

VOCATIONAL COURSES  
UNIVERSITY PATHWAYS



Information Technology



Job Ready Skills



Graphic Design



Business



# GET WHERE YOU

Martin College is a leading provider of fast, flexible, career-focused training courses. In our three-decade history, we have evolved into one of Australia's largest providers of career training. Our achievements have grown from our vision: that in today's global marketplace, to build a career you need a crucial competitive edge. You need practical business qualifications and you need those qualifications fast.



Provider Name: Study Group Australia Pty Limited  
CRICOS Provider Codes: 01682E (NSW), 01755D (QLD)

# WANT TO GO FASTER



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# Why study at M



Ganzaya Gantumur is studying an Advanced Diploma of Business Management



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Whichever course you choose at Martin College, students can reach many different areas of studies, so you get to know what each subject is like, and understand yourself. Especially for students who want to continue their studies in universities, Martin College can be the best pathway.

Ganzaya Gantumur, Mongolia

# Martin College



### The quickest way to your qualification

Our courses are centred on you achieving your goals. Courses have been designed to give you the skills you need to earn your qualification and start your dream job or university course in the shortest time possible. Depending on the field you choose, you can select from a range of specially-developed fast track courses. There is sure to be one to suit your needs.

### An intensive learning method

It's not just in the length of our courses that you'll gain an advantage. Thanks to our intensive, results-driven Martin College teaching method, you'll learn at a rate which you've never experienced before. Practical applications based on real business cases mean that you'll quickly gain a deeper understanding of the issues.

### Flexible start dates

We understand the need for flexibility. Some students are not ready to start a course at the beginning or middle of the year. At Martin College, we offer monthly start dates so that you can decide on the best time to begin. For selected courses, some campuses even give you the flexibility to start any Monday.

### Flexible modules

Decide which general career path you want to follow – Graphic Design, Information Technology or Business. Then use the flexible Martin College course structures to study areas of specialisation that suit you and your ambitions. In addition, you may choose to supplement your core study areas by choosing additional subjects from our Job Ready Skills programs. See page 32 for further information.

### Work placement assistance

Martin College is extremely proud of the success rate of our work placement assistance service. Our extensive experience, industry connections and unquestionable reputation for excellence enable us to turn our students' studies into real employment prospects. Gaining qualifications is important, but using these qualifications to obtain the perfect job is your ultimate goal.

### Individual progress

Martin College understands students are individuals. Different students have different requirements. That's why we put you in control from the start. Our advanced teaching techniques allow you to progress at exactly the right speed for you to complete your course on time.

### Fast track routes to university

If you want to continue your studies before seeking a job, then a Diploma or Advanced Diploma at Martin College will gain you valuable credits towards courses at leading Australian universities. Each year a significant percentage of Martin College graduates choose to continue their studies, and take up offers on full degree programs, either through our Charles Sturt University Study Centres (international students) or at other Australian universities.

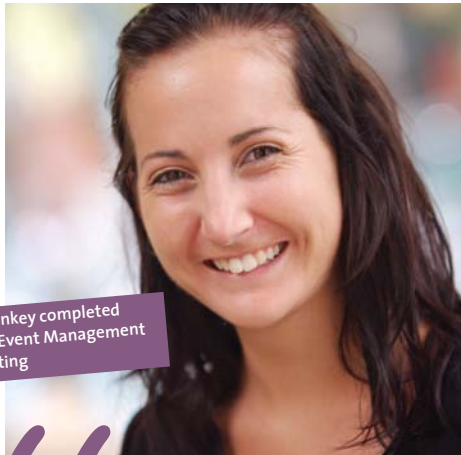
For the latest information about university pathways with Martin College, visit [www.martincollege.edu.au/pathways](http://www.martincollege.edu.au/pathways).

### Modern facilities

We have three superbly equipped campuses in central, key locations, each with extensive modern computer laboratories. You will benefit from air-conditioned classrooms, excellent student amenities and the most up-to-date training materials available. We prepare our students for 21st century careers with our 21st century study facilities.

Our campuses are unique, yet all offer the same high standards of academic excellence and support services.

# Extra learning su



Danielle Hankey completed courses in Event Management and Marketing



“

I would definitely recommend Martin College to others. The biggest thing for me that I pass on to others is that we had several opportunities to work with industry professionals. Having done work experience while studying was a bonus and I strongly believe it has helped me to get where I am today.

Danielle Hankey, Australia

# Support



Web-enhanced learning is a feature of Martin College courses

### Specialised trainers

Our expert trainers can give you the focused attention you need to get the most from your lessons. With their excellent knowledge of current trends, methodologies and procedures, they will give you all the information you need to successfully gain entrance into the business community.

### Monitoring individual progress

At Martin College, you are not just a number. You are a person with individual needs. Regular private interviews are scheduled for each student. These ensure your studies stay on track and that assistance is provided in areas where you may need more specific help. You will feel supported in every aspect of your studies and personal life.

### Lesson plans focused on you

Flexible start dates mean that a course can be tailored just for you. You will benefit from a variety of teaching methods including lectures, tutorials and group work, all supported by quality resources.

### Web-enhanced learning

Learning throughout your course is further strengthened by the use of technology within our web-enhanced learning program. The ability to interact with staff and other students through a web-based training tool will make your learning development both faster and more interesting.

### Performance-based assessment

We will build your skills and confidence through tutorials focusing on practical and theoretical issues, and provide you with competency-based assessments to give you the opportunity to demonstrate your skills, knowledge and understanding. Martin College challenges its students to rise above the standards set for competency. We maintain a dual system, which first assesses the attainment of the competency, but then applies separate performance graded criteria to enable future employers to readily identify the quality of our graduates and their individual strengths. This can give you a distinct advantage with job seeking and university entrance.

### Internet access

Each student is given a generous free weekly allocation of internet time for the purpose of academic research. There is wireless internet access throughout each campus.

### The Australian Skills Vouchers Programme

Australian Skills Vouchers is an Australian Government initiative. The Australian Skills Vouchers Programme provides financial assistance to eligible Australian citizens or Permanent Residents who want to improve their work skills. Through this programme, eligible Australians may apply for a voucher which provides up to \$3000 of financial assistance toward the cost of approved training.

Speak to our Course Consultants to find out more or visit [www.australia.gov.au/skillsforthefuture](http://www.australia.gov.au/skillsforthefuture).

### Study skills essentials

To enhance your level of success within your studies, you will be provided with training in written communication. This will develop your proficiency in the key study skills of writing and referencing.

# Consider your o



Solene Roelandts is returning to France to continue her university studies



“

Martin College provided me with an amazing opportunity to study Event Management. Because the course has a short six month period it has a very practical curriculum that focuses on giving the student industry skills to be ready for employment. Students can study for six months and then get a full-time job – how exciting. The timetable is also flexible enough so that you can have a part-time job. The teachers at Martin College have so much Event Management industry experience, its been lots of fun to learn from them.

Solene Roelandts, France



# ptions



Takashi Sakuma received credit into a Bachelor of Business Studies degree at Charles Sturt University



### Build your future

Today's business world is a dynamic environment. Whether you choose a career in Graphic Design, Information Technology or Business, you will need a broad set of business skills. We have carefully designed our range of flexible courses around the needs of business and students. They are practical, relevant and industry-led. This means that all our courses provide you with the training and skills needed for success in the business world.

### Skills recognition

You may find that you already have some of the skills and knowledge relevant to the course that you have chosen to study. To arrange an assessment of your eligibility for course credits based on your prior learning, please contact your local Course Consultant on 1300 13 88 75 or via our website at [www.martincollege.edu.au](http://www.martincollege.edu.au).

### Scholarships

Each year Martin College offers significant scholarship funds to Australian Year 12 graduates. Contact a Course Consultant or visit our website [www.martincollege.edu.au](http://www.martincollege.edu.au) for details and an application form.

### Youth Allowance, Austudy or Abstudy

Local Students may be eligible for Youth Allowance, Austudy or Abstudy. Call 132 490 for details.

### Student loans

Australian students and Permanent Residents can apply for a NAB TSP Deferred Repayment Loan. You can apply directly at your local NAB branch or speak to our Course Consultants for information.

### Flexible payment options

Your Martin College qualification is an investment in your future. We can help make financing your studies easier by providing you with flexible payment options.

### Internships

Students studying Graphic Design or a Diploma in Business with a major in Travel and Tourism or Event Management may want to gain relevant work experience in their chosen field of study. Martin College works closely with Australian Internships™ who offer our students an optional four week internship upon completion of their course. For more information, including fees applicable, speak to your Martin College Course Consultant or our International Admissions Centre.

### Job Ready Skills training options

We provide a range of Job Ready Skills training options that can quickly help you add to your overall skills base. You'll soon maximise your job-readiness. By the time you complete your course, these options will give you a real edge in the employment market. Refer to page 32 for information about these training options.

### Single Visa Application for your Educational Pathway

For international students, Study Group Australia Pty Limited can package an educational pathway of up to three programs, enabling you to apply for one visa to cover the entire duration of your study. This may include an English Language program with Embassy CES, a vocational education and training qualification or university pathway with Martin College, and undergraduate and/or postgraduate degree course at a Charles Sturt University Study Centre. (Information on university pathways is available on our website at [www.martincollege.edu.au/universitypathways](http://www.martincollege.edu.au/universitypathways).)

# Our graduates g



Louise Tole studied a Diploma of Business (Marketing) and is now employed at Bluestar Print Group



Vanessa Bucca

“

Martin College not only set me up with my Marketing knowledge, but also helped me to start the foundations of my working life. Throughout the year I learnt lots of general business skills such as typing (which is an extremely valuable skill to have), workplace training, accounting principles and much more.

Lousie Tole, Australia

# et jobs



Kate Lollback is now working for Breakfree Beachcomber Resort at Surfers Paradise. She hopes to one day run her own resort.



## Louise Tole

Martin College graduate 2001

There were a number of reasons why I choose to study at Martin College. Firstly, the course was just so hands-on. Unlike university, Martin College had the theory but also had a great practical aspect to it. This made the subjects seem far more exciting. It had such a range of different subjects that we completed throughout the year that not only related to marketing, but also other subjects that helped me enter and function in the workforce. The other reason as to why I wanted to study at Martin College was that the environment was like a workplace. Our hours of study were the same as if we were working in the workforce, we got to dress as if we were working and it was located in the city.

Without a doubt I would recommend Martin College and given the opportunity to do the course again, I would do it hands down. I was very unsure as to what I wanted to do when I left High School. The friendships that I made, the knowledge that I have taken from the course, and my life experiences are priceless. I would recommend Martin College to anyone that enjoys learning, enjoys a business atmosphere and wants to have fun whilst they study!

## Kate Lollback

Martin College graduate 2003

After finishing Year 12, I knew I wanted to do something involving Business and Tourism. I went to an information session at Martin College through my school and decided that it would help me with where I wanted to go in the future.

Martin College had a great atmosphere, as was the relationship that you had with the teachers. Each course was interesting to learn and included getting to meet people from all over the world.

Currently I'm working for Breakfree Beachcomber Resort at Surfers Paradise but I would love to one day run my own resort. I'm learning each different aspect in running resorts such as reservations, manager's duties, front office and back office.

I would definitely recommend Martin College. It's a great investment for your future.

## Vanessa Bucca

Martin College graduate 2006

Martin College gives you the freedom to learn on your own but still be able to have someone there to help if you need it. Studying with international students gave me the opportunity to learn about their cultures and how other countries differ from our own.

The careers staff at Martin College helped me find a job straight after I had finished. They were encouraging and supportive. Through them I was able to secure a job with Study Group, a global education provider, as an Administrative Assistant. My duties here include offering support to the Managing Director, organising the logistics for meetings and conferences that are held in the company and helping with international students wishing to study in Australia. I enjoy working for Study Group as my role is diverse and I am able to experience all the aspects of the business. The skills I learnt whilst at Martin College have helped me to integrate soundly into the business environment.

# MyFutureOptions

WORK PLACEMENT ASSISTANCE FOR GRADUATES

# Work placements



Work placement assistance is available to all students



The Study Group Australia Work Placement Assistance Service is available to all Martin College students. It has three different sections, each one targeted at addressing a specific need of our students. Information about each section, and the assistance provided, is presented to students during orientation.

Students should note that this is not a recruitment service. There is no guarantee of employment and all students and graduates must actively participate in their own job-search.

## Volunteer Work Experience Placement Assistance

Volunteer work experience is an opportunity for you to gain an insight into the operation of a working office and obtain practical experience in an industry in which you have not previously worked. You are not paid for Work Experience, but you do gain invaluable practical experience.

This optional programme is available to students who are nearing the end of their course.

## Learner Part-Time Employment Assistance

We understand that students may wish to obtain casual or part-time work during their time of study with us. The Work Placement Assistance Service will guide you in relation to the conditions for working while studying, and with the obtaining of a Tax File Number.

When you participate in the Work Placement Assistance Service's *Prepare for Job Seeking Program*, you will gain insight into the development of a résumé, and help to find part-time or casual employment outside of college hours ... that matches your skills.

# t assistance



Our Work Placement Coordinators are there to assist you in finding employment



## Martin College Graduate Placement Assistance: Five Steps to a Great Career

At Martin College, our training goes beyond simply providing you with the knowledge and skills needed for your chosen business area. We also focus on the practical side of kick-starting your career. Our complementary Work Placement Assistance Service is available to all graduates who also complete the *Prepare for Job Seeking Program*; it is geared towards helping you get the job you want.

### STEP 1

#### Developing your job search skills

Searching for your ideal job can be a difficult and confusing process. With so many different approaches, it is vitally important that you have a clear focus and direction. Our presentations and workshops on job search techniques will ensure that you are familiar with the key principles involved in this important process.

### STEP 2

#### Creating résumés which stand out

Your résumé is your passport to employment. Our experts will assist you in assembling a modern dynamic résumé that's relevant to your experience and reflects current market trends. We will show you how to make your résumé stand out from the rest.

### STEP 3

#### Perfecting interview skills

We coach you in the best techniques in interview preparation and performance. If you are prepared properly for your interview, your confidence will show, your performance will improve and your chances of winning the job will increase dramatically.

### STEP 4

#### Advice on employment market trends

We provide you with up-to-date and relevant advice on trends in the employment market, for example, work expectations, jobs you are qualified for and current industry developments. This information will enable you to target key jobs that perfectly match your skills and expectations.

