

BUSINESS, MANAGEMENT AND MARKETING



INFORMATION TECHNOLOGY

EVENTS, TRAVEL AND TOURISM

GRAPHIC DESIGN



JOIN US.

AS A STUDENT AT MARTIN COLLEGE YOU'LL
BE JOINING A COMMUNITY OF LIKE-MINDED
PEOPLE WHO WANT TO EXCEL.

*find out
more*

THE MARTIN COLLEGE ADVANTAGE	4
ABOUT MARTIN COLLEGE	5
WHERE WILL I LIVE	10
THE STUDENT DAY	11
UNIVERSITY PATHWAYS	12
CAREER STARTER	13
FACULTY OF BUSINESS & IT	14
BUSINESS AND MANAGEMENT	15
MARKETING	16
INFORMATION TECHNOLOGY	17
YOUR OPTIONS	18
DEGREE TRANSFER	19
FACULTY OF EVENTS & TOURISM	20
EVENTS	21
EVENTS / TRAVEL AND TOURISM	22
TRAVEL AND TOURISM	23
FACULTY OF GRAPHIC DESIGN	24
GRAPHIC DESIGN	25
YOUR OPTIONS & DEGREE TRANSFER	26
SHORT COURSES	27
BACHELOR DEGREE	28
STUDENT SERVICES	29
STUDY ENGLISH	30
PARTNER LANGUAGE SCHOOLS	31
ENTRY REQUIREMENTS	32
TERMS & CONDITIONS	34

THE MARTIN COLLEGE ADVANTAGE.

Quality Education since 1976



People ask me what makes Martin College different. Since we started in 1976 we've been preparing our graduates for their futures – in the workplace or on their pathway to further studies. Our graduates tell us we provide them with the knowledge they need to succeed. So the answer to the question is: our high achieving graduates are what make us different.

We are part of Study Group – a worldwide education specialist that is recognised internationally for the delivery of quality education. This relationship gives us access to some of the best education expertise in the world. You can be confident our resources are among the best you will find.

Our international profile is only part of the story: we believe we are active partners in your learning. We recognise individuals all learn differently and we tailor the learning process so it works best for you. You are our priority. We provide learning which captures the latest theory and combines the theory with cutting edge practice in industry. We make it engaging and stimulating so that you enjoy the learning process: life-long learning.

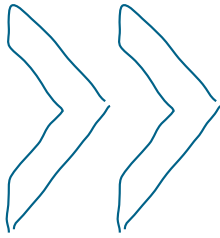
The small classes that are a feature of the College mean you will have personalised feedback from our industry-experienced teachers. This will help you stay on track with your studies. Learning throughout your course is strengthened by the use of our web-enhanced learning support platform, Study Smart. Such functions as the ability to interact with College staff and other students through this online support system will make your learning development both fast and interesting.

If you want to make a difference to your life, I look forward to seeing you at one of our campuses soon.

John Martin
Head of College

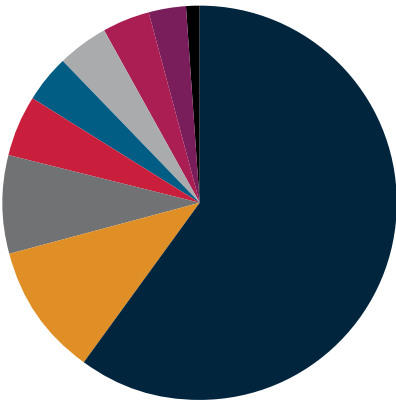


10 REASONS TO STUDY AT MARTIN COLLEGE



1. Martin College has been providing career-focused education since 1976 and is now one of Australia's largest and best recognised careers colleges.
2. Martin College has a great mix of Australian and international students.
3. Students can transfer credit from Martin College Diplomas and Advanced Diplomas to a range of universities and save both time and money.
4. Martin College's class sizes are smaller than most colleges or universities and students receive plenty of individualised attention from their teachers.
5. Industry-focussed courses, guest speakers and teachers with industry experience mean what you learn is current and relevant to your chosen career.
6. Past study in other courses or work experience may be recognised for credit at Martin College.
7. Martin College uses skills-based assessment which does not focus on just exams to test how much students have learned; it offers multiple opportunities to demonstrate learning.
8. Martin College has many start dates during the year allowing you to start your studies at a time convenient for you.
9. Our combination of practical and theoretical learning is a great way to start your studies in a new country and in a new language.
10. Our Career Starter Program helps you learn the skills required to get your career started.

GREAT NATIONALITY MIX.



Student Nationality	% of Students
Australia	60%
Europe	11%
North Asia	8%
China	5%
America	4%
Middle East & Africa	4%
South East Asia	4%
South Asia	3%
Other	1%

Data as at 05 November 2013. Distance Education not included.

ABOUT
MARTIN
COLLEGE.

> MARTINCOLLEGE.EDU.AU





BRISBANE

THE CITY

One of Australia's fastest growing cities, Brisbane's sub-tropical climate lends itself to the outdoor lifestyle for which the city has become known. Surrounded by leafy suburbs, the Brisbane River meanders through this vibrant and stylish city. The South Bank precinct offers a range of leisure options including parklands, shops, restaurants, cycling tracks and the famous Streets Beach.

The exceptional weather allows you to explore the nearby mountains, beaches and bays all within close proximity to the city. The relaxed atmosphere and friendly locals ensure Brisbane provides you with a wonderful Australian study experience.

THE CAMPUS

Located in the heart of Brisbane's shopping and business districts, the campus is shared with students studying English at Embassy English, Study Group's ELICOS college. The campus hosts over 400 students in a friendly and supportive learning environment.

FACILITIES

- » Bright, spacious classrooms and computer laboratories.
- » Students can study in the Library.
- » A Common Room which has its own kitchen and balcony.
- » All students can access a free quota for internet and email at the campus. Students who bring their own laptop can also access the campus' wireless network at no charge.

For more information about the Brisbane campus, including a video tour and information about accommodation options,



GOLD COAST

THE CITY

Home to the famous Surfers Paradise Beach, the Gold Coast is one of Australia's prime tourist destinations. Set against a spectacular skyline, this coastal community is a blend of city and beach lifestyles. With bustling alfresco restaurants, shops and entertainment, you will never be stuck for something to do.

If you're after some time out, the pristine East Coast beaches are a perfect place to learn to surf or simply relax on the sand.

THE CAMPUS

This boutique campus is in the heart of Surfers Paradise, only 200 metres from the famous beach. The campus is shared with students undertaking English language studies at Embassy English, Study Group's ELICOS college, and offers the very latest in teaching and learning technology.

FACILITIES

- » Spacious classrooms and a computer laboratory.
- » The Common Room is an ideal place to meet with friends and chat.
- » All students can access a free quota for internet and email at the campus. Students who bring their own laptop can also access the campus' wireless network at no charge.

For more information about the Gold Coast campus, including a video tour and information about accommodation options, visit martincollege.edu.au/goldcoast.





MELBOURNE

THE CITY

Located on the Yarra River, the city of Melbourne has a reputation as the arts and culture capital of Australia and its residents as the country's greatest sport-lovers. With many restaurants and bars, an abundance of exhibitions, festivals and sporting events, there is always something to do.

THE CAMPUS

Martin College Melbourne is housed in a modern, ten-storey building located in the heart of the city's Commercial Business District. Excellent rail, tram and bus transport facilities service the campus and provide easy access to all parts of Melbourne.

FACILITIES

- » Spacious classrooms and a computer laboratory.
- » The Common Room is an ideal place to meet with friends and chat.
- » The campus hosts an excellent library with online and reference materials.
- » All students can access a free quota for internet and email at the campus. Students who bring their own laptop can also access the campus' wireless network at no charge.

For more information about the Melbourne campus, including a video tour and information about accommodation options, visit martincollege.edu.au/melbourne.

SYDNEY

THE CITY

Sydney, the largest city in Australia, is a vibrant and bustling city. Famous for its spectacular harbour and beaches and with an abundance of restaurants, cafes and museums, there is always plenty to do. Visit the Opera House, walk across the Harbour Bridge, visit an exhibition at the Art Gallery of New South Wales or simply relax on the beach at Bondi or Manly.

As one of the most multicultural cities in Australia, you will meet people from many different countries and you will always be able to find a little slice of home. Combining the big city life with relaxed Australian culture, Sydney is a great city in which to live and study.

THE CAMPUS

Located in Darlinghurst, within walking distance of downtown Sydney, the college is the largest Martin College campus. It is shared with Embassy English School and the Charles Sturt University Study Centre. The campus is surrounded by shops and cafes, and is close to public transport.

FACILITIES

- » Spacious classrooms and computer laboratories.
- » Well-equipped Library and a Student Common Room with lounge facilities.
- » All students can access a free quota for internet and email at the campus. Students who bring their own laptop can also access the campus' wireless network at no charge.

For more information about the Sydney campus, including a video tour and information about accommodation options, visit martincollege.edu.au/sydney.



WHERE WILL I LIVE?

Homestay or residential accommodation?

> MARTINCOLLEGE.EDU.AU



WE PROVIDE
SAFE, SECURE
ACCOMMODATION
TO HELP OUR
STUDENTS FEEL
AT HOME.

We understand how important it is for our students to live somewhere safe and comfortable whilst they are studying in Australia. For this reason, we are able to assist you to select and book a range of accommodation options.

Whether you would like to live with an Australian family and experience their way of life, or if you'd prefer to lead a more independent lifestyle, we will help find something to suit you.

HOMESTAY

Feeling secure and at ease in your surroundings contributes to the educational success of our students. This is why we will only place our students in carefully selected Australian homes. Chosen for their safety and cleanliness, we match our students with hosts appropriate to their needs. Your Homestay host will also 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 ACCOMMODATION

If you would like more independence and the chance to socialise with friends from around the world, a residential accommodation option could be for you. There are a range of room configurations available including single or shared rooms.

