

DREAM
ACCEPTABLE
SIMPLY BEAUTY
SUCCESS
DEVELOPMENT
CONCEPT
THINK
SUSTAIN
CHARISMA
CONFIDENT
RELIEF
MENTORING
HONEST
THINK
AMBITIONS
SINCERITY
RELAX
NOURISHING
EDUCATION
TRAINING
LEADERSHIP
IMAGINE
TRAINING
VALUE
SUCCESSFUL
WORTHY
VISION
KEEP CALM
ACTION
EXCITED
MOTIVATION
DIVINE
TRUST



THE CENTRE OF EXCELLENCE

TOID: 3687 | CRICOS : 03512G

*"Believe you can
and you are
half way there"*

PROVIDING
QUALITY
EDUCATION
FOR THE
LAST **32**
YEARS



Australia

>FutureUnlimited

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About Us

Commitment to Quality

The Centre of Excellence aims to provide the highest standards of quality possible in the provision of training, assessment and education. The Centre of Excellence employs qualified, experienced, motivated and enthusiastic trainers, assessors and educators who have the passion for training, teaching and learning and empathy for students to ensure that they achieve their best with encouragement and guidance while achieving high quality training and education.

Team

The Centre of Excellence has highly qualified, motivated and experienced trainers and assessors who are keen to share their knowledge and skill with trainees and provide the support, encouragement and challenge to achieve their best. The student support team are extremely motivated and is always ready to provide all the needed assistance to every student.

Values

At The Centre of Excellence we have a code of conduct which must be strictly adhered to by all staff, students, clients and other stakeholders. We value and provide in everything we do:

- Honesty
- Integrity
- Respect
- Transparency

to ensure that a culture and environment conducive to training, learning and assessment is established and maintained.

Mission

The Centre of Excellence provides high quality training and education opportunities in geographical areas and fields of study where there are identified skills shortages.

Vision

To provide nationally recognised training courses in vocational areas of high need and in geographical locations where opportunities are scarce.

Objectives

- To successfully promote The Centre of Excellence as a first class provider of training, assessment and education.
- To offer training and education opportunities that are most needed and in demand within Australia and overseas.
- To recruit and select the best trainers, assessors and staff to provide high quality training, assessment and education.
- To provide the best possible student services and facilities to support the provision of training, assessment and education.
- To develop and maintain an inclusive culture that fosters continuous quality improvement, transparency, openness and honesty among The Centre of Excellence community of stakeholders and clients.

Location

Situated in Yarra Street, the COE sits nestled in the business and shopping district and close to all facilities that the city of Geelong has on offer. From an eclectic blend of old and new, Geelong's iconic eateries and shops are only short walks from campus. Our students have every facility they need close by.

Training facilities

The Centre of Excellence Pty Ltd offers training at a central location close to transport, retail shopping, entertainment and other colleges and universities. Check out the locations at Google Maps

Address: 126 Yarra Street, Geelong VIC 3220.

Students will be given complete information about the location of facilities and travel between the facilities (including a guided trip between all facilities) during the orientation program run by the College.

Public Transport

The Centre of Excellence Pty Ltd is located in Geelong CBD close to transport, retail shopping, entertainment and other colleges and universities.

The Centre of Excellence Pty Ltd is located at 126 Yarra Street Geelong. Catch any of the V-line trains, to South Geelong train station and walk down the Yarra Street for about 5-10 minutes. A few minutes' walk away is Bus Stops on Ryrie Street, Yarra Street and to Geelong's cosmopolitan suburbs.



Why The COE?

"I loved training here. I came here, to Geelong and was a few hours from home. I felt safe and welcomed and the staff and especially, my trainer, were so helpful every step. I completed Certificates III and IV in Hairdressing and now own my own freelancing business. I am so proud of my achievements and I recommend anyone thinking of pursuing a career to choose the COE as their place of study. It was a fantastic experience not just in study but also in the support I received along the way" Grace. Graduated June 2016

- Intimate class sizes.
- Affordable- payment plans available.
- Flexible classes, including evenings three times a week.
- In- salon training-no need to find models, we have them daily!
- Family, friendly atmosphere
- High end Australian made products. E.g. DeLorenzo Hair products and Algologie
- Highly qualified trainers.
- Available external and internal events within the Geelong community. ;E.G; Baclinks Pamper Group

OUR INTERNATIONAL MISSION

The Centre of Excellence provides high quality training and education opportunities in geographical areas and fields of study where there are identified skills shortages.

Our industry experienced trainers and assessors will provide their utmost support, knowledge and skills to students and encourage and challenge them to achieve their best.

It is our priority that when a student graduates from COE with an Accredited Certificate/ Diploma they will be highly skilled enough to gain employment, or have the ability and knowledge to open their own business in their chosen field of Hairdressing or Beauty Therapy.

Apart from the family like atmosphere and attention to individual student needs, The COE in Geelong is Predominantly known for its active salon/clinic learning environment. With this hands-on approach to learning in a daily salon setting it allows the students the chance to put their new skills into regular practice. By the time they have finished their course they have dealt with many real clients and not only become proficient at their services, but also their focus on customer service is refined making them even more work ready. The COE prides itself on this major difference compared to other training facilities which may only open its training facility to customers one day a week and the student has to provide the models.

"The COE has regular clients which have been coming weekly for years. I hear time and time again how much our students learn about effective customer service here. They walk in the door at 8.30am and our first bookings arrive at 9am. It is a brilliant way to master this industry. And this method of hands on learning has worked at the COE for 27 years! I know no other training organisation which does this. It is one of our unique traits which make us stand out as an exceptional place to train."

*Jacqui
McSweeney-Marketing Manager*

Why Geelong?

Geelong is located on the shores of Corio Bay, a south western inlet bay of Port Phillip with the Barwon River flowing south through the city towards the Barwon River estuary at Barwon Heads before going into the Bass Strait.

Geelong is also home to the Geelong Cats, the second oldest club in the Australian Football League and you can experience the thrill of a live game at Kardinia Park-also known as Simonds Stadium in South Geelong.

Home to over sixty suburbs and known as The Gateway City, due to its central location to surrounding Victorian regional centres, like Ballarat in the north-west and the state capital, Melbourne, to the north east and Torquay and the famous Great ocean Road in the southwest.

Only a little over an hour by train, car or bus to Melbourne, the COE Geelong is not just an outstanding place to study, but also home to some iconic Australian places to explore on your days off. The well-known 12 Apostles along the Great Ocean Road, and the seaside town of Lorne, an hour and a quarter from Geelong, are just two of our breathtaking tourist sites.

The City of Greater Geelong - A Multicultural Fabric

A multicultural haven for all International students, Geelong, much like Melbourne offers an array of clubs, groups and events for our overseas students. Places such as the new Northern Community Hub in Norlane and Diversitat Community Centre in Clarence Street, Geelong West, offer planned events, demonstrations outings and trips and the popular PIPU group which gather to focus on crafts activities.