#### Online job search tools

Among many job search resources available online, Martin College recommends **Job Mail by SEEK** as a valuable tool in your quest to find the ideal job. Once a day, SEEK will email you a list of all the new jobs added to the site that match your criteria. Your job preferences are saved in a search profile that is linked to listings on the SEEK website so that the next time you visit, you are only a click away from your matching jobs. You can also save a number of search profiles to help you sort through jobs by category. This tool is a great way to get

new jobs in your inbox while you are studying so that you are aware of what is available in the marketplace ... and when you are ready to begin your career, you will already have job opportunities available to you. Our Work Placement Assistance team can help you create your own personal profile, or you can find out more at [www.seek.com.au](http://www.seek.com.au).

### STEP 5

#### Post-interview debriefing and advice

Often it is difficult to understand why one interview was more successful than another. We give you a post-interview debriefing, including valuable feedback that will provide you with a clear understanding of the areas in which you can improve.

# Steps to your fu

You can choose to start a course at Certificate level and then build towards your Diploma or Advanced Diploma with significant credit.

Your Course Consultant will be able to assess your individual situation and to determine on what step you'll need to start. For entry requirements, see page 41.

Flexible course choices further allow local students to enhance their career options by choosing a double major e.g. Diploma of Business Management and a Diploma of Business (Marketing). (Double majors allow you to demonstrate your skills in several areas and therefore broaden your employment prospects when you complete your course.)

With any of our courses you can add value by additionally choosing to study one or more of our Job Ready Skills options. (Refer page 32 for information.)

## Direct pathway to university

Students successfully completing an Advanced Diploma or Diploma at Martin College will be deemed to have met the minimum entry requirements for most Australian universities. To gain entrance into university you must achieve at least the minimum specified grades and meet the entry requirements. Australian universities also expect applicants to have completed senior secondary education (or equivalent).

For information on articulation agreements see [www.martincollege.edu.au/pathways](http://www.martincollege.edu.au/pathways).



ture



# ADVANCED DIPLOMAS

As an Advanced Diploma graduate, you can continue your studies at university. You must also meet any additional criteria prescribed by the university, significant credit

## Possible careers

- office management
- business management

### Advanced Diploma of Business Management

The role of the manager in the 21st century is changing rapidly. The Advanced Diploma of Business Management will prepare you for any new challenges ahead by teaching you strong theoretical and practical skills for the management of people and organisations. This course will provide you with extensive training in identifying emerging business opportunities, the management of risk and change, and how to develop and implement effective business plans.

#### KEY FACTS

- **COURSE LENGTH**  
55 WEEKS (YA=CN90)
- **TUITION FEES**  
\$12,550
- **AVAILABLE AT**  
ALL LOCATIONS
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB60201 ADVANCED DIPLOMA OF BUSINESS MANAGEMENT

#### START DATES

- 14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC

# SUBJECTS

|  | Computing | Communication | Finance | Management | Marketing |
|--|-----------|---------------|---------|------------|-----------|
| WORD PROCESSING                                | ✓         |               |         |            |           |
| PRODUCE BUSINESS DOCUMENTS                     | ✓         |               |         |            |           |
| SPREADSHEETS                                   | ✓         |               |         |            |           |
| PRESENTATION GRAPHICS                          | ✓         |               |         |            |           |
| INTEGRATE BUSINESS APPLICATIONS                | ✓         |               |         |            |           |
| DATABASES                                      | ✓         |               |         |            |           |
| WORKPLACE COMMUNICATION                        | ✓         | ✓             |         |            |           |
| RESEARCH AND REPORTING                         | ✓         | ✓             |         |            |           |
| APPLIED BUSINESS COMMUNICATION                 | ✓         | ✓             |         |            |           |
| MAKE A PRESENTATION                            | ✓         | ✓             |         |            |           |
| PREPARE FINANCIAL DOCUMENTS                    |           |               | ✓       |            |           |
| MAINTAIN FINANCIAL RECORDS                     |           |               | ✓       |            |           |
| COMPUTERISED ACCOUNTING                        |           |               | ✓       |            |           |
| FINANCIAL MANAGEMENT                           |           |               | ✓       |            |           |
| WORKPLACE SAFETY                               |           |               | ✓       |            |           |
| RECRUIT, SELECT AND INDUCT STAFF               |           |               |         | ✓          |           |
| CONTRIBUTE TO STRATEGIC DIRECTION              |           |               |         | ✓          |           |
| MANAGE PEOPLE PERFORMANCE                      |           |               |         | ✓          |           |
| MANAGEMENT OF CHANGE                           |           |               |         | ✓          |           |
| MANAGEMENT OF RISK                             |           |               |         | ✓          |           |
| STRATEGIC MANAGEMENT                           |           |               |         | ✓          |           |
| MANAGE BUSINESS OPERATIONS                     |           |               |         | ✓          |           |
| ORGANISATIONAL LEADERSHIP                      |           |               |         | ✓          |           |
| INTRODUCTION TO MARKETING                      |           |               |         |            | ✓         |
| MARKETING RESEARCH                             |           |               |         |            | ✓         |
| CONSUMER BEHAVIOUR                             |           |               |         |            | ✓         |
| MARKETING MANAGEMENT                           |           |               |         |            | ✓         |
| DEVELOP A MARKETING PLAN                       |           |               |         |            | ✓         |
| EVALUATE INTERNATIONAL MARKETING OPPORTUNITIES |           |               |         |            | ✓         |
| BUSINESS STATISTICS                            |           |               |         |            | ✓         |
| IDENTIFY THE MARKET                            |           |               |         |            | ✓         |
| REVIEW MARKETING PERFORMANCE                   |           |               |         |            | ✓         |
| INTERNATIONAL MARKETING                        |           |               |         |            | ✓         |
| DIRECT MARKETING CAMPAIGNS                     |           |               |         |            | ✓         |
| EVALUATE E-BUSINESS OPPORTUNITIES              |           |               |         |            | ✓         |

Management  
Marketing



ersity. Provided you achieve the necessary grades and will be possible into specified undergraduate programs.

## Possible careers

- product marketing
- market research
- services marketing
- marketing management

### Advanced Diploma of Business (Marketing)

Marketing is predicted to be one of the highest growth sectors in the next few years. The Advanced Diploma of Business (Marketing) will prepare you for this exciting growth by teaching you both the theoretical and practical skills required to excel in this field. The course will provide you with extensive training in marketing research, international marketing, and direct marketing campaigns, along with core skills needed to be a professional marketing practitioner in today's competitive business environment.

#### KEY FACTS

- **COURSE LENGTH**  
55 WEEKS (YA=CN101)
- **TUITION FEES**  
\$12,550
- **AVAILABLE AT**  
ALL LOCATIONS  
(SYDNEY CAMPUS - AVAILABLE TO LOCAL STUDENTS ONLY)
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB60601 ADVANCED DIPLOMA OF BUSINESS (MARKETING)

#### START DATES

- 14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC



**CHARLES STURT**  
UNIVERSITY

International students graduating with a Diploma or Advanced Diploma from Martin College are eligible to join an undergraduate program at a Charles Sturt University Study Centre in Melbourne or Sydney. These Martin College graduates can enter a related Bachelor degree with significant credits. Visit [www.martincollege.edu.au/csu](http://www.martincollege.edu.au/csu) for information on Charles Sturt University, and the credit packages available.

CRICOS Provider: Charles Sturt University  
CRICOS Provider Codes: 00005F (NSW), 01947G (VIC)

# BUSINESS

The business world is a competitive place. More than ever, you need to knowledge and understanding in order to pursue the career you want.

## Possible careers

- receptionist
- administrative assistant
- accounts clerk
- team supervisor

### Certificate II in Business

You will be trained to use contemporary computing packages, and will gain strong skills in customer service, teamwork and communication. Not only that, you will have a strong understanding of the requirements of the business environment. Upon completion of this introductory qualification, you can start your career or directly articulate into higher Certificate and Diploma programs.

### Certificate III in Business

This course is designed to provide you with the necessary computing and administrative skills for entry-level roles in a variety of industries. The concepts of innovation and change in the workplace, along with your role in providing excellent customer service, are all included in this course.

### Certificate IV in Business

This course will equip you with strong communication and administrative skills, as well as the fundamentals of supervision and finance, applicable to varied roles in a broad cross-section of industries.

#### KEY FACTS

- **COURSE LENGTH**  
CERTIFICATE II: 10 WEEKS (YA=CN78)  
CERTIFICATE III: 12 WEEKS (YA=CN79)  
CERTIFICATE IV: 15 WEEKS (YA=CN81)
- **TUITION FEES**  
CERTIFICATE II: \$3,050  
CERTIFICATE III: \$3,730  
CERTIFICATE IV: \$4,150
- **AVAILABLE AT**  
ALL LOCATIONS
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB20101 CERTIFICATE II IN BUSINESS OR BSB30101 CERTIFICATE III IN BUSINESS OR BSB40101 CERTIFICATE IV IN BUSINESS, AS APPLICABLE
- CERTIFICATE II NOT AVAILABLE TO STUDENT VISA HOLDERS

#### START DATES

- 14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC

|          | Computing               |                 |              |                       |                            | Communication           |                         |                        |                     | Operations                     |                      |                       |                           |                  |          | Finance                                 |                       |                       | Management & Marketing |                   |                             |                            |                         |                           |                    |                                  |                           |                      |                         |  |
|----------|-------------------------|-----------------|--------------|-----------------------|----------------------------|-------------------------|-------------------------|------------------------|---------------------|--------------------------------|----------------------|-----------------------|---------------------------|------------------|----------|---|-----------------------|-----------------------|------------------------|-------------------|-----------------------------|----------------------------|-------------------------|---------------------------|--------------------|----------------------------------|---------------------------|----------------------|-------------------------|--|
|          | USE BUSINESS TECHNOLOGY | WORD PROCESSING | SPREADSHEETS | PRESENTATION GRAPHICS | PRODUCE BUSINESS DOCUMENTS | WORKPLACE COMMUNICATION | PREPARE FOR JOB SEEKING | RESEARCH AND REPORTING | MAKE A PRESENTATION | APPLIED BUSINESS COMMUNICATION | BUSINESS ENVIRONMENT | WORKPLACE INFORMATION | CUSTOMER SERVICE DELIVERY | WORKPLACE SAFETY | TEAMWORK | PERSONAL EFFECTIVENESS IN THE WORKPLACE | INNOVATION AND CHANGE | MEETING CLIENTS NEEDS | SUPERVISE WORK TEAM    | ORGANISE MEETINGS | PREPARE FINANCIAL DOCUMENTS | MAINTAIN FINANCIAL RECORDS | COMPUTERISED ACCOUNTING | INTRODUCTION TO MARKETING | MARKETING RESEARCH | RECRUIT, SELECT AND INDUCT STAFF | MANAGE PEOPLE PERFORMANCE | MARKETING MANAGEMENT | ENSURE A SAFE WORKPLACE |  |
| Cert II  | ✓                       | ✓               | ✓            |                       | ✓                          | ✓                       | ✓                       |                        |                     | ✓                              | ✓                    | ✓                     | ✓                         | ✓                |          |   |                       |                       |                        | ✓                 |                             |                            |                         |                           |                    |                                  |                           |                      |                         |  |
| Cert III |                         | ✓               |              | ✓                     | ✓                          | ✓                       |                         |                        |                     |                                |                      | ✓                     | ✓                         |                  | ✓        | ✓                                       | ✓                     |                       |                        | ✓                 | ✓                           |                            |                         |                           |                    |                                  |                           |                      |                         |  |
| Cert IV  |                         | ✓               |              | ✓                     | ✓                          | ✓                       | ✓                       | ✓                      | ✓                   |                                |                      |                       |                           |                  |          | ✓                                       |                       |                       | ✓                      | ✓                 | ✓                           | ✓                          |                         |                           |                    |                                  |                           |                      |                         |  |
| Diploma  |                         | ✓               |              | ✓                     | ✓                          | ✓                       |                         |                        | ✓                   |                                |                      | ✓                     |                           |                  |          |   |                       |                       |                        |                   |                             |                            | ✓                       | ✓                         | ✓                  | ✓                                | ✓                         | ✓                    | ✓                       |  |

SUBJECTS



show that you have the essential business skills, Martin College can give you that important edge.

## Possible careers

- administration
- personal assistant
- office supervisor
- office manager

### Diploma of Business

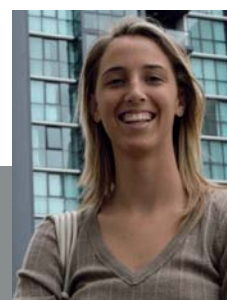
As a graduate of the Diploma of Business, you will have a firm grasp of business essentials and the confidence to undertake a variety of entry level roles in a range of industries. In only 20 weeks, you will be provided with a wealth of administrative, recruiting, business communication and marketing skills.

#### KEY FACTS

- **COURSE LENGTH**  
20 WEEKS (YA=CN80)
- **TUITION FEES**  
\$5,510
- **AVAILABLE AT**  
ALL LOCATIONS
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- DIPLOMA GRADUATES MAY ARTICULATE DIRECTLY INTO THE ADVANCED DIPLOMA OF BUSINESS MANAGEMENT OR THE ADVANCED DIPLOMA OF BUSINESS (MARKETING) WITH SIGNIFICANT CREDIT
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB50101 DIPLOMA OF BUSINESS

#### START DATES

- 14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC



Kate Doyle, Australia  
Certificate IV in Business

After speaking with a Course Consultant, I decided that it was a win-win situation. The courses sounded excellent and they offered me job opportunities in my field of interest. I would recommend Martin College, not just for the great location, but for the small classes, flexibility of the course and excellent teachers.



# MANAGEMENT

Effective managers are required in all areas of business today. Management roles within any company require a flexible approach and an ability to assess the need for organisational change.

## Possible careers

- office management
- business management

### Diploma of Business Management

The Diploma of Business Management is specifically designed to help you develop an innovative and entrepreneurial approach to the management of people and organisations. The best managers have the skills and confidence to make decisions, manage change and adapt to an ever-evolving business world. Our course is your first step toward being a business or industry leader.

