



**mint**

RTO 21524 CRICOS 03700C

**MINT  
International  
College**

## **International Student Prospectus**

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## Welcome

Welcome to Mint International College (trading name of Mint Training Pty Ltd), a leading training organisation in Australia, and fully registered with the Australian Skills Quality Authority (ASQA).

At Mint International College (MIC), we care about our students and take pride in their achievements. Our fundamental aim is to provide an environment which is conducive to learning and which assists students to reach their full potential.

Our facilities are excellent and our trainers are fully qualified in their areas of expertise. Graduates may be able to seek employment in positions relevant to their qualification, and may be able to pursue further studies.

We understand the challenges which students face when studying away from their own country. Our dedicated and professional staff provides support and assistance in regard to your academic needs and are able to provide advice on accommodation and a range of personal issues

We look forward to welcoming you to our Institution.

## Course Overview

Courses conducted at Mint International College are:

Course Title	National Code	CRICOS Code	Tuition Fees	Other Charges	Duration (including holidays)
Certificate IV in Leadership and Management	BSB42015	099107D	\$11,000	\$200 (Materials fee)	1 year
Diploma of Leadership and Management	BSB51918	098936G	\$11,000	\$200 (Materials fee)	1 year
Certificate III in Early Childhood Education and Care	CHC30113	099108C	\$11,000	\$250 (Materials fee)	1 year
Diploma of Early Childhood Education and Care	CHC50113	097557E	\$16,000	\$250 (Materials fee)	1.5 years
Certificate III in Commercial Cookery	SIT30816	097558D	\$12,000	\$500 (Chef's uniform) \$350 (Knife set) \$500 (Materials fee)	1 year
Certificate IV in Commercial Cookery	SIT40516	099291K	\$16,000	\$500 (Chef's uniform) \$350 (Knife set) \$500 (Materials fee)	1.5 years
Diploma of Hospitality Management	SIT50416	097559C	\$12,000	\$250 (Materials fee)	1 year

## Campus Facilities

99 Queensbridge Street, Southbank Victoria 3006

### Classrooms & Computers

Our classrooms are modern, air-conditioned facilities that are well equipped for effective learning. Mint International College has computers set up with fast Internet connection

### Student Administration and Support Services

Student administration is your first point of contact for any queries. Students also have access to student support services through the Administration office.

## Our Courses

### Certificate IV in Leadership and Management

National Code: BSB42015

CRICOS Code: 099107D

Duration: 1 year (including holidays) (20 hours per week of scheduled classes)

Tuition Fees: AU \$11,000

Materials Fee: AU \$200

#### Course Overview

This nationally accredited 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 apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Conversely it may also apply to those with little or no experience but who are seeking to develop their skills in order to create further education and reemployment opportunities.

#### Key learning outcomes and skills

This course will arm you with the variety of skills and content, including but not limited to:

- operational planning
- excellent customer service skills
- provide guidance and leadership to others
- risk management
- develop effective teams
- show leadership in the workplace

#### Career Pathway

This course will provide you with skills required for roles such as:

- operations/facilities supervisor
- store supervisor
- team leader
- business coordinator
- production leader
- retail coordinator
- department supervisor
- office coordinator

#### Delivery method

The course is delivered in the classroom over 20 hours per week

#### Entry Requirements

Students must be 18 years of age on commencement of the course

A minimum IELTS score of 6.0 (overall) or equivalent

Satisfactory completion of Australian Year 12 (or equivalent)

## Course Structure

The Certificate IV in Leadership and Management consists of 4 core units and 8 elective units:

- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan
- BSBFIA402 Report on financial activity
- BSBLED401 Develop teams and individuals
- BSBMGT401 Show leadership in the workplace
- BSBMGT403 Implement continuous improvement
- BSBMKG413 Promote products and services
- BSBPMG522 Undertake project work
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBWOR404 Develop work priorities

## Resources

- Students are required to bring a note-pad and may bring their own Laptop /Computer Tablet to training sessions.
- MIC will provide you with all other resources such as Wi-Fi internet connection and are included in the course fee above.

## Assessments

Assessment methods may include written assignments, projects, case studies, observations and portfolios.

