

# PROSPECTUS



Melbourne  
Metropolitan  
College

**The future  
begins here**



Version-05



enquiries@mmc.edu.au



1300 271 796



www.mmc.edu.au

RTO 40860 | CRICOS 03783F



# Contents

CEO's Message	04
Discover Australia	05
Vocational Education in Australia	06
About Melbourne Metropolitan College	07

## Our Courses

• Diploma of Information Technology	08
• Advanced Diploma of Information Technology	03
• Diploma of Information Technology	10
• Advanced Diploma of Information Technology	11
• Certificate III in Light Vehicle Mechanical Technology	12
• Certificate IV in Automotive Mechanical Diagnosis	13
• Diploma of Automotive Technology	14
• Diploma of Civil Construction Management	15
• Advanced Diploma of Civil Construction Design	16
• Certificate IV in Business	17



• Diploma of Business	<b>18</b>
• Certificate IV in Leadership and Management	<b>19</b>
• Diploma of Leadership and Management	<b>20</b>
• Advanced Diploma of Leadership and Management	<b>21</b>
• Graduate Diploma of Management (Learning)	<b>22</b>
 Pathways to University	 <b>31</b>
The City	<b>24</b>
Application Process	<b>27</b>
Frequently Asked Questions	<b>28</b>



We are a Registered Training Organisation (RTO 40860) providing Australian nationally accredited Vocational Education Training (VET) courses for onshore and offshore students - CRICOS Provider Code; 03783.

We provide many qualifications and short courses with enriched quality training, career preparations, and Australian multicultural experiences.



## CEO's Message

At Melbourne Metropolitan College, we offer exceptional opportunities for personal and professional growth. Our aim is to provide an environment where you can explore new interests, develop your skills, and achieve your full potential. Our friendly staff is always on hand to support and guide you throughout your

Our range of courses in Business, Information Technology, Cyber Security, Telecommunications Network Engineering, Civil Construction, and Leadership & Management are meticulously crafted to meet industry standards and tailored to individual needs.

Our primary objective is to cultivate graduates who are exceptionally skilled and well-prepared for their professional careers. Through a comprehensive process of career exploration and professional development, we guide students in identifying their career paths and developing the essential skills and mindset required for success. Our team is committed to fostering student potential and proactively connecting them with leading organizations in the professional realm.



**Sonia Clark**





# Discover Australia

Australia is standing proud with 8 of the top 100 universities in the world, renowned for its world-class education, post-study work opportunities, excellent quality of living, unbeatable academic excellence, and support system for international students.



## Cultural Diversity

Australia is a diverse melting pot of cultures. The benefits of living in a multicultural society include wonderful culinary offerings, public celebrations of international significance, and the chance to learn a different language.



## Incredible Work Opportunities

Australia also offers a Temporary Graduate Visa that allows international students to stay in Australia and continue to work after they have graduated.



## Easy Communication

English is the predominant language spoken in Australia, which greatly facilitates communication for the majority of international students, enabling them to comprehend and express themselves effectively.



## Easy Access to Student Visas

If you are seeking to obtain a student visa, Australia provides an expedited and simplified application process for the Student Visa.



## Global Recognition

Graduates from Australian schools are highly sought after due to the impressive international reputation of the Australian education system. The government works diligently to maintain high standards of education associated with the country.



## Cost of Living

Australia is renowned for its high standard of living on a global scale. Notably, living expenses and tuition fees in Australia are significantly more affordable compared to those in the United States and the United Kingdom. Additionally, international students studying in Australia have the opportunity to engage in part-time employment while



# Vocational Education in Australia

Vocational Education and Training (VET) in Australia provides an excellent avenue for international students to acquire valuable job skills with a strong focus on practical industry training. This accelerated option is a result of collaboration between governmental bodies and businesses.

Registered Training Organisations (RTOs), such as Technical and Further Education (TAFE) institutes, private colleges, and select universities, offer nationally recognised qualifications through VET programs.

For international students to enroll, RTOs must be registered with the Australian Government's Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS ensures the quality of education provided to international students and is closely monitored by the Australian



Vocational education offers the best of both worlds with theory and practical applications.



For individuals seeking success in their chosen field or transitioning to new careers, vocational education is advantageous for enhancing skills, knowledge, and experience.



Vocational education equips you with immediate job opportunities and prepares you for entry-level and mid-level employment.



The majority of vocational programs are less time consuming than those from universities, and are far more cost-effective.



Completing a VET course provides students with three options: continue studying an advanced VET course, pursue higher education at a university, or secure paid



VET programs also provide greater support in learning and achieving your goals.



# About Melbourne Metropolitan College

Melbourne Metropolitan College extends a warm welcome to our international students. Our primary focus is on fostering your professional development and helping you achieve success. Upon graduation, students have the option to pursue advanced studies or enter their chosen career fields. Our dedicated faculty and staff are committed to providing unwavering support throughout your studies. We invite you to explore our state-of-the-art facilities and join us for a fulfilling educational journey that propels your career prospects in Australia.

## Facilities We Provide on Campus for Our Students

- Fully equipped classrooms with data projectors.
- Multimedia-enabled classrooms with computers and free Wi-Fi access.
- Moodle platform for the repository of online learning content and activities.
- Extra computers in common areas for use outside the classroom.
- Kitchen, eating area, printing, scanning, and photocopying facilities.

### 1. Three Campuses in Three Amazing Locations

We are centrally located in Australia, with our main campus in Melbourne and branches in Adelaide and the Gold Coast.

### 2. Professional Trainers

Our primary goal is to provide students with a quality education that includes hands-on experience. Our exceptionally skilled trainers create an outstanding teaching environment, achieving excellent results for our students.

### 3. Outstanding Student Support System

Throughout your studies at Melbourne Metropolitan College, our student support team is here to assist you. The support staff recognises the individuality and unique circumstances of each student, providing personalised assistance to meet every need.

### 4. Awarded as The Best Quality Education Provider

Melbourne Metropolitan College (MMC) was honoured with the prestigious Quality Education Provider of the Year award at the 2022 South Asian Entrepreneurs Summit.

MMC is committed to delivering exceptional learning experiences in Australia, supported by highly qualified trainers and state-of-the-art learning resources.