The Pako Festa held in February is a huge annual free event which celebrates all cultures with food, stalls, entertainment and music.

'Geelong's diverse communities including, Afghan, Boznian, Brazilian, Chinese, Congolese, Croatian, Dutch, Filipino, French, Greek, Hungarian, Indian, Indonesian, Italian, Irish, Karen, Karenni, Lithuanian, Macedonian, Maori, Nepalese, Polish, Russian, Scottish, Serbian, Slovenian, Spanish, Sudanese, Thai, Ukrainian and Wathaurong Aboriginal Co-op collectively put on the greatest show ever starting with the parade at 11am and showcasing culture through food, craft and dancing.'

Source www.pakofesta.com.au

Examples of Multicultural Groups in Geelong

- Fiji Geelong friendship Club - Contact: pecr@primus.com.au
- Geelong Congolese Community
- Filipino Social Club of Geelong
- Indonesian Association of Geelong
- Karen Community
- Karenni Community
- Geelong Malay Association
- Te Arahina-Maori Community of Geelong - Contact: ronald_puru76@live.com.au
- Geelong Spanish Community
- Thai Community
- Sudanese Women's Group - Cloverdale Community Centre
- Bulgarian Society of Geelong

STUDENT WELFARE & STUDENT SUPPORT



In the first two weeks of your enrolment at The Centre of Excellence Pty Ltd the Student support officer will conduct an interview with you to ascertain if there are any academic or non-academic welfare issues affecting your capacity to settle in Australia and succeed at your studies. If you do have academic or non-academic welfare issues then assistance will be provided and the Student support officer will maintain regular contact with you until you have settle in and resolved your problems. There is no additional charge for this service.

The Course Coordinator, Student Support Officer, Teachers and Administrator are available to provide advice and assistance to you at no charge from the College.

Students requiring special or intensive assistance must contact Student Support Officer who may deal with the problem or may refer students to external welfare and support services if required. The Centre of Excellence Pty Ltd will not charge for welfare and support services it supplies or for referring students to external welfare and support services.

Students will have to pay any fees charged by external welfare and support services that they use. Some fees may be partly met by your overseas student health cover (please check with individual health cover).



THE CENTRE OF EXCELLENCE

SHB30416 Certificate III in Hairdressing

About the Course

This qualification reflects the role of hairdressers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.

This qualification provides a pathway to work as a hairdresser in any industry environment, usually a salon.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students COE has a requirement that all students must be over 18 years of age at the commencement of course.

Assessment procedure

Students will undertake both formative and summative assessments which will include completion of the activities, projects and observation of delivery of training and assessment.

The formative assessment activities are contained in the SHB30416 Certificate III in Hairdressing-Assessment Workbooks, which must be completed and submitted. The summative assessments are made on completion of assessing and marking the formative assessment tasks and involves taking into consideration the performance of the student across the formative assessments and their demonstrated competency at completion of those tasks. Where additional work/training is required or repetition of the tasks is required, the student is informed of the requirement and times are booked for reassessment with the assessor for a later date.

In line with The Centre of Excellence policy and procedure, trainers will:

- Explain the context and purpose of the assessment and the assessment process
- Explain the Competency Standards to be assessed and the evidence to be collected
- Outline the assessment procedure, the preparation which the candidate should undertake and answer any questions
- Assess the needs of the candidate and, where applicable, negotiate reasonable adjustment for assessing people with disabilities without compromising the integrity of the competencies
- Seek feedback regarding the candidate's understanding of the competency standards, evidence requirements and assessment process

The Centre of Excellence ensures that staff involved in the delivery and assessment of this qualification have access to:

- The present version of this qualification and Training Package as well as the units of competency, assessment guidelines and qualification structure
- Trainer, assessor and student support materials and resources relating to the units of competency that are being delivered and assessed
- Sufficient resources to meet the requirements of students with special needs and has a process in place that includes reasonable adjustment procedures
- The necessary facilities and equipment needed to conduct the program

Mode of Delivery

Face to Face

Entry Requirements:

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Immigration and Border Protection (DIBP).

The Centre of Excellence accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

Acceptable Form of evidence for English Language Proficiency at THE CENTRE OF EXCELLENCE	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	5.5
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	527
Pearson Test of English Academic (PTA Academic)- Paper Based Test (PBT)	46 (with no communicative skill score less than 42)

Credit Transfer and RPL

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous study or other relevant experience. For further information refer to www.coe.vic.edu.au

Course Structure

Unit Code	Unit Name	Core/Elective
BSBSUS201	Participate in environmentally sustainable work practices	Core
SHBHIND001	Maintain and organise tools, equipment and work areas	Core
SHBXIND001	Comply with organisational requirements within a personal services environment	Core
SHSHBXIND002	Communicate as part of a salon team	Core
BXCCS001	Conduct salon financial transactions	Core
SHBXWHS001	Apply safe hygiene, health and work practices	Core
SHBXCCS004	Recommend products and services	Elective
SIRRMER001	Produce visual merchandise displays	Elective
SHBHBAS001	Provide shampoo and basin services	Core
SHBHTRI001	Identify and treat hair and scalp conditions	Core
SHBXCCS002	Provide salon services to clients	Core
SHBHDES003	Create finished hair designs	Core
SHBHDES004	Create classic long hair up-styles	Elective
SHBHDES002	Braid hair	Elective
SHBHCLS002	Colour and lighten hair	Core
SHBHCLS003	Provide full and partial head highlighting treatments	Core
SHBHCLS004	Neutralise unwanted colours and tones	Core
SHBHCLS005	Provide on scalp full head and retouch bleach treatments	Core
SHBHIND003	Develop and expand a client base	Core
SHBHCUT001	Design haircut structures	Core
SHBHCUT002	Create one length or solid haircut structures	Core
SHBHCUT003	Create graduated haircut structures	Core
SHBHCUT004	Create layered haircut structures	Core
SHBHCUT005	Cut hair using over-comb techniques	Core
SHBHCUT006	Create combined haircut structures	Elective
SHBHCUT007	Create combined traditional and classic men's haircut structures	Elective
SHBHREF002	Straighten and relax hair with chemical treatments	Core
SHBHREF001	Curl and volumise hair with chemical treatments	Elective



COURSE DURATION	64 Weeks	COURSE FEES	\$12000
AIRPORT TRANSFER FEE	\$150	ENROLMENT FEE:	\$250
OSHC	refer www.bupa.com.au	ACCOMMODATION FEES	from \$240-\$300 per week



THE CENTRE OF EXCELLENCE

SHB40216 Certificate IV in Hairdressing

About the Course

This qualification reflects the role of skilled senior hairdressers who use a range of highly developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. These senior hairdressers provide specialist services in one or more areas including haircutting, design, colouring and complex colour correction, trichology and chemical reformation. They work independently and many hairdressers at this level provide technical leadership, training and support to team members. This qualification provides a pathway to work as a senior hairdresser in a salon environment, a freelance session stylist or a technical advisor in product companies.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students COE has a requirement that all students must be over 18 years of age at the commencement of course.