For more information about your accommodation options, visit our website, martincollege.edu.au/about/accommodation.aspx



A DAY IN THE LIFE

Emma Nilsson studying Events Management in Brisbane

8:30AM My day starts at 8.30am. This block I have three subjects and one of them is about how to provide onsite event management services. I feel like I am learning something new everyday, which is why I like Martin College. Half way through the period we usually get a small break for five to ten minutes.

11:00AM I get my first scheduled break for 15 minutes. Another Events student and I go to a costume shop to book costumes for our 1950's night that we are organising. Since the school is located in the heart of the city, I always have time to do fun things during my break. If I have class all day, I usually go down to the café and get a small sandwich or a coffee.

11:15AM It is time for me to commence my next subject for the day, Manage Meetings. Today my teacher has set up a video conference with the event students on the Gold Coast campus. This is a part of our assessment items and it is the first time I speak to the students on the Gold Coast. We exchanged experience of the different events we have done and give feedback on our events.



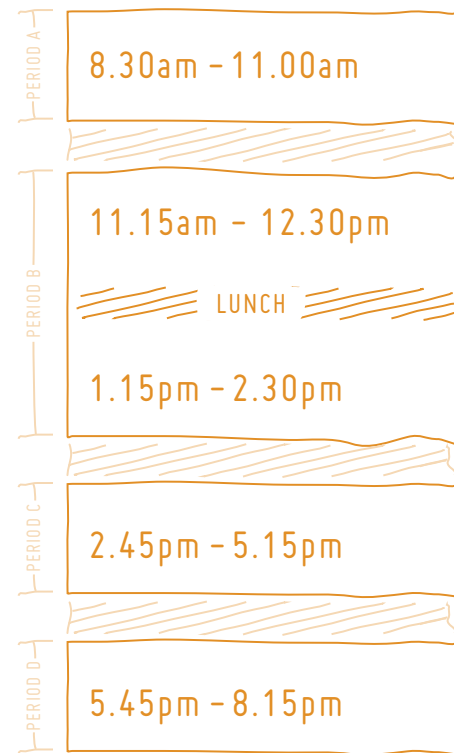
12:30PM Now it is time for my lunch break. My friends and I head off to the Myer Centre. Here they have a big Food Court so I can have anything I want. If the weather is warm I like to go down to the Botanical Gardens, which is located just 5 minutes from the campus. I also enjoy to go to the Common Room, to sit down and chat with the other students. During this time of the day, it gets lively and cheerful in the Common Room and the atmosphere is just wonderful.

2:45PM Time to commence the last class for the day, OHS. My teacher in this subject likes to tell us jokes and make us laugh. In this subject I have six assessments to finish and we get to do all of them during class time. This is helpful, since English is not my first language and it feels good knowing my teacher is available if I need help with any of my assessment items.

5:15PM My day is done. Since the college is located in the city the other students and I like to go to Beach House or Jo Jo's for a bite and catch up on the day, and if it is the end of the week, plan our weekend.



THE CLASS SCHEDULE



Classes may be offered on any day from Monday to Friday, any time between 8.30am and 8.15pm.

Students generally have two classes per day and eight classes per week.

SESSION BREAKS

Mid-Year Break: 21 Jun 2014 to 6 Jul 2014
Christmas Break: 20 Dec 2014 to 4 Jan 2015



EMMA NILSSON

THE STUDENT DAY.

Plan your study program

> MARTINCOLLEGE.EDU.AU



UNIVERSITY PATHWAYS.

Enter 2nd year of university



MARTIN COLLEGE DIPLOMAS LEAD TO A RANGE OF AUSTRALIAN UNIVERSITIES.

ARTICULATION AGREEMENTS – TRANSFER CREDIT TO UNI

To make things simple, Martin College has formal agreements with a number of Australian universities which allow you to transfer credit from your Advanced Diploma and Diploma courses to your related undergraduate program quickly and easily. In many cases, students will be able to commence their university-level studies in the second year of their chosen undergraduate course.

The formal agreements include the following universities:

NSW Credit Agreements

- » Australian College of Physical Education
- » Charles Sturt University
- » Raffles College of Design and Commerce
- » University of Western Sydney
- » University of Wollongong.

QLD Credit Agreements

- » Bond University
- » Griffith University.

VIC Credit Agreements

- » Charles Sturt University.

OTHER UNIVERSITY OPTIONS

As a registered provider of national qualifications within the Australian Qualifications Framework, Martin College graduates are also recognised by all Australian universities for entry and credit transfer. The amount of credit transfer will depend on the degree you transfer to, and the grades (GPA) achieved at Martin College. Such applications will be assessed by the university on a case by case basis.

Over the years, Martin College graduates have successfully transferred with credit to institutions which include:

- » Australian Catholic University
- » James Cook University
- » Macquarie University
- » University of Technology Sydney.

PACKAGING

If you know you intend to study at university, packaging your Martin College & University courses allows you to apply for your student visa for the full length of your studies in Australia.

Martin College can package with the following universities:

- » Bond University
- » Charles Sturt University.

THE CAREER STARTER PROGRAM IS THE LINK BETWEEN YOUR ACADEMIC STUDIES AND YOUR CAREER.

Career management at Martin College ensures that you are best positioned and supported to begin the post graduation phase of your career.

The Martin College Career Starter Program integrates your diploma course knowledge with job search skill development and practical experience.

HOW DOES THE CAREER STARTER PROGRAM HELP STUDENTS?

Stage 1: Job Search Skills

With guidance from dedicated Careers Counsellors, you will use a range of online training modules and attend free seminars delivered by industry experts.

Stage 2: Practical Experience Whilst Studying

Both in-class and professional experience are an excellent way to build your résumé, learn about a specific industry and make industry contacts.

Stage 3: Martin College Connections

Access to our database of 'preferred employers' where businesses advertise part-time or casual job opportunities which Martin College's students can apply for with assistance from our Careers Counsellors.

For more information about the Martin College Career Starter Program please visit martincollege.edu.au/careerstarterprogram.

FACILITATED INTERNSHIP

As part of your study at Martin College, some courses offer an optional internship. The internship is arranged through the Career Starter Program and allows students to obtain experience in the industry in which they are studying. The internship is unpaid and non-compulsory.

Courses featuring a facilitated internship are:

- » Advanced Diploma of Management
- » Diploma of Business
- » Diploma of Marketing
- » Diploma of Information Technology Systems Administration
- » Diploma of Website Development
- » Diploma of Events: Events Stream
- » Diploma of Events: Travel and Tourism Blended Stream
- » Diploma of Travel and Tourism
- » Diploma of Graphic Design.

To be eligible for the internship, students must be able to demonstrate an English level equivalent to an IELTS 6.0 and must receive a recommendation from the Director of Studies and Work Placement Coordinator.

International students must abide by the conditions of their visa. If an internship is undertaken on completion of your Martin College studies you must hold an appropriate visa.

Please see martincollege.edu.au/internships for further details and conditions.



MADELENE JANSSON

Sweden

I did a 4 week internship at Cystic Fibrosis in Brisbane and that was the door to my career.

In my current role as a PA at the Cancer Council, I have been able to use my knowledge of event management gained during my studies at Martin College.

I have managed a number of events including the Oceania Tobacco Control Conference for 400 delegates!

Then... Diploma of Business with major in Event Management

Internship... Cystic Fibrosis, Kedron

Now... Executive Assistant, Cancer Council Queensland



MADELENE JANSSON

CAREER STARTER.

Skills to launch your career

> MARTINCOLLEGE.EDU.AU



FACULTY OF BUSINESS & IT.

Great university pathways



ANA CAROLINA VALVERDE



ANA CAROLINA VALVERDE

Brazil

I had an amazing time at Martin College. The classes are very dynamic and the teachers, who have an industry experience, encourage the students to interact and to share their knowledge. I'm currently working in the biggest oil and gas company in Brazil, where I'm using my experience and skills that I gained in the Martin College Business and Management courses.

Then... Diploma of Business and Advanced Diploma of Management

Now... Project Manager for Petrobras in Brazil



OVERVIEW

The Faculty's courses cover the areas of:

- » Business
- » Management
- » Marketing
- » Information Technology Systems Administration
- » Website Development.

- Learn from experts with extensive industry experience
- Specialised, practical and relevant courses
- A truly modern learning environment
- Professional recognition for specified courses

INDUSTRY AND JOBS – BUSINESS & MANAGEMENT

The business world is constantly evolving and management must keep pace with change and innovation, organisational structure, workplace diversity and client relationships to achieve success. Business and management graduates are able to use their skills across both public and private sector firms as actions such as strategic planning, setting objectives, controlling finances, developing efficient operations, managing the market, developing information systems and understanding human resources are all essential skills of management.

INDUSTRY AND JOBS – MARKETING

Marketing is an essential element of any successful business and a qualification in this area will allow you to develop your career in a wide range of industries. Marketers are responsible for creating awareness and demand for a business's products or services. They will use a range of product, pricing, promotion and distribution strategies to understand the market and buyer behaviour in order to accomplish this goal.

INDUSTRY AND JOBS – INFORMATION TECHNOLOGY

The Information and Communications Technology (ICT) sector spans a diverse range of businesses in areas from computer hardware and software, networking and communications to the Internet, telecommunications, multimedia and more. A career in the ICT industry will involve working with organisations to develop and improve technology solutions which address their business and information needs. Much of the work in ICT requires people who can design and deliver IT solutions which improve business efficiency and productivity.

