



2022.

# **PENFOLD COLLEGE**

## INTERNATIONAL STUDENT PROSPECTUS

CRICOS: 03946C | RTO: 45045 | ABN: 72 132 167 394



[WWW.PENFOLD.EDU.COM](http://WWW.PENFOLD.EDU.COM)



**PENFOLD**  
COLLEGE

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## Welcome from Penfold College

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It is our pleasure to welcome you to start your learning journey with Penfold College.

Penfold College was established, as a Registered Training Organisation under Australian Skills Quality Authority (ASQA), the national regulatory body. Penfold College has developed the concept of professionalism which implies accepting the responsibilities taken by our academic staff with a sense of dedication, commitment and performing in the academic world, the work with our efforts and ethically provide the Australian qualification to the highest possible standards to overseas students in Australia.

We will remain committed to ensuring that Penfold College graduates in their particular field have the technical skills, knowledge, applied research, applied occupational and professional industry skills needed to meet the international workforce labour market.

Penfold College invites professionals from the corporate sectors and industry-relevant experience academics to teach and train applied or essential skills for the labour market, which includes the balance between theory and practice; thus, Penfold College provides the learners with access to practical knowledge directly from the source in the form of industry experienced trainer/facilitators. In addition to this, each learner is able to spend time with their allocated mentor to develop their confidence to compete in their chosen industry labour market. Apart from it, the Penfold College earnestly endeavours to nurture ethical values in its students to become responsible global citizens.

Penfold College is flexible with content and delivery methods. We believe that we can, and must, do as much as possible to embed the required skills and knowledge in our current curriculum. We believe in innovative methods of teaching and learning and developing the critical thinking and research skills for our students to pursue a successful pathway to higher education.

Our dedicated team is eager to support your academic endeavours, and on behalf of Penfold academic and admin staff, we welcome you to our community.

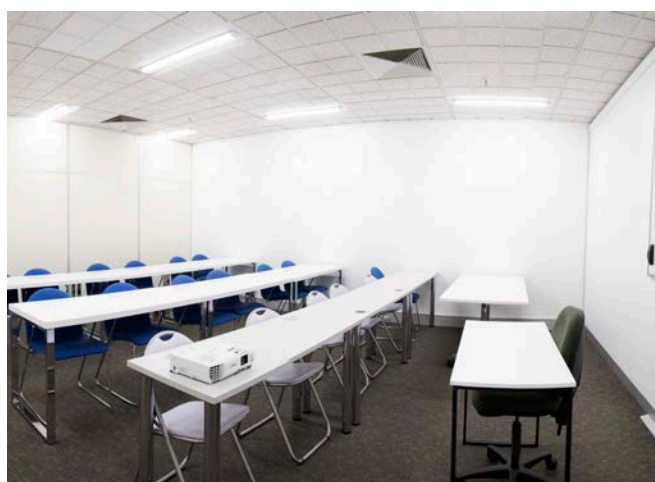
## About Penfold College

Penfold College is a Registered Training Organisation (RTO) in Australia. Penfold College offers diverse vocational courses to domestic and international students at its Melbourne campuses. We also provide English courses to international students on the campuses. Demanding academic programs, quality of education and pleasant environment make Penfold College an ideal choice for vocational qualification training.

Our aim is to provide students with high quality training in the vocational sector to enhance their skills and knowledge. We are committed to provide a pleasant environment and required facilities to enable Penfold College students to acquire appropriate employability skills that adapt to the ever-changing requirements, ensuring they are competitive and productive in their chosen field of study.

Penfold's Melbourne campus is situated in the heart of Melbourne, in the central business district (CBD), within walking distance to the worldwide travel attraction Flinders Street Railway Station. Flinders Street railway station is a railway station on the corner of Flinders and Swanston Streets in Melbourne, Australia. It serves the entire metropolitan rail network. Backing onto the city reach of the Yarra River in the heart of the city, the complex covers two whole city blocks and extends from Swanston Street to Queen Street. This means students will undertake their face-to-face training next to some of the Australia's best hospitality and tourism operations.

The Penfold College campuses are easily accessible by all forms of public transport. Students are within walking distance of various stores, supermarkets, banks, post office and restaurants.



Penfold College  
Melbourne Campus





## Why Choose Penfold?

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### *Cost Effective*

Penfold College programs are competitive in the market place. Our pricing structure provides students with confidence that they are receiving value for money, on their investment.

### *Campus*

The Melbourne campus is located in the heart of the Melbourne Central Business District (CBD). Public transport (trains, trams and buses) is accessible to and from the campus 7 days a week. Penfold facilities boast modern classrooms and computer labs, as well as other training facilities that are ideal for you to gain the most out of your study.

### *Teaching Staff*

Penfold trainers and assessors are experienced, enthusiastic and dedicated, and deliver well-prepared and stimulating lessons for all language courses and VET qualifications, on Penfold Scope of Registration. All trainers and assessors hold Certificate IV in Training and Assessment, together with their vast experience within relevant industry.

### *Flexible Learning*

We provide flexible study options and. Students will be able to select from a larger range of timetabling options that better suit their needs. All scheduled classes are face-to-face classroom based at Penfold campuses.

### *Modern Technology and Resources*

Our computer labs are equipped with modern technology and is accessible to assist students during their studies. Students have free access to internet facility for personal use during their enrolment with us on campus.

