NEWTON COLLEGE

Innovation · Knowledge · Creation

INTERNATIONAL STUDENT
PROSPECTUS

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

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 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 campuses (Queen Street Campus and Swanston Street Campus) are situated in the heart of Melbourne, in the central business district (CBD), within walking distance to the worldwide travel attraction like Parliament, Flinders Street Railway Station, Bourke Street mall, Melbourne Central, etc. 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.

All 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 and some of the tourist attractions.

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 campuses (Queen Street Campus and Swanston Street Campus) are 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.

Google Map Links:

Queen Street Campus: https://maps.app.goo.gl/caVSDxeEEtbvGS287
Swanston Street Campus: https://maps.app.goo.gl/DDPEXp6M39BGyWAw6
Brisbane Campus: https://maps.app.goo.gl/CmaPFWKtcFMeUuy7A

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.studyaustralia.gov.au/

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 2019, QS Best Student Cities and Global Finance Best 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

https://www.gfmag.com/global-data/non-economic-data/best-cities-to-live

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 it 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

Why choose Australia?

9 of the world's top 100 universities
Source: QS World University Rankings 2024

95% of universities ranked globally
Source: QS World University Rankings 2024

6 of the world's top 50 student cities
Source: QS Best Student Cities 2024

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:
https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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:
https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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:
https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs

Newton College Commitment

Privacy Statement

Information collected about an individual learner can be provided by Newton College to the Commonwealth including the TPS or state or territory agencies, in certain circumstances, to the Australian Government and designated authorities; in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

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.

For any other third party, Newton College will only release student information only with the written consent of the student. Newton College will endeavour to take all reasonable steps to protect personal information from misuse, loss or unauthorised access, modification or disclosure.

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

Course Code	Course Title
BSB50120	Diploma of Business
BSB60120	Advanced Diploma of Business
BSB50420	Diploma of Leadership and Management
BSB60420	Advanced Diploma of Leadership and Management
BSB40820	Certificate IV in Marketing and Communication
BSB50620	Diploma of Marketing and Communication
BSB60520	Advanced Diploma of Marketing and Communication
BSB80120	Graduate Diploma of Management (Learning)
BSB80320	Graduate Diploma of Strategic Leadership
PSP50922	Diploma of Interpreting
PSP60822	Advanced Diploma of Translating
SIT30821	Certificate III in Commercial Cookery
SIT40521	Certificate IV in Kitchen Management
SIT50422	Diploma of Hospitality Management
SIT60322	Advanced Diploma of Hospitality Management
Non AQF Award	General English
Non AQF Award	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 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 12

Total Core Units: 5

Total Electives Units: 7

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each 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 44 weeks of study and 8 weeks of break.

Total Terms: 4 Terms of 11 weeks each

Possible Employment Pathways:

Executive Officer, Business Development Manager, Project Consultant, Compliance Manager (Local Government), Office Manager, Business Sales Team Leader, Administrator, Corporate Services Manager, Administration Manager (Local Government), Evaluation, Records Management Coordinator, Team Leader, Procurement Officer, Unit Leader, Project Coordinator, Administration Manager, Customer Service Manager, Procurement and Contract Manager, Records Manager, Environmental Compliance Officer (Local Government), etc.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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

BSB50120 - Diploma of Business Course Structure

Course Description:

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Total Number of Units: 12

Unit Code	Core / Elective	Unit Name
BSBCRT511	Core	Develop critical thinking in others
BSBFIN501	Core	Manage budgets and financial plans
BSBOPS501	Core	Manage business resources
BSBSUS511	Core	Develop workplace policies and procedures for sustainability
BSBXCM501	Core	Lead communication in the workplace
BSBOPS502	Elective	Manage business operational plans
BSBOPS503	Elective	Manage administrative systems
BSBOPS504	Elective	Manage Business Risk
BSBCRT512	Elective	Originate and Develop Concepts
BSBLDR522	Elective	Manage people performance
BSBTWK502	Elective	Manage team effectiveness
BSBTWK503	Elective	Manage meetings

BSB60120 – Advanced Diploma of Business

Qualification CRICOS Code: 105053C

Qualification Status: Current

AQF Level: 6

Entry Requirement:

Entry to this qualification is limited to those who:

- 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:
- 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 10

Total Core Units: 5

Total Electives Units: 5

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each 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 including 66 weeks of study and 12 weeks of break.

Total Terms: 6 Terms of 11 weeks each

Possible Employment Pathways:

Quarry Business Manager, Business Analyst, Senior Executive, Business Development Director, Administrator.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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

BSB60120 – Advanced Diploma of Business Course Structure

Course Description:

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Total Number of Units: 10

Unit Code	Core / Elective	Unit Name
BSBCRT611	Core	Apply critical thinking for complex problem solving
BSBFIN601	Core	Manage organisational finances
BSBOPS601	Core	Develop and implement business plans
BSBSUS601	Core	Lead corporate social responsibility
BSBTEC601	Core	Review organisational digital strategy
BSBSTR601	Elective	Manage innovation and continuous improvement
BSBLDR601	Elective	Lead and manage organisational change
BSBHRM613	Elective	Contribute to the development of learning and development strategies
BSBSTR602	Elective	Develop organisational strategies
BSBSTR801	Elective	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 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 12

Total Core Units: 6

Total Electives Units: 6

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each 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 44 weeks of study and 8 weeks of break.

