



NEWTON
COLLEGE

INTERNATIONAL STUDENT PROSPECTUS

CRICOS: 03598G
RTO: 41437
ABN: 75 609 329 973





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Welcome from Newton College

It is our pleasure to welcome you to start your learning journey with Newton College.

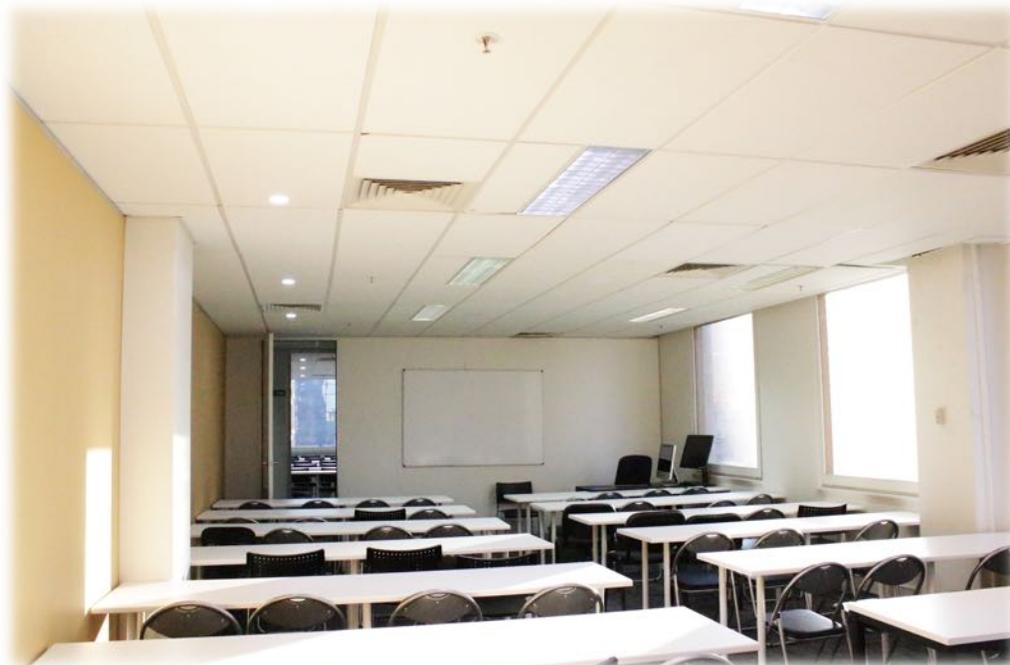
Newton College was established, as a Registered Training Organisation under Australian Skills Quality Authority(ASQA), the national regulatory body. Newton College have developed the concept of professionalism which implies accepting the responsibilities taken by our academic staff with a sense of dedication, commitment and performing in the academic world, the work with our efforts and ethically provide the Australian qualification to the highest possible standards to overseas students in Australia.

We will remain committed to ensuring that Newton College graduates in their particular field have the technical skills, knowledge, applied research, applied occupational and professional industry skills needed to meet the international workforce labour market.

Newton College invites professionals from the corporate sectors and industry-relevant experience academics to teach and train applied or essential skills for the labour market, which includes the balance between theory and practice; thus, Newton College provides the learners with access to practical knowledge directly from the source in the form of industry experienced trainer/facilitators. In addition to this, each learner is able to spend time with their allocated mentor to develop their confidence to compete in their chosen industry labour market. Apart from it, the Newton College earnestly endeavours to nurture ethical values in its students to become responsible global citizens.

Newton College is flexible with content and delivery methods. We believe that we can, and must, do as much as possible to embed the required skills and knowledge in our current curriculum. We believe in innovative methods of teaching and learning and developing the critical thinking and research skills for our students to pursue a successful pathway to higher education.

Our dedicated team is eager to support your academic endeavours, and on behalf of Newton academic and admin staff, we welcome you to our community.



About Newton College

Newton College is a Registered Training Organisation (RTO) in Australia. Newton College offers diverse vocational courses to domestic and international students at its Melbourne and Brisbane campuses. We also provide English courses to international students on the two campuses. Demanding academic programs, quality of education and pleasant environment make Newton College an ideal choice for vocational qualification training.

Our aim is to provide students with high quality training in the vocational sector to enhance their skills and knowledge. We are committed to provide a pleasant environment and required facilities to enable Newton College students to acquire appropriate employability skills that adapt to the ever-changing requirements, ensuring they are competitive and productive in their chosen field of study.

Newton's Melbourne campus is situated in the heart of Melbourne, in the central business district (CBD), within walking distance to the worldwide travel attraction Flinders Street Railway Station. Flinders Street railway station is a railway station on the corner of Flinders and Swanston Streets in Melbourne, Australia. It serves the entire metropolitan rail network. Backing onto the city reach of the Yarra River in the heart of the city, the complex covers two whole city blocks and extends from Swanston Street to Queen Street. This means students will undertake their face-to-face training next to some of the Australia's best hospitality and tourism operations.

The Brisbane campus of Newton College is in Greenslopes which is only 5 kilometres from the Brisbane CBD. Brisbane is only an hour's drive from the world-famous Gold Coast and its surf beaches and theme parks to the south and the picturesque and lush Sunshine Coast and its golden beaches to the north. Newton College facilities boast modern classrooms and computer labs, as well as other training facilities that are ideal for you to gain the most out of your study.

The Newton College campuses are easily accessible by all forms of public transport. Students are within walking distance of various stores, supermarkets, banks, post office and restaurants.



Why choose Newton?

Cost Effective

Newton College programs are competitive in the market place. Our pricing structure provides students with confidence that they are receiving value for money, on their investment.

Campuses

The Melbourne campus is located in the heart of the Melbourne Central Business District (CBD). Public transport (trains, trams and buses) is accessible to and from the campus 7 days a week. The Brisbane campus is in Greenslopes which is only 5 kilometres from the Brisbane CBD. Newton facilities boast modern classrooms and computer labs, as well as other training facilities that are ideal for you to gain the most out of your study.

Teaching Staff

Newton trainers and assessors are experienced, enthusiastic and dedicated, and deliver well-prepared and stimulating lessons for all language courses and VET qualifications, on Newton Scope of Registration. All trainers and assessors hold Certificate IV in Training and Assessment, together with their vast experience within relevant industry.

Flexible Learning

We provide flexible study options and. Students will be able to select from a larger range of timetabling options that better suit their needs. All scheduled classes are face-to-face classroom based at Newton campuses.

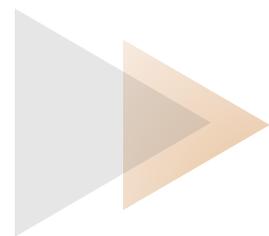
Modern Technology and Resources

Our computer labs are equipped with modern technology and is accessible to assist students during their studies. Students have free access to internet facility for personal use during their enrolment with us on campus.

Student Support Services

Our Student Support Services strive to provide the very best student engagement support. With our commitment to ensuring sufficient service that meets students' needs, our small campuses, low class numbers and personal approach to your education allow us to interact with students as often as they need. Our trained friendly support staff provide a 'drop in' support service.

For more detail please visit <https://newton.edu.au>



Why Study in Australia?

Studying in Australia

Australia is an incredible country to live and travel. It is a nation that is diverse in its culture and environment. Its people are friendly and relaxed.

There are more than 600,000 overseas students studying in Australia and each year approximately 15,000 students from the Asia-Pacific region arrive in Australia to continue their education.

They have chosen Australia for several reasons:

- Australia has a high-quality education system,
- Australia offers traditional education in reputable colleges and universities,
- Australian universities and colleges have established networks of support to help overseas students,
- The Australian education system includes informality and accessibility of academic staff, the availability of computers, small group classes and close supervision,
- Living costs and tuition costs compare well with other countries,
- Most overseas students are permitted to work part-time,
- Australia is a safe, stable country with a pleasant climate, and
- Australia welcomes overseas students.

Read more on <https://www.studiesinaustralia.com/studying-in-australia/why-study-in-australia>



Studying in Melbourne

Melbourne is the capital city of the state of Victoria. It is situated on the Yarra River and around Port Phillip Bay with beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places.

Students from all over the world come to Australia to take advantage of our world-class education, and to enjoy our friendly hospitality and cultural diversity.

Melbourne is the world's most liveable city

For seven years in a row, Melbourne has been voted the world's most liveable city by the Economic Intelligence Unit. Melbourne has scored 97.5 out of 100. Melbourne's high performance in education, culture, environment, infrastructure, low crime rate and affordable living all contribute to this very high ranking. It is also the highly sought-after place for a variety of cultural and sports events. Melbourne is attractive in tertiary education with a large variety of options in the public and private education space.

Our universities rank in the world's best

QS World University Rankings place six of Victoria's 10 universities in the top-ranked universities in the world. Victoria is a global knowledge hub and we attract the world's best academics and researchers. Whether your study involves research, technical training, English language or business you'll learn with the best.

Australia's best student city

In 2017, QS Best Student Cities awarded Melbourne as Australia's best student city and the fifth best in the world. Key features such as Victoria's high standard and quality of living, vibrant multicultural society and social inclusion attracted 175,000 international students to Victoria in 2016. Often called Australia's cultural capital, Melbourne is home to the attractions that make the Australian lifestyle so appealing.

Read More at: <https://www.studymelbourne.vic.gov.au/why-study-in-melbourne/top-reasons-to-study-in-melbourne>



Studying in Brisbane

Brisbane is the capital of the state of Queensland and it is the third largest city in Australia. Brisbane is a genuine new-world city with the presentation of its positive attitude and creative confidence. Brisbane is developing vibrantly in its economy and education.