### *Student Support Services*

Our Student Support Services strive to provide the very best student engagement support. With our commitment to ensuring sufficient service that meets students' needs, our small campuses, low class numbers and personal approach to your education allow us to interact with students as often as they need. Our trained friendly support staff provide a 'drop in' support service.

For more details, please visit [www.penfold.edu](http://www.penfold.edu)

# Why Study in Australia?

## *Studying in Australia*

Australia is an incredible country to live and travel. It is a nation that is diverse in its culture and environment. Its people are friendly and relaxed.

There are more than 600,000 overseas students studying in Australia and each year approximately 15,000 students from the Asia-Pacific region arrive in Australia to continue their education.

They have chosen Australia for several reasons:

- Australia has a high-quality education system,
- Australia offers traditional education in reputable colleges and universities,
- Australian universities and colleges have established networks of support to help overseas students,
- The Australian education system includes informality and accessibility of academic staff, the availability of computers, small group classes and close supervision,
- Living costs and tuition costs compare well with other countries,
- Most overseas students are permitted to work part-time,
- Australia is a safe, stable country with a pleasant climate, and
- Australia welcomes overseas students.

Read more on <https://www.studiesinaustralia.com/studying-in-australia/why-study-in-australia>





## Why Study in Melbourne?

Melbourne is the capital city of the state of Victoria. It is situated on the Yarra River and around Port Phillip Bay with beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places.

Students from all over the world come to Australia to take advantage of our world-class education, and to enjoy our friendly hospitality and cultural diversity.

### *Melbourne is the world's most liveable city*

For seven years in a row, Melbourne has been voted the world's most liveable city by the Economic Intelligence Unit. Melbourne has scored 97.5 out of 100. Melbourne's high performance in education, culture, environment, infrastructure, low crime rate and affordable living all contribute to this very high ranking. It is also the highly sought-after place for a variety of cultural and sports events. Melbourne is attractive in tertiary education with a large variety of options in the public and private education space.

### *Our universities rank in the world's best*

QS World University Rankings place six of Victoria's 10 universities in the top-ranked universities in the world. Victoria is a global knowledge hub and we attract the world's best academics and researchers. Whether your study involves research, technical training, English language or business you'll learn with the best.

### *Australia's best student city*

In 2017, QS Best Student Cities awarded Melbourne as Australia's best student city and the fifth best in the world. Key features such as Victoria's high standard and quality of living, vibrant multicultural society and social inclusion attracted 175,000 international students to Victoria in 2016. Often called Australia's cultural capital, Melbourne is home to the attractions that make the Australian lifestyle so appealing.

Read More at: <https://www.studymelbourne.vic.gov.au/why-study-in-melbourne/top-reasons-to-study-in-melbourne>



# Australian Qualifications Framework

AQF Level	Qualification Type	Volume of Learning
Level 10	Doctoral Degree	3 – 4 years
Level 9	Master Degree	1 – 2 years
Level 8	Bachelor Honours Degree Graduate Certificate Graduate Diploma	1 year 0.5 – 1 year 1 – 2 years
Level 7	Bachelor Degree	3 – 4 years
Level 6	Advanced Diploma Associate Degree	1.5 – 2 years 2 years
Level 5	Diploma	1 – 2 years
Level 4	Certificate 4	0.5 – 2 years
Level 3	Certificate 3	1 – 2 years
Level 2	Certificate 2	0.5 – 1 year
Level 1	Certificate 1	0.5 – 1 year





## Student Support and Services

Penfold has a range of support services and assistance available to students. All support services on-campus are free of charge. Some referred services external to the College may come at a charge determined by the provider of the service.

### *Student Orientation*

You are required to participate in an orientation session prior to the start of your course. During orientation you will be provided with detailed information on life and study in Melbourne and Penfold, course information and requirements, the LLN test and the enrolment process to ensure a smooth start to your course. You will also receive general information on college policies, services and student responsibilities.

### *Complaints and Appeals*

Penfold has established complaints and appeals policy and procedure, which can be accessed on the College website:

[http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure\\_V1.2.pdf](http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure_V1.2.pdf)

### *Academic Support*

Penfold provides academic support for all Penfold students. The learning support and academic consultation with the trainers are available on appointment and/or scheduled in the timetable. The Penfold Learning Advisor will help you develop your understanding with assessments through individual help sessions and academic workshops.

For more information, please visit:

[http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure\\_V1.2.pdf](http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure_V1.2.pdf)



## Other Useful Information

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### *Education Services for Overseas Students*

The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the regulation of education and training institutions offering courses to international students in Australia on a student visa. In particular, ESOS provides tuition protection for international students.

For more information, please visit: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

### *Tuition Protection Service*

The Tuition Protection Service (TPS) is a government initiative protecting international students in the event that an education provider is unable to fulfil their obligation to deliver the agreed course of study. The TPS ensures that international students are able to complete their study in another course or with another education provider or that they get a refund of their unspent tuition fees.

For more information, please visit: <https://tps.gov.au/StaticContent/Get/StudentInformation>

### *Unique Student Identifier*

The Unique Student Identifier (USI) ensures that you have access to all your training records online at any time. It makes life easier for you and your employer. If you are a continuing student in Vocational Education, Penfold needs your USI number before issuing qualification or if you are new student, you can create your USI or, Penfold can apply for your USI on your behalf.

