborate with other music students in other streams.

In 2013, music students were treated to the only workshop presented in Australia from the famous jazz guitarist and his band Mike Stern who was out for the Melbourne International Jazz Festival. In 2014, we have had presentations from alumni and now professional musicians Helen Croome (aka Gossling), Ryan Meeking and Lucas Taranto (bass player for Gotye). See our music facebook page for further details. We also had a weekend bass extravaganza including renown bass clinician, Andy Irvine.

Free Online Music Theory MOOC (BHMT)

This MOOC course is designed to assist those wishing to develop their music theory skills as a musician and also to prepare for entrance tests for accredited music courses.

An exit point is available up on completion of the Associate Degree in Applied Music (CRICOS: 054472K).

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

Evidence of music ability in the form of video tape, DVD or live audition (if possible). Completion of a supervised musicianship test (will be sent upon receipt of student's application).

Employment opportunities

After completing this course you will have the knowledge and skills to look for employment in the music (and related) industries. The range of roles in these industries are many and varied, and may include recording band artist, studio session musician, writer and arranger, record producer, studio engineer, production manager, producer/programmer/designer of music and multimedia software packages, production crew member and many more. Industries may include recording industry, music publishing, live performance, music retail, music publishing, advertising, radio film video and television, music therapy, music education and music media.

Further study options

Students may wish to progress into the Master of Music (Contemporary Practice).

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1400175

BACHELOR OF APPLIED MUSIC (AUDIO PRODUCTION)

CRICOS code: 085408F

Intake: January

Duration: 3 years

Location: Box Hill Campus (Whitehorse)

This course is currently undergoing re-accreditation, this may include changes to the course content provided here. For details, please contact the Institute.

This course incorporates studies in analogue and digital recording techniques (ProTools), live sound mixing, high quality multi-track recording, production principles, electronic music history, sound design, electronic sound creation and interactive systems culminating in a senior project. You will collaborate with performers, composers, filmmakers and game designers to produce high quality recordings and sound tracks. Core subjects include studies in music technology; music business; jazz harmony, traditional theory, music history, keyboard studies, aural training, aesthetics and world music. Choose from a wide range of performance and audio production electives and take advantage of opportunities to perform in bands, ensembles and choral ensembles. You will have access to state-of-the-art computer laboratories and studio facilities, as well as the opportunity to collaborate with music students in other streams. Upon completion of this course you will be equipped with the skills and knowledge to work in the fields of audio production, sound design and intermedia.

The Institute hosts special high profile music industry guests on a regular basis. In 2013, music students were treated to the only workshop presented in Australia from the famous jazz guitarist and his band Mike Stern who was out for the Melbourne International Jazz Festival. In 2014, we have had presentations from alumni and now professional musicians Helen Croome (aka Gossling), Ryan Meeking and Lucas Taranto (bass player for Gotye). See our music facebook page for further details. We also had a weekend bass extravaganza including renown bass clinician, Andy Irvine.

Free Online Music Theory MOOC (BHMT)

This MOOC course is designed to assist those wishing to develop their music theory skills as a musician and also to prepare for entrance tests for accredited music courses.

An exit point is available up on completion of the Associate Degree in Applied Music (CRICOS: 054472K).

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

Evidence of music performance ability in the form of video tape, DVD or live audition (if possible). A folio of recordings (ie. a CD or DVD of audio recordings, mixes, re-mixes and/or other examples of audio related material that shows evidence of interest and aptitude in this area). Completion of a supervised musicianship test (will be sent upon receipt of student's application).

Employment opportunities

After completing this course you will have the skills and knowledge to look for employment in the music (and related) industries. The range of roles in these industries are many and varied, and may include recording band artist, studio session musician, writer and arranger, record producer, studio engineer, production manager, producer/programmer/designer of music and multimedia software packages, production crew member (and many more!). Industries may include recording industry, music publishing, live performance, music retail, advertising, radio, film, video and television, music therapy, music education and music media.

Further study options

Students may wish to progress into the Master of Music (Contemporary Practice).

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1201265

BACHELOR OF APPLIED BUSINESS IN MUSIC INDUSTRY

CRICOS code: 080263C

Intake: January

Duration: 3 years

Location: Box Hill Campus (Whitehorse)

Are you interested in a business career within the music industry? This unique degree gives you the opportunity to specialise for industry employment or prepares you for further study. The course is run by industry experts, including Ben O'Hara who has written music business text books which are used across Australia.

Your studies will be conducted in our innovative student run record label, Boxer Records and our music industry business office (MiBO) where you will learn in real life industry scenarios alongside industry specialists. You will gain experience in running a record company, work with artists, stage events, work directly with industry booking gigs, releasing records, promoting bands and other real world music business activities.

You will gain business skills and knowledge that can be applied in other industries, have access to leading industry music business software, and opportunities to manage student music projects (under staff supervision).

Classes include music marketing, artist management, touring, music events, record company operations, music publishing, social media, web design, audio recording, video creation and editing.

In the third year of the degree students are required to complete an industry internship and practical placement. The degree has a specific music industry focus and aims to engage students in an environment which supports learning whilst creating an atmosphere conducive to industry-related work practices.

In this way, the course supports creativity and innovation against a background of principles, techniques and skills acquisition. The course is structured to allow ample opportunities for interaction with students from the Bachelor of Applied Music courses and to be involved in their projects in Audio Production, Composition and Performance.