BUSINESS & MANAGEMENT

> MARTINCOLLEGE.EDU.AU/MANAGEMENT 

ADVANCED DIPLOMA OF MANAGEMENT

Campus: Brisbane, Gold Coast, Melbourne and Sydney

Tuition duration: 19-20 weeks

Start Dates: 6 Jan, 10 Feb, 17 Mar, 21 Apr, 26 May, 7 Jul, 11 Aug, 15 Sep, 20 Oct, 24 Nov

Entry Requirements: See page 32

On completing this course you'll be able to confidently manage organisational change, as well as develop and implement astute and comprehensive strategic plans. Students also build study skills which are valuable preparation for further study. You'll be well placed to respond to emerging business opportunities in an innovative way.

Who is this course for?

This course is recommended for students who seek maximum credit transfer to university or who seek advanced management skills and who already have qualifications and/or experience in management or business.

Subjects:

- » Manage Change
- » Organisational Leadership
- » Develop Marketing Plan
- » Marketing Objectives
- » Strategic Management
- » WHS Management Systems
- » Manage Finances
- » Accounting for Managers

Graduates of this program are awarded the nationally recognised qualification: BSB60407 Advanced Diploma of Management.

Embedded within the subjects are the national units of competency nominated which meet the endorsed packaging rules for these courses. See Martin College website for details of competency matching.

PROFESSIONAL RECOGNITION

Students and graduates of Martin College management studies are eligible to apply for membership of the Australian Institute of Management (AIM) – a key professional development partner for managers.



DIPLOMA OF BUSINESS

Campus: Brisbane, Gold Coast, Melbourne and Sydney

Tuition duration: 19-20 weeks

Start Dates: 6 Jan, 10 Feb, 17 Mar, 21 Apr, 26 May, 7 Jul, 11 Aug, 15 Sep, 20 Oct, 24 Nov

Entry Requirements: See page 32

A practical program which allows students to develop general business skills across a wide range of business functions. You'll learn to identify new and emerging opportunities for the business and develop strategies to capitalise on them.

Who is this course for?

This is a fast-track course which is designed for people who have some work experience or who have recently completed high school.

Students may study this course with a view to entering the workforce and/or transferring credits into a university degree.

Subjects:

- » Business Communications Skills
- » Human Resources Services
- » Project Management
- » Market Evaluation
- » Marketing Essentials
- » Information Management Systems
- » HR Policy
- » Market Trends

Graduates of this program are awarded the nationally recognised qualification: BSB50207 Diploma of Business.

CERTIFICATE IV IN BUSINESS

Campus: Brisbane, Gold Coast, Melbourne and Sydney

Tuition duration: 14-15 weeks

Start Dates: 6 Jan, 10 Feb, 17 Mar, 21 Apr, 26 May, 7 Jul, 11 Aug, 15 Sep, 20 Oct, 24 Nov

Entry Requirements: See page 32

As employers want to hire people with a broad range of up-to-date skills, this course prepares graduates for today's business environment. This fast-track course helps you to reach your goals sooner. Once you have completed it you will be ready for an entry-level role or to progress onto further study.

Who is this course for?

People who want employment but who have not completed high school or who have no formal qualifications.

Subjects:

- » Research and Reporting
- » Maintain Financial Records
- » Computerised Accounting
- » Develop Complex Documents
- » Make a Presentation
- » Applied Computing (Spreadsheets)
- » Work Health and Safety
- » Identify the Market

Graduates of this program are awarded the nationally recognised qualification: BSB40212 Certificate IV in Business.



KEI YAMAGUCHI

Japan

I studied a Diploma of Marketing during my university summer holiday. I chose Martin College because they offered fast-tracked studies, which allowed me to finish the course in just 20 weeks. The skills and knowledge that I learned were practical and up-to-date and I believe the qualification will help me find a better job once I graduate from university.

Now... Diploma of Marketing

Future... Bachelor of Sport Science at Chiba University, Japan



DIPLOMA OF MARKETING

Campus: Brisbane, Gold Coast, Melbourne and Sydney

Tuition duration: 19-20 weeks

Start Dates: 6 Jan, 10 Feb, 17 Mar, 21 Apr, 26 May, 7 Jul, 11 Aug, 15 Sep, 20 Oct, 24 Nov

Entry Requirements: See page 32

This course provides 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, Martin College graduates will be prepared to start their marketing career. A range of elective options allow you to specialise in skills relevant to your goals.

Who is this course for?

People with work experience or who have recently completed high school and are looking to develop skills in marketing for career advancement, a career change or further study in a marketing area.

Embedded within the subjects are the national units of competency nominated which meet the endorsed packaging rules for these courses. See Martin College website for details of competency matching.

Subjects:

- » Marketing Essentials
- » Market Evaluation
- » Market Research
- » Marketing Management
- » Market Trends

Elective subjects:

3 units to be selected from the following list:

- » Cross Cultural Understanding*
- » International Business Forecasting*
- » Accounting for Managers
- » International Market Analysis*
- » Business Communication Skills
- » Manage Change

Graduates of this program are awarded the nationally recognised qualification: BSB51207 Diploma of Marketing.

* Not available at Gold Coast Campus

PROFESSIONAL RECOGNITION

Students of Martin College marketing studies are eligible to apply for membership of the Australian Marketing Institute (AMI) – an industry association for those in the marketing professions.

ami.org.au



DIPLOMA OF INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATION

Campus: Brisbane, Gold Coast, Melbourne and Sydney

Tuition duration: 33-34 weeks

Start Dates: 10 Feb, 17 Mar, 26 May[^], 7 Jul, 15 Sep

Entry Requirements: See page 32

[^] Available at Sydney campus only

The Diploma of Information Technology Systems Administration can lead to a range of rewarding career paths in the IT industry on graduation. Students will develop proficiency in the use of computers and computational techniques to develop effective information systems that solve real world problems. In this course students learn to install and configure a server in line with enterprise requirements as well as developing skills and knowledge in network administration and systems security.

Who is this course for?

This course is ideal for students who work in IT but do not have formal qualifications in IT or for high school graduates who do not have any experience in IT.

Subjects:

- » IT Professional Practice
- » Manage Sustainability
- » Systems Maintenance
- » Network Solutions
- » Disaster and Contingency Planning
- » Resource Planning
- » Client Support
- » Systems Security
- » Website Development
- » Applied Java Programming
- » Manage System Testing

Graduates of the Diploma of Information Technology program receive the nationally recognised qualification: ICA50311 Diploma of Information Technology Systems Administration.

IT FUNDAMENTALS COURSE

Students seeking to enter the Diploma of Information Technology Systems Administration must demonstrate their competence in the following subject areas:

- » Database Applications
- » Word Processing Applications
- » Presentation Graphics
- » Spreadsheet Applications
- » Operating and Integrating Computer Packages

Students who have a Certificate II in IT or a Year 12 computing subject will have achieved these competencies. These requirements may also be able to be met by demonstrated relevant work experience.

Students who do not have these competencies may complete them free of charge at Martin College through the IT Fundamentals Course.

DIPLOMA OF WEBSITE DEVELOPMENT

Campus: Brisbane, Gold Coast, Melbourne and Sydney

Tuition duration: 29 weeks

Start Dates: 10 Feb, 17 Mar, 7 Jul, 15 Sep

Entry Requirements: See page 32

The Diploma of Website Development is a practical course designed for students who want to learn how to build websites using a range of programming languages. The students will develop skills in Website Design, including navigation, content management systems like Wordpress and basics of photo editing for web design.

Who is this course for?

This course is ideal for students who want an introduction to website development, as well as designers wanting to broaden their skills in website development.

Subjects:

- » Professional Practice in Web Development
- » Web Design Project
- » Workplace Safety
- » Introduction to Website Development
- » Applied Web Development Technologies
- » Build Dynamic Websites
- » Object Oriented Web Development 1
- » Object Oriented Web Development 2

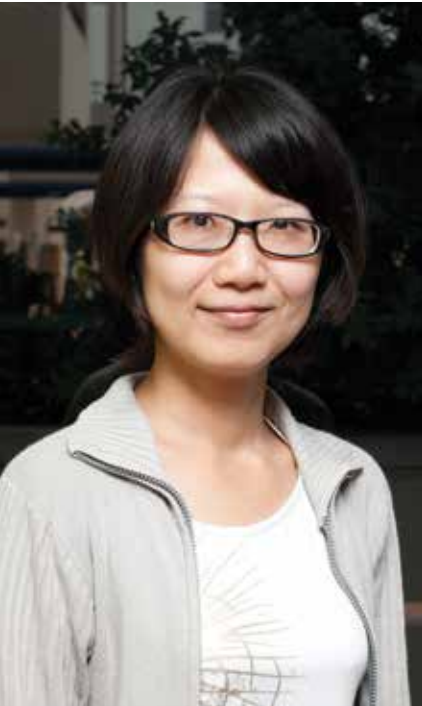
Graduates of the Diploma of Website Development program receive the nationally accredited recognition: ICA50611 Diploma of Website Development.



PROFESSIONAL RECOGNITION

On achievement of a Diploma level qualification, Martin College graduates can apply for provisional associate membership of the Australian Computer Society.

acs.org.au



CHING-YI HSIAO

Taiwan

I chose Martin College as its courses are the best option for university pathway. Every day I gained useful knowledge and skills in Business, which I'll be able to use in the field of international business and marketing.