For more information, please visit: <https://www.usi.gov.au/students>

### *Living Costs in Australia*

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, there are some of the costs associated with living and studying, in Australia. For more information, please see links below.

For more information, please visit: <http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs>

# Penfold College Commitment

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## *Privacy Statement*

Personal information may be collected and disclosed to relevant VET regulatory bodies, which may include verification of a student's previous qualification, NCVER, Commonwealth and State Agencies and Department of Education. Commonwealth and State government agencies will be granted access to enrolment information as requested for specific purposes.

Privacy provisions set out how Penfold will collect, use, keep, secure and disclose personal information that it has obtained. This also gives the individual or students the right to know that information Penfold holds about them and establishes a right to correct that information if it is incorrect.

## *Training and Assessment*

Penfold will provide high quality training resources to ensure that the student enrolled in a course of study will have the best possible chance of completing the competency requirements with reasonable support and in a timely manner.

## *Issue of Certificates*

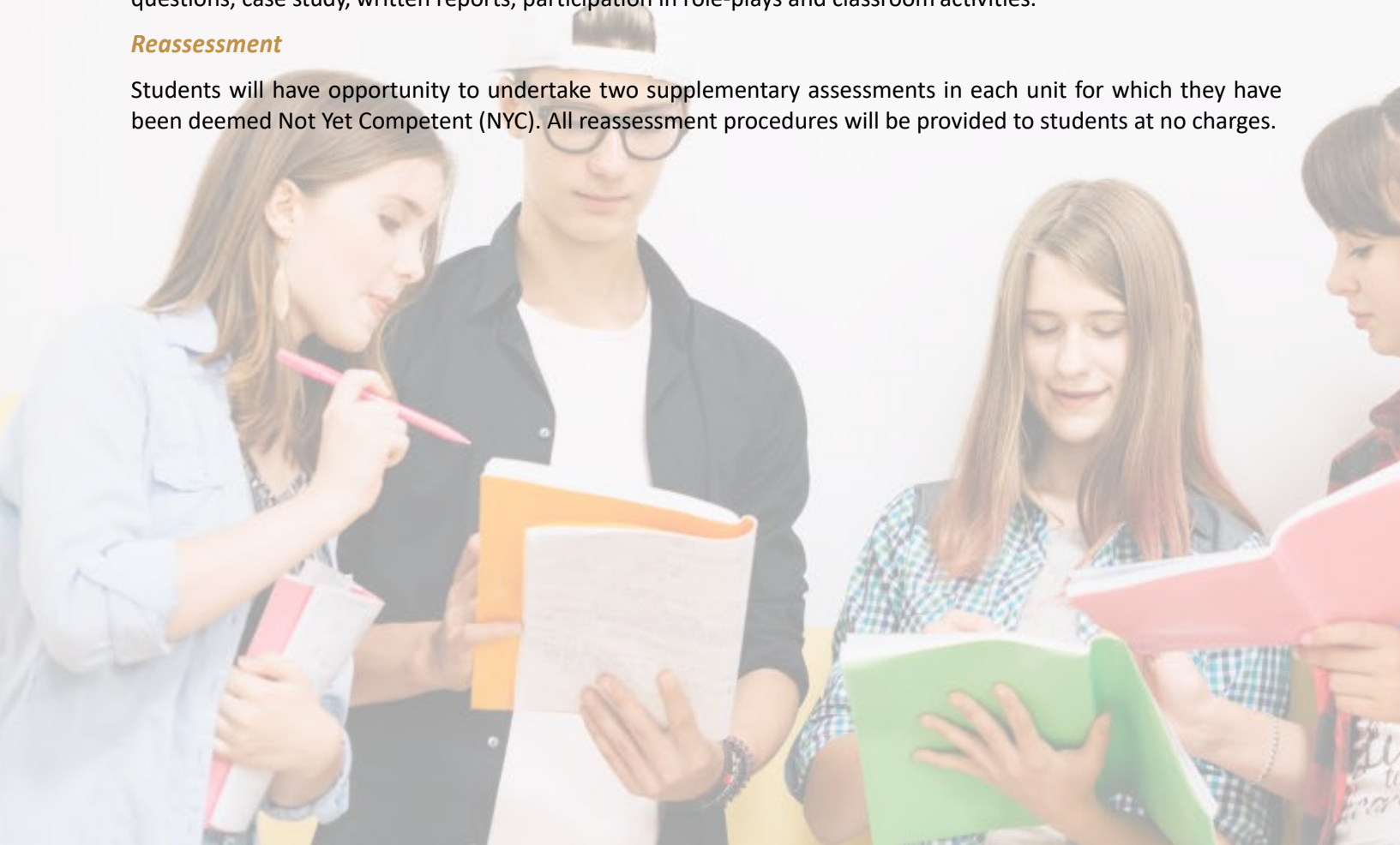
On successful completion of all course work and assessment, and full payment of the course fee, Penfold College will issue you appropriate transcripts and Qualification Certificate.

## *Assessment*

Assessment for each unit of competence includes a range of approaches to allow students a number of different ways to demonstrate competence. Assessment will include practical demonstration of competence, written questions, case study, written reports, participation in role-plays and classroom activities.