Assessment procedure

Students will undertake both formative and summative assessments which will include completion of the activities, projects and observation of delivery of training and assessment.

The formative assessment activities are contained in the SHB40216 Certificate IV in Hairdressing - Assessment Workbooks, which must be completed and submitted. The summative assessments are made on completion of assessing and marking the formative assessment tasks and involves taking into consideration the performance of the student across the formative assessments and their demonstrated competency at completion of those tasks. Where additional work/training is required or repetition of the tasks is required, the student is informed of the requirement and times are booked for reassessment with the assessor for a later date.

In line with The Centre of Excellence policy and procedure, trainers will:

- Explain the context and purpose of the assessment and the assessment process
 - Explain the Competency Standards to be assessed and the evidence to be collected
 - Outline the assessment procedure, the preparation which the candidate should undertake and answer any questions
 - Assess the needs of the candidate and, where applicable, negotiate reasonable adjustment for assessing people with disabilities without compromising the integrity of the competencies
 - Seek feedback regarding the candidate's understanding of the competency standards, evidence requirements and assessment process
- The Centre of Excellence ensures that staff involved in the delivery and assessment of this qualification has access to:
- The present version of this qualification and Training Package as well as the units of competency, assessment guidelines and qualification structure
 - Trainer, assessor and student support materials and resources relating to the units of competency that are being delivered and assessed
 - Sufficient resources to meet the requirements of students with special needs and has a process in place that includes reasonable adjustment procedures
 - The necessary facilities and equipment needed to conduct the program

Mode of Delivery

Face to Face

Entry Requirements:

Entry to this qualification is open to individuals who have:

achieved a Certificate III in Hairdressing (or equivalent); and at least one year post-qualification full time employment experience as a hairdresser in a salon environment where they have applied the skills and knowledge covered in the above (or equivalent) qualification.

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Immigration and Border Protection (DIBP).

The Centre of Excellence accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

Acceptable Form of evidence for English Language Proficiency at THE CENTRE OF EXCELLENCE	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	5.5
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	527
Pearson Test of English Academic (PTA Academic)- Paper Based Test (PBT)	46 (with no communicative skill score less than 42)

Credit Transfer and RPL

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous study or other relevant experience. For further information refer to www.coe.vic.edu.au

Course Structure

Unit Code	Unit Name	Core/Elective
SHBHCLS006	Provide technical leadership to hairdressing teams	Core
SHBHCLS002	Research and use hairdressing trends to advance creative work	Core
SHBHCLS006	Solve complex colour problems	Elective
SHBHCLS007	Enhance hair designs using creative colouring and lightning techniques	Elective
SHBHCUT006	Create combined haircut structures	Elective
SHBHCUT008	Design and perform creative haircuts	Elective
SHBHDES004	Create Classic long hair up styles	Elective
SHBHDES006	Design and style long hair creatively	Elective
SHBHCLS003	Work as a session stylist	Elective
SHBHDES005	Select and apply hair extensions	Elective
SHBHFREF003	Straighten and relax hair with protein treatments	Elective



COURSE DURATION	39 Weeks	COURSE FEES	\$5,500
AIRPORT TRANSFER FEE	\$150	ENROLMENT FEE:	\$250
OSHC	refer www.bupa.com.au	ACCOMMODATION FEES	from \$240-\$300 per week



THE CENTRE OF EXCELLENCE

SHB30115 Certificate III in Beauty Services

About the Course

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services.

Work is typically conducted in beauty, waxing, brow and nail salons.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students COE has a requirement that all students must be over 18 years of age at the commencement of course.

Assessment procedure

Students will undertake both formative and summative assessments which will include completion of the activities, projects and observation of delivery of training and assessment.

The formative assessment activities are contained in the SHB30115 Certificate III in Beauty Services - Assessment Workbooks, which must be completed and submitted. The summative assessments are made on completion of assessing and marking the formative assessment tasks and involves taking into consideration the performance of the student across the formative assessments and their demonstrated competency at completion of those tasks. Where additional work/training is required or repetition of the tasks is required, the student is informed of the requirement and times are booked for reassessment with the assessor for a later date.

In line with The Centre of Excellence policy and procedure, trainers will:

- Explain the context and purpose of the assessment and the assessment process
- Explain the Competency Standards to be assessed and the evidence to be collected
- Outline the assessment procedure, the preparation which the candidate should undertake and answer any questions
- Assess the needs of the candidate and, where applicable, negotiate reasonable adjustment for assessing people with disabilities without compromising the integrity of the competencies
- Seek feedback regarding the candidate's understanding of the competency standards, evidence requirements and assessment process

The Centre of Excellence ensures that staff involved in the delivery and assessment of this qualification have access to:

- The present version of this qualification and Training Package as well as the units of competency, assessment guidelines and qualification structure
- Trainer, assessor and student support materials and resources relating to the units of competency that are being delivered and assessed
- Sufficient resources to meet the requirements of students with special needs and has a process in place that includes reasonable adjustment procedures
- The necessary facilities and equipment needed to conduct the program

Mode of Delivery

Face to Face

Entry Requirements:

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Immigration and Border Protection (DIBP).

The Centre of Excellence accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

Acceptable Form of evidence for English Language Proficiency at THE CENTRE OF EXCELLENCE	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	5.5
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	527
Pearson Test of English Academic (PTA Academic)- Paper Based Test (PBT)	46 (with no communicative skill score less than 42)

Credit Transfer and RPL

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous study or other relevant experience. For further information refer to www.coe.vic.edu.au

Course Structure

Unit Code	Unit Name	Core/Elective
SHBBRES001	Research and apply beauty industry information	Core
SHBXCCS001	Conduct salon financial transactions	Core
SHBXCCS002	Provide salon services to clients	Core
SHBXIND001	Comply with organisational requirements within a personal services environment	Core
SHBXWHS001	Apply safe hygiene, health and work practices	Core
SHBBINF001	Maintain Infection	Elective
BSBSUS201	Participate in Environmentally sustainable work practices	Elective
SHBBCS001	Advise on beauty products and services	Core
SHBBBOS001	Apply cosmetic tanning products	Core
SHBBFAS001	Provide lash and brow services	Core
SHBBHRS001	Provide waxing services	Core
SHBBSKS001	Pierce ear lobes	Elective
SHBBNLS001	Provide manicure and pedicure services	Core
SHBBMUP002	Design and apply make-up	Core
SHBBMUP003	Design and apply make-up for photography	Elective



COURSE DURATION	54 Weeks	COURSE FEES	\$6,500
AIRPORT TRANSFER FEE	\$150	ENROLMENT FEE:	\$250
OSHC	refer www.bupa.com.au	ACCOMMODATION FEES	from \$240-\$300 per week



THE CENTRE OF EXCELLENCE

SHB40115 Certificate IV in Beauty Therapy

About the Course

This qualification reflects the role of individuals who work as beauty therapists to provide a range of beauty therapy treatments and services, including lash and brow treatments, nail services, make-up, massage and waxing. They communicate with clients to recommend treatments and services and sell retail skin care and cosmetic products.