Total Terms: 4 Terms of 11 weeks each

Possible Employment Pathways:

Transport Manager, Distribution Centre Manager, Information Services Manager, Manager, Corporate Services Manager, Public Sector Manager, Senior Manager (Public Sector), Office Manager, Legal Practice Manager, Operations Manager, Warehouse Manager, Business Development Manager, Production Manager, Business Manager, etc.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/Policies ProceduresForms.php

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

BSB50420 - Diploma of Leadership and Management Course Structure

Course Description:

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Total Number of Units: 12

Unit Code	Core / Elective	Unit Name
BSBCMM511	Core	Communicate with influence
BSBCRT511	Core	Develop critical thinking in others
BSBLDR523	Core	Lead and manage effective workplace relationships
BSBOPS502	Core	Manage business operational plans
BSBPEF502	Core	Develop and use emotional intelligence
BSBTWK502	Core	Manage team effectiveness
BSBTWK503	Elective	Manage Meetings
BSBTWK502	Elective	Manage Team Effectiveness
BSBOPS504	Elective	Manage Business Risk
BSBOPS503	Elective	Develop Administrative Systems
BSBXCM501	Elective	Lead Communication in the Workplace
BSBLDR522	Elective	Manage People Performance

BSB60420 - Advanced Diploma of Leadership and Management

Qualification CRICOS Code: 105054B

Qualification Status: Current

AQF Level: 6

Entry Requirement:

Entry to this qualification is limited to those who:

- 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:
- 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 10

Total Core Units: 5

Total Electives Units: 5

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each 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 including 66 weeks of study and 12 weeks of break.

Total Terms: 6 Terms of 11 weeks each

Possible Employment Pathways:

Managing Director, Manager, Department Manager, Chief Executive Officer, Quarry Business Manager, Area Manager, Business Analyst, Business Development Director, Senior Executive, Executive Director.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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

BSB60420 - Advanced Diploma of Leadership and Management Course Structure

Course Description:

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Total Number of Units: 10

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

PSP50922 - Diploma of Interpreting

Qualification CRICOS Code: 114525A

Qualification Status: Current

AQF Level: 5

Entry Requirement:

- The applicant 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.

In addition to above, student must:

- 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.
- Student must have sound digital literacy and access to working internet.

- **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 Units: 12

Total Core Units: 5

Total Electives Units: 7

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each week.

Course Fees:

Total Course Fee AUD$10,000 being:

Tuition Fee	AUD $9,000
Application Fee	AUD $250
Material Fee	AUD $750

Total Course Duration: 26 weeks including 22 weeks of study and 4 weeks of break.

Total Terms: 2 Terms of 11 weeks each

Possible Employment Pathways:

Certified Interpreter.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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

PSP50922 - Diploma of Interpreting (LOTE-English) Course Structure

Course Description:

This qualification reflects the role of individuals who interpret between two languages, in general dialogue and monologue settings where the interpreter is able to control the interaction to assist retention and recall.

In a general setting the context is usually broad and routine and the content or complexity of the situation can usually be predicted and planned for. There are typically two dialogue settings or a few monologue setting participants, to whom the interpreter has physical, visual or audio access.

The Diploma of Interpreting prepares interpreters for work typically in the community and business domains, including sectors such as general health, welfare and community services, educational and social contexts, and tourism. It also includes interactions such as initial police interviews, over the counter interviews in customer and community information services, non-complex disability assistance, and other informal business and workplace interactions. The interpreting takes place where miscommunication or the consequences of errors in communicative intent can be readily managed through consultation and preparation, and where there are opportunities for error correction.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Total Number of Units: 12

Unit Code	Core / Elective	Unit Name
PSPTIS102	Core	Apply codes and standards to ethical practice
PSPTIS104	Core	Prepare to translate or interpret
PSPTIS112	Core	Interpret in general dialogue settings
PSPTIS114	Core	Manage interactions in general settings
PSPTIS115	Core	Use routine subject area terminology in two languages
PSPTIS103	Elective	Build glossaries for translating and interpreting assignments
PSPTIS116	Elective	Demonstrate routine language proficiency in different subjects and cultural contexts
PSPTIS118	Elective	Use routine health terminology in two languages
PSPTIS119	Elective	Use routine legal terminology in two languages
PSPTIS117	Elective	Use routine education terminology in two languages
PSPTIS135	Elective	Sight translate
PSPTIS105	Elective	Conduct career planning

PSP60822 - Advanced Diploma of Translating

Qualification CRICOS Code: 114526M

Qualification Status: Current

AQF Level: 6

Entry Requirement:
- The applicant 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.

In addition to above, student must:

- 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 15

Total Core Units: 7

Total Electives Units: 8

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each week.

Course Fees:

Total Course Fee AUD$15,000 being:

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

Total Course Duration: 52 weeks including 44 weeks of study and 8 weeks of break.

Total Terms: 4 Terms of 11 weeks each

Possible Employment Pathways:

Certified Translator.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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.