## *Reassessment*

Students will have opportunity to undertake two supplementary assessments in each unit for which they have been deemed Not Yet Competent (NYC). All reassessment procedures will be provided to students at no charges.



## Life at Penfold College

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At Penfold College, you will find many exciting ways to meet with new people from diverse culture and religion. You can take on new interests and have fun while your learning journey starts with Penfold to achieve your dream career. Penfold will provide you opportunities to interact with your classmates and trainer/assessor/support officers during your learning experience in your chosen field.

Whether you decide to share a house with friends or commute from home, life as a student at Penfold is full of opportunities to interact with your classmates and the trainers and staff. With a range of activities, events, social gathering and great training and delivery facilities, you will get the most out of the student lifestyle at Penfold campus.

When you study on-campus, you will get opportunities to develop friendship that may last a lifetime, with students from a variety of backgrounds.

The campus may, however, sometimes seem to be an overwhelming or unfamiliar place, especially for international students away from home for the first time or removed from their usual support networks. Penfold College, therefore, provides support and advice on welfare, counselling and staff who can help students with their concerns.

For more information, please visit: [www.Penfold.edu.au](http://www.Penfold.edu.au)

## Student Responsibilities, Expectations and Penfold College Commitments

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### *It is your responsibility to:*

Maintain integrity, work hard and treat others with courtesy and respect.

Be aware of the Student Code of Conduct relating to your responsibilities as a student in the Penfold community, including those summarized in this brochure, the Student Handbook and the pre-enrolment information as well as your Visa clauses.

Keep yourself informed and keep Penfold informed. This includes:

- Providing fair and honest feedback on training performance and on the content and presentation of courses.
- Paying all Penfold tuition fees and charges for which you are liable, by the set deadlines.
- Providing accurate and updated contact details (phone number and email address).
- Checking your email regularly throughout the course. This is the primary means by which Penfold communicates with you (e.g. course progress, assessment results, outstanding fees).
- Replying in a timely manner to all Penfold trainer and administrative communications to you, including emails, phone calls and text messages.
- Immediately updating your contact details if changes take place during your study period. You must provide your current address at all times as per your visa condition.

To be eligible for Penfold to issue the qualification, you must successfully complete all the assessment requirements of the course.

*We will ensure that:*

- The training contents and course materials are current and reflect the training package requirements.
- Appropriate training facilities and equipment meet the relevant requirements and are accessible to all students.
- Trainers are qualified and have current industry experience and are supportive to students.
- Trainers provide students with constructive learning and assessment feedback in a timely and professional manner.
- Students' voices are heard through student surveys on curriculum, training and assessment, trainers and assessors and academic support and student services.
- Provide orientation and learning support throughout their study period.
- Students receive accurate information and enrolment guidance prior to the course start.
- Penfold policies are readily accessible to students.
- Qualifications are issued within 30 days upon successful completion of all course requirements
- Everyone is treated fairly and equitably.
- Students have access to learning and welfare support when needed.
- The Penfold College is responsible for the quality of the training and assessment in compliance with Standards for Registered Training Organisation (RTO) 2015.
- Students' rights are protected under "Australian Consumer Law".
- To not being disadvantaged if Penfold College changes the requirements of or discontinues the training product in which you are enrolled, and being advised of pathways to complete that program, or an appropriate alternative program, according to your needs and with your consent.
- Provide fair opportunity and access to Penfold College complaints and appeal process.





## Courses at Penfold College

BSB50120	Diploma of Business
BSB40820	Certificate IV in Marketing and Communication
BSB50620	Diploma of Marketing and Communication
BSB60520	Advanced Diploma of Marketing and Communication
BSB50420	Diploma of Leadership and Management
BSB60420	Advanced Diploma of Leadership and Management
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care
AUR30620	Certificate III in Light Vehicle Mechanical Technology
AUR40216	Certificate IV in Automotive Mechanical Diagnosis
BSB80120	Graduate Diploma of Management (Learning)

# BSB50120 - Diploma of Business

Qualification CRICOS Code: 107473M	Qualification Status: Current	AQF Level: 5
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## Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Penfold College requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Total Core Units:** 5 | **Total Electives Units:** 7

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19)

**Course Fees:** Total Course Fee AUD\$12,500 being:

Tuition Fee: AUD\$12,000	Application Fee: AUD\$250	Material Fee: AUD\$250
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**Total Course Duration:** 52 weeks including 44 study weeks and 8 weeks of holidays. **Total Terms:** 4 Terms

## Possible Employment Pathways:

Once students have successfully completed BSB50120 Diploma of Business, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

## Course Assessment:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

**Note: Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule dates.**





## BSB50120 - Diploma of Business Course Structure

Number of Core Units: 5 | Number of Elective Units: 7

A total of 12 Units (5 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB50120 Diploma of Business. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBCRT511	Develop critical thinking in others
	BSBFIN501	Manage budgets and financial plans
	BSBOPS501	Manage business resources
	BSBSUS511	Develop workplace policy and procedures for sustainability
	BSBXCM501	Lead communication in the workplace
Elective units	BSBOPS503	Develop administrative systems
	BSBOPS504	Manage business risk
	BSBTWK503	Manage meetings
	BSBLDR522	Manage people performance
	BSBTWK502	Manage team effectiveness
	BSBCRT512	Originate and develop concepts
	BBSOPS502	Manage business operational plans

# BSB40820 – Certificate IV in Marketing and Communication

Qualification CRICOS Code: 107474K	Qualification Status: Current	AQF Level: 4
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## Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Penfold College requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student’s needs for additional support during their study with Penfold College.