#### KEY FACTS

- **COURSE LENGTH**  
25 WEEKS (YA=CN89)
- **TUITION FEES**  
\$6,140
- **AVAILABLE AT**  
ALL LOCATIONS
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- GRADUATES MAY ARTICULATE DIRECTLY INTO THE ADVANCED DIPLOMA OF BUSINESS MANAGEMENT OR THE ADVANCED DIPLOMA OF BUSINESS (MARKETING) WITH SIGNIFICANT CREDIT
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB50401 DIPLOMA OF BUSINESS MANAGEMENT

#### START DATES

- 14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC

# SUBJECTS

| Computing                  | Finance                     | Communication & Management        | Human Resources                                       |
|----------------------------|-----------------------------|-----------------------------------|---|
| WORD PROCESSING            | PREPARE FINANCIAL DOCUMENTS | RESEARCH AND REPORTING            | MANAGE PERFORMANCE MANAGEMENT SYSTEMS                 |
| PRODUCE BUSINESS DOCUMENTS | MAINTAIN FINANCIAL RECORDS  | APPLIED BUSINESS COMMUNICATION    | INDUSTRIAL RELATIONS                                  |
| DATABASES                  | COMPUTERISED ACCOUNTING     | WORKPLACE SAFETY                  | MANAGE HUMAN RESOURCE CONSULTANCY SERVICES            |
|                            | FINANCIAL MANAGEMENT        | RECRUIT, SELECT AND INDUCT STAFF  | MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES |
|                            | WORKPLACE COMMUNICATION     | CONTRIBUTE TO STRATEGIC DIRECTION | REMUNERATION AND EMPLOYEE BENEFITS                    |
|                            |                             | MANAGEMENT OF CHANGE              | REHABILITATION PROGRAMS                               |
|                            |                             | ENSURE A SAFE WORKPLACE           |   |
|                            |                             | MANAGE PEOPLE PERFORMANCE         |   |
|                            |                             |                                   |   |



# HUMAN RESOURCES

The success of an organisation is built on the effectiveness of its people, and its ability to capitalise on the strengths of each individual staff member. Jobs in HR management are increasingly important in modern businesses.

## Possible careers

- human resource assistant
- human resource management

### Diploma of Business (Human Resources)

As a graduate of the Diploma of Business (Human Resources), you will have a clear understanding of the role of the human resources function. You may work within a company's human resources department, or perhaps you may choose a career in the human resources industry. Knowledge of recruitment, performance management, industrial relations, remuneration and rehabilitation are key to any role in this field. You will learn the skills and techniques to manage organisational change in addition to the extensive computer and general business skills that are so vital in business today.

#### KEY FACTS

- **COURSE LENGTH**  
DIPLOMA 25 WEEKS (YA=CN114)
- **TUITION FEES**  
\$6,140
- **AVAILABLE AT**  
GOLD COAST
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- GRADUATES MAY ARTICULATE DIRECTLY INTO THE ADVANCED DIPLOMA OF BUSINESS MANAGEMENT OR THE ADVANCED DIPLOMA OF BUSINESS (MARKETING) WITH SIGNIFICANT CREDIT
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB50801 DIPLOMA OF BUSINESS (HUMAN RESOURCES)

#### START DATES

- 14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC



Alayna Decke, Australia  
Advanced Diploma  
of Business Management

The knowledge that I have gained from my course so far is extremely thorough. The teachers that I have had all explain everything we need to know in such ways that we will understand easily. The students that I share classes with are all unique in their own way; they help me understand their cultures and I am glad to be able to study with them.



# MARKETING

Today’s marketing professionals need to be prepared with a unique blend of theoretical and practical skills. This course promotes a thorough understanding of how the marketing process works in a business environment.

## Possible careers

- market research
- product marketing
- services marketing

### Diploma of Business (Marketing)

The Diploma of Business (Marketing) provides the skills necessary to analyse market needs, define target markets, create marketing strategies and unlock business opportunities in a competitive environment. This course will provide you with a thorough understanding of pricing, promotion, product and place in both the services and commercial product areas. With the ability to produce a comprehensive marketing communications plan, you will be prepared to start your marketing career.

#### KEY FACTS

- **COURSE LENGTH**  
25 WEEKS (YA=CN87)
- **TUITION FEES**  
\$6,140
- **AVAILABLE AT**  
ALL LOCATIONS
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- GRADUATES MAY ARTICULATE DIRECTLY INTO THE ADVANCED DIPLOMA OF BUSINESS MANAGEMENT OR ADVANCED DIPLOMA OF BUSINESS (MARKETING) WITH SIGNIFICANT CREDIT
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB50701 DIPLOMA OF BUSINESS (MARKETING)

#### START DATES

- 14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC

# SUBJECTS

Marketing

Events

|                                   | Computing | Communication | Marketing | Management | Event Management |
|-----------------------------------|-----------|---------------|-----------|------------|------------------|
| WORD PROCESSING                   | ✓         |               |           |            |                  |
| PRODUCE BUSINESS DOCUMENTS        | ✓         |               |           |            |                  |
| DATABASES                         | ✓         |               |           |            |                  |
| PRESENTATION GRAPHICS             | ✓         |               |           |            |                  |
| WORKPLACE COMMUNICATION           | ✓         | ✓             |           |            |                  |
| RESEARCH AND REPORTING            | ✓         | ✓             |           |            |                  |
| APPLIED BUSINESS COMMUNICATION    | ✓         | ✓             |           |            |                  |
| MAKE A PRESENTATION               | ✓         |               |           |            |                  |
| INTRODUCTION TO MARKETING         | ✓         | ✓             | ✓         |            |                  |
| MARKETING RESEARCH                | ✓         | ✓             | ✓         |            |                  |
| IDENTIFY THE MARKET               | ✓         | ✓             | ✓         |            |                  |
| EVALUATE MARKETING OPPORTUNITIES  | ✓         | ✓             | ✓         |            |                  |
| MARKETING MANAGEMENT              | ✓         | ✓             | ✓         |            |                  |
| REVIEW MARKETING PERFORMANCE      | ✓         | ✓             | ✓         |            |                  |
| EVALUATE E-BUSINESS OPPORTUNITIES | ✓         | ✓             | ✓         |            |                  |
| CONSUMER BEHAVIOUR                | ✓         | ✓             | ✓         |            |                  |
| WORKPLACE SAFETY                  | ✓         |               |           | ✓          |                  |
| ENSURE A SAFE WORKPLACE           | ✓         |               |           | ✓          |                  |
| RECRUIT, SELECT AND INDUCT STAFF  | ✓         |               |           | ✓          |                  |
| MANAGE PEOPLE PERFORMANCE         | ✓         |               |           | ✓          |                  |
| EVENT INDUSTRY KNOWLEDGE          | ✓         |               |           |            | ✓                |
| DEVELOP CONFERENCE PROGRAMS       | ✓         |               |           |            | ✓                |
| DEVELOP AN EVENT CONCEPT          | ✓         |               |           |            | ✓                |
| PLAN AND DEVELOP EVENT PROPOSALS  | ✓         |               |           |            | ✓                |



NATIONALLY RECOGNISED TRAINING

# EVENT MANAGEMENT

Graduates of this Diploma of Business will have a firm grasp of business essentials, as well as a strong understanding of the major industry that has grown around managing events.

## Possible careers

- business administration
- event coordination
- personal assistant

### Diploma of Business with a major in Event Management

This Event Management major has been specifically designed to prepare you for this exciting environment, giving you the skills you will need to succeed. We will teach you how to take an event from the first stages of conception through to the staging of the event itself. In addition, we will teach you core business practices and promotional skills – all intended to increase your employment prospects.

#### KEY FACTS

- **COURSE LENGTH**  
25 WEEKS (YA=CN95)
- **TUITION FEES**  
\$6,140
- **AVAILABLE AT**  
ALL LOCATIONS
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- GRADUATES MAY ARTICULATE DIRECTLY INTO THE ADVANCED DIPLOMA OF BUSINESS MANAGEMENT OR THE ADVANCED DIPLOMA OF BUSINESS (MARKETING) WITH SIGNIFICANT CREDIT
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB50101 DIPLOMA OF BUSINESS AND A STATEMENT OF ATTAINMENT FOR THE ADDITIONAL COMPETENCIES ACHIEVED FROM THT50203 DIPLOMA OF EVENT MANAGEMENT

#### START DATES

- 14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC



Raissa Rocha, Brazil  
Diploma of Business  
(Marketing)

My new Martin College Diploma of Business specialising in Marketing will open many doors of opportunity for me in Brazil. This is because my qualification clearly demonstrates that I can not only successfully write and speak in English, but that I also have confidence in practicing Business Marketing in English. This will be a huge advantage for me as I am now more employable!



# LEGAL

This course provides a thorough knowledge of the legal industry and the up-to-date computer and finance skills needed to keep pace with this booming business environment.

## Possible careers

- legal assistant
- legal secretary
- paralegal

### Diploma of Business (Legal Services)

This is a comprehensive course where you will learn highly advanced practical skills in administration and computing, while gaining crucial knowledge of paralegal systems and management for the legal industry. You will also gain a thorough understanding of the concepts, terminology and documentation specific to courts and legal offices, and develop the skills and experience necessary for effective case research, reporting and preparation of contractual agreements such as wills, probates and leases.

#### KEY FACTS

- **COURSE LENGTH**  
25 WEEKS (YA=CN88)
- **TUITION FEES**  
\$6,140
- **AVAILABLE AT**  
BRISBANE AND SYDNEY
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- GRADUATES MAY ARTICULATE DIRECTLY INTO THE ADVANCED DIPLOMA OF BUSINESS MANAGEMENT OR THE ADVANCED DIPLOMA OF BUSINESS (MARKETING) WITH SIGNIFICANT CREDIT
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSA50200 DIPLOMA OF BUSINESS (LEGAL SERVICES)
- THE FOCUS OF THIS COURSE IS THE AUSTRALIAN LEGAL SYSTEM
- THIS COURSE NOT AVAILABLE TO STUDENT VISA HOLDERS

#### START DATES

- **BRISBANE**  
18 FEB / 24 MAR / 28 APR / 14 JUL / 18 AUG / 22 SEP
- **SYDNEY**  
24 MAR / 28 APR / 2 JUN / 14 JUL

|   | Computing | Communication | Operations | Marketing | Management | Accounting | Legal |
|---|-----------|---------------|------------|-----------|------------|------------|-------|
| WORD PROCESSING                           | ✓         |               |            |           |            |            |       |
| SPREADSHEETS                              | ✓         |               |            |           |            |            |       |
| PRODUCE BUSINESS DOCUMENTS                | ✓         |               |            |           |            |            |       |
| INTERNET/EMAIL                            | ✓         |               |            |           |            |            |       |
| PRESENTATION GRAPHICS                     | ✓         |               |            |           |            |            |       |
| INTEGRATE BUSINESS APPLICATIONS           | ✓         |               |            |           |            |            |       |
| AUDIO TRANSCRIPTIONS                      | ✓         |               |            |           |            |            |       |
| PREPARE FOR JOB SEEKING                   | ✓         |               |            |           |            |            |       |
| WORKPLACE COMMUNICATION                   |           | ✓             |            |           |            |            |       |
| RESEARCH AND REPORTING                    |           | ✓             |            |           |            |            |       |
| APPLIED BUSINESS COMMUNICATION            |           | ✓             |            |           |            |            |       |
| BUSINESS ENVIRONMENT                      |           | ✓             |            |           |            |            |       |
| WORKPLACE INFORMATION                     |           | ✓             |            |           |            |            |       |
| USE BUSINESS EQUIPMENT                    |           | ✓             |            |           |            |            |       |
| HANDLE MAIL                               |           | ✓             |            |           |            |            |       |
| WORKPLACE SAFETY                          |           | ✓             |            |           |            |            |       |
| INTRODUCTION TO MARKETING                 |           |               | ✓          |           |            |            |       |
| MARKETING RESEARCH                        |           |               | ✓          |           |            |            |       |
| MARKETING MANAGEMENT                      |           |               | ✓          |           |            |            |       |
| RECRUIT, SELECT AND INDUCT STAFF          |           |               |            | ✓         |            |            |       |
| MANAGE PEOPLE PERFORMANCE                 |           |               |            | ✓         |            |            |       |
| ENSURE A SAFE WORKPLACE                   |           |               |            | ✓         |            |            |       |
| PREPARE FINANCIAL DOCUMENTS               |           |               |            |           | ✓          |            |       |
| MAINTAIN FINANCIAL RECORDS                |           |               |            |           | ✓          |            |       |
| COMPUTERISED ACCOUNTING                   |           |               |            |           | ✓          |            |       |
| LEGAL TERMINOLOGY                         |           |               |            |           |            | ✓          |       |
| INTRODUCTION TO THE LEGAL SYSTEM          |           |               |            |           |            | ✓          |       |
| RECORDING OF TIME AND COSTS               |           |               |            |           |            | ✓          |       |
| MANAGEMENT OF LEGAL FILES AND INFORMATION |           |               |            |           |            | ✓          |       |
| PREPARATION OF LEGAL DOCUMENTS            |           |               |            |           |            | ✓          |       |
| LEGAL RESEARCH AND REPORTING              |           |               |            |           |            | ✓          |       |
| COURT PREPARATION AND PROCEDURE           |           |               |            |           |            | ✓          |       |
| LEGAL STUDIES (PARALEGAL)                 |           |               |            |           |            | ✓          |       |
| CONTRACTS, CONVEYANCING AND LEASES        |           |               |            |           |            | ✓          |       |



# ACCOUNTING

You will gain a firm grasp of business essentials as well as a strong understanding of the processes and principles involved in bookkeeping and accounts management.

## Possible careers

- accounts payable
- accounts receivable
- computerised bookkeeping

### Diploma of Business plus Introductory Accounting

The Diploma of Business provides graduates with a cross section of subjects from the Management, Human Resource and Marketing streams, enabling them to function effectively in a generic business environment. This solid foundation is enhanced by further competency based training which provides the essential skills, knowledge and understanding required by those wishing to work in the bookkeeping/accounting field. It includes comprehensive training on contemporary computerised accounting software.

