Student Prospectus 2025/2026

Exceed Ventures Pty Ltd t/a Melbourne Trades College

RTO ID: 45934 CRICOS Code: 04077B

Address: 73 Ashley Street Braybrook, Melbourne, Victoria, 3019

Website: www.melbournetradescollege.vic.edu.au

Email: info@melbtc.vic.edu.au

Phone: 03 7066 5255

About Melbourne Trades College

Exceed Ventures Pty Ltd t/a Melbourne Trades College is a Registered Training Organisation and an accredited Vocational Education and Training provider, providing high-quality training to students in Australia. Melbourne Trades College is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and provides CRICOS registered courses to overseas students. We are focussed on providing quality vocational training, enabling students to advance their career by attaining their training and educational goals.

At Melbourne Trades College, we understand the aspirations of our students, and have focused our philosophy on imparting premium quality education. The institution caters to the needs of students in the field of vocational education. We aim to support students to achieve their lifelong educational and career goals by offering vocational courses, all of which are accredited by the Australian Government.

We endeavour to apply best practice in training and assessment, with a dedicated team of qualified trainers and administration staff with experience in their fields. We are confident that our students will have an enjoyable and enriching experience by choosing Melbourne Trades College as their pathway to success.

If there are any queries about Melbourne Trades College and our courses, please feel free to contact us via phone, email or visit Melbourne Trades College. The contact details are listed below.

Address:
Campus Location
73 Ashley Street Braybrook, Victoria, 3019

Automotive & Solid Plastering workshops

73 Ashley Street Braybrook, Victoria, 3019

4/64 Macaulay Street, Williamstown, Victoria 3016

99-101 Davies Avenue, Sunshine North, VIC 3020

Contact Information

Tel: 03 7066 5255

Email: info@melbtc.vic.edu.au
Web: www.melbournetradescollege.vic.edu.au

Welcome to Melbourne Trades College

A message from the Chief Executive Officer

I would like to welcome all potential and prospective students to Melbourne Trades College.

Melbourne Trades College, as the name suggests is a Melbourne based Registered Training Organisation which provides potential students an opportunity to study and live in one of the most liveable cities of the world.

We aspire to offer affordable and high-quality education and training that leads to a vocational career outcome in automotive. Our professional approach to delivery and assessment supports the college's Vision and Mission Statements.

Through MTC, I would like to share my automotive industry experience of more than 10 years by offering courses that have been tailor made to provide in-depth knowledge in automotive mechanical technology, which includes equal emphasis on theoretical and practical aspects of automotive mechanical technology and interdisciplinary problem-solving skills.

Melbourne Trades College automotive courses offer students a well-equipped, modern facility, a fleet of late model vehicles, and an extensive hands-on training that gives the students the chance to use the latest equipment that is used currently to diagnose and repair vehicles.

I encourage students to join our courses at MTC and make the most of the highly qualified and trained staff in the automotive field, while providing students with an excellent knowledge base for a bright future.

CEO
Exceed Ventures Pty Ltd t/a Melbourne Trades College

The 2022 Student Prospectus is an informative guide to help students and their families to gain a clear insight into the courses delivered at Melbourne Trades College and to assist with making our student's time in Australia a truly memorable experience.

Our objectives

- Students will have fundamental technical knowledge and develop core competency in a demand driven automotive technician industry.
- Students will be capable of building their own career upon a solid foundation of knowledge to solve automobile problems based on interdisciplinary approach and a strong sense of responsibility to serve their profession and society ethically.
- Students will have effective problem solving and decision-making skills by understanding contemporary issues, and by contributing to their overall personality and career development.

Our Vision

Melbourne Trades College aims to offer courses that are designed to offer students the skills and attributes to fill the knowledge gap in critical areas of continuously changing global standards of the automotive sector.

Our Mission

Our mission at Melbourne Trades College is to turn our students into qualified technicians through comprehensive training in our Automotive technology programs that balance formal classroom education with extensive practical workshop experience. Melbourne Trades College prepares students with the necessary knowledge and skill set to inspect, maintain, diagnose and repair light motor vehicles. Students will also use the latest mechanical equipment and work with electronic components while maintaining their skills with traditional hand tools, while undertaking hands-on practice in a real-life workshop environment.

Living in Australia

Australia

Australia is an ethnic melting pot. It is a country known for its world-famous natural wonders, diverse landscapes and a vibrant multicultural society that practices almost every religion and lifestyle. Since 1945, more than six million people from across the world have come to Australia to live.
There are 226 languages spoken in Australia – after English, the most popular are Italian, Greek, Cantonese and Arabic. The island continent is almost as big as the USA but has a population of approximately only 25 million people (most of whom live within 50 kilometres of the coast). Australia's coastline stretches almost 50,000 kilometres and has more beaches (over 10,000) than any other country. Inland, there are vast areas of semi-arid and desert areas.

All major cities, and the nation's capital, offer exciting lifestyles, great cultural attractions, and a safe quality of life.

College Campus

Address: 73 Ashley Street Braybrook, Victoria, 3019
Phone: 03 7066 5255 (Australia)

Multiculturalism

More than 100 ethnic groups are represented in Australia, making it one of the most culturally diverse countries in the world. Australia's dynamic multiculturalism can be attributed to its unique combination of indigenous cultures, early European settlement and immigration from all parts of the world.

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campus and communities. Melbourne Trades College takes great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

Language

Although English is the official language, more than 4 million Australians speak a language other than English, more than 800,000 speak an Asian language, the most common being Mandarin, followed by Cantonese and Vietnamese, and another 800,000 speak a European Union language. English, as it is spoken in Australia, is easily understood by nearly all people from other English-speaking nations. As you improve your English, you will learn some of Australia's colourful and often humorous slangs and have fun explaining the meanings to friends and relatives.

Religion

Australia is predominantly a Christian country; however, all religions are represented. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples, Gurudwara and synagogues are located in most major cities.

Healthcare

Australia has a particularly good healthcare system. All Australians pay a Medicare levy (additional tax) to fund the public health system to ensure that everyone has access to public-system doctors, hospitals and other healthcare services. People who pay extra into private health insurance funds receive extra privileges when using private healthcare services. You will find the usual healthcare services available in Australian suburbs including GPs (doctors), dentists, osteopaths, chiropractors, psychologists, counsellors, and many complementary healthcare practitioners too (traditional Chinese medicine, naturopathy, acupuncture, kinesiology, etc.).

International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa (refer to student visa obligations, in this section).

Food

Australia has a fantastic variety of food. Its top-quality meat, fish, fruits and vegetables are exported to markets worldwide. There is a large range of fruit and vegetables available at Australian produce markets.

Students should have no difficulty finding the foods that they are used to at home. Students can have almost every type of cuisine in Australia's many restaurants and cafés. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros, cafés and Aussie pubs. For those who like takeaway, most of the major global fast-food chains are well represented.

Sports and recreation

Australians are very keen on sports and outdoor activities and have gained a worldwide reputation as tough competitors in individual and team sporting events. Australia has more than 800 national sporting organisations and thousands of state and regional sporting bodies. Australians are also enthusiastic about bushwalking, fishing, boating

and water sports.

Transport

Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines.

Driving

Tourist students may drive in Australia on a valid overseas driver's license, but if the document is not in English, the visitor must carry a translation with the permit. An international driver's license alone is not sufficient. Different states in Australia have different driving licence conditions.

For example, as per the new regulations, in state Victoria (includes Melbourne), International students can use their overseas licence for the first six months of living in Victoria (after that, students will need Victorian licence instead). This rule has been applicable from 29th October 2019. Hence, Students need to have Victorian licence to be able to drive in Victoria.

Taxis

Metered taxicabs operate in all major cities and towns. Students can find taxi ranks at transport terminals, main hotels or shopping centres or can hail taxis in the street. A light and sign on the roof indicate if a taxi is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. You do not need to tip taxi drivers.

Uber

Uber services are also available at the airport and there is a designated pick-up place available outside the airport for Uber customers.

Telephones and Wi-Fi connections

Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Overseas calls can be made over the internet data which also includes video calling.

Internet data: Free Wi-Fi, non-connections (paid) are available at majority of the places in and around Melbourne.

For example-Airport, few shopping malls have free Wi-Fi available. Most of the shared accommodations have Wi-Fi services available through which the students can make overseas phone calls, video calls.

Students can avail pre-paid and/or post-paid Sims depending upon their suitability and requirements of the students. Lowest pre-paid Sims and plan costs around 12-15 dollars. The cost of pre-paid and post-paid plan keeps increasing as per your requirements, for example, more internet data and overseas calling minutes may cost you more than the plans with less internet and overseas calling minutes.

However, there are many providers like Vodafone which give student discounts.

Budgeting

Students should work out a budget that covers accommodation, food, transport, clothing and entertainment. Childcare, if applicable, should also be considered. For more information on living in Australia, costs, visit https://www.studyaustralia.gov.au/.

Travel

During the term breaks, students may like to venture beyond Melbourne to experience more of Australia's spectacular natural environment and great physical beauty, such as great ocean road, marine parks and national parks (The Great Barrier Reef, Kakadu, and Uluru), the Queensland rainforests and the pristine countryside and mountains of Tasmania. Student and backpacker travel agents in metropolitan cities offer cheap flights and package deals.

Money and banks

Australian currency is the only legal tender in Australia. When students first arrive, money from other countries can be changed at the exchange facilities located at international airports, banks and major hotels. Travellers' cheques are easier to use if already in Australian dollars, however, banks will cash travellers' cheques virtually in any currency. Major hotels and some shops, depending on individual store policy, will also cash travellers' cheques.

It is a good idea to set up an Australian bank account. You will need to provide visa details and evidence of residency. Banking services in Australia are extremely competitive. All major banks have branches in cities and regional centres. Major Banks include ANZ, Westpac, National Bank, Commonwealth Bank. Community banks, like Bendigo Bank, are a popular alternative. Most shopping centres have Automatic Teller Machines (ATM) facilities. These machines can be used for deposits and, in many instances, withdrawals 24-hours-a-day. Many department stores, supermarkets and specialist shops have electronic transfer terminals (EFTPOS) where cash withdrawals can also be made in addition to purchasing goods.

More information on banking is available at www.studyinaustralia.gov.au. Normal bank trading hours are from Monday to Thursday - 9.30 am – 4.00 pm, Friday - 9.30 am – 5.00 pm and some banks are open Saturday mornings. The timings may vary.

Credit Cards

Credit cards are widely accepted around Australia. The most commonly accepted credit cards are Visa and MasterCard.

Currency

Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are $5, $10, $20, $50 and $100. Coins used are the silver-coloured 5 cent, 10 cent, 20 cent and 50 cent coins and the gold-coloured $1 and $2 coins.

Tipping

Tipping is not the general custom in Australia and service charges are not added to accounts by hotels and restaurants.

Finding Accommodation

The following types of accommodation are available for international students.

Home Stay

This option is an opportunity for students to live in a private home, with a local family, couple or single person and learn about Australian life. You may need to compromise with living arrangements as you will need to fit in with the household's routines and expectations. You will need to think about the things that are important to you. You may need to ask about how adaptable meal times are in relation to your studies and other commitments. There are different types of home stay arrangements:

Cost: $235 to $325 per week

Full Board

Usually includes a furnished room (bed, desk, lamp, and wardrobe), three meals per day and bills (electricity, gas and water, but not telephone and internet). Some home stay providers may even do your laundry.

Cost: A$110.00 - A$270.00 per week

Half Board

Usually includes a furnished room (bed, desk, lamp, and wardrobe) and bills (electricity, gas and water, but not telephone and internet). You can use the cooking and laundry facilities in the house.

Cost: A$ 80.00 - A$ 100.00 per week

Lease/Rent

Renting an apartment or house is done through a real estate agent. You must sign a contract called a "lease" to rent the house, either month-by-month, or sometimes a 6-month, 12-month or 2-year lease is required. The lease entitles you to private use of the property for the duration of the lease. The advantage of this is privacy and independence.

You must pay a bond (the equivalent of one month's rent, to cover any damage you may do to the premises).

You are responsible for paying all bills (except water and council rates), maintenance of the property and providing all your own furniture and household items.

If you choose a house or apartment in a popular area, there will be much competition. The real estate agent selects the tenants who they believe are the most stable and able to meet the requirements of the lease.

Cost (shared accommodation): A$185.00 - A$440.00 per week (unfurnished)

Useful internet sites for student housing are:

https://homestaydirect.com.au/

http://gumtree.com.au

http://flatmatefinders.com.au

http://www.studymelbourne.vic.gov.au

Useful rental accommodation websites are:

www.realestate.com.au

www.domain.com.au

Living in Melbourne

Melbourne

Melbourne is the capital city of Victoria with a population of over 4 million people. It is Australia's second largest city.

The city offers wonderful experiences, a great climate, friendly people and quality education. Situated on the Yarra River and around Port Phillip Bay, the city has beautiful beaches and excellent water sport facilities. It is a spacious city with many parks & gardens, sporting venues, and scenic attractions.

One quarter of Melbourne's population was born overseas, making it one of the world's most multicultural cities. "Melbourne has been crowned the world's second most liveable city in the world by Economist Intelligence Unit's Global Liveability Survey 2018. "

Climate

Melbourne has a temperate climate with four distinct seasons:

- **Winter (June - August)**
  Temperatures range from 10-15°C
- **Spring (September - November)**
  Temperatures range from 17-22°C
- **Summer (December - February)**
  Temperatures can rise above 35°C
- **Autumn (March - May)**
  Temperatures range from 17-24°C

Events and Entertainment

Melbourne is a cosmopolitan city that is full of life. The city hosts a variety of festivals, cultural and sporting events, including the Australian Grand Prix, the Australian Open, the Spring Racing Carnival, Melbourne International Arts Festival, Melbourne Food and Wine Festival, Spring Fashion Week and the Melbourne Fringe Festival, Melbourne International Comedy Festival, Chinese New Year Parade, Moomba Parade.
Melbourne is Australia's festival capital, with free events held in city and community venues each month. The city's beautiful green and spacious surrounds are very attractive for social, sporting and other outdoor activities. There are plenty of opportunities for international students to have an enjoyable time with friends.

Study

Melbourne boasts an abundance of fine universities and Registered Training Organsations with international reputations. For this reason, Melbourne is considered Australia's premier university and education city and an ideal place to study.

Transport
Melbourne has an excellent public transport system with trains, trams and buses providing an extensive network

throughout the city and suburbs. Taxis are plentiful and safe and are available 24 hours a day.