**Course Duration**  
78 Weeks (Incl Holidays)



**Study Load**  
Full-time

**Course Offered (Campus)**  
Melbourne | Adelaide | Gold Coast



**Study Commitment**  
20 hours/week



**Study Mode**  
Face-to-face classes



**Intakes**  
January, March, April, May, July,  
August, September, October,  
November.



**Career Pathway**

- Network Technician
- Cyber Security Analyst
- Junior Security Analyst
- Security Administrator



**Study Pathways**

Gain direct entry for selected  
Bachelor Degree course in our  
partnered Australian Universities.



**Course Outcome**

Nationally recognised/accredited  
Qualification at the Diploma Level,  
ICT50220 Diploma of Information  
Technology

## Diploma of Information Technology (Cyber Security)

Course Code ICT50220 | CRICOS Code: 111241D

This qualification reflects the roles of individuals in various information and communications technology (ICT) positions, where they have developed specialised skills in a technical ICT function.

Individuals in these roles perform moderately complex tasks within a specialised field, working independently, as part of a team, or leading deliverables in collaboration with others. They may apply their skills across a wide range of industries, business functions, and departments, or as business owners (sole traders/contractors).

### What You Will Learn

You will explore Information Technology topics and case studies relevant to various Australian industries. The program includes immersive, hands-on practical work, where you will develop critical IT problem-solving skills, engage in research, consult with experts, and collaborate with diverse teams.

### Course Units:

There are a total of 20 units to complete the course, which include 6 core units and 14 elective units. Below are some of the units included in this course:

Core / Elective	Code	Unit Title
Core	BSBCRT512	Originate and develop concepts
Core	BSBXCS402	Promote workplace cyber security awareness and best practices
Core	BSBXTW401	Lead and facilitate a team
Core	ICTICT517	Match ICT needs with the strategic direction of the organisation
Core	ICTICT532	Apply IP, ethics and privacy policies in ICT environments
Core	ICTSAS527	Manage client problems
Elective	ICTCYS407	Gather, analyse and interpret threat data
Elective	ICTCYS610	Protect critical infrastructure for organisations
Elective	ICTCYS613	Utilise design methodologies for security architecture
Elective	ICTSAS524	Develop, implement and evaluate an incident response plan
Elective	ICTSAS526	Review and update disaster recovery and contingency plans
Elective	ICTSAS502	Establish and maintain client user liaison
Elective	ICTNWK536	Plan, implement and test enterprise communication solutions
Elective	ICTNWK540	Design, build and test network servers
Elective	ICTNWK546	Manage network security
Elective	ICTICT518	Research and review hardware technology options for organisations
Elective	ICTNWK556	Identify and resolve network problems
Elective	ICTICT435	Create technical documentation
Elective	ICTNWK537	Implement secure encryption technologies
Elective	ICTCLD502	Design and implement highly available cloud infrastructure





**Course Duration**  
104 Weeks (Incl Holidays)



**Study Load**  
Full-time

**Course Offered (Campus)**  
Melbourne | Adelaide | Gold Coast



**Study Commitment**  
20 hours/week



**Study Mode**  
Face-to-face classes



**Intakes**  
January, March, April, May, July, August, September, October, November.



**Study Pathways**  
Bachelor of Information Technology, Gain direct entry to Australian Universities.



**Career Pathway**

- Cyber Security Para-Professional
- Cyber Security Instruction/ Penetration Tester
- Cyber Security Consultant
- Cyber Security Support Officer
- Network Support Officer



**Course Outcome**  
A nationally recognised/accredited Qualification at the Advanced Diploma Level, ICT60220 Advanced Diploma of Information Technology.

## Advanced Diploma of Information Technology (Cyber Security)

Course Code ICT60220 | CRICOS Code: 111242C

This qualification reflects the roles of individuals in various information and communications technology (ICT) positions who possess significant expertise in specialised technical skills or managerial and people management skills. Professionals in these roles perform complex tasks within a specialist field, working independently, leading teams, or steering the strategic direction of a business. They apply their skills across diverse industries and business functions or operate as business owners (sole traders/contractors).

The skills required for these roles may include, but are not limited to: Cybersecurity: Protecting sensitive data and information through security architecture, and developing disaster recovery and contingency plans.

### What You Will Learn

You will explore Information Technology topics and case studies relevant to various Australian industries. The program includes immersive, hands-on practical work, where you will develop critical IT problem-solving skills, engage in research, consult with experts, and collaborate with diverse teams.

### Course Units:

There are a total of 16 units to complete the course, which include 6 core units and 10 elective units. Below are some of the units included in this course:

Core / Elective	Code	Unit Title
Core	BSBCRT611	Apply critical thinking for complex problem solving
Core	BSBTWK502	Manage team effectiveness
Core	BSBXCS402	Promote workplace cyber security awareness and best practices
Core	ICTICT608	Interact with clients on a business level
Core	ICTICT618	Manage IP, ethics and privacy in ICT environments
Core	ICTSAD609	Plan and monitor business analysis activities in an ICT environment
Elective	ICTCYS604	Implement best practices for identity management
Elective	ICTCYS606	Evaluate an organisation's compliance with cyber security standards and law
Elective	ICTCYS608	Perform cyber security risk assessments
Elective	ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations
Elective	ICTICT522	Evaluate vendor products and equipment
Elective	ICTICT617	Lead the evaluation and implementation of current industry specific technologies
Elective	ICTNWK537	Implement secure encryption technologies
Elective	ICTNWK540	Design, build and test network servers
Elective	ICTNWK546	Manage network security
Elective	ICTNWK556	Identify and resolve network problems



### Course Duration

78 Weeks (Incl Holidays)



### Study Load

Full-time

### Course Offered (Campus)

Melbourne | Adelaide | Gold Coast



### Study Commitment

20 hours/week



### Study Mode

Face-to-face classes



### Intakes

January, March, April, May, July, August, September, October, November.



### Career Pathway

- Telecommunications Technician
- Network Support Technician
- Telecommunications Engineer
- Field Technician



### Study Pathways

Gain direct entry for selected Bachelor Degree course in our partnered Australian Universities.



### Course Outcome

Nationally recognised/accredited Qualification at the Diploma Level, ICT50220 Diploma of Information Technology

Material Fees: \$ 700 AUD
Enrolment Fees: \$ 300 AUD
Tuition Fees (Offshore): \$ 22,000 AUD
Tuition Fees (Onshore): \$ 12,680 AUD

## Diploma of Information Technology (Telecommunications Network Engineering)

Course Code ICT50220 | CRICOS Code: 111241D

Vocational Education and Training (VET) in Australia offers an excellent pathway for international students to acquire valuable job skills, with a strong emphasis on practical industry training. This accelerated approach is the result of close collaboration between governmental bodies and businesses.