## Diploma of Leadership and Management

National Code: BSB51918

CRICOS Code: 098936G

Duration: 1 year (including holidays) (20 hours per week of scheduled classes)

Tuition Fees: AU \$11,000

Materials Fee: AU \$200

### Course Overview

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

### Key Learning Outcomes and Skills

This course will arm you with the following key skills:

- staff performance management
- effective leadership skills
- project management
- responsive customer service
- recruitment and induction
- ability to design and implement process improvements

### Career Pathways

This course will provide you with skills required for roles such as:

- branch manager
- operations/facilities manager
- store manager
- team leader
- business manager
- production manager
- retail manager
- department manager
- office coordinator

### Delivery Method

The course is delivered in the classroom over 20 hours per week

### Entry Requirements

Students must be 18 years of age on commencement of the course

A minimum IELTS score of 6.0 (overall) or equivalent

Satisfactory completion of Australian Year 12 (or equivalent)

## Course Structure

The Diploma of Leadership and Management consists of 4 core units and 8 elective units:

- BSBLDR511 Develop emotional intelligence
- BSBMGT517 Manage an operational plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness
- BSBWOR501 Manage personal work priorities and professional development
- BSBCUS501 Manage quality customer service
- BSBMGT502 Manage people performance
- BSBWHS501 Ensure a safe workplace
- BSBPMG522 Undertake project work
- BSBADM502 Manage meetings
- BSBLED501 Develop a workplace learning environment
- BSBHRM506 Manage recruitment, selection and induction processes

## Resources

- Students are required to bring a note-pad and may bring their own Laptop /Computer Tablet to training sessions.
- MIC will provide you with all other resources such as Wi-Fi internet connection and are included in the course fee above.

## Assessments

Assessment methods may include written assignments, projects, case studies, observations and portfolios.

## Certificate III in Early Childhood Education and Care

National Code: CHC30113

CRICOS Code: 099108C

Duration: 1 year (including holidays) (20 hours per week of scheduled classes + 120 hours of placement)

Tuition Fees: AU \$11,000

Materials Fee: AU \$250

### Course Overview

The course addresses the skills and knowledge required to provide care for individuals and groups of children, and to plan activities facilitating their leisure and play, enabling them to achieve their developmental outcomes. This qualification reflects the role of workers that support the implementation of an approved learning framework, and support children's well-being, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

### Physical requirements

Students will need to be reasonably physically fit to undertake the work placement as the tasks and activities associated with the work placement may involve manual lifting and other physical activities.

### Practical Placement

Practical placement is a compulsory component of this course in order to achieve your qualification. You are required to participate in at least 120 hours of work placement. This work placement can be organised by MIC. Student must obtain a '[Working with Children Check](#)' prior to commencement of the placement (approximate AU \$124 – not included in course fee).

Please Note: There are a number of statutory checks required by workplaces, such as a Working with Children Check and/or Police Checks. Consult the table on the Australian Government [website](#) for regulations.

### Key Learning Outcomes and Skills

The course will give you the skills to communicate and work collaboratively with educators and colleagues, as well as to support the holistic well-being, health and safety of all children.

### Career Pathways

You will find this course useful if you want to become a nanny, family day-care educator or operate a child minding service in a recreation centre or gym. Further pathways include but not limited to:

- Early Childhood Educator
- Family Day Care Educator
- Mobile Service Educator
- Occasional Care Educator

### Entry Requirements

Students must be 18 years of age on commencement of the course

A minimum IELTS score of 6.0 (overall) or equivalent

Satisfactory completion of Australian Year 12 (or equivalent)



## Course Structure

The Certificate III in Early Childhood Education and Care consists of 15 core units and 3 elective units. The course structure as delivered by Mint International College is shown below:

- CHCLEG001 Work legally and ethically
- CHCECE001 Develop cultural competence
- CHCECE002 Ensure the health and safety of children
- CHCECE003 Provide care for children
- CHCECE004 Promote and provide healthy food and drinks
- CHCECE005 Provide care for babies and toddlers
- CHCECE007 Develop positive and respectful relationships with children
- CHCECE009 Use an approved learning framework to guide practice
- CHCECE010 Support the holistic development of children in early childhood
- CHCECE011 Provide experiences to support children's play and learning
- CHCECE013 Use information about children to inform practice
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCPRT001 Identify and respond to children and young people at risk
- CHCSAC004 Support the holistic development of children in school age care
- HLTAID004 Provide an emergency first aid response in an education and care setting
- HLTWHS001 Participate in workplace health and safety
- BSBINN301 Promote innovation in a team environment
- BSBWOR301 Organise personal work priorities and development

## Resources

- Students are required to bring a note-pad to every training session and may bring their own Laptop / Computer Tablet.
- Students are required to wear appropriate clothing for work-placement (such as closed shoes, shirts, pants – please do NOT wear t-shirts, jeans and other fancy clothing).
- MIC will provide you with all other resources such as Wi-Fi internet connection and are included in the course fee above.

## Assessments

Assessment methods include written assignments, knowledge tests, research tasks, projects, case studies, observations and role plays/demonstrations

## Diploma of Early Childhood Education and Care

National Code: CHC50113

CRICOS Code: 097557E

Duration: 1.5 years (including holidays) (20 hours per week of scheduled classes + 240 hours of placement)

Tuition Fees: AU \$16,000

Materials Fee: AU \$250

### Course Overview

The Diploma in Early Childhood Education and Care allows students to gain employment in the Early Childhood industry in a role which requires them to support children's development and wellbeing; design and implement the curriculum; and work within legal and ethical frameworks. It also prepares students with entry level management skills required for supervising the operation of the service.