PSP60822 - Advanced Diploma of Translating Course Structure

Course Structure

Course Description:

This qualification reflects the role of individuals who translate special purpose texts from one language to another, including spoken or signed languages, to convey information to a known or wide unknown audience. The translation produced must contain accurate information that is in the source text, and be fit for purpose, taking into account target audience and the end use.

The Advanced Diploma of Translating prepares translators to translate texts which contain complex language, concepts and terminology. There may be significant equivalence problems between source and target texts, which calls for extensive research. Audiences may be found in commerce and marketing, government and international relations – including immigration, both regular and humanitarian – the media, and sectors generally considered to be professional, such as law, health and medicine, technology and science. Assignments may deal with material which requires significant quality assurance processes as the consequences of mistranslation can be far reaching and there are significant implications for client reputation and image.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Total Number of Units: 12

Unit Code	Core / Elective	Unit Name
PSPTIS103	Core	Build glossaries for translating and interpreting assignments
PSPTIS106	Core	Translate and certify non-narrative texts
PSPTIS120	Core	Revise translations
PSPTIS124	Core	Apply theories to translating work practices
PSPTIS130	Core	Use translation technology
PSPTIS145	Core	Apply codes and standards to professional judgement
PSPTIS146	Core	Negotiate translating or interpreting assignments
PSPTIS121	Elective	Translate special purpose texts from English to LOTE
PSPTIS125	Elective	Demonstrate complex written LOTE proficiency in different subjects and cultural contexts
PSPTIS148	Elective	Read and analyse special purpose English texts to be translated
PSPTIS122	Elective	Translate special purpose texts from LOTE to English
PSPTIS105	Elective	Conduct career planning
PSPTIS127	Elective	Maintain and enhance professional practice
PSPTIS128	Elective	Prepare translated transcripts
CUAWRT401	Elective	Edit texts

BSB80120 - Graduate Diploma of Management (Learning)

Qualification CRICOS Code: 105058J

Qualification Status: Current

AQF Level: 8

Entry Requirement:

- Have completed a qualification equivalent to Australian Advanced Diploma level (AQF Level 6) or higher.

     OR

- Have four years equivalent full-time relevant workplace experience in the field of organisational learning and capability development.

In addition to above:
- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without the 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.
- Must have sound digital literacy and access to working internet.
- **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 Units: 8

Total Core Units: 3

Total Electives Units: 5

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each week.

Course Fees:

Total Course Fee AUD$15,000 being:

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

Total Course Duration: 52 weeks including 44 weeks of study and 8 weeks of break.

Total Terms: 4 Terms of 11 weeks each

Possible Employment Pathways:

Career Development Manager (Education Sector), RTO Manager, RTO Education Advisor.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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.

BSB80120 -Graduate Diploma of Management (Learning) Course Structure

Course Description:

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

Total Number of Units: 8

Unit Code	Core / Elective	Unit Name
BSBHRM613	Core	Contribute to the development of learning and development strategies
BSBLDR811	Core	Lead strategic transformation
TAELED803	Core	Implement improved learning practice
BSBHRM611	Elective	Contribute to organisational performance development
BSBLDR812	Elective	Develop and cultivate collaborative partnerships and relationships
BSBSTR801	Elective	Lead innovative thinking and practices
BSBINS603	Elective	Initiate and lead applied research
BSBCRT611	Elective	Apply critical thinking for complex problem solving

BSB80320 - Graduate Diploma of Strategic Leadership

Qualification CRICOS Code: 104478H

Qualification Status: Current

AQF Level: 8

Entry Requirement:

- Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

        OR

- Have completed a bachelor's degree 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 five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

In addition to above:
- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without the 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.
- Must have sound digital literacy and access to working internet.
- **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 Units: 8

Total Core Units: 2

Total Electives Units: 6

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each week.

Course Fees:

Total Course Fee AUD$15,000 being:

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

Total Course Duration: 67 weeks including 55 weeks of study and 12 weeks of break.

Total Terms: 5 Terms of 11 weeks each

Possible Employment Pathways:

Small Business Manager, Director, Managing Director.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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

BSB80320 - Graduate Diploma in Strategic Leadership Course Structure

Course Description:

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles.

Individuals at this level make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts. They have full responsibility and accountability for personal outputs and for the work or function of others.

They use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

Total Number of Units: 8

Unit Code	Core / Elective	Unit Name
BSBLDR811	Core	Lead strategic transformation
BSBSTR802	Core	Lead strategic planning processes for an organisation
BSBFIN801	Elective	Lead financial strategy development
BSBINS603	Elective	Initiate and lead applied research
BSBLDR812	Elective	Develop and cultivate collaborative partnerships and relationships
BSBSTR801	Elective	Lead innovative thinking and practices
BSBHRM615	Elective	Contribute to the development of diversity and inclusion strategies
BSBTEC601	Elective	Review organisational digital strategy

BSB40820 Certificate IV in Marketing and Communication

Qualification CRICOS Code: 105055A

Qualification Status: Current

AQF Level: 4

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 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 12

Total Core Units: 6

Total Electives Units: 6

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each week.

Course Fees:

Total Course Fee AUD$9,500 being:

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

Total Course Duration: 52 weeks including 44 weeks of study and 8 weeks of break.