Registered Training Organisations (RTOs), including Technical and Further Education (TAFE) institutes, private colleges, and select universities, provide nationally recognized qualifications through VET programs.

To enroll, international students must ensure that the RTOs are registered with the Australian Government's Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS ensures the quality of education provided to international students and is rigorously monitored by the Australian Government.

### What You Will Learn

You will explore Information Technology topics and case studies relevant to various Australian industries. The program includes immersive, hands-on practical work, where you will develop critical IT problem-solving skills, engage in research, consult with experts, and collaborate with diverse teams.

### Course Units:

There are a total of 20 units to complete the course, which include 6 core units and 14 elective units. Below are some of the units included in this course:

Core / Elective	Code	Unit Title
Core	BSBCRT512	Originate and develop concepts
Core	BSBXCS402	Promote workplace cyber security awareness and best practices
Core	BSBXTW401	Lead and facilitate a team
Core	ICTICT517	Match ICT needs with the strategic direction of the organisation
Core	ICTICT532	Apply IP, ethics and privacy policies in ICT environments
Core	ICTSAS527	Manage client problems
Elective	ICTICT519	Develop detailed component specifications from project specifications
Elective	ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
Elective	ICTNWK423	Manage network and data integrity
Elective	ICTNWK541	Configure, verify and troubleshoot WAN links and IP services
Elective	ICTPMG505	Manage ICT projects
Elective	ICTTEN519	Design network building projects
Elective	ICTNWK536	Plan, implement and test enterprise communication solutions
Elective	ICTNWK540	Design, build and test network servers
Elective	ICTNWK546	Manage network security
Elective	ICTICT518	Research and review hardware technology options for Organisations
Elective	ICTNWK556	Identify and resolve network problems
Elective	ICTICT435	Create technical documentation
Elective	ICTNWK537	Implement secure encryption technologies
Elective	ICTCLD502	Design and implement highly available cloud



Material Fees: \$ 700 AUD
Enrolment Fees: \$ 300 AUD
Tuition Fees (Offshore): \$ 25,000 AUD
Tuition Fees (Onshore): \$ 19,500 AUD

## Advanced Diploma of Information Technology (Telecommunications Network Engineering)

Course Code ICT60220 | CRICOS Code: 111242C

This qualification reflects the roles of individuals in various information and communications technology (ICT) positions who possess significant expertise in specialised technical skills, managerial business skills, or people management capabilities. Professionals in these roles perform complex tasks within a specialist field, working independently, leading teams, or guiding the strategic direction of a business. They apply their skills across diverse industries and business functions or operate as business owners (sole traders/contractors). The skills required for these roles may include, but are not limited to: **Telecommunications Network Engineering**: Managing logistics, organisational specifications, regulations, and legislative requirements across network projects.

### What You Will Learn

The Advanced Diploma of Information Technology (Telecommunications Network Engineering) equips individuals with advanced information and communications technology (ICT) expertise, process improvement capabilities, and business acumen. These skills and knowledge prepare individuals to excel in senior ICT roles within organisations. This qualification builds on a foundation of management competencies, as well as specialised and general skills required in the telecommunications industry.

### Course Units:

There are a total of 16 units to complete the course, which include 6 core units and 10 elective units. Below are some of the units included in this course:

Core / Elective	Code	Unit Title
Core	BSBCRT611	Apply critical thinking for complex problem solving
Core	BSBTWK502	Manage team effectiveness
Core	BSBXCZ402	Promote workplace cyber security awareness and best Practices
Core	ICTICT608	Interact with clients on a business level
Core	ICTICT618	Manage IP, ethics and privacy in ICT environments
Core	ICTSAD609	Plan and monitor business analysis activities in an ICT environment
Elective	ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
Elective	ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
Elective	ICTPMG613	Manage ICT project planning
Elective	ICTTEN615	Manage network traffic
Elective	ICTTEN622	Produce ICT network architecture designs
Elective	ICTICT522	Evaluate vendor products and equipment
Elective	ICTNWK537	Implement secure encryption technologies
Elective	ICTNWK540	Design, build and test network servers
Elective	ICTNWK546	Manage network security
Elective	ICTICT617	Lead the evaluation and implementation of current industry specific technologies



**Course Duration**  
104 Weeks (Incl Holidays)



**Study-Load**  
Full-time

**Course Offered (Campus)**  
Melbourne | Adelaide | Gold Coast



**Study Commitment**  
20 hours/week



**Study Mode**  
Face-to-face classes



**Intakes**  
January, March, April, May, July, August, September, October, November.



**Career Pathway**

- Network Specialist
- ICT Network Specialist
- Telecommunications Technician Officer
- Telecommunications Network Planner



**Course Outcome**  
This diploma prepares graduates for advanced roles in telecommunications networking. They will possess technical expertise and managerial skills to lead teams or work independently across industries.



Material Fees: \$ 700 AUD  
 Enrolment Fees: \$ 300 AUD  
 Tuition Fees (Offshore): \$ 17,700 AUD  
 Tuition Fees (Onshore): \$ 11,900 AUD

## Certificate III In Light Vehicle Mechanical Technology

Course Code AUR30620 | CRICOS Code: 103660G

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

### Course Units:

There are a total of 36 units to complete the course, which include 20 core units and 16 elective units. Below are some of the units included in this course:

Core / Elective	Code	Unit Title
Core	AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
Core	AURASA102	Follow safe working practices in an automotive workplace
Core	AURETRI12	Test and repair basic electrical circuits
Core	AURETRI23	Diagnose and repair spark ignition engine management systems
Core	AURETRI25	Test, charge and replace batteries and jump-start vehicles
Core	AURETRI29	Diagnose and repair charging systems
Core	AURETRI30	Diagnose and repair starting systems
Core	AURETRI31	Diagnose and repair ignition systems
Core	AURLTD104	Diagnose and repair light vehicle steering systems
Core	AURLTB103	Diagnose and repair light vehicle hydraulic braking systems
Core	AURLTD105	Diagnose and repair light vehicle suspension systems
Core	AURLTE102	Diagnose and repair light vehicle engines
Core	AURLTZ101	Diagnose and repair light vehicle emission control systems
Core	AURTTA104	Carry out servicing operations
Core	AURTTA118	Develop and carry out diagnostic test strategies
Core	AURTTB101	Inspect and service braking systems
Core	AURTTC103	Diagnose and repair cooling systems
Core	AURTTE104	Inspect and service engines
Core	AURTTF101	Inspect and service petrol fuel systems
Core	AURTTK102	Use and maintain tools and equipment in an automotive workplace
Elective	AURACA101	Respond to customer needs and enquiries in an automotive workplace
Elective	AURETR010	Repair wiring harnesses and looms
Elective	AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies
Elective	AURLTQ101	Diagnose and repair light vehicle final drive assemblies
Elective	AURLTQ102	Diagnose and repair light vehicle drive shafts
Elective	AURLTX101	Diagnose and repair light vehicle manual transmissions
Elective	AURLTX102	Diagnose and repair light vehicle automatic transmissions
Elective	AURLTX103	Diagnose and repair light vehicle clutch systems
Elective	AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
Elective	AURTTB015	Assemble and fit braking system components
Elective	AURTTCC001	Inspect and service cooling systems
Elective	AURTTD002	Inspect and service steering systems
Elective	AURTTD004	Inspect and service suspension systems
Elective	AURTTK001	Use and maintain measuring equipment in an automotive workplace
Elective	AURTTX102	Inspect and service manual transmissions
Elective	AURTTX103	Inspect and service automatic transmissions



**Course Duration**  
62 Weeks (Incl Holidays)



**Study Load**  
Full-time

**Course Offered (Campus)**  
Melbourne | Adelaide | Gold Coast



**Study Commitment**  
20 hours/week



**Study Mode**  
Face-to-face classes



**Intakes**  
January, March, April, May, July, August, September, October, November.



### Career Pathway

- Motor Mechanic (General)
- Automotive Light Vehicle Mechanical Repair Technician



### Study Pathways

Certificate IV in Automotive Mechanical Diagnosis



### Course Outcome

A nationally recognised/accredited Qualification at the Certificate III Level, AUR30620 Certificate III in Light Vehicle Mechanical Technology.



### Course Duration

26 Weeks (Incl Holidays)



### Study Load

Full time

### Course Offered (Campus)

Melbourne | Adelaide | Gold Coast



### Study Commitment

20 hours/week



### Study Mode

Face-to-face classes



### Intakes

January, March, April, May, July, August, September, October, November.



### Career Pathway

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



### Study Pathways

Diploma of Automotive Technology



### Practical Workshop

Practical learning component of this course will be delivered through an approved automotive workshop.

## Certificate IV In Automotive Mechanical Diagnosis

Course Code AUR40216 | CRICOS Code: 103055F

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

Graduates of the Certificate IV in Automotive Mechanical Diagnosis will acquire the skills necessary to conduct advanced diagnostic tasks in automotive electrical and mechanical systems. The program equips candidates with the knowledge and expertise to diagnose complex system faults, specifically for light vehicles. The course is delivered in diverse learning environments, including lectures and practical demonstrations. Students gain hands-on experience by servicing and repairing vehicles in both automotive workshops and simulated

## What You Will Learn

This certificate provides you with the essential knowledge and skills required to excel in the automotive industry. You will gain expertise in using light vehicle tools and specialized equipment, enabling you to perform advanced diagnostic and repair tasks with confidence. Upon completing this course, you will be qualified to pursue Diploma-level qualifications, advancing your journey toward becoming a skilled Diagnostic Technician.

## Course Units:

There are a total of 10 units to complete the course, which include 1 core unit and 9 elective units. Below are some of the units included in this course:

Core / Elective	Code	Unit Title
Core	AURTTA021	Diagnose complex system faults
Elective	AURETR037	Diagnose complex faults in light vehicle safety systems
Elective	AURLTB104	Diagnose complex faults in light vehicle braking systems
Elective	AURLTD109	Diagnose complex faults in light vehicle steering and suspension systems
Elective	AURLTE104	Diagnose complex faults in light vehicle petrol engines
Elective	AURLTE105	Diagnose and repair engine forced - induction system
Elective	AURLTX104	Diagnose complex faults in light vehicle transmission and driveline systems
Elective	ALJRAFA103	Communicate effectively in an automotive workplace
Elective	AURTTF105	Diagnose and repair engine forced induction systems



Material Fees: \$ 700 AUD
Enrolment Fees: \$ 300 AUD
Tuition Fees (Offshore): \$ 8,200 AUD
Tuition Fees (Onshore): \$ 7,500 AUD

## Diploma of Automotive Technology

Course Code AUR50216 | CRICOS Code: 103056E

This qualification reflects the role of individuals who diagnose, analyse, evaluate, design and modify vehicle systems in the automotive retail, service and repair industry.

Diploma of Automotive Technology graduates will develop the skills that will enable them to diagnose, evaluate, analyse, design, and modify a range of vehicle, automotive electrical, and mechanical systems in the automotive service, repair, and retail industries. The course will provide you with the knowledge and skills to solve complex automotive issues. Give an in-depth understanding of the electrical and electronic faults of the machine, engine, and fuel, while developing the expertise to maintain automobile and vehicle safety.

### What You Will Learn

This Certificate will teach you the core knowledge and skills needed to succeed in the automotive industry including the use of light vehicle tools and specialised equipment. When you complete this course, you will be qualified for the Diploma qualifications on the way to becoming a Diagnostic Technician.

### Course Units:

There are a total of 12 units to complete the course. This includes 1 core unit and 11 Elective units. Some of the units of this course are listed below:

Core / Elective	Code	Unit Title
Core	AURFA007	Develop and document specifications and procedures
Elective	AURFA006	Conduct research and present technical reports
Elective	AURETA002	Analyse and evaluate electrical and electronic faults in body management systems
Elective	AURETA003	Analyse and evaluate electrical and electronic faults in monitoring and protection systems
Elective	AURTTA022	Develop and apply mechanical system modifications
Elective	AURETE001	Analyse and evaluate electrical and electronic faults in engine management systems
Elective	AURETR034	Develop and apply electrical system modifications
Elective	AURLTD007	Analyse and evaluate faults in light vehicle steering and suspension systems
Elective	AURLTE003	Analyse and evaluate faults in light vehicle engine and fuel systems
Elective	AURLTQ003	Analyse and evaluate faults in light vehicle transmission and driveline systems
Elective	AURAETA005	Estimate and quote automotive mechanical and electrical repairs
Elective	AURAMA005	Manage complex customer issues in an automotive workplace.