The Institute hosts special high profile music industry guests on a regular basis. Recent guests have included media futurist Gerd Leonhard and social media expert Ariel Hyatt.

There is an exit point after two years full-time study with the award of Associate Degree in Applied Business in Music Industry.

An exit point is available upon completion of the Associate Degree in Applied Business in Music (CRICOS: 080264B).

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

To assist your application you may wish to present a folio demonstrating your experience within the music industry.

Employment opportunities

There are many employment opportunities within the entertainment and performance industry, including roles such as booking agent, artist manager, record company owner, event manager, tour manager and music publisher.

Further study options

Students may wish to progress into the Master of Music (Contemporary Practice).

Units

For unit list please visit:

www.boxhill.edu.au/international



SCIENCE

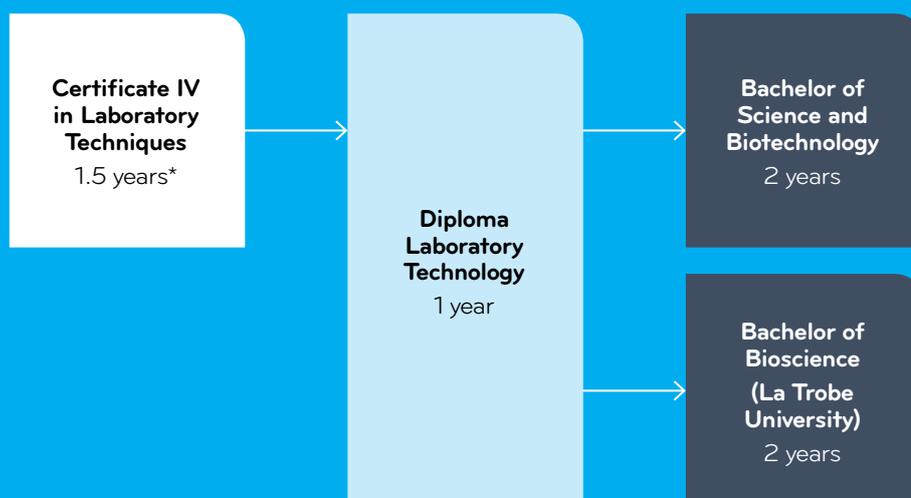
SCIENCE COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
CRS1400045 Bachelor of Biosecurity Science CRICOS: 082589J	BH (E)	January	Year 12 or international equivalent	6.0	AUD \$17,800/yr	3 years
CRS1201258 Bachelor of Science and Biotechnology CRICOS: 053077G	BH (E)	January	Year 12 or international equivalent	6.0	AUD \$17,800/yr	3 years
CRS1201259 Associate Degree in Science CRICOS: 054521F	BH (E)	January	Year 12 or international equivalent	6.0	AUD \$17,800/yr	2 years
MSL50109 Diploma of Laboratory Technology CRICOS: 073340J	BH (E)	January, July	Year 12 or international equivalent	5.5	AUD \$12,310/yr	2 years
MSL40109 Certificate IV in Laboratory Techniques CRICOS: 084891J	BH (E)	January, July	Year 10 or international equivalent	5.5	AUD \$12,210/yr	1.5 years*

*This course is under review and course duration may change. Please check boxhill.edu.au/international for current information.

BH (E) Box Hill Campus (Elgar)

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

Would you like to make a difference in the fields of medicine, biotechnology and the environment with a career in science?

Science and Biotechnology at Box Hill Institute is all about choice – no matter what you're interested in, there is a science course for you. With streamlined entry and exit points, our science pathway lets you start and stop when YOU choose!

Our Science and Biotechnology industry placements will help you gain the all-important experience needed to land your first, or next job. We'll even find the job experience placements for you!

Some achievements of our alumni include:

- > A Research Assistant at the Peter MacCallum Cancer Institute
- > A Technical Manager at local pharmaceutical manufacturer Sypharma
- > Completing a Masters of Biotechnology at RMIT
- > Analysts at multinational pharmaceutical companies GlaxoSmithKline and Hospira
- > Involved in Product development at medical device company Universal Biosensors
- > Pathology testing at Bioscreen Australia
- > PhD Candidates at the University of New South Wales.

CRS1400045

BACHELOR OF BIOSECURITY SCIENCE

CRICOS code: 082589J

Intake: January

Duration: 3 years

Location: Box Hill Campus (Elgar)

Qualify in the Bachelor of Biosecurity Science and you'll be equipped with the knowledge to effectively manage complex biosecurity issues, helping to protect our environment and the economy.

Exotic pests and diseases, also invasive plants and animals, can reap enormous damage, affecting industries like floristry, viticulture, healthcare, agriculture, transport and logistics, food processing and waste management.

Moreover, climate change, increasing global trade, greater numbers of people travelling around the world and a growing population, all means a bigger biosecurity risk.

This course will develop your skills and knowledge in the plant and animal sciences in combination with an understanding of the social and economic framework surrounding the biosecurity continuum - onshore, at the border and offshore.

The Bachelor of Biosecurity Science is the only dedicated undergraduate biosecurity course offered in Australia.

The course commences with foundation studies in biology, microbiology, anatomy and physiology and introduces students to biosecurity and agriculture through site visits to relevant industries.

In the second year, you will develop an in-depth understanding of how plant and animal production systems work, the pests and diseases that threaten these industries, and also give consideration to factors impacting on human biosecurity, including public health and biological warfare.