#### KEY FACTS

- **COURSE LENGTH**  
25 WEEKS (YA=CN105)
- **TUITION FEES**  
\$6,140
- **AVAILABLE AT**  
ALL LOCATIONS
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- GRADUATES MAY ARTICULATE DIRECTLY INTO THE ADVANCED DIPLOMA OF BUSINESS MANAGEMENT OR THE ADVANCED DIPLOMA OF BUSINESS (MARKETING) WITH SIGNIFICANT CREDIT
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB50101 DIPLOMA OF BUSINESS AND A STATEMENT OF ATTAINMENT FOR THE ADDITIONAL COMPETENCIES COMPLETED FROM FNS40604 CERTIFICATE IV IN FINANCIAL SERVICES (ACCOUNTING)

#### START DATES

- **BRISBANE AND GOLD COAST**  
14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC
- **SYDNEY**  
18 FEB / 24 MAR / 28 APR / 2 JUN / 14 JUL



Reilly Wallace  
Diploma of Business  
(Legal Services)

I have really enjoyed meeting people from all over the world and making new friends. I am from the country, and settling into the “Big Smoke” could not have been easier. It’s a great learning environment, providing first-class service combined with a quality classroom education. I would definitely recommend Martin College.

# TRAVEL AND TOURISM

This major will develop your knowledge and your practical skills, including computing, business administration, and destinations and products ready for an exciting career in this worldwide industry.

## Possible careers

- personal assistant
- travel consultancy
- airline reservations

### Diploma of Business with a major in Travel and Tourism, including Travel Computer Studies

This Diploma of Business combines theoretical and practical training in both business, and travel and tourism. You will graduate with a strong understanding and skills within the operations of a typical business, but also have the practical knowledge and skills relevant to entry level within the Travel Industry.

You also will be provided with comprehensive training on Galileo, a travel industry-based computerised reservations system. This will enable you to confidently create international fares and tickets, including e-tickets, and professional itineraries. (Graduates of this intensive training will receive an internationally recognised award from Galileo.)

### Certificate IV in Business with a major in Travel Practices

The Certificate IV in Business, featuring a major in Travel Practices, is an introduction to destinations, facilities and products within the Asia-Pacific region. It focuses on fares, ticketing and tourism operations, combining theoretical and practical training in both general business and travel and tourism. You will graduate with a strong understanding of the operations of a typical travel business.

### Diploma of Business with a major in Travel and Tourism

The Travel and Tourism major develops your travel and tourism industry knowledge as well as your practical business skills in computing, business communication, marketing and management.

You will graduate with a strong understanding of the operations of a typical travel business. (If a career in this exciting industry is your goal, we recommend that you also complete Travel Computer Studies. Speak to your Course Consultant for further information.)

#### KEY FACTS

- **COURSE LENGTH**  
DIPLOMA WITH TRAVEL COMPUTER STUDIES: 30 WEEKS (YA=CN86A)  
DIPLOMA: 25 WEEKS (YA=CN86)  
CERTIFICATE IV: 20 WEEKS (YA=CN82)
- **TUITION FEES**  
DIPLOMA WITH TRAVEL COMPUTER STUDIES: \$7,140  
DIPLOMA: \$6,140  
CERTIFICATE IV: \$5,510
- **AVAILABLE AT**  
ALL LOCATIONS
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- GRADUATES MAY ARTICULATE DIRECTLY INTO THE ADVANCED DIPLOMA OF BUSINESS MANAGEMENT OR THE ADVANCED DIPLOMA OF BUSINESS (MARKETING) WITH SIGNIFICANT CREDIT
- GRADUATES OF THIS CERTIFICATE IV MAY ARTICULATE INTO THE DIPLOMA OF BUSINESS WITH A MAJOR IN TRAVEL AND TOURISM WITH SIGNIFICANT CREDIT
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB50101 DIPLOMA OF BUSINESS OR BSB40101 CERTIFICATE IV IN BUSINESS, AS APPLICABLE, AND A STATEMENT OF ATTAINMENT FOR THE COMPETENCIES ACHIEVED FROM THE THT40202 CERTIFICATE IV IN TOURISM (OPERATIONS)

#### START DATES

- **BRISBANE**  
18 FEB / 24 MAR / 28 APR / 14 JUL / 18 AUG / 22 SEP
- **GOLD COAST**  
14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC
- **SYDNEY**  
18 FEB / 24 MAR / 28 APR / 2 JUN / 14 JUL

## SUBJECTS

|                                     | Computing |   |   | Communication |   |   | Operations |   |   | Finance |   |   | Management & Marketing |   |   | Travel |   |   |   | International |   |   |   |   |   |   |   |
|-------------------------------------|-----------|---|---|---------------|---|---|------------|---|---|---------|---|---|------------------------|---|---|--------|---|---|---|---------------|---|---|---|---|---|---|---|
| Cert IV                             | ✓         | ✓ | ✓ | ✓             | ✓ | ✓ | ✓          | ✓ | ✓ | ✓       | ✓ | ✓ | ✓                      | ✓ | ✓ | ✓      | ✓ | ✓ | ✓ | ✓             | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Travel                              | ✓         | ✓ | ✓ | ✓             | ✓ | ✓ | ✓          | ✓ | ✓ | ✓       | ✓ | ✓ | ✓                      | ✓ | ✓ | ✓      | ✓ | ✓ | ✓ | ✓             | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Travel with Travel Computer Studies | ✓         | ✓ | ✓ | ✓             | ✓ | ✓ | ✓          | ✓ | ✓ | ✓       | ✓ | ✓ | ✓                      | ✓ | ✓ | ✓      | ✓ | ✓ | ✓ | ✓             | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| International                       | ✓         | ✓ | ✓ | ✓             | ✓ | ✓ | ✓          | ✓ | ✓ | ✓       | ✓ | ✓ | ✓                      | ✓ | ✓ | ✓      | ✓ | ✓ | ✓ | ✓             | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

# INTERNATIONAL

This Diploma will prepare you to deal with the unique demands of international business. You will develop a keen understanding of goods, services, capital, technology and personnel.

## Possible careers

- importing/exporting
- marketing

### Diploma of Business with a major in International

Graduates of this Diploma of Business will be equipped with a keen understanding of the marketing and management skills necessary to build and develop trade relations in overseas business. It combines the practical and academic elements of business with political and trade factors, enabling you to pursue many career opportunities in international business.

#### KEY FACTS

- **COURSE LENGTH**  
25 WEEKS (YA=CN83)
- **TUITION FEES**  
\$6,140
- **AVAILABLE AT**  
ALL LOCATIONS
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- GRADUATES MAY ARTICULATE DIRECTLY INTO THE ADVANCED DIPLOMA OF BUSINESS MANAGEMENT OR THE ADVANCED DIPLOMA OF BUSINESS (MARKETING) WITH SIGNIFICANT CREDIT
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION BSB50101 DIPLOMA OF BUSINESS AND A STATEMENT OF ATTAINMENT FOR COMPETENCIES ACHIEVED FROM BSB60601 ADVANCED DIPLOMA OF BUSINESS (MARKETING)

#### START DATES

- **GOLD COAST AND SYDNEY**  
14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC
- **BRISBANE**  
18 FEB / 24 MAR / 28 APR / 14 JUL / 18 AUG / 22 SEP



Linda Jorgensen, Sweden  
Diploma of Business  
major in Travel and Tourism

Martin College has given me the opportunity to meet people from all over the world. They had the program I was looking for and the location in Surfers Paradise is great. I would like to get into the Travel business and maybe work as a travel agent after I complete my course.



and media teams, using their skills growth for the client's business.

## Diploma of Graphic Design (Advertising and Multimedia)

This double major will develop your skills, knowledge and understanding of the exciting field of advertising, as well as build the ability to bring your creative ideas to life through the use of multimedia authoring and layout packages.

### KEY FACTS

- **COURSE LENGTH**  
50 WEEKS (YA=CN66F)
- **TUITION FEES**  
\$14,020
- **AVAILABLE AT**  
BRISBANE AND SYDNEY
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- **DIPLOMA GRADUATES CAN EARN SIGNIFICANT CREDIT POINTS TOWARDS A RELEVANT UNIVERSITY UNDERGRADUATE DEGREE**
- **EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY**
- **SUCCESSFUL GRADUATES WILL RECEIVE THE ACCREDITED AWARD OF DIPLOMA OF GRAPHIC DESIGN (30085QLD), WITHIN THE APPLICABLE STREAM**

### START DATES

- 14 JAN / 18 FEB / 14 JUL / 22 SEP



**Billy Lam, Australia**  
Diploma of Graphic Design  
(Advertising and Multimedia)

After two years of architecture I needed a break. I took the opportunity to further myself in an area that has always interested me. Graphic Design will hopefully help me in that field. Martin College offered flexibility for my needs. I'm enjoying myself so far and I'm confident that I will be ready for the real world when I finish my course.



there is an on-going demand for well-trained IT professionals. but also a general knowledge of business practices. Join an industry

## Possible careers

- systems administrator
- helpdesk officer
- technical support officer
- multimedia designer

### Diploma of Information Technology (Systems Administration)

An organisation is only as efficient as its computer network. For this reason quality information technology personnel are extremely important to any business. Our Diploma of Information Technology (Systems Administration) will provide you with essential skills in programming, networking, systems management and security.

### Diploma of Information Technology (Multimedia)

The Diploma of Information Technology (Multimedia) will equip you with the essential knowledge and skills to originate designs and produce sophisticated and professional interactive media. While the main focus of this course is information technology, it also includes design concepts and principles.

#### KEY FACTS

- **COURSE LENGTH**  
DIPLOMA OF INFORMATION TECHNOLOGY (SYSTEMS ADMINISTRATION): 45 WEEKS (YA=CN124)  
DIPLOMA OF INFORMATION TECHNOLOGY (MULTIMEDIA): 50 WEEKS (YA=CN120)
- **TUITION FEES**  
DIPLOMA OF INFORMATION TECHNOLOGY (SYSTEMS ADMINISTRATION): \$12,550  
DIPLOMA OF INFORMATION TECHNOLOGY (MULTIMEDIA): \$13,600
- **AVAILABLE AT**  
SYSTEMS ADMINISTRATION: ALL LOCATIONS  
MULTIMEDIA: GOLD COAST AND SYDNEY
- **ENTRY REQUIREMENTS**  
REFER TO PAGE 41
- DIPLOMA GRADUATES CAN EARN SIGNIFICANT CREDIT POINTS TOWARDS A RELEVANT UNIVERSITY UNDERGRADUATE DEGREE
- EMBEDDED WITHIN EACH SUBJECT IS A CLUSTER OF ENDORSED NATIONAL UNITS OF COMPETENCY
- SUCCESSFUL GRADUATES WILL BE AWARDED THE NATIONAL QUALIFICATION ICA50305 DIPLOMA OF INFORMATION TECHNOLOGY (SYSTEMS ADMINISTRATION) OR ICA50905 DIPLOMA OF INFORMATION TECHNOLOGY (MULTIMEDIA), AS APPLICABLE

#### START DATES

- 14 JAN / 18 FEB / 24 MAR / 28 APR / 2 JUN  
14 JUL / 18 AUG / 22 SEP / 27 OCT / 1 DEC



Jake Percival, Australia  
Diploma of Information Technology  
(Systems Administration)

I had no prior learning within Systems Administration, however with the aid of the excellent teachers and facilities within the college I have achieved my goals above and beyond attaining excellent marks, and made some great friends in the process. I highly recommend the Diploma in IT to anyone who wishes to get a great head start on their IT career.

# JOB READY SKILLS

Martin College is aware of the need for individuals to gain nationally-recognized skills. If you are looking for career advancement, prerequisite job ready skills or simple training programs that can be tailor-made to your needs. Plan your own training

**Job Ready Skills**  
 Graduates from these training programs will receive a Statement of Attainment listing the competencies successfully completed.

\* These core skills are recommended for gaining employment in Australia.

### Business Computing\*

\$1,940 (FULL COURSE 200 HOURS)  
 \$12.50 PER HOUR (PART-PROGRAM)

Technology is at the heart of modern day business operations. These skills are what would be required as a minimum for entry into today's workforce.

**Start dates**

- On application

**Subjects available**

- Use Business Technology
- Word Processing
- Develop Keyboard Skills
- Spreadsheets
- Produce Business Documents
- Presentation Graphics
- Integrate Business Applications
- Databases
- Internet/Email

### Office\*

\$1,100 (FULL COURSE 130 HOURS)  
 \$12.50 PER HOUR (PART-PROGRAM)

Learning to work in a business environment does not happen by chance – some core competencies need to be evident so that employees can be productive team members from the outset.

**Start dates**

- On application

**Subjects available**

- Business Environment
- Workplace Communication
- Prepare for Job Seeking
- Workplace Information
- Use Business Equipment
- Customer Service Delivery
- Workplace Safety
- Team Work
- Handle Mail
- Internet/Email

|  | Computing |  |   |  |  |  |  |  |  |  | Communication, Operations & Finance |  |  |  |  |  |  |  |  |  | Travel |   |  |  |  | Events |   |  |  |
|--|-----------|--|---|--|--|--|--|--|--|--|-------------------------------------|--|--|--|--|--|--|--|--|--|--------|---|--|--|--|--------|---|--|--|
| USE BUSINESS TECHNOLOGY                    | ✓         |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| DEVELOP KEYBOARD SKILLS                    | ✓         |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| INTERNET/EMAIL                             | ✓         |  | ✓ |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| WORD PROCESSING                            | ✓         |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| SPREADSHEETS                               | ✓         |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| PRODUCE BUSINESS DOCUMENTS                 | ✓         |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| PRESENTATION GRAPHICS                      | ✓         |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| INTEGRATE BUSINESS APPLICATIONS            | ✓         |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| DATABASES                                  | ✓         |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| PAYROLL                                    |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| COMPUTERISED ACCOUNTING                    |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| TRAVEL COMPUTER STUDIES (INC. E-TICKETING) |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| PREPARE FOR JOB SEEKING                    |           |  |   |  |  |  |  |  |  |  | ✓                                   |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| WORKPLACE COMMUNICATION                    |           |  |   |  |  |  |  |  |  |  | ✓                                   |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| TEAMWORK                                   |           |  |   |  |  |  |  |  |  |  | ✓                                   |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| CUSTOMER SERVICE DELIVERY                  |           |  |   |  |  |  |  |  |  |  | ✓                                   |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| WORKPLACE SAFETY                           |           |  |   |  |  |  |  |  |  |  | ✓                                   |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| HANDLE MAIL                                |           |  |   |  |  |  |  |  |  |  | ✓                                   |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| USE BUSINESS EQUIPMENT                     |           |  |   |  |  |  |  |  |  |  | ✓                                   |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| BUSINESS ENVIRONMENT                       |           |  |   |  |  |  |  |  |  |  | ✓                                   |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| WORKPLACE INFORMATION                      |           |  |   |  |  |  |  |  |  |  | ✓                                   |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        |   |  |  |
| PREPARE FINANCIAL DOCUMENTS                |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        | ✓ |  |  |  |        |   |  |  |
| MAINTAIN FINANCIAL RECORDS                 |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        | ✓ |  |  |  |        |   |  |  |
| INTRODUCTION TO TRAVEL AND TOURISM         |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |
| TRAVEL AND TOURISM SALES                   |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |
| DESTINATIONS AND PRODUCTS – INTERNATIONAL  |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |
| DESTINATIONS AND PRODUCTS – AUSTRALASIA    |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |
| INTERNATIONAL TICKETING                    |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |
| AUSTRALIAN FARES AND TICKETING/ BSP        |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |
| EVENT INDUSTRY KNOWLEDGE                   |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |
| PLAN & DEVELOP EVENT PROPOSALS             |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |
| DEVELOP CONFERENCE PROGRAMS                |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |
| DEVELOP AN EVENT CONCEPT                   |           |  |   |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |        |   |  |  |  |        | ✓ |  |  |



ognised qualifications whilst balancing a hectic lifestyle. If you  
 ly an upgrade of your present skills, we offer an array of short  
 program by selecting from our range of individual learning units.