Brisbane exposed itself internationally during the 1982 Commonwealth Games, the 1988 World Expo and the 2001 Goodwill Games. Brisbane had the enjoyable weather with its warm climate, spectacular scenery and pleasant locals. In November 2014 the city hosted the G-20 summit, attracting thousands of media, delegates and security staff. Brisbane is a fast-growing city in Australia.

Our world-ranking universities and education institutes offer programs for all levels of international study across various subjects as well as college and English language courses.

Read More at:

http://www.choosebrisbane.com.au/Study?utm_source=redirects&utm_medium=www.studybrisbane.com.au&utm_campaign=301_Redirects



Australian Qualifications Framework

AQF Level	Qualification Type	Volume of Learning
Level 10	Doctoral Degree	3 – 4 years
Level 9	Master Degree	1 – 2 years
Level 8	Bachelor Honours Degree Graduate Certificate Graduate Diploma	1 year 0.5 – 1 year 1 – 2 years
Level 7	Bachelor Degree	3 – 4 years
Level 6	Advanced Diploma Associate Degree	1.5 – 2 years 2 years
Level 5	Diploma	1 – 2 years
Level 4	Certificate 4	0.5 – 2 years
Level 3	Certificate 3	1 – 2 years
Level 2	Certificate 2	0.5 – 1 year
Level 1	Certificate 1	0.5 – 1 year



Student Support and Services

Newton has a range of support services and assistance available to students. 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.

Student Orientation

You are required to participate in an orientation session prior to the start of your course. During orientation you will be provided with detailed information on life and study in Melbourne and Newton, course information and requirements, the LLN test and the enrolment process to ensure a smooth start to your course. You will also receive general information on College policies, services and student responsibilities.

Complaints and Appeals

Newton has established complaints and appeals policy and procedure, which can be accessed on the College website:

http://www.newton.edu.au/Newton/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure_V1.2.pdf

Academic Support

Newton provides academic support for all Newton students. The learning support and academic consultation with the trainers are available on appointment and/or scheduled in the timetable. The Newton Learning Advisor will help you develop your understanding with assessments through individual help sessions and academic workshops.

For more information, please visit:

http://www.newton.edu.au/Newton/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure_V1.2.pdf

Other Useful Information

Education Services for Overseas Students

The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the regulation of education and training institutions offering courses to international students in Australia on a student visa. In particular, ESOS provides tuition protection for international students.

For more information, please visit:

<https://internationaleducation.gov.au/Regulatory->

<Information/Pages/Regulatoryinformation.aspx>

Tuition Protection Service

The Tuition Protection Service (TPS) is a government initiative protecting international students in the event that an education provider is unable to fulfil their obligation to deliver the agreed course of study. The TPS ensures that international students are able to complete their study in another course or with another education provider or that they get a refund of their unspent tuition fees.

For more information, please visit:

<https://tps.gov.au/StaticContent/Get/StudentInformation>

Unique Student Identifier

The Unique Student Identifier (USI) ensures that you have access to all your training records online at any time. It makes life easier for you and your employer. If you are a continuing student in Vocational Education, Newton needs your USI number before issuing qualification or if you are new student, you can create your USI or, Newton can apply for your USI on your behalf.

For more information, please visit:

<https://www.usi.gov.au/students>

Living Costs in Australia

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, there are some of the costs associated with living and studying, in Australia. For more information, please see links below.

For more information, please visit:

<http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs>

Newton College Commitment

Privacy Statement

Personal information may be collected and disclosed to relevant VET regulatory bodies, which may include verification of a student's previous qualification, NCVET, Commonwealth and State Agencies and Department of Education. Commonwealth and State government agencies will be granted access to enrolment information as requested for specific purposes.

Privacy provisions set out how Newton will collect, use, keep, secure and disclose personal information

that it has obtained. This also gives the individual or students the right to know that information Newton holds about them and establishes a right to correct that information if it is incorrect.

Training and Assessment

Newton will provide high quality training resources to ensure that the student enrolled in a course of study will have the best possible chance of completing the competency requirements with reasonable support and in a timely manner.

Issue of Certificates

On successful completion of all course work and assessment, and full payment of the course fee, Newton College will issue you appropriate transcripts and Qualification Certificate.

Assessment

Assessment for each unit of competence includes a range of approaches to allow students a number of different ways to demonstrate competence. Assessment will include practical demonstration of competence, written questions, case study, written reports, participation in role-plays and classroom activities.

Reassessment

Students will have opportunity to undertake two supplementary assessments in each unit for which they have been deemed Not Yet Competent (NYC). All reassessment procedures will be provided to students at no charges.

Life at Newton College

At Newton College, you will find many exciting ways to meet with new people from diverse culture and religion. You can take on new interests and have fun while your learning journey start with Newton to achieve your dream career. Newton will provide you opportunities to interact with your classmates and trainer/assessor/support officers during your learning experience in your chosen field.

Whether you decide to share a house with friends or commute from home, life as a student at Newton is full of opportunities to interact with your classmates and the trainers and staff. With a range of activities, events, social gathering and great training and delivery facilities, you will get the most out of the student lifestyle at Newton campus.

When you study on-campus, you will get opportunities to develop friendship that may last a lifetime, with students from a variety of backgrounds.

The campus may, however, sometimes seem to be an overwhelming or unfamiliar place, especially for international students away from home for the first time or removed from their usual support networks. Newton College, therefore, provides support and advice on welfare, counselling and staff who can help students with their concerns.

For more information, please visit: www.newton.edu.au

Student Responsibilities, Expectations and Newton College Commitments

It is your responsibility to:

Maintain integrity, work hard and treat others with courtesy and respect.

Be aware of the Student Code of Conduct relating to your responsibilities as a student in the Newton community, including those summarized in this brochure, the Student Handbook and the pre-enrolment information as well as your Visa clauses.

Keep yourself informed and keep Newton informed. This includes:

- Providing fair and honest feedback on training performance and on the content and presentation of courses.
- Paying all Newton tuition fees and charges for which you are liable, by the set deadlines.
- Providing accurate and updated contact details (phone number and email address).
- Checking your email regularly throughout the course. This is the primary means by which Newton communicates with you (e.g. course progress, assessment results, outstanding fees).
- Replying in a timely manner to all Newton trainer and administrative communications to you, including emails, phone calls and text messages.
- Immediately updating your contact details if changes take place during your study period. You must provide your current address at all times as per your visa condition.

To be eligible for Newton to issue the qualification, you must successfully complete all the assessment requirements of the course.

We will ensure that:

- The training contents and course materials are current and reflect the training package requirements.
- Appropriate training facilities and equipment meet the relevant requirements and are accessible to all students.
- Trainers are qualified and have current industry experience and are supportive to students.
- Trainers provide students with constructive learning and assessment feedback in a timely and professional manner.
- Students' voices are heard through student surveys on curriculum, training and assessment, trainers and assessors and academic support and student services.
- Provide orientation and learning support throughout their study period.
- Students receive accurate information and enrolment guidance prior to the course start.
- Newton policies are readily accessible to students.
- Qualifications are issued within 30 days upon successful completion of all course requirements
- Everyone is treated fairly and equitably.
- Students have access to learning and welfare support when needed.
- The Newton College is responsible for the quality of the training and assessment in compliance with Standards for Registered Training Organisation (RTO) 2015.
- Students' rights are protected under "Australian Consumer Law".
- To not being disadvantage if Newton College changes the requirements of or discontinues the training product in which you are enrolled, and being advised of pathways to complete that program, or an appropriate alternative program, according to your needs and with your consent.
- Provide fair opportunity and access to Newton College complaints and appeal process.



Courses at Newton College

BSB50120	Diploma of Business
BSB60120	Advanced Diploma of Business
BSB50420	Diploma of Leadership and Management
BSB60420	Advanced Diploma of Leadership and Management
PSP50916	Diploma of Interpreting (LOTE-English)
PSP60916	Advanced Diploma of Interpreting (LOTE-English)
PSP60816	Advanced Diploma of Translating
BSB80315	Graduate Certificate in Leadership Diversity
BSB80215	Graduate Diploma of Strategic Leadership
BSB80515	Graduate Certificate in Management (Learning)
BSB80120	Graduate Diploma of Management (Learning)
BSB40820	Certificate IV in Marketing and Communication
BSB50620	Diploma of Marketing and Communication
BSB60520	Advanced Diploma of Marketing and Communication
SIT30816	Certificate III in Commercial Cookery
SIT40516	Certificate IV in Commercial Cookery
SIT50416	Diploma of Hospitality Management
	General English
	English for Academic Purposes



BSB50120 - Diploma of Business

Qualification CRICOS Code: 105052D

Qualification Status: Current

AQF Level: 5

Entry Requirement:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Newton College requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level of at least 5.5 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 11 or equivalent
- Are at least at age of 18 on the date of course commencement
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide (applicable for Level 1 countries only)
- Please note: all the students commencing this course are required to complete an LLN test and a pre-training review on the orientation day to assist Newton College to identify student's needs for additional support during their study with Newton College.

Total Core Units: This qualification does not require core units.

Total Electives Units: 8

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee AUD\$12,500 being:

Tuition Fee	AUD\$12,000
Application Fee	AUD\$250

Material Fee AUD\$250

Total Course Duration: 52 weeks including 4 weeks of term breaks

Total Terms: 3 Terms

Pathways:

Once students have successfully completed BSB50120 Diploma of Business, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- BSB60120 Advanced Diploma of Business
- Other Diplomas, Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy.