Then... Diploma of Marketing and Advanced Diploma of Management

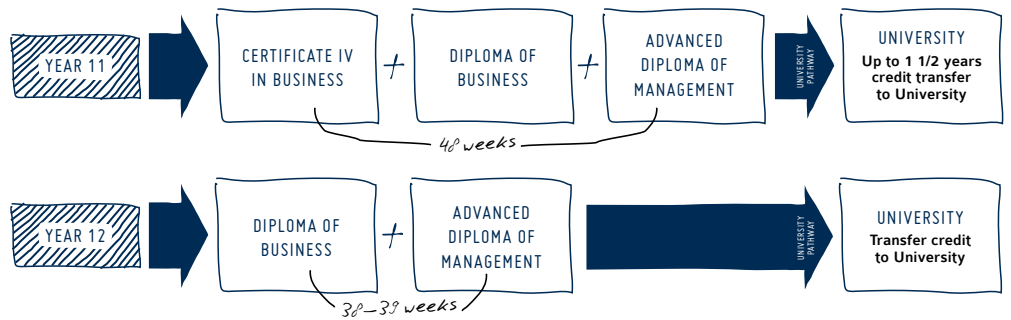
Now... Bachelor degree at Australian Catholic University



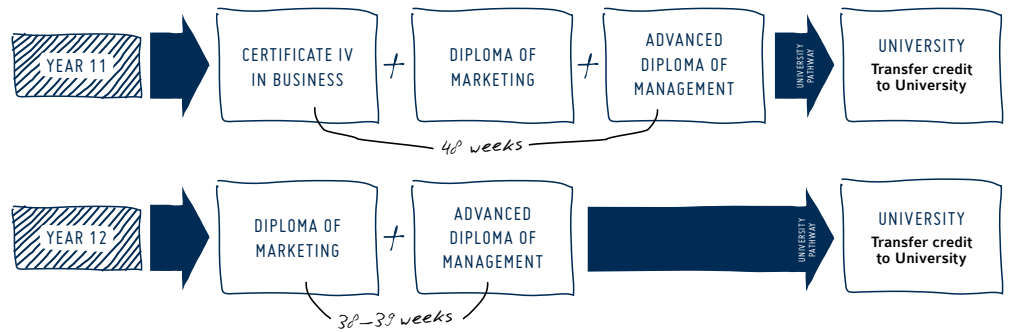
YOUR OPTIONS

Complete these courses on their own or combine courses to tailor your studies to your interests. Take a look at some of your options below.

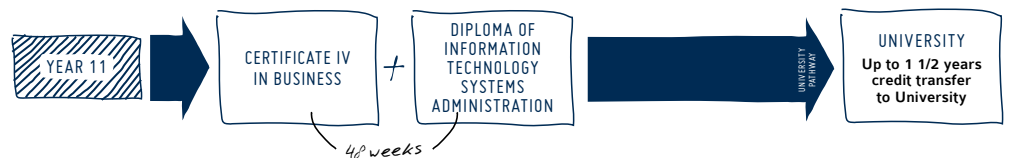
BUSINESS & MANAGEMENT



MARKETING



INFORMATION TECHNOLOGY



The above are sample study plans only. Each student's plan will vary depending on entry qualifications, the diploma taken, the university, degree and major and GPA at Martin College. Please contact Martin College directly or a representative for a tailored plan.

DEGREE TRANSFER

Martin College has articulation agreements with a range of Australian universities. The below table is a selection of the credit transfer options available. For full details of articulation agreements please visit our website.

BUSINESS & MANAGEMENT

MARTIN COLLEGE COURSE	UNIVERSITY	UNIVERSITY COURSE	CREDIT TRANSFER
Advanced Diploma of Management (pathway [^])	 BOND UNIVERSITY BRINGING AMBITION TO LIFE	Bachelor of Business (Management Major)	80 Credit Points
Advanced Diploma of Management (pathway [*])	 Charles Sturt University	Bachelor of Business Studies	96 Credit Points
		Bachelor of Accounting	56 Credit Points
Advanced Diploma of Management (pathway [*])	 Griffith UNIVERSITY Queensland, Australia	Bachelor of Business	80 Credit Points
Advanced Diploma of Management	 University of Western Sydney	Bachelor of Business and Commerce	100 Credit Points
Diploma of Business		Bachelor of Business and Commerce	80 Credit Points



* Package of Certificate IV in Business + Diploma of Business + Advanced Diploma of Management (48 weeks).

[^] Package of Diploma of Business + Advanced Diploma of Management (38-39 weeks).

MARKETING

MARTIN COLLEGE COURSE	UNIVERSITY	UNIVERSITY COURSE	CREDIT TRANSFER
Diploma of Marketing	 Raffles College of Arts and Commerce	Bachelor of Commerce	42 Credit Points
Diploma of Marketing	 University of Western Sydney	Bachelor of Business and Commerce	80 Credit Points

INFORMATION TECHNOLOGY

MARTIN COLLEGE COURSE	UNIVERSITY	UNIVERSITY COURSE	CREDIT TRANSFER
Diploma of Information Technology Systems Administration (pathway [*])	 Charles Sturt University		96 Credit Points
Diploma of Information Technology Systems Administration		Bachelor of Information Technology	64 Credit Points
Diploma of Information Technology Systems Administration	 Griffith UNIVERSITY Queensland, Australia	Bachelor of Information Technology	80 Credit Points

* Package of Certificate IV in Business and Diploma of Information Technology Systems Administration.



RODRIGO VALENCIA

Philippines

The support given at Martin College allowed me to complete my Diploma of IT in a short period of time. I also received enough credit at CSU to complete my Bachelor degree in just another 1 ½ years.

Then... Diploma of Information Technology (System Administration)

Now... Helpdesk / System Analyst for MDM Solutions



FACULTY OF EVENTS & TOURISM.

Get the practical skills you need



CHARLOTTE GALETTE



CHARLOTTE GALETTE

France

I choose Martin College, because the courses are generally shorter than in other institutions. I was able to gain a lot of practical knowledge at Martin College and to use this practical experience in the relevant industry.

Career Starter Coordinator was a great help while looking for the internship and a paid position.

Then... Diploma of Venues and Events

Now... Volunteer Services

Coordinator at Cerebral Palsy League



OVERVIEW

The Faculty's courses cover the areas of:

- » Events
- » Travel and Tourism.

- Training in Events and Tourism industry standard software
- Expert teaching from industry professionals
- A practical focus in every course
- Credit transfer to degree study available

INDUSTRY AND JOBS – EVENTS

Event management plays an increasingly important role in the marketing and communications mix for all businesses. The role of an Event Manager complements the marketing plan of an organisation as a means of advertising or building a brand. Event Managers work in consultation with public relations and marketing staff, and creative and advertising teams to develop an event which showcases a special occasion or product. Event management skills are in demand in the private and public sectors, and in community organisations such as sports clubs, schools and charitable organisations. Event Managers must be able to manage a venue for their event to ensure a successful activity.

INDUSTRY AND JOBS – TRAVEL AND TOURISM

A career in travel and tourism is ideal for those who enjoy working with people as it focuses on working with clients to help them design the perfect trip for their needs. Hotels, transportation, recreational parks and restaurants are just a few of the different areas that use the services of travel and tourism specialists. Global businesses rely on international travel and many individuals live for their vacations. A role in travel will require you to consult with your clients to help them design the perfect trip, whether it is for business or pleasure – choosing destinations, purchasing tickets, making hotel/car rental reservations and advising on tours and recreational activities.

EVENTS

> MARTINCOLLEGE.EDU.AU/EVENTS 

DIPLOMA OF EVENTS: EVENTS STREAM

Campus: Brisbane, Gold Coast, Melbourne and Sydney

Tuition duration: 28-29 weeks

Start Dates: 6 Jan, 10 Feb, 17 Mar, 21 Apr, 26 May, 7 Jul, 11 Aug, 15 Sep, 20 Oct, 24 Nov

Entry Requirements: See page 32

You will develop competency in event industry software, Summit Event Manager Pro, and get practical events experience as part of the course. Additionally, this course provides a broad knowledge base in key business areas such as management, budgeting, communications and marketing as they relate to the events industry. With the ability to manage events projects and provide on-site event and venue management services, you'll be prepared to start your events career.

Who is this course for?

People who are looking to develop skills in event management for career advancement or a career change. The course is well suited to both people with work experience or high school graduates with no work experience.

Subjects:

- » Customer Relationships
- » Applied Computing
- » Controlling WHS Hazards and Risks
- » Responsible Service of Alcohol
- » Event Industry Research
- » Coordinate Event Marketing
- » Budget Management and Control
- » Event Concepts and Proposals
- » Venue Selection
- » Event Registration
- » Business Relationships
- » Workplace Operations
- » Effective Leadership
- » Event Sponsorship
- » Event Project

Graduates of this program receive the nationally recognised qualification: SIT50212 Diploma of Events.

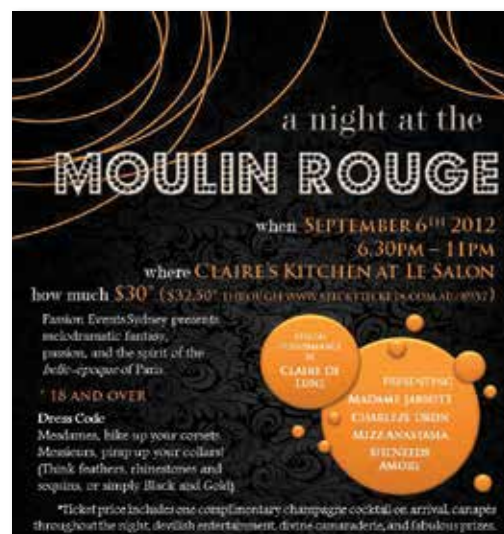
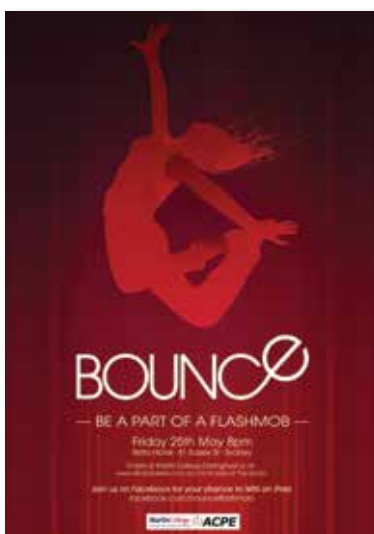
Embedded within the subjects are the national units of competency nominated which meet the endorsed packaging rules for these courses. See Martin College website for details of competency matching.