### Physical requirements

Students will need to be reasonably physically fit to undertake the work placement as the tasks and activities associated with the work placement may involve manual lifting and other physical activities.

### Practical Placement

Practical placement is a compulsory component of this course in order to achieve your qualification. You are required to participate in at least 240 hours of work placement. This work placement can be organised by MIC. Student must obtain a '[Working with Children Check](#)' prior to commencement of the placement (approximate AU \$124 – not included in course fee).

Please Note: There are a number of statutory checks required by workplaces, such as a Working with Children Check and/or Police Checks. Consult the table on the Australian Government [website](#) for regulations.

### Key Learning Outcomes and Skills

This course will train you in key areas of early childhood education, from providing care for children to managing a childcare facility.

You'll develop skills to help enhance children's creativity, development and well-being in a child care setting, how to support children's development with learning and play plus much more.

### Career Pathways

Pathways include but not limited to:

- Group Leader in a Childcare Centre
- Child Development Worker
- Children's Services Manager
- Centre Coordinator/Supervisor
- Centre Director/Manager

### Entry Requirements

Students must be 18 years of age on commencement of the course

A minimum IELTS score of 6.0 (overall) or equivalent

Satisfactory completion of Australian Year 12 (or equivalent)

## Course Structure

The Diploma in Early Childhood Education and Care consists of 23 core units and 5 elective units:

- CHCLEG001 Work legally and ethically
- CHCECE001 Develop cultural competence
- CHCECE002 Ensure the health and safety of children
- CHCECE003 Provide care for children
- CHCECE004 Promote and provide healthy food and drinks
- CHCECE005 Provide care for babies and toddlers
- CHCECE007 Develop positive and respectful relationships with children
- CHCECE009 Use an approved learning framework to guide practice
- CHCPRT001 Identify and respond to children and young people at risk
- HLTAID004 Provide an emergency first aid response in an education and care setting
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCECE016 Establish and maintain a safe and healthy environment for children
- CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
- CHCECE018 Nurture creativity in children
- CHCECE019 Facilitate compliance in an education and care services
- CHCECE020 Establish and implement plans for developing cooperative behaviour
- CHCECE021 Implement strategies for the inclusion of all children
- CHCECE022 Promote children's agency
- CHCECE023 Analyse information to inform learning
- CHCECE024 Design and implement the curriculum to foster children's learning and development
- CHCECE025 Embed sustainable practices in service operations
- CHCECE026 Work in partnership with families to provide appropriate education and care for children
- HLTWHS003 Maintain work health and safety
- CHCPOL003 Research and apply evidence to practice
- CHCPOL002 Develop and implement policy
- CHCMGT003 Lead the work team
- BSBMGT605 Provide leadership across the organisation
- CHCPRP003 Reflect on and improve own professional practice

## Resources

- Students are required to bring a note-pad to every training session and may bring their own Laptop / Computer Tablet.
- Students are required to wear appropriate clothing for work-placement (such as closed shoes, shirts, pants – please do NOT wear t-shirts, jeans and other fancy clothing).
- MIC will provide you with all other resources such as Wi-Fi internet connection and are included in the course fee above.

## Assessments

Assessment methods include written assignments, knowledge tests, research tasks, projects, case studies, observations and role plays/demonstrations

## Certificate III in Commercial Cookery

National Code: SIT30816

CRICOS Code: 097558D

Duration: 1 year (including holidays) (20 hours per week of scheduled classes + 48 Service Periods in commercial kitchen)

Tuition Fees: AU \$12,000

Materials Fee: AU \$500

Chef's Uniform: AU \$500

Knife Set: AU \$350

### Course Overview

This qualification provides you with the practical cookery skills and knowledge required to work safely in a commercial kitchen environment. As well as the practical skills, you will also learn the skills needed to work effectively and safely as part of team.

As a graduate you will have an understanding of knife skills, basic methods of cookery, nutrition and menu development. This course leads to employment in a restaurant as a chef or assistant chef.

### Delivery methods

The course is delivered in the classroom and kitchen.

During the course you are required to complete a minimum of 48 service periods (shifts) where you'll safely and hygienically prepare, cook and present menu items.

### Key Learning Outcomes and Skills

- Technical culinary proficiency
- Menu planning and costing
- Prepare food and dietary requirements
- Hygiene and Safety

### Career Pathways

Successful completion of this course provides the skills and knowledge to perform as a qualified cook or chef in a restaurant, hotel, cafe, or health care environment.