#### Course Duration

26 Weeks (Incl Holidays)



#### Study Load

Full-time

#### Course Offered (Campus)

Melbourne | Adelaide | Gold Coast



#### Study Commitment

20 hours/week



#### Study Mode

Face-to-face classes



#### Intakes

January, March, April, May, July, August, September, October, November.



#### Career Pathway

■ Advanced Diagnostic Technician



#### Course Outcome

Diploma of Automotive Technology graduates will diagnose, analyze, and modify vehicle systems, with expertise in electrical and mechanical faults. They will maintain vehicle safety standards.



**Course Duration**  
52 Weeks (Incl Holidays)



**Study Load**  
Full time

**Course Offered (Campus)**  
Melbourne | Adelaide | Gold Coast



**Study Commitment**  
20 hours/week



**Study Mode**  
Face-to-face classes



**Intakes**  
January, March, April, May, July, August, September, October, November.



**Career Pathway**

- Construction manager
- Project manager
- Contract manager



**Study Pathways**  
Advanced Diploma of Civil Construction Design



**Course Outcome**  
On successful completion of the course students will receive a full Certificate of Qualification for Diploma of Civil Construction Management.

## Diploma of Civil Construction Management

Course Code RII50420 | CRICOS Code: 111924K

This qualification reflects the role of individuals working on a single or a group of civil construction sites, who perform tasks involving a high level of autonomy and require the application of significant judgement in planning and determining the selection of equipment, roles and techniques for themselves and others. They are required to develop site specific work instructions and practices to ensure the implementation of the site management systems, plans and policies. They demonstrate the application of a broad range of technical, managerial, coordination and planning skills.

## What You Will Learn

This nationally-recognized qualification on the Diploma of Construction Management prepares you with all the foundational and practical knowledge and a hands-on career in construction management.

## Course Units:

There are a total of 13 units to complete the course. This includes 5 core units and 8 elective units. Some of the units of this course are listed below:

Core / Elective	Code	Unit Title
Core	BSBTWK502	Manage team effectiveness
Core	BSBWH521	Ensure a safe workplace for a work area
Core	RIIENV501E	Implement and maintain environmental management plans
Core	RIIQUA501E	Implement, monitor and develop quality management plans
Core	RIIRIS501E	Implement and maintain management systems to control risk
Elective	RIICWM501E	Implement civil construction plans
Elective	BSBPMG536	Manage project risk
Elective	BSBFIN501	Manage budgets and financial plans
Elective	BSBSTR502	Facilitate continuous improvement
Elective	BSBOPS505	Manage organisational customer service
Elective	BSBPEF501	Manage personal and professional development
Elective	BSBOPS502	Manage business operational plans
Elective	BSBPMG537	Manage project procurement

Material Fees: \$ 700 AUD
Enrolment Fees: \$ 300 AUD
Tuition Fees (Offshore): \$ 30,000 AUD
Tuition Fees (Onshore): \$ 20,800 AUD

## Advanced Diploma of Civil Construction Design

Course Code RII60520 | CRICOS Code: 111925J

This qualification reflects the role of an individual working as a senior civil works designer or a para-professional designer, who supports professional engineers. They perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

### What You Will Learn

This course involves a combination of various learning activities such as: case studies, project assessments, research work, knowledge assessment, and computer-aided design. By completing this course you will gain skills and knowledge in the following areas:

- Manage the scope, quality, and procurement of a project
- Manage the risks of a program
- Manage team effectively
- Application of safe design principles to control WHS risks
- Manage the civil works design process
- Design of motorways and interchanges
- Preparation of detailed traffic analysis
- Establish and maintain a quality system
- Produce basic drawings by using computer-aided design system

### Course Units:

There are a total of 12 units to complete the course. This includes 5 core units and 7 elective units. Some of the units of this course are listed below:

Core / Elective	Code	Unit Title
Core	BSBPMG632	Manage program risk
Core	BSBWHS616	Apply safe design principles to control WHS risks
Core	BSBTWK502	Manage team effectiveness
Core	RIICWD601E	Manage the civil works design process
Core	RIIQUA601E	Establish and maintain a quality system
Elective	RIICWD507D	Prepare detailed geotechnical design
Elective	MEM30031	Operate computer-aided design (CAD) system to produce basic drawing elements
Elective	BSBOPS601	Develop and implement business plans
Elective	BSBSTR601	Manage innovation and continuous improvement
Elective	RIICWD533E	Prepare detailed design of civil concrete structures
Elective	RIICWD535E	Prepare detailed design of civil timber structures
Elective	RIILAT402E	Provide leadership in the supervision of diverse work



**Course Duration**  
104 Weeks (Incl Holidays)



**Study Load**  
Full-time

**Course Offered (Campus)**  
Melbourne | Adelaide | Gold Coast



**Study Commitment**  
20 hours/week



**Study Mode**  
Face-to-face classes



**Intakes**  
January, March, April, May, July, August, September, October, November.



### Career Pathway

- Construction Supervisor
- Civil Design Draftsperson
- Senior Civil works



### Course Pathways

- Advanced Diploma of Engineering
- Technology (Civil Engineering Design)
- Bachelor of Engineering
- Bachelor of Civil Engineering



### Course Outcome

A nationally recognised/ accredited qualification at Advanced Diploma level, RII60520 - Advanced Diploma of Civil Construction Design.





## Certificate IV In Business

Course Code BSB40120 | CRICOS Code: 106784D

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

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

## What You Will Learn

This nationally-recognized qualification is a broad leadership and management course that will teach you a wide range of fundamental management and Graduates at this level will have theoretical and practical knowledge and skills for specialized and/or skilled work and/or further learning. Graduates at this level will have broad factual, technical, and some theoretical knowledge of a specific area or a broad field of work and learning. Graduates at this level will have a broad range of cognitive, technical, and communication skills leadership skills you can apply in any industry or organisation.