These individuals undertake work independently, with limited guidance from others, to perform routine and non-routine activities and solve non-routine problems. They apply and adapt technical skills and knowledge, and use judgment in the provision of beauty treatments and services. These individuals are responsible for their own outputs and provide limited guidance to others. Work is typically conducted in beauty salons and spas.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students COE has a requirement that all students must be over 18 years of age at the commencement of course.

Assessment procedure

Students will undertake both formative and summative assessments which will include completion of the activities, projects and observation of delivery of training and assessment.

The formative assessment activities are contained in the SHB40115 Certificate IV in Beauty Therapy - Assessment Workbooks, which must be completed and submitted. The summative assessments are made on completion of assessing and marking the formative assessment tasks and involves taking into consideration the performance of the student across the formative assessments and their demonstrated competency at completion of those tasks. Where additional work/training is required or repetition of the tasks is required, the student is informed of the requirement and times are booked for reassessment with the assessor for a later date.

In line with The Centre of Excellence policy and procedure, trainers will:

- Explain the context and purpose of the assessment and the assessment process
 - Explain the Competency Standards to be assessed and the evidence to be collected
 - Outline the assessment procedure, the preparation which the candidate should undertake and answer any questions
 - Assess the needs of the candidate and, where applicable, negotiate reasonable adjustment for assessing people with disabilities without compromising the integrity of the competencies
 - Seek feedback regarding the candidate's understanding of the competency standards, evidence requirements and assessment process
- The Centre of Excellence ensures that staff involved in the delivery and assessment of this qualification have access to:
- The present version of this qualification and Training Package as well as the units of competency, assessment guidelines and qualification structure
 - Trainer, assessor and student support materials and resources relating to the units of competency that are being delivered and assessed
 - Sufficient resources to meet the requirements of students with special needs and has a process in place that includes reasonable adjustment procedures
 - The necessary facilities and equipment needed to conduct the program

Mode of Delivery

Face to Face

Entry Requirements:

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Immigration and Border Protection (DIBP).

The Centre of Excellence accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

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Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	527
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Credit Transfer and RPL

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous study or other relevant experience. For further information refer to www.coe.vic.edu.au

Course Structure

Unit Code	Unit Name	Core/Elective
SHBBRES001	Research and apply beauty industry information	Core
SHBXCCS001	Conduct salon financial transactions	Core
SHBXCCS002	Provide salon services to clients	Core
SHBXIND001	Comply with organisational requirements within a personal services environment	Core
SHBXWHS001	Apply safe hygiene, health and work practices	Core
SHBBINF001	Maintain Infection Control	Elective
SHBBSKS001	Pierce Ear Lobes	Elective
SHBBBOS001	Apply cosmetic tanning products	Core
SHBBFAS001	Provide lash and brow services	Core
SHBBHRS001	Provide waxing services	Core
SHBBMUP001	Apply eyelash extensions	Elective
SHBBNLS001	Provide manicure and pedicure services	Core
SHBBMUP003	Design and apply make-up for photography	Elective
SHBBMUP002	Design and apply make-up	Core
SHBBBOS002	Provide body massages	Core
SHBBBOS003	Provide body treatments	Core
SHBBFAS002	Provide facial treatments and skin care recommendations	Core
SHBBBOS004	Provide aromatherapy massages	Elective
SHBBCCS002	Prepare personalised aromatic plant oil blends for beauty treatments	Elective



COURSE DURATION	75 Weeks	COURSE FEES	\$9,500
AIRPORT TRANSFER FEE	\$150	ENROLMENT FEE:	\$250
OSHC	refer www.bupa.com.au	ACCOMMODATION FEES	from \$240-\$300 per week



THE CENTRE OF EXCELLENCE

SHB50115 Diploma of Beauty Therapy

About the Course

This qualification reflects the role of individuals employed as beauty therapists to provide a broad range of beauty therapy treatments and services including facial treatments, body massage and treatments, hair removal, lash and brow treatments, nail and make-up services. This includes consultation with clients to provide beauty advice, recommend beauty treatments and services, and sell retail skin-care and cosmetic products.

These individuals work relatively autonomously, and are accountable for personal outputs. Their work involves the self-directed application of knowledge and skills with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques.

Work is typically conducted in beauty salons and spas.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students COE has a requirement that all students must be over 18 years of age at the commencement of course.

Assessment procedure

Students will undertake both formative and summative assessments which will include completion of the activities, projects and observation of delivery of training and assessment.

The formative assessment activities are contained in the SHB50115 Diploma of Beauty Therapy - Assessment Workbooks, which must be completed and submitted. The summative assessments are made on completion of assessing and marking the formative assessment tasks and involves taking into consideration the performance of the student across the formative assessments and their demonstrated competency at completion of those tasks. Where additional work/training is required or repetition of the tasks is required, the student is informed of the requirement and times are booked for reassessment with the assessor for a later date.

In line with The Centre of Excellence policy and procedure, trainers will:

- Explain the context and purpose of the assessment and the assessment process
 - Explain the Competency Standards to be assessed and the evidence to be collected
 - Outline the assessment procedure, the preparation which the candidate should undertake and answer any questions
 - Assess the needs of the candidate and, where applicable, negotiate reasonable adjustment for assessing people with disabilities without compromising the integrity of the competencies
 - Seek feedback regarding the candidate's understanding of the competency standards, evidence requirements and assessment process
- The Centre of Excellence ensures that staff involved in the delivery and assessment of this qualification have access to:
- The present version of this qualification and Training Package as well as the units of competency, assessment guidelines and qualification structure
 - Trainer, assessor and student support materials and resources relating to the units of competency that are being delivered and assessed
 - Sufficient resources to meet the requirements of students with special needs and has a process in place that includes reasonable adjustment procedures
 - The necessary facilities and equipment needed to conduct the program

Mode of Delivery

Face to Face

Entry Requirements:

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Immigration and Border Protection (DIBP).