### Travel Operations

\$1,810 (FULL COURSE 200 HOURS)

\$12.50 PER HOUR (PART-PROGRAM)

Add these to your existing program or do this program as a stand-alone course, the flexibility to choose is yours. This program will give you a strong understanding of both domestic and international travel operations. You can even select to study Galileo. Refer to Travel Computer Studies below.

#### Start dates

- On application

#### Subjects available

- Introduction to Travel and Tourism
- Travel and Tourism Sales
- Destinations and Products – International
- International Ticketing
- Australian Fares and Ticketing/  
Billing Settlement Plan
- Destinations and Products – Australasia

### Travel Computer Studies

\$1,810 (FULL COURSE 100 HOURS)

If a career in the travel industry is your goal, you should complete both Travel Operations and Travel Computer Studies. Graduates of this intensive training program on the industry-specific computer reservations will receive an internationally recognised award from Galileo.

#### Start dates

- On application

### Event Management

\$1,630 (FULL COURSE 170 HOURS)

\$12.50 PER HOUR (PART-PROGRAM)

Event Management is one of the fastest growing fields in Australia and skilled people are in demand across many industry sectors. Learn how to take an event from the first stages of conception through to the event itself. The flexibility is there to add these skills to your program or choose this program as a skills set on its own – the choice is yours.

#### Start dates

- On application

#### Subjects available

- Event Industry Knowledge
- Plan and Develop Event Proposals
- Develop Conference Programs
- Develop an Event Concept
- Databases

### Accounting

\$1,310 (FULL COURSE 140 HOURS)

\$12.50 PER HOUR (PART-PROGRAM)

Basic accounting knowledge is invaluable in understanding the business environment. Combine that with skills in the use of technology through a computerised accounting and payroll system, and these skills will stand you in good stead to be readily employable.

#### Start dates

- On application

#### Subjects available

- Prepare Financial Documents
- Maintain Financial Records
- Payroll
- Computerised Accounting



Beth Davies, Australia  
 Job Ready Skills Package  
 (Galileo)

The Job Ready Skills program that I chose to add to my Diploma created better employment opportunities once I left Martin College. I have found the Galileo program to be very hands-on and practical. I know it will help to open doors for me in the Travel and Tourism Industry.



# ENGLISH LANGUAGE PREPARATION

Every campus offers English language programs through Embassy CES to ensure that you can quickly meet the entry requirements of your chosen course.

## EmbassyCES

ENGLISH LANGUAGE TRAINING WORLDWIDE

### English language support (for international students)

Students wishing to undertake a Martin College program must meet the relevant English language entry requirements of the course. Our English Language academic preparation programs are designed to help students who require additional training to meet these requirements, in the shortest time possible.

Martin College preparation courses are delivered by Embassy CES\* English Language Training Centres and are offered at all our locations.

### Assessing individual needs

If you need additional English language training in order to meet the Martin College entry requirements, we will carefully assess your individual level before you enrol, and recommend the right length of language course for you. You will be guided through your development of English so that you achieve the required level as quickly as possible. When you achieve a good intermediate level of English, you may undertake a business course entry test and join the next intake of the Martin College course of your choice.

### The English for Academic Purposes Program (EAPP)

The English for Academic Purposes Program (EAPP) is recommended for students who do not yet have the required level of English to enter Martin College. This course is delivered in 10, 20 and 30 week terms and there are start dates every 5 weeks. To enter at Stage 1, students need a minimum IELTS level of 4.5. Students without a current IELTS score may seek entry to the course by taking the English for Academic Purposes Program Entrance Test.

### The Certificate of Business English

This course is also an excellent choice for students wishing to improve their level of English in preparation for Martin College. Entry is at Pre-Intermediate (Level 3) or above, with start dates every Monday. General English language study can also be undertaken at Embassy CES to reach the required entry level.

Students' progress is closely monitored, and they undertake a business course entry test to confirm they have reached the Martin College entry requirement.

\*Provider: Study Group Australia Pty Limited  
CRICOS Provider Codes: 01755D (Qld), 01682E (NSW)

|   | Your current Level  | Scores  | You can   |
|---|---|---|---|
| 7 | <b>Proficient</b> – You use English with ease and fluency. You can improve by increasing your understanding of the nuances of the language and engaging in independent reading to develop your vocabulary further.                          | <ul style="list-style-type: none"> <li>● IELTS 7.5+</li> <li>● TOEFL iBT 105</li> <li>● TOEIC 900</li> <li>● CAMBRIDGE CPE</li> </ul>       | <ul style="list-style-type: none"> <li>● Enter all Martin College courses</li> </ul>  |
| 6 | <b>Advanced</b> – You have an operational command of English, and use it in a range of culturally appropriate ways. You can improve by extending your vocabulary and refining your use of style and register.                               | <ul style="list-style-type: none"> <li>● IELTS 6.7-7.5</li> <li>● TOEFL iBT 93</li> <li>● TOEIC 800-900</li> <li>● CAMBRIDGE CAE</li> </ul> | <ul style="list-style-type: none"> <li>● Enter all Martin College courses</li> </ul>  |
| 5 | <b>Upper-Intermediate</b> – You have generally effective use of English. You can improve by learning to discuss, argue and express opinion in a culturally acceptable way, and by refining your use of grammar and vocabulary.              | <ul style="list-style-type: none"> <li>● IELTS 5.5-6.5</li> <li>● TOEFL iBT 80</li> <li>● TOEIC 650-800</li> <li>● CAMBRIDGE FCE</li> </ul> | <ul style="list-style-type: none"> <li>● Enter all Martin College courses</li> </ul>  |
| 4 | <b>Intermediate</b> – You understand and speak English with some confidence. You can improve by developing your fluency, your understanding of grammar and by widening your vocabulary.   | <ul style="list-style-type: none"> <li>● IELTS 4.5-5.5</li> <li>● TOEFL iBT 55</li> <li>● TOEIC 450-650</li> <li>● CAMBRIDGE PET</li> </ul> | <ul style="list-style-type: none"> <li>● Enter Certificate III or IV or complete 10 weeks of English for entry to Diploma/Advanced Diploma.</li> </ul>                        |
| 3 | <b>Pre-Intermediate</b> – You have a good basic ability to communicate in a range of everyday social and travel contexts. You need to develop your listening, grammar and vocabulary.   | <ul style="list-style-type: none"> <li>● IELTS 3.5-4.5</li> <li>● TOEFL iBT 32</li> <li>● TOEIC 300-450</li> </ul>                          | <ul style="list-style-type: none"> <li>● Complete 10 weeks of English to enter Certificate III or IV or 20 weeks of English for entry to Diploma/Advanced Diploma.</li> </ul> |
| 2 | <b>Elementary</b> – You have a general basic ability to communicate in familiar situations in everyday life. You can survive in many simple travel and social contexts, and are now ready to progress onto more complex language functions. | <ul style="list-style-type: none"> <li>● IELTS 3.0</li> <li>● TOEFL iBT 20</li> <li>● TOEIC 150-300</li> </ul>                              | <ul style="list-style-type: none"> <li>● Complete 20 weeks of English to enter Certificate III or IV or 30 weeks of English for entry to Diploma/Advanced Diploma.</li> </ul> |
| 1 | <b>Beginner</b> – You know only a few words of English.   | <ul style="list-style-type: none"> <li>● IELTS 1-2</li> <li>● TOEFL iBT 12</li> <li>● TOEIC 10-150</li> </ul>                               | <ul style="list-style-type: none"> <li>● Complete 30 weeks of English to enter Certificate III or IV or 40 weeks of English for entry to Diploma/Advanced Diploma.</li> </ul> |

I was looking for an English course and an agency in my country, Columbia, advised me about Embassy CES for my English course and also about Martin College to continue my studies. I found that Martin College is a recognisable institution, not only in Australia, but all around the world and that helped me to make my decision.

Johanna Molina, Columbia



# study in **BRISBANE**

Queensland's capital city, Brisbane, is an ideal place to live and study, thanks to its near-perfect year-round climate, wide range of attractions and casual, outdoor lifestyle. The inner-city, metropolitan Brisbane has a lively street café scene, a great riverside park, and a busy cultural calendar.



Our purpose-built Brisbane campus, based over several floors, is located in the city centre, close to all the attractions.



Our reception area is always busy and a good place to meet your friends.



Classrooms are airy and spacious.



Brisbane's famous Botanical Gardens are just a short walk from the campus.



Our outdoor patio area overlooks the city centre and is a great place to relax between classes.

## our campus

Our modern, purpose-built campus is located in the very heart of the city and has excellent access to transport, shops, restaurants and entertainment venues. We have extensive computing facilities available at our campus, which we share with Embassy CES, the English language division of Study Group. We have students from around the world, so our campus has a real atmosphere of variety and multiculturalism.

## accommodation

For international students, Homestay accommodation with single and twin share rooms is available with carefully selected host families. If you require self-catering, residential options, we have excellent single and shared rooms close to the city centre. We also provide single rooms with their own private bathrooms in selected lodges, which provide basic traveller options and amenities.

## key facts

- ▶ WELL-EQUIPPED CLASSROOMS
- ▶ MODERN, PURPOSE-BUILT CAMPUS
- ▶ EXTENSIVE COMPUTER LABORATORIES
- ▶ LANGUAGE LABORATORY
- ▶ STUDENT COMMON ROOM
- ▶ SPACIOUS LIBRARY
- ▶ WIRELESS INTERNET ACCESS THROUGHOUT THE CAMPUS
- ▶ SOCIAL AND ACTIVITIES CLUB FOR STUDENTS
- ▶ ACADEMIC COUNSELLING
- ▶ INNER CITY LOCATION

## choose from

- ▶ GRAPHIC DESIGN
- ▶ INFORMATION TECHNOLOGY
- ▶ BUSINESS
- ▶ TRAVEL AND TOURISM
- ▶ MANAGEMENT
- ▶ MARKETING
- ▶ EVENT MANAGEMENT
- ▶ LEGAL SERVICES
- ▶ INTRODUCTORY ACCOUNTING
- ▶ INTERNATIONAL BUSINESS

# study on the **GOLD COAST**

If you like sun, surf and sand, a friendly, relaxed lifestyle and lots of tourist attractions, then you'll love the Gold Coast. With its stunning combination of world-famous beaches, sub-tropical rainforest and the green valleys of Mount Tamborine, it is among the most popular tourist destinations in the world.



Our attractive and sunny centre is just a short walk from some of Australia's most spectacular beaches.



Meet up with friends or relax over lunch – our common room is popular with all our students.



Reception is a busy area where expert staff will help you with any questions.



Computer laboratories here offer excellent facilities.



Our classrooms are bright, spacious and an ideal environment in which to enjoy your studies.

## our campus

Our campus is superbly situated in a modern building in the heart of the shopping district of Surfers Paradise, and only two minutes from the beach. You will be able to share in an exciting weekly program of social and sporting activities and enjoy a friendly and relaxed atmosphere mixing with students from Embassy CES, the English language training division of Study Group. The Gold Coast offers a wonderful multicultural environment.

## accommodation

For international students, Homestay accommodation with single rooms is available with carefully selected host families. We also provide single rooms with their own private bathrooms in selected lodges which provide basic traveller options and amenities.

## key facts

- ▶ WELL-EQUIPPED CLASSROOMS
- ▶ EXTENSIVE COMPUTER LABORATORIES
- ▶ STUDENT COMMON ROOM
- ▶ EXCELLENT LOCATION CLOSE TO BEACHES AND SHOPPING AREA
- ▶ SOCIAL AND ACTIVITIES CLUB FOR STUDENTS
- ▶ ACADEMIC COUNSELLING
- ▶ INNER CITY LOCATION
- ▶ WIRELESS INTERNET ACCESS THROUGHOUT THE CAMPUS

## choose from

- ▶ INFORMATION TECHNOLOGY
- ▶ BUSINESS
- ▶ TRAVEL AND TOURISM
- ▶ MANAGEMENT
- ▶ MARKETING
- ▶ EVENT MANAGEMENT
- ▶ HUMAN RESOURCES
- ▶ INTERNATIONAL BUSINESS
- ▶ INTRODUCTORY ACCOUNTING

# study in SYDNEY

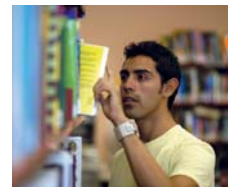
Australia's most famous location is relaxed, cosmopolitan and teeming with life. With its spectacular natural harbour, no city on earth is built around a more beautiful or memorable location. From the classic beach culture at Bondi Beach to the colonial Rocks area by the Harbour Bridge, Sydney is a vibrant city of culture and entertainment just waiting to be explored.



Our modern campus is located in the heart of Sydney.



The centre features great places to relax and meet with friends.



Whatever your course, our fully-stocked library will have what you're looking for.



Our extensive computer rooms are ideal for catching up on emails or researching for your course.



When a day of studying is over, you can explore one of Sydney's world-famous beaches.

## our campus

Our Sydney campus is in the central city area, surrounded by a superb array of shops, cafés and restaurants. It is shared with a Charles Sturt University Study Centre and Embassy CES, the English language training division of Study Group. Easily accessed by public transport, the campus is close to the attractions of Darling Harbour and Chinatown. You can enjoy many sporting and social activities organised regularly by our social and activities club for students.