## Course Units:

There are a total of 12 units to complete the course. This includes 5 core units and 7 elective units. Some of the units of this course are listed below:

Core / Elective	Code	Unit Title
Core	BSBCRT411	Apply Critical Thinking to Work Practices
Core	BSBWHS411	Implement and monitor WHS Policies, Procedures & Programs
Core	BSBTWK401	Build and Maintain Business Relationships
Core	BSBWRT411	Write Complex Documents
Core	BSBXCM401	Apply Communication Strategies in the Workplace
Core	BSBTEC404	Use Digital Technologies to Collaborate in a Work Environment
Elective	BSBCM411	Make Presentations
Elective	BSBHRM413	Support the Learning and Development of Teams and Individuals
Elective	BSBPEF401	Manage Personal Health and Wellbeing
Elective	BSBSTR402	Implement Continuous Improvement
Elective	BSBLDR411	Demonstrate Leadership in the workplace
Elective	BSBPEF402	Develop Personal Work Priorities



### Course Duration

52 Weeks (Incl Holidays)



### Study Load

Full-time

### Course Offered (Campus)

Melbourne | Adelaide | Gold Coast



### Study Commitment

20 hours/week



### Study Mode

Face-to-face classes



### Intakes

January, March, April, May, July, August, September, October, November.



### Career Pathway

- Client Administrator
- Administration Coordinator
- Personal/Executive Assistant
- Project Officer



### Study Pathways

Graduate Diploma of Management (Learning), Bachelor of Business and Commerce, Gain direct entry to Australian Universities



### Course Outcome

After achieving BSB40120 – Certificate IV in Business learners may undertake the following pathways: BSB50120 Diploma of Business



**Course Duration**  
52 weeks (Include Holidays)



**Study Load**  
Full-time

**Course Offered (Campus)**  
Melbourne | Adelaide | Gold Coast



**Study Commitment**  
20 hours/week



**Study Mode**  
Face-to-face classes



**Intakes**  
January, March, April, May, July,  
August, September, October,  
November.



**Career Pathway**

- Administrator or Administrative Assistant
- Administrative Officer
- Project Officer
- Accounts Clerk
- Customer Service Officer



**Study Pathways**  
Advanced Diploma of Leadership & Management, Bachelor of Business and Commerce, Gain direct entry to Australian Universities.



**Course Outcome**  
A nationally recognised/accredited Qualification at the Diploma Level, BSB50120 Diploma of Business.

## Diploma of Business

Course Code BSB50120 | CRICOS Code: 106477D

Material Fees: \$ 200 AUD  
Enrolment Fees: \$ 300 AUD  
Tuition Fees (Offshore): \$ 11,500 AUD  
Tuition Fees (Onshore): \$ 6,500 AUD

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

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

## What You Will Learn

You will study higher levels of business theory and Australian business case studies. This includes essential business topics such as: identification of marketing opportunities, oversee the performance of a team, manage business risk, how to develop critical thinking, manage budgets and financial plans, and others.

## Course Units:

There are a total of 12 units to complete the course. This includes 5 core units and 7 Elective units. Some of the units of this course are listed below:

Core / Elective	Code	Unit Title
Core	BSBCRT511	Develop critical thinking in others
Core	BSBFIN501	Manage budgets and financial plans
Core	BSBOPS501	Manage business resources
Core	BSBSUS511	Develop workplace policies and procedures for sustainability
Core	BSBXCM501	Lead communication in the workplace
Elective	BSBOPS504	Manage business risk
Elective	BSBTWK503	Manage meetings
Elective	BSBPEF501	Manage personal and professional development
Elective	BSBLDR522	Manage people performance
Elective	BSBSTR502	Facilitate continuous improvement
Elective	BSBWH521	Ensure a safe workplace for a work area
Elective	BSBINS512	Monitor business records systems





### Course Duration

52 Weeks (Incl Holidays)



### Study Load

Full-time

### Course Offered (Campus)

Melbourne | Adelaide | Gold Coast



### Study Commitment

20 hours/week



### Study Mode

Face-to-face classes



### Intakes

January, March, April, May, July, August, September, October, November.



### Career Pathway

- Team Leader
- Coordinator
- Supervisor
- Assistant Manager



### Study Pathways

Advanced Diploma of Leadership & Management, Bachelor of Business and Commerce, Gain direct entry to Australian Universities.



### Course Outcome

A nationally recognised/accredited Qualification at the Diploma of Leadership & Management, Advanced Diploma of Leadership & Management.

## Certificate IV In Leadership And Management

Course Code BSB40520 | CRICOS Code: 104009D

Material Fees: \$ 200 AUD

Enrolment Fees: \$ 300 AUD

Tuition Fees (Offshore): \$ 10,000 AUD

Tuition Fees (Onshore): \$ 6,400 AUD

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility or organising and monitoring the output of their team.

Persons working at this level are required to have strong interpersonal and communication skills. Functioning in a junior management or team leadership position they are required to apply solutions to a defined range of predictable and unpredictable problems, analyse and evaluate information from a variety of sources and undertake complex interactions with significant authority to delegate.

## What You Will Learn

BSB40520 Certificate IV In Leadership And Management reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

## Course Units:

There are a total of 12 units to complete the course. This includes 5 core units and 7 elective units. Some of the units of this course are listed below:

Core / Elective	Code	Unit Title
Core	BSBLDR411	Demonstrate leadership in the workplace
Core	BSBLDR413	Lead effective workplace relationships
Core	BSBXTW401	Lead and facilitate a team
Core	BSBOPS402	Cordinate business operational plan
Core	BSBXC401	Apply communication strategies in a workplace
Elective	BSBWHS411	Implement & monitor WHS policies, procedures & programs
Elective	BSBLDR412	Communicate effectively as a workplace leader
Elective	.BSBP402	Develop personal work priorities
Elective	BSBSTR401	Promote innovation in team environments
Elective	BSBOPS404	Implement customer service strategies
Elective	BSBCMM411	Make a presentation
Elective	BSBP401	Manage personal health and well being



**Course Duration**  
52 Weeks (Incl Holidays)



**Study Load**  
Full-time

**Course Offered (Campus)**  
Melbourne | Adelaide | Gold Coast



**Study Commitment**  
20 hours/week



**Study Mode**  
Face-to-face classes



**Intakes**  
January, March, April, May, July,  
August, September, October,  
November.



**Career Pathway**

- ☐ Business Development Manager
- ☐ Human Resources Manager
- ☐ Office Manager



**Study Pathways**  
Advanced Diploma of Leadership & Management, Bachelor of Business and Commerce, Gain direct entry to Australian Universities.



**Course Outcome**  
Nationally recognised / accredited Qualification at the Diploma of Leadership & Management, Advanced Diploma of Leadership & Management.

## Diploma of Leadership & Management

Course Code BSB50420 | CRICOS Code: 104396K

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

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## What You Will Learn

Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to: analyse information to complete a range of activities, provide and transmit solutions to sometimes complex problems, transmit information and skills to others.