PROFESSIONAL RECOGNITION

Students of Martin College events studies are eligible to apply for membership of the Australian Marketing Institute (AMI) – an industry association for those in the marketing professions.

ami.org.au



Martin College event management students regularly organise exciting events such as 'Bounce' and 'A Night at the Moulin Rouge'.

EVENTS / TRAVEL AND TOURISM > MARTINCOLLEGE.EDU.AU/TOURISM



PHOEBE GRIFFITHS

UNITED KINGDOM

Two of the best things about the course were the range of subjects the course covered and the relevance of the subjects to a real world situation. The college also encouraged event students to take part in volunteer work to gain industry experience and complete and create a professional event from start to finish.

Then... Diploma of Venues and Events

ACPET finalist
 2013 Student of The Year Award



DIPLOMA OF EVENTS: TRAVEL AND TOURISM STREAM

Campus: Brisbane, Gold Coast, Melbourne and Sydney

Tuition duration: 28-29 weeks

Start Dates: 6 Jan, 10 Feb, 17 Mar, 21 Apr, 26 May, 7 Jul, 11 Aug, 15 Sep, 20 Oct, 24 Nov

Entry Requirements: See page 32

The Diploma of Events / Travel and Tourism Stream provides the competencies gained in the Diploma of Events plus tourism specific skills in managing and coordinating tourism and travel operations. This qualification will equip graduates with two nationally recognised qualifications.

Who is this course for?

People who are looking to develop skills in event management and tourism for career advancement or a career change. The course is well suited to both people with work experience or high school graduates with no work experience.

Subjects:

- » Customer Relationships
- » Write Business Documents
- » Controlling WHS Hazards and Risks
- » Implement and Monitor WHS Practices
- » Manage Conflict
- » Event industry Research
- » Accounting Analysis
- » Budget Management and Control
- » International Fares
- » Online Travel Reservations
- » Customer Service Excellence
- » Business Relationships
- » Workplace Operations
- » Effective Leadership
- » Budget Development
- » Event Project
- » Travel and Tourism Law

Graduates will receive the nationally recognised qualifications: SIT50212 Diploma of Events and SIT50112 Diploma of Travel and Tourism.

Embedded within the subjects are the national units of competency nominated which meet the endorsed packaging rules for these courses. See Martin College website for details of competency matching.



GALILEO AND AMADEUS

Galileo and Amadeus are both popular travel reservation systems. Both systems are widely used by travel agents all over the world and therefore certification in these computerised systems is imperative to gaining a role in the travel industry.

These industry standard systems enable travel agents to check availability and details of flights, confirm seats and issue tickets. This system has the capability to build itineraries for hotels and book car rental, cruise packages and train travel. Other services offered include the ability to encode/decode airport codes, access flight service information, develop quotes and obtain seating information.

PROFESSIONAL RECOGNITION

Students who complete this course are eligible to apply for membership with the Australian Marketing Institute (AMI) - an industry association for those in marketing professions. In addition, students will receive the Galileo Desktop Certificate (Fares and Ticketing), Galileo Cross-Check Travel (Client Database and Accounting) Amadeus (Reservations and Ticketing).

TRAVEL AND TOURISM

> MARTINCOLLEGE.EDU.AU 

DIPLOMA OF TRAVEL AND TOURISM

Campus: Brisbane, Gold Coast, Melbourne and Sydney

Tuition duration: 29 weeks

Start Dates: 17 Mar, 21 Apr, 11 Aug, 20 Oct

Entry Requirements: See page 32

The Diploma of Travel and Tourism program teaches students to create international fares and tickets, including e-tickets, in addition to professional itineraries and working on Galileo and Amadeus, travel industry-based computerised reservation systems. Booking systems are the central focus of the tourism course and this focus ensures that what is being delivered in the classroom is the same as what is being used in industry.

Who is this course for?

This course is suitable for people who are looking to develop skills in travel and tourism for career advancement or a career change. The course is well suited to both people with work experience or high school graduates with no work experience.

Subjects:

- » Write Business Documents
- » Customer Service Excellence
- » Implement and Monitor WHS Practices
- » Manage Conflict
- » Accounting Analysis
- » Budget Management and Control
- » Travel and Tourism Law
- » Effective Leadership
- » Workplace Operations
- » Business Relationships
- » Domestic Fares
- » International Travel Advice
- » International Fares
- » Online Travel Reservations
- » Budget Development

Graduates of the Diploma of Tourism and Travel program receive the nationally recognised qualification: SIT50112 Diploma of Travel and Tourism.

Embedded within the subjects are the national units of competency nominated which meet the endorsed packaging rules for these courses. See Martin College website for details of competency matching.

PROFESSIONAL RECOGNITION

Students who complete Diploma of Travel and Tourism will receive the Galileo Desktop Certificate (Fares and Ticketing), Galileo Cross-Check Travel (Client Database and Accounting) and Amadeus (Reservations and Ticketing).

TRAVEL AND TOURISM FUNDAMENTALS COURSE

Running for 10 weeks online or 5 weeks on-campus, the fundamentals program is a pre-requisite of the Diploma of Travel and Tourism.

This course will equip students with basic skills in providing travel advice, travel bookings, customer service and selling techniques. Students seeking to enter the Diploma must demonstrate their competence in the following subject areas:

- » Travel and Tourism Research
- » Cultural Diversity
- » Australian Travel Advice
- » Travel Administration and Bookings
- » Customer Relationships
- » Tourism Sales.



“

SARA AHLEN

Sweden

It was an exciting year at Martin College. The tourism teachers are very knowledgeable and enthusiastic. I learned a lot of new and useful skills such as using the booking systems Galileo and Amadeus as well as how to manage people and customer service.

Then... Diploma of Tourism

Now... Office Assistant at Perfect Wave (Travel Agency)

”

FACULTY OF GRAPHIC DESIGN.

Unleash your creative side



LETITIA CASARRUBIAS



LETITIA CASARRUBIAS

Mexico

I learned all the design softwares at Martin College, but the most helpful was the connection to the real world and the way teachers prepare you to face the real industry. All the courses are very practical and fun. Plus, I made lots of friends from all over the world. I was also able to get a better understanding of the design industry in Australia.

Then... Diploma of Graphic Design

Now... Marketing Officer
in Johnson Health Tech.



OVERVIEW

Gain a qualification that can really take you places and give you a taste for life in the design industry.

- ➔ Graduate with a professional portfolio
- ➔ Taught by design professionals
- ➔ Use the latest Adobe software and iMac computers

INDUSTRY AND JOBS – GRAPHIC DESIGN

Graphic design involves the creative process of translating concepts into a visual form – graphic design courses can open up a world of truly exciting career paths. Qualified graphic designers use their artistry and technical skills to develop the 'look and feel' of a product and to visually communicate marketing ideas.

Graphic Designers create and produce a broad range of visual projects including web pages, multimedia presentations, annual reports, sales materials, signs and other environmental graphics, slide shows, newsletters, corporate identity programs, packaging, consumer products, promotional items, and many other types of publications.

Places of employment include advertising agencies, design studios, publishing houses, pre-press companies and consumer goods companies. Many Martin College graduates choose to establish their own business and work in a freelance capacity.



Imagine is the Martin College Graphic Design magazine in which students 'work' appears. The latest edition of Imagine can be viewed online at martincollege.edu.au/courses/imagine-magazine.aspx

GRAPHIC DESIGN

> MARTINCOLLEGE.EDU.AU/GRAPHICDESIGN 

DIPLOMA OF GRAPHIC DESIGN

Campus: Brisbane, Melbourne and Sydney

Tuition duration: 29 weeks

Start Dates: 6 Jan, 10 Feb, 17 Mar, 11 Aug, 15 Sep

Entry Requirements: See page 32

In the Martin College Diploma of Graphic Design students learn to use Adobe Creative Suite and develop a portfolio to present at job interviews or to use for credit into a degree. This course will allow you to develop specialist skills in multimedia and advertising.

Who is this course for?

People who already have basic skills in Adobe Creative Suite and who already have a portfolio and are looking to extend their skills into design for advertising and multimedia.

Subjects:

- » 2-D and 3-D Packaging
- » Creative Advertising
- » Design for Screens and Interactivity
- » Print Advertising
- » Advanced Photo Manipulation
- » Publication Design and Layout
- » Art Direction and Branding
- » Multimedia
- » Web Design I
- » Professional Practice II

Graduates of the Diploma of Graphic Design receive the nationally recognised qualification: CUV50311 Diploma of Graphic Design.



CERTIFICATE IV IN DESIGN

Campus: Brisbane, Sydney

Tuition duration: 24 weeks

Start Dates: 10 Feb, 17 Mar, 7 Jul, 11 Aug, 15 Sep

Entry Requirements: See page 32

The Martin College Certificate IV in Design will assist graduates to develop skills across a broad spectrum of visual projects. You will achieve the fundamentals of design, enabling you to quickly and effectively represent, communicate and refine concepts. Learn how to enhance your creativity through the use of Adobe Creative Suite, and bring your creative ideas to life. You'll develop skills in Photoshop, Illustrator, InDesign and Dreamweaver.

Who is this course for?

This course is a requirement for entry to the Diploma of Graphic Design for people who do not already have skills in Adobe Creative Suite and who do not have a portfolio.