**Total Core Units:** 6 | **Total Electives Units:** 6

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$9,500 being:

Tuition Fee: AUD \$9,000	Application Fee: AUD\$250	Material Fee: AUD\$250
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**Total Course Duration:** 52 weeks including 44 study weeks and 8 weeks of holidays. **Total Terms:** 4 Terms

## Possible Employment Pathways:

Once students have successfully completed BSB40820 Certificate IV in Marketing and Communication, they can apply for various roles across positions within the marketing sectors including but are not limited to Media Planner, Community Relations Team Leader (Local Government), Direct Marketing Officer, Assistant Advertising Account Planner, Public Relations Officer, Sales Administrator, Assistant Account Manager (Advertising), Marketing Officer, Copywriter, Advertising Account Coordinator, Market Research Assistant, Analyst, Marketing Coordinator, Promotions Assistant Manager, Media Assistant.

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

## Course Assessment:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

**Note: Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date**



## BSB40820 – Certificate IV in Marketing and Communication Course Structure

Number of Core Units: 6 | Number of Elective Units: 6

A total of 12 Units (6 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB40820 Certificate IV in Marketing and Communication. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBCMM411	Make a presentation
	BSBCRT412	Articulate, present and debate ideas
	BSBWRT411	Write complex documents
	BSBMKG433	Undertake marketing activities
	BSBMKG435	Analyse consumer behaviour
	BSBMKG439	Develop and apply knowledge of communication industry
Elective units	BSBMKG434	Promote products and services
	BSBMKG440	Apply marketing communication across a convergent industry
	BSBPEF402	Develop personal work priorities
	BSBCRT411	Apply critical thinking to work practices
	BSBTWK503	Manage meetings
	BSBTEC303	Create electronic presentation

# BSB50620 - Diploma of Marketing and Communication

Qualification CRICOS Code: 107475J	Qualification Status: Current	AQF Level: 5
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## Entry Requirement:

Entry to this qualification is limited to those who:

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

In addition to above student must:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate. or
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Total Core Units:** 5 | **Total Electives Units:** 7

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$12,500 being:

Tuition Fee: AUD \$12,000	Application Fee: AUD\$250	Material Fee: AUD\$250
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**Total Course Duration:** 52 weeks including 44 study weeks and 8 weeks of holidays. **Total Terms:** 4 Terms

## Possible Employment Pathways:

Once students have successfully completed BSB50620 Diploma of Marketing and Communication, they can apply for various roles across positions within the marketing sectors including but are not limited to Sales Manager, Product Manager, Public Relations Manager, Marketing Manager, Campaign Manager, Marketing Coordinator, Marketing Team Leader.

The further study pathways available to students who undertake this qualification include:

- BSB60520 Advanced Diploma of Marketing and Communication
- Other Diplomas, Advanced Diplomas or Degree programs in related fields such as Business and/or Marketing, subject to meeting entry requirements of the intended qualification.

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and

students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

### Course Assessment:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email. The best way to do this is through Zoom or through email.

**Note: Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date.**

## BSB50620 – Diploma of Marketing and Communication Course Structure

Number of Core Units: 5 | Number of Elective Units: 7

A total of 12 Units (5 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB50620 Diploma of Marketing and Communication. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

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

# BSB60520 – Advanced Diploma of Marketing and Communication

Qualification CRICOS Code: 107476H

Qualification Status: Current

AQF Level: 6

## Entry Requirement:

Entry to this qualification is limited to those who:

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

In addition to above student must:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Total Core Units:** 4 | **Total Electives Units:** 8

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$18,500 being:

Tuition Fee: AUD \$18,000

Application Fee: AUD\$250

Material Fee: AUD\$250

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

**Total Terms:** 6 Terms

## Possible Employment Pathways:

Once students have successfully completed BSB60520 Advanced Diploma of Marketing and Communication, they can apply for various roles across positions within the marketing sectors including but are not limited to Client Services Executive, Marketing Director, Advertising Account Director, Client Services Director, Marketing Strategist, Advertising Account Planning Manager, Marketing Manager.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma courses (AQF level 8)
- Other Advanced Diplomas or Degree programs in related fields such as Business and Marketing, subject to meeting entry requirements of the intended qualification.

### Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

### Course Assessment:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

**Note: Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date.**

## BSB60520 – Advanced Diploma of Marketing and Communication Course Structure

Number of Core Units: 4 | Number of Elective Units: 8

A total of 12 Units (4 Core and 8 electives) must be completed and deemed competent to achieve the qualification BSB60520 Advanced Diploma of Marketing and Communication. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

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

# BSB50420 – Diploma of Leadership and Management

Qualification CRICOS Code: 107477G	Qualification Status: Current	AQF Level: 5
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## Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Penfold College requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Total Core Units:** 6 | **Total Electives Units:** 6

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$12,500 being:

Tuition Fee: AUD <b>\$12,000</b>	Application Fee: AUD\$250	Material Fee: AUD\$250
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**Total Course Duration:** 52 weeks including 44 study weeks and 8 weeks of holidays. **Total Terms:** 4 Terms