## Course Units:

There are a total of 12 units to complete the course. This includes 6 core units and 6 Elective units. Some of the units of this course are listed below:

Core / Elective	Code	Unit Title
Core	BSBCMM511	Communicate with influence
Core	BSBCRT511	Develop critical thinking in others
Core	BSBLDR523	Lead and manage effective workplace relationships
Core	BSBOPS502	Manage business operational plans
Core	BSBPFE502	Develop and use emotional intelligence
Core	BSBTWK502	Manage team effectiveness
Elective	BSBOPS504	Manage business risk
Elective	BSBSUS511	Develop workplace policy and procedures for sustainability
Elective	BSBPFE501	Manage personal and professional development
Elective	BSBLDR522	Manage people performance
Elective	BSBSTR502	Facilitate continuous improvement
Elective	BSBWHS521	Ensure a safe workplace for a work area



### Course Duration

52 Weeks (Incl Holidays)



### Study Load

Full-time

### Course Offered (Campus)

Melbourne | Adelaide | Gold Coast



### Study Commitment

20 hours/week



### Study Mode

Face-to-face classes



### Intakes

January, March, April, May, July, August, September, October, November.



### Career Pathway

- Manager or Area Manager
- Department Manager
- Regional Manager
- Team manager
- Supervisor
- Operations Manager
- Sales team leader
- Officer Manager



### Study Pathways

Graduate Diploma of Management (Learning), Bachelor of Business and Commerce, Gain direct entry to Australian Universities



### Course Outcome

A nationally recognised/ accredited Qualification at the Advanced Diploma Level, BSB60420 Advanced Diploma of Leadership and Management.

## Advanced Diploma of Leadership & Management

Course Code BSB60420 | CRICOS Code: 106478C

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

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

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

## What You Will Learn

This nationally-recognized qualification is an extensive leadership and manage program. It covers a wide array of essential management and leadership skills that you can use in any industry or organization.

## Course Units:

There are a total of 10 units to complete the course. This includes 5 core units and 5 elective units. Some of the units of this course are listed below:

Core / Elective	Code	Unit Title
Core	BSBCRT611	Apply critical thinking for complex problem solving
Core	BSBLDR601	Lead and manage organisational change
Core	BSBLDR602	Provide leadership across the organisation
Core	BSBOPS601	Develop and implement business plans
Core	BSBSTR601	Manage innovation and continuous improvement
Elective	BSBTEC601	Review organisational digital strategies
Elective	BSBSTR602	Develop organisational strategies
Elective	BSBXCM501	Lead communication in the workplace
Elective	BSBSUS601	Lead corporate social responsibility
Elective	BSBFIN601	Manage organisational finances





**Course Duration**  
52 Weeks (Incl Holidays)



**Study Load**  
Full-time

**Course Offered (Campus)**  
Melbourne | Adelaide | Gold Coast



**Study Commitment**  
20 hours/week



**Study Mode**  
Face-to-face classes



**Intakes**  
January, March, April, May, July, August, September, October, November.



**Career Pathway**

- Learning & development consultant
- RTO Manager
- Organisational learning & leadership manager
- RTO Director
- Manager learning & development
- Senior consultant learning & development



**Course Pathway**

Upon successful completion of this course, graduates may consider further study at a higher tertiary level within the vocational education and training sector or Bachelor's or Master's Degree level.



**Course Outcome**  
A nationally recognised/ accredited qualification at the Graduate Diploma level, BSB80120 - Graduate Diploma of Management (Learning).

## Graduate Diploma of Management (Learning)

Course Code BSB80120 | CRICOS Code: 106479B

This qualification reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas.

They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

### What You Will Learn

This course involves a combination of various learning activities such as: case studies, project assessments, research work and knowledge assessment. By completing this course you will gain skills and knowledge in the following areas:

- Development of learning and development strategies
- Organisational performance development
- Organisational knowledge management
- Strategic transformation
- Improve learning practices
- Collaborative partnerships and relationships
- Lead applied research



#### Learning portal

All learning resources and assessments are assessable via the e-learning portal. This may include Study Guide, Weekly Quiz, PowerPoint slides, Simulation Pack, Assessment view & submission, assessment outcome, and course progress summary.

#### Course Units:

There are a total of 8 units to complete the course. This includes 3 core units and 5 Elective units. Some of the units of this course are listed below:

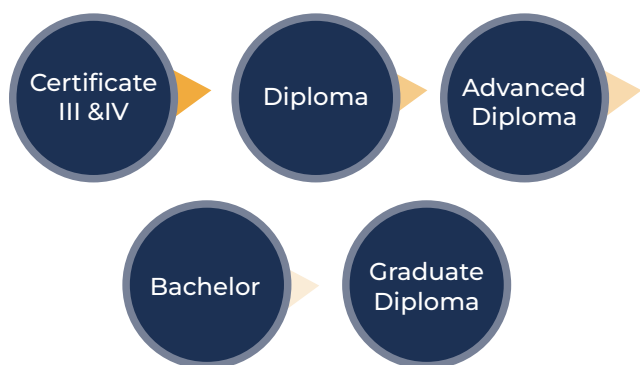
Core / Elective	Code	Unit Title
Core	BSBHRM613	Contribute to the development of learning and development strategies
Core	BSBLDR811	Lead strategic transformation
Core	TAELED803	Implement improved learning practice
Elective	BSBSTR801	Lead innovative thinking and practice
Elective	BSBLDR812	Develop and cultivate collaborative partnerships and relationships
Elective	BSBINS603	Initiate and lead applied research
Elective	PSPMGT006	Develop a business case
Elective	BSBHRM611	Contribute to organisational performance development

# Pathways To University

We provide our students with continuing study pathways toward Bachelor's Degree who wants to pursue further study. Students will receive credit exemption towards Bachelor's Degree with our partner University after finishing studies at Melbourne Metropolitan College.



## Undergraduate Pathway



## Postgraduate Pathway



## Entry Requirements Summary

### Category Requirements

Age	Must be at least 18 years old
Academic	Equivalent to an Australian Year 10 qualification* for Certificate III, Certificate IV; Diploma Courses. Equivalent to an Australian Year 12 qualification* for Diploma, Advanced Diploma and Graduate Diploma courses.
English Test	IELTS overall 6.5, PTE 50*, Please check course specific entry requirements for details.
Additional Requirements	Some courses have additional requirements, Please check course specific entry requirements for details* Department of Home Affairs may have additional Country Specific Entry Requirements*

**Our Accreditation & Partnerships**





# The City

## Melbourne

Melbourne is Victoria's capital city and the 2nd largest city in Australia. According to "The Economist", Melbourne has been named the most liveable city in the world in recent years for its cost of living, healthcare, infrastructure, and education.