Subjects:

- » Professional Practice I
- » Workplace Safety
- » Digital Illustration
- » Design and Culture
- » Design Concepts and Principles
- » Digital Imaging
- » Typography
- » Design and Layout
- » Pre-Press
- » Respond to a Design Brief
- » Web Design I
- » Client Branding from Print to Web

Graduates of the Certificate IV in Design program receive the nationally recognised qualification: CUV40311 Certificate IV in Design.

Embedded within the subjects are the national units of competency nominated which meet the endorsed packaging rules for these courses. See Martin College website for details of competency matching.

PROFESSIONAL RECOGNITION

Students and graduates of Martin College Graphic Design studies are eligible to apply for membership of the Australian Graphic Design Association (AGDA) – Australia's largest association representing graphic design professionals

FACULTY OF GRAPHIC DESIGN



RAZVAN POPESCU

Romania

I learned a lot during my time studying for my Diploma, but I also had a lot of fun doing it! During the course one of my teachers recommended me to my current employer; by the time I left Martin College I already had a job creating web applications.

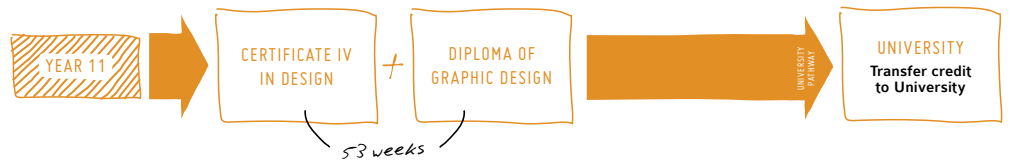
Then... Diploma of Graphic Design

Now... General Manager at Clix Marketing (Web Design)



YOUR OPTIONS



Complete these courses on their own or combine courses to tailor your studies to your interests. Take a look at one of your options below.



The above are sample study plans only. Each student's plan will vary depending on entry qualifications, the diploma taken, the university, degree and major and GPA at Martin College. Please contact Martin College directly or a representative for a tailored plan.

DEGREE TRANSFER

Martin College has articulation agreements with a range of Australian universities. The below table is a selection of the credit transfer options available. For full details of articulation agreements please visit our website.

MARTIN COLLEGE COURSE	UNIVERSITY	UNIVERSITY COURSE	CREDIT TRANSFER
Diploma of Graphic Design	 Griffith UNIVERSITY Queensland, Australia	Bachelor of Digital Media	80 Credit Points
Diploma of Graphic Design	 Raffles College of Design and Commerce	Bachelor of Design	36 Credit Points

SINGLE SUBJECTS ARE A GREAT WAY TO QUICKLY AND AFFORDABLY ENHANCE YOUR CV, IMPROVE YOUR ENGLISH OR LEARN A NEW SKILL.

Working Holiday or Tourist visa holders can choose to study a range of single subjects in the areas of:

- » Administration
- » Graphic Design
- » Management
- » Marketing.

Single subjects are a great way to trial a course, develop knowledge needed for your career or perhaps you would just like to learn a new skill.

Whatever the reason, Short Courses are a quick way to enhance your CV, study with Australians and continue to improve your language skills.

You can choose to study subjects from the one discipline area or you can mix and match subjects from a number of disciplines to suit your needs and interests.

Each subject lasts for five weeks and up to two subjects can be studied at the one time. The maximum number of single subjects which can be studied will depend on your visa type.

Short Course students will attend the same classes as our full-time students so you will get to study with both Australian and international students. Single subject study gives you the chance to experience our courses without committing to a full course.

With access to Career Starter training and industry-experienced teachers, you will also be able to improve your career prospects whilst gaining professional skills through your Short Course study. Our series of online training modules will allow you to develop essential job search skills such as creating a winning Résumé, writing cover letters and applications, and interview techniques. The combination of technical skills and career guidance developed through your Short Course studies at Martin College could be the key to achieving your professional goals.

On completion of your Short Course you will be issued with a Statement of Attainment for the units completed.

Should your Short Course studies uncover a new passion, you can always choose to extend your time at Martin College and complete the full qualification. If you do choose to continue to a full course you may transfer credit from your Short Course studies.*

See martincollege.edu.au/short-courses for details.

*Students who choose to later enrol in a full course will need to hold a valid Student visa.

“

BARBARA MANFROI CHIES

Brazil

I was looking for a short course that fits into my interests and that could be used in the market overseas. The short course Market Evaluation at Martin College was exactly what I was looking for! I acquired practical knowledge that is not learned in university and now I feel that I'm definitely prepared to use my gained skills in Australia or back in my country.

Short Course: Market Evaluation

”



BARBARA MANFROI CHIES

SHORT COURSES.

Learn a new skill

BACHELOR OF BUSINESS.

Find out more!



BACHELOR OF BUSINESS

Campus: Brisbane and Sydney

Martin College Bachelor of Business equips graduates with a base of theoretical knowledge and research skills which will be applied within a real-life industry context. The Bachelor of Business is also available with specialisations in tourism, marketing and event management.

- » Bachelor of Business (General)
- » Bachelor of Business (Tourism)
- » Bachelor of Business (Marketing)
- » Bachelor of Business (Event Management)

COURSE STRUCTURE

Students must successfully complete 240 credit points of study. The qualifications will be offered over 3 years via a trimester intake. Students may complete the qualifications over 2 years based on completion of 4 subjects per trimester.

The programs will be structured as follows:

LEVEL	CORE	ELECTIVES
100	8	0
200	6	2
300	6	2
Total	20	4

There are twelve common core units across each qualification. In addition there are two core units at level 200 and two core units at level 300. Students who wish to undertake a specialisation will complete the same core subjects at level 100 before splitting into their chosen specialist areas in trimester 4.

There is an even balance of 100, 200, and 300 level units. There are no electives in the first year and one elective in each of trimesters 3 – 6. Year three concludes with the Professional Industry Engagement unit in trimester nine.

ENTRY REQUIREMENTS

- » Satisfactorily completed Senior High School Certificate Year 12 with a minimum ATAR of 63.40/UAI of 60.00 or overseas equivalent; AND
- » 18 years of age or over; OR
- » Mature age entry (aged 21 or over) with relevant work experience OR
- » Successful completion of a relevant Diploma

ENGLISH REQUIREMENTS

- » IELTS 6.0 (no band less than 5.5)

STUDENT MENTOR PROGRAM

Martin's Mates is a program designed to welcome new students to the College. New students are paired with a current student so that new students are better able to settle in to campus life in their first few weeks at College. Once a student has been at College for a few months, they can apply to become a mentor in the program. Participation as a mentor can be a great addition to a student's Résumé.

STUDENT STUDY SUPPORT

Students at Martin College have access to a wide range of support services to ensure their Martin College experience is positive and productive.

Study Skills Workshops

These free additional sessions are run on a regular basis and are optional for students to attend. Topics covered include:

- » Business report writing
- » Referencing
- » Exam preparation and exam techniques
- » Essay writing.

STUDENT SUPPORT

To ensure students' time at Martin College is enjoyable from day one, every effort is made to provide students with all the information and help they need.

SUCCESSFUL PROGRESS MONITORING

As part of the Martin College commitment to ensure that students are successful in their studies, a range of services and opportunities are offered – from student/teacher interviews, progress monitoring, pastoral care to course planning and advice. Martin College expects each student to progress through his/her course at a rate that will enable the student to complete the course in the nominated duration. Careful monitoring of the student's progress occurs to ensure that this happens. Students are expected to demonstrate competency in 80% or more of the SGA Learning Units undertaken during each Study Period to maintain satisfactory progress. If this level of progress is not attained within any Study Period students are counselled and, in consultation with their Martin College teachers, develop a learning strategy which will assist the student to improve his or her performance in the next Study Period.

SOCIAL ACTIVITIES

Martin College recognises that the student experience is not just about time in the classroom. Each campus offers a wide range of social activities which encourage students to mix outside class and get to know their peers in a social environment. Social activities include sporting activities, excursions, parties and functions. Many of these events are arranged by the students themselves and students are encouraged to become involved with both attending and organising social functions.

OVERSEAS STUDENT HEALTH COVER (OSHC)

International students studying in Australia who have a student visa, must purchase an approved OSHC policy from a registered health fund. Students will need to buy OSHC before they come to Australia, to cover them from the day they arrive and for the duration of their visa. Martin College can arrange OSHC.

MARTIN COLLEGE STUDY SCHEDULE

10 intakes per year with each block lasting for 4 or 5 weeks.

TERM DATES	Block 1 (5 weeks)	Block 2 (5 weeks)	Block 3 (5 weeks)	Block 4 (5 weeks)	Block 5 (4 weeks)	Mid-Year break	Block 6 (5 weeks)	Block 7 (5 weeks)	Block 8 (5 weeks)	Block 9 (5 weeks)	Block 10 (4 weeks)	Christmas break
Start date	06/01/14	10/02/14	17/03/14	21/04/14	26/05/14	23/06/14	07/07/14	11/08/14	15/09/14	20/10/14	24/11/14	22/12/14
End date	07/02/14	14/03/14	18/04/14	23/05/14	20/06/14	06/07/14	08/08/14	12/09/14	17/10/14	21/11/14	19/12/14	04/01/15



A supported learning environment

STUDY ENGLISH.

Prepare for success

> MARTINCOLLEGE.EDU.AU



STUDENTS PLANNING TO UNDERTAKE A MARTIN COLLEGE COURSE MUST MEET THE RELEVANT ENGLISH LANGUAGE ENTRY REQUIREMENTS.

ENGLISH REQUIREMENTS

All international students must demonstrate their English language competency by one of the following means:

- » IELTS 5.5 (no band less than 5.0)
- » PTE Academic 46 (writing 46)
- » CAE 47
- » GCE 'O' Level C6 or SPM English C6 or HKDSE English Level 3
- » TOEFL (paper) 513 (TWE 4) TOEFL (online) 190
- » TOEFL iBT 68 (22 in writing)
- » TOEIC 700
- » Two or more years of academic study to at least Australian Year 10 or overseas equivalent where English was the language of instruction
- » Pass the Martin College English test (onshore)
- » Pass the Online Password test (offshore).