In the final year of the course, the focus will shift to how biosecurity is monitored and maintained. This includes studies in epidemiology, biosecurity risk management and the regulatory frameworks that govern biosecurity in Australia.

You will contribute to increasing the public and industry awareness of biosecurity issues as you prepare community information packages as part of the assessment tasks in final year.

Towards the completion of the course, you'll undertake a two-month capstone project to evaluate and report on the biosecurity principles and practices in an industry workplace. This will allow you to demonstrate your skills and knowledge to potential employers.

For further information on biosecurity issues, the increasingly important role of biosecurity in Australia and the role of government and managing biosecurity, visit: www.daff.gov.au/ba

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

The biosecurity industry is expanding and Melbourne is becoming a biosecurity hub in Australia.

Funded by the federal government, the new Post-Entry Quarantine facility in Mickleham will be the only post-entry quarantine facility in the country. Bachelor of Biosecurity Science graduates may take advantage of any positions offered at the new facility.

Other large biosecurity organisations which may present potential employment opportunities include; The AgriBio facility at La Trobe University, The Centre for Biosecurity Excellence at the University of Melbourne, The Department of Environment and Primary Industries.

This course may provide you with professional employment opportunities, for example, science-educated and biosecurity-skilled personnel at entry-level positions in compliance, auditing, policy development, data management, investigation, training, and surveillance monitoring of industries impacted by biosecurity risk.

Even more, employment opportunities are available across a broad range of industries and may include job titles such as: Biosecurity Officer, Biosecurity Compliance Regulatory Officer, Biosecurity Policy Officer and Project Support Officer.

There may also be positions in allied industries that are biosecurity-relevant, in all cases informed by a comprehensive understanding of national and international best practice.

Further study options

With this qualification you are eligible to apply to study for Honours or Masters degrees at any Australian University.

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1201258

BACHELOR OF SCIENCE AND BIOTECHNOLOGY

CRICOS code: 053077G

Intake: January

Duration: 3 years

Location: Box Hill Campus (Elgar)

Would you like to contribute to health in the community environment? Perhaps you would like to work in medical testing laboratories? Are you interested in drug research and manufacturing or perhaps new technologies to solve environmental problems?

This three year course will equip you with the knowledge and technical skills to secure your place in the science and biotechnology industry. With a strong practical focus in our state of the art laboratories and small class sizes, you will receive highly personalised training in a warm supportive environment. Our students receive a high level of support from the academic staff and are exposed to industry interaction and content throughout the course.

Building on a strong foundation of Biology and Chemistry in first year, you will gain theoretical and hands-on experience in current exciting areas such as Nanotechnology, Reproductive Technology and Pharmacology. You will develop sound skills in critical science areas such as Biochemistry, Genetics and Microbiology. Your practical skills will be complemented by business subjects in Strategic Project Management and Entrepreneurship that will prepare you for your transition into industry.

In the final year subject Biotechnology Innovation Project, we place you in an industry internship for two months so you can apply your skills in real-world environment. Use this project to show off your biotechnology skills and establish the contacts you need to land your first job and a successful career. In 2013, 30% of our students gained employment directly from their internship, a further 30% of graduates will be published as a result of their internship, and an additional 30% of our students went onto higher studies at Australian universities.

This degree is equivalent to any university degree with a focus on practical and employability skills. You will be workplace ready and have the skills required to be successfully employed in the Biotechnology industry. You may also wish to undertake the Associate Degree in Biotechnology which is a two year course.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

You may be able to work as a scientist in a research environment (university, government department), forensic scientist, pathologist, biochemist or microbiologist. You may also be able to work in genetic research, environmental research or pharmaceutical research and drug development.

This course has a heavy industry focus and develops the skills and knowledge for our students to succeed in the workplace. Students also undertake an 8 week internship at the end of the course which often leads to ongoing employment.

Further study options

With this qualification you are eligible to apply to study for a Master in Science or for an Honours degree at any Australian University.

Units

For unit list please visit:

www.boxhill.edu.au/international

CRS1201259

ASSOCIATE DEGREE IN SCIENCE

CRICOS code: 054521F

Intake: January

Duration: 2 years

Location: Box Hill Campus (Elgar)

This course is currently undergoing re-accreditation, this may include changes to the course content provided here. For details, please contact the Institute.

Would you like to develop new scientific technology? Perhaps you would like to work in a medical laboratory as part of a pathology diagnostic team? Can you see yourself working in Pharmaceutical manufacturing or research?

This two year course will give you a solid platform to launch your career in the science and biotechnology industry. You will develop highly tuned practical skills in our state of the art laboratories. With small class sizes, you will receive highly personalised training in a warm supportive environment.

Building on a strong foundation of Biology and Chemistry in first year, you will gain theoretical and hands-on experience in critical science areas such as Biochemistry, Genetics and Microbiology. Expand your horizons in new and exciting areas such as Nanotechnology and Bioprocessing.

After completion, you may wish to continue into the final year of the Bachelor Degree of Biotechnology and Innovation to gain access to our highly successful work placement program.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination; 213 for computer based and 79 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Units

For unit list please visit:

www.boxhill.edu.au/international

Employment opportunities

You can apply to work in analytical research and development laboratories at universities and government departments. You can also apply to work in commercial and industrial laboratories in the pharmaceutical, pathology, analytical and biotechnology industries.