Total Terms: 4 Terms of 11 weeks each

Possible Employment Pathways:

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, etc.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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

BSB40820 Certificate IV in Marketing and Communication Course Structure

Course Description:

This qualification reflects the role of individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

Total Number of Units: 12

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

BSB50620 Diploma of Marketing and Communication

Qualification CRICOS Code: 105056M

Qualification Status: Current

AQF Level: 5

Entry Requirement:

Entry to this qualification is limited to those who:

- Have completed BSB42415 Certificate IV in Marketing and Communication.

  OR

- Have completed the following units (or equivalent competencies): BSBCMM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Undertake marketing activities; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

  OR

- Have two years equivalent full-time relevant work experience.

  In addition to above, student must:
- 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 12

Total Core Units: 5

Total Electives Units: 7

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each 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 44 weeks of study and 8 weeks of break.

Total Terms: 4 Terms of 11 weeks each

Possible Employment Pathways:

Sales Manager, Product Manager, Public Relations Manager, Marketing Manager, Campaign Manager, Marketing Coordinator, Marketing Team Leader, etc.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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

BSB50620 Diploma of Marketing and Communication Course Structure

Course Description:

This qualification reflects the role of individuals who use a sound theoretical knowledge base in marketing and communication and who demonstrate a range of skills to ensure that functions are effectively conducted in an organisation or business area. Typically, the individuals would have responsibility for the work of other staff and lead teams.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Total Number of Units: 12

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

BSB60520 – Advanced Diploma of Marketing and Communication

Qualification CRICOS Code: 105057K

Qualification Status: Current

AQF Level: 6

Entry Requirement:

Entry to this qualification is limited to those who:

- Have completed BSB52415 Diploma of Marketing and Communication.

  OR

- Have completed the following units (or equivalent competencies): BSBMKG541 Identify and evaluate marketing opportunities; BSBMKG542 Establish and monitor the marketing mix; BSBMKG552 Design and develop marketing communication plans; BSBMKG555 Write persuasive copy; and BSBPMG430 Undertake project work. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

  OR

- Have four years equivalent full-time relevant work experience.

  In addition to above, student must:

- 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 12

Total Core Units: 4

Total Electives Units: 8

Mode of Delivery: Face-to-face 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each 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 including 66 weeks of study and 12 weeks of break.

Total Terms: 6 Terms of 11 weeks each

Possible Employment Pathways:

Client Services Executive, Marketing Director, Advertising Account Director, Client Services Director, Marketing Strategist, Advertising Account Planning Manager, Marketing Manager, etc.

Credit Transfer:

Please refer to:

https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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

BSB60520 – Advanced Diploma of Marketing and Communication Course Structure

Course Description:

This qualification reflects the role of individuals who provide leadership and support strategic direction in the marketing and communications activities of an organisation. Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically, they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

Total Number of Units: 12

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

SIT30821 – Certificate III in Commercial Cookery

Qualification CRICOS Code: 109866M

Qualification Status: Current

AQF Level: 3

Entry Requirement:

- 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 25

Total Core Units: 20

Total Electives Units: 5

Mode of Delivery: Blended 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each week.

Work placement: 240 hours.

Kitchen Locations:

- 11 – 17 Jeffcott Street, West Melbourne VIC 3003 Australia
- Shop 10, 455 Brunswick Street, Fortitude Valley QLD 4006 Australia
- Level 3, 201 Fitzroy Street, St. Kilda VIC 3182 Australia
- Unit 3, 63 Secam Street, Mansfield QLD 4122 Australia

Course Fees:

Total Course Fee AUD$15,000 being:

Tuition Fee	AUD$13,000
Application Fee	AUD$250
Material Fee	AUD$1,750

Total Course Duration: 52 weeks including 44 weeks of study and 8 weeks of break.

Total Terms: 4 Terms of 11 weeks each

Possible Employment Pathways:
Cook, Professional Chef, etc.

Credit Transfer:
Please refer to:
https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations
- Kitchen based demonstration
- Work placement

SIT30821 – Certificate III in Commercial Cookery Course Structure

Course Description:

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Completion of this qualification contributes to recognition as a trade cook.

This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Work Placement:

To satisfy the qualification requirements, for the unit SITHCCC043 Work effectively as a cook, students must complete a minimum of 60 complete service periods (shifts) of 4 hours each or 30 complete service periods (shifts) of 8 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 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 aim to 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.

Students 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. Students will commence work placements and complete the required shifts only upon successful completion of kitchen-based units which are delivered and assessed in classroom and Kitchen facility. Students may be required to undertake additional load to complete their service periods. Newton College will provide students with Work placement roles and responsibilities prior to the

commencement of their work placement so they are aware of the expected roles and responsibilities during work placement.

It must be hereby noted that student would be required to undertake work placements at multiple workplaces to incorporate all aspects of organising, preparing and cooking a variety of food items across different service periods and menu types using a range of cooking methods and team coordination skills. The service periods must be distributed such to cover breakfast, lunch and dinner. Students may require taking an additional load during their last term to complete their work placement. Work placement may run parallel to their scheduled classes.