Assessment evidence may include but not limited to:

- Case Study
- Project
- Written Report
- Written Question
- Role Play
- Observation

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule dates.

BSB50215 - Diploma of Business Course Structure

Number of Elective Units: 7

Unit Code	Unit Name
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policy and procedures for sustainability
BSBXC501	Lead communication in the workplace
BSBOPS503	Develop administrative systems
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBLDR522	Manage people performance
BSBTWK502	Manage team effectiveness
BSBCRT512	Originate and develop concepts
BBSOPS502	Manage business operational plans



BSB60120 – Advanced Diploma of Business

Qualification CRICOS Code: 105053C

Qualification Status: Current

AQF Level: 6

Entry Requirement:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Newton College requires that students are able to provide evidence that they:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- or
- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

In addition to above, student must at least:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Newton College to identify student's needs for additional support during their study with Newton College.

Total Core Units: This qualification does not require core units.

Total Electives Units: 8

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee AUD\$12,000 being:

Tuition Fee	AUD \$11,500
Application Fee	AUD \$200
Material Fee	AUD \$300

Total Course Duration: 78 weeks, including 66 study weeks and 12 weeks of holidays.

Total Terms: 6 Terms

Possible Employment Pathways:

Office administrator, executive assistant, supervisor, coordinator, team Leader and manager.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Case Study
- Project
- Written Report
- Written Question
- Role Play
- Observation

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule dates.

BSB60120 – Advanced Diploma of Business

Course Structure

Number of Elective Units: 5

Unit Code	Unit Name
BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibilities
BSBTEC601	Review organisational digital strategy
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBSTR602	Develop organisational strategies
BSBHRM613	Contribute to the development of learning and development strategies
BSBSTR801	Lead innovative thinking and practices



BSB50420 - Diploma of Leadership and Management

Qualification CRICOS Code: 104325C

Qualification Status: Current

AQF Level: 5

Entry Requirement:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Newton College requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level of at least 5.5 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 11 or equivalent
- Are at least at age of 18 on the date of course commencement
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide (applicable for Level 1 countries only)
- Please note: all the students commencing this course are required to complete an LLN test and a pre-training review on the orientation day to assist Newton College to identify student's needs for additional support during their study with Newton College.

Total Core Units: 4

Total Electives Units: 8

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee AUD \$10,000 being:

Tuition Fee	AUD \$9,500
Application Fee	AUD \$250
Material Fee	AUD \$250

Total Course Duration: 52 weeks including 8 weeks of term breaks

Total Terms: 4 Terms

Pathways:

Once students have successfully completed BSB50420 Diploma of Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- BSB60420 Advanced Diploma of Leadership and Management
- Other Diplomas, Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Case Study
- Project
- Written Report
- Written Question
- Role Play
- Observation

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule dates.



BSB50420 - Diploma of Leadership and Management

Course Structure

Number of Core Units: 6

Number of Elective Units: 6

Unit Code	Unit Name
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage operational business plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBLDR522	Manage people performance
BSBOPS503	Develop administrative systems
BSBCRT512	Originate and develop concepts
BSBXCM501	Lead communication in the workplace



BSB60420 - Advanced Diploma of Leadership and Management

Qualification CRICOS Code: 105054B

Qualification Status: Current

AQF Level: 6

Entry Requirement:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Newton College requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level of at least 5.5 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed an accredited course at least at AQF Level 5 (Diploma) or higher or equivalent
- Have successfully completed Australian year 12 or equivalent
- Are at least at age of 18 on the date of course commencement
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide (applicable for Level 1 countries only)
- Please note: all the students commencing this course are required to complete an LLN test and a pre-training review on the orientation day to assist Newton College to identify student's needs for additional support during their study with Newton College.

Total Core Units: 4

Total Electives Units: 8

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee AUD \$18,500 being:

Tuition Fee	AUD \$18,000
Application Fee	AUD \$250

Material Fee AUD \$250

Total Course Duration: 78 weeks

Total Terms: 6 Terms.

Pathways:

Once students have successfully completed BSB60420 Advanced Diploma of Leadership and management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma (AQF level 8) courses
- Other Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Case Study
- Project
- Written Report
- Written Question
- Role Play
- Observation

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date.

BSB61015 - Advanced Diploma of Leadership and Management Course Structure

Number of Core Units: 5

Number of Elective Units: 5

Unit Code	Unit Name
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBOPS601	Develop and implement business plans
BSBLDR602	Provide leadership across the organisation
BSBSTR601	Manage innovation and continuous improvement
BSBFIN601	Manage organisational finances
BSBXCM501	Lead communication in the workplace
BSBSTR602	Develop organisational strategies
BSBHRM613	Contribute to the development of learning and development strategies
BSBSTR801	Lead innovative thinking and practices



PSP50916 - Diploma of Interpreting (LOTE-English)

Qualification CRICOS Code: 097597G

Qualification Status: Current

AQF Level: 5

Entry Requirement:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Newton College requires that students are able to provide evidence that they:

- Must have completed at least one year of a Bachelor or a Master's degree where English is the medium of instruction.
- If the Bachelor or Master's degree is completed offshore and not completed with English as the medium of instruction, then candidates must have an IELTS 6.0 or equivalent to IELTS (no band score less than 6).
- Evidence of LOTE background learning, i.e. High School certificate/degrees awarded in LOTE countries. Otherwise a Newton College internal LOTE language proficiency test is required.

Total Core Units: 7

Total Electives Units: 5

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee AUD \$9,500 being:

Tuition Fee	AUD \$9,000
Application Fee	AUD \$200
Material Fee	AUD \$300

Total Course Duration: 26 weeks including 2 weeks of term breaks

Total Terms: 2 Terms.

Possible Employment Pathways:

Provisional interpreter on NAATI certification

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Case Study
- Project
- Written Question
- Role Play
- Observation

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date



PSP50916 - Diploma of Interpreting (LOTE-English)

Course Structure

Number of Core Units: 7

Number of Elective Units: 5

Unit Code	Unit Name
PSPTIS001	Apply codes and standards to ethical practice (Core)
PSPTIS002	Build glossaries for translating and interpreting assignments (Core)
PSPTIS003	Prepare to translate and interpret (Core)
PSPTIS040	Interpret in general dialogue settings (LOTE-English) (Core)
PSPTIS041	Interpret in general monologue settings (LOTE-English) (Core)
PSPTIS042	Manage discourses in general settings (Core)
PSPTIS043	Use routine subject matter terminology in interpreting (LOTE-English) (Core)
PSPTIS045	Demonstrate routine English proficiency in different subjects and cultural contexts
PSPTIS046	Use routine education terminology in interpreting (LOTE-English)
PSPTIS047	Use routine health terminology in interpreting (LOTE-English)
PSPTIS048	Use routine legal terminology in interpreting (LOTE-English)
SITXLAN003	Conduct oral communication in a language other than English



PSP60916 - Advanced Diploma of Interpreting (LOTE-English)

Qualification CRICOS Code: 097599F

Qualification Status: Current

AQF Level: 6

Entry Requirement:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Newton College requires that students are able to provide evidence that they:

- Must have completed at least one year of a Bachelor or a Master's degree where English is the medium of instruction.
- If the Bachelor or Master's degree is completed offshore and not completed with English as the medium of instruction, then candidates must have an IELTS 6.0 or equivalent to IELTS (no band score less than 6).
- Evidence of LOTE background learning, i.e. High School certificate/degrees awarded in LOTE countries. Otherwise a Newton College internal LOTE language proficiency test is required.
- Completed Diploma of Interpreting successfully.

Total Core Units: 8

Total Electives Units: 7

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee AUD \$12,000 being:

Tuition Fee	AUD \$11,500
Application Fee	AUD \$200
Material Fee	AUD \$300

Total Course Duration: 48 weeks including 4 weeks of term breaks

Total Terms: 4 Terms.

Possible Employment Pathways:

Certified interpreter on NAATI certification.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Case Study
- Project
- Written Report
- Written Question
- Role Play
- Observation

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date.



PSP60916 - Advanced Diploma of Interpreting (LOTE-English) Course Structure

Number of Core Units: 8

Number of Elective Units: 7

Unit Code	Unit Name
PSPTIS100	Apply codes and standards to professional judgment (Core)
PSPTIS101	Negotiate translating and interpreting assignments (Core)
PSPTIS080	Interpret in complex dialogue settings (LOTE-English) (Core)
PSPTIS081	Interpret in complex monologue settings (LOTE-English) (Core)
PSPTIS082	Interpret through communication media (Core)
PSPTIS083	Manage discourses in complex settings (Core)
PSPTIS084	Sight translate (LOTE-English) (Core)
PSPTIS085	Use complex subject area terminology in interpreting (LOTE-English) (Core)
PSPTIS086	Use chuchotage (whispered simultaneous) to interpret (LOTE-English)
PSPTIS087	Use note taking to recall and reproduce source messages (LOTE-English)
PSPTIS002	Build glossaries for translating and interpreting assignments
PSPTIS091	Use complex education terminology in interpreting (LOTE-English)
PSPTIS092	Use complex health terminology in interpreting (LOTE-English)
PSPTIS093	Use complex legal terminology in interpreting (LOTE-English)
SITXLAN004	Conduct complex oral communication in a language other than English



PSP60816 - Advanced Diploma of Translating

Qualification CRICOS Code: 097598G

Qualification Status: Current

AQF Level: 6

Entry Requirement:

- must be at least 18 years of age at the time of course commencement.
- must have completed at least Advanced Diploma where English is the medium of instruction. If the required qualification is completed offshore and not completed with English as the medium of instruction, then candidates must have an IELTS 6.0 or equivalent to IELTS (no band score less than 6).
- Evidence of LOTE background learning, i.e. High School certificate/degrees awarded in LOTE countries. Otherwise a Newton College internal LOTE language proficiency test is required.