### Entry Requirements

Students must be 18 years of age on commencement of the course

A minimum IELTS score of 5.5 (overall) or equivalent

Satisfactory completion of Australian Year 12 (or equivalent)

## Course Structure

The Certificate III in Commercial Cookery consists of 21 core units and 4 elective units:

- BSBSUS201 Participate in environmentally sustainable work practices
- BSBWOR203 Work effectively with others
- SITHCCC001 Use food preparation equipment
- SITHCCC005 Prepare dishes using basic methods of cookery
- SITHCCC006 Prepare appetisers and salads
- SITHCCC007 Prepare stocks, sauces and soups
- SITHCCC008 Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC012 Prepare poultry dishes
- SITHCCC013 Prepare seafood dishes
- SITHCCC014 Prepare meat dishes
- SITHCCC018 Prepare food to meet special dietary requirements
- SITHCCC019 Produce cakes, pastries and breads
- SITHCCC020 Work effectively as a cook
- SITHKOP001 Clean kitchen premises and equipment
- SITHKOP002 Plan and cost basic menus
- SITHPAT006 Produce desserts
- SITXFSA001 Use hygienic practices for food safety
- SITXFSA002 Participate in safe food handling practices
- SITXHRM001 Coach others in job skills
- SITXINV002 Maintain the quality of perishable items
- SITXWHS001 Participate in safe work practices
- SITHCCC015 – Produce and serve food for buffets
- SITHCCC017 – Handle and serve cheese
- HLTAID003 – Provide first aid
- SITXCCS006 Provide service to customers

## Resources

- Students are required to bring a note-pad to every training session and may bring their own Laptop / Computer Tablet.
- Students are required to wear chef's uniform for training sessions in the kitchen and for work placement.
- Students are required to have their own knife set.
- MIC will provide you with all other resources such as raw food (for kitchen training), Wi-Fi internet connection and are included in the fee above.

## Assessments

Assessment methods include written assignments, quizzes, projects, case studies, practical tasks and observations.

## Certificate IV in Commercial Cookery

National Code: SIT40516

CRICOS Code: 099291K

Duration: 1.5 years (including holidays) (20 hours per week of scheduled classes + 48 Service Periods of commercial Kitchen)

Tuition Fees: AU \$16,000

Materials Fee: AU \$500

Chef's Uniform: AU \$500

Knife Set: AU \$350

### Course Overview

The nationally accredited Certificate IV in Commercial Cookery is designed to enable graduates to start careers in a range of hospitality establishments and have a supervisory or team leading role in the kitchen. Covering a broad range of skills, knowledge and application within a diverse range of the cooking industry, participants gain skills, knowledge and experience in practical food production, hygiene, menu costing, OHS, team work and basic nutrition.

### Delivery methods

The course is delivered in the classroom and kitchen.

During the course you are required to complete a minimum of 48 service periods (shifts) where you'll safely and hygienically prepare, cook and present menu items.

### Key Learning Outcomes and Skills

- Technical culinary proficiency
- Menu planning and costing
- Prepare food and dietary requirements
- Hygiene and Safety

### Career Pathways

Successful completion of this course provides the skills and knowledge to perform as a qualified cook or chef in a restaurant, hotel, cafe, or health care environment. Possible job titles include:

- chef
- chef de partie

### Entry Requirements

Students must be 18 years of age on commencement of the course

A minimum IELTS score of 5.5 (overall) or equivalent

Satisfactory completion of Australian Year 12 (or equivalent)

## Course Structure

The Certificate IV in Commercial Cookery consists of 26 core units and 7 elective units:

- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBDIV501 Manage diversity in the workplace
- SITHCCC001 Use food preparation equipment
- SITHCCC005 Prepare dishes using basic methods of cookery
- SITHCCC006 Prepare appetisers and salads
- SITHCCC007 Prepare stocks, sauces and soups
- SITHCCC008 Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC012 Prepare poultry dishes
- SITHCCC013 Prepare seafood dishes
- SITHCCC014 Prepare meat dishes
- SITHCCC018 Prepare food to meet special dietary requirements
- SITHCCC019 Produce cakes, pastries and breads
- SITHCCC020 Work effectively as a cook
- SITHKOP002 Plan and cost basic menus
- SITHKOP004 Develop menus for special dietary requirements
- SITHKOP005 Coordinate cooking operations
- SITHPAT006 Produce desserts
- SITXFSA001 Use hygienic practices for food safety
- SITXFSA002 Participate in safe food handling practices
- SITXHRM001 Coach others in job skills
- SITXHRM002 Roster staff
- SITXHRM003 Lead and manage people
- SITXINV002 Maintain the quality of perishable items
- SITXWHS003 Implement and monitor work health and safety practices
- SITHCCC015 Produce and serve food for buffets
- SITHCCC017 Handle and serve cheese
- SITXMGT001 Monitor work operations
- SITXFIN002 Interpret financial information
- SITXFIN003 Manage finances within a budget
- SITXCCS006 Provide service to customers
- SITHIND002 Source and use information on the hospitality industry
- SITXCOM005 Manage conflict
- SITHFAB005 prepare and serve espresso coffee

## Resources

- Students are required to bring a note-pad to every training session and may bring their own Laptop / Computer Tablet.
- Students are required to wear chef's uniform for training sessions in the kitchen and for work placement.
- Students are required to have their own knife set.
- MIC will provide you with all other resources such as raw food (for kitchen training), Wi-Fi internet connection and are included in the fee above.