Total Number of Units: 25

Unit Code	Core / Elective	Unit Name
SITHCCC023*	Core	Use food preparation equipment
SITHCCC027*	Core	Prepare dishes using basic methods of cookery
SITHCCC028*	Core	Prepare appetisers and salads
SITHCCC029*	Core	Prepare stocks, sauces and soups
SITHCCC030*	Core	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Core	Prepare vegetarian and vegan dishes
SITHCCC035*	Core	Prepare poultry dishes
SITHCCC036*	Core	Prepare meat dishes
SITHCCC037*	Core	Prepare seafood dishes
SITHCCC041*	Core	Produce cakes, pastries and breads
SITHCCC042*	Core	Prepare food to meet special dietary requirements
SITHCCC043*	Core	Work effectively as a cook
SITHKOP009*	Core	Clean kitchen premises and equipment
SITHKOP010	Core	Plan and cost recipes
SITHPAT016*	Core	Produce desserts
SITXFSA005	Core	Use hygienic practices for food safety
SITXFSA006	Core	Participate in safe food handling practices
SITXHRM007	Core	Coach others in job skills
SITXINV006*	Core	Receive, store and maintain stock

SITXWHS005	Core	Participate in safe work practices
SITHCCC040*	Elective	Prepare and serve cheese
SITHCCC038*	Elective	Produce and serve food for buffets
SITHCCC025*	Elective	Prepare and present sandwiches
SITXCCS014	Elective	Provide service to customers
SITXWHS006	Elective	Identify hazards, assess and control safety risks

*Units marked with an *asterisk have one or more prerequisites. Refer to individual units for details.*

SIT40521 – Certificate IV in Kitchen Management

Qualification CRICOS Code: 109535H

Qualification Status: Current

AQF Level: 4

Entry Requirement:

- 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.
- Student must have sound digital literacy and access to working internet.
- **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 Units: 33

Total Core Units: 26

Total Electives Units: 7

Mode of Delivery: Blended 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each week.

Work placement: 240 hours.

Kitchen Locations:

- 11 – 17 Jeffcott Street, West Melbourne VIC 3003 Australia
- Shop 10, 455 Brunswick Street, Fortitude Valley QLD 4006 Australia
- Level 3, 201 Fitzroy Street, St. Kilda VIC 3182 Australia
- Unit 3, 63 Secam Street, Mansfield QLD 4122 Australia

Course Fees:

Total Course Fee AUD$20,000 being:

Tuition Fee	AUD$18,000
Application Fee	AUD$250
Material Fee	AUD$1,750

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

Total Terms: 6 Terms of 11 weeks each

Possible Employment Pathways:
Cook, Professional Chef, Chef de Partie, etc.

Credit Transfer:
Please refer to:
https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations
- Kitchen based demonstration
- Work placement

SIT40521 – Certificate IV in Kitchen Management Course Structure

Course Description:

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Work Placement:

To satisfy the qualification requirements, for the unit SITHCCC043 Work effectively as a cook, students must complete a minimum of 60 complete service periods (shifts) of 4 hours each or 30 complete service periods (shifts) of 8 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 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 aim to 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.

Students 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. Students will commence work placements and complete the required shifts only upon successful completion of kitchen-based units which are delivered and assessed in classroom and Kitchen facility. Students may be required to undertake additional load to complete their service periods. Newton College will provide students with Work placement roles and responsibilities prior to the commencement of their work placement so they are aware of the expected roles and responsibilities during work placement.

It must be hereby noted that student would be required to undertake work placements at multiple workplaces to incorporate all aspects of organising, preparing and cooking a variety of

food items across different service periods and menu types using a range of cooking methods and team coordination skills. The service periods must be distributed such to cover breakfast, lunch and dinner. Students may require taking an additional load during their last term to complete their work placement. Work placement may run parallel to their scheduled classes.

Total Number of Units: 33

Unit Code	Core / Elective	Unit Name
SITHCCC023*	Core	Use food preparation equipment
SITHCCC027*	Core	Prepare dishes using basic methods of cookery
SITHCCC028*	Core	Prepare appetisers and salads
SITHCCC029*	Core	Prepare stocks, sauces and soups
SITHCCC030*	Core	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Core	Prepare vegetarian and vegan dishes
SITHCCC035*	Core	Prepare poultry dishes
SITHCCC036*	Core	Prepare meat dishes
SITHCCC037*	Core	Prepare seafood dishes
SITHCCC041*	Core	Produce cakes, pastries and breads
SITHCCC042*	Core	Prepare food to meet special dietary requirements
SITHCCC043*	Core	Work effectively as a cook
SITHKOP010	Core	Plan and cost recipes
SITHKOP012*	Core	Develop recipes for special dietary requirements
SITHKOP013*	Core	Plan cooking operations
SITHKOP015*	Core	Design and cost menus
SITHPAT016*	Core	Produce desserts
SITXCOM010	Core	Manage conflict
SITXFIN009	Core	Manage finances within a budget
SITXFSA005	Core	Use hygienic practices for food safety
SITXFSA006	Core	Participate in safe food handling practices
SITXFSA008*	Core	Develop and implement a food safety program