Total Core Units: 5

Total Electives Units: 8

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee AUD \$14,000 being:

Tuition Fee	AUD \$13,500
Application Fee	AUD \$200
Material Fee	AUD \$300

Total Course Duration: 48 weeks including 8 weeks of term breaks

Total Terms: 4 Terms.

Possible Employment Pathways:

Certified translator on NAATI certification.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Case Study
- Project
- Written Report
- Written Question
- Role Play
- Observation

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date



PSP60816 - Advanced Diploma of Translating Course Structure

Number of Core Units: 5

Number of Elective Units: 8

Unit Code	Unit Name
PSPTIS100	Apply codes and standards to professional judgement (Core)
PSPTIS101	Negotiate translating and interpreting assignments (Core)
PSPTIS060	Analyse texts types for translation of special purpose texts (LOTE-English) (Core)
PSPTIS061	Quality assure translations (Core)
CUAWRT401	Edit texts (Core)
PSPTIS062	Translate special purpose texts from English to LOTE
PSPTIS064	Read and analyse special purpose English texts to be translated
SITXLAN006	Read and write documents in an language other than English
PSPTIS066	Apply theories to translating and interpreting work practices
PSPTIS067	Demonstrate complex written LOTE proficiency in different subjects and cultural contexts
PSPTIS069	Maintain and enhance professional practice
PSPTIS070	Prepare translated transcripts
PSPTIS071	Translate multimedia source material



BSB80315 - Graduate Certificate in Leadership Diversity

Qualification CRICOS Code: 095921F

Qualification Status: Current

AQF Level: 8

Entry Requirement:

- Have completed a Bachelor's degree in related fields of study.
or
- Have completed a Diploma or Advanced Diploma qualification in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
or
- Have three years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

For the purposes of entry into this qualification a degree, advanced diploma or diploma from any jurisdiction (country of origin) is acceptable. Work experience at sufficient complexity will be assessed using a process similar to RPL.

- Be at least 18 years of age or above;
- Have satisfactorily completed Australian Year 12 or equivalent
- Have demonstrated an IELTS level of at least 6.0 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Advanced or English for Academic Purposes Advanced Level.

Total Core Units: 4

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee \$9,000 being:

Tuition Fee	\$8,500
Application Fee	\$200
Material Fee	\$300

Total Course Duration: 35 weeks including 5 weeks of term breaks

Total Terms: 3 Terms.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Observation
- Project activities
- Portfolio,
- Case study
- Third-party evidence
- Reflective journal
- Written report
- Written questions

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule da

BSB80315 -Graduate Certificate in Leadership Diversity

Course Structure

Number of Core Units: 4

Unit Code	Unit Name
BSBDIV801	Conduct strategic diversity workforce planning
BSBDIV802	Conduct strategic planning for diversity learning practices
BSBLDR804	Influence and shape diversity management
BSBLDR801	Lead personal and strategic transformation



BSB80215 - Graduate Diploma in Strategic Leadership

Course Structure

Number of Core Units: 2

Number of Elective Units: 6

Unit Code	Unit Name
BSBLDR801	Lead personal and strategic transformation (Core)
BSBLDR802	Lead the strategic planning process for an organisation (Core)
BSBLDR803	Develop and cultivate collaborative partnerships and relationships
BSBLDR804	Influence and shape diversity management
BSBLDR805	Lead and influence change
BSBLDR806	Lead and influence ethical practice
BSBMGT801	Direct the development of a knowledge management strategy for a business
BSBINN601	Lead and manage organisational change



BSB80515 Graduate Certificate in Management (Learning)

Qualification CRICOS Code: 0100476

Qualification Status: Current

AQF Level: 8

Entry Requirement:

- Have successfully completed a Bachelor's degree.
or
- Have completed Advanced Diploma qualification and 2 years equivalent full-time experience at a management level.
- Be at least 18 years of age or above;
- Have satisfactorily completed Australian Year 12 or equivalent
- Have demonstrated an IELTS level of at least 6.0 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Advanced or English for Academic Purposes Advanced Level.

Total Core Units: 4

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee \$9,000 being:

Tuition Fee	AUD \$8,300
Application Fee	AUD \$200
Material Fee	AUD \$500

Total Course Duration: 30 weeks including:

- 2 study periods of 12 weeks each (24 study weeks in total).
- 6 weeks of holiday time.

Total Terms: 2 Terms.

Employment Pathway:

The employment outcomes for this vary across different industry sectors. Possible job titles and roles relevant to this qualification include:

- RTO Manager
- Career Development Manager (Education Sector)
- RTO Education Advisor
- RTO General Manager

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Observation
- Project activities
- Portfolio,
- Case study
- Third-party evidence
- Reflective journal
- Written report
- Written questions

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date

BSB80515 Graduate Certificate in Management (Learning) Course Structure

Number of Core Units: 2

Number of Elective Units: 2

Unit Code	Unit Name
BSBLDR801	Lead personal and strategic transformation
BSBLED802	Lead learning strategy implementation
BSBLDR803	Develop and cultivate collaborative partnerships and relationships
BSBINN601	Lead and manage organisational change



BSB80120 Graduate Diploma of Management (Learning)

Qualification CRICOS Code: 105058J

Qualification Status: Current

AQF Level: 8

Entry Requirement:

- Have successfully completed BSB80515 Graduate Certificate of Management (Learning) or any other qualification at Graduate Certificate level (AQF level 8).
or
- Have successfully completed a Bachelor's degree.
or
- Have completed Advanced Diploma qualification and 2 years equivalent full-time experience at a management level.
- Be at least 18 years of age or above;
- Have successfully completed academic requirements as specified above.
- Have demonstrated an IELTS level of at least 6.0 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Advanced or English for Academic Purposes Advanced Level.

Total Core Units: 8

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee \$15,400 being:

Tuition Fee	AUD \$15,000
Application Fee	AUD \$200
Material Fee	AUD \$200

Total Course Duration:

52 weeks including:

- 4 study periods of 11 weeks each (44 study weeks in total).
- 8 weeks of holiday time.

Total Terms: 4 Terms.

Employment Pathway:

Once students have successfully completed BSB80120 Graduate Diploma of Management

(Learning), they can apply for various positions as leaders and managers in an organisation where learning is used to build organisational capability. Possible job titles relevant to this qualification include:

- Head of School/RTO
- Senior Training Manager
- RTO Compliance Manager
- RTO General Manager
- Strategic Learning Development Consultant

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Observation
- Project activities
- Portfolio,
- Case study
- Third-party evidence
- Reflective journal
- Written report
- Written questions

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date

BSB80120 - Graduate Diploma of Management (Learning) Course Structure

Number of Core Units: 3

Number of Elective Units: 5

Unit Code	Unit Name
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
BSBHRM613	Contribute to the development of learning and development strategies
BSBSTR601	Manage innovation and continuous improvement
BSBSTR801	Lead innovative thinking and practices
BSBCRT611	Apply critical thinking for complex problem solving
BSBINS603	Initiate and lead applied research
BSBLDR812	Develop and cultivate collaborative partnerships and relationships



BSB40820 - Certificate IV in Marketing and Communication

Qualification CRICOS Code: 105055A

Qualification Status: Current

AQF Level: 8

Entry Requirement:

- have demonstrated an IELTS level of at least 5.5 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- have successfully completed Australian year 11 or equivalent
- are at least at age of 18 on the date of course commencement
- have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide (applicable for Level 1 countries only)

Please note: All the students commencing this course are required to complete an LLN test prior to enrolment to assist Newton College to identify student's needs for additional support during their study with Newton College.

Total Core Units: 5

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee \$9,500 being:

Tuition Fee	AUD \$9,000
Application Fee	AUD \$250
Material Fee	AUD \$250

Total Course Duration:

The duration for this program is 52 weeks including:

- 4 study periods of 11 weeks each (44 study weeks in total)
- 8 weeks of holiday time

Total Terms: 4 Terms.

Employment Pathway:

Once students have successfully completed BSB40820 Certificate IV in Marketing and Communication, they can apply for various roles across positions within the marketing sectors including but are not limited to Media Planner, Community Relations Team Leader (Local Government), Direct Marketing Officer, Assistant Advertising Account Planner, Public Relations Officer, Sales Administrator, Assistant Account Manager (Advertising), Marketing Officer, Copywriter, Advertising Account Coordinator, Market Research Assistant, Analyst, Marketing Coordinator, Promotions Assistant Manager, Media Assistant.