If you do not hold evidence of your English ability, you may choose to sit the free Martin College English Entry Test on the campus or in your agent's office. We will then assess your results and provide you with a recommendation for either direct entry to Martin College or to study further English before joining us.

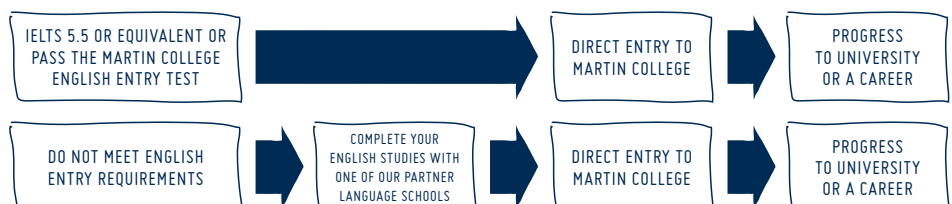
Students should note that IELTS is the only acceptable language test for students from some countries. Check with Martin College to determine if you require an IELTS score.

Applicants may be eligible for a visa to Australia if they do not meet the above requirements if their vocational education and training program is packaged with appropriate preparatory English study.

To progress to Martin College without taking IELTS, a student must satisfactorily complete their English studies at a Martin College partner language school or successfully complete the Martin College English Entry Test.

All English language entry requirements are subject to the Department of Immigration and Border Protection requirements.

EXAMPLE OF ENGLISH LANGUAGE PATHWAY



MARTIN COLLEGE PARTNER LANGUAGE SCHOOLS

STUDY GROUP PARTNERS

LOCATION

ENGLISH COURSE SUCCESSFUL COMPLETION OF:



Embassy English
CRICOS Provider: Study Group Australia Pty Ltd 01755D (QLD),
01682E (NSW). Taylors Institute
of Advanced Studies: 01160J (VIC)

Brisbane,
Gold Coast,
Melbourne,
Sydney

- » General English at Upper Intermediate level
- » EAP 2
- » IELTS Preparation at Upper Intermediate level (equiv. 5.5 or above)
- » Cambridge - FCE



ABILITY Education
CRICOS Provider: 01530K (NSW), VIC (03112A)

Melbourne,
Sydney

- » EAP (Grade 2 or 3) with an articulation of 2 or above
- » General English (at least 8 weeks) at Upper Intermediate level
- » IELTS (equiv. 5.5 or above)



BROWNS English Language School
CRICOS Provider: 02663M (QLD)

Brisbane

- » Intensive General English (10 weeks) at Intermediate level
- » IELTS Preparation (10 weeks)



English Language Company
CRICOS Provider: 02551G (NSW)

Sydney

- » EAP 1
- » IELTS 1 (writing assessment at IELTS 5.5 level)



Greenwich English College
CRICOS Provider: 02672K (NSW)

Sydney

- » IELTS Preparation at IELTS 5.5
- » Cambridge PET Preparation
- » Cambridge FCE Preparation
- » Cambridge CAE Preparation
- » English for Business (Cambridge BULATS)
- » Academic English Preparation (Pass A or Pass B)
- » EAP / Certificate IV in Academic English Preparation (Pass A, Pass B or Pass C)



ILSC Australia
CRICOS Provider: 02137M (QLD & NSW)

Brisbane,
Sydney

- » General English (12 weeks) at Upper Intermediate level (13) or above
- » IELTS (12 weeks) Mastery Program at Upper Intermediate Level (Target 5.5) or above



Impact English College
CRICOS Provider: 02995B (VIC)

Melbourne

- » IELTS/FSP at IELTS 5.5 at Upper Intermediate level
- » Business English at Upper Intermediate level
- » Cambridge FCE Preparation
- » Cambridge CAE Preparation



International House Brisbane ALS
CRICOS Provider: 02885G (QLD)

Brisbane

- » General English (12 weeks) at Upper Intermediate level
- » EAP
- » IELTS Preparation (12 weeks) at Upper Intermediate level



Navitas English
CRICOS Provider: 00031D (NSW), 03106K (QLD),
02931G (VIC), 02783C (NT) and 02252G (WA)

Brisbane, Darwin
Melbourne, Perth
Sydney, Singapore

- » Completion of Academic English 2



Performance English
CRICOS Provider: 03109G (NSW), 03309K (VIC)

Melbourne,
Sydney

- » EAP 1 (10 weeks)



Sydney English Language Centre
CRICOS Provider: 00051M (NSW)

Sydney

- » EAP 2 Upper Intermediate at exit level 60
- » IELTS 1 (writing assessment at IELTS 5.5 level)



Viva College
CRICOS Provider: 02528G (QLD)

Brisbane

- » Upper Intermediate level program with IELTS 5.5 equivalency (based on internal testing)

* This agreement relates to English Language requirements only and students are still required to meet the academic entry requirements of the Martin College course for which they are applying.

ENTRY REQUIREMENTS.

*Flexible access
to courses*

> MARTINCOLLEGE.EDU.AU 



CERTIFICATE IV COURSE APPLICANTS

Applicants will need to show they meet one of the following entry criteria:

- » successful completion of Australian Year 11 or overseas equivalent; OR
- » vocational experience in a range of work environments in administration support roles but without a qualification.

DIPLOMA COURSE APPLICANTS

For Business, Marketing, Information Technology, Website Development, Events / Events , Travel and Tourism Stream

Applicants will need to show they meet one of the following entry criteria:

- » Australian Year 12 or overseas equivalent; OR
- » a Certificate IV; OR
- » be aged over 20 and have demonstrated skills acquired through work experience.

For Graphic Design

Applicants will need to show they meet one of the following entry criteria:

- » completion of a relevant certificate eg Certificate IV in Design; OR
- » vocational experience in a range of work environments with proficiency in Adobe Creative Suite: Photoshop, Illustrator, InDesign and Dreamweaver and presentation of a portfolio of work for assessment.

For Travel and Tourism

Applicants will need to show they meet one of the following entry criteria:

- » Australian Year 12 or overseas equivalent; AND
- » Certificate III in Tourism, Travel, Events or relevant working experience; OR
- » completion of Tourism Fundamental course.

ADVANCED DIPLOMA APPLICANTS

Applicants will need to show they meet one of the following entry criteria:

- » completion of a relevant diploma eg Diploma of Business; OR
- » substantial relevant work experience.

HOW TO APPLY

SKILLS RECOGNITION

Students who have already taken some courses at another institution or have work experience which may be directly relevant to their proposed course, may apply to have this recognised by Martin College for exemption. Martin College requires that students apply for skills recognition before commencing their studies. Details of the application process are on the Martin College website.



Apply Direct



Applying through an agent

ENTRY BASED ON WORK EXPERIENCE

Applicants seeking entry to a program which has a work experience requirement (e.g. direct entry to Advanced Diploma of Management), must submit a CV showing past work experience. Applicants must have at least two years of relevant work experience and provide at least two business referees to verify employment and the tasks undertaken. Martin College will determine eligibility from this information.

Note: it is not possible to use work experience as an entry option to obtain a student visa from some countries.

MATURE AGE ENTRY

To meet Mature Age Entry requirements applicants must be at least 20 years old. Past academic or work experience may be considered, however to progress to university students may be required to meet specific university matriculation requirements.

DEGREE TRANSFER

At the time of application, applicants intending to transfer credit to a degree should indicate this intention to Martin College to ensure they undertake an appropriate study pathway. Martin College has agreements with degree providers throughout Australia to offer graduates of the Diploma and Advanced Diploma courses the opportunity to progress to a related Bachelor Degree with guaranteed credit points. Universities and other degree granting institutions will expect applicants to meet the entry requirements of the degree to which they are applying by either Australian Year 12, a Certificate IV or mature age entry.

Please see martincollege.edu.au/pathways

Students who do not take a pre-approved degree pathway option at Martin College will need to apply to a degree on a case by case basis and the number of credits which can be transferred will be assessed by the university or degree granting institution and is not guaranteed by Martin College.

International students may also be required to demonstrate their English proficiency to transfer to a degree.

FEES

Martin College fees are competitive and offer value for money. See martincollege.edu.au/admission/fees.aspx for details.

START DATES

Martin College courses have many start dates throughout the year to give students flexibility.

Students should note that class intake sizes are limited and, occasionally, a place is not available. Students are advised to apply well before their intended date of commencement and accept their place at Martin College as soon as possible to avoid disappointment.

All information in this brochure is current as at February 2014. Martin College reserves the right to vary start dates and course content from the information shown herein.

TERMS & CONDITIONS

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing at the campus indicated on the Application for Admission form ('the Application'). I agree that on acceptance of the Application by Martin College ('the College'), and my subsequent receipt and return of the Acceptance of Offer ('the Offer'), the Offer 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 achieve satisfactory academic progress throughout my course at a rate that will enable me to complete the course in the nominated duration.
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 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 except where liability is expressly imposed by law.
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 AU\$100 per month is payable on accounts which remain unpaid 14 days after the due date for payment. I also understand that failure to pay my tuition fees may result in my enrolment being cancelled.
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 a transfer between campuses of the College will only be possible if approved in advance by the relevant Campus Director of Studies.
11. I agree to advise the College of any change of my address and/or contact details while I am enrolled in any course.
12. Martin College maintains a Privacy and Personal Information Policy which can be viewed at martincollege.edu.au. In addition to the provisions of this policy, I agree that as an international student visa holder, the College may disclose my personal information (including academic progress and attendance information) to my parents/guardians and/or nominated agent where I nominate an agent to act on my behalf. If I do not agree, I must advise the College in writing.