SITXHRM008	Core	Roster staff
SITXHRM009	Core	Lead and manage people
SITXINV006*	Core	Receive, store and maintain stock
SITXMGT004	Core	Monitor work operations
SITXWHS007	Elective	Implement and monitor work health and safety practices
SITXCCS015	Elective	Enhance customer service experiences
SITXWHS006	Elective	Identify hazards, assess and control safety risks
SITXCCS014	Elective	Provide service to customers
SITHCCC040*	Elective	Prepare and serve cheese
SITHCCC038*	Elective	Produce and serve food for buffets
SITHKOP011*	Elective	Plan and implement service of buffets

*Units marked with an *asterisk have one or more prerequisites. Refer to individual units for details.*

SIT50422 –Diploma of Hospitality Management

Qualification CRICOS Code: 112152H

Qualification Status: Current

AQF Level: 5

Entry Requirement:

- 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.
- Student must have sound digital literacy and access to working internet.
- **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.
- **Recommendation:** It is highly recommended that student should have successfully completed SIT30821 Certificate III in Commercial Cookery or SIT40521 Certificate IV in Kitchen Management prior commencing this course, although this is not a mandatory entry requirement

Total Units: 28

Total Core Units: 11

Total Electives Units: 17

Mode of Delivery: Blended 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each week.

Work placement: 240 hours.

Kitchen Locations:
- 11 – 17 Jeffcott Street, West Melbourne VIC 3003 Australia
- Shop 10, 455 Brunswick Street, Fortitude Valley QLD 4006 Australia
- Level 3, 201 Fitzroy Street, St. Kilda VIC 3182 Australia
- Unit 3, 63 Secam Street, Mansfield QLD 4122 Australia

Course Fees:

Total Course Fee AUD$25,000 being:

Tuition Fee	AUD$23,000
Application Fee	AUD$250
Material Fee	AUD$1,750

Total Course Duration: 104 weeks including 88 weeks of study and 16 weeks of break.

Total Terms: 8 Terms of 11 weeks each

Possible Employment Pathways:
Hospitality Manager, Motel Manager, Sous Chef, Chef Patissier, Restaurant Manager, etc.

Credit Transfer:
Please refer to:
https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations
- Kitchen based demonstration
- Work placement

SIT50422 – Diploma of Hospitality Management Course Structure

Course Description:

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Work Placement:

To satisfy the qualification requirements, for the unit SITHCCC043 Work effectively as a cook, students must complete a minimum of 60 complete service periods (shifts) of 4 hours each or 30 complete service periods (shifts) of 8 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 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 aim to 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. Students will commence work placements and complete the required shifts only upon successful completion of kitchen-based units which are delivered and assessed in classroom and Kitchen facility. Students may be required to undertake additional load to complete their service periods. Newton College will provide students with Work placement roles and responsibilities prior to the

commencement of their work placement so they are aware of the expected roles and responsibilities during work placement.

It must be hereby noted that student would be required to undertake work placements at multiple workplaces to incorporate all aspects of organising, preparing and cooking a variety of food items across different service periods and menu types using a range of cooking methods and team coordination skills. The service periods must be distributed such to cover breakfast, lunch and dinner. Students may require taking an additional load during their last term to complete their work placement. Work placement may run parallel to their scheduled classes.

Total Number of Units: 28

Unit Code	Core / Elective	Unit Name
SITXCCS015	Core	Enhance customer service experiences
SITXCCS016	Core	Develop and manage quality customer service practices
SITXCOM010	Core	Manage conflict
SITXFIN009	Core	Manage finances within a budget
SITXFIN010	Core	Prepare and monitor budgets
SITXGLC002	Core	Identify and manage legal risks and comply with law
SITXHRM008	Core	Roster staff
SITXHRM009	Core	Lead and manage people
SITXMGT004	Core	Monitor work operations
SITXMGT005	Core	Establish and conduct business relationships
SITXWHS007	Core	Implement and monitor work health and safety practices
SITXFSA005	Elective	Use hygienic practices for food safety
SITXFSA006	Elective	Participate in safe food handling practices
SITHCCC023*	Elective	Use food preparation equipment
SITHCCC025*	Elective	Prepare and present sandwiches
SITHCCC027*	Elective	Prepare dishes using basic methods of cookery
SITHCCC028*	Elective	Prepare appetisers and salads
SITHCCC029*	Elective	Prepare stocks, sauces and soups
SITHCCC030*	Elective	Prepare vegetable, fruit, eggs and farinaceous dishes

SITHCCC031*	Elective	Prepare vegetarian and vegan dishes
SITHCCC035*	Elective	Prepare poultry dishes
SITHCCC036*	Elective	Prepare meat dishes
SITHCCC037*	Elective	Prepare seafood dishes
SITHCCC038*	Elective	Produce and serve food for buffets
SITHCCC040*	Elective	Prepare and serve cheese
SITHCCC041*	Elective	Produce cakes, pastries and breads
SITHCCC042*	Elective	Prepare food to meet special dietary requirements
SITHCCC043*	Elective	Work effectively as a cook

*Units marked with an *asterisk have one or more prerequisites. Refer to individual units for details.*

SIT60322 – Advanced Diploma Hospitality Management

Qualification CRICOS Code: 112153G

Qualification Status: Current

AQF Level: 6

Entry Requirement:

- 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.
- Student must have sound digital literacy and access to working internet.
- **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.
- **Recommendation:** It is highly recommended that student should have successfully completed SIT50422 Diploma of Hospitality Management prior commencing this course, although this is not a mandatory entry requirement

Total Units: 33

Total Core Units: 14

Total Electives Units: 19

Mode of Delivery: Blended 20 hours per week of delivery and assessment. In addition, students are allocated 5 hours of unsupervised self-study each week.