Further study options

After successfully completing this course you can progress into the third year of the Bachelor of Science and Biotechnology.

MSL50109

DIPLOMA OF LABORATORY TECHNOLOGY

CRICOS code: 073340J

Intake: January and July

Duration: 2 years

Location: Box Hill Campus (Elgar)

Are you interested in science and want to contribute to research and community wellbeing? Can you see yourself working in medical testing laboratories or biological, chemical or environmental testing? This course will allow you to fulfil your ambition and gain the skills needed to work in a large variety of scientific laboratories.

In a warm and supportive environment with small class sizes (<20), you will acquire scientific knowledge and technical skills in the fields of molecular biology (recombinant DNA technologies), microbiology, histology, tissue culture, electrophoresis and chemical testing. You will learn how to plan and conduct laboratory work, use application software, analyse data and report on the results.

Use real-world instrumentation in modern laboratories to develop practical hands-on experience throughout your course. In the final year, show off your new skills to potential employers in the work placement program to launch your career in science.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass. Relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Units

For unit list please visit:

www.boxhill.edu.au/international

Employment opportunities

This course may provide you with employment opportunities as a technical officer, laboratory assistant or scientific officer in both private and government biotechnology laboratories including biological, environmental or chemical testing laboratories, medical research facilities, medical testing laboratories, diagnostic pathology laboratories and pharmaceutical research and development laboratories.

Further study options

You may be eligible to articulate into the second year of the Bachelor of Science and Biotechnology which is offered at Box Hill Institute.

If you are an inbound international student, you may wish to package this course with the Bachelor of Science and Biotechnology program to start in the January intake.

MSL40109

CERTIFICATE IV IN LABORATORY TECHNIQUES

CRICOS code: 084891J

Intake: January and July

Duration: 1.5 years

Location: Box Hill Campus (Elgar)

The Certificate IV in Laboratory Techniques is designed to provide you with the essential skills and knowledge to work as a technical officer or laboratory technician in a range of science based industries.

You will gain hands-on experience, technical skills and scientific knowledge in microscopy, chemistry, microbiology, histology and tissue culture to start your career in science. In highly practical classes, you will prepare your chemicals, equipment and learn to use modern laboratory equipment as you undertake a wide range of analytical testing experiments. These skills and knowledge will prepare you either to work in a range of laboratory environments or for your pathway into future studies in science. With this course, you can articulate directly into final year of the Diploma of Laboratory Technology or undertake one of the three science degrees at Box Hill Institute.

For people currently employed in industry, you may select from units within this course or the Diploma of Laboratory Technology (subject to pre-requisite arrangements) to up-skill in particular areas important to your workplace.

Admission requirements

Academic requirements

You must have successfully completed Australian Year 10, or equivalent with a pass.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This qualification may lead to employment as a laboratory technician or technical officer in science-based laboratories including pharmaceutical, pathology, microbiology and chemical testing industries.

Further study options

You may articulate directly into the final year of the Diploma of Laboratory Technology, or enroll in one of the three science degrees at Box Hill Institute: Associate Degree in Science, Bachelor of Science and Biotechnology, or Bachelor of Biosecurity Science.

If you are an inbound international student you may wish to apply a package offer with the Diploma of Laboratory Technology.

Units

For unit list please visit:

www.boxhill.edu.au/international



WHITEHORSE
FITNESS

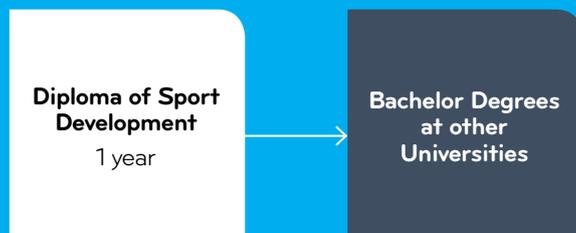
SPORT, FITNESS AND TOURISM

SPORT, FITNESS AND TOURISM COURSES

SPORT AND FITNESS	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
SIS50612 Diploma of Sport Development CRICOS: 080121F	BH (E)	January	Year 12 or international equivalent	5.5	AUD \$13,450	1 year

BH (E) Box Hill Campus (Elgar)

PATHWAYS



TOURISM	Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
SIT30112 Certificate III in Tourism CRICOS: 081731E	BH (E)	January, July	Year 11 or international equivalent	5.5	AUD \$6,510	6 months

BH (E) Box Hill Campus (Elgar)

Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

SPORT, FITNESS AND TOURISM

Today, there is an ever-increasing emphasis on staying fit and healthy. If you want to play a part in the development and maintenance of a healthier society, while making a real difference to people's lives, then a career in sport and fitness could be just the ticket.

Box Hill Institute's Sport and Fitness courses are designed to give you a detailed understanding of the sports and fitness industry and its huge range of career opportunities ranging from sports administration and management to personal training, fitness instruction and coaching.

You can also use your Box Hill Institute qualification to go on to further study. All courses are nationally accredited, so your achievements will be recognised Australia-wide.

SIS50612

DIPLOMA OF SPORT DEVELOPMENT

CRICOS code: 080121F

Intake: January

Duration: 1 year

Location: Box Hill Campus (Elgar)

The Diploma of Sport Development is the ideal course to kickstart a career in the sport and fitness industry. This course also offers a pathway into sport science, human movement and sport management degrees at various universities.