13. I acknowledge that I have read and understood the Student Grievance Policy outlined in this brochure and on the website martincollege.edu.au
14. 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 martincollege.edu.au
15. I confirm that the terms and conditions 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 IN ON-CAMPUS COURSES

1. All notifications of withdrawal from a course or requests for refunds must be made in writing to the Campus Director of Studies.
2. Enrolment fees are non-refundable.
3. The College agrees to refund within 4 weeks and without deduction, all tuition fees paid where the applicant produces certified evidence that his/her application for a student visa has been rejected by the Australian Immigration authorities.
4. Where a student's course of study is terminated for a serious breach of the College rules there will be no refund of any monies paid.
5. The College agrees to refund within 4 weeks of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), the tuition fee applicable less the amounts to be retained as agreed and as detailed below:
 - a) If written notice is received 4 weeks or more before the start date of the course, then a non-refundable amount equivalent to 30% of the tuition fee of the course or first course within a package of courses shall be applicable.
 - b) If written notice is received less than 4 weeks before the start date of the course, then a non-refundable amount equivalent to 50% of the tuition fee of the course or first course within a package of courses shall be applicable.
 - c) If written notice is received on or after the start date of the course, there will be no refund of any monies paid in relation to that course unless the Campus Director of Studies deems that exceptional circumstances apply. If the course is part of a package of courses, then any monies paid in relation to other courses within that package that have not yet been commenced will be refunded subject to Clauses 5a or 5b above.
 - d) Fees may also be payable under Clause 8 of the Terms and Conditions.
6. In the event that the College is unable to deliver your course in full, you will be offered a refund of the tuition fees you have paid to date less the total cost for the tuition services provided to you before the default day. The refund will be paid to you within 14 days of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course by the College. You have the right to choose whether you would prefer a refund of unused pre-paid tuition 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 another course, the Tuition Protection Scheme (TPS) (<https://tps.gov.au/Information/Students/How>) will place you in a suitable alternative course. If there are no suitable alternative courses or offers, you may apply to the TPS for a refund of the amount of any unspent tuition fees you have paid the College.

7. If you fail to meet the Martin College progression rules and are not permitted by the College to maintain enrolment in your course, you will be offered a refund of the tuition fees you have paid to date less the total cost for the tuition services provided to you before the date of exclusion from the College.
8. 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.

CANCELLATION AND REFUND POLICY — DISTANCE EDUCATION DELIVERY MODE

On-shore Student Visa Holders

Only in exceptional circumstances will Distance Education or Online Learning be available to student visa holders who are on-shore; such studies must relate to the course in which the student is enrolled. The approval for this alternative study mode is at the discretion of the Campus Director of Studies, and will be in accordance with the requirements of the ESOS Framework. Where this study mode is approved, the following terms and conditions apply.

1. I understand that I must not undertake more than 25% of the total nominal hours of my course by Distance Education or Online Learning and that in each study block, I must be studying at least one subject that is delivered classroom-based on-campus.
2. I agree that applications for refunds must be made in writing and received by the Campus Director of Studies prior to subject commencement.
3. I understand that when a request for a refund is received, a letter acknowledging receipt of the request will be forwarded to me. If special circumstances apply, the refund request will then be investigated and processed in accordance with the Cancellation and Refund Policy – On-Campus Courses stated above. Notification of the outcome, including a refund if applicable, will be forwarded to me within 4 weeks of the College's receipt of the request.
4. 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.

Off-shore Students

1. I understand that tuition fees paid for courses are not refundable after commencement unless special circumstances apply. A student is deemed to have commenced a course 5 working days after receipt of their instructional materials or online access.
2. I agree that applications for refunds must be made in writing and received by the Distance Education Co-ordinator prior to subject commencement.
3. I understand that when a request for a refund is received, a letter acknowledging receipt of the request will be forwarded to me. If special circumstances apply, the refund request will then be investigated and processed in accordance with the Cancellation and Refund Policy – On-Campus Courses stated above. Notification of the outcome, including a refund if applicable, will be forwarded to me within 4 weeks of the College's receipt of the request.
4. I understand that I may request to transfer course fees to a different subject/course enrolment delivered by Distance Education subject to Clause 3 above.
5. 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.

HOMESTAY/LODGE REFUNDS (ALL CAMPUSES)

I understand that if:

- 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;
- 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.

OVERSEAS STUDENT HEALTH COVER (OSHC) REFUND POLICY

If you have not arrived in Australia, and the College has organised the OSHC, it will refund the OSHC directly to you. If you have arrived in Australia and are:

- discontinuing your studies and returning home;
- transferring to another provider; or
- no longer on a student visa,

then Allianz Global Assistance will organise the refund.

Refunds are processed on a pro-rata monthly basis. Refunds are calculated using a linear calculation. Refund forms are available on the Allianz Global Assistance OSHC at www.oshcallianzassistance.com.au.

AIRPORT TRANSFERS REFUND POLICY

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

However, if when you arrive at the airport, the Airport Transfer service provider cannot be located, you should contact the 24-hour phone number provided. In such circumstances, the College agrees that if you have advised our emergency contact that you have not been met at the Airport, and alternative arrangements have not been made, then a full refund of this service fee will apply.

CANCELLATION AND REFUND POLICY — DOMESTIC STUDENTS

Australian domestic students should refer to the Martin College website for the terms and conditions applicable to domestic students.

STUDENT GRIEVANCE POLICY — ALL STUDENT VISA HOLDERS

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. Full details are published on the website martincollege.edu.au.

A summary of the internal grievance procedures

- 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 of Studies 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 Head of College, who will in turn convey a decision in writing to the student.
- 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 the Campus Grievance Counsellor. The complaint may either be dealt with by that person, or referred to the Campus Director of Studies 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 Head of College, 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 Student Services Manager. 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.

A summary of the external grievance procedures

International students who wish to lodge an external appeal or complain about a decision made by the College, can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the College. For further information, visit the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072.

The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other policies or under statute or any other law. Nothing in this policy and procedure limits the rights of individuals to take action under Australia's Consumer Protection laws. Also, these procedures do not circumscribe an individual's rights to pursue other legal remedies.

CREDIT CARD PAYMENTS

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

PUBLICITY

Students and their parents or guardians agree that the student's photo, video footage, details and achievements may be used for promotional purposes without written consent or notification. If you do not agree, please advise the College in writing.

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 <https://www.aei.gov.au/REGULATORY-INFORMATION/Pages/Regulatoryinformation.aspx>

Please note that information is collected by the College during each student's enrolment in order to meet its obligations under the ESOS Framework. 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 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 Protection Scheme. In other instances information collected during enrolment can be disclosed without the student's consent where authorised or required by law.

CHANGES TO ARRANGEMENTS

After course commencement, the College reserves the right to charge an Adjustment Fee of AU\$150 each time course 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.

Information about Higher Education Institutions mentioned in this publication

- Institution Name: Australian Catholic University (ACU)
CRICOS Provider: 00004G, 00112C, 00873F, 00885B
- Institution Name: Australian College of Physical Education (ACPE)
CRICOS Provider: 01822J
- Institution Name: Bond University
CRICOS Provider: 00017B
- Institution Name: Charles Sturt University (CSU)
CRICOS Provider: 00005F, 01947G,
- Institution Name: Griffith University
CRICOS Provider: 00233E
- Institution Name: James Cook University
CRICOS Provider: 00117J
- Institution Name: Macquarie University
CRICOS Provider: 00002J
- Institution Name: Raffles College of Design and Commerce
CRICOS Provider: 02761J
- Institution Name: University of Western Sydney (UWS)
CRICOS Provider: 00917K
- Institution Name: University of Wollongong (UoW)
CRICOS Provider: 00102E

QUALITY EDUCATION WORLDWIDE

Martin College is part of Study Group, a global leader in providing academic pathways that create superior career outcomes for students.

We are proud of our role in the education community, and are passionate about helping students achieve their dreams and aspirations.

Our strategic pillars:

- » Access to Higher Education
- » Provision of Higher Education
- » Provision of Career Education
- » Provision of Language Education.

Building Futures

with  StudyGroup

Social Responsibility

As a global education provider Study Group seeks to make a difference by funding the construction of schools in disadvantaged communities. Through our charitable initiative Building Futures, Study Group works to identify those communities where the building of a school will contribute to the preservation of the social structure for future generations.

Study Group also recognises its responsibility towards protection of the environment and fosters among its staff, suppliers, customers, shareholders and local communities an understanding of environmental issues in the context of its business. Our collective task is to ensure that we continually improve the environmental impact of our global activities.



Green Office



Building Futures



School Maintenance



People

> STUDYGROUP.COM 

CONTACT

International Admissions Centre

Level 8, 97-99 Bathurst Street

Sydney NSW 2000, Australia

T +61 2 8263 1888

F +61 2 9267 0531

E admissions@martincollege.edu.au

martincollege.edu.au



facebook.com/martincollege



Brisbane Campus

Level 4, 119 Charlotte Street Brisbane QLD 4000, Australia

Gold Coast Campus

Level 5, 38 Cavill Avenue, Surfers Paradise QLD 4217, Australia

Melbourne Campus

Level 4, 399 Lonsdale Street, Melbourne VIC 3000, Australia

Sydney Campus

Level 1, 63 Oxford Street, Sydney NSW 2010, Australia

Disclaimer: This brochure has been compiled for the information of students. To the best of our knowledge the information contained in this booklet is correct at the time of printing and may change without notice. Study Group Australia Pty Limited accepts no responsibility for any errors, nor any liability for any consequences that may follow from any person's use of the material.

All content and pictures contained within this publication are copyright Study Group and Martin College and cannot be reproduced without prior consent.

All information contained in this brochure current as at February 2014.