## Assessments

Assessment methods include written assignments, quizzes, projects, case studies, practical tasks and observations.

## Diploma of Hospitality Management

National Code: SIT50416

CRICOS Code: 097559C

Duration: 1 year (including holidays) (20 hours per week of scheduled + 36 Service Periods of placement)

Tuition Fees: AU\$12,000

Materials Fee: AU \$250

### Course Overview

This nationally accredited qualification develops key skills and knowledge to excel as a team leader within the thriving hospitality industry. The Diploma of Hospitality Management helps you craft an in-depth understanding of many facets of the industry and equips you to work independently and within teams in a range of different settings.

### Key Learning outcomes and skills

This course will arm you with the following key skills within hospitality industry:

- rosters
- leading teams
- customer service
- financial acumen
- food and beverage
- general operations

### Career Pathways

This course will provide you with skills required for roles such as:

- café manager
- bar manager
- motel manager
- restaurant manager
- front office manager
- catering operations manager
- banquet or function manager
- executive housekeeper
- kitchen manager

### Delivery method

The course is delivered in classroom setting.

### Practical Placement

Practical placement is a compulsory component of this course in order to achieve your qualification. You are required to participate in 36 Service Periods of work-placement. This work placement can be organised by MIC.

### Entry Requirements

Students must be 18 years of age on commencement of the course

A minimum IELTS score of 6.0 (overall) or equivalent

Satisfactory completion of Australian Year 12 (or equivalent)



## Course Structure

The Diploma of Hospitality Management consists of 13 core units and 15 elective units:

- BSBDIV501 Manage diversity in the workplace
- SITXHRM002 Roster staff
- SITXCCS007 Enhance the customer service experience
- SITXFIN003 Manage finances within a budget
- SITXFSA001 Use hygienic practices for food safety
- BSBMGT517 Manage an operational plan
- SITXCCS008 Develop and manage quality customer service practices
- SITXCOM005 Manage conflict
- SITXFIN004 Prepare and monitor budgets
- SITXMGT002 Establish and conduct business relationships
- SITXGLC001 Research and comply with regulatory requirements
- SITXHRM003 Lead and manage people
- SITXMGT001 Monitor work operations
- SITXWHS003 Implement and monitor work health and safety practices
- SITXFIN001 Process financial transactions
- SITXFIN002 Interpret financial information
- SITHFAB002 Provide responsible service of alcohol
- SITHFAB003 Operate a bar
- SITHFAB005 Prepare and serve espresso coffee
- SITXHRM004 Recruit, select and induct staff
- SITHFAB014 Provide table service of food and beverage
- SITHFAB016 Provide advice on food
- SITHIND004 Work effectively in hospitality service
- SITHACS002 Provide housekeeping services to guests
- SITHACS003 Prepare rooms for guests
- SITHACS005 Provide porter service
- SITHACS008 Provide accommodation reception services
- SITHIND002 Source and use information on the hospitality industry

## Resources

- Students are required to bring a note-pad to every training session and may bring their own Laptop / Computer Tablet.
- Students are required to be well groomed and to wear appropriate clothing for work-placement (such as closed shoes, shirts, pants – please do NOT wear t-shirts, jeans and other fancy clothing). Student may be required to wear a uniform for work-placement (can be purchased for additional \$150-approx.).
- MIC will provide you with all other resources such as Wi-Fi internet connection and are included in the tuition fee above.

## Assessments

Assessment methods include written assignments, quizzes, projects, case studies, observations, and role plays/demonstrations

## Studying at Mint International College

### Course Delivery

A number of approaches to course delivery are used by staff. Course delivery approaches may include: teacher led classroom delivery, workshops, practicals, seminars, tutorials and supervised study. During class time students will be expected to participate by answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

The duration of the course specified in the course information includes only formal training. Students may be required to spend up to of 20 hours per week for individual study (including self-paced learning, research, learning activities and assessment activities) in additional to their scheduled timetable.

Please refer to individual course information to see any work-placement requirements.

### Course Assessment

A number of approaches to course assessment are used by Mint International College. Assessment approaches may be undertaken by practical tasks, case studies, projects, assignments, presentations, role plays, written tests, quizzes, verbal questioning, observations and research tasks.

### Plagiarism

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment and will result in a written warning and repeating the VET unit of competency, as well as incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from the Institution.