### Melbourne Must-sees

- Drink the world's best coffee.
- Check out the amazing street art.
- Wander through laneways.
- Visit Flinders Street Station.
- Stroll the botanic gardens.
- Enjoy sport at the MCG.
- Visit the Immigration Museum.
- Admire Aboriginal art.
- Visit Queen Victoria Market.
- Go penguin-spotting at St Kilda



### Events

- Australian Open
- Melbourne International Comedy Festival
- Melbourne Cup Carnival
- Moomba Festival
- Cricket Boxing Day Test
- AFL Grand Final
- Melbourne Chinese New Year
- White Night Melbourne
- Remembrance Day



### Estimated Living Cost Per Week



#### Food

\$80-\$150



#### Rent

\$250-\$450



#### Mobile Phone & Internet

\$40-\$60



#### Recreation

\$50-\$100



#### Public Transport

\$40 - \$50



## Gold Coast

Embrace the unmatched vitality of the Gold Coast, a playground for amusement that features stunning sandy beaches, majestic rainforests, thrilling theme parks, and a thriving eating and cultural scene.



### Gold Coast Must-sees

- Visit Currumbin Wildlife Sanctuary
- Visit Dreamworld Gold Coast
- Visit Warner Bros. Movie World
- See Sea World Gold Coast
- Explore Coolangatta Beach
- See Burleigh Heads
- Visit Springbrook National Park
- Stroll around Tamborine Mountain
- Explore Broadbeach



### Events

- Celebrate the region's Aboriginal culture
- Magic Millions Carnival
- Gold Coast Marathon
- Gold Coast Film Festival
- Queensland Surf Life Saving State Championships
- Somerset Storyfest



### Estimated Living Cost Per Week



#### Food

\$80-\$120



#### Rent

\$240-\$320



#### Mobile Phone & Internet

\$10-\$30



#### Recreation

\$60-\$90



#### Public Transport

\$40



# The City

## Adelaide

The capital of South Australia, Adelaide is the fifth most populous city of Australia, and it offers a wide variety of experiences to its residents and visitors. From exquisite wine tasting to partying at an immersive festival. Adelaide has it all, just name it.



### Adelaide Must-sees

- Take in the views with RoofClimb
- Taste the fresh flavours of the region
- Kayak the River Torrens
- Meet the animals at Adelaide Zoo
- Stroll the botanic gardens
- Adelaide Dolphin Sanctuary
- Glenelg Beach
- Himeji Garden
- Waterfall Gully
- Gorge Wildlife Park



### Events

- Adelaide Fringe
- WOMADelaide
- Adelaide Festivals of Arts
- Glendi Greek Festivals
- Touch Bass
- DreamBIG Children's Festival
- Adelaide Film Festival
- Cabaret Festival
- South Australia's History Festival



### Estimated Living Cost Per Week



#### Food

\$90-135



#### Rent

\$220-385



#### Mobile Phone & Internet

\$20-40



#### Recreation

\$50+



#### Public Transport

\$20-35



# Application Process

**Step 01**



Choose your course, check admission requirements, understand fees & costs and read policies

**Step 02**



Apply for admission

**Step 03**



Have your application processed for Offer Letter

**Step 04**



Accept your offer, provide GTE documents and pay the fees

**Step 05**



Apply for Student Visa



## SCHOLARSHIP OPPORTUNITIES

- SCHOLARSHIPS up to 20% available.
- Students must submit their applications first.
- After careful consideration scholarships will be provided which will be reflected in the offer letter.
- MMC may offer scholarship to high achievers based on scholarship criteria.

**Start your  
journey towards  
a brighter future now**





## Frequently Asked Questions

1

### **Being an International student can I choose accredited or non-accredited courses?**

As an international student, it is imperative that you enroll in accredited courses to ensure eligibility for a student visa. Furthermore, while you do have the option to pursue non-accredited courses, it's essential to note that this choice may affect your visa

2

### **What document do I need to enroll in MMC?**

To enroll at MMC, specific documentation is required, which varies based on your student status. Overseas students must furnish their academic records and passport. Conversely, onshore students are required to submit these documents along with a visa copy, current CoE (Confirmation of Enrolment), and offer letter.

3

### **What happens if my application is successful?**

Upon the approval of your application, you will receive a Multiple Entry Visa, affording you the privilege to travel to and from Australia during the duration for which the visa has been authorized. This timeframe is contingent upon the specific course for which you have gained admission. It is essential to note that your visa may be revoked if you discontinue your studies or do not adhere to the stipulated visa conditions.

4

### **Do I pay my course fees before applying for my student visa?**

Certainly. To proceed with your enrollment at Melbourne Metropolitan College, it is mandatory that you fulfill the tuition fees as delineated in your Letter of Offer and Acceptance. Subsequently, upon payment, the College will provide you with a Confirmation of Enrolment (CoE), which is a requisite document for your visa application.

5

### **Do I need to study a full-time registered course to be granted a student visa?**

Yes. You can only be granted a student visa if you intend to study a registered course or part of a registered course on a full-time basis.





# Notes












### Melbourne Campus

 [enquiries@mmc.edu.au](mailto:enquiries@mmc.edu.au)  
 1300 271 796  
 Suite-2, Level-8, 190 Queen St,  
Melbourne, Victoria 3000





### Gold Coast Campus

 [enquiries@mmc.edu.au](mailto:enquiries@mmc.edu.au)  
 1300 271 796  
 Level 1, 9 Bay Street, Southport  
QLD 4215






### Adelaide Campus

 [enquiries@mmc.edu.au](mailto:enquiries@mmc.edu.au)  
 1300 271 796  
 Suite 1 Level 4, 50 Grenfell Street,  
Adelaide, South Australia 5000

# The future Begins here.



 [facebook.com/MelbourneMetropolitanCollege](https://facebook.com/MelbourneMetropolitanCollege)  
 [instagram.com/mmc.edu.au](https://instagram.com/mmc.edu.au)  
 [linkedin.com/company/melbourne-metropolitan-college](https://linkedin.com/company/melbourne-metropolitan-college)

Version-04