The sport and fitness industry is growing rapidly and needs more qualified people. You can become part of this rewarding industry when you attend our practical hands on courses delivered by industry professionals. The fitness component will be delivered in our on campus gym - Whitehorse Fitness.

Your studies will include client services, marketing, communications, occupational health and safety, event management, facility management, health and fitness. Students will also have the opportunity to learn from and work with current industry professionals.

Admission requirements

Academic requirements

Australian Year 12 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

This qualification will prepare you to work in a wide range of roles in the sport and fitness industry. You may find work in; sports management, sports administration, fitness, sports coaching, officiating or event management. Following further study you may enter a career in sport/exercise science, health and nutrition or teaching physical education.

Further study options

Upon successful completion of this course you will be eligible to apply for degree courses in a number of areas including sports science, sports management and human movement.

Units

For unit list please visit:

www.boxhill.edu.au/international

SPORT, FITNESS AND TOURISM

Would you like to be part of one of the fastest growing industries in Victoria? Tourism and event management are big businesses in Australia; these industries can provide you with a variety of exciting and challenging careers.

Box Hill Institute offers a range of advanced courses for professionals in tourism, event, operation and hospitality management. Courses are shaped by the demands of industry, and you will work with experienced industry professionals. As a graduate, you will have a nationally accredited qualification that will be recognised wherever your career may take you. This could be locally, interstate or even internationally. Box Hill Institute graduates are working in a diverse array of tourism and event management fields all over the world.

SIT30112

CERTIFICATE III IN TOURISM

CRICOS code: 081731E

Intake: January and July

Duration: 6 months

Location: Box Hill Campus (Elgar)

This course introduces the many tourism businesses and organisations that make up the tourism industry. You will gain the basic skills you need for employment in the industry and benefit from networking and industry events. Practical course excursions and activities encourage interactive learning and skill development.

Experienced teachers, who are experts in the field, will guide you through the program in a range of environments (on and off site) that reflect current industry practices.

Admission requirements

Admissions requirement

Australian Year 11 or equivalent with a pass, however relevant senior employment experience in industry will be considered.

English Language requirements

A minimum IELTS overall score of 5.5 (Academic). A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

None.

Employment opportunities

With this nationally recognised qualification, you'll be able to work as a tourism operator, online consultant, salesperson, tourist information officer or public relations assistant anywhere in the world.

This qualification provides a pathway to work in many tourism industry sectors and for a diversity of employers including tour operators, inbound tour operators, visitor information centres, attractions and any small business requiring multi-skilled employees

Possible job titles include attractions or theme park attendant, booking agent, cellar door salesperson, inbound tour coordinator, museum attendant, operations consultant for a tour operator, reservations sales agent for a tour operator, sales consultant and visitor information officer.

Further study options

You may wish to progress into Tourism related courses at higher education institutions.

Units

For unit list please visit:

www.boxhill.edu.au/international



**VICTORIAN
CERTIFICATE
OF EDUCATION
(VCE)**

VCE COURSES

	Campus	Intake Dates	Academic requirements	IELTS	Course fee (cost of program)	Duration
VCE0000001 Victorian Certificate of Education (VCE) specialising in Year 11 or international equivalent – Units 1 and 2 specialising in Year 12 or international equivalent – Units 3 and 4 CRICOS: 072326D	BH (W)	December, January	Completion of Australian Year 10 or equivalent	5.0	AUD \$13,450/yr	2 years
	BH (W)	December, January	Completion of Australian Year 11 or equivalent	5.5	AUD \$13,450	1 year

BH (W) Box Hill Campus (Whitehorse)

PATHWAYS



Note: International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2016 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee \$AUD154 per calendar year for 2015 (fee indexed yearly).

Materials Fee approximately \$AUD200 - \$AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.

VICTORIAN CERTIFICATE OF EDUCATION (VCE)

Explore your options for the future by completing VCE at Box Hill Institute.

The VCE is an accredited secondary certificate that recognises the successful completion of your secondary education. It is recognised internationally and provides a pathway to further education and training, and to the world of work.

Box Hill Institute provides the opportunity to study your VCE with a wide range of subjects.

VCE0000001

VICTORIAN CERTIFICATE OF EDUCATION (VCE)

CRICOS code: 072326D

Intake: December and January

Duration: 2 years

Location: Box Hill Institute (Whitehorse)

You will learn in a supportive adult environment where you will take responsibility for your own learning. We have no class bells, uniform, or supervision outside of class.

You should enrol to study with us if:

- > you want to return after a break from study
- > you are seeking an alternative learning environment to Secondary School
- > subject for personal interest.

This course gives you the ability to complete the Victorian Certificate of Education (VCE), in an adult environment. You will receive a widely accepted qualification and be eligible for entry into a wide range of TAFE or university courses. You will study English as well as a minimum of four other subjects in arts, science, maths, business, law, social sciences and information technology each year.

Admission requirements

Academic requirements for Year 11

- > Successful completion of Australian Year 10 or international equivalent, or attempted Australian Year 11 or equivalent.
- > Further testing for appropriate English and Maths placement (if applicable).
- > Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

Academic requirements for Year 12

- > Successful completion of Australian Year 11 or international equivalent, or attempted Australian Year 12 or equivalent.
- > Further testing for appropriate English and Maths placement (if applicable).
- > Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

(Note: Duration is 1 year if commencing from Year 12.)