### USI - Unique Student Identifier

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to the Institution preferably at the time of enrolment. Mint International College will not be able to issue a Certificate, a Statement of Attainment or an academic transcript if a USI has not been provided. For details on USI, visit [www.usi.gov.au](http://www.usi.gov.au).

### Recognition of AQF Qualifications

Students who have completed identical units from their course at other Registered Training Organisations (RTO) may be given recognition/ credit on presentation of a verified transcript, Award or Statement of Attainment. Application for credit transfer must be lodged in writing.

### Recognition of Prior Learning (RPL)

Students who believe they already have some of the competencies in the course they wish to study may apply for Recognition of Prior Learning (RPL). An essential requirement of RPL is proof of competency. This may involve providing copies of your resume and/or work performance appraisals, job/position descriptions, and any certificates of informal or formal training. You may be asked for contact details of people who can vouch for your skill level: supervisors from current or previous workplaces, clients, or some character references from the community. Examples of other useful records include letters from employers and records of your professional development sessions. To apply for RPL, complete the RPL application form (available on request)..

### Our Obligation to You

Mint International College is responsible for the quality of the training and assessment in compliance with the *Standards for Registered Training Organisations 2015*, and for the issuance of the AQF certification documentation. This means that the Institution is obligated to deliver and assess students in accordance with the course requirements and to issue appropriate credentials to students who have met the assessment requirements and have been assessed as competent in any units of competency.

## Transfer between Registered Providers

The *National Code* restricts the capacity of students to transfer to other providers prior to completing six (6) months of their principal course. Mint International College will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to them as detailed in their application.

The student must apply in writing if they wish to transfer to another training provider. There is no cost associated to applying for a letter of release; however students will need to contact Department of Home Affairs (DOHA) to seek advice on whether a new visa is required. All applications will be assessed on the basis of the Institution's Policy, Conditions of Enrolment, the Fee Payment and Refund Policy, the study plan and declaration submitted by the student in their application.

Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application.

Related Student Visa Condition: **8202**

Additional information for changing the course: <https://www.homeaffairs.gov.au/trav/stud/more/changing-courses>

## Deferral, Suspension and Cancellation

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the Institute.

Reasons for suspending your enrolment are limited to extenuating circumstances such as:

- Personal illness (eg. you are going into hospital)
- Bereavement (death to an immediate member of family)
- Serious illness to an immediate member of family

If you know that you will not be attending classes during the study period you should contact the Institute and arrange an appointment to discuss your circumstances. Subsequent to your meeting and after providing documented evidence supporting circumstances/reasons for seeking suspension or cancellation of enrolment you will be required to formally apply for the deferral or suspension.

The Institute may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be reported to DOHA by the Institute and this may affect the status of a student visa.

Related Student Visa Condition: **8202**

Reference: <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>

## Other Student Visa Obligations

### Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is a health insurance that covers the cost of medical and hospital care, which international students must have while in Australia for the duration of their course of study. OSHC will also pay for most prescription drugs and emergency ambulance transport. The OSHC premium cover must be paid before a student visa is issued. Mint International College can organise cover for you if you wish. Contact our Student Services.

You can find out more about OSHC at [www.health.gov.au](http://www.health.gov.au) and [www.study.vic.gov.au](http://www.study.vic.gov.au)

Related Student Visa Condition: **8501**

Reference: <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>

## Full Time Study

Australian law requires international students to study, a full time study load. A full-time study load is normally a minimum of 20 hours per week for at least 34 weeks each calendar year or continuous 12-month period.

## Attendance

International students are expected to attend all classes. At Mint International College, international students may be reported to the Department of Home Affairs (DOHA) if they attend less than 60% of scheduled classes for their course. Reporting a student to DOHA is likely to result in the cancellation of the Confirmation of Enrolment (COE).

## Academic Progress

If students do not make satisfactory academic progress they may be reported to DOHA which may lead to cancellation of their visa. Unsatisfactory academic progress is defined as failing more than 50% of units in any two consecutive study periods (one study period equals one term). Failure in more than 50% of units in one study period will trigger a review of academic progress by the Institute and the implementation of an intervention strategy. Failing a unit means being assessed as 'Not Yet Competent (NYC)' for a completed unit. In order to have the best chance of maintaining satisfactory progress you must:

- Attend all theory and practical sessions and participate in the activities undertaken;
- Study the theory and practice the skills that are taught in class;
- Ensure that you are present for all scheduled assessment activities;
- Make an appointment with the Student Support Officer if you are having any difficulties with your studies.

In addition to the above minimum requirement, the Institute may implement counselling procedures and an intervention strategy when your trainers think you may be in danger of not meeting the requirements.

Counselling and intervention may be triggered by any of the following events:

- Failing key units in a study period
- Failing two or more core units in any study period

If students fail to meet the requirements of satisfactory course progress, they may be reported to DIBP

## Change of Address

Upon arriving in Australia you are required to advise the Institute of your residential address and telephone number and of any subsequent changes to your residential address. It is extremely important that students notify the Institute of a change of address as, under the *ESOS Act*, the Institute is obliged to serve a notice at your last known address if you breach a student visa condition relating to attendance or academic performance.