## accommodation

Montpelier House is our student residence located just ten minutes by public transport from the Martin College Darlinghurst campus. Single and twin share accommodation is available. See page 39 for details. Homestay accommodation with single and twin share rooms is also available with carefully selected host families.

## key facts

- ▶ BRIGHT MODERN PREMISES
- ▶ EXTENSIVE COMPUTER LABORATORIES
- ▶ STUDENT LOUNGE
- ▶ WELL-EQUIPPED CLASSROOMS
- ▶ LIBRARY
- ▶ WIDE RANGE OF OPPORTUNITIES TO CONTINUE YOUR STUDIES
- ▶ SOCIAL AND ACTIVITIES CLUB FOR STUDENTS
- ▶ ACADEMIC COUNSELLING
- ▶ CENTRAL LOCATION
- ▶ WIRELESS INTERNET ACCESS THROUGHOUT THE CAMPUS

## choose from

- ▶ GRAPHIC DESIGN
- ▶ INFORMATION TECHNOLOGY
- ▶ BUSINESS
- ▶ TRAVEL AND TOURISM
- ▶ MANAGEMENT
- ▶ MARKETING
- ▶ EVENT MANAGEMENT
- ▶ LEGAL SERVICES
- ▶ INTRODUCTORY ACCOUNTING
- ▶ INTERNATIONAL BUSINESS

# ACCOMMODATION

If you are studying away from home, we can assist you to find suitable accommodation.



Montpelier House exterior



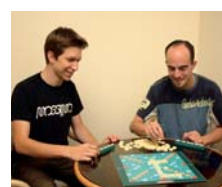
Montpelier House rooftop



Montpelier House single bedroom



Montpelier House kitchen



Montpelier House common room

## homestay

We believe that feeling safe and comfortable contributes to the educational success of our students. To achieve this, our program gives students the opportunity to stay in carefully selected Australian homes. These have all been chosen for their safety, cleanliness and appropriateness of the family to each student. Your Homestay family will provide you with breakfast and an evening meal every day. Homestay is a great opportunity for international students to improve their English and learn about Australian culture – away from the classroom.

## residential

### Montpelier House, Sydney

This co-educational student residence catering for international students aged 18 years or over. Located 10 minutes from the Darlinghurst campus, Montpelier House provides single and twin share rooms with a daily breakfast. Students are provided with complete flexibility, while still ensuring a supervised environment.

## Montpelier House – key facts

- ▶ NEW, SELF-CATERING COMMUNAL KITCHEN AND DINING AREA
- ▶ INTERNET FACILITIES
- ▶ SHARED BATHROOMS
- ▶ ROOFTOP BARBECUE AREA WITH CITY AND HARBOUR VIEWS
- ▶ COIN-OPERATED WASHING MACHINES AND DRYERS
- ▶ TV, DVD AND STEREO IN COMMON ROOM
- ▶ REGULAR STUDENT ACTIVITIES INCLUDING MOVIE AND BARBECUE NIGHTS

# SUPPORT

The first few days at college can be a confusing and disorienting time, and that's why we provide you with all the advice and support you need. We want your time with us to be enjoyable from day one, and we make every effort to ensure that you have all the information and help you need.

## The transition to Australian life

Much of our early support involves helping you adapt to life in a new country, beginning with the option of a welcoming airport pick-up and transfer to your accommodation. We have helped thousands of students to resolve confusion with transport or money, learn new social customs and cope with homesickness. We know what to expect and how to help. Like all those we have previously helped, you will come to love life in Australia.

## The transition to college life

Our comprehensive orientation program will ensure you understand the rules and regulations of the college. It is important for you to know what is expected of you, and whom to contact if you need assistance or should wish to make a complaint. These sessions will help you quickly settle into college life.

## Student support services

Our expert Student Services staff will advise you in all areas, from opening your new bank account and registering with a doctor, through to organising evening entertainment and social activities where you will begin making friends with your fellow students. That is why, whether you are a local or an international student, you will find Martin College a welcoming and inspiring place in which to study.

## Academic and personal guidance

Regular private interviews are scheduled for each student. These ensure your studies stay on track and that assistance is provided with study, health, career and personal matters.

## Student social and activities club

Learning while having fun is a key element of the Martin College experience. You can participate in a wide range of social activities and sporting pursuits outside classroom hours, where you will make friends, enjoy yourself and absorb the Australian culture. Australia is the perfect place for barbecues on the beach, trips to the country and sporting activities.

## Overseas Student Health Cover (OSHC)

If you are an international student studying in Australia and have a student visa, you must purchase an approved OSHC policy from a registered health fund. You will need to buy OSHC before you come to Australia, to cover you from when you arrive. You will also need to maintain OSHC throughout your stay in Australia.

Martin College will offer to arrange OSHC for the duration of your full program. However if you elect for Martin College to arrange your OSHC for the first 12 months only, and your program is longer than 12 months, you are responsible and obligated to renew your OSHC when it expires (that is, after 12 months) whilst in Australia. It is important that your cover is maintained for the duration of your program as international students are not eligible to access the Australian Medicare system.

Martin College's preferred provider is Australian Health Management (AHM) [www.ahm.com.au](http://www.ahm.com.au).

## StudyCare Insurance

Martin College offers an additional insurance policy designed to complement OSHC. StudyCare provides students with comprehensive protection including: medical emergency and repatriation, emergency helpline, travel cancellation, course fee reimbursement, lost and delayed baggage, personal liability and personal accident. Please contact the International Admissions Centre for premiums and more information.

## Supporting under 18s

In order for a student under the age of 18 to be granted a student visa, they must demonstrate to DIAC that they have adequate welfare arrangements in place for the length of the student visa or until they turn 18. Details of the requirements are available from DIAC at [www.immi.gov.au](http://www.immi.gov.au), or from the International Admissions Centre.

The International Admissions Centre can also provide information on the Martin College Caregivers, who offer a list of services to you and your parents, including a 24-hour emergency telephone number and regular contact with you. Caregivers liaise with the college and your parents and report on academic progress or any concerns regarding your health and after hours activities.



# ENTRY REQUIREMENTS

## ACADEMIC

| COUNTRY              | ADVANCED DIPLOMAS AND DIPLOMAS  | CERTIFICATES   |
|----------------------|---|--|
| Australia            | Year 12 or equivalent. No OP, UAI or TER score  | Year 10 or equivalent (including Certificate III)                    |
| Bangladesh           | Higher Secondary Certificate  | Grade XI*  |
| Bahrain              | Secondary School Leaving Certificate (plus Martin College Certificate IV)               | Secondary School Leaving Certificate                                 |
| Brazil               | Certificate de Conclusao de 2o grau (plus Martin College Certificate IV)                | Certificate de Conclusao de 2o grau                                  |
| Colombia             | Bachillerato (plus Martin College Certificate IV)                                       | Bachillerato   |
| Czech Republic       | Matriculation Certificate (Maturita)  | Year 10 High School or equivalent                                    |
| China                | Gao San   | N/A  |
| Chile                | Licencia de Educacion Media (plus Martin College Certificate IV)                        | Licencia de Educacion Media  |
| Hong Kong            | Form 7 (HKAL)   | Form 5 (HKCEE)   |
| India                | All India Senior School Certificate or Standard XII                                     | Standard XI*   |
| Indonesia            | SMU III   | SMU II or SMU III  |
| Iran                 | High School Diploma and Certificate IV or Pre-University Certificate                    | High School Diploma  |
| Japan                | Upper Secondary School Certificate Grade 3 (Year 12)                                    | Upper Secondary School Certificate Grade 2 (Year 11)                 |
| Korea                | Upper Secondary School Certificate Grade 3 (Year 12)                                    | Upper Secondary School Certificate Grade 2 (Year 11)                 |
| Kuwait               | General Secondary School Certificate (plus Martin College Certificate IV)               | General Secondary School Certificate                                 |
| Lebanon              | Baccalaureate General/General Secondary School Certificate                              | Baccalaureate General/General Secondary School Certificate           |
| Macau                | Senior Middle 3   | Form 5 or Senior Middle 2  |
| Malaysia             | STPM or Senior Middle 3   | Form 5 (SPM) or equivalent; successful completion of Senior Middle 2 |
| Mexico               | Bachillerato (plus Martin College Certificate IV)                                       | Bachillerato   |
| Oman                 | Secondary School Leaving Certificate (plus Martin College Certificate IV)               | Secondary School Leaving Certificate/Thanawiya Amma                  |
| Peru                 | Certificado de Educacion Secundaria Comun Completa (plus Martin College Certificate IV) | Certificado de Educacion Secundaria Comun Completa                   |
| Russia               | Certificate of Secondary Education (Attestat)   | Certificate of Secondary Education (Attestat)                        |
| Saudi Arabia         | General Secondary Education Certificate (plus Martin College Certificate IV)            | General Secondary Education Certificate/Tawjihiyah                   |
| Sweden               | Upper Secondary School Certificate (Slutbetyg)  | Year 10 High School or equivalent                                    |
| Switzerland          | Federal Maturity Certificate or equivalent  | Year 10 High School or equivalent                                    |
| Taiwan               | Senior Secondary Year 3   | Senior Secondary Year 2  |
| Thailand             | Matayom 6   | Matayom 5  |
| Turkey               | Lise Diplomasi (plus Martin College Certificate IV)                                     | Lise Diplomasi   |
| United Arab Emirates | General Secondary School Certificate/Tawjihiyah (plus Martin College Certificate IV)    | General Secondary School Certificate/Tawjihiyah                      |
| Vietnam              | Diploma of General Education (Bang Tu Tai)  | Year 11  |

### Note:

1. Not all qualifications are listed and students with other qualifications should send their details to the International Admissions Centre for assessment.
2. Many courses require completion of a High School qualification. If you do not have one of these formal qualifications, but believe you are capable of completing the course, contact us online or come in and talk with one of our Course Consultants. Addresses and contact details are shown on the back cover.
3. You may be considered for special admission if you are a mature age student (20 years or over), even if you have not completed Year 10 or Year 12. In this case, you must provide evidence of your work and life experiences to show that you have the ability to undertake the course of your choice.
4. If a student intends to subsequently apply to university for further studies, Australian universities expect applicants to have completed senior secondary education (or equivalent). Such applicants should also consider their selection of course carefully, as academic pathways to universities often require studies within similar areas.
5. All entry requirements are subject to change by the Department of Immigration and Citizenship.

## ENGLISH LANGUAGE

|                  | ADVANCED DIPLOMAS AND DIPLOMAS | CERTIFICATES                |
|------------------|--------------------------------|-----------------------------|
| IELTS            | 5.5 (no band less than 5.0)    | 5.0 (no band less than 5.0) |
| GCE 'O' Level    | C6                             | D7                          |
| HKCEE            | Level 3                        | Level 2                     |
| TOEFL (Paper)    | 525 TWE 3.5                    | 500 TWE 3.0                 |
| TOEFL (Computer) | 197 TWE 3.5                    | 500 TWE 3.0                 |
| TOEFL (iBT)      | 71 (writing 16)                | 61 (writing 13)             |
| TOEIC            | 700                            | 600                         |

# TERMS AND CONDITIONS

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing at the campus as indicated on the Application form (“the Application”). I agree that on acceptance of the Application by Martin College (“the College”), the Application will become the Contract of Enrolment (“the Contract”) and further, I agree to abide by the following terms and conditions of enrolment:

1. I agree that it is a condition of my enrolment that I attend all scheduled classes except where there is a legitimate reason for non-attendance which is acceptable to the College (for example, illness supported by a Doctor’s Certificate). If my enrolment terminates due to a breach of this condition I understand and agree that I may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.
2. I agree that I am required to use my best endeavours to meet the requirements of the course selected and to abide by the rules and regulations of the College. I understand that if I breach any of the College’s rules or my behaviour is deemed unacceptable by the College, my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract. (Information on the College’s policies, rules and regulations is located on the website [www.martincollege.edu.au](http://www.martincollege.edu.au).)
3. I agree that all lessons and any related material supplied by the College are copyright, remain the property of the College and must be returned to the College on completion of the course. I understand that any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
4. I agree that I am responsible for my own books, equipment and personal items and I hereby release, indemnify and hold harmless the College against all liability and claims for any loss or damage to such items, howsoever caused.
5. I agree that I may be required, and permission is hereby granted, to attend organised College excursions and activities as part of the course.
6. I agree that the College is hereby authorised to obtain medical treatment for myself should such action be deemed necessary by the College or a staff member acting on behalf of the College. I agree to indemnify and hold harmless the College and its staff for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorising and arranging such emergency medical treatment.
7. I agree to pay the tuition fees and other charges applicable for my course on the due dates and acknowledge and agree that tuition fees may alter from time to time. I understand that a late payment fee of A\$100 per month is payable on accounts which remain unpaid 14 days after the due date for payment.
8. I understand that if after commencing the course, I discontinue my program before completion, I may remain liable to pay the full course tuition fees and any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors’ costs.
9. Course fees do not include the cost of text books; I agree to purchase these where required by the College.
10. I understand that transfer between campuses of the College will only be possible if approved in advance by the Department of Immigration and Citizenship (DIAC) as well as the relevant Campus Directors, and that extra fees may apply.
11. I agree to advise the College of any change of my address while I am enrolled in the course.
12. I acknowledge that I have read and understood the Student Grievance Policy outlined in this brochure and on the website at [www.martincollege.edu.au](http://www.martincollege.edu.au).
13. I hereby acknowledge that I have read, understood and agree to the terms of the Cancellation and Refund Policy outlined in this brochure and on the website at [www.martincollege.edu.au](http://www.martincollege.edu.au).
14. I confirm that the terms and conditions of this offer have been explained to me and understand that any variation of those stated terms and conditions of the Contract must be provided in writing and be signed by an authorised officer of the College.