Useful Websites
www.ptv.vic.gov.au
www.studymelbourne.vic.gov.au
https://www.studyaustralia.gov.au/

Services and Facilities

Melbourne Trades College is committed to the success of its international students. Melbourne Trades College offers a wide range of support services for students throughout their studies.

Orientation Sessions

Many students find life in Australia quite different from life in their home country so Melbourne Trades College organises orientation day to help students become familiar with Australian culture and customs and to introduce students to its services.

All students are required to attend an orientation information session. This session details many aspects of living and studying in Australia and introduces students to study and life in Australia.

Orientation sessions include information about enrolment, facilities and services available, Australian culture and customs, safety in Melbourne, support provided to students to adjust to study and life in Australia. Orientation sessions are a great way of meeting other students. More information on the topic covered during Orientation is provided in the handbook.

Cost of Living

Australia provides good quality and affordable accommodation. Students will need $21, 041per year (excluding tuition) to cover living expenses including accommodation, food, transport, entertainment, clothing and books.

- **Hostels and Guesthouses** - $90 to $150 per week
- **Shared Rental** - $95 to $215 per week
- **Homestay** - $235 to $325 per week
- **Rental** - $185 to $440 per week

Other living expenses

- **Groceries and eating out** - $140 to $280 per week
- **Gas, electricity** - $10 to $20 per week
- **Phone and Internet** - $15 to $30 per week
- **Public transport** - $30 to $60 per week
- **Car (after purchase)** - $150 to $260 per week
- **Entertainment** - $80 to $150 per week

Student Banking

International Students can open a bank account before they arrive in Australia. Most leading banks offer a comprehensive range of personal, business and institutional banking products and services. By choosing a major Australian bank, students can be assured their money is safe; and bank branches, ATMs and other banking services are conveniently accessible.

For further information on how to open a bank account online, simply visit any of the major four banks listed below or one of the smaller banks:

ANZ Bank:
http://www.anz.com/personal/bank-accounts/banking-for-life-changes/international-students/

Commonwealth Bank of Australia:
https://www.commbank.com.au/personal/can/moving-to-australia.html

Westpac Bank:
http://www.westpac.com.au/personal-banking/student-banking/s-international-students/organise-australian-bank-acc/

National Australia Bank (NAB):
https://www.nab.com.au/personal/travel-and-overseas-banking/open-account-from-overseas

Further information may be sourced at 'Studies in Australia':
http://www.studiesinaustralia.com/studying-in-australia/banking-in-australia

Education and Childcare
Students who are coming to Australia with family members need to be aware of the costs associated with education and childcare in Melbourne. Students are advised to research the resources available prior to arrival in Australia. The following websites offer detailed information:

- https://www.studyaustralia.gov.au/
- Find an Early Childhood Service or School: http://www.education.vic.gov.au/findaservice/home.aspx

Why Study at Melbourne Trades College?

Better Career Outcomes

Melbourne Trades College ’s government accredited, and internationally recognised courses will help you achieve your career goals. * Melbourne Trades College does not guarantee any job or employment outcomes.

Experienced Staff

Melbourne Trades College employs experienced, industry-aware teaching staffs who are committed to promoting a culture of learning, achievement and ambition. Many teaching staff also work actively in the fields they teach, are aware of changes in market forces across all industries and are quick to reflect such development in their classes.

VET Qualification

Vocational Educational and Training is a distinctive style of learning. It teaches practical, trade relevant skills that are highly prized by employers. Assessment is based on achieving competency levels. Adheres to the Standards for NVR Registered Training Organisation.

1. Melbourne Trades College provides quality training and assessment across all of its operations.

2. Melbourne Trades College adheres to principles of access antiquity to maximise outcomes for clients.

3. Management systems are responsive to the needs of clients, staff and stakeholders and the environment in which Melbourne Trades College operates.

Student Service Focus

Staff at Melbourne Trades College understands the many challenges students face when studying away from their home country. Every effort is made to assist students to make the transition to their new surroundings and help them to feel at home. We regularly interact with students to gather feedback on their experience at Melbourne Trades College and continuously develop and improve our services accordingly. The result is a supportive and safe environment that enables students to perform at their best.

Registration

Melbourne Trades College is a registered Training Organisation (RTO) under the national regulator for Australia's vocational education and training sector, ASQA (The Australian skills Quality Authority). ASQA regulates courses and training providers to ensure nationally approved quality standards are met. Melbourne Trades College meets all the requirements for registration and adheres to the VET Quality Framework that comprises the Standards for NVR Registered Training and the Australian Qualification Framework (AQF). These standards are used by ASQA as an instrument in protecting the interests of all students undertaking vocational education and training in Australia. Melbourne Trades College is also registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and provides CRICOS registered courses to overseas students.

ESOS, National Code and CRICOS

Australia has a reputation of a safe, progressive and dynamic place to study, and we maintain the reputation by providing quality education to overseas students. The Education Services for overseas Students (ESOS) act 2000 and associated legislation such as the National Code 2018 is the legal framework governing the responsibility of education institutions towards overseas students. The framework provides a consistent national approach to the registration of education providers so that the quality of the training, and the care of students, remains high.

Pathways

Graduates of Melbourne Trades College may seek credits to the relevant degree programs in Australian universities. Melbourne Trades College has no special arrangements with any Australian university and there is no guaranteed entry into university programs.

Enrolment Information

This Students Prospectus has been developed in order to provide prospective students with important information which will allow them to make an informed decision about their future study plans. It contains information about the courses we offer, the location where these courses will be delivered, duration of the courses including holiday breaks, the modes of delivery, fees and costs, admission procedures at Melbourne Trades College, training arrangements and other vital information. It also provides different processes and procedures which will help you understand more about your rights and responsibilities as a prospective or current student at Melbourne Trades College.

Students must read this Prospectus carefully in full before making an application. Students are encouraged to contact Melbourne Trades College and talk to one of our friendly, informed staff members if they are unsure about any information included in this prospectus or have any questions.

Students must complete the student's application form and Pre-Training Review form (provided with the application

form) and send the completed forms along with all the relevant documents and the Application fee to Melbourne Trades College. You can also submit your application through one of our authorised agents. A list of approved agents can be found on our website www.melbournetradescollege.vic.edu.au

Melbourne Trades College will assess the learner's needs by conducting Pre-Training Review (PTR). PTR will be conducted prior to the enrolment to review student's current competencies, student needs, English level, and support requirements including their oral communication skills, in order to enrol them in the most appropriate course to achieve their intended outcomes.

Applicants are required to fill up the PTR form along with the application form and answer all the questions in a true and correct manner. Any competencies previously acquired will be identified during PTR and the most appropriate qualification for that student to enrol in will be ascertained, including consideration of the likely job outcomes from the development of new competencies and skills (Recognition of Prior Learning (RPL) or Credit Transfer). One of our staff will conduct a PTR interview to verify the answers provided by the students. Melbourne Trades College may also verify evidence provided by you of your IELTS /equivalent test score and secondary school certificate.

Melbourne Trades College will issue Letter of Offer to successful applicants after all the documents have been verified. The offer letter will include all detailed instructions and conditions for accepting the student agreement. You must carefully read and sign the written agreement, pay the fee requested in the written student's agreement and send it to Melbourne Trades College. Melbourne Trades College will not accept any course fees without a written student agreement.

Students undertaking the course must possess sound Numeracy skills since it requires them to do calculations or any other course related work. To determine this, all students wanting to study at Melbourne Trades College are required to undertake LLN Test prior to the commencement of the course. Based on the test outcome, students may be identified as requiring internal support and/or external support.

LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot-under the supervision of qualified LLN assessor.

Students for each course will be selected in a manner that reflects Melbourne Trades College 's access and equity principles. Completion of the student's application form does not imply that Melbourne Trades College will make an offer to you. You will also be notified if you do not meet the entry requirements.

Once the completed written students' agreement and the fee is received (and cleared by the bank) Melbourne Trades College will issue a confirmation of Enrolment (COE) with a condition that you must take LLN test before the course commencement.

Please refer to Enrolment Policy and Procedure for a detailed information on Enrolment.
It is available on the website (www.melbournetradescollege.vic.edu.au) under Forms and Policies.

Courses Offered

Course Code and Name	CRICOS Course Code	Duration (weeks including holiday breaks)	Study Period (weeks)	Total tuition fee (AUD)	Total material fee	Application fees	Total Course Fee
CPC31020 Certificate III in Solid Plastering	119928H	52 weeks	42 weeks	$12000	$2250	$250	$14500
AUR30620 Certificate III in Light Vehicle Mechanical Technology	111620D	61 weeks	51 weeks	$18,250	$1200	$250	$19700
AUR30320 Certificate III in Automotive Electrical Technology	114054E	71 weeks	61 weeks	$18,250	$1200	$250	$19700
AUR31520 Certificate III in Automotive Diesel Engine Technology	114055D	72 weeks	62 weeks	$18,250	$1200	$250	$19700
AUR40226 Certificate IV in Automotive Mechanical Diagnosis	120348G	34 weeks	30 weeks	$10250	$1200	$250	$11700
AUR50126 Diploma of Automotive Management	120401G	52 weeks	43 weeks	$12500	$500	$250	$13500

Note: Details of course information can be obtained from the student handbook or by visiting our website: www.melbournetradescollege.vic.edu.au or contact student's administration.
Delivery Mode: Classroom based Face to Face theory learning and practical training at our Automotive & plastering workshop
Delivery Location
For Classroom based Face to Face theory learning: 73 Ashley Street, Braybrook, Victoria - 3019
For Practical training at Automotive workshop: 73 Ashley Street, Braybrook, Victoria – 3019, 4-64 Macaulay Street, Williamstown, Victoria - 3016
For Practical training at Automotive & Solid Plastering workshops: 99-101 Davies Avenue, Sunshine North, VIC 3020.

Please Note: Students are required to attend a minimum 20 scheduled course contact hours per week.
Material fee will include safety boots (steel cap), workshop uniform (workshop overalls) and other PPE's including protective glasses, mechanic gloves, basic tool kit, LED inspection light and a mini First Aid Kit. Additionally, this will include any handouts and printed materials.
Student must read the student handbook for courses prior to enrolment

Application fee is one-time fee payable at the admission to cover administration cost associated with enrolment and it is non-refundable fee in the event of student withdrawal. *Conditions apply. Refer to Fee payment and Refund Policy available on website.

Material fees include:

Melbourne Trades College will arrange and supply students workshop kit. This workshop kit will consist of safety boots (steel cap), workshop uniform (workshop overalls) and other PPE's including protective glasses, mechanic gloves, basic tool kit, LED inspection light and a mini First Aid Kit. Additionally, this will include any handouts and printed materials.

Students undertaking automotive and solid plastering practical sessions must wear the workshop uniform for all workshops classes.

Course Information

CPC31020 – Certificate III in Solid Plastering

Course Code: CPC31020
CRICOS Course Code: 119928H
Course Duration: 52 weeks of delivery (42 weeks face to face and practical learning and 10 weeks' holiday breaks)
Total Course fees: $14500
Tuition Fees: $12000
Material Fee: $ $2250
Application Fee: $250

***Mode of study**: Blended- Classroom based Face to Face theory learning and practical training at Automotive & Solid Plastering workshops and Structured Independent Learning*

Delivery Location:
For Classroom based Face to Face theory learning: 73 Ashley Street, Braybrook, Victoria 3019
For Practical training at Solid Plastering Workshop: 99-101 Davies Avenue, Sunshine North, VIC 3020

***Amount of Training:** 20 scheduled course contact hours per week and Structured Independent Learning.*

Course Description

This qualification provides a trade outcome in solid plastering for residential and commercial work. The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as the specialist field of work, solid plastering. Solid plasterers apply plaster, cement and other mixtures to walls to create smooth or decorative finishes to interior walls and to render to exterior walls.

Course Structure

In order to achieve qualification CPC31020 Certificate III in Solid Plastering, students must complete following 20 units of competencies.

- 15 core unit, plus
- 5 elective units

Unit code	Unit Title	Core/ Elective	Pre-requisites required
CPCCCM2006	Apply basic levelling procedures	C	CPCCWHS2001 pre-requisite unit for the units with an asterisk (*).
CPCCCM2008*	Erect and dismantle restricted height scaffolding	E	
CPCCOM1012	Work effectively and sustainably in the construction industry	C	
CPCCOM1013	Plan and organise work	C	
CPCCOM1014	Conduct workplace communication	C	
CPCCOM1015	Carry out measurements and calculations	C	
CPCCOM2001*	Read and interpret plans and specifications	C	
CPCCSP2001*	Handle solid plastering materials	C	
CPCCSP2002*	Use solid plastering tools and equipment	C	
CPCCSP2003*	Prepare surfaces for plastering	C	
CPCCSP3001*	Apply float and render to straight and curved surfaces	C	
CPCCSP3002*	Apply set coats	C	
CPCCSP3003*	Apply trowelled texture coat finishes	C	
CPCCSP3004*	Restore and renovate solid plasterwork	C	
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	C	
BSBESB301	Investigate business opportunities	E	
BSBESB407	Manage finances for new business ventures	E	
CPCCCM2012*	Work safely at heights	C	
CPCCOM3006	Carry out levelling operations	E	
CPCCCO2013*	Carry out concreting to simple forms	E	

The volume of learning for this qualification is 1234 hours. This comprises of:

Amount of Training

- 238 hours of face-to-face training in classroom
- 388 hours of practical training in Automotive & Solid Plastering workshops.

Assessment

- 73 hours of theory assessment.
- 141 hours of practical assessment.

Structured Independent Learning

- 404 hours of Structured Independent Learning

This will be delivered over 52 Weeks of course duration including 42 weeks delivery plus 10 Weeks holidays. Students will be required to attend a minimum of 20 hours per week of study to deliver the required 0volume of learning.

Assessment Methods
Knowledge questions and Practical demonstration in Plastering workshop.

Pathways

- **Vocational Pathways**

After achieving CPC31020 - Certificate III in Solid Plastering, individuals can progress to CPC40120 - Certificate IV in Building and Construction.

Employment/Career pathway

This qualification provides a pathway to work and perform a broad range of tasks in the construction sector.