The Centre of Excellence accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

Acceptable Form of evidence for English Language Proficiency at THE CENTRE OF EXCELLENCE	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	5.5
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	527
Pearson Test of English Academic (PTA Academic)- Paper Based Test (PBT)	46 (with no communicative skill score less than 42)

Credit Transfer and RPL

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous study or other relevant experience. For further information refer to www.coe.vic.edu.au

Course Structure

Unit Code	Unit Name	Core/Elective
SHBBRES001	Research and apply beauty industry information	Core
SHBXCCS001	Conduct salon financial transactions	Core
SHBXCCS002	Provide salon services to clients	Core
SHBXIND001	Comply with organisational requirements within a personal services environment	Core
SHBXWHS001	Apply safe hygiene, health and work practices	Core
SHBBINF001	Maintains infection control standards	Elective
SHBBFAS001	Provide lash and brow services	Core
SHBBHRS001	Provide waxing services	Core
SHBBHRS002	Provide Female Intimate Waxing Services	Elective
SHBBNLS001	Provide manicure and pedicure services	Core
SHBBMUP003	Design and apply make-up for photography	Elective
SHBBMUP002	Design and apply make-up	Core
SHBBBOS002	Provide body massages	Core
SHBBBOS003	Provide body treatments	Core
SHBBFAS002	Provide facial treatments and skin care recommendations	Core
SHBBBOS004	Provide aromatherapy massages	Elective
SHBBCCS002	Prepare personalised aromatic plant oil blends for beauty treatments	Elective
SHBBBOS005	Use Reflexology relaxation techniques in beauty treatments	Elective
SHBBSPA003	Provide Stone therapy massages	Elective
SHBBSPA004	Provide Indian Head massages for relaxation	Elective
SHBBBSK005	Provide Microdermabrasion Treatments	Elective
SHBBBOS006	Provide superficial Lymph massage Treatments	Elective
SHBBFAS003	Provide specialized facial treatments	Core
SHBBHRS004	Provide hair reduction treatments using electrical currents	Elective
SHBBBSK002	Provide diathermy treatments	Elective



COURSE DURATION	107 Weeks	COURSE FEES	\$13,500
AIRPORT TRANSFER FEE	\$150	ENROLMENT FEE:	\$250
OSHC	refer www.bupa.com.au	ACCOMMODATION FEES	from \$240-\$300 per week



THE CENTRE OF EXCELLENCE

SHB50216 Diploma of Salon Management

About the Course

This qualification reflects the role of senior managers and small business owners of personal services businesses. They are responsible for coordinating the day-to-day operation of the business and for planning, monitoring and evaluating the work of the team. Salon managers also operate with significant autonomy to make strategic business management decisions.

This qualification provides a pathway to work as a salon manager in any type of personal service business including hairdressing or beauty salons, barber shops and spas.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students COE has a requirement that all students must be over 18 years of age at the commencement of course.

Assessment procedure

Students will undertake both formative and summative assessments which will include completion of the activities, projects and observation of delivery of training and assessment.

The formative assessment activities are contained at the start of each workbook Activity 1, which must be completed and submitted prior to commencing the summative assessments which are Activities 2 and onwards, also provided in the students workbook.

In line with The Centre of Excellence policy and procedure, trainers will:

- Explain the context and purpose of the assessment and the assessment process
- Explain the Competency Standards to be assessed and the evidence to be collected
- Outline the assessment procedure, the preparation which the candidate should undertake and answer any questions
- Assess the needs of the candidate and, where applicable, negotiate reasonable adjustment for assessing people with disabilities without compromising the integrity of the competencies
- Seek feedback regarding the candidate's understanding of the competency standards, evidence requirements and assessment process
- The Centre of Excellence ensures that staff involved in the delivery and assessment of this qualification have access to:
- The present version of this qualification and Training Package as well as the units of competency, assessment guidelines and qualification structure
- Trainer, assessor and student support materials and resources relating to the units of competency that are being delivered and assessed
- Sufficient resources to meet the requirements of students with special needs and has a process in place that includes reasonable adjustment procedures
- The necessary facilities and equipment needed to conduct the program

Mode of Delivery

Face to Face

Entry Requirements:

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Immigration and Border Protection (DIBP).

The Centre of Excellence accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

Acceptable Form of evidence for English Language Proficiency at THE CENTRE OF EXCELLENCE	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	5.5
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	527
Pearson Test of English Academic (PTA Academic)- Paper Based Test (PBT)	46 (with no communicative skill score less than 42)

Credit Transfer and RPL

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous study or other relevant experience. For further information refer to www.coe.vic.edu.au

Course Structure

Unit Code	Unit Name	Core/Elective
SHBXWHS002	Provide a safe work environment	Core
BUBSUS501	Develop workplace policy and procedures for sustainability	Core
BSBSMB404	Undertake Small business Planning	Elective
BSBSMB403	Market the Small Business	Elective
BSBMGT502	Manage people performance	Elective
SHBXPSM001	Lead teams in a personal services environment	Core
BSBHRM506	Manage recruit Selection and induction processes	Core
BSBHRM404	Review human resource functions	Core
SHBXPSM002	Manage treatment services and sales delivery	Core
SHBXPSM003	Promote a personal services business	Core



COURSE DURATION	58 Weeks	COURSE FEES	\$6,000
AIRPORT TRANSFER FEE	\$150	ENROLMENT FEE:	\$250
OSHC	refer www.bupa.com.au	ACCOMMODATION FEES	from \$240-\$300 per week



THE CENTRE OF EXCELLENCE



BSB50215 DIPLOMA OF BUSINESS

About the Course

This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students COE has a requirement that all students must be over 18 years of age at the commencement of course.



Assessment

Students will undertake essential assessments which will include completion of the activities, projects, role play and observation of delivery of training and assessment.

Pathways for Students

Possible job titles and roles relevant to this qualification include:

- executive officers
- program consultants
- program coordinators.

Mode of Delivery

The delivery approach may vary dependent on the student's current experience and employment circumstances.

Students who are not working in the industry may be required to attend classroom delivery and a created simulated workplace environment.

Students with significant and extensive experience of working in the vocational education sector will be offered the opportunity to attend classroom sessions of delivery of the course and where practicable will be encouraged to review systems and processes in their simulated workplaces.

Entry Requirements

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Immigration and Border Protection (DIBP).

The Centre of Excellence accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

Acceptable Form of evidence for English Language Proficiency at THE CENTRE OF EXCELLENCE	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	5.5
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	527
Pearson Test of English Academic (PTE Academic)- Paper Based Test (PBT)	46 (with no communicative skill score less than 42)

Recognition of Prior Learning

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous study or other relevant experience. For further information refer to www.coe.vic.edu.au

Course Structure

Unit Code	Unit Name
BSBADM506	Manage business document design and development
BSBADV509	Create mass print media advertisement
BSBWOR501	Manage personal work priorities an professional development
BSBRISK501	Manage risk
BSBADM502	Manage meetings
BSBADV507	Develop a media plan
BSBCUS501	Manage quality customer service
BSBHRM506	Manage recruitment, selection and induction processes



COURSE DURATION	56 Weeks	COURSE FEES	\$7000
AIRPORT TRANSFER FEE	\$150	ENROLMENT FEE:	\$250
OSHC	refer www.bupa.com.au	ACCOMMODATION FEES	from \$240-\$300 per week



THE CENTRE OF EXCELLENCE

BSB60215 ADVANCED DIPLOMA OF BUSINESS

About the Course

This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students COE has a requirement that all students must be over 18 years of age at the commencement of course.