The further study pathways available to students who undertake this qualification include:

- BSB50620 Diploma of Marketing and Communication
- Other Diplomas or Advanced Diplomas in related fields such as marketing, business and/or management subject to meeting entry requirements of the intended qualification.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Course Assessment:

Trainer/Assessor will use the correct assessment tools to gather sufficient and quality evidence about student performance in order to make the assessment decision based on the qualification training and assessment strategy. Assessment evidence may include but not limited to:

- Observation
- Project activities
- Portfolio,
- Case study
- Third-party evidence
- Reflective journal
- Written report
- Written questions

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date

BSB40820 - Certificate IV in Marketing and Communication Course Structure

Number of Core Units: 6

Number of Elective Units: 6

Unit Code	Unit Name
BSBCMM411	Make a presentation
BSBCRT412	Articulate, present and debate ideas
BSBWRT411	Write complex documents
BSBMKG433	Undertake marketing activities
BSBMKG435	Analyse consumer behaviour
BSBMKG439	Develop and apply knowledge of communication industry
BSBMKG434	Promote products and services
BSBMKG440	Apply marketing communication across a convergent industry
BSBPEF402	Develop personal work priorities
BSBCRT411	Apply critical thinking to work practices
BSBTWK503	Manage meetings
BSBTEC303	Create electronic presentation



BSB50620 - Diploma of Marketing and Communication

Qualification CRICOS Code: 105056M

Qualification Status: Current

Entry Requirement:

- Must have successfully completed all core units in BSB42415 Certificate IV in Marketing and Communication.
- Have demonstrated an IELTS level of at least 5.5 or equivalent (test results must be no more than 2 years old)
- or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 12 or equivalent
- Are at least at age of 18 on the date of course commencement
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide (applicable for Level 1 countries only)

Please note: All the students commencing this course are required to complete an LLN test prior to enrolment to assist Newton College to identify student's needs for additional support during their study with Newton College.

Total Core Units: 3-

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee \$12,500 being:

Tuition Fee	AUD \$12,000
Application Fee	AUD \$250
Material Fee	AUD \$250

Total Course Duration:

The duration for this program is 52 weeks including:

- 44 weeks of study and 8 weeks of term break

Employment Pathway:

Once students have successfully completed BSB50620 Diploma of Marketing and Communication, they can apply for various roles across positions within the marketing sectors including but are not limited to Sales Manager, Product Manager, Public Relations Manager, Marketing Manager, Campaign Manager, Marketing Coordinator, Marketing Team Leader. The further study pathways available to students who undertake this qualification include:

- BSB60520 Advanced Diploma of Marketing and Communication
- Other Diplomas, Advanced Diplomas or Degree programs in related fields such as Business and/or Marketing, subject to meeting entry requirements of the intended qualification.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date

BSB50620 - Diploma of Marketing and Communication

Course Structure

Number of Core Units: 5

Number of Elective Units: 7

Unit Code	Unit Name
BSBMKG541	Identify and evaluate marketing opportunities
BSBMKG542	Establish and monitor the marketing mix
BSBMKG552	Design and develop marketing communication plans
BSBMKG555	Write persuasive copy
BSBPMG430	Undertake project work
BSBMKG543	Plan and interpret market research
BSBMKG546	Develop social media engagement plans
BSBMKG551	Create multiplatform advertisements for mass media
BSBCRT512	Originate and develop concepts
BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service
BSBPEF501	Manage personal and professional development



BSB60520 - Advanced Diploma of Marketing and Communication

Qualification CRICOS Code: 105057K

Qualification Status: Current

Entry Requirement:

- Must have successfully completed all core units in BSB52415 Diploma of Marketing and Communication.
- Have demonstrated an IELTS level of at least 5.5 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 12 or equivalent
- Are at least at age of 18 on the date of course commencement
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide (applicable for Level 1 countries only)

Please note: All the students commencing this course are required to complete an LLN test prior to enrolment to assist Newton College to identify student's needs for additional support during their study with Newton College.

Total Core Units: 3-

Mode of Delivery: Face-to-face 20 hours per week.

Course Fees:

Total Course Fee \$18,500 being:

Tuition Fee	AUD \$18,000
Application Fee	AUD \$250

Material Fee

AUD \$250

Total Course Duration:

The duration for this program is 78 weeks

Employment Pathway:

Once students have successfully completed BSB50620 Diploma of Marketing and Communication, they can apply for various roles across positions within the marketing sectors including but are not limited to Client Services Executive, Marketing Director, Advertising Account Director, Client Services Director, Marketing Strategist, Advertising Account Planning Manager, Marketing Manager.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma courses (AQF level 8)
- Other Advanced Diplomas or Degree programs in related fields such as Business and Marketing, subject to meeting entry requirements of the intended qualification.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued.

For details, please refer to

<https://newton.edu.au/policy-and-procedure/>

[Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date](mailto:admissions@newton.edu.au)

BSB60520 - Advanced Diploma of Marketing and Communication Course Structure

Number of Core Units: 4

Number of Elective Units: 8

Unit Code	Unit Name
BSBMKG621	Develop organisational marketing strategy
BSBMKG622	Manage organisational marketing processes
BSBMKG623	Develop marketing plans
BSBTWK601	Develop and maintain strategic business networks
BSBMKG624	Manage market research
BSBMKG626	Develop advertising campaigns
BSBMKG627	Execute advertising campaigns
BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN501	Manage budgets and financial plans
BSBLDR601	Lead and manage organisational change
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement



SIT30816 - Certificate III in Commercial Cookery

Qualification CRICOS Code: 102371B

Qualification Status: Current

Entry Requirement:

- Have demonstrated an IELTS level of at least 5.5 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 11 or equivalent
- Are at least at age of 18 on the date of course commencement
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide (applicable for Level 1 countries only)

Please note: All the students commencing this course are required to complete an LLN test prior to enrolment to assist Newton College to identify student's needs for additional support during their study with Newton College.

To satisfy the qualification requirements, for the unit SITHCCO20 Work effectively as a cook, students must complete a minimum of 48 complete service periods (shifts) of 8 hours each or 24 complete service periods (shifts) of 4 hours each in a hospitality workplace undertaking work tasks relevant to the unit content. The duration of the service periods depends on the negotiations with the host employer and student's preference of the service period duration would be taken into consideration prior to the arrangement of the work placement. Total minimum hours of work placement are 192 hours. The work placement will be unpaid and the daily working hours (service periods) may be negotiated. All students are required to maintain a logbook to record their worked hours.

Newton College will arrange/secure work placements for each student. Students will access a hospitality workplace with a commercial kitchen that serves customers to address the requirements of this unit. Workplaces may include restaurants, cafeterias,

cafes, residential caterers, in flight and other transport caterers, and event and function caterers. Students undertake duties as per work placement organisation and training package requirements under the supervision of a workplace supervisor.

Student who are already working in the commercial kitchen are encouraged to use their existing workplace to complete these service periods providing it meets the requirement's necessary to conduct the assessments. Students who are not already working may nominate a workplace.

Total Core Units: 21

Kitchen Location: 178 – 180 Victoria Street, Richmond VIC 3121

Course Fees:

Total Course Fee \$16,200 being:

Tuition Fee	AUD \$14,000
Application Fee	AUD \$250
Material Fee	AUD \$750

Total Course Duration:

The duration for this program is 52 weeks including:

- 44 weeks of study and 8 weeks of term break

Employment Pathway:

Once students have successfully completed SIT30816 Certificate III in Commercial Cookery, they can apply for jobs within the marketing industry which can include chefs at restaurants, hotels, clubs, pubs, cafés, and/or coffee shops.

The further study pathways available to students who undertake this qualification include:

- SIT40516 Certificate IV in Commercial Cookery
- SIT50416 Diploma of Hospitality Management
- or any other Diploma level qualification with the SIT Tourism, Travel and Hospitality Training Package.

Credit Transfer:

Credit may be awarded on the basis of a combination of Credit Transfer plus an individual RPL assessment for additional learning.

For international students, any reduction in overall course duration brought about by RPL/Credit transfer is reported via PRISMS and an appropriate eCoE issued. For details, please refer to <https://newton.edu.au/policy-and-procedure/>

Note: Domestic student please contact Marketing Manager or email admissions@newton.edu.au for the course schedule date

Kitchen pictures:



SIT30816 - Certificate III in Commercial Cookery

Course Structure

Number of Core Units: 21

Number of Elective Units: 4

Unit Code	Unit Name
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP001	Clean kitchen premises and equipment
SITHKOP002	Plan and cost basic menus
SITHPAT006	Produce desserts
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices
SITXWHS002	Identify hazards, assess and control safety risks
BSBITU306	Design and produce business documents
SITHIND002	Source and use information on the hospitality industry
SITXCCS006	Provide service to customers

SIT40516 - Certificate IV in Commercial Cookery

Qualification CRICOS Code: 102372A

Qualification Status: Current

Entry Requirement:

- Have demonstrated an IELTS level of at least 5.5 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 11 or equivalent
- Are at least at age of 18 on the date of course commencement
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide (applicable for Level 1 countries only)

Please note: All the students commencing this course are required to complete an LLN test prior to enrolment to assist Newton College to identify student's needs for additional support during their study with Newton College.

To satisfy the qualification requirements, work placement of 240 hours must be successfully completed, and a logbook must be maintained. For the unit SITHCCC020 Work effectively as a cook, students must complete a minimum of 48 complete service periods (shifts) of 8 hours each or 24 complete service periods (shifts) of 4 hours each in a hospitality workplace undertaking work tasks relevant to the unit content. Similarly, for the unit SITHKOP005 Coordinate cooking operations, students must complete a minimum of 6 complete service periods (shifts) of 8 hours each or 12 complete service periods (shifts) of 4 hours each. The duration of the service periods depends on the negotiations with the host employer and student's preference of the service period duration would be taken into consideration prior to the arrangement of the work placement. Total minimum hours of work placement are 240 hours. The work placement will be unpaid and the daily working hours (service periods) may be negotiated. All students are

required to maintain a logbook to record their worked hours.

Newton College will arrange/secure work placements for each student. Students will access a hospitality workplace with a commercial kitchen that serves customers to address the requirements of this unit. Workplaces may include restaurants, cafeterias, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. Students undertake duties as per work placement organisation and training package requirements under the supervision of a workplace supervisor.

Student who are already working in the commercial kitchen are encouraged to use their existing workplace to complete these service periods providing it meets the requirement's necessary to conduct the assessments. Students who are not already working may nominate a workplace.