## Possible Employment Pathways:

Once students have successfully completed BSB50420 Diploma of Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- BSB60420 Advanced Diploma of Leadership and Management
- Other Diplomas, Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

## Course Assessment:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

**Note:** *Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date.*





## BSB50420 – Diploma of Leadership and Management Course Structure

Number of Core Units: 6 | Number of Elective Units: 6

A total of 12 Units (6 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB50420 Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	BSBCMM511	Communicate with influence
	BSBCRT511	Develop critical thinking in others
	BSBLDR523	Lead and manage effective workplace relationships
	BSBOPS502	Manage operational business plans
	BSBPEF502	Develop and use emotional intelligence
	BSBTWK502	Manage team effectiveness
Elective units	BSBOPS504	Manage business risk
	BSBTWK503	Manage meetings
	BSBLDR522	Manage people performance
	BSBOPS503	Develop administrative systems
	BSBCRT512	Originate and develop concepts
	BSBXCM501	Lead communication in the workplace

# BSB60420 – Advanced Diploma of Leadership and Management

Qualification CRICOS Code: 107478F

Qualification Status: Current

AQF Level: 6

## Entry Requirement:

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). Or
- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise..

In addition to above:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Total Core Units:** 5 | **Total Electives Units:** 5

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$18,500 being:

Tuition Fee: AUD \$18,000

Application Fee: AUD\$250

Material Fee: AUD\$250

**Total Course Duration:** 78 weeks including 66 study weeks and 12 weeks of holidays. **Total Terms:** 6 Terms

## Possible Employment Pathways:

Once students have successfully completed BSB60420 Advanced Diploma of Leadership and management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma (AQF level 8) courses
- Other Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students

through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

### Course Assessment:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

**Note: Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date.**

## BSB60420 – Advanced Diploma of Leadership and Management Course Structure

Number of Core Units: 5 | Number of Elective Units: 5

A total of 10 Units (5 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB60420 Advanced Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 10 units in the qualification. Students completing all the required units of competency will attain full qualification.

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

# CHC30121 – Certificate III in Early Childhood Education and Care

Qualification CRICOS Code: 108244E

Qualification Status: Current

AQF Level: 3

## Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Penfold College requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent. OR minimum of 2 years of industry experience OR be of mature age with sound literacy and numeracy skills.
- Are at least at age of 18 on the date of course commencement.
- Student must obtain a valid Working with Children Check and a AFP National Police Check certificate with no criminal records reported/recorded. These documents are to be obtained by students at their own cost.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Total Core Units:** 15 | **Total Electives Units:** 3

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$14,750 being:

Tuition Fee: AUD \$14,000

Application Fee: AUD\$500

Material Fee: AUD\$250

**Total Course Duration:** 52 weeks including 44 study weeks and 8 weeks of holidays. **Total Terms:** 4 Terms

## Possible Employment Pathways:

Students who satisfactorily complete the Diploma of Early Childhood Education and Care will be able to find employment as room leaders in a childcare centre, with the ability to progress to childcare centre directors for those who exhibit strong leadership and management skills or Early Childhood Educator or Family Day Care worker or Childhood Educator Assistant.

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

## Course Assessment:

A Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

**Note:** Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date.



## CHC30121 – Certificate III in Early Childhood Education and Care Course Structure

Number of Core Units: 15 | Number of Elective Units: 3

A total of 18 Units (15 Core and 3 electives) must be completed and deemed competent to achieve the qualification CHC30113 Certificate III in Early Childhood Education and Care. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that units without completing all 18 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Code / Unit Name		
Core units	CHCLEG001	Cluster 1	Work legally and ethically	
	CHCECE009		Use an approved learning framework to guide practice	
Elective units	BSBWOR301		Organise personal work priorities and development	
Core units	CHCECE001	Cluster 2	Develop cultural competence	
	CHCDIV002		Promote aboriginal and/or Torres Strait Islander cultural safety	
	HLTAID004	Cluster 3	Provide an emergency first aid response in an education and care setting	
	HLTWHS001		Participate in workplace health and safety	
	Core units	CHCECE002	Cluster 4	Ensure the health and safety of children
		CHCPRT001		Identify and respond to children and young people at risk
Elective units	CHCPRT003			Work Collaboratively to maintain an environment safe for children and young people
Core units	CHCECE005	Cluster 5	Provide care for babies and toddlers	
	CHCECE003		Provide care for children	
	CHCECE004		Promote and provide healthy food and drinks	
	CHCECE013	Cluster 6	Use information about children to inform practice	
	CHCECE011		Provide experiences to support children’s play and learning	
	CHCECE010		Support the holistic development of children in early childhood	
	Core units	CHCECE007	Cluster 7	Develop positive and respectful relationships with children
CHCECE006		Support behaviour of children and young people		

# CHC50121 – Diploma of Early Childhood Education and Care

Qualification CRICOS Code: 108245D

Qualification Status: Current

AQF Level: 5

## Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Penfold College requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent. OR minimum of 2 years of industry experience OR be of mature age with sound literacy and numeracy skills.
- Are at least at age of 18 on the date of course commencement.
- Student must obtain a valid Working with Children Check and a AFP National Police Check certificate with no criminal records reported/recorded. These documents are to be obtained by students at their own cost.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Recommendation:** It is highly recommended that student should have successfully completed CHC30113 Certificate III in Early Childhood Education and Care prior commencing this course, although this is not a mandatory entry requirement.