English Language requirements for Year 11

A minimum IELTS overall score of 5.0 (Academic) or equivalent.

English Language requirements for Year 12

A minimum IELTS overall score of 5.5 (Academic) or equivalent. A minimum TOEFL score of 530 for paper examination; 179 for computer based and 71 for Internet based or equivalent. Please refer to Page 31 for other acceptable tests.

Special Admission Requirements

Mid-year entry available for Year 11 only.

Students who have previously studied part or all of Year 11 in Australia, or overseas equivalent may commence Year 11 in June.

Employment opportunities

This course may provide you with employment opportunities in a range of industries.

Further study options

You may wish to progress into a range of TAFE or university courses.

Units

For unit list please visit:

www.boxhill.edu.au/international



SUCCESS IS
CLOSER
THAN YOU THINK

Study with
Provider



BACK TO
SCHOOL

INTERNATIONAL STUDENT APPLICATION FORM



Send your application to:
Box Hill International
Box Hill Institute
465 Elgar Road, Box Hill
VIC 3128
Australia

Telephone: +61 3 9286 9425
Facsimile: +61 3 9286 9438
Email: int-applications@boxhill.edu.au
Website: www.boxhill.edu.au

Please complete all sections using **BLOCK LETTERS** in **BLACK PEN**. Print your name as it appears in your passport.

SECTION 1: NAME AND CONTACT DETAILS

If you have previously been enrolled at BHI, provide your Student ID number

Title (please circle): Mr / Mrs / Ms / Miss

Gender: Male Female

Family Name:
(as indicated in passport)

Given Name:
(as indicated in passport)

Date of Birth:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>(Date)</small>			<small>(Month)</small>			<small>(Year)</small>			

Address in Home Country:

(Number & Street name)
(City / Suburb)
(Country)
(Postcode)

Phone:

(Area Code)
(Number)

Fax:

(Area Code)
(Number)

Email:

Skype Address:

Postal Address:

(Number & Street name)
(City / Suburb)
(Country)
(Postcode)

Phone:

(Area Code)
(Number)

Fax:

(Area Code)
(Number)

Email:

SECTION 2 : RESIDENCY AND OTHER DETAILS

Country of Birth:

Citizenship:

Passport Number:

Do you hold an valid
Australian visa:

Yes No

If yes, type
of visa: _____

Visa expiry date:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------

Will you have dependants
(family members) with you?

Yes No

Do you have any disability?
If yes, please specify

Yes No

SECTION 3 : COURSE PREFERENCES

COURSE NAME	INTAKE	YEAR

ELICOS English Program Only (Tick the type of program you are applying for)

<input type="checkbox"/> General English	Location:	<input type="checkbox"/> Box Hill	<input type="checkbox"/> Melbourne CBD
<input type="checkbox"/> English for Further Studies	Commencement Date:	Number of weeks:	

SECTION 4: ENGLISH LANGUAGE PROFICIENCY

What is your first language? _____

RECENT USAGE OF ENGLISH (Please tick where appropriate and attach evidence)

- I have satisfactorily completed secondary/tertiary studies in Australia.
 I have successfully completed an approved ELICOS programme.
 I have sat an English proficiency test [IELTS Academic, TOEFL iBT, Pearson Academic, Cambridge Advanced (CAE)]

Test Name: _____ Test Date: _____ Score: _____

Others (please specify) _____

SECTION 5: EDUCATION IN YOUR HOME COUNTRY

A certified copy or original transcripts of all official results must accompany this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If transcripts are in a language other than English, please supply translations.

Secondary School Studies (please record the highest level of secondary schooling which you completed)

NAME OF QUALIFICATION	YEAR	COUNTRY	COURSE COMPLETED
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Post-secondary Studies

NAME OF QUALIFICATION	YEAR	COUNTRY	COURSE COMPLETED
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)? If yes, you must attach a detailed course or unit (subject) syllabus. For information about Credit Transfer/RPL/Exemptions, please refer to:

<http://www.bhtafe.edu.au/International/international-students/admission-information/Pages/exemptions.aspx>

Yes No

SECTION 6: EDUCATION IN AUSTRALIA

If you have studied any course in Australia, you must attach certified copy or original transcripts of all official results; release letter, attendance letter, copy of passport and visa with this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete.

Have you studied any course in Australia?

Yes No

INSTITUTION	COURSE NAME	YEAR	COURSE COMPLETED
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 7: STATEMENT OF PURPOSE – for students rated as visa assessment level 3 (including SVP applicants)

To be granted a student visa, applicants must be both a Genuine Student and a Genuine Temporary Entrant - refer to the Department of Immigration and Border Protection website: <http://www.immi.gov.au/students/gte-requirement.htm>. Please provide a Statement of Purpose to demonstrate your knowledge of Box Hill Institute and your selected course(s), and relevance of the course to your previous study, experience and expected course outcomes. You may also be asked to be available for an interview as part of assessing your application.

SECTION 8: EMPLOYMENT EXPERIENCE

If you believe you have relevant employment experience, please attach a copy of your Curriculum Vitae/Resume to your application.

SECTION 9: HOW DID YOU HEAR ABOUT BOX HILL INSTITUTE?

How did you hear about BHI?

Family/Friend Education Agent Exhibition/Education Fair Internet/Website Advertisement

Others, please specify _____

SECTION 10: FINANCIAL SUPPORT

The costs for my study and stay in Australia are provided by:

Self Family

If you have been granted a scholarship/sponsorship, please provide a letter from your sponsor(s).