Total Core Units: 26

Kitchen Location: 178 – 180 Victoria Street, Richmond VIC 3121

Course Fees:

Total Course Fee \$19,000 being:

Tuition Fee	AUD \$18,000
Application Fee	AUD \$250
Material Fee	AUD \$750

Total Course Duration:

The duration for this program is 78 weeks including:

- 66 weeks of study and 12 weeks of term break

Employment Pathway:

Once students have successfully completed SIT40516 Certificate IV in Commercial Cookery, they can apply for jobs within the marketing industry which can include chefs at restaurants, hotels, clubs, pubs, cafés, and/or coffee shops.

The further study pathways available to students who undertake this qualification include:

- SIT50416 Diploma of Hospitality Management
- or any other Diploma level qualification with the SIT Tourism, Travel and Hospitality Training Package

SIT40516 - Certificate IV in Commercial Cookery

Course Structure

Number of Core Units: 26

Number of Elective Units: 7

Unit Code	Unit Name
BSBDIV501	Manage diversity in the workplace
BSBSUS401	Implement and monitor environmentally sustainable work practices
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP005	Coordinate cooking operations
SITHKOP002	Plan and cost basic menus
SITHKOP004	Develop menus for special dietary requirements
SITHPAT006	Produce desserts
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXHRM003	Lead and manage people
SITXINV002	Maintain the quality of perishable items
SITXMGT001	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices
SITXWHS002	Identify hazards, assess and control safety risks
SITXFIN004	Prepare and monitor budgets
BSBFIA401	Prepare financial reports
BSBITU306	Design and produce business documents
SITXCCS006	Provide service to customers
SITHIND002	Source and use information on the hospitality industry
SITXCCS007	Enhance customer service experiences

SIT50416 - Diploma of Hospitality Management

Qualification CRICOS Code: 102373M

Qualification Status: Current

Entry Requirement:

- Have demonstrated an IELTS level of at least 5.5 or equivalent (test results must be no more than 2 years old) or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 11 or equivalent
- Are at least at age of 18 on the date of course commencement
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Newton College is able to provide (applicable for Level 1 countries only)

Please note: All the students commencing this course are required to complete an LLN test prior to enrolment to assist Newton College to identify student's needs for additional support during their study with Newton College.

Recommendation: It is highly recommended that student should have successfully completed SIT30816 Certificate III in Commercial Cookery or SIT40516 Certificate IV in Commercial Cookery prior commencing this course, although this is not a mandatory entry requirement.

To satisfy the qualification requirements, work placement of 240 hours must be successfully completed, and a logbook must be maintained. For the unit SITHCCO20 Work effectively as a cook, students must complete a minimum of 48 complete service periods (shifts) of 8 hours each or 24 complete service periods (shifts) of 4 hours each in a hospitality workplace undertaking work tasks relevant to the unit content. Similarly, for the unit SITHKOP005 Coordinate cooking operations, students must complete a minimum of 6 complete service periods (shifts) of 8 hours each or 12 complete service periods (shifts) of 4 hours each. The duration of the service periods depends on the negotiations with the host employer and student's preference of the service period duration would be

taken into consideration prior to the arrangement of the work placement. Total minimum hours of work placement are 240 hours. The work placement will be unpaid and the daily working hours (service periods) may be negotiated. All students are required to maintain a logbook to record their worked hours.

Newton College will arrange/secure work placements for each student. Students will access a hospitality workplace with a commercial kitchen that serves customers to address the requirements of this unit. Workplaces may include restaurants, cafeterias, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. Students undertake duties as per work placement organisation and training package requirements under the supervision of a workplace supervisor.

Student who are already working in the commercial kitchen are encouraged to use their existing workplace to complete these service periods providing it meets the requirement's necessary to conduct the assessments. Students who are not already working may nominate a workplace.

Total Core Units: 15

Kitchen Location: 178 – 180 Victoria Street, Richmond VIC 3121

Course Fees:

Total Course Fee \$25,200 being:

Tuition Fee	AUD \$23,000
Application Fee	AUD \$250
Material Fee	AUD \$750

Total Course Duration:

The duration for this program is 104 weeks including:

- 88 weeks of study and 16 weeks of term break

Employment Pathway:

Once students have successfully completed SIT50416 Diploma of Hospitality Management, they can apply for jobs within the marketing industry which can include chefs at restaurants, hotels, clubs, pubs, cafés, and/or coffee shops.

The further study pathways available to students who undertake this qualification include:

- SIT60316 Advanced Diploma of Hospitality Management
- SIT60216 Advanced Diploma of Event Management
- or any other Diploma or Advanced Diploma level qualification within the SIT Tourism, Travel and Hospitality Training Package or any other accredited course at Advanced Diploma level.



SIT50416 - Diploma of Hospitality Management

Course Structure

Number of Core Units: 15

Number of Elective Units: 13

Unit Code	Unit Name
BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
SITXCCS007	Enhance customer service experiences
SITXCCS008	Develop and manage quality customer service practices
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM002	Roster staff
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXWHS003	Implement and monitor work health and safety practices
SITXWHS002	Identify hazards, assess and control safety risks
SITHCCC020	Work effectively as a cook
SITHKOP005	Coordinate cooking operations
SITXFSA001	Use hygienic practices for food safety
BSBADM502	Manage meetings
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC019	Produce cakes, pastries and breads
SITHPAT006	Produce deserts
BSBSUS501	Develop workplace policy and procedures for sustainability
SITHIND002	Source and use information on the hospitality industry
SITXCCS006	Provide service to customers
BSBCMM401	Make a presentation
BSBITU306	Design and produce business documents

General English Course Information

Levels	Elementary, Pre-Intermediate, Intermediate, Upper intermediate
Duration	11 weeks per level
Starting dates	You can start any week (except holidays – contact us)
Hours per week	20
Visas	Any visa which allows you to study in Australia, including student visa, working holiday visa and tourist visa (some visas may limit the total number of study weeks)
Entry requirements	<ul style="list-style-type: none"> You must be at least 18 years old at the course commencement Subject to levels from IELTS 3.5 to IELTS 5.0

Who is this course for?

It's for anyone who would like to improve their English in a general way! It covers English that is useful in everyday life. If you want to improve your English for university, higher education, TAFE or VET study and your English level is Intermediate and higher, then please see our EAP course.

What will I learn on the course?

The course covers all areas of English: speaking, listening, writing and reading. To help you with these skills, there will also be plenty of vocabulary, pronunciation and grammar. We focus on the English that is most important to most people – that is, real life English.

What are the teaching methods?

At Newton, we believe that people learn best when they are enjoying themselves, are interested in what they are learning and when the study is similar to real life. We also believe that people learn by doing – that is, to learn to speak English, people have to do a lot of speaking practice, and to listen more easily, people have to do lots of listening practice.

Therefore, in your lessons you will do a lot of practice in real-life situations. There will be a lot of discussions, role-plays, reading of interesting magazine articles and websites, writing to communicate with people around the world, and listening to people with a range of accents.

Each week has a different topic. Topics are chosen to be useful to you in real life and to be interesting. From time to time you will also go outside class to practise English in the real world.

Will there be any assessment?

There will be formative tests, and teachers will also give you marks for homework and class activities such as speaking. Assessment will help you to see your progress, so that teachers can find which areas to give extra attention to. All assessment is very supportive – completely different from exams at school!

What do I get when I finish?

When you finish your course, we will give you a certificate and a report. This shows your grades and the levels you studied at.

EAP Course Information

Levels	Intermediate, Upper Intermediate and Advanced
Duration	11 weeks per level
Starting dates	You can start any week (except holidays – contact us)
Hours per week	20
Visas	Any visa which allows you to study in Australia, including student visa, working holiday visa and tourist visa (some visas may limit the total number of study weeks)
Entry requirements	<ul style="list-style-type: none"> You must be at least 18 years old at the course commencement Subject to levels from IELTS 4.5 to IELTS 5.5

Who is this course for?

This course is for anyone aged 18 or over who is preparing to study for a degree or classroom-based VET course where the study is in English. Even if your English is already good enough for further study, an EAP course can help you understand how to do assignments well – and thus make your further study easier. It may even help you get higher grades in your qualification!

What will I learn on the course?

This course covers academic English: the English you will need for further study. It includes speaking, listening, writing and reading, including listening to lectures, speaking in tutorials, giving presentations, reading academic texts, and writing essays and reports. To help you with these skills, there will also be plenty of vocabulary and grammar to help you succeed in your future course.

What are the teaching methods?

At Newton, we believe that people learn best when they are interested in what they are learning and when the study relates to real life. We also believe that people learn by doing – thus you will complete projects such as essays and presentations that are similar to university

or VET assignments – with a lot of help from the teacher, of course! You will also listen to lectures, read academic texts, and take part in discussions.

Vocabulary and grammar learning will be in the context of real-world academic tasks.

We also believe that language learning should be communicative and interactive. You will spend a lot of speaking with other students, because this will help you to learn effectively.

How will my English be assessed?

Continuous assessment is used. Your teachers will give you marks and feedback for the projects you do, as well as for work in class and for homework. You will also have a weekly test covering reading, listening or writing. The purpose of assessment is for you to see your progress, and so that teachers can find which areas to give extra attention to. All assessment is supportive – perhaps very different from your exams at school! Feedback from assessment is part of learning: your teacher will help you to improve for the next task.

What do I get when I finish?

When you finish your course, we will give you a certificate and a report. This shows your grades and the levels you studied at.