## CANCELLATION AND REFUND POLICY – INTERNATIONAL STUDENTS

1. All notifications of withdrawal from a course or requests for refunds must be made in writing to the Campus Director.
2. Enrolment fees are non-refundable.
3. The College will refund within 28 days and without deduction, all tuition fees paid where the student’s Application for Admission is refused by the College.
4. The College agrees to refund within 28 days and without deduction, all tuition fees paid where the student produces certified evidence that the application made by the student for a student visa has been rejected by the Australian Immigration authorities.
5. Where a student’s course of study is terminated for a serious breach of the College rules or a breach of visa conditions, including non-attendance or unsatisfactory progress, there will be no refund of any moneys paid.
6. The College agrees to refund within 28 days of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and as detailed below:
  - a) Where a student has enrolled in a package of courses, such as an Embassy CES and/or Martin College course immediately prior to the commencement of their principal Martin College course, the course commencement date for the purpose of this clause will be deemed to be the commencement date of the first course in the package.

- b) If written notice is received 28 days or more before the date of course commencement, then a non-refundable amount equivalent to 30% of the tuition fee shall be applicable to all enrolments.
  - c) If written notice is received 27 days or less before the date of course commencement, then a non-refundable amount equivalent to 50% of the tuition fee shall be applicable to all enrolments.
  - d) If written notice is received on or after the date of course commencement, there will be no refund of any moneys paid unless the Campus Director deems that exceptional circumstances apply.
  - e) If a student withdraws from a course before the deemed commencement date, and the College has paid an amount to a representative in relation to recruitment, the refund will be further reduced by that amount.
  - f) Fees may also be payable under Clause 8 of the Terms and Conditions.
7. In the unlikely event that the College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course by the College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, the College will ask you to sign a document to indicate that you accept the placement.
- If the College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) provider will place you in a suitable alternative course at no extra cost to you. Finally, if our TAS provider cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
8. Homestay/Lodge Refunds (All Campuses) I understand that if:
- a) I cancel my accommodation less than 7 days before arrival, I will be charged the Accommodation/Homestay Placement Fee (if applicable), plus a cancellation fee equivalent to 1 week of accommodation.
  - b) I cancel my accommodation after arrival, 4 weeks of notice is required; any accommodation fees in excess of the notice period will be refunded less a 10% cancellation fee.
9. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

### Overseas Student Health Cover (OSHC) Refund Policy

If a student is transferring from Australian Health Management (AHM) to another provider or cancelling cover, a request must be made in writing to Martin College. As stated in the Australian Health Management Policy document which is sent out with membership cards, the first refund for a student each calendar year is processed free of charge. Additional refunds will incur a service charge of \$20 each time.

### CANCELLATION AND REFUND POLICY – LOCAL STUDENTS

1. Enrolment fees are non-refundable.
2. The College will refund within 28 days and without deduction, all tuition fees paid where the student's Application for Admission is refused by the College.
3. Where a student's course of study is terminated for a serious breach of the College rules or a breach of visa conditions, including non-attendance or unsatisfactory progress, there will be no refund of any moneys paid. (Information on the College's policies, rules and regulations is located on the website [www.martincollege.edu.au](http://www.martincollege.edu.au).)
4. The College agrees to refund within 28 days of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and as detailed below:
  - a) If an enrolment is cancelled prior to commencement, a cancellation fee equivalent to the Enrolment Fee will apply.
  - b) If an enrolment is cancelled within 28 days after commencement of the course, a cancellation fee equivalent to 50% of the total course tuition fee will apply.
  - c) If an enrolment is cancelled later than 28 days after commencement of the course, a cancellation fee equivalent to 100% of the total course tuition fee will apply.
  - d) Fees may also be payable under Clause 8 of the Terms and Conditions.
  - e) In the unlikely event that the College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course by the College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, the College will ask you to sign a document to indicate that you accept the placement.

### STUDENT GRIEVANCE POLICY – ALL STUDENTS

In the event of a dispute between an individual student and the College, internal procedures are in place to facilitate the resolution of the dispute. If the student remains dissatisfied with the outcome,

they may seek independent external mediation through The Institute of Arbitrators and Mediators of Australia (IAMA).

### A summary of the internal grievance procedures

1. Code of Conduct, Attendance and Discipline
 

Students are expected to abide by the terms and conditions of enrolment and the published rules and code of conduct of the College. Disciplinary procedures will be applied in the event of a breach of these rules. All staff members are expected to apply the College's policy and rules fairly and without favour, but if a student considers that this has not occurred, the student may refer the matter to the Campus Grievance Counsellor. The complaint may either be dealt with by that person, or referred to the Campus Director for resolution. The decision will be conveyed in writing to the parties. If either the action taken or the outcome does not satisfy the student, he/she may write to the Managing Director, who will in turn convey a decision in writing to the student.
2. Service and Academic Programs
 

In the event of a student complaint concerning the quality of the service or teaching provided by the College, the student will report the matter to Campus Grievance Counsellor. The complaint may either be dealt with by that person, or referred to the Campus Director for resolution. The decision will be conveyed in writing to the parties. If either the action taken or the outcome does not satisfy the student, he/she may write to the Managing Director, who will in turn convey a decision in writing to the student.
3. Contractual and Financial Issues
 

Matters relating to the interpretation of the Contract, or the payment or refund of moneys, are stated clearly within this document. Any queries relating to course fees and other charges payable to the College (or refunds) will initially be dealt with by the College Finance and Administration staff. If the student is dissatisfied with the decision, the matter will be referred to the Campus Director. If either the action taken or the outcome does not satisfy the student, he/she may write to the Finance Director, who will in turn convey a decision in writing to the student.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. Additionally, students can access independent dispute resolution services through the relevant Australian State Education Authority responsible for approving providers to offer courses to overseas students. For example, students in Queensland who are concerned about the conduct of a provider may contact officers of the Queensland Department of Education, Training and The Arts. The chief executive of that department has power under the Education (Overseas Students) Act to investigate, suspend or cancel the registration of a provider or a course within that state.

### CREDIT CARD PAYMENTS

Payment made by credit cards (Visa, Mastercard and American Express) will attract a 2% surcharge.

### AIRPORT PICKUP REFUNDS

For cancellations less than 48 hours before arrival no refund will apply.

### CHANGES TO ARRANGEMENTS – ALL STUDENTS

After course commencement, the College reserves the right to charge an Adjustment Fee of AU\$150 each time course or accommodation details are changed after a place has been confirmed. This fee will not apply to upgraded or extended courses.

### SERVICES

The College reserves the right to change the particulars of the services, including changes to prices, courses, facilities and dates of programs where circumstances beyond the College's control necessitate such changes or where the level of enrolments does not reach the minimum numbers required to operate a course viably.

### LIABILITY

Martin College and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law. Martin College will not be liable in the event that any service contracted to be supplied by Martin College becomes impossible to supply for any reason or any cause outside the control of Martin College.

### EDUCATION SERVICES FOR OVERSEAS STUDENTS FRAMEWORK

Australia has a reputation as a safe, progressive and dynamic place to study. We maintain this reputation by providing quality education delivered in accordance with the ESOS framework which is the consumer protection specifically developed for overseas students. A description of the ESOS framework is available electronically at the following site: [http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS\\_FrameWork\\_pdf.pdf](http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf)

Please note that information is collected by the College during each student's enrolment in order to meet its obligations under the *Education Services for Overseas Students Act 2000* (ESOS Act), the *Education Services for Overseas Students Regulations 2001* (ESOS Regulations) and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (The National Code). This is to ensure students' compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001, and The National Code 2007, all of which are parts of the ESOS framework.

Information collected about each student during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected during enrolment can be disclosed without the student's consent where authorised or required by law.

# HOW TO APPLY

## International students

For information concerning student visas to Australia, please refer to the Australian Department of Immigration and Citizenship (DIAC) website – [www.immi.gov.au](http://www.immi.gov.au). Alternatively contact the International Admissions Centre or Martin College.

- 1 First read this brochure carefully. If you have any questions, please contact our International Admissions Centre or Martin College.
- 2 Alternatively, you can apply online at [www.martincollege.edu.au](http://www.martincollege.edu.au) and a Student Enrolment Advisor will assist you with your application.
- 3 When you have decided to apply, complete as many details as possible on the Application for Admission form, making sure you note the course name, commencement date and the preferred campus.
- 4 Attach certified copies of educational reports from your last two years (or forecast or preliminary results) and any official examination certificates, such as a HKCEE, SMU, SPM, and evidence of your English language proficiency (for example your IELTS or TOEFL results). Please ensure that certified translations accompany documents that are not in English. Copies can be certified by:
  - An Australian Diplomatic Mission
  - A Justice of the Peace
  - The official records department of the institute that originally issued the document
  - An authorised Martin College representative.
- 5 Send the Application for Admission form and certified copies of your educational reports, examination certificates and IELTS or TOEFL reports to our International Admissions Centre or Martin College.
- 6 Your application will be acknowledged promptly and you will be notified if your application is accepted.
- 7 In order to accept the offer of a place it will be necessary to obtain a bank draft made payable to Study Group or alternatively pay by bank transfer or credit card (Visa, Mastercard or American Express) for the amount specified for the offered intake.
- 8 On receipt of payment your place at Martin College will be confirmed. Martin College will issue a 'Confirmation of Enrolment' form which must be presented to an Australian Diplomatic Mission when applying for a student visa.

## Local students

- 1 Apply online at [www.martincollege.edu.au](http://www.martincollege.edu.au) and a Student Enrolment Advisor will assist you with your application.
- 2 Complete all details on the Application for Admission form. If you have any questions, please contact the Course Consultant at your nearest campus or contact us online at [www.martincollege.edu.au](http://www.martincollege.edu.au).
- 3 Send the Application for Admission form with your Enrolment Fee to the Course Consultant at your nearest campus.
- 4 Your application will be acknowledged promptly and you will be notified if your application is accepted.
- 5 A 4% discount of fees applies to students who enrol and pay their fees in full on or prior to commencement of Diploma or Advanced Diploma courses.

## How to pay

If you choose to enrol online, your Student Enrolment Advisor can supply you with a secure website link in which to make your payment via credit card.

Payment may also be made by bank draft, credit card (Visa, Mastercard or American Express) or cheque payable to 'Study Group Australia Pty Limited', or by bank transfer in Australian dollars to:

**National Australia Bank,**  
308-322 Queen Street  
Brisbane QLD 4000 Australia  
BSB: 084-004

**Account Number:** 45-612-7210

**Account Name:**  
Study Group Australia Pty Limited

The reference number as indicated on your offer letter must be included on correspondence and on bank transfers to allow us to identify your payment.

Representative's stamp

## APPLICATION FOR ADMISSION

|  |                      |  |  |                              |        |                             |  |  |                               |  |                                 |  |
|--|----------------------|--|--|------------------------------|--------|-----------------------------|--|--|-------------------------------|--|---------------------------------|--|
| PERSONAL DETAILS                                     | FAMILY NAME          |  |  |                              |        |                             |  |  |                               |  |                                 |  |
|  | GIVEN NAMES          |  |  |                              |        |                             |  |  |                               |  |                                 |  |
|  | DATE OF BIRTH        |  |  |                              | AGE    |                             |  |  | MALE <input type="checkbox"/> |  | FEMALE <input type="checkbox"/> |  |
|  | HOME ADDRESS         |  |  |                              |        |                             |  |  |                               |  |                                 |  |
|  |                      |  |  |                              |        |                             |  |  |                               |  |                                 |  |
|  | CITY                 |  |  |                              | CODE   |                             |  |  | COUNTRY                       |  |                                 |  |
|  | HOME TELEPHONE       |  |  |                              | MOBILE |                             |  |  | FAX                           |  |                                 |  |
|  | EMAIL                |  |  |                              |        |                             |  |  |                               |  |                                 |  |
|  | COUNTRY OF RESIDENCE |  |  |                              |        |                             |  |  |                               |  |                                 |  |
|  | COUNTRY OF BIRTH     |  |  |                              |        |                             |  |  |                               |  |                                 |  |
| ARE YOU A CITIZEN OR PERMANENT RESIDENT OF AUSTRALIA |                      |  |  | YES <input type="checkbox"/> |        | NO <input type="checkbox"/> |  |  |                               |  |                                 |  |

|                         |                         |  |  |  |        |  |  |  |         |  |  |  |
|-------------------------|-------------------------|--|--|--|--------|--|--|--|---------|--|--|--|
| PARENT/GUARDIAN DETAILS | NAME                    |  |  |  |        |  |  |  |         |  |  |  |
|                         | RELATIONSHIP TO STUDENT |  |  |  |        |  |  |  |         |  |  |  |
|                         | HOME ADDRESS            |  |  |  |        |  |  |  |         |  |  |  |
|                         |                         |  |  |  |        |  |  |  |         |  |  |  |
|                         | CITY                    |  |  |  | CODE   |  |  |  | COUNTRY |  |  |  |
|                         | HOME TELEPHONE          |  |  |  | MOBILE |  |  |  |         |  |  |  |
|                         | BUSINESS TELEPHONE      |  |  |  | FAX    |  |  |  |         |  |  |  |
|                         | EMAIL                   |  |  |  |        |  |  |  |         |  |  |  |

|                  |                                  |  |                                   |  |                                     |       |                                 |      |        |  |
|------------------|----------------------------------|--|-----------------------------------|--|-------------------------------------|-------|---------------------------------|------|--------|--|
| COURSE SELECTION | LOCATION                         |  | BRISBANE <input type="checkbox"/> |  | GOLD COAST <input type="checkbox"/> |       | SYDNEY <input type="checkbox"/> |      |        |  |
|                  | COURSE 1 (E.G. CERTIFICATE IV)   |  |                                   |  |                                     |       |                                 |      | LENGTH |  |
|                  | COURSE 2 (E.G. DIPLOMA)          |  |                                   |  |                                     |       |                                 |      | LENGTH |  |
|                  | COURSE 3 (E.G. ADVANCED DIPLOMA) |  |                                   |  |                                     |       |                                 |      | LENGTH |  |
|                  | START DATE                       |  |                                   |  | DAY                                 | MONTH |                                 | YEAR |        |  |

|                            |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| EDUCATIONAL QUALIFICATIONS | PLEASE ATTACH CERTIFIED COPIES OF ALL ACADEMIC TRANSCRIPTS OR REPORTS (TRANSLATED INTO ENGLISH)                      |  |  |  |  |  |  |  |  |  |  |  |
|                            | NAME OF QUALIFICATION  |  |  |  |  |  |  |  |  |  |  |  |
|                            | NAME OF SCHOOL/INSTITUTION ATTENDED  |  |  |  |  |  |  |  |  |  |  |  |
|                            | YEAR AWARDED   |  |  |  |  |  |  |  |  |  |  |  |
|                            | COUNTRY/STATE  |  |  |  |  |  |  |  |  |  |  |  |
|                            | IF YOU ARE CURRENTLY COMPLETING A QUALIFICATION, PLEASE INDICATE WHEN YOU EXPECT TO COMPLETE THIS STUDY (MONTH/YEAR) |  |  |  |  |  |  |  |  |  |  |  |