- **Possible job titles include:**

- Solid Plasterer
- Renderer

The above pathway information is in line with qualification description on National Training Register (www.training.gov.au) and/or https://www.myskills.gov.au/, it does not imply any job guarantee or job role at the end of the course.
***Note**: Melbourne Trades College does not guarantee any employment outcomes with its programs.*

AUR30620-Certificate III in Light Vehicle Mechanical Technology

Course Code: AUR30620
CRICOS Course Code: 111620D
Course Duration: 61 weeks of delivery (51 weeks face to face and practical learning and 10 weeks' holiday breaks)
Total Course fees: $19700
Tuition Fees: $18250
Material Fee: $ $1200
Application Fee: $250

***Mode of study**: Blended- Classroom based Face to Face theory learning, practical training at Automotive workshops and Structured Independent Learning*

Delivery Location:
For Classroom based Face to Face theory learning: 73 Ashley Street, Braybrook, Victoria 3019
For Practical training -Automotive workshops: 73 Ashley Street, Braybrook, Victoria 3019
***Amount of Training:** 20 scheduled course contact hours per week.*

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

Course Structure
In order to achieve qualification AUR30620 Certificate III in Light Vehicle Mechanical Technology, student must complete following 36 units of competencies.
- 20 core unit, plus
- 16 elective units

Unit code	Unit Title	Core/ Elective	Pre-requisites required
AURASA102	Follow safe working practices in an automotive workplace	C	no pre-requisites for AUR30620
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	C	
AURTTK102	Use and maintain tools and equipment in an automotive workplace	C	
AURTTK001	Use and maintain measuring equipment in an automotive workplace	E	
AURAFA103	Communicate effectively in an automotive workplace	E	
AURTTA017	Carry out vehicle safety inspections	E	
AURTTA104	Carry out servicing operations	C	
AURTTE104	Inspect and service engines	C	
AURTTF101	Inspect and service petrol fuel systems	C	
AURTTJ011	Balance wheels and tyres	E	
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	E	
AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes	E	
AURLTJ011	Select light vehicle wheels and tyres	E	
AURETR125	Test, charge and replace batteries and jump-start vehicles	C	
AURETR112	Test and repair basic electrical circuits	C	
AURETR006	Solder electrical wiring and circuits	E	
AURTTC001	Inspect and service cooling systems	E	
AURTTC103	Diagnose and repair cooling systems	C	
AURTTA118	Develop and carry out diagnostic test strategies	C	
AURLTE102	Diagnose and repair light vehicle engines	C	
AURETR132	Diagnose and repair automotive electrical systems	E	
AURLTD104	Diagnose and repair light vehicle steering systems	C	
AURETR129	Diagnose and repair charging systems	C	
AURTTD002	Inspect and service steering systems	E	
AURETR130	Diagnose and repair starting systems	C	
AURETR123	Diagnose and repair spark ignition engine management systems	C	
AURETR131	Diagnose and repair ignition systems	C	
AURTTD004	Inspect and service suspension systems	E	
AURLTD105	Diagnose and repair light vehicle suspension systems	C	
AURTTB101	Inspect and service braking systems	C	

AURLTB103	Diagnose and repair light vehicle hydraulic braking systems	C	
AURTTB015	Assemble and fit braking system components	E	
AURTTX102	Inspect and service manual transmissions	E	
AURTTX103	Inspect and service automatic transmissions	E	
AURLTZ101	Diagnose and repair light vehicle emission control systems	C	
AURTTZ102	Diagnose and repair exhaust systems	E	

The volume of learning for this qualification is 1224 hours. This comprises of:

Amount of Training
- 210 hours of face-to-face training in classroom
- 208 hours of practical training in Automotive workshops.

Assessment
- 176 hours of theory assessment.
- 426 hours of practical assessment.

Structured Independent Learning
- 204 hours of Structured Independent Learning

This will be delivered over 61 Weeks of course duration including 51 weeks delivery plus 10 Weeks holidays. Students will be required to attend a minimum of 20 hours per week of study to deliver required volume of learning.

Assessment Methods
Knowledge questions and Practical demonstration in Automotive workshops.

Pathways

- **Vocational Pathways**

After achieving AUR30620 - Certificate III in Light Vehicle Mechanical Technology, individuals can progress to AUR40226 - Certificate IV in Automotive Mechanical Diagnosis.

Employment/Career pathway

This qualification provides a pathway to work and perform a broad range of tasks in the automotive retail, service and repair industry on a variety of light vehicles.

- **Possible job titles include:**
  - Automotive Heavy Diesel Fuel Technician
  - Diesel Engine Technician
  - Drivetrain Repair Technician
  - Elevating Work Platform Technician
  - Forklift Technician
  - Heavy Commercial Trailer Technician
  - Heavy Commercial Vehicle Technician
  - Light Vehicle Mechanical Technician
  - Mobile Plant Technician
  - Motorcycle Repair Technician

The above pathway information is in line with qualification description on National Training Register (www.training.gov.au) and/or https://www.myskills.gov.au/, it does not imply any job guarantee or job role at the end of the course.
***Note**: Melbourne Trades College does not guarantee any employment outcomes with its programs.*

AUR30320-Certificate III in Automotive Electrical Technology

Course Code: AUR30320
CRICOS Course Code: 114054E
Course Duration: 71 weeks of delivery (61 weeks face to face and practical learning and 10 weeks' holiday breaks)
Total Course fees: $19700
Tuition Fees: $18250
Material Fee: $ $1200
Application Fee: $250

***Mode of study**: Blended- Classroom based Face to Face theory learning and practical training at Automotive workshops*

Delivery Location:
For Classroom based Face to Face theory learning: 73 Ashley Street, Braybrook, Victoria 3019
For Practical training -Automotive: 73 Ashley Street, Braybrook, Victoria 3019
***Amount of Training:** 20 scheduled course contact hours per week.*

Course Description

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

Course Structure

In order to achieve qualification AUR30320 Certificate III in Automotive Electrical Technology, students must complete the following 32 units of competencies.
• 21 core unit, plus
• 11 elective units

Unit code	Unit Title	Core/ Elective	Pre-requisites required
AURASA102	Follow safe working practices in an automotive workplace	C	no pre-requisites for AUR30320
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	C	
AURTTK102	Use and maintain tools and equipment in an automotive workplace	E	
AURETK002	Use and maintain electrical test equipment in an automotive workplace	C	
AURAFA103	Communicate effectively in an automotive workplace	E	
AURTTA017	Carry out vehicle safety inspections	E	
AURTTA104	Carry out servicing operations	E	
AURTTE104	Inspect and service engines	C	
AURTTA118	Develop and carry out diagnostic test strategies	C	
AURETR125	Test, charge and replace batteries and jump-start vehicles	C	
AURETR112	Test and repair basic electrical circuits	C	
AURETR129	Diagnose and repair charging systems	C	
AURETR130	Diagnose and repair starting systems	C	
AURETR013	Inspect, test and service charging systems	E	
AURETR014	Inspect, test and service starting systems	E	
AURETR128	Diagnose and repair instruments and warning systems	C	
AURETR131	Diagnose and repair ignition systems	C	
AURLTD104	Diagnose and repair light vehicle steering systems	E	
AURLTD105	Diagnose and repair light vehicle suspension systems	E	
AURTTB101	Inspect and service braking systems	E	
AURTTC103	Diagnose and repair cooling system	E	
AURETR132	Diagnose and repair Automotive electrical Systems	C	
AURETR135	Apply knowledge of petrol and diesel engine operation	C	
AURLTE102	Diagnose and repair light vehicle engines	E	
AURETR123	Diagnose and repair spark ignition engine management systems	C	
AURETR124	Diagnose and repair compression ignition engine management systems	C	
AURETR006	Solder electrical wiring and circuits	C	
AURETR007	Apply knowledge of automotive electrical circuits and wiring systems	C	
AURETR009	Install vehicle lighting and wiring systems	C	
AURETR010	Repair wiring harnesses and looms	C	

AURETR027	Install ancillary electronic systems and components	C	
AURETR143	Diagnose and repair electronic body management systems	C	

The volume of learning for this qualification is 1220 hours. This comprises of:

Amount of Training
- 238 hours of face-to-face training in classroom
- 236 hours of practical training in Automotive & Solid Plastering workshops.

Assessment
- 198 hours of theory assessment.
- 548 hours of practical assessment.

This will be delivered over 71 Weeks of course duration including 61 weeks delivery plus 10 Weeks holidays. Students will be required to attend a minimum of 20 hours per week of study to deliver required volume of learning.

Assessment Methods
Knowledge questions and Practical demonstration in Automotive workshops.

Pathways

- **Vocational Pathways**

After achieving AUR30320 - Certificate III in Automotive Electrical Technology, individuals can progress to AUR40226 - Certificate IV in Automotive Mechanical Diagnosis.

Employment/Career pathway

This qualification provides a pathway to work and perform a broad range of tasks in the automotive retail, service and repair industry on a variety of light vehicles.

- **Possible job titles include:**

  - Automotive Electrician
  - Automotive Electrical Technician
  - Automotive Electrical Diagnostic Technician

The above pathway information is in line with qualification description on National Training Register (www.training.gov.au) and/or https://www.myskills.gov.au/, it does not imply any job guarantee or job role at the end of the course.
***Note**: Melbourne Trades College does not guarantee any employment outcomes with its programs.*

AUR31520 - Certificate III in Automotive Diesel Engine Technology

Course Code: AUR31520
CRICOS Course Code: 114055D
Course Duration: 72 weeks of delivery (62 weeks face to face and practical learning and 10 weeks' holiday breaks)
Total Course fees: $19700
Tuition Fees: $18250
Material Fee: $ $1200
Application Fee: $250

***Mode of study**: Blended- Classroom based Face to Face theory learning and practical training at Automotive workshops*

Delivery Location:
For Classroom based Face to Face theory learning: 73 Ashley Street, Braybrook, Victoria 3019
For Practical training - 73 Ashley Street, Braybrook, Victoria 3019, 4-64 Macaulay Street, Williamstown, Victoria 3016
***Amount of Training:** 20 scheduled course contact hours per week.*

Course Description

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

Course Structure

In order to achieve qualification AUR31520 Certificate III in Automotive Diesel Engine Technology, student must complete following 28 units of competencies.

- 14 core unit, plus
- 14 elective units

Unit code	Unit Title	Core/ Elective	Pre-requisites required
AURASA102	Follow safe working practices in an automotive workplace	C	no pre-requisites for AUR31520
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	C	
AURTTK102	Use and maintain tools and equipment in an automotive workplace	C	
AURTTK001	Use and maintain measuring equipment in an automotive workplace	C	
AURAFA103	Communicate effectively in an automotive workplace	E	
AURTTA017	Carry out vehicle safety inspections	E	
AURTTA104	Carry out servicing operations	C	
AURTTE104	Inspect and service engines	C	
AURTTA118	Develop and carry out diagnostic test strategies	C	
AURTTA009	Carry out mechanical pre-repair operations	E	
AURETR125	Test, charge and replace batteries and jump-start vehicles	C	
AURETR112	Test and repair basic electrical circuits	C	
AURETR129	Diagnose and repair charging systems	E	
AURETR130	Diagnose and repair starting systems	E	
AURETR132	Diagnose and repair automotive electrical systems	E	
AURETR128	Diagnose and repair instruments and warning systems	E	
AURAMA001	Work Effectively with Others In an automotive Workplace	E	
AURLTD105	Diagnose and repair light vehicle suspension systems	E	
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives	E	
AURHTE102	Diagnose and repair heavy vehicle compression ignition engines	C	
AURTTF105	Diagnose and repair engine forced-induction systems	E	
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems	E	
AURTTB015	Assemble and fit braking system components	E	
AURTTF102	Inspect and service diesel fuel injection systems	E	
AURHTF102	Diagnose and repair heavy vehicle diesel fuel injection systems	C	
AURTTM008	Dismantle and evaluate engine blocks and sub-assemblies	C	
AURTTM011	Recondition engine cylinder heads	C	
AURTTM004	Assemble engine blocks and sub-assemblies	C	

The volume of learning for this qualification is 1240 hours. This comprises of:

Amount of Training

- 246 hours of face-to-face training in classroom
- 234 hours of practical training in Automotive workshops.

Assessment

- 178 hours of theory assessment.
- 582 hours of practical assessment.

This will be delivered over 72 Weeks of course duration including 62 weeks delivery plus 10 Weeks holidays. Students will be required to attend a minimum of 20 hours per week of study to deliver required volume of learning.

Assessment Methods
Knowledge questions and Practical demonstration in Automotive workshops.

Pathways

- **Vocational Pathways**

After achieving AUR31520 Certificate III in Automotive Diesel Engine Technology, individuals can progress to AUR40226 - Certificate IV in Automotive Mechanical Diagnosis.

Employment/Career pathway

This qualification provides a pathway to work and perform a broad range of tasks in the automotive retail, service and repair industry on a variety of light vehicles.

- **Possible job titles include:**

  - Automotive Heavy Diesel Fuel Technician
  - Diesel Engine Technician

The above pathway information is in line with qualification description on National Training Register (www.training.gov.au) and/or https://www.myskills.gov.au/, it does not imply any job guarantee or job role at the end of the course.
***Note**: Melbourne Trades College does not guarantee any employment outcomes with its programs.*

AUR40226 - Certificate IV in Automotive Mechanical Diagnosis

Course Code: AUR40226
CRICOS Course Code: 120348G
Duration: 34 weeks of delivery (30 weeks face to face and practical learning and 4 weeks' holiday breaks)
Total Course Fees: $11700
Tuition Fees: $10250
Material Fee: $ $1200
Application Fee: $250

Mode of study: Blended- Classroom based Face to Face theory learning, practical training at Automotive workshops and *Structured Independent Learning*

Delivery Location:
For Classroom based Face to Face theory learning: 73 Ashley Street, Braybrook, Victoria 3019

For Practical training -Automotive workshops: 73 Ashley Street, Braybrook, Victoria 3019
Amount of Training: 20 scheduled course contact hours per week and 4 hours Structured Independent Learning.

Course Description

This qualification reflects the role of individuals who perform advanced diagnostic tasks in the automotive retail, service and repair industry.

Course Structure

In order to achieve qualification AUR40226 Certificate IV in Automotive Mechanical Diagnosis, student must complete following 10 unit of competencies.
• 1 core unit, plus
• 9 elective unit

Pre-requisites

To undertake the Certificate IV in Automotive Mechanical Diagnosis, a prospective student must have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.

Unit code	Unit Title	Core/ Elective	Pre-requisites required
AURTTA121	Diagnose complex system faults	C	Automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency
AURLTE104	Diagnose complex faults in light vehicle petrol engines	E	
AURLTE105	Diagnose complex faults in light vehicle diesel engines	E	
AURTTR101	Diagnose complex faults in engine management systems	E	
AURTTA125	Diagnose complex faults in stability control systems	E	
AURTTR101	Diagnose complex faults in engine management systems	E	
AURLTB104	Diagnose complex faults in light vehicle braking systems	E	
AURETR010	Repair wiring harnesses and looms	E	
AURLTD109	Diagnose complex faults in light vehicle steering and suspension systems	E	
AURLTX104	Diagnose complex faults in light vehicle automatic transmission and driveline systems	E	
AURETR137	Diagnose complex faults in light vehicle safety systems	E	

The volume of learning for the qualification is 720 hours. This comprises of:

Amount of Training
- 160 hours of face-to-face training in classroom.
- 120 hours of practical training in Automotive workshops.