The Institute may also send warning notices to you which are aimed at helping prevent breaches of your visa conditions. As per Tuition Protection Service (TPS) update, international students are required to update their current address at least every six months. It is your responsibility and in your own interests to details at the Institute to ensure you receive important information about your course, fees and possible breaches of your student visa.

Related Student Visa Condition: **8533**

Additional information on student visa conditions is available at:

<https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>

## Other Important Information

### Working in Australia

Australian Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Students can currently work 40 hours per fortnight during the study periods and full-time during breaks.

Related Student Visa Condition: **8105**

Reference: <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>

### Student complaints and appeals procedure

MIC has a Student Complaints and Appeals Policy and Procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. If after completing The Institute's informal and formal complaints processes, a student dissatisfied with the outcome may submit an internal appeal. If dissatisfied with this outcome, the student may request mediation through the Overseas Student Ombudsman.

### Student under 18 years of age

All students studying at Mint International College must be at least 18 years of age at the time of arrival in Australia or else provide evidence that they will turn 18 when they arrive in Australia. Prospective students applying for a course, who are under 18 years of age at the time of application, must have their application signed by their parents or legal guardian in order for their application to be considered.

### School-aged dependents

There are requirements for compulsory school attendance for dependants of international students. In Victoria it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend school until they have completed year 12. Dependants of persons holding a student visa may be required to pay full fees in any school, or university that they enrol in whilst in Australia.

Related Student Visa Condition: **8517**

Reference: <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>

### ESOS Framework

The Australian Government wants overseas students to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000, and the National Code 2018. Mint International College is governed by the ESOS legislative framework and is committed to fulfil its obligations under the Act. For full description of ESOS Framework please refer to:

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

### Legislation

A range of legislation is applicable to all staff and students of Mint International College. Information on relevant legislation can be found at the following websites.

- **Occupational Health & Safety**

<https://www.worksafe.vic.gov.au/laws/ohs>

- **Equal Opportunity**

<https://www.humanrightscommission.vic.gov.au/home/the-law/equal-opportunity-act>

- **VET Quality Framework**

<http://www.asqa.gov.au/>

- **Department of Home Affairs**

<https://www.homeaffairs.gov.au/>

It is the responsibility of all Institute staff to ensure the requirements of relevant legislation are met at all times. Please refer to the websites indicated, or contact the Institute if you require further information. There may be additional, course-specific, legislation that is relevant. Information about relevant legislation will be provided during the course.

### **Use of personal information**

Information is collected during your enrolment in order to meet the Institute obligations under the ESOS Act to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

Information collected about you during your 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 your enrolment cannot be disclosed without your consent where authorised or required by law.

It is a requirement of the VET Quality Framework that students can access personal information held by the Institute and students may request corrections to information that is incorrect or out of date. Apply in writing to Administration Manager if you wish to view your own records.

## **Student Support Services**

All staff at Mint International College is available to provide general advice and assistance with matters such as studying, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact a student support officer who may refer them to external support services if required. **There are no costs associated with internal student support and for referring students to external service.**

### **Orientation**

Orientation is conducted prior to the commencement of the course. Its purpose is to fully inform new students of most aspects of life at the Institute and to provide an introduction to studying at Mint International College, Melbourne's costs of living, transportation, facilities, banking and accommodation.

It's a good opportunity to ask all your questions, to meet other students and Institute staff. If you are unable to attend the Orientation program, please ensure that you access the Orientation presentation prior to commencement at Mint International College.

**All students will be photographed during orientation.** A Student ID Card will be issued within 2 weeks and must be carried by student at all times while on campus.

### **Arrival Assistance**

An airport pick-up service is available to arriving students, upon request. This is undertaken as part of a meet-and-greet service and usually requires at least two (2) weeks' notice to the Institute.

### **Accommodation Assistance**

Mint International College does not have its own accommodation facilities. However accommodation assistance may be provided to students upon request.

### **Student Counselling**

Stress, financial difficulties, health, family, relationship issues and social issues can all affect your ability to settle into study. We offer (at no additional cost to student) confidential support service and external referral where necessary.

## Fees & Charges

- Tuition Fee: *Please refer to individual course information*
- Resources and Material Fee: *Please refer to individual course information*
- **Non-refundable** Enrolment Fee: \$200 (*payable after your application is accepted*)

Other costs that may be incurred	
Late Payment Fee	AU\$ 50
Re-Enrolment Fees	AU\$ 250
Repeat a Unit Fee	AU\$ 300
Re-assessment Fee	AU\$ 125 Per Assessment
RPL Fees	AU\$ 300 Per Unit/Module
Administration fee	AU\$ 100
Overseas Student Health Cover (OSHC)	Please refer to: <a href="http://www.nib.com.au/overseas-students">www.nib.com.au/overseas-students</a>
Airport Pick-up Fee (on request)	AU\$ 200
Accommodation Assistance Fee (on request)	AU\$ 200

All fees & charges are quoted in Australian dollars and are subject to change without notice.