Spouse Scholarship/Sponsorship

SECTION 11: PRIVACY STATEMENT

The Institute is required to comply with the federal and state privacy regimes. The information you have provided to the Institute will be used, where applicable, for purposes of assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition. A condition of your application and enrolment is that you consent to release of your results or statement of progress to your employer, sponsoring organisations or government agencies where appropriate. You can request access to your personal information by writing to Box Hill International at the contact address below, or by sending an email to privacy@boxhill.edu.au. If you do not wish to provide the requested information, this may restrict the range of services and educational program that the Institute can offer you.

SECTION 12: APPLICATION FEE PAYMENT

You can pay the **non refundable** application fee of **AUD\$50** by credit card, money order or bank draft made payable to Box Hill Institute.

Tick one: MasterCard – AUD\$50 Visa – AUD\$50

Cardholder's name:

Card No. Expiry date:

Cardholder's signature: Card Verification No:
(This is the last 3 numbers on the signature panel)

This payment is for:
(Name of Applicant) (Date of Birth)

STUDENT DECLARATION

- ▶ I declare that the information supplied in this application and the supporting documentation is true and complete.
- ▶ I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application and that Box Hill Institute may withdraw an offer of a place or cancel my enrolment in consequence.
- ▶ I declare that I am a genuine student & a genuine temporary entrant as outlined by the Department of Immigration and Border Protection (DIBP). DIBP website: www.immi.gov.au/students/gte-requirement.htm
- ▶ I consent to Box Hill Institute to obtain official records from any educational institutions in which I have previously enrolled and/or my current or any past employer for the purpose of verifying my grades and/or qualifications or experience.
- ▶ I am fully responsible for my educational and living expenses while studying at Box Hill Institute.
- ▶ I have read and understood the Privacy Policy in Section 11.
- ▶ I confirm that I have read the Box Hill Institute Course Information for International Students in the BHI website or printed prospectus and fully understand the relevant sections including the requirements of my selected course, Schedule of Fees, Application Procedure and Refund Policy.
- ▶ I understand that as a requirement of the National Code of Practice 2007 (Standard 7) I may not transfer between registered providers within the first six (6) months of the commencement date of the principal course of study.
- ▶ I understand that the information provided to me by Box Hill Institute may be made available to Australian Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007.
- ▶ I understand that Box Hill Institute is required to notify Australia Immigration authorities about changes to my enrolment, and any breach of Visa conditions relating to attendance and unsatisfactory academic progress. DIBP website: www.immi.gov.au
- ▶ I understand that this agreement does not remove my right to take further action under Australia's consumer protection laws.
- ▶ I agree to abide by the statutes, regulations and policies of Box Hill Institute.

I have read and understood the above conditions and accept them in full.

Applicant's Signature

Date

Parent/Guardian's Signature

(If you are under 18 years of age this declaration must also be signed by your parent or guardian)

Date

Name of Parent / Guardian _____

APPLICATION CHECKLIST

Please ensure you attach the following documents with your application.

- Completed and signed application form
- Certified copy of the personal details page of your passport
- Certified copy of your English language qualification or provide details of your English proficiency
- Certified copy of all your academic qualifications, including secondary school studies
- Additional documents as outlined by the course entrance requirements (e.g. folio, personal statement)
- Course syllabus / detailed course outlines (if you are applying for credit exemption)
- Copy of Visa and CoE document(s) for all courses included in your current visa (if you are currently studying in Australia)
- Documentation verifying name change (if your academic documents are under a previous name)
- Certified official translation of any document not in English

AGENT ASSESSMENT REGARDING GENUINE TEMPORARY ENTRANT (GTE) & GENUINE STUDENT REQUIREMENTS

As an authorised representative of Box Hill Institute, you are asked to ensure that the student understands that student visa applicants must be both a GTE and a Genuine Student to be granted a visa. Please explain to the student the summary below which is based on the Department of Immigration and Border Protection website, and refer them to the website for further information: <http://www.immi.gov.au/students/gte-requirement.htm>

Agent declaration:

Student name: _____

Student date of birth: _____

For all students, declaration part A is applicable.

In addition:

- if the student has a low level of English, refer to declaration part B
- if the student is onshore, refer to declaration part C.

Part A: After interviewing the above named applicant, I declare that:

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Immigration and Border Protection (DIBP).
- The applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.
- I am satisfied that the applicant has genuine access to the total funds required while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members.

Part B: If the student has a low level of English and therefore is unable to write a statement of purpose or respond to an interview in English, please ask the student to provide a statement of purpose in their own language, together with a translation of the statement and sign the following declaration yourself:

I declare that:

- the information in the statement of purpose is the student's own
- I have interviewed the student myself at length in relation to the matters which are relevant to the GTE requirement and am satisfied that the student is a genuine student and a genuine temporary entrant.

Part C: If the student is currently in Australia and changing their education provider or level of study:

I declare that:

- I am satisfied by their explanation for changing course and/or provider
- I have explained to the student the possible visa implications of changing their study plan.

Agent Representative Stamp	Counsellor/Agency Staff Name:
	Counsellor/Agency Staff signature:
Applicant Signature to acknowledge that the above is true and correct:	Date:

GTE Summary

The summary below is based on the Department of Immigration and Border Protection website. For further information, refer to: <http://www.immi.gov.au/students/gte-requirement.htm>

A **Genuine Student** is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

Factors that are considered under the existing requirement to be a genuine applicant for entry and study as a student include: English language proficiency; financial capacity; prerequisite schooling; age requirements; and intention to comply with visa conditions.