Assessment

Students will undertake essential assessments which will include completion of the activities, projects, role play and observation of delivery of training and assessment.

Pathways for Students

BSB60215 Advanced Diploma of Business qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership. Individuals with this qualification are able to perform roles such as:

- Area Manager
- Department Manager
- Regional Manager

Mode of Delivery

The delivery approach may vary dependent on the student's current experience and employment circumstances.

Students who are not working in the industry may be required to attend classroom delivery and a created simulated workplace environment.

Students with significant and extensive experience of working in the vocational education sector will be offered the opportunity to attend classroom sessions of delivery of the course and where practicable will be encouraged to review systems and processes in their simulated workplaces.

Entry Requirements

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Immigration and Border Protection (DIBP).

The Centre of Excellence accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

Acceptable Form of evidence for English Language Proficiency at THE CENTRE OF EXCELLENCE	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	5.5
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	527
Pearson Test of English Academic (PTE Academic)- Paper Based Test (PBT)	46 (with no communicative skill score less than 42)

Recognition of Prior Learning

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous study or other relevant experience. For further information refer to www.coe.vic.edu.au

Course Structure

Unit Code	Unit Name
BSBINM601	Manage knowledge and information
BSBINN601	Lead and manage organisational change
BSBMKG609	Develop a marketing plan
BSBMKG607	Manage market research
BSBMGT615	Contribute to organisation development
BSBSUS501	Develop workplace policy and procedure for sustainability
BSBSMB403	Market the small business *
BSBSMB404	Undertake small business planning *

* Clustered units



COURSE DURATION	52 Weeks	COURSE FEES	\$7000
AIRPORT TRANSFER FEE	\$150	ENROLMENT FEE:	\$250
OSHC	refer www.bupa.com.au	ACCOMMODATION FEES	from \$240-\$300 per week

COE COURSE FEES

Detailed information of course fees are available on individual course flyer and also on our website www.coe.vic.edu.au. Please note that the student course fees are subject to change and are correct at the time of printing or/and publishing.

Duration of courses and Fees payable

Description	Length of course where applicable	Price in Australian dollars
Enrolment fee: Non-refundable		\$250
Accommodation fees Accommodation booking fee(optional)		Varies from \$240-\$300 per week.
Airport transfer fee (one way) (optional)		\$150
Overseas Student Health Cover (Student visa only) 3 months,6 months or 1 year		(refer www.ahmoshc.com)
SHB30416 Certificate III in Hairdressing	64 weeks (includes term break)	\$12,000
SHB40216 Certificate IV in Hairdressing	39 weeks (includes term break)	\$5,500
SHB50216 Diploma of Salon Management	58 weeks (includes term break)	\$ 6,000
SHB30115 Certificate III in Beauty Services	54 weeks (includes term break)	\$ 6,500
SHB40115 Certificate IV in Beauty Therapy	75 weeks (includes term break)	\$ 9,500
SHB50115 Diploma of Beauty Therapy	107 weeks (includes term break)	\$13,500
BSB50215 Diploma of Business	56 weeks (includes term break)	\$7,000
BSB60215 Advanced Diploma of Business	52 weeks (includes term break)	\$7,000

Package Courses duration and fees payable for International students

Hair Package

Qualifications	Tuition Period	Holiday Period	Total Duration	Fees in Australian Dollar
SHB30416 Certificate III in Hairdressing	54 weeks	10 weeks	64 weeks	\$12,000
SHB50216 Diploma of Salon Management	50 weeks	8 weeks	58 weeks	\$6,000
Total	104 weeks	18 weeks	122 weeks (2.4 years approx.)	\$18,000

Beauty Package

Qualifications	Tuition Period	Holiday Period	Total Duration	Fees in Australian Dollar
SHB30115 Certificate III in Beauty Services	46 weeks	8 weeks	54 weeks	\$8,000
SHB40115 Certificate IV in Beauty Therapy	23 weeks	4 weeks	27 weeks	\$5,000
SHB50115 Diploma of Beauty Therapy	32 weeks	6 weeks	38 weeks	\$6,000
Total	101 weeks	18 weeks	119 weeks (2.4 years approx.)	\$19,000

REFUND ARRANGEMENTS

Refund conditions

Refund applications must be made in writing to the College. The student refund application form, available from the College, must be used as the written application. The Centre of Excellence Pty Ltd will accept requests by phone, mail, fax or email to have the student refund application form sent to them. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.

Visa refused	100% refund of course fees
Withdrawal notified in writing and received by The Centre of Excellence Pty Ltd 4 weeks prior to semester commencement	75% refund of course fees
Withdrawal notified in writing and received by The Centre of Excellence Pty Ltd less than 4 weeks prior to semester commencement	70% refund of course fees
Withdrawal notified in writing and received by The Centre of Excellence Pty Ltd less than 28 days prior to semester commencement and before the commencement date	60% refund of course fees
Withdrawals notified in writing and received by The Centre of Excellence Pty Ltd on the commencement date or after the semester commences	No refund of current semester course fees.
Student breach of visa conditions, and suspension or cancellation of enrolment by the College	No refund of current semester course fees.

Please refer to the policy document at <http://www.thecentreofexcellence.com.au/international/forms/> for detailed information.

INTERNATIONAL STUDENT APPLICATION PROCESS

1. Choose the appropriate course at COE after going through all the required information.
2. Send the completed International Student Enrolment form along with all the relevant documents as mentioned in the checklist of the enrolment form.
3. COE admission team will go through the submitted documents and take a decision of accepting the application or not based on COE enrolment guidelines.
4. If COE is unable to accept the application, student will be intimated in writing about the negative decision.
5. If COE accepts the application, a Letter of Offer will be issued and sent to the student along with Enrolment Acceptance Agreement.
6. Student would need to go through the offer letter and the student agreement thoroughly.
7. If the student accepts the offer letter, he/she should send the signed enrolment acceptance agreement along with the payment proof of the initial deposit as per the offer letter.
8. Based on the above, COE admission department will issue an electronic Confirmation of Enrolment (CoE) which will be required as part of evidence to apply for a student visa to study in Australia.
9. On getting the student visa from Department of Immigration and Border protection, student can initiate travel arrangement to come down to Australia and must inform COE in advance of their arrival.
10. Student should also inform COE about any special arrangement in terms of airport pick-up, accommodation etc. in advance before their travel date to Australia.
11. Student must attend the orientation/induction program at COE and start their respective course.



Visa requirements

The Department of Immigration and Border Protection publishes a full list of mandatory and discretionary student visa requirements on their web site. Follow the Student Visa Conditions link for details.