Assessment
- 80 hours for theory assessment.
- 240 hours of practical assessment.

Structured Independent Learning
- 120 hours of structured Independent Learning

This will be delivered over 34 Weeks of course duration including 30 weeks delivery plus 4 Weeks holidays. Students will be required to attend minimum 20 hours per week of study to deliver required volume of learning.

Assessment Methods
Knowledge questions and Practical demonstration in Automotive workshops.

Pathways

- **Vocational Pathways**

After achieving AUR40226 Certificate IV in Automotive Mechanical Diagnosis, individuals can progress to AUR50126 Diploma of Automotive Management.

- **Employment/Career pathway**

This qualification provides a pathway to work in perform advanced diagnostic tasks in the automotive retail, service and repair industry.

Possible job titles include:

- Automotive Heavy Vehicle Master Technician
- Automotive Master Technician
- Automotive Mechanical Overhaul Technician
- Performance Vehicle Technician

Above pathway information is in line with qualification description on National Training Register (www.training.gov.au) and/or https://www.myskills.gov.au/, it does not imply any job guarantee or job role at the end of the course.

Note: Melbourne Trades College does not guarantee any employment outcomes with its programs.

AUR50126 Diploma of Automotive Management

Course Code: AUR50126
CRICOS Course Code: 120401G
Duration: 52 weeks of delivery (43 weeks face to face and practical learning and 9 weeks' holiday breaks)
Total Course Fees: $14500
Tuition Fees: $12500
Material Fee: $500
Application Fee: $250

Mode of study: Blended- Classroom based Face to Face theory learning, and Structured Independent Learning
Delivery Location:
For Classroom based Face to Face theory learning: 73 Ashley Street Braybrook, Melbourne, Victoria, 3019
Amount of Training: 20 scheduled course contact hours per week and 8 hours Structured Independent Learning.

Course Description

This qualification reflects the role of individuals who undertake leadership and management roles in the automotive industry. It is suitable for entry into senior management roles in all sectors of the automotive industry.

Course Structure

In order to achieve qualification AUR50126 Diploma of Automotive Management, a student must complete the following 12 unit of competencies.
• 6 core unit, plus
• 6 elective unit

Unit code	Unit Title	Core/ Elective	Pre-requisites required
AURAEA004	Manage environmental and sustainability best practice in an automotive workplace	C	No pre-requisites for AUR50126
BSBWHS521	Ensure a safe workplace for a work area	C	
BSBOPS505	Manage organisational customer service	E	
AURAMA005	Manage complex customer issues in an automotive workplace	C	
AURAMA006	Contribute to planning and implementing business improvement in an automotive workplace	C	
BSBHRM413	Support the learning and development of teams and individuals	E	
BSBSTR501	Establish innovative work environments	E	
BSBPEF501	Manage personal and professional development	E	
BSBHRM415	Coordinate recruitment and onboarding	E	
BSBFIN501	Manage budgets and financial plans	C	
BSBOPS502	Manage Operational plans	E	
BSBLDR522	Manage people performance	C	

The volume of learning for the qualification is 1204 hours. This comprises of:

Amount of Training (670 hours)
- 670 hours of face-to-face training in classroom / workshop.

Assessment
- 190 hours of assessment

Structured Independent Learning
- 344 hours of Self study

This will be delivered over 52 Weeks of course duration including 43 weeks delivery plus 9 Weeks holidays. Students will be required to attend minimum 20 hours per week of study and 8 hours of Self Study to deliver required volume of learning.

Assessment Methods

Knowledge questions, projects, report, presentations and some practical demonstration in the classroom / workshop

Pathways

- **Vocational Pathways**

After achieving AUR50126 Diploma of Automotive Management, individuals can progress to AUR50216 Diploma of Automotive Technology.

- **Employment/Career pathway**

This qualification provides a pathway to work in perform advanced diagnostic tasks in the automotive retail, service and repair industry.

Possible job titles include:

- Workshop Manager
- Business Owner
- Automotive Warehouse Manager
- Dealership Manager

Above pathway information is in line with qualification description on National Training Register (www.training.gov.au) and/or https://www.myskills.gov.au/, it does not imply any job guarantee or job role at the end of the course.

Note: Melbourne Trades College does not guarantee any employment outcomes with its programs.

Entry Requirements

All students are required to meet following requirements in order to be accepted into Melbourne Trades College courses.

Enrolment Information

- A completed application form and signed agreement.
- Identification documents, one of which is a photo of the student such as a driver's license.

English Language Requirements for International students:

International students applying for this course either off-shore or on-shore will require:

I. Either a minimum IELTS test score of 6.0 or equivalent for direct entry into a VET course.
   or,
   IELTS score of 5.5 or equivalent with an ELICOS course (up to 10 weeks) to be taken before the main VET course.
   or,
   IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.

Note: Results older than two years are not acceptable.

II. evidence that the prospective student is a citizen and holds a passport from UK, USA, Canada, NZ or Republic of Ireland.

III. evidence that the prospective student has completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland

IV. to provide evidence that, within two years** of their signed written agreement date, they have successfully completed in Australia a foundation course or a Senior Secondary Certificate of Education or a substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.

V. Melbourne Trades college also accepts Oxford placement test scores of 71 and higher for international students. Score Guide: Average test score of 71 or higher in Oxford Placement Test is equivalent to IELTS 6.0. The Oxford Placement Test may be offered to the applicant after the Enrolment Officer has conducted the Pre-Training Review and finds that the applicant has satisfactory English proficiency. Please refer to the Internal English Test Policy for more information.

Test evidence table:

The test below must have been taken no more than two years* before you apply to study at Melbourne Trades College.

**The date when Melbourne Trades College receives the signed written agreement (either through email or in hand).

IELTS (General or Academic) overall	PTE Academic	TOEFL PBT	TOEFL IBT	CAE Scale	ELICOS (General English)
6.0	52	500	60	169	n/a
5.5	46	453	46	162	+ 10 weeks
5.0	41	417	35	154	+ 20 weeks

Academic requirement

For our Certificate III courses: To enter into this course delivered at Melbourne Trades College, Applicants should have minimum completed Australian senior secondary school examination (year 11) or equivalent.

OR
Mature Age students will also be considered without the minimum education requirements considering they have relevant work experience within the chosen area of study and a demonstrated capacity to meet the course requirements. A minimum of 2 years' experience would normally be expected; however, each case will be reviewed individually with relevant work experience evidence in the form of an employment reference letter on company letterhead, work samples and curriculum vitae submitted will be considered. Such learner will be accessed for possible RPL opportunities, and their course duration and volume of learning will be adjusted accordingly, if any RPL is granted.

For AUR40226-**Certificate IV in Automotive Mechanical Diagnosis**: To enter into this course delivered at Melbourne Trades College, must have completed an automotive Certificate III qualification or be able to demonstrate equivalent competency.

For AUR50126 - Diploma of Automotive Management: To enter this course delivered at Melbourne Trades College, applicants should have the same academic requirements as for our Certificate III courses.

Language, Literacy and Numeracy test (LLN)

Students undertaking the courses at MTC must possess sound Language, Literacy and Numeracy skills since it requires them to read, comprehend and undertake required tasks, do calculations or any other course related work. To determine this, all students wanting to study at MTC are required to undertake LLN test prior to the commencement of the course. Based on the test outcome, students may be identified as requiring internal support services and/or external support services
LLN test will be conducted on campus by using an ACSF mapped online LLN assessment tool - LLN Robot - under the supervision of qualified LLN assessor.
All students are required to undertake a language, literacy and numeracy (LLN) test according to the following qualification:

Qualifications	Performance Level
CPC31020 Certificate III in Solid Plastering	ACSF Level 3
AUR30620-Certificate III in Light Vehicle Mechanical Technology	ACSF Level 3
AUR30320 Certificate III in Automotive Electrical Technology	ACSF Level 3
AUR31520 Certificate III in Automotive Diesel Engine Technology	ACSF Level 3
AUR40226-Certificate IV in Automotive Mechanical Diagnosis	ACSF Level 3
AUR50126 Diploma of Automotive Management	ACSF Level 4

Students are required to achieve expected level of performance level as per the required level. Where a student does not achieve the required LLN scores for the qualification into which they are seeking enrolment, LLN support* will be provided to the student, providing the student achieves the required performance level in at least three of the core skill elements and only fails to achieve the required score in the other 2 areas by 1 level. However, if student fails to demonstrate performance level in more than two core skills or fails to achieve required scores by more than level 1 in any of the skills, this will result in rejection of the application. A student failing to demonstrate this LLN level does not have the required skills to successfully obtain the qualification applied for and will be referred to explore other training pathways.diploma

***LLN support**-If students do not meet the recommended English and/or LLN requirements, students will be referred for additional support which will be provided by the College with ACSF Support Plan. Additionally, students may also be asked to take further Language, literacy and numeracy training.

ACSF Support plan is a plan developed for students who are facing difficulties in meeting LLN requirements. This plan is implemented for students to achieve expected learning outcomes. Support learning outcomes will be provided in the areas where students have been identified as facing difficulty and if a student's performance level is less than the required level. Support plan will be developed on an individual case-by-case basis.
Support plan can be created in areas namely:
1. Learning
2. Reading
3. Numeracy
4. Writing
5. Oral Communication

If required, students can also be provided with support in Grammar, Vocabulary, and Pronunciation. Students must contact Melbourne Trades College to seek assistance or support in LLN. Refer to LLN policy for more details.

Students are requested to speak to the LLN Support officer to discuss the support measures that they might need. Melbourne Trades College will provide support with no additional cost.

Computer literacy requirement

All students enrolling into Melbourne Trades College programs must have basic computer skills. Student are required to fill in the questions related to computer and internet skills in the Pre-Training Review form attached along the application form.
Students who do not possess basic computing skills will be provided with basic computer using support. Students may contact Melbourne Trades College for any further information or assistance on Ph: 03 7066 5255 or email us on info@melbtc.vic.edu.au

Minimum age requirement

Students must be above 18 years of age while filling up the application form

Pre-training Review

Melbourne Trades College will assess the learner's needs by conducting a PTR. The PTR will be conducted prior to enrolment to review student's current competencies, student needs, English level, and support* requirements including their oral communication skills, in order to enroll them in an appropriate course to achieve their intended outcomes. Applicants are required to fill up the PTR form along with the application form and answer all the questions in a true and correct manner. Any competencies previously acquired will be identified during PTR and the most appropriate qualification for that student to enrol in will be ascertained, including consideration of the likely job outcomes from the development of new competencies and skills (Recognition of Prior Learning (RPL) or Credit Transfer).

*Refer to Melbourne Trades College 's Student support and welfare policy for more information on the support services provided by the college.

The pre-training review ensures that Melbourne Trades College:

- understands student's reasons for undertaking the course
- ensures suitability of the training to students
- understands student's current competencies and therefore provides opportunities for these to be assessed
- Provides students with information necessary for them to make enrolment decision and to ensure that students reasons for undertaking qualification with Melbourne Trades College aligns with their previous experience in particular sector (If any), educational and career goals.
- Identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), student's English level, oral communication skills, knowledge on Language Literacy and Numeracy skills.
- check if the training and assessment strategies employed to deliver the course suits the student's needs, and
- Provides relevant support required for the student to succeed in the course.

The enrolment officer will take information from the Application form and Pre-training review to identify the support and needs required by the student which includes (but is not limited to) disability support, RPL/CT, English language support, etc.

Guidelines for PTR-To be filled up by Students

1. Students are required to fill up the PTR form which is included in the Application form as "Appendix 1" and read all the details of their course, policies and procedures of the college before filling up the answers. Information can be made available from the Student Handbook/Student Prospectus and/or website.

2. Students are required to answer the questions in a true and correct manner. Enrolment officer will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.

3. Enrolment officer will conduct Pre-Training Review Interview via Telephonic Conversation or via Face to Face.
   - **PTR Interview conducted via Telephone**-If PTR Interview is conducted via telephone, prior to conducting interview, Enrolment officer will check student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic Conversation, a communication log will be retained by making notes of the response of the discussion by Enrolment Officer.
   - **PTR Interview conducted Face to Face-** During face-to-face PTR interview, prior to conducting interview, Enrolment officer will verify with the student if all the answers have been completed by the student. Discussion notes will be maintained and recorded by Enrolment Officer.

   This discussion notes will be recorded in the "Summary of the Discussion" section by the Enrolment Officer (Office use).

4. During both Telephonic and/or Face to face PTR Interview, Enrolment officer will verify the answers provided by the student and check:
   - if the student is aware of the policies, procedures and other information necessary for the students.
   - if the student has received true and accurate information and if they are suitable to undertake the course/s.

5. **If students have not received sufficient information i.e.** are not aware of the policies, procedures and other information necessary for students to make enrolment decision to study at Melbourne Trades College, Enrolment officer will provide necessary information to the student required to make enrolment decision.

6. **For example: If students have answered "No" or have not answered the questions in the PTR form,** Enrolment officer will provide students with true and accurate information so that students can make an informed decision about their enrolment in the courses at Melbourne Trades College.

7. While conducting PTR, Enrolment officer will take information from the Application form and Pre-training review form to identify any support and needs required by the student which includes (but is not limited to) disability support, RPL/CT, English language support, etc.

8. At the final stage of the PTR, the Enrolment officer will fill up the pre-training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

   Enrolment officer will take holistic approach while assessing student's answers during Pre-Training Review by ensuring that all the answers provided by students aligns with their educational and future goals.
   Enrolment officer will have a thorough discussion with the student and will offer support or guidance if required.

Application Rejection

Student's Application will be rejected if:

- Student does not have appropriate work experience, level of skills and the ability to undertake the course successfully.
- Enrolment in the course is not aligned with the student's educational goals, work/career goals and/or previous experience in that particular area (if any).
- Student does not meet the entry requirements specified for the course including English requirements, academic requirements, age, and does not have the ability to undertake this course successfully.

- Student does not have appropriate listening and oral communication skills as interpreted during PTR Interview.

Enrolment officer will inform the student before cancelling and discuss reasons for cancellation.

Students are encouraged to contact Melbourne Trades College administration on Ph: 03 7066 5255 or email us on info@melbtc.vic.edu.au to ask any doubts they may have.

Note: Melbourne Trades College does not:

- claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by Melbourne Trades College.
- claim any job guarantees or employment with its programs.
- guarantee a successful education assessment outcome for the student or intending student.