How to Apply (International Students)

1. Select the course you wish to study.

The list of the courses, fees and the entry requirements can be found in the International Student Prospectus locate on <https://newton.edu.au/student-prospectus-brochure/>.

2. Complete the International Student Application Form, sign and send with all the following supporting documentation.

- Certified copy of Passport page and visa page
- Certified copy of academic transcript and certificate of the highest previous study
- IELTS Certificate

3. You can apply directly or through Newton approved agent.

If applying directly, please send the completed International Student Application Form and the supporting documents to admissions@newton.edu.au.

4. Please read the Newton policy and procedure that are located on <https://newton.edu.au/policy-and-procedure/>.

5. Once being admitted, you will be issued with a Letter of Offer, which will include the tuition fees and other costs associated with your selected course(s) as well as a Written Agreement.

(Note – the offer may be conditional on providing certain documentation or/and meeting certain entry requirements)

6. Students from countries that require Pre-Visa Approval (PVA) will not need to forward fees until PVA has been granted by the Department of Home Affairs (DHA).

7. Pay these fees as per your Letter of Offer:

- Course fees
- Enrolment fees
- Overseas Student Health Cover (OSHC)

Fees can be paid via a Bank Draft made payable to Newton College, directly to our bank account or via credit card.

Our Postal Address:

Brisbane Campus: 98 Cleveland Street,
Greenslopes, Brisbane QLD 4120

Melbourne Campus:

Level 10, 190 Queen street, Melbourne VIC 3000

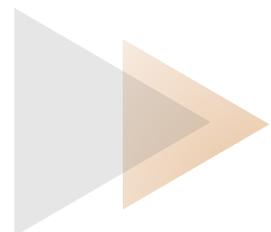
Level 10, 108 Lonsdale street, Melbourne VIC 3000

Email: admissions@newton.edu.au

8. Once we receive your payment and signed Written Agreement, we will issue an electronic Confirmation of Enrolment (eCoE) and you will be able to organise your student visa application process.

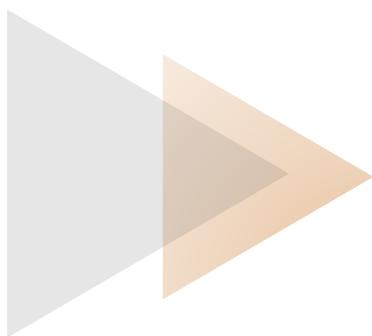
For more information about Australian Student Visa: <https://www.homeaffairs.gov.au/>

TPS: <https://tps.gov.au/Home/NotLoggedIn>



How to Apply (Domestic Students)

- 1.** Complete the Domestic Student Application Form and send the completed form to admissions@newton.edu.au, along with the following documents and application fees of AUD 200 (non-refundable).
 - Certified copy of Passport page and visa page
 - Certified copy of academic transcript and certificate of the highest previous study
 - IELTS Certificate
- 2.** For courses and fees details, please visit Newton website <https://newton.edu.au/student-prospectus-brochure/>.
- 3.** Once being admitted, you will be issued with a Letter of Offer, which will include the tuition fees and other costs associated with your selected course(s).
- 4.** You needs to accept the offer and submit to admissions@newton.edu.au with the deposit payment.
For details of the Newton policy please visit <https://newton.edu.au/policy-and-procedure/>.
- 5.** On receipt of payment Newton will issue an Enrolment Confirmation via email with the proposed course start date.



Refund

Newton will refund tuition fees in accordance with the provisions of applicable legislation. The CEO will review the refund schedule annually. The schedule will be included in the student Written Agreement and in this Policy and Procedure. Newton will make the refund to a prospective, current or former student under this policy or to the student's authorised education agent in Written Agreement. Refunds will be made using the same method as was used to make the initial payment. For example, if tuition fees were made by credit card, a refund of those tuition fees will be made by payment to that card.

The student must submit a refund application by completing the Refund Application Form which can be downloaded from the Newton website. Supporting documents must be submitted with the application if applicable. The RTO Manager will assess the refund application and calculate the refund amount. The application outcome must be provided to student in writing within 10 business days from the receipt of the application.

The refund will be paid to the student's/nominated agent's bank account within 20 business days (student default) or within 14 days (provider default). The refund application form will be archived in the student's file.

Provider Default	
Newton fails to provide the course that student is admitted prior to the course commencement, and the student cannot be placed, or reject the placement arranged by Newton.	100% refund of tuition fees (application fee is non-refundable)
Newton fails to provide the course after student has commenced but before it is completed, and the student cannot be placed, or reject the placement arranged by Newton	100% refund of the unspent tuition fees Application fee is non-refundable
Student Default	
Visa refusal prior to the course commencement (offshore)	100% refund of tuition (application fee is non-refundable)
Visa refusal due to fraudulent, forged document or deliberately misleading information	No refund
Visa refusal (extension) after the course commencement	100% refund of the unspent tuition fees (application fee is non-refundable)
Withdrawal Notified in writing to Newton 28 days prior to course commencement	70% refund of the tuition and non-tuition fees for term withdraw from 100% refund of the paid tuition and non-tuition fees for the subsequent term(s) (application fee is non-refundable)
Withdrawal Notified in writing to Newton 14 days prior to course commencement	50% refund of the tuition and non-tuition fees for term withdraw from 100% refund of the paid tuition and non-tuition fees for the subsequent term(s) (application fee is non-refundable)
Withdrawal Notified in writing to Newton on or after 2 weeks prior to or after course commencement	No refund

(Refer to the NC Fees, Charges and Refund Policy and Procedure for details.)

Transfer between Registered Providers

This policy applies to all overseas students studying with Newton College (NC) on a student visa and prospective students on a student visa who seek to transfer to NC.

NC assesses requests from students for a transfer between NC and other registered providers, prior to the student completing 6 months of his/her principal course of study, in accordance with this policy and procedure.

In line with Standard 7 of the National Code 2018, NC will not knowingly enrol an overseas student wishing to transfer from another registered provider's course prior to the student completing 6 months of their principal course of study, except in limited circumstances as below:

- Releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
- Releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider;
- Releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS;
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change

Note that in the very rare circumstances where the original provider or course has ceased to be registered, or sanctions have been placed by the Australian government or by Federal Regulator, by which student cannot continue his/her course at original provider, NC will not consider 'release' information on PRISMS. Evidence of this occurrence would be placed in the student file.

For more information, please visit:

http://www.newton.edu.au/Newton/Services/PoliciesProceduresForms/Transfer%20Between%20Registered%20Providers%20Policy%20and%20Procedure_V2.1.pdf



Deferring, Suspending and Cancelling Overseas Student Enrolment

Newton College, in accordance with the ESOS Act 2000 and the National Code (Standard 9 of National Code 2018), has the authority to defer, suspend or cancel the enrolment of a student. This authority can be exercised based on the following criteria:

- If NC deem there to be compassionate and compelling circumstances (such as serious illness, injury or death in the family, political upheaval or natural disaster in the students' home country, a traumatic experience or other documented serious matters),
- If NC deem that there has been serious misbehaviour by the student
- If a student fails to pay the agreed fees as clearly indicated in the Written Agreement signed by the student
- If a student fails to make sufficient course progress in accordance with the Course Progress Policy & Procedure
- If a student fails to meet the required attendance requirements of the course as described in the Course Progress Policy & Procedure

If NC initiates the process of suspension or cancellation of a student's enrolment, before any action is taken NC will:

- Inform the student in writing of its intention to suspend or cancel the student's enrolment
- Include an explanation as to why this action is being initiated and,
- Advise the student of their right to appeal through the NC Complaints and Appeals process within 20 working days
- When NC actions the deferral, suspension or cancellation of a student's enrolment, NC will:
- Inform the student that they must seek advice from immigration regarding any potential impacts on their student visa
- Report the change of enrolment in PRISMS within 31 days

NC will ensure that the suspension or cancellation of the student's enrolment will not take place until all internal avenues for appeal have been exhausted unless there are extenuating circumstances that negatively impact on the student's safety and wellbeing, which may put the student at risk.

NC will ensure that the process for assessing, approving/rejecting and recording of the deferment, suspension and cancellation of students' enrolment is documented.

For more information, please visit:

http://www.newton.edu.au/Newton/Services/PoliciesProceduresForms/Deferring,%20Suspending%20and%20Cancelling%20Overseas%20Student%20Enrolment%20Policy%20and%20Procedure_V2.1.pdf

RPL and Credit Transfer

RPL Process

1. The candidate contacts Newton College and enquires about RPL.
2. Newton College provides the candidate with information about RPL. If the candidate decides they would like to proceed with RPL, Newton College must supply them with a copy of the RPL Self-Assessment Tool.
3. The candidate completes the RPL Self-Assessment Tool, identifying units they would like to apply for and evidence they could submit.
4. The candidate sends their RPL Self-Assessment Tool, a copy of their CV and any certified copies of relevant qualifications back to Newton College.
5. Newton College reviews the self-assessment checklists to determine if the candidate is suitable to proceed with the RPL process. This will include contacting the candidate to discuss the following:
 - Their work experience and anything of interest in their CV (for example, has the candidate worked in a different number of job roles, have they worked in a number of different workplaces, or the same one, professional development experiences, etc.).
 - The items they ticked/did not tick in their self-assessments.
 - The items listed in their evidence brainstorm (for example, will these add value to their application, or will you see evidence of their work when they complete the assigned tasks?).
 - The third party person – who is it, how long have they known the candidate in a professional capacity, etc.
6. The assessor makes a decision on the candidate's suitability for RPL. (If the candidate's work experience, skills and knowledge do not accurately reflect the requirements of the qualification or units therein, the candidate should be provided with information about formal training opportunities for this qualification. The candidate can then make a decision as to whether they would like to enrol in the course.
7. The successful candidate receives a copy of the:
 - Written agreement
 - Invoice for RPL assessment
 - RPL Evidence Tool
 - RPL Third Party Tool (assessor must indicate in this document which units are being applied for, if the candidate is not applying for the entire qualification).
8. The assessor contacts the candidate to discuss:
 - How to work through the RPL Evidence Tool
 - Arrangements for workplace observations (where applicable, and in consultation with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately, and that the workplace has access to required equipment and resources)
9. The assessor participates in the RPL assessment process, which will include:
 - Visiting the candidate's workplace to observe completion of practical tasks (where applicable)
 - Completing verbal questioning (either over the phone, Skype or other video conference tool, or in person)
 - Being available to provide support and assistance to the candidate as required.