Work placement: 240 hours.

Kitchen Locations:

- 11 – 17 Jeffcott Street, West Melbourne VIC 3003 Australia
- Shop 10, 455 Brunswick Street, Fortitude Valley QLD 4006 Australia
- Level 3, 201 Fitzroy Street, St. Kilda VIC 3182 Australia
- Unit 3, 63 Secam Street, Mansfield QLD 4122 Australia

Course Fees:

Total Course Fee AUD$25,000 being:

Tuition Fee   AUD$23,000
Application Fee   AUD$250
Material Fee   AUD$1,750

Total Course Duration: 104 weeks including 88 weeks of study and 16 weeks of break.

Total Terms: 8 Terms of 11 weeks each

Possible Employment Pathways:
Area Manager, Motel Manager, Operations Manager, etc.

Credit Transfer:
Please refer to:
https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php

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:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations
- Kitchen based demonstration
- Work placement

SIT60322 – Advanced Diploma of Hospitality Management Course Structure

Course Description:

This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Work Placement:

To satisfy the qualification requirements, for the unit SITHCCC043 Work effectively as a cook, students must complete a minimum of 60 complete service periods (shifts) of 4 hours each or 30 complete service periods (shifts) of 8 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 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 aim to 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. Students will commence work placements and complete the required shifts only upon successful completion of kitchen-based units which are delivered and assessed in classroom and Kitchen facility. Students may be required to undertake additional load to complete their service periods. Newton College will provide students with Work placement roles and responsibilities prior to the commencement of their work placement so they are aware of the expected roles and responsibilities during work placement.

It must be hereby noted that student would be required to undertake work placements at multiple workplaces to incorporate all aspects of organising, preparing and cooking a variety of food items across different service periods and menu types using a range of cooking methods and team coordination skills.
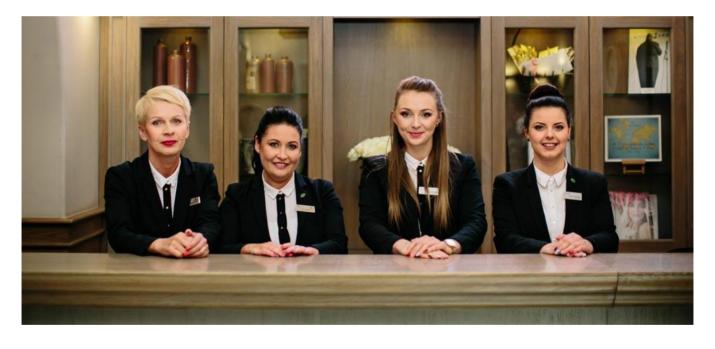
The service periods must be distributed such to cover breakfast, lunch and dinner. Students may require taking an additional load during their last term to complete their work placement. Work placement may run parallel to their scheduled classes.

Total Number of Units: 33

Unit Code	Core / Elective	Unit Name
BSBFIN601	Core	Manage organisational finances
BSBOPS601	Core	Develop and implement business plans
SITXCCS016	Core	Develop and manage quality customer service practices
SITXFIN009	Core	Manage finances within a budget
SITXFIN010	Core	Prepare and monitor budgets
SITXFIN011	Core	Manage physical assets
SITXGLC002	Core	Identify and manage legal risks and comply with law
SITXHRM009	Core	Lead and manage people
SITXHRM010	Core	Recruit, select and induct staff
SITXHRM012	Core	Monitor staff performance
SITXMGT004	Core	Monitor work operations
SITXMGT005	Core	Establish and conduct business relationships
SITXMPR014	Core	Develop and implement marketing strategies
SITXWHS008	Core	Establish and maintain a work health and safety system
SITXFSA005	Elective	Use hygienic practices for food safety
SITHCCC043*	Elective	Work effectively as a cook
SITHCCC023*	Elective	Use food preparation equipment
SITHCCC025*	Elective	Prepare and present sandwiches
SITHCCC027*	Elective	Prepare dishes using basic methods of cookery
SITHCCC028*	Elective	Prepare appetisers and salads
SITHCCC029*	Elective	Prepare stocks, sauces and soups
SITHCCC030*	Elective	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Elective	Prepare vegetarian and vegan dishes

SITHCCC035*	Elective	Prepare poultry dishes
SITHCCC036*	Elective	Prepare meat dishes
SITHCCC037*	Elective	Prepare seafood dishes
SITHCCC038*	Elective	Produce and serve food for buffets
SITHCCC040*	Elective	Prepare and serve cheese
SITHCCC041*	Elective	Produce cakes, pastries and breads
SITHCCC042*	Elective	Prepare food to meet special dietary requirements
SITXFSA006	Elective	Participate in safe food handling practices
SITXWHS006	Elective	Identify hazards, assess and control safety risks
BSBCMM411	Elective	Make presentations

*Units marked with an *asterisk have one or more prerequisites. Refer to individual units for details.*

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	• 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	• 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 Australia

Melbourne Campus 1: Level 10, 190 Queen Street, Melbourne VIC 3000 Australia

Melbourne Campus 2: Level 7, 55 Swanston Street, Melbourne VIC 3000 Australia

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

Fees and Refund

Please note: Under ESOS legislations, Newton College will not collect in excess of 50% of the total tuition payable prior to commencement of the course. While Newton College cannot require students to pay more than 50% up front, it can accept more than 50% of tuition fees before a course starts if the student, or the person responsible for paying the fees, chooses to pay more.