Recognition of Prior Learning (RPL) and/or Credit Transfer (CT)

If a student is granted with RPL or course credit, Melbourne Trades College will give a written record of the decision to the overseas student to accept and will retain the written record of acceptance and payment receipts for FIVE years after the overseas student ceases to be an accepted student.

If student is granted with RPL or course credit which will reduce overseas student's length course,

- Students will be informed of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.
- Any changes in course duration will be reported in PRISMS, if RPL or course credit is granted after the overseas student visa is granted.

Students are requested to refer to "Course Credit and RPL policy" for more details available on the website.

Automotive workshops

Students undertaking AUR30620-Certificate III in Light Vehicle Mechanical Technology, AUR30320 Certificate III in Automotive Electrical Technology, AUR31520 Certificate III in Automotive Diesel Engine Technology and AUR40226 Certificate IV in Automotive Mechanical Diagnosis are required to participate in practical training as a part of completing these qualifications which will be delivered at the Automotive workshops located at 73 Ashley Street, Braybrook, Victoria 3019. Along with practical training, students will also be required to participate in classroom-based theory learning which will be delivered on campus at 73 Ashley Street, Braybrook, Melbourne, Victoria, 3019.

Solid Plastering Workshop

Students undertaking CPC31020 -Certificate III in Solid Plastering are required to participate in practical training as a part of completing these qualifications which will be delivered at Solid Plastering workshop: 99-101 Davies Avenue, Sunshine North, VIC 3020. students will also be required to participate in classroom-based theory learning which will be delivered on campus at :73 Ashley Street Braybrook, Melbourne, Victoria, 3019.

For any further enquiries, learners are requested to call Melbourne Trades College at ph:03 7066 5255or you can send us an email on info@melbtc.vic.edu.au

Materials and Equipment Required

Melbourne Trades College will provide access to computers with required resources including access to internet during classroom hours, however, to work on the assignments and tasks for structured independent learning, all learners are expected to have access to a laptop or computer with the Windows 7 operating system or higher. Students must have an active email address for communication and be contactable by phone (mobile or landline) and by mail (postal address).

Requirements of physical Abilities and tool and equipment provided for automotive courses will be as follows:

- **Physical fitness**
  Automotive and Solid Plastering courses: CPC31020 Certificate III in Solid Plastering, AUR30620-Certificate III in Light Vehicle Mechanical, AUR30320 Certificate III in Automotive Electrical Technology, AUR31520 Certificate III in Automotive Diesel Engine Technology and AUR40226 Certificate IV in Automotive Mechanical Diagnosis involve manual handling e.g. heavy lifting, moving part and tyres, so all students should be able to handle physical work required for this course.
  In line with its access and equity policy, Melbourne Trades College will identify any such barriers presented by students during pre-training review before enrolment and will identify and provide required support and reasonable adjustment where possible.

- **Automotive and Solid Plastering Courses materials**
  Melbourne Trades College will arrange and supply students workshop kit. This workshop kit will consist of safety boots (steel cap), workshop uniform (workshop overalls) and other PPE's including protective glasses, mechanic gloves, basic tool kit, LED inspection light and a mini First Aid Kit. Additionally, this will include any handouts and printed materials.
  Students undertaking automotive practical sessions must wear the workshop uniform for all Automotive & Solid Plastering workshops classes.

Pre-Requisites for Certificate IV in Automotive Mechanical Diagnosis

Those undertaking the Certificate IV in Automotive Mechanical Diagnosis must have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.

Note: For the courses mentioned above, Learners must be aware that Melbourne Trades College does not guarantee any job or employment outcomes.

TRAINING AND ASSESSMENT

Competency based training and assessment

In vocational education and training, people are considered to be competent when they are able to apply their knowledge and skills to successfully complete work activities in a range of situations and environments. Classroom assessment, practical demonstration in automotive & solid plastering workshop, project, reports are adopted by Melbourne Trades College and assessment practices aims to make sure that the individuals participating in the training and assessment has the competence to undertake their work role to the standard expected in the relevant workplace.
Those being assessed are often referred to as leaners or students. The method and timing of assessment will vary depending upon the assessor, the student and the competency being assessed.
Melbourne Trades College ensures that all the assessments are valid, fair, reliable, authentic and flexible. Refer to Melbourne Trades College 's student handbook for more information on Assessments.

MODE OF DELIVERY/ APPROACH

All courses at Melbourne Trades College have a blended mode of study i.e. Classroom and practical training. The classes will be delivered 20 hours a week which includes practical learning at the Automotive & Solid Plastering workshops i.e. 73 Ashley Street, Braybrook, Victoria 3019 and 4-64 Macaulay Street, Williamstown, Victoria 3016 (For AUR31520 only), Solid Plastering workshop i.e. 99-101 Davies Avenue, Sunshine North, VIC 3020, and classroom training at the campus location i.e 73 Ashley Street Braybrook, Melbourne, Victoria, 3019.

Melbourne Trades College uses range of delivery approaches to ensure its courses are delivered at highest standards. Course delivery approaches includes Classroom lectures, Practical sessions involving small groups, individual and

team activities and project use of simulated environment, assessment and project workgroup. During class time, Students will be expected to participate by answering questions, giving opinions, demonstrating tasks, working with others in groups. Additionally, students will be introduced to a methodology of flipped learning that supports trainers to prioritize active learning during class time by assigning students delivery material, presentations or other learning material to be viewed outside of class or at home.

Teacher to student ratio

To ensure quality delivery of training and assessment, amount of adequate support, Melbourne Trades College trainers to student ratio will not exceed 1:20 for theory sessions for theory classes while Automotive practical classes will be adjusted in smaller groups according to number of host and working space available at Automotive & Solid Plastering workshops.

Melbourne Trades College will not exceed the practical training ratio of 1:20 students when conducting training in the Automotive & Solid Plastering workshops at 73 Ashley Street, Braybrook, Victoria 3019 and 4-64 Macaulay Street, Williamstown, Victoria 3016 (For AUR31520 only), Solid Plastering workshop at 99-101 Davies Avenue, Sunshine North, VIC 3020.

Practical Demonstrations in Automotive & Solid Plastering Workshop

During practical demonstration of skills in the automotive workplace, learners will demonstrate skills including identifying service requirements from the job card, preparing equipment and workstation for the task, selecting the correct diagnostic procedure, carrying out the diagnosis and the repair, performing post-repair testing, and completing workplace processes and documentation operate as part of a working team fulfilling responsibilities and meeting performance criteria for each session.
For each session learners will be provided with the job cards one for each vehicle by the assessor. Learners will need to identity service requirements from the job card, customer instructions and workplace supervisor and diagnose and repair the vehicle and carry out post service test. Learners are required to be in clean and full workshop uniform, safety boots and they must have access to tool kit for their assessment. The assessor will be checking learner's uniform and safety boots that they have full PPE (personal protective equipment) as part of WHS requirements.

Melbourne Trades College ensures that the training delivered is to the standards of a real workplace environment and various facilities and equipment of Melbourne Trades College are accessible to students. A variety of training approaches will be implemented during the qualification. Melbourne Trades College 's trainers, where necessary will also represent the role of a real client and portray the workplace demands.

Course Assessment and Methods

All assignments will be in accordance with the principles of assessment and rules of evidence (these can be found at ASQA, conduct effective assessment.
Assessment methods will be used to accommodate the diversity in student's learning styles and preferences. These assessment methods may include but not restricted to:

- Knowledge questions and
- Practical demonstrations in Automotive & Solid Plastering workshopss

Refer to Student's handbook or Assessment Policy and Procedure available on the website www.melbournetradescollege.vic.edu.au for further information.

Re-assessment

Learners unsuccessful at achieving competency at the first attempt will be given two further opportunities for re-assessment at a mutually agreed time and date (total 3 attempts including original). If a learner fails the re-assessment after three attempts, they will be advised to re-enroll in the unit.

The first two reassessment attempts will be free of cost, however, reassessment fee for the third reassessment will incur a fee of $300.
The unit repeat fee will be $300.
To view the Assessment Policy and Procedure, please visit www.melbournetradescollege.vic.edu.au

Assessment Outcome

Each unit of competency includes multiple assessment tasks and after each assessment, the student's submission will be marked Satisfactory (S) or not satisfactory (NS). After each assessment, verbal and written feedback is provided. Final unit results are recorded as Competent (C) and Not Yet Competent (NYC).

Assessment Appeals

If students are dissatisfied with an assessment outcome, they can appeal the assessment decision. In the first instance, students are encouraged to appeal informally by contacting trainer or Student support officer/Administration Officer and discuss the matter with them. If students are dissatisfied with the outcome of such discussion, students can appeal further to either Administration Manager and/or Training Manager. If students are still dissatisfied, students can appeal formally and in writing to have the result reviewed. Students can refer to Complaints and Appeals policy for more details. It is available on Melbourne Trades College 's website, or student's handbook or can seek assistance at the Reception.

Qualifications to be issued

Qualifications gained at Melbourne Trades College are based on the principles, guidelines and standards set by the Australian Qualifications Framework (AQF) and VET Quality Framework and are recognised nationally. Students who successfully complete all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Those completing assessment requirements for part of a qualification will receive a Statement of Attainment for completed competencies.
Qualification, Statement of Results or transcript of results will only be issued once all the outstanding fees have been paid in full. Melbourne Trades College will issue certification in a timely manner. Providing all fees have been paid, all AQF certification documentation will be issued within 30 calendar days of the student exiting their course or the student's final assessment being completed.

Please contact Melbourne Trades College 's Administration department for more details.

Academic Misconduct

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment and will result in a written warning and repeating the VET unit of competency, as well as incurring any associated charges. If a Student is caught engaging in these acts, their assessment will be deemed Not Yet Competent. If students are engaged in such act for a second time, they may be suspended or expelled from the course. All work submitted must be an accurate reflection of the Student's level of competence.
Information on Plagiarism and collusion is defined clearly in Melbourne Trades College 's student handbook. More detailed information can be found on Plagiarism and Cheating Policy available on Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au or at the reception.

Credit Transfer

Students who have completed identical units to those in the course they are beginning at other institutions can be given recognition/credit on presentation of a verified transcript, Award or Statement of Attainment issued by any other RTO or AQF authorised issuing organisation. An application for credit transfer must be lodged in writing. Application forms and more information about credit transfer (Credit transfer and RPL policy) is available

on our website or can be obtained from Melbourne Trades College 's reception. Students can also refer to Student Handbook for more information.

Application forms and more information about credit transfer is available on Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au . Please contact Melbourne Trades College for any further enquiries.

Recognition of Prior Learning (RPL)

Students who believe they already have skills and experience learnt through a job, worked in a position that has enabled the student to undergo industry –relevant tasks, or simply been trained in-house through a company that students may have previously worked for; you may be eligible to apply for Recognition of Prior Learning.
This may involve providing copies of your resume and/or work performance appraisals, job descriptions and any certificates of in-house or formal training. You may be asked for contact details of people who can vouch for your skill level such as supervisors from current or previous workplaces, clients or personal character references from the community. If the evidence provided is relevant to the course that student is interested in or has applied for; Melbourne Trades College will access the application and will determine whether the student is a suitable applicant.
An application for RPL must be lodged in writing. Application forms can be obtained from the website or from Melbourne Trades College 's reception. More information on RPL is available on our website www.melbournetradescollege.vic.edu.au or refer to Melbourne Trades College 's student handbook. Students can also speak to Melbourne Trades College Staff for enquiries.

Currency of Training

Melbourne Trades College implements an effective course validation procedure to ensure that it delivers current AQF training package qualifications and accredited courses. Melbourne Trades College ensures appropriate transition arrangements in case a qualification or an accredited qualification is superseded.

Pathways to Higher Education

Graduates of Melbourne Trades College may seek credits to the relevant degree programs in Australian universities. Melbourne Trades College has no special arrangements with any Australian university and there is no guaranteed entry into university programs.

Reasonable Adjustment

Students have different needs and often training needs to be adjusted to meet individual student's needs. Adjustments can be made to assessment process, resources, facilities, delivery style and structure of training sessions.
By definition: 'Reasonable adjustment refers to measures or actions taken to provide a student with a disability or special needs, the same educational opportunities as everyone else. To be reasonable, adjustments must be appropriate for that person, must not create undue hardship for Melbourne Trades College and must be allowable within rules defined by the training package.'

Unique Student Identifier (USI)

The Unique Student Identifier (USI) is a mandatory requirement for anyone wishing to complete Nationally Recognised VET qualification as of 1 January 2015. Each time a student completes nationally recognised training,

the RTO collects and verifies their USI before they can issue a qualification or statement of attainment. In addition, Melbourne Trades College is required to include student's USI in the data submitted to NCVER.
All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to the Melbourne Trades College during the enrolment process. If students do not provide an USI, Melbourne Trades College will not be able to issue a Certificate, Statement of Attainment or Transcript for the training. For details on USI, visit www.usi.gov.au. Melbourne Trades College Student Services staff can assist you to obtain your USI on request.

TRAINING FACILITIES & RESOURCES

How to reach Melbourne Trades College Campus:

Exceed Ventures Pty Ltd t/a Melbourne Trades College
Campus Address: 73 Ashley Street Braybrook, Victoria, 3019
Tel: 03 7066 5255
E-mail: info@melbtc.vic.edu.au
Web: www.melbournetradescollege.vic.edu.au

Melbourne Trades College's Automotive & Solid Plastering workshops: 73 Ashley Street, Braybrook, Victoria 3019 and 4-64 Macaulay Street, Williamstown, Victoria 3016 (For AUR31520 only)
73 Ashley Street, Braybrook, Victoria 3019 - **Nearest train station- Tottenham railway station (towards Sunbury), and Williamstown Railway station.**
4-64 Macaulay Street, Williamstown, Victoria 3016 - **Nearest train station- North Williamstown railway station (towards Williamstown)**
99-101 Davies Avenue, Sunshine North, VIC 3020 - **Nearest train station- Sunshine railway station (towards Sunbury)**

How to reach Melbourne Trades College Campus:

By Public Transport
Nearest Train Stations:
Tottenham Station – Sunbury Line (Zone 1)
North Williamstown Station – Williamstown Line (Zone 1)

Bus Route: 220 & 216, 415

By Uber:

Uber services are available round the clock.

By Taxi:

TAXI services are available round the clock.

By Car:

If you are driving, you can use parking facilities around the campus. Parking facilities are free of cost near the campus.

Services provided by Melbourne Trades College

Modern Campus Facility

- Fully equipped classrooms
- Computer area with Desktops with Monitors and Printing facilities
- Flipped Chairs with table attached to it.
- Library/Quiet Study area
- Climate control Air Conditioning
- High speed internet
- Access to many cafés and restaurants near the campus.