Fees for the first term of study or at least 50% of the tuition fee (refer to Letter of Offer when received) are payable on initial enrolment. Fees for subsequent terms are payable 2 weeks prior to the commencement of each term.

## Refund Policy

All refund requests are conditional as follows:

- MIC must have received funds in order for any refunds to be made available (i.e. cheques are cleared, bank transfers have been received);
- Any debts to MIC must be paid in full or the outstanding amounts will be deducted from the refund.

### When Australian Government refuses visa

If the student visa application or visa renewal is refused by the Australian Government, a full refund of course fees less the enrolment fee (AU\$200) will be made. In order to receive the refund students will have to provide authenticated evidence of the student visa refusal to MIC. However, no refunds will be granted where:

- An international student, currently in Australia, has their student visa cancelled by the Department of DOHA for a breach of any visa conditions; or
- An international student, currently in Australia, has their student visa extension application refused by the DOHA after the commencement of their studies, for not meeting visa requirements.

### Provider default on delivery of qualification

In an unlikely event that MIC is unable to start or deliver the course, the student can choose to accept either:

- a refund of the course fees, which will be issued to the Student within 14 days; or
- to be placed in an alternative course with MIC or another provider. If the Student chooses placement in an alternative course, the Student must sign a new written agreement to indicate the student accepted the enrolment.

If the student chooses to receive a refund of the course fees, MIC will calculate the unspent portion of the tuition fees paid to date (that is tuition fees the student has paid for but has not been delivered by MIC).

If the MIC is unable to provide a refund or place the student in an alternative course, the Tuition Protection Service (TPS) will provide the student with options for suitable alternative courses (if any such courses are available) or if this is not possible, the student will be eligible for a refund as calculated by the TPS Director.

### Special circumstances

Where a student withdraws from the course and returns home because of exceptional and extenuating circumstances of a compassionate nature, 100% of all the unspent fees paid less an enrolment fees will be refunded.

“Special circumstances” under which a refund will be considered and which are beyond the student’s control:

- In the case of serious illness – verified with a medical certificate
- Immediate Family or personal tragedy
- Tragedy due to Acts of God / Natural disaster
- Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.

### Withdrawal from the course

Where written notice of withdrawal is received by MIC before the start date of the course, MIC will refund the fees as per the table below less the administration fee.

Where notice of withdrawal is received	Refund of fees paid for first term	Refund of fees paid for subsequent terms
At least 28 days prior to course / term commencement date	60%	100%
Less than 28 days but more than 14 days prior to course / term commencement date	50%	100%
Less than 14 days prior to course / term commencement date	No refund	100%

### Refund procedure

The Student must complete an Application for Refund form to apply for a refund and attach all evidence and supporting documentations. Such document may include, but is not limited to:

- a letter from DOHA advising of a rejection of the student visa application or a refusal to extend a student visa; or
- proof of extenuating circumstances of a compassionate nature; or
- an unconditional offer letter from another institution along with a DOHA approved letter to transfer

For MIC defaults on the agreement, refunds will be made within 14 days of the default date.

All other refunds will be made within 28 days (20 working days) of written notification from the student being received by MIC.

Refunds will be paid either by Cheque or Bank Transfer to the student’s nominated bank account or to the person nominated by the student on the refund application form in Australian Dollars.

Please note for the purposes of refunds and protection of student fees under the ESOS Act, the RTO is only required to refund and protect tuition fees. Non-tuition fees (e.g. Resources, Equipment, Materials, Uniform fees etc.) incurred after course commencement is NON refundable.



### **Student's Rights to Appeal**

- Any student who is refused a refund by the Institute may appeal within 14 days in writing to Student Administration.
- The Institute's appeal process does not circumscribe the student's right to pursue other legal remedies.

An agreement, and the availability of complaints and appeal processes, does not remove the right of the student to take action under Australia's consumer protection laws.

### **Copies of Documents**

You are responsible for keeping a copy of the Student Agreement and receipts of any payments of tuition fees or non-tuition fees. We recommend that you make copies of all documents related to your application and keep them in a safe and secure place.

### **How to Enrol**

Complete and sign the Application & Enrolment Form (available at <http://www.mintraining.edu.au/resources/student-information>) and return either via Post or Email.

All supporting documents must be certified.

**MAIL:** Ground floor, 99 Queensbridge Street, Southbank, Victoria, Australia 3006

**EMAIL:** [contact@mintraining.edu.au](mailto:contact@mintraining.edu.au)