A **Genuine Temporary Entrant (GTE)** is an applicant who has circumstances that support a genuine intention to enter and remain in Australia temporarily.

Factors that are considered under the GTE requirement include: the applicant's circumstances in their home country and likely circumstances in Australia; value of the course to the applicant's future; the applicant's immigration history; and any other relevant matter.

REFUND POLICY

Category	Time application received by Institute	Amount of refund for formal courses	Amount of refund for ELICOS	Documentary evidence required in addition to the Refund Application Form
A.1 Visa refusal before course commencement	At any time	All tuition payments less Administration fee (\$50)	All tuition payments less Administration fee (\$AUD50)	Original letter of refusal from the Department of Immigration and Border Protection
A.2 Visa refusal after course commencement	At any time	All tuition payments paid, less fees for any study period already completed, as well as the school term in progress at the time of visa refusal.	All tuition payments paid, less fees for any study period already completed, as well as the school term in progress at the time of visa refusal.	Original letter of refusal from the Department of Immigration and Border Protection
A.3 Application refusal by the Institute A.4 Application withdrawal by the Institute on the basis of incorrect or incomplete information	At any time	All tuition payments less Administration fee (\$50)	All tuition payments less Administration Fee (\$50)	Letter of application refusal / withdrawal of offer
B Special circumstances	Prior to commencement of semester	All tuition payments for upcoming semesters less Administration fee (\$50)	All tuition payments for upcoming semesters less Administration fee (\$50)	Evidence or proof to the satisfaction of the Institute
	After semester has commenced	All tuition payments for current & upcoming semesters less 20% of current semester's fees	All tuition payments for current & upcoming semesters less 20% of current semester's fees	Letter from the student and original air ticket and evidence or proof to the satisfaction of the Institute
C Withdrawal by student, including but not limited to: 1. visa cancellation; and 2. transfer to another provider (subject to the Institute Student Transfer Policy)	More than 28 days before semester commences	All tuition payments less 20% of next semester's fees	All tuition payments less 20% of ELICOS fee for 20 weeks max	Withdrawal Proof of withdrawal from all subjects, original air ticket / e-Ticket, evidence of payment of airfare and letter from the student
	28 days or less before semester commences	50% of next semester's fees	All tuition payments less 50% of ELICOS fee for 20 weeks max	Visa Cancellation None
	On or after the day semester commences	No refund	No refund	Transfer Letter of Release according to Institute Student Transfer Policy
D.1 Offer of place withdrawn by Institute before course commencement, due to course cancellation or other circumstance (except when incorrect or incomplete information has been provided by student (ref A4))	At any time	Alternative Box Hill course or full refund of pre-paid course fees for formal course	Alternative Box Hill course or full refund of pre-paid course fees for ELICOS course	Letter from student – acceptance of alternative course or withdrawal.
D.2 Part of course not offered by the Institute after commencement.	At any time	Alternative Box Hill course or full refund of the unexpended portion of pre-paid course fees for formal course	Alternative Box Hill course or full refund of the unexpended portion of pre-paid course fees for ELICOS course	Letter from student – acceptance of alternative course or withdrawal.



**GIA HY DUONG,
VIETNAM**

**BACHELOR OF
HOSPITALITY
MANAGEMENT**

I came to Australia and started to study the five-week ELICOS course at Box Hill Institute. Then, I moved on to study the Diploma of Hospitality Management (Patisserie) and Bachelor of Hospitality Management. My time studying in Australia and at Box Hill Institute has been very interesting and the experience of a lifetime.

I am glad that Box Hill Institute is where I chose to be because the class sizes are not too big and all of the teachers know each student by their name and story so that I can talk freely to them whenever I need advice too.

I often call home and use social media to share my experience with my family. With today's technology we can talk face-to-face, and the 6694 km distance is not really that far anymore. Now, my family is very happy and proud about my achievements so far. They say that after arriving here I have learnt to take good care of myself, started working and getting great results in my studies. My parents have seen their daughter grow up so much, that now if people ask them whether it is okay to let their kids go to Australia, the answer would be "Do not hesitate". And for me, it would be "grab every chance that comes, go, see and experience".

“

**The class sizes
are not too big and
all of the teachers
know each student
by their name.**

”



**BOX HILL
INSTITUTE**

BOX HILL INTERNATIONAL

BOX HILL INSTITUTE

465 Elgar Road, Box Hill,
Melbourne, Victoria 3128
Australia

BOX HILL CAMPUSES

Elgar Campus

465 Elgar Road, Box Hill

Nelson Campus

853 Whitehorse Road, Box Hill

Whitehorse Campus

1000 Whitehorse Road, Box Hill

CITY CAMPUS

Centre for Adult Education (CAE)
253 Flinders Lane, Melbourne



**2015
VICTORIAN TRAINING AWARDS
FINALIST**

Connect with us



Tel +61 3 9286 9425

Fax +61 3 9286 9438

Enquiries international@boxhill.edu.au

Applications int-applications@boxhill.edu.au

boxhill.edu.au/international

BHI – RTO: 4687 CRICOS: 02411J
CAE – RTO: 3737

M0149 01/16 Version 2