Classrooms

Classroom is equipped with the following resources for the delivery and assessment of the units of competency selected for the course delivered at Melbourne Trades College.

- Data projectors connected with trainer's computers
- Whiteboard
- Table and chairs
- Power points for laptop, computers

Automotive & Solid Plastering workshops

Melbourne Trades College has fully equipped commercial Automotive & Solid Plastering workshops with latest technology equipment to provide students with quality learning.
Our workshops facility simulates a real time, commercial workshop environment. Students will be given varied range of old and late model test vehicles to practise on. Students will have the exposure to State-of-the-art automotive tools, equipment and facilities. Melbourne Trades College will also provide students with furthers opportunities to view and practise on dismantled automotive parts and assemblies like engines, gearboxes, differentials, alternators, transmissions, wheels and tyres, braking and suspension components, so that students can have more context to their overall studies.

Class times and reception hours

Melbourne Trades College campus is open for classes from 8:00 am-5.00 pm everyday of the week, except on Thurdays where the campus is open from 8am to 9pm.

Reception will be open from 8:30 am-5.00 pm from Monday to Friday.

Student support officer will be available at the college and at the Automotive & Solid Plastering workshops during scheduled classes to provide support to students.

Students will not be scheduled for more than 8 hours class in a day.
Note: Delivery schedule will change according to class availability and shifts

Access to computers and textbooks

Melbourne Trades College has access to laptops, learning resources relevant to each unit including but not limited to automotive textbooks & other automotive books, resources and Auto E learning system.
List of resources and books will be available at Melbourne Trades College reception.

Kitchen and Lunch Options

Melbourne Trades College has a designated kitchen area where students can have lunch, drink tea/coffee.

Student Online Resource facilities

Students will have access to computers (laptops) in computer hub which allows students to access online learning resources. It will also include sample templates, policies and forms and learning/training resources.
In addition, learners will have access to MS office and Auto E learning system.

In addition to online access, learners will be provided with a list of suggested Automotive books so that they can collect resources from trainers.

Books and Learning Resources

Melbourne Trades College will provide the leaners with reading material for students to read and keep (Cost for handouts and reading material is already included in Material fees). Books will be available in the library for students to borrow, read and learn.

Photocopying and Printing Facilities

Printing and photocopy facilities are available from the reception. Students may request printing from reception.

Automotive & Solid Plastering workshops

Students are required to undertake practical training as a part of Automotive courses at Automotive workshops located at 73 Ashley Street, Braybrook, Victoria 3019 and 4-64 Macaulay Street, Williamstown, Victoria 3016 (For AUR31520 only), and Solid Plastering workshop at 99-101 Davies Avenue, Sunshine North, VIC 3020.

Melbourne Trades College Learning Management System (LMS)

Melbourne Trades College has an LMS to ensure that the students have access to the learning resources and assessments.
Auto eLearning will include an interactive platform to ensure the learning experience is inclusive. Student will be provided with the Link for the LMS on the day of enrolment.

Student Administration and Support Services

Student Administration and Student Support Services are available for all students. For detailed information on Student Support Services, please refer to student handbook or contact Melbourne Trades College at Ph: 03 7066 5255 or email us at info@melbtc.vic.edu.au

Studying at Melbourne Trades College

A number of approaches to course delivery are used by Melbourne Trades College 's staff. Course delivery approaches include supervised study, case studies, tutorials, trainer led classroom delivery, and practical Training at Automotive & Solid Plastering workshops.

During class time, students will be expected to participate by answering questions, giving opinions, giving assessments in the form of projects, assignment etc., and practical demonstrations at Automotive & Solid Plastering workshops, working with others in groups.

The classes will be delivered 20 hours a week which includes practical learning (Automotive & Solid Plastering workshops) and classroom training located at 73 Ashley Street, Braybrook, Victoria 3019 and 4-64 Macaulay Street, Williamstown, Victoria 3016 (For AUR31520 only), Solid Plastering workshop at 99-101 Davies Avenue, Sunshine

North, VIC 3020.

Course Assessments

Melbourne Trades College uses several methods of assessment to measure students' competency. Assessment methods used for in courses are knowledge questions, projects, report, presentations and practical demonstration in the workshop

Plagiarism

Acts of plagiarism, collusion and/or cheating are not permitted in any work completed for assessment. Students found to be involved in cheating, plagiarism and/or collusion will be required to repeat the unit and will be given a written warning. Any charges associated with the re-assessment will be payable by the student. If a student is caught engaging in these acts a second time, they may be suspended or expelled from Melbourne Trades College. All work submitted must demonstrate competence in the unit of study. Information on Plagiarism, cheating and collusion is defined clearly in Melbourne Trades College 's student handbook. More detailed information can be found on Plagiarism and cheating Policy available on Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au or at the college reception.

Our Obligation to You

Melbourne Trades College is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations 2015, and for the issuance of the AQF certification documentation. This means that the Melbourne Trades College is obligated to deliver and assess students in accordance with the course requirements and to issue appropriate credentials to students who have met the assessment requirements and have been assessed as competent in the units of competency.

Transfer Between Registered Providers

The National Code 2018 restricts the capacity of students to transfer to other providers prior to completing 12 months* of their principal course. Melbourne Trades College will not actively recruit a student where this clearly conflicts with obligations under standard 7 of the National Code 2018 (Overseas student transfers).

Melbourne Trades College will not allow students to transfer to another provider within 12 months* of the commencement of their principal course of study in circumstances where the transfer would be detrimental to them.

*On 1 July 2027, the transfer restriction period will revert to 6 months.

If students wish to apply for a transfer, they will need to apply to Melbourne Trades College for a release. There is no cost attached to apply for a release; however, students will be required to contact the Department of Home Affairs to seek advice on whether a new visa is required.

All applications will be assessed on the basis of Melbourne Trades College 's Policy, conditions of Enrolment, Fee Payment and Refund Policy, study plan and declaration submitted by the student in their application.

Documented evidence supporting circumstances/reasons for seeking release must be included with the application. Please refer to the Melbourne Trades College 's transfer between providers policy for more details available on the website www.melbournetradescollege.vic.edu.au .

Deferral, Suspension and Cancellation

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of

compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing. Reasons for suspending your enrolment are limited to extenuating circumstances such as:

- Personal illness (e.g. you are going into hospital)
- Bereavement (death of an immediate member of family)
- Serious illness of an immediate member of family.

If you know that you will not be attending classes during the study period, you must contact Melbourne Trades College and arrange an appointment to discuss your circumstances. Subsequent to your meeting and after providing documented evidence, supporting circumstances/reasons for seeking suspension or cancellation of enrolment, you will be required to formally apply for the deferral or suspension.

Melbourne Trades College may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be reported to the Department of Home Affairs through PRISMS by Melbourne Trades College and this may affect the status of a student visa.

Please refer to Melbourne Trades College 's Deferral, Suspension and Cancellation Policy for more details available on Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au .

Student Obligations

Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is a health insurance that covers the cost of visits to the doctor, some hospital treatment, ambulance cover, and some pharmaceuticals. OSHC assists international students to meet the costs of medical and hospital care they may need while in Australia. OSHC also includes ambulance cover and limited pharmaceuticals. The OSHC premium cover must be paid before a student visa is issued.
Melbourne Trades College can assist you in organising an OSHC cover for you if you wish. Contact our Student Services.
You can find out more about OSHC at https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

Full Time Study

Overseas students are required to be enrolled in a full-time registered course to undertake study. Australian law requires international students to study a full-time study load. A full-time study load is a minimum of 20 scheduled course contact hours per week.

Academic Course Progress

Melbourne Trades College gives strong emphasis on course progress requirements. It is a mandatory requirement for all the students to attend their classes regularly and achieve satisfactory course progress.

Students must participate in the training as set out in the training and assessment strategy, including (where the strategy requires) participating in scheduled classes, course-related information sessions, supervised study sessions. Melbourne Trades College checks and ensures that all the required assessments are completed up to that point of time.

Students at Melbourne Trades College are required to regularly attend classes and achieve satisfactory course progress. Melbourne Trades College regularly monitors, records and assesses the course progress of each student for each unit of the course for which the student is enrolled in. Melbourne Trades College will assess each student's course progress at the end-point of each study period.

Students who do not meet course progress requirements may be at risk of having their visa status affected. Where requirements are not met, Melbourne Trades College course progress monitoring procedures will be followed as per the Attendance and Course Monitoring Policy and Procedures.

Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the units in any study period.

A failure of units in any study period will trigger a review of academic progress by Melbourne Trades College and the implementation of an intervention strategy. Failing a unit means being assessed as 'Not Yet Competent (NYC)' for a completed unit after one or more opportunities for re-assessment has been provided or a result appeal process has been undertaken. In order to have the best chance of maintaining satisfactory progress you must:

- Attend all theory and practical classes and pay attention to the work and activities undertaken in class;
- Study the theory and practice the skills that are taught in class and at Automotive & Solid Plastering workshops
- Ensure that you are present for all assessment activities scheduled by the trainers
- Make an appointment with the Student Support Officer or Administration Manager if you are having any difficulties with your studies.

In addition to the above minimum requirement, Melbourne Trades College will implement counselling procedures and an intervention strategy when you think you may be at risk of not meeting the requirements.

Counselling and intervention strategy may be triggered by any of the following events (including but not limited to):

- Failing any units in a study period
- Not attending compulsory classes

If students fail to meet the requirements of satisfactory course progress for two consecutive study periods, they will be reported to the Department of Home Affairs.
Please refer to the Attendance and course progress policy available on Melbourne Trades College 's website and/or reception for more details on Intervention strategy, academic progress, extension of course duration etc.

Attendance Requirements

Melbourne Trades College gives strong emphasis on attendance requirements. Melbourne Trades College will record and monitor attendance on regular basis, contact students who are not attending classes and identify appropriate support that can be provided to the students. Melbourne Trades College will ensure that students are provided with full support by implementing intervention strategies so that students can complete their course on time.

Students must maintain satisfactory attendance (i.e. minimum 80% of attendance) throughout the course. Low attendance implies that students might not be able to complete their course on time and this will lead unsatisfactory course progress.
Students must attend all Automotive & Solid Plastering workshops practicals to fully develop their technical and practical skills. Student's Automotive & Solid Plastering workshops attendance will be monitored closely and student missing Automotive & Solid Plastering workshops's practical classes will be treated on a case-by-case basis. Students missing more than one Automotive & Solid Plastering workshops practical class will not be allowed to sit in re-assessment but will be required to repeat the units as it will not be possible for students to develop the required skills without attending Automotive & Solid Plastering workshops practical classes.

Hence, students are required to attend classes in accordance with course timetables to make satisfactory course progress. Melbourne Trades College is required to report the students on the basis of unsatisfactory course progress to the department of Home Affairs (DHA).
Note: Students will not be reported on the basis of attendance. However, Low attendance may lead to unsatisfactory course progress which can lead to you being reported to DHA.

Overseas students are required to be enrolled in a full-time registered course to undertake study. For VET courses, a full-time course is a minimum of 20 scheduled course contact hours per week, unless otherwise specified by ASQA. Students are required to participate in and attend the scheduled classes.

If **an overseas student** is not attending scheduled classes, but is making satisfactory progress in their course, then the course duration set may not be suitable for that student—because this implies that they may already have the skills, knowledge and experience to progress in their course without receiving structured training.

In this case, Melbourne Trades College may **invite the student to apply for RPL and will reduce the duration of the course to the minimum duration** required given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week.

Please refer to the Attendance and course progress policy available on Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au and/or student administration for more details.

Intervention Strategy

Melbourne Trades College ensures that it identifies, notifies and assists students where there is evidence that the student is at risk of not meeting course progress and/or attendance requirements. Melbourne Trades College will provide support to students through intervention strategy to ensure that students are attending classes and achieving satisfactory course progress.

For students at risk of not meeting course progress or attendance requirements, an individual intervention plan will be developed based on the appropriate intervention strategy identified. It will be documented on Intervention Strategy form.

An intervention plan/intervention strategy will include an interview with the Administration Manager or Student Support Officer, and it may include one or more of the following strategies (but not limited to):

- attending counselling
- English language support
- reviewing learning materials with the student and providing information to students in a context that they can understand
- Adjusting timetables
- providing access to supplementary or modified materials
- providing supplementary exercises to assist understanding
- attending academic skills programs
- attending tutorial or study groups
- receiving assistance with personal issues which are influencing progress
- receiving mentoring
- referral to external organisations where Melbourne Trades College is unable to address the identified learning or academic issues:
- being placed in a suitable alternative subject within a course or a suitable alternative course.

- a combination of the above and a reduction in course load.

Change of Address

Upon arriving in Australia, students are required to notify Melbourne Trades College of their residential address and telephone number and of any subsequent changes to their residential address. To inform the institute, please refer to the Change of details Form available on the college's website. It is extremely important that students notify Melbourne Trades College of a change of address as, under Section 20 of the ESOS Act 2000.

Melbourne Trades College is obliged to serve a notice at the last known address of the student if the student breaches a student visa condition relating to attendance and/or academic performance. Melbourne Trades College may also send warning notices to students that are aimed at providing support to students and prevent breaches of visa conditions.

Hence, students must notify Melbourne Trades College of any change of their address and contact details within 7 days of change while enrolled at Melbourne Trades College including the student's current residential address, mobile number (if any) and email address and whom to contact in an emergency situation.

Failure to update the contact details to Melbourne Trades College means that students may not receive important information which may affect their course, their enrolment or visa.

As per Tuition Protection Service (TPS) update, international students are required to update their current address at least every six months. It is the responsibility of students and in their interest to keep their records up to date to ensure they receive important information about their course, fees and possible breaches of their student visa.

Additional information on student visa issues is available on the Department of Home Affairs web site at https://www.homeaffairs.gov.au/

Student Complaints and appeals procedure

Melbourne Trades College has a student's Complaints and Appeals Policy and Procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. After completing Melbourne Trades College 's informal and formal complaints processes, a student dissatisfied with the outcome may launch an internal appeal. If dissatisfied with this outcome, the student may request mediation through the Overseas Student Ombudsman. Refer to Melbourne Trades College 's complaints and Appeal Policy for more details available on the website and in the student's handbook.