|                             |  |  |  |
|-----------------------------|--|--|--|
| INTERNATIONAL STUDENTS ONLY | PLEASE PROVIDE EVIDENCE OF YOUR ENGLISH LANGUAGE QUALIFICATION. REFER TO THE ACADEMIC ENTRY REQUIREMENTS ON PAGE 41 FOR FURTHER INFORMATION. |  | PASSPORT NUMBER  |
|                             | IELTS SCORE  |  | PASSPORT EXPIRY DATE   |
|                             | TOEFL SCORE  |  | DO YOU HAVE A CURRENT AUSTRALIAN VISA ? YES <input type="checkbox"/> NO <input type="checkbox"/> |
|                             | OTHER  |  | VISA TYPE  |
|                             | STUDY GROUP ENGLISH TEST SCORE   |  | VISA NUMBER  |
|                             | RECOMMENDED WEEKS OF ENGLISH   |  |  |

|              |   |   |
|--------------|---|---|
| OSHC DETAILS | ARE YOU CURRENTLY ENROLLED IN ANOTHER INSTITUTION IN AUSTRALIA  | YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, PLEASE PROVIDE A LETTER OF RELEASE |
|              | NAME OF INSTITUTION   |   |
|              | OSHC MEMBERSHIP NUMBER  | OSHC EXPIRY DATE  |
|              | MARTIN COLLEGE WILL ORGANISE OSHC FOR THE DURATION OF YOUR ENTIRE MARTIN COLLEGE PROGRAM. IF YOU ELECT 12 MONTHS ONLY, THEN YOU ARE RESPONSIBLE FOR ENSURING OSHC AFTER THE FIRST 12 MONTHS AND FOR THE REST OF THE TERM OF YOUR PROGRAM. FOR FURTHER INFORMATION PLEASE SEE PAGE 40. |   |
|              | FULL DURATION OF COURSE/S   | <input type="checkbox"/> 12 MONTHS <input type="checkbox"/>   |

|               |   |   |
|---------------|---|---|
| ACCOMMODATION | DO YOU REQUIRE ASSISTANCE WITH ACCOMMODATION  | YES <input type="checkbox"/> NO <input type="checkbox"/>  |
|               | LENGTH OF STAY (WEEKS)  | ACCOMMODATION START DATE  |
|               | WHAT TYPE OF ACCOMMODATION DO YOU REQUIRE   | HOMESTAY: SINGLE <input type="checkbox"/> MONTPELIER HOUSE: SINGLE <input type="checkbox"/> TWIN SHARE <input type="checkbox"/> |
|               | OTHER (NOMINATE PREFERRED TYPE)   |   |
|               | DO YOU REQUIRE AIRPORT COLLECTION   | YES <input type="checkbox"/> NO <input type="checkbox"/>  |
|               | (FLIGHT DETAILS INCLUDING DATE, TIME AND FLIGHT NUMBER SHOULD BE SENT TO THE INTERNATIONAL ADMISSIONS CENTRE AS SOON AS POSSIBLE TO ARRANGE THE AIRPORT COLLECTION) |   |

|             |  |
|-------------|--|
| DECLARATION | <ul style="list-style-type: none"> <li>• I HAVE READ, UNDERSTOOD AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS AS STATED IN THIS BROCHURE.</li> <li>• I HAVE READ THE CANCELLATION, REFUND AND GRIEVANCES POLICIES AND AGREE TO ABIDE BY THESE POLICIES.</li> <li>• I HEREBY DECLARE THAT THE INFORMATION SUPPLIED BY ME IS TRUE AND CORRECT.</li> <li>• I AGREE TO PAY ALL FEES OWING AND BY THE DUE DATE.</li> <li>• I AGREE THAT ON ACCEPTANCE OF ENROLMENT BY THE COLLEGE, THE APPLICATION FOR ADMISSION FORM WILL BECOME THE CONTRACT OF ENROLMENT.</li> </ul>  |
|             | <p>Martin College is bound by the National Privacy Act, Principles and Guidelines of the Commonwealth of Australia. We collect and use any personal information you provide to us in accordance with those Principles and Guidelines. The type of information we collect, the use we make of the information and the disclosure of that information without your prior approval is set out in our detailed Privacy Policy which can be found at <a href="http://www.martincollege.edu.au">www.martincollege.edu.au</a>. By signing this application, you acknowledge you have read the Statement and our Privacy Policy and consent to the use and disclosure of your personal information as set out in our Privacy Policy.</p> |
|             | SIGNED (STUDENT)   |
|             | SIGNED (PARENT OR LEGAL GUARDIAN IF APPLICANT UNDER 18)  |
| DATE        |  |

**Application Checklist. Check that you have:**

- Completed all sections of the Application form
- Read and understood the Terms and Conditions, and the Cancellation, Refund and Grievances Policies
- Included a detailed résumé (if you are a mature age applicant)
- Attached certified copies of your academic qualifications (translated into English)
- Attached evidence of English language proficiency (international students only)
- Included a copy of your passport, visa or birth certificate if required.

## NOTE

- Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and The National Code 2007.
- Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school

**International students send your application to:**

International Admissions Centre  
Level 8, 97-99 Bathurst Street  
Sydney NSW 2000, AUSTRALIA  
Telephone: +61 2 8263 1888  
Fax: +61 2 9267 0531

**Local students and Australian citizens send your application to your chosen campus:**

**Brisbane Campus**  
Level 4  
119 Charlotte Street  
Brisbane QLD 4000  
T 07 3232 1692  
F 07 3232 1505

**Gold Coast Campus**  
Level 5  
38 Cavill Avenue  
Surfers Paradise QLD 4217  
T 07 5584 1402  
F 07 5592 4230

**Sydney Campus**  
Level 1  
63 Oxford Street  
Sydney NSW 2010  
T 02 9291 9373  
F 02 9283 3302

# FEES AND ADDITIONAL COSTS

For a full list of fees, please visit [www.martincollege.edu.au](http://www.martincollege.edu.au)

| COURSE   | LOCATION             | START DATES   | DURATION            | COST (AU\$)         |
|--|----------------------|---|---------------------|---------------------|
| <b>BUSINESS</b> (see pages 16-27 for details)  |                      |   |                     |                     |
| Advanced Diploma of Business Management  | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 55 weeks            | \$12,550            |
| Advanced Diploma of Business (Marketing)   | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 55 weeks            | \$12,550            |
| Diploma of Business  | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 20 weeks            | \$5,510             |
| Diploma of Business (Marketing)  | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 25 weeks            | \$6,140             |
| Diploma of Business (Human Resources)  | Gold Coast           | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 25 weeks            | \$6,140             |
| Diploma of Business Management   | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 25 weeks            | \$6,140             |
| Diploma of Business with a major in Event Management   | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 25 weeks            | \$6,140             |
| Diploma of Business with a major in International  | All locations        | Gold Coast & Sydney:<br>14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08<br>Brisbane:<br>18/02/08, 24/03/08, 28/04/08, 14/07/08, 18/08/08, 22/09/08   | 25 weeks            | \$6,140             |
| Diploma of Business with a major in Travel and Tourism   | All locations        | Brisbane:<br>18/02/08, 24/03/08, 28/04/08, 14/07/08, 18/08/08, 22/09/08<br>Gold Coast:<br>14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08<br>Sydney:<br>18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08 | 25 weeks            | \$6,140             |
| Diploma of Business with a major in Travel and Tourism including Travel Computer Studies   | All locations        | As above  | 30 weeks            | \$7,140             |
| Diploma of Business (Legal Services)   | Brisbane, Sydney     | Brisbane:<br>18/02/08, 24/03/08, 28/04/08, 14/07/08, 18/08/08, 22/09/08<br>Sydney:<br>24/03/08, 28/04/08, 02/06/08, 14/07/08  | 25 weeks            | \$6,140             |
| Diploma of Business plus Introductory Accounting   | All locations        | Sydney:<br>18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08<br>Brisbane and Gold Coast:<br>14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08   | 25 weeks            | \$6,140             |
| Certificate IV in Business   | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 15 weeks            | \$4,150             |
| Certificate IV in Business with a major in Travel Practices  | All locations        | Brisbane:<br>18/02/08, 24/03/08, 28/04/08, 14/07/08, 18/08/08, 22/09/08<br>Gold Coast:<br>14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08<br>Sydney:<br>18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08 | 20 weeks            | \$5,510             |
| Certificate III in Business  | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 12 weeks            | \$3,730             |
| Certificate II in Business   | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 10 weeks            | \$3,050             |
| <b>GRAPHIC DESIGN</b> (see pages 28-29 for details)  |                      |   |                     |                     |
| Diploma of Graphic Design (Advertising)  | Brisbane, Sydney     | 14/01/08, 18/02/08, 14/07/08, 22/09/08  | 45 weeks            | \$13,600            |
| Diploma of Graphic Design (Multimedia)   | Brisbane, Sydney     | 14/01/08, 18/02/08, 14/07/08, 22/09/08  | 45 weeks            | \$13,600            |
| Diploma of Graphic Design (Advertising and Multimedia)   | Brisbane, Sydney     | 14/01/08, 18/02/08, 14/07/08, 22/09/08  | 50 weeks            | \$14,020            |
| <b>INFORMATION TECHNOLOGY</b> (see pages 30-31 for details)  |                      |   |                     |                     |
| Diploma of Information Technology (Systems Administration)   | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 45 weeks            | \$12,550            |
| Diploma of Information Technology (Multimedia)   | Gold Coast, Sydney   | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 50 weeks            | \$13,600            |
| Certificate IV in Information Technology (General)   | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 40 weeks            | \$10,450            |
| Certificate III in Information Technology  | All locations        | 14/01/08, 18/02/08, 24/03/08, 28/04/08, 02/06/08, 14/07/08, 18/08/08, 22/09/08, 27/10/08, 01/12/08  | 20 weeks            | \$6,250             |
| <b>JOB READY SKILLS</b> (see pages 32-33 for details)  |                      |   |                     |                     |
| Business Computing   | All locations        | On application  | 5 weeks             | \$1,940             |
| Office   | All locations        | On application  | 5 weeks             | \$1,100             |
| Accounting   | All locations        | On application  | 5 weeks             | \$1,310             |
| Event Management   | All locations        | On application  | 5 weeks             | \$1,630             |
| Travel Operations  | All locations        | On application  | 5 weeks             | \$1,810             |
| Travel Computer Studies  | All locations        | On application  | 5 weeks             | \$1,810             |
| <b>INTERNSHIPS</b>   |                      |   |                     |                     |
| Travel and Tourism, Events Management and Graphic Design   |                      |   | PRICE               | OSHC                |
|  |                      |   | AU\$1,600           | 3 months            |
|  |                      |   |                     | 6 months            |
|  |                      |   |                     | 9 months            |
|  |                      |   |                     | 12 months           |
|  |                      |   |                     | PRICE#              |
|  |                      |   |                     | AU\$86              |
|  |                      |   |                     | AU\$171             |
|  |                      |   |                     | AU\$257             |
|  |                      |   |                     | AU\$342             |
| * Not payable where students pay by direct debit or upfront payment in full  |                      |   |                     |                     |
| * shared bathrooms, self-catering (fully equipped kitchen), internet room, on-site manager, 24-hour security   |                      |   |                     |                     |
| ** cost of textbooks is dependent upon course chosen, and is additional to tuition fees  |                      |   |                     |                     |
| * Included with payment of initial tuition fees. Discount rates apply for two years or more of OSHC. Administration costs included.                            |                      |   |                     |                     |
| Fees current as at 1 July 2007 and subject to change. All fees and additional costs are quoted in Australian dollars. All prices include GST where applicable. |                      |   |                     |                     |
| <b>ADDITIONAL COSTS</b>  |                      | <b>SYDNEY</b>   | <b>BRISBANE</b>     | <b>GOLD COAST</b>   |
| Enrolment fee  |                      | AU\$200   | AU\$200             | AU\$200             |
| Administration fee*  |                      | AU\$250   | AU\$250             | AU\$250             |
| Airport meeting and transfer   |                      | AU\$130   | AU\$110             | AU\$110             |
| Accommodation placement  |                      | AU\$215   | AU\$215             | AU\$215             |
| Single Homestay per week   |                      | AU\$270   | AU\$215             | AU\$215             |
| Student Hostel (Montpelier House*)   | Single Room per week | AU\$260   | -                   | -                   |
|  | Twin Room per week   | AU\$230   | -                   | -                   |
| StudyCare (per annum)  |                      | AU\$325   | AU\$325             | AU\$325             |
| Living costs per year (approximate)  |                      | AU\$12,000 - 17,000   | AU\$11,000 - 16,000 | AU\$11,000 - 16,000 |
| Textbooks (per year approximate)**   |                      | AU\$300 - 1,000   | AU\$300 - 1,000     | AU\$300 - 1,000     |

# Contact Martin College online at [www.martincollege.edu.au](http://www.martincollege.edu.au)

## International Students Contact:

International Admissions Centre  
Level 8, 97-99 Bathurst Street, Sydney NSW 2000  
T +61 2 8263 1888  
F +61 2 9267 0531

## Australian and permanent resident students contact the campus:

|   |   |   |
|---|---|---|
| <b>Brisbane Campus</b><br>Level 4<br>119 Charlotte Street<br>Brisbane QLD 4000<br>T 1300 13 88 75<br>T 07 3232 1692<br>F 07 3232 1505 | <b>Gold Coast Campus</b><br>Level 5<br>38 Cavill Avenue<br>Surfers Paradise QLD 4217<br>T 1300 13 88 75<br>T 07 5584 1402<br>F 07 5592 4230 | <b>Sydney Campus</b><br>Level 1<br>63 Oxford Street<br>Sydney NSW 2010<br>T 1300 13 88 75<br>T 02 9291 9373<br>F 02 9283 3302 |
|---|---|---|

If you are an agent please visit [www.studygroup.biz/contact](http://www.studygroup.biz/contact)

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CRICOS Provider Codes: 01682E (NSW), 01755D (QLD)

All information contained in this brochure current as at 1st July 2007.



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