Change of address

Upon arriving in Australia you are required to advise The Centre of Excellence Pty Ltd of your residential address and telephone number and of any subsequent changes to your residential address. This is extremely important. Under Section 20 of the Education Services for Overseas Students (ESOS) Act 2000 The Centre of Excellence Pty Ltd is obliged to serve a notice at your last known address if you breach a student visa condition relating to behaviour; or academic progress. The Centre of Excellence Pty Ltd may also send warning notices to you which are aimed at helping prevent breaches of your visa conditions. It is your responsibility and in your own interests to ensure that you always update your address details at The Centre of Excellence Pty Ltd to ensure you receive important information about your course, fees and possible breaches of your student visa.

Additional information on student visa issues is available on the DIBP web site.

Student deferral, suspension or cancellation of enrolment

Please refer to the policy document at <http://www.thecentreofexcellence.com.au/international/forms/> for detailed information.

Department of Immigration and Border Protection

According to the Department of Immigration and Border Protection (DIBP) you must provide evidence that satisfies the assessment factors applicable to you to be granted a student visa. Assessment factors include your financial ability, English proficiency, likely compliance with the conditions of your visa and any other matters considered relevant to assessing your application". Additional information on student visa issues is available on DIBP Website and the Study in Australia Website.

COE Course Assessment

A number of approaches to course assessment are used by College staff. Assessment approaches may include: observation of performance in class, workshops or laboratories; case studies; projects; assignments; presentations; role plays; written tests and exams; work on clients.

Students will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for.

Students are entitled to a maximum of three assessment attempts for each unit.

If after three assessment attempts students competence is "not yet competent" they will be required to repeat the unit and pay any fees associated with repeating the unit.

Not attending for an assessment will be counted as one assessment attempt for each occurrence unless:

- a) the student can provide a certificate from a registered medical practitioner indicating that the student was medically unable to attend the assessment; or
- b) the student can provide independent evidence of exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member to explain the non-attendance at the assessment

Full time study and participation

Australian law requires International students to study at a full time study load. A full-time study load is normally a minimum of 20 hours per week for 40 weeks each calendar year or continuous 12-month period. Students must also be studying at least one unit that is not by distance or online learning in each study period. A study period is one term of study at the College.

Student transfer

Please refer to the policy document at <http://www.thecentreofexcellence.com.au/international/forms/> for detailed information.

International student Working rights in Australia

Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Students can currently work 20 hours per week during The Centre of Excellence Pty Ltd study time and full-time during breaks. However, work is not always easy to find and under no circumstances can students rely on income earned in Australia to pay tuition fees. Students are not permitted to work if it interferes with their study.

Student Uniform

Every student is required to wear their respective COE uniform, provided by COE, while attending class and/or activities organised by COE.

Pathways

Graduates of The Centre of Excellence Pty Ltd may seek credits to the relevant degree programs in Australian Universities. The Centre of Excellence Pty Ltd has no special arrangements with any Australian University and there is no guaranteed entry into University programs. As a general rule students with high marks will have the best chance of being accepted by a University.

Qualifications to be issued

Students completing all assessment requirements for a qualification will be awarded a Certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed. It is a requirement for every student to have a Unique Student Identifier (USI) number to receive certificate / statement of attainment.

Student Orientation

Orientation is conducted on the first week of your course. Its purpose is to fully inform new students of most aspects of life at The Centre of Excellence Pty Ltd and to provide an introduction to studying, Geelong's costs of living, transportation, facilities, banking and accommodation. In addition College staff will be introduced, a tour of The Centre of Excellence Pty Ltd and the local area will take place and an opportunity to ask questions will be given. It is essential that you attend the orientation program otherwise you may miss out on information that affects your study, your visa or your enjoyment of your stay in Australia.

Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) is a process designed to recognise previous formal or informal learning, work and life experiences that the student may have had to the extent that they are relevant to the course outcomes. The RPL process allows students to receive recognition under these circumstances and therefore enable them to focus more on areas they need to achieve competencies in order to gain their qualifications. Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). An essential requirement of RPL is that you can prove that you currently have the required competencies in the unit applied for. An RPL application may only be made after enrolment and payment of fees and must be made using The Centre of Excellence Pty Ltd RPL application form that will be available during orientation. RPL in a unit will only be granted after students have completed the institute assessment requirements for that unit. Students must attach verified copies of all relevant documents to the RPL application form. There is a fee charged for each RPL application made based on the number of units applied for. The fee is listed in the fee schedule section of the Student Prospectus and is non-refundable irrespective of the outcome of the RPL application. There is also a pro-rata reduction in tuition fees if RPL is applied for and granted. RPL can only be assessed after a student has commenced their course. It is recommended that students seek advice from The Centre of Excellence Pty Ltd before commencing an RPL application.

COE Course Delivery

A number of approaches to course delivery are used by College staff. Course delivery approaches may include teacher led classroom delivery; workshops; seminars; tutorials and supervised study. During class time students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

COE Credit Transfer

Credit transfer applies to situation where students have completed units identical to those they are currently enrolled for at another provider. Credit will be granted in accordance with the Credit Transfer procedure. To apply for credit transfer students must complete the credit transfer.

COST OF LIVING

Accommodation

The following types of accommodation are available for International students:-

1. Full Board (Homestay) AU\$200 - AU\$270 per week
2. Student house AU\$150 - AU\$200 per week
3. Half - Board AU\$150 - AU\$200 per week (plus expenses).
4. Leasing a House/Flat AU\$200 - AU\$350 per week (unfurnished)

This accommodation can be booked prior to arrival. Two weeks advance notice is required before you depart for Australia. Further details can be obtained from the International Student Welfare Officer. The prices mentioned above are indicative only and may vary at the time of booking. The price is beyond the control of COE.

Some useful internet sites for housing are:

Student Housing Australia

Share Accommodation

Youth Central Housing and Accommodation

Study in Australia Accommodation Options and Costs

Overseas Student Health Cover (OSHC)

International students are required by the Government to join a private health insurance scheme. The OSHC premium cover must be paid before a student visa is issued. You will need to pay the OSHC premium at the same time as the tuition fees. The OSHC entitles you to free hospital cover and 85% of standard doctor's fees.

Annual rates are AU\$438* for single coverage and AU\$4200* for family coverage. OSHC is also charged on a pro-rata basis for shorter courses.

Living costs in Australia

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

Other living expenses

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

Minimum cost of living

The Department of Immigration and Border Protection has financial requirements you must meet in order to receive a student visa for Australia. From 1 July 2016 the 12 month living cost is:

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

The lifestyle in Australia is safe and friendly. Australians have a high standard of living. The climate is pleasant, there is plenty of food and the vast natural resources in Australia enable most people to live well.