Overseas Students Ombudsman

The Overseas Students Ombudsman investigates complaints about problems that international students have with private schools, colleges and universities (education providers) in Australia.
Overseas Students Ombudsman is a free and independent service (phone 1300 362 072). Please refer to student's handbook or Complaints and Appeals Policy available on Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au . Alternatively, it can be obtained from the Administration department/reception.
Refer to https://www.ombudsman.gov.au/complaints/international-student-complaints

ESOS Framework

The Australian Government wants overseas students to have a safe, enjoyable and rewarding place to study. Australian laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework and includes the Education Services for Overseas Students Act (the ESOS Act), and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018).

ESOS Act: The Education Services for Overseas Students Act 2000 (ESOS Act) sets out the legal framework governing delivery of education to international students in Australia on a student visa. It sets out the registration requirements and the ongoing standards for education providers that offer courses to overseas students. For more information, kindly refer to https://www.legislation.gov.au/Series/C2004A00757

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (referred as National Code 2018) is a legislative instrument made under the Education Services for Overseas Students Act 2000 (Cth) and sets nationally consistent standards to support providers to deliver quality education and training to overseas students. , kindly refer to https://www.legislation.gov.au/Details/F2017L01182

Access and Equity

Melbourne Trades College 's Code of Practice includes an Access and Equity policy. It is the responsibility of all Melbourne Trades College staff to ensure the requirements of the Access and Equity policy are met at all times. We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis. This includes people with disabilities, people from non-English speaking backgrounds, Indigenous Australians, and rural and remote students. All Students have equal access to our courses irrespective of their gender, culture, linguistic background, race, socio-economic background, disability, age, marital status, pregnancy, sexual
orientation or carer's responsibilities.
Refer to student handbook or contact Melbourne Trades College on Ph: 03 7066 5255 or email us on info@melbtc.vic.edu.au for more information.

Important Information

Working in Australia

Australian Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Students must not work for more than 40 hours a fortnight when student's course of study or training is in session. A fortnight means the period of 14 days commencing on a Monday.

School-aged dependents

Students must maintain adequate arrangements for the education of their school-age dependants who are in Australia for more than 3 months as a dependant on student's visa.
There are requirements for compulsory school attendance for dependents of international students. In Australia, it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend school until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees in any school or university that they enrol in whilst in Australia.
Refer to https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500# for more information.

Legislation

A range of legislation is applicable to all the staff members and students of Melbourne Trades College . Information on relevant legislation can be found at the following websites.

- Occupational Health & Safety http://www.worksafe.vic.gov.au

- Victorian Equal Opportunity and Human Rights Commission http://www.humanrightscommission.vic.gov.au
- VET Quality Framework www.asqa.gov.au
- Department of Home Affairs https://immi.homeaffairs.gov.au
- Disability Standards for Education 2005 https://www.education.gov.au/disability-standards-education-2005
- Disability Discrimination Act 1992 https://www.legislation.gov.au/Series/C2004A04426
- Racial Hatred Act 1995 https://www.legislation.gov.au/Details/C2004A04951
- Racial Discrimination Act 1975 https://www.legislation.gov.au/C2004A00274/latest/text
- Sex Discrimination Act 1984 https://www.legislation.gov.au/C2004A02868/latest/text
- Privacy Act 1988 https://www.legislation.gov.au/Series/C2004A03712
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 https://www.legislation.gov.au/F2017L01182/asmade/text
- Education Services to Overseas Students (ESOS) Act 2000 https://www.legislation.gov.au/C2004A00757/latest/text
- Education Services to Overseas Students (ESOS) Regulations 2019 https://www.legislation.gov.au/Details/F2019L00571

It is the responsibility of all Melbourne Trades College 's staff to ensure the requirements of relevant legislation are met at all times. Please refer to the websites indicated or contact the college if you require further information. There may be additional, course-specific, legislation that is relevant. Information about this legislation will be provided during the course.

Agent's Legislation

Melbourne Trades College engages with on shore and off shore Agents to recruit students. Full list of Agents can be found on Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au . Melbourne Trades College is responsible to ensure that its agents accurately represent Melbourne Trades College 's services on their behalf. If you have any feedback or concerns regarding services provided by Agents or its representatives, please contact Melbourne Trades College students support at campus, 73 Ashley Street Braybrook or give us a call at Ph 037066 5255.

Melbourne Trades College has undertaken steps to be compliant with the ESOS Act 2000 and standard 4 (Education Agents) of the National Code 2018 which includes entering into written agreements with each education agent that Melbourne Trades College engages with, implement Education agent's policy and procedures, Education Agent Performance Review Assessment conducted by marketing staff to ensure that agents comply with the standards at all times.

Use of personal information

Information is collected during enrolment in order to meet Melbourne Trades College obligations under the ESOS Act 2000and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

Information collected about students may be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. In other instances, information collected during enrolment cannot be disclosed without the student's consent where authorised or required by law. It is a requirement of the VET Quality Framework that students can access personal information held by the Melbourne Trades College and students may request corrections to information that is incorrect or out of date. Students may apply in writing to Administration Manager if they wish to view their own records.

Student Support Services

Student Administration and Student Support Services are available for all the students. Reception is your first point of contact for any queries.

As per the **standard 6.3 of the National code 2018**, Melbourne Trades College will offer reasonable support to overseas students to enable them to achieve expected learning outcomes regardless of the overseas students' place of study or the

mode of study of the course, at no additional cost to the overseas student. Melbourne Trades College will provide an opportunity for students to access welfare-related support services to assist with issues that may arise during their study, including course progress and attendance requirements and accommodation issues. These services are free of cost.

Melbourne Trades College aims to identify and respond to the learning needs of all the students. Diverse student learning needs are catered to and students are encouraged to express their views about their learning needs at all stages of their learning experience from the initial counselling to the enrolment stage. All support services on-campus are free of charge. Some referred services external to the college may come at a charge determined by the provider of the service.

All staff at Melbourne Trades College are available to provide general advice, assistance and support with matters such as studying, assessment, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact a student support officer who may refer them to external support services if required. Melbourne Trades College will offer reasonable support to overseas students to enable them to achieve expected learning outcomes regardless of the overseas student's place of study or the mode of study of the course, at no additional cost to the overseas student. However, students might have to pay the fee charged by the external services.
Please refer to Melbourne Trades College 's Support and Welfare Policy for more details available on Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au .

Arrival Assistance

An airport pick-up service is available to arriving students, upon request. This is undertaken as part of a meet-and-greet service and usually requires at least one week's notice. Students are required to fill the Airport Pick up form available on Melbourne Trades College s website or students can email their request for Airport pick up at Info@melbtc.vic.edu.au . Students are requested to contact Melbourne Trades College at Ph: 03 7066 5255 for any other information.

Airport pick up fees: AU$100
There is a help desk available at the airport for international students to assist students in finding suitable airport pick up services e.g. UBER, Sky Bus and taxi services.

Accommodation Assistance

Melbourne Trades College does not have its own accommodation facilities. However, accommodation assistance will be provided to students upon request. Providing accommodation advice is free of cost. However, students will have to pay fees for the accommodation booked on behalf of them. **Four weeks of notice prior to arrival is required.**

Language, Literacy and Numeracy Support

Melbourne Trades College has an appointed LLN support officer to provide LLN Support to students. Support services are offered to all students. In the event that a Trainer/Assessor identifies students with LL&N difficulties or where students require or request additional LL&N support. Appropriate strategies will be implemented to assist them with their learning. Additional support will be provided by Melbourne Trades College with ACSF Support plan.
Students are requested to speak to LLN Support officer or Administration Manager to discuss about the support measures that they might need. Melbourne Trades College will provide support with no additional cost.
The confidentiality of students who require additional support services and appropriate strategies are in accordance with our Privacy Policy. Additional support will be provided by Melbourne Trades College with ACSF Support plan. Refer to LLN policy or Student Support and Welfare Policy for more details on the website www.melbournetradescollege.vic.edu.au .

Information. Technology Support

Students need to feel comfortable with the I.T. environment at Melbourne Trades College and at home. Many of your assessments are based upon work, you will complete using your own laptop and I.T. facilities available to you. Students who experience difficulties with I.T services are required to meet Student Support Officer or call Ph: 03 7066 5255.

Student Counselling

Stress, financial difficulties, health, family, relationship issues and social issues can all affect a student's ability to settle into study. Our student support officer offers a confidential support service and external referral where necessary. Students can obtain more information on the support services available Melbourne Trades College through Student handbook or by speaking to our friendly staff member. All students needing counselling, study skills assistance or practical help should make an appointment with the Students Support Services Officer at the Campus. An appointment can be made at reception or by emailing us at info@melbtc.vic.edu.au

Refer to Student handbook for more information on support services provided by Melbourne Trades College.

Students requiring assistance with course progress should contact the students support services as soon as possible.

Wellbeing

Students may experience a range of issues which can impact on their learning experience and ability to engage in their studies. These issues may include:

- Difficulty in focusing on study and assessments
- Financial pressures
- Mental health issues
- Multicultural issues
- Abuse, harassment, or violence

If you are having issues with your study skills, please contact the College. We can provide advice on how best to manage your time, appropriate study strategies, and course information.

For Melbourne: Student Melbourne Study Centre (SMSC)

SMSC offers free support, information and contacts to help students to enjoy living and studying in Victoria. It provides information, referral and practical support for all international students in Victoria. For more details, please refer to https://studymelbourne.vic.gov.au/living-here/help-in-tough-times

Disability Support

Melbourne Trades College recognises disability in accordance with the Disability Discrimination Act 1992.

Under this Act, disability is defined as a physical, mental or medical condition or circumstance that requires ongoing support or study adjustments. This includes conditions that currently exist, previously existed or may exist in the future.

Disability, in relation to a person, can mean:

- Total or partial loss of the person's bodily or mental functions
- Total or partial loss of a part of the body
- The presence in the body of organisms causing disease or illness
- The presence in the body of organisms capable of causing disease or illness
- The malfunction, malformation or disfigurement of a part of the person's body
- A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction
- A disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour.

If you have one of these disabilities, you have the option of advising the College of your disability, but noting that this

is purely optional and you are under no obligation to do so. If you do disclose a disability to the College, this information will be treated with the strictest confidentiality.

Because every situation is unique, eligibility for ongoing support is determined on a case-by-case basis. Reasonable adjustments for your study may be possible and may include:

- Alternative assessment arrangements
- Assistive technology
- Accessible formatting of course reading materials
- Other possible arrangements.

Please note that because of the physical nature of our courses, some forms of disability will preclude the ability to perform many of the tasks required to complete the course

Student Welfare Services

Melbourne Trades College has a designated Student Support Officer to provide basic counselling services to all students. This service assists the students experiencing difficulties in any aspect of their lives, including issues of academic or personal nature. The student support officer is available to students to help them to access study support and welfare- related services such as;

- **Legal Services** – Melbourne Trades College can refer the student who requires legal advice to Legal Aid Victoria (free of cost usually) or a legal practitioner, the referral is at no cost to the student. Student will be responsible for any cost related to the legal advice charged by legal practitioner.

- **Accommodation** – Accommodation advice is available to all the international students from the point of application to the completion of their course. Melbourne Trades College will provide up to date information on accommodation options and/or accommodation providers available for students, this advice will be provided free of charge. The fees for external agencies will be at the cost of the student.

- **Emergency and Health Services** – During orientation, students will be advised regarding campus safety and how to access emergency and health services in Australia. For non-urgent services, students are encouraged to speak with the student services. For medical or other emergencies, students are instructed to contact the appropriate services, e.g. 000 and inform Melbourne Trades College as soon as appropriate.

- **Facilities and Resources** – At orientation, students will be given a guided tour of the campus and all Melbourne Trades College facilities. At this time, they will be given an explanation of all available resources.

- **Complaints and appeals processes** – The complaints and appeals policy and procedure is available in detail on the website www.melbournetradescollege.vic.edu.au and can be made available from college reception.

Students will be advised of their visa conditions relating to the course progress and or attendance as appropriate during the orientation so that students can continue to meet their visa conditions.

At Melbourne Trades College, Intervention strategies are applied for students who are facing difficulties in achieving satisfactory course progress or are unable to attend classes due to problems or issues they may have.

Melbourne Trades College can also refer students to external counselling services for various issues if necessary, however, each issue is dealt on a case-by-case basis. There is no fee attached to seek advice on welfare support and referral service.

Support Staff

Enrolment officer: Enrolment Officer handles all the admissions and enrolment related processes and queries.

Student Support Officers will provide academic and non-academic support to students which includes, but is not

limited to, providing counselling, coaching, mentoring, accommodation support, etc. and also handles course related queries.

Health, Safety and Security Support, First Aid and Counselling: provides medical assistance, student safety, assistance and counselling support.

Administration Manager, Complaints Officer: Handles all general courses, enrolment, and administration queries and complaints process.

Trainers and Assessors handle all the specific course related queries and assessment issues.

Reception: Our reception is open to assist students from 8:30 am to 5:00 pm Monday to Friday.

Fee Payment and Refunds

Payment of Tuition Fees

a) The initial tuition fee, application fee, and material fee (if applicable) as also stated in the offer letter must be paid in advance before the commencement of the course for confirmation of enrolment at the Melbourne Trades College.
b) Students are not required to pay more than the initial tuition fee amount as stated on the offer letter (or 50% of the tuition fee) before the start of the course. However, students can pay more than 50% if they wish to do so. Any amount of fees paid before the start of the course will be reflected on the Confirmation of Enrolment (COE).
c) Any remaining tuition fees can be paid through payment plan arrangements. All students are required to understand and sign the fees agreement which states the next instalment amounts with the due dates. All due dates on the tuition fees are kept at standard 15th of every month.
d) Student must pay full tuition fees for each term by the due date or as specified in the invoices unless any other payment plan/arrangement is agreed with Melbourne Trades College.
e) Tuition fees will be payable to Melbourne Trades College by a bank draft or telegraphic transfer (or other approved payment options) in Australian dollars as agreed by the college.
f) Students must pay their fee directly to Melbourne Trades College. Student should not pay the fee to the agent and/ or third party in relation to the application for enrolment.
g). Reminder Letter
In case the student's instalment falls on a particular month, a friendly email reminder along with the first warning letter will be issued to the student after 7 working days of the date when the student has missed the payment i.e. 7 working days after the "due date". Students may also be informed via phone call or post for initial reminder.
After sending the first warning letter, if the student fails to make the payment again and does not communicate with the accounts department, a second warning letter will be issued to the student after 7 Working days of sending the first warning letter. Students will be provided with 7 more working days to make the payment or to request for an extension. Students must meet the Accounts Officer or call Melbourne Trades College at Ph: 03 7066 5255 if they require any kind of support.

h. If a student fails to make the payment and/or does not communicate with Melbourne Trades College even after the second warning letter, a final notice i.e." Intention to cancel Enrolment" will be issued to the student. Students will be provided with 20 working days to make complaints or lodge appeals.
If a student fails to make the payment of the outstanding fees after sending Intention to cancel enrolment and/or does not access the complaints and appeals procedures, Student's enrolment will be cancelled after 20 working days of the final notice.
The suspension of enrolment will cause following restrictions to apply:

i. Loss of access to the college's library service, Learning Management System, classroom, computer system including internet and others.
ii. Loss of access to enrolment records, results and academic certificates.
iii. Inability to attend any classes where this may result in students having to repeat missed work and/units.