**Total Core Units:** 23 | **Total Electives Units:** 5

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$20,750 being:

Tuition Fee: AUD \$20,000

Application Fee: AUD\$500

Material Fee: AUD\$250

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

**Total Terms:** 6 Terms

## Possible Employment Pathways:

Students who satisfactorily complete the Diploma of Early Childhood Education and Care will be able to find employment as room leaders in a childcare centre or family day care coordinator or occasional care coordinator or room leader within an early childhood education and care settings or early childhood director or early childhood educator.

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

## Course Assessment:

A Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email. **Note: Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date.**

# CHC50121 – Diploma of Early Childhood Education and Care

## Course Structure

Number of Core Units: 23 | Number of Elective Units: 5

A total of 28 Units (23 Core and 5 electives) must be completed and deemed competent to achieve the qualification CHC50113 Diploma of Early Childhood Education and Care. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 28 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Code / Unit Name	
Core units	CHCLEG001	Cluster 1	Work legally and ethically
	CHCECE009		Use an approved learning framework to guide practice
	CHCECE001	Cluster 2	Develop cultural competence
	CHCDIV002		Promote Aboriginal and/or Torres Strait Islander cultural safety
	HLTAID004	Cluster 3	Provide an emergency first aid response in an education and care setting
	CHCECE002	Cluster 4	Ensure the health and safety of children
	CHCPRT001		Identify and respond to children and young people at risk
	CHCECE005	Cluster 5	Provide care for babies and toddlers
	CHCECE003		Provide care for children
	CHCECE004		Promote and provide healthy food and drinks
	HLTWS003	Cluster 6	Maintain work health and safety
	CHCECE016		Establish and maintain a safe and healthy environment for children
	CHCECE007	Cluster 7	Develop positive and respectful relationships with children
Elective units	CHCPOL003	Cluster 8	Research and apply evidence to practice
	CHCPOL002		Develop and implement policy
Core units	CHCECE019		Facilitate compliance in an education and care services
Elective units	CHCMGT003	Cluster 9	Lead the work team
Core units	CHCECE025		
	CHCECE017	Cluster 10	Foster the holistic development and wellbeing of the child in early childhood
	CHCECE018		Nurture creativity in children
	CHCECE020	Cluster 11	Establish and implement plans for developing cooperative behaviour
	CHCECE022		Promote children's agency
	CHCECE021		Implement strategies for the inclusion of all children
	CHCECE023	Cluster 12	Analyse information to inform learning
	CHCECE026		Work in partnership with families to provide appropriate education and care for children
CHCECE024	Design and implement the curriculum to foster children's learning and development		
Elective units	BSBMGT605	Cluster 13	Provide leadership across the organisation
	CHCPRP003		Reflect on and improve own professional practice

# AUR30620 – Certificate III in Light Vehicle Mechanical Technology

Qualification CRICOS Code: 108242G

Qualification Status: Current

AQF Level: 3

## Entry Requirement:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Penfold College requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Total Core Units:** 20 | **Total Electives Units:** 16

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$18,000 being:

Tuition Fee: AUD \$15,000

Application Fee: AUD\$250

Material Fee: AUD\$2,750

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

**Total Terms:** 6 Terms

## Possible Employment Pathways:

Once students have successfully completed AUR30620 Certificate III in Light Vehicle Mechanical Technology, they can apply for jobs within the automotive industry which can include motor mechanic or automotive light vehicle mechanical repair technician.

The further study pathways available to students who undertake this qualification include:

- AUR40216 Certificate IV in Automotive Mechanical Diagnosis
- Other Certificate IV level qualifications from AUR training package.

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

## Course Assessment:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email. **Note: Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date.**



# AUR30620 – Certificate III in Light Vehicle Mechanical Technology Course Structure

Number of Core Units: 20 | Number of Elective Units: 16

A total of 36 Units (20 Core and 16 electives) must be completed and deemed competent to achieve the qualification AUR30620 Certificate III in Light Vehicle Mechanical Technology. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 36 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
	AURASA102	Follow safe working practices in an automotive workplace
	AURETR112	Test and repair basic electrical circuits
	AURETR123	Diagnose and repair spark ignition engine management systems
	AURETR125	Test, charge and replace batteries and jump-start vehicles
	AURETR129	Diagnose and repair charging systems
	AURETR130	Diagnose and repair starting systems
	AURETR131	Diagnose and repair ignition systems
	AURLTB103	Diagnose and repair light vehicle hydraulic braking systems
	AURLTD104	Diagnose and repair light vehicle steering systems
	AURLTD105	Diagnose and repair light vehicle suspension systems
	AURLTE102	Diagnose and repair light vehicle engines
	AURLTZ101	Diagnose and repair light vehicle emission control systems
	AURTTA104	Carry out servicing operations
	AURTTA118	Develop and carry out diagnostic test strategies
	AURTTB101	Inspect and service braking systems
	AURTTC103	Diagnose and repair cooling systems
	AURTTE104	Inspect and service engines
	AURTTF101	Inspect and service petrol fuel systems
	AURTTK102	Use and maintain tools and equipment in an automotive workplace
Elective units	AURAF103	Communicate effectively in an automotive workplace
	AURETR028	Diagnose and repair instruments and warning systems
	AURETR032	Diagnose and repair automotive electrical systems
	AURETR143	Diagnose and repair electronic body management systems
	AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes
	AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies
	AURLTQ101	Diagnose and repair light vehicle final drive assemblies
	AURLTQ102	Diagnose and repair light vehicle drive shafts
	AURLTX101	Diagnose and repair light vehicle manual transmissions
	AURLTX102	Diagnose and repair light vehicle automatic transmissions
	AURLTX103	Diagnose and repair light vehicle clutch systems
	AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
	AURTTF102	Inspect and service diesel fuel injection systems
	AURTTJ011	Balance wheels and tyres
	AURTTK001	Use and maintain measuring equipment in an automotive workplace
	AURTTZ002	Diagnose and repair exhaust systems