10. The candidate submits their RPL Evidence Tool booklet and their evidence portfolio.
11. The assessor checks the third-party person's ratings, feedback and comments in the RPL Third Party Tool.
12. Where necessary, the assessor contacts the third-party person to discuss anything that requires further clarification.
13. The assessor contacts the candidate's professional referees to discuss the candidate's workplace competency.
14. The assessor contacts the candidate once an outcome has been made – all outcomes are to be summarised in the Assessment Outcome Summary in this document.
15. The assessor forwards all documents to Newton College's office for record keeping (see below).

CT (Credit Transfer)

1. Applicants for credit transfer must complete the Credit Transfer Application form, attach a copy of a Qualification, Statement of Results (academic transcript) or Statement of Attainment and submit the application to the RTO manager.
2. The RTO Manager must check the qualifications, Statement of Results (academic transcript) or Statement of Attainment, and grant credit transfers for identical units that have been identified as being completed at another Registered Provider.
3. The student and the RTO manager must sign the completed credit transfer record.
4. Granting of credit transfer must be recorded as a unit outcome in the student file/student management system.
5. After credit transfer is granted, a student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed in the student file.
6. If possible, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
7. Any course duration reduction as a result of Credit Transfer granted to students must be indicated on:
 - Confirmation of Enrolment, if granted prior to the issue of a Visa, or
 - PRISMS, if granted after the issue of a Visa.
8. The following document must be placed in the student file:
 - Verified copies of qualifications
 - Statement of Results (academic transcript)
 - Statements of Attainment
 - Credit Transfer Application form

For more information, please visit:

www.newton.edu.au/Newton/Services/PoliciesProceduresForms/RPL%20and%20Credit%20Transfer%20Policy%20and%20Procedure_V1.0.pdf

Complaints and Appeals

Newton College (NC) ensures that students have ready access to a robust and fair complaints and appeals process. These processes are independent, easily and immediately accessible, and inexpensive for the parties involved. This policy establishes the rules under which NC must act in response to a student complaint or appeal against a decision made by NC.

- NC will ensure that students have a clear understanding of the steps involved in the procedure by providing procedural information on the NC website and in the student Written Agreement and by explaining the process on the orientation.
- All students submitting a complaint or appeal must be treated fairly, professionally, transparently and without repercussion for making such a complaint or appeal.
- The processing of a complaint or appeal must be commenced within 10 days of it being received by NC.
- Students should ideally attempt to resolve a complaint informally prior to lodging a formal complaint.
- In all cases where a formal complaint is made, NC will provide a response to the student.
- In all cases where an outcome has been reached, NC will inform the student (in writing) of the outcome of the appeal that clearly explains the reasons for that outcome. NC will retain copies of all such written communications, outcomes and reasoning.
- All students attending an appeal panel review are entitled to be accompanied by a support person of their choice.
- In situations where a student's internal appeal has been rejected, the student will be informed of the options available to them outside those offered by NC, if they wish to escalate the complaint or appeal beyond the NC processes. NC will inform students of their options for external appeal within 10 working days of making a decision.
- In a situation where an appeal (internal or external) is upheld, NC will immediately action that outcome and advise the student of the outcome and any follow up action.
- NC will ensure corrective action is taken in response to any complaint or appeal to mitigate any reoccurrence that may lead to similar complaints and appeals being lodged in the future.
- NC will collect the data about complaints and appeals and record the data in the Complaint Register.
- This data will include action taken to address the root cause of complaints, the follow-up and the outcome of the complaints/appeals. Evidence of complaints and appeals will be saved in the Complaints and Appeals folder, as well as the minutes of staff meetings at which actions arising from complaints were agreed and other relevant documentation. The folder will be managed by the RTO Manager and placed in a secured place.
- Complaints and appeals may be made in regards with but not limited the following issues:
 - Enrolment process
 - Education agents
 - Campus facilities and resources (including the kitchen resources)
 - Training
 - Staff
 - Academic results
 - Course progress
 - Discrimination, harassment and bullying
 - Fees and refunds
 - Other students of NC
 - Any other party directly or indirectly related to NC

For more information, please visit:

www.newton.edu.au/Newton/Services/PoliciesProceduresForms/Complaints%20and%20Appeals%20Policy%20and%20Procedure_V1.2.pdf

Student Support

Newton College ensures that all students are given support while studying at NC. This support includes both academic support and non-academic support. NC ensures that students are made aware of the support available and that all these services are made available to students at no additional cost.

An orientation program is conducted before the classes begin and is compulsory for all newly commencing students. The program includes an introduction to NC, its services and facilities as well as a basic introduction to Australian culture, society and life. Students are also introduced to the academic culture and rules of the Institute that are necessary for successful study. A complete orientation will ensure students are adequately prepared for study at NC and integrating into Australian society. The information that will be covered in the orientation program is described in detail in the procedure.

NC provides:

- The opportunity for students to participate in services, and provides services designed to assist students in meeting course requirements. These services include learning advice and English support.
- The opportunity for students to access welfare-related support services to assist with issues that may arise during their study, including course progress and accommodation issues. These services are provided at no additional cost to the student.
- Designated members (see below) of staff are the official point of contact for students.
- Staff members who interact directly with students are aware of the obligations of the Institute under the ESOS framework and the potential implications for students arising from the exercise of these obligations.

For more information, please visit:

www.newton.edu.au/Newton/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure_V1.2.pdf



Courses and Fees

CRICOS Code	Course Code and Course Name	CRICOS Tuition Fee	Application Fee	Material Fee	Total CRICOS Course Fee
094911E	BSB50215- Diploma of Business	AUD\$12,500	AUD\$250	AUD\$250	AUD\$12,000
105053C	BSB60120 - Advanced Diploma of Business	AUD\$18,500	AUD\$250	AUD\$250	AUD\$18,000
104325C	BSB50420- Diploma of Leadership and Management	AUD\$9,500	AUD\$250	AUD\$250	AUD\$10,000
105054B	BSB60420- Advanced Diploma of Leadership and Management	AUD\$18,500	AUD\$250	AUD\$250	AUD\$18,000
097597G	PSP50916- Diploma of Interpreting (LOTE-English)	AUD\$9,000	AUD\$200	AUD\$300	AUD\$9,500
097599F	PSP60916- Advanced Diploma of Interpreting (LOTE-English)	AUD\$11,500	AUD\$200	AUD\$300	AUD\$12,000
097598G	PSP60816- Advanced Diploma of Translating	AUD\$13,500	AUD\$200	AUD\$300	AUD\$14,000
095921F	BSB80315- Graduate Certificate in Leadership Diversity	AUD\$8,500	AUD\$200	AUD\$300	AUD\$9,000
095922E	BSB80215- Graduate Diploma of Strategic Leadership	AUD\$14,500	AUD\$200	AUD\$300	AUD\$15,000
0100476	BSB80515- Graduate Certificate in Management (Learning)	AUD\$8,300	AUD\$200	AUD\$500	AUD\$9,000
105058J	BSB80120- Graduate Diploma of Management (Learning)	AUD\$15,400	AUD\$200	AUD\$200	AUD\$15,000
105055A	BSB40820-Certificate IV in Marketing and Communication	AUD\$9,500	AUD\$250	AUD\$250	AUD\$9,000
105056M	BSB50620-Diploma of Marketing and Communication	\$AU 12,500	AUD\$250	AUD\$250	AUD\$12,000
105057K	BSB60520-Advanced Diploma of Marketing and Communication	\$AU 18,500	AUD\$250	AUD\$250	AUD\$18,000
102371B	SIT30816-Certificate III in Commercial Cookery	\$AU 15,000	AUD\$250	AUD\$750	AUD\$14,000
102372A	SIT40516-Certificate IV in Commercial Cookery	\$AU 19,000	AUD\$250	AUD\$750	AUD\$18,000
102373M	SIT50416-Diploma of Hospitality Management	\$AU 24,000	AUD\$250	AUD\$750	AUD\$23,000
098558G	General English	AUD280/Week	AUD\$200	AUD\$80/Level	AUD\$16,640
098559F	English for Academic Purposes	AUD310/Week	AUD\$200	AUD\$80/Level	AUD\$12,795

Please Note:

Newton College does not guarantee that:

- A learner/student will successfully complete a training product on its scope of registration; OR
- A training product can be completed in a manner which does not meet the requirements of Clause 1.1 and 1.2 of Standards of Registered Training Organisation 2015; OR
- A learner/student will obtain a particular employment outcome where this is outside the control of the Newton College.



NEWTON
COLLEGE

CONTACT DETAILS

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Website: www.newton.edu.au

Disclaimer: Newton College reserves the right to discontinue, change or remove any course or units, fees, admission requirements or other details without notice. Please check all the details at the time of enrolment.