The student has the right to appeal against the decision from the date of letter. Refer to complaints and appeal policy for information available on Melbourne Trades College s website.

If the student decides to appeal against the decision, his/her enrolment will be kept active until both internal and external appeal process is completed.

i) If students choose not to appeal against Melbourne Trades College decision and makes no further payment or do not contact the college concerning their debt, their enrolment may be cancelled, and the student will be reported to the Department of Home Affairs for non-payment of fees.
j) If student decides to not appeal against the decision and accepts to pay the fees, then students will be required to pay the full dues along with late fee of $50 per week.
k) An additional fee for re-assessments will be applicable when:
Students have to undergo reassessment after two additional attempts. (Re-assessment fee after 2 attempts - $300), or
Students have to repeat a subject (Repeat unit fee- $300).

l) Students who enrol in additional courses will be required to pay a separate tuition fee as specified for the course.
m) The tuition fee charged to the student will remain the same provided the student remains enrolled in the same course. If the student transfers the course, tuition fee for the transferred course will be applied.

Please Note: Fees are subjected to change without prior notice. Students are advised to contact student administration for updated fees and charges. However, fees won't change once student agreement has been signed.
n) If the student's visa status changes (e.g. becomes a temporary or permanent resident), the student will continue to pay full overseas student fees for the duration of the enrolled program.
o) Melbourne Trades College reserves the right to engage in any third party to recover any outstanding fees payable to the college. The cost incurred to Melbourne Trades College for engaging a third party to recover such outstanding fees will be charged to the student.
p) Melbourne Trades College has Refund's policy and procedures to ensure all students are treated fairly and with integrity when applying for refunds.
q) All refunds applications will be submitted to the student administration department and the following procedures will be followed in assessing the application.
r) All 'refunds' will be approved by the Accounts Officer and the applications will be processed within 10 working days of the application being placed.

Process of Claiming Refund

A student who wishes to apply for a refund of tuition fees in accordance with this refund policy should do so by filling up a Refund Application form is available at Melbourne Trades College 's reception and on Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au Students must submit refund application form along with other supporting documents on campus. The documents should be submitted to:

Accounts Officer
Exceed Ventures Pty Ltd t/a Melbourne Trades College
Address: 73 Ashley Street Braybrook, Melbourne, Victoria, 3019
Or
Email us at info@melbtc.vic.edu.au

Refunds
Students are required to read the Fee payment and Refund Policy" for detailed information available on student's handbook or at Melbourne Trades College 's website www.melbournetradescollege.vic.edu.au

Please refer to the course refund table below for details:

Melbourne Trades College Course fee refund table

Refund Circumstances	Refund of Tuition Fees Paid	Refund of Material Fees	Application Fee
Withdrawal at least **12** full weeks or more prior to the agreed start date.	100%	100%	No refund
Withdrawal between **6** to **11** full weeks prior to the agreed Start date.	50%	100%	No refund
Withdrawal in **5** full weeks or less	No refund	No refund	No refund
Withdrawal after the course start date	No refund	No refund	No refund
Course withdrawn by Melbourne Trades College	100%	100%	100%
Application rejected by the Melbourne Trades College	100%	100%	No Refund
The course is not provided fully to the student because the Melbourne Trades College has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
Visa refused prior to the course commencement	Total amount of the pre-paid fees received by Melbourne Trades College for the course in respect of the student course less the following amount **(a)** 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or **(b)** a maximum sum of $500, whichever is lesser	100%	No refund
Visa is refused after the commencement of the studies due to not meeting visa requirements.	The refund amount = weekly tuition fee x the number of weeks in the default period **a.** The weekly tuition fee = total tuition fee for the course / number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. **b.**The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates/7	No Refund	No refund
RPL fee	No refund if the 'Statement of Attainment' is provided	No refund	No refund
Visa refused due to submission of the fraudulent documents by or on behalf of the student	No refund	No refund	No refund
Withdrawal from the course without notification or breaching their visa conditions	No refund	No refund	No refund
Visa cancelled due to actions of the student	No refund	No refund	No refund
Student abandons the course	No refund	No refund	No refund
The Melbourne Trades College cancels an enrolment due to serious student misconduct	No refund	No refund	No refund
Note: If a student's enrolment falls within no refund timelines before the agreed start date of the course and the student decides to withdraw from the course, then there will be no refund. For example: If a student enrols in week 5 before course start date, he/she will not be eligible for refund if student withdraws from the course as enrolment falls within no refund time period of 5 weeks prior to the agreed start date of the course.			

COOLING OFF PERIOD

Melbourne Trades College will provide applicants a 7-day cooling off period. This means that if a student accepts the offer letter to study at Melbourne Trades College and pays Melbourne Trades College relevant course fees as per the signed agreement. If the student changes their mind (for any reason), a full refund of course fees paid till date will be provided. Students must notify Melbourne Trades College in writing within 7 days of the signed agreement date.

Note: Timeline for refund

It is to be noted that refund will be made available to students differently based on the student's default and providers (Melbourne Trades College) default.

i. **In case of Student default:** Refund will be paid within the period of 20 working days after receiving written notification/claim from student and relevant forms duly signed by the student.
ii. **In case of Provider's (Melbourne Trades College) default:** Refund will be paid within the period of 14 days after cessation of the course.

STUDENT'S RIGHTS TO APPEAL

a. Any student who is refused for a refund by Melbourne Trades College may appeal within 20 working days in writing to the student Administration Manager and follow the complaints and appeal process of Melbourne Trades College.
b. Melbourne Trades College appeal process does not restrict the student's right to pursue other legal avenues.
c. The written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Tuition Protection Services

Protection of tuition fees paid in advance by student visa holders is undertaken in accordance with ESOS requirements and the Tuition Protection Service Framework. The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- Complete their studies in another course or with another education provider or
- Receive a refund of their unspent tuition fees.

Melbourne Trades College is compliant with the ESOS requirements of the Tuition Protection Service (TPS), which is a replacement and refund service for international students.
Regarding the above, Melbourne Trades College follows arrangement no 2. Melbourne Trades College is a member of the Tuition Protection Service (TPS). This means that the fees paid to the college are safeguarded if the college defaults on delivering the courses you are enrolled in.
It is an unlikely event that Melbourne Trades College is unable to deliver a course that you have paid for and does not meet their obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid tuition fees (this is called a provider default obligations), the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.
For more information on Tuition Protection Service visit: https://tps.gov.au

Critical Incident

As per standard 6.8 of the National Code 2018, Melbourne Trades College has its critical incident policy in place.

The policy ensures that critical incidents or potential critical incidents that could affect student's ability to undertake or complete the course in which they are enrolled are mitigated if possible or monitored so that support can be arranged if appropriate. The policy ensures that critical incidents and the actions taken are recorded in writing and are kept for a period of not less than two years after the student's enrolment has expired.

A Critical incident is defined as a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury. Critical incidents that may cause physical or psychological harm could include, but are not limited to, events such as:

- Missing students
- Severe verbal or psychological aggression
- Death, serious injury or any threat of these
- Natural disaster
- Issues such as domestic violence, sexual assault, drug or alcohol abuse

It is Melbourne Trades College 's intention to provide students with a safe environment on campus and advise students and staff of how they can enhance their personal safety and security

Critical incident officer: Antarpreet Singha
Phone no: 03 7066 5255
By email: asingha@melbtc.vic.edu.au
Please call national emergency number- 000

When you call **Triple Zero (000)**, automated system will ask if you want **Police, Fire or Ambulance**. You need to select according to emergency situation.

Stay calm, don't shout, speak slowly and clearly and tell emergency service exactly where to come.

Give an address or location of 73 Ashley Street Braybrook, Melbourne, Victoria, 3019 if you are on Melbourne Trades College campus. If you are at Automotive & Solid Plastering workshops, give this address- **73 Ashley Street, Braybrook, Victoria 3019,** You can also contact our student support officer for critical incidents on Ph: 03 7066 5255 or email to info@melbtc.vic.edu.au, asingha@melbtc.vic.edu.au
For detailed information, students can refer to Critical Incident Policy available on the website www.melbournetradescollege.vic.edu.au and can also be made available from Melbourne Trades College 's reception.

Emergency Contact List

EMERGENCY SERVICE	CONTACT NUMBER
Emergency Fire Police Ambulance	000 (zero, zero, zero)
State Emergency Services (SES)	132 500
Non-Emergency Police	131 444, 9247 6666
Poisons Information Centre: [24 hours]	131 126
Life Line: 24 hour service	131 114
Public transport & timetables	1800 800 007
Accident Towing	131 176

Dentists: Dental Hospital Service [Emergency Only]	9341 1040
Search and rescue-Australian Maritime Safety Authority	Within Australia - 1800 627 484 Outside Australia - +61 2 6279 5000
Nurse On Call: AMA Victoria's Doctor Search	1300 606 024

External Services

Fire, ambulance, police (life-threatening emergencies): Ring 000

Hospitals and Medical Issues (Melbourne, Victoria):

The Alfred: (03) 9076 2000

Austin Hospital: (03) 9496 5000

Royal Children's Hospital: (03) 9345 5522

Royal Women's Hospital: (03) 8345 2000

Royal Melbourne Hospital: (03) 9342 7000

St Vincent's Hospital: (03) 9411 7111

Refer to www.yellowpages.com.au for services near you.

The National Translating and Interpreting Service: 131 450

Life Line 24-hour Counselling Services: 131 114

Solicitors/ Lawyer:

The Institute of Arbitrators Mediators Australia: Free call 1800 651 650

Victoria Legal Aid: www.legalaid.vic.gov.au

Study in Australia: www.studyaustralia.gov.au

Youth Central: www.youthcentral.vic.gov.au

Places of Worship

Churches: www.australianchurches.net

Mosques: https://www.icv.org.au/

Temples Australia: www.hinducouncil.com.au

Sikh Temple: https://www.sicv.org.au/

Other Support Services

The following support services are free. They are able to provide you with referrals to help you deal with the issue you are facing.

Lifeline: 13 11 14 (24-hour counselling service)

Men's line Australia: 1300 789 978

Grief line (Telephone Counselling Service): 1300 845 745 (12 noon - 3 am, 7 days a week, all year)

Direct Line (Drug and alcohol service): 1800 888 236

Crisis Help: 1800 627 727

Domestic Violence Resource Centre Victoria: 1800 737 732

Direct Line (Drug and alcohol service): 1800 888 236

Crisis Accommodation Information (Homelessness Help Services): 1800 627 727

The Gambling Help Line: 1800 858 858

Melbourne Trades College Policies and Procedures

Students have access to all relevant administrative and academic policy and procedures. They are published on our website www.melbournetradescollege.vic.edu.au or they can be made available from the Student Administration or reception.

Student Rights as a Consumer

As a consumer, a student has the right to receive factual and accurate information about the courses offered by Melbourne Trades College before making an enrolment decision. To ensure this, Melbourne Trades College has stringent policies and procedures in place.

It is very important that you read the student handbook carefully before enrolling with Melbourne Trades College to ensure that the course meets your requirements and that you fully understand the fees and your obligations as a student.

The written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the students to take action under the Australian Consumer Law if the Australian Law applies.

Media Consent

The Application form gives you the opportunity to decline permission for Melbourne Trades College to use any representation of your time here for promotional purposes. Please be sure to read this section of the Application Form.

From time to time, Melbourne Trades College staff may request to take photographs/videos or verbal/written interviews/testimonials of students at Melbourne Trades College or at places where the student is involved in an activity. These creations may be used in a classroom, campus posters or could be published by Melbourne Trades College in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes. You have a right to refuse use of your image or work for such creations. Students may also reverse their decision to decline Media Consent by signing a Media Consent Form at the time of any such request and withdraw any time by sending a mail or by contacting Melbourne Trades College student administration.

Access, correction and complaints

You have the right to seek access to or correct your own personal information. You may also complain if you believe your privacy has been breached.

Please refer to Melbourne Trades College privacy policy for more information and/or visit office of the Australian Information Commissioner (OAIC) at https://www.oaic.gov.au/ for more information.

PRIVACY STATEMENT

Your privacy is important to us and all the personal & private information collected about you will be treated as confidential. Information collected during your enrolment is done in order to meet our obligations under the ESOS Act 2000, and the National Code 2018, to ensure student's compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2019 and the National Code 2018. Information collected about you during your enrolment will be provided, in certain circumstances, to the Australian Government and designated authorities and the Tuition Protection Service (TPS) director. In other instances, information collected during your enrolment can be disclosed without your consent where Melbourne Trades College is authorised or required to do so by the law.
You can access information collected from you on the application form and during your enrolment by contacting Student Administration at Melbourne Trades College.

Under the Data Provision Requirements 2012, Melbourne Trades College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained during enrolment, USI and your training activity data) may be used or disclosed by Melbourne Trades College for statistical, regulatory and research purposes. Melbourne Trades College may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training for industry placement Commonwealth and State or Territory government departments and authorised agencies:
- NCVER.
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.
NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), all the NCVER policies and protocols (including those published on NCVER's website atwww.ncver.edu.au).

If there are any queries about Melbourne Trades College or courses, please feel free to contact us via phone, email or visit our office. The contact details are listed below:

Address
73 Ashley Street, Braybrook, Victoria-3019

Phone
03 7066 5255

Email
info@melbtc.vic.edu.au

Website
www.melbournetradescollege.vic.edu.au

Disclaimer: Information contained in this Students Prospectus is current at the time of printing and is subject to change. Please refer to information published on website www.melbournetradescollege.vic.edu.au for the most current information or speak to Melbourne Trades College 's student's administration. Students are encouraged to get more information from the National Training Register at www.training.gov.au or speak to Melbourne Trades College staff member for further details.

Melbourne Trades College handles all superseded qualifications as per our Course Transition Policy and Procedures available on our website www.melbournetradescollege.vic.edu.au . Information contained in this prospectus might not be suitable for enrolment purposes however this information should be read in conjunction with student's handbook or website. For more information, please speak to student's Administration officer at the reception of Melbourne Trades College.

Just Remember – when you think all is lost, the future remains.

Don't forget to contact us for any kind of support or help that you may need.

We are always there to provide support wherever required.