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. 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.

Written authorisation from that person, or entity, is required before refunds can be made payable to any other party. Students should submit this authorisation with their written request for refund. All Student refunds are made in Australian dollars or the foreign currency equivalent at the time and will be net of any handling fee charged by local representatives used by the Student. Bank Charges on processing refund payments such as Telegraphic Transfer or draft fees to $40 will be deducted from any refund. Newton College will provide the student with a statement detailing the calculation of the refund.

All applications for refund must be made in writing using 'Refund Application Form' and must be submitted to Finance Manager for their approval. The refunds will be processed towards the nominated account within 20 working days from the date of application. The amount of refund will be calculated in accordance with the summary of refunds.

It is student's responsibility to provide correct account details. Newton College will not authorise the transfer of fees to any other student's account. Refunds for students will be completed in the same method by which the fees were originally paidon.

Please note:
1. Refunds applications after course commencement is only in relation to Tuition Fees only. Tuition fees and Material fees are specified in the Enrolment Acceptance Agreement.
2. Newton College is not able to provide any refunds for fees paid to third parties such as Health insurance or fees paid directly to an education agent.
3. Where the student breaches Newton College Policies and Procedures no refund is payable.
4. Students cannot apply for a refund where there is default on payment of Tuition and material fees.
5. Payment of a refund application cancels a student's enrolment.

Summary of Refunds

Outline of Default Refund Arrangements (Application Fee is non-refundable under all circumstances)	
Initial Visa refused prior to course commencement (with Department of Home Affairs Refusal Letter)	Full refund less Administration Fee
Newton College is unable to provide the course for which the original enrolment and payment has been made	Full refund of the initial pre-paid fees
Withdrawal prior to agreed start date: Notify the Institute **more than 60 days** prior the course commencement date or within cooling off period	75% refund of the initial pre-paid fees less Administration Fee
Withdrawal prior to agreed start date: Notify the Institute **less than 60 days and greater than 28 days** prior the course commencement date	Only course material and/or equipment fee is refundable
Withdrawal prior to agreed start date: Notify the Institute **less than 28 days** prior the course commencement date	No refund
Visa refused after course commencement (with Department of Home Affairs Refusal Letter)	Refund of unused Tuition Fees for future study period/s
Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused Tuition Fees for future study period/s
Newton College is unable to continuously provide the commenced course for which the payment has been made	Refund of unused Tuition Fees for future study period/s
Withdrawal after course commencement without extenuating circumstances or cancellation of course due to student default.	No Refund
Abandonment of Course / Failure to return after scheduled break. Overseas Students withdrawing from a course of study will be reported to Department of Home Affairs, as required by law.	No refund
Student's extension of Visa is not granted.	No refund
	If entire fees is paid, refund of unused tuition fees less (fess for ongoing term and administration fee)
Visa is cancelled due to any action of student	No refund
RPL assessment	No refund

*****Administration fee is calculated as 5% of the amount paid or $500 whichever is the lesser*****

(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 agree 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

Orientation Information

Prior to the commencement of your course, we will deliver an orientation session to you which includes an induction session. It's vital that you attend this as we will cover the following topics:

- Course information.
- Facilities and resources available at our campuses.
- Emergency evacuation procedures.
- Your rights and responsibilities as a student.
- Support services available.
- Legal, emergency and health services.
- Safety relevant to Australia and your environment.
- Critical incidents and critical incident reporting
- Policies about course progress, attendance monitoring, deferral, suspension and cancellation, course transfer and our complaints and appeals process.
- Student visa conditions related to course progress and attendance.
- Information about work rights.
- Question and answer session.
- Assistance in creating your USI if you have not done so already.

Also, please note that, if you have not enrolled in your course within 30 days of the commencement date indicated on your CoE, your CoE will be cancelled as non-commencement. A new application for the course will be required.

Policies and Procedures

You are encouraged to make yourself familiar with the following College policies and procedures for your rights and obligations as an Australian student visa holder. These policies and procedures are located on the College website (https://www.newton.edu.au/Newton/Services/PoliciesProceduresForms.php).

- Admissions Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Course Progress Policy and Procedure
- Deferring, Suspending and Cancelling Overseas Student Enrolment Policy and Procedure
- Refund Policy and Procedure
- RPL and Credit Transfer Policy and Procedure
- Student Support Policy and Procedure
- Transfer Between Registered Providers Policy and Procedure

Please Note:

Newton College does not guarantee that:

- A learner/student will successfully complete a training product on its scope of registration; OR
- A learner/student will obtain a particular employment outcome where this is outside the control of the Newton College.