Useful links and information:

TradeSET	http://www.tradeset.com.au/
Department of Immigration and Border Protection (DIBP)	http://www.border.gov.au/
Trades Recognition Australia (TRA)	http://www.tradesrecognitionaustralia.gov.au/
Australian and New Zealand Standard and Classification of Occupations (ANZSCO)	https://www.border.gov.au/Trav/Work/Empl/ANZSCO

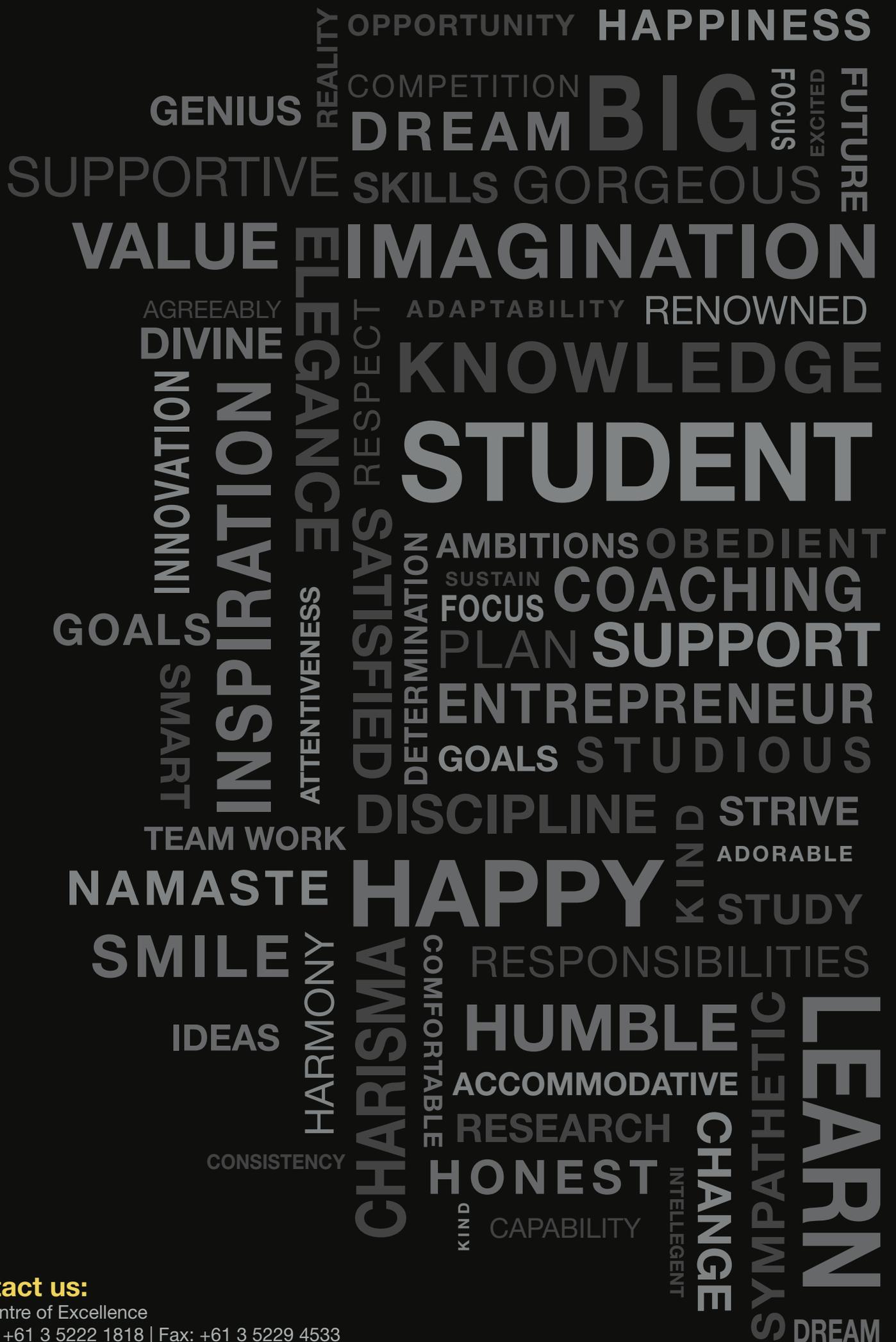
Helpful emergency contacts

Fire, ambulance and police emergency	Phone 000
Translating and Interpreting Service	Phone 131 450
Life Line 24 hour Counselling, Advice and Referral Services	Phone 131 114
Victoria Police Centre	110 Mercer Street, Geelong, VIC 3220 Ph: 52253100 Victorian Police Centre. World Trade Centre-637 Flinders St. Docklands. Melb. 3008 Ph: 03 9247 6666
Doctor	Geelong City Medical-255 Ryrie St. Ph:52221666 Myers St Family Medical Practice-148 Myers St. Ph:52295192
Dentist	Geelong Dental Centre-118-120 Ryrie St. Ph:52295142 Geelong Dental Group-199-203 Moorabool St. Ph:52218452
Community health centre	Barwon Health Geelong Ph:1300715673 Servicing; Corio, Belmont, Newcomb, Torquay, Anglesea.
Counsellors	Headspace Yarra St. Ph: 52226690 Ages 12-25 Wendy Schembri. 36 Shannon Ave. Geelong West. 3218 Ph: 0401 972 603. Individual, Couples and Group Counselling
Legal assistance	Geelong Vic. Legal Aid 199 Moorabool St. Ph:52265666 Barwon Community Legal Service. 73 Pakington St. Geelong West 3218. Ph:130043059 Victorian Legal Aid Phone 9269 0120
Pharmacies	Geelong Day and Night Pharmacy. 255 Ryrie St. Ph:52299612 Soul Pattison Pharmacy. 148 Myers St. Ph: 52239500- 11pm

Relevant legislation

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

Occupational Health & Safety	WorkSafe Victoria
Equal opportunity	Victorian Equal Opportunity & Human Rights Commission
RTO & CRICOS registration	ASQA
Educational services for overseas students	Australian Education International
Department of Immigration	Department of Immigration and Border Protection
Education and Training reform Act	Department of Education and Early Childhood Development Education and Training Reform Act 2006 Education and Training Reform Regulations 2007
ESOS Framework	https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx
	ESOS Student Factsheet
	http://www.acpet.edu.au/article/10444/useful-vocational-education-links-for-your-students/
Student	http://myenglishlab.com/
Standards for RTOs 2015	http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html
Commonwealth Legislation	https://www.comlaw.gov.au/Home
Overseas Students Ombudsman	http://www.oso.gov.au http://www.oso.gov.au/useful-links/
ELICOS	https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ELICOSnationalstandards/Pages/Default.aspx
	http://www.elicos.com
LLN	http://www.readingwritinghotline.edu.au
About Geelong	http://www.liveinvictoria.vic.gov.au/living-in-victoria/melbourne-and-regional-victoria/south-west-victoria/geelong#.V8fmOfi9670
	http://www.travelvictoria.com.au/geelong/
	http://www.geelongaustralia.com.au/
Training.gov.au	http://www.training.gov.au
International English Language Testing System (IELTS)	http://www.ielts.org
Student accommodation	www.devlinapartments.com.au/ https://flatmates.com.au/geelong http://au.easyroommate.com/victoria/geelong-share-accommodation/listings/



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