# AUR40216 – Certificate IV in Automotive Mechanical Diagnosis

Qualification CRICOS Code: 108243F

Qualification Status: Current

AQF Level: 4

## Entry Requirement:

Those undertaking the Certificate IV in Automotive Mechanical Diagnosis must have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.

In addition to above, student must also demonstrate that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Total Core Units:** 1 | **Total Electives Units:** 9

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$10,000 being:

Tuition Fee: AUD \$7,000

Application Fee: AUD\$250

Material Fee: AUD\$2,750

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

**Total Terms:** 2 Terms

## Possible Employment Pathways:

Once students have successfully completed AUR40216 Certificate IV in Automotive Mechanical Diagnosis, they can apply for jobs within the automotive industry which can include Performance Vehicle Technician or Automotive Master Technician. The further study pathways available to students who undertake this qualification include:

- AUR50116 Diploma of Automotive Management
- AUR50216 Diploma of Automotive Technology
- Other Diplomas from other training packages.

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

### Course Assessment:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

**Note: Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date.**

## AUR40216 – Certificate IV in Automotive Mechanical Diagnosis Course Structure

Number of Core Units: 1 | Number of Elective Units: 9

A total of 10 Units (1 Core and 9 electives) must be completed and deemed competent to achieve the qualification AUR40216 Certificate IV in Automotive Mechanical Diagnosis. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 10 units in the qualification. Students completing all the required units of competency will attain full qualification.

Core/Elective	Unit Code	Unit Name
Core units	AURTTA021	Diagnose complex system faults
Elective units	AURETRO37	Diagnose complex faults in light vehicle safety systems
	AURLTB104	Diagnose complex faults in light vehicle braking systems
	AURLTD109	Diagnose complex faults in light vehicle steering and suspension systems
	AURLTE104	Diagnose complex faults in light vehicle petrol engines
	AURLTE105	Diagnose complex faults in light vehicle diesel engines systems
	AURLTX104	Diagnose complex faults in light vehicle transmission and driveline
	AURTTA125	Diagnose complex faults in vehicle integrated stability control systems
	AURTTR101	Diagnose complex faults in engine management systems
	AURAEA004	Manage environmental and sustainability best practice in an automotive workplace

# BSB80120 – Graduate Diploma of Management (Learning)

Qualification CRICOS Code: 108241H

Qualification Status: Current

AQF Level: 8

## Entry Requirement:

Entry to this qualification is limited to those who:

- Have completed a qualification equivalent to Australian Advanced Diploma level (AQF Level 6) or higher. OR
- Have four years equivalent full-time relevant workplace experience in the field of organisational learning and capability development.
- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Penfold College is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please note:** all the students commencing this course are required to complete an LLN test on the orientation day to assist Penfold College to identify student's needs for additional support during their study with Penfold College.

**Total Core Units:** 3 | **Total Electives Units:** 5

**Mode of Delivery:** Face to face (Classroom based) Flexible learning (Covid-19).

**Course Fees:** Total Course Fee AUD \$15,000 being:

Tuition Fee: AUD \$15,000

Application Fee: AUD\$250

Material Fee: AUD\$750

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

**Total Terms:** 8 Terms

## Possible Employment Pathways:

Once students have successfully completed BSB80120 Graduate Diploma of Management (Learning), they can apply for various positions as leaders and managers in an organisation where learning is used to build organisational capability. Possible job titles relevant to this qualification include:

- Head of School/RTO
- Senior Training Manager
- RTO Compliance Manager
- RTO General Manager
- Strategic Learning Development Consultant

## Credit Transfer:

Penfold College will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Penfold College has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

## Course Assessment:

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email. **Note: Domestic student please contact Marketing Manager or email [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) for the course schedule date.**



## BSB80120 – Graduate Diploma of Management (Learning) Course Structure

Number of Core Units: 3 | Number of Elective Units: 5

A total of 8 Units (3 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB80120 Graduate Diploma of Management (Learning). Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 8 units in the qualification. Students completing all the required units of competency will attain full qualification.

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

# How to Apply (International Students)

## 1. Select the course you wish to study.

The list of the courses, fees and the entry requirements can be found in the International Student Prospectus locate on <https://Penfold.edu.au/student-prospectus-brochure/>.

## 2. Complete the International Student Application Form, sign and send with all the following supporting documentation.

- Certified copy of Passport page and visa page
- Certified copy of academic transcript and certificate of the highest previous study
- IELTS Certificate

## 3. You can apply directly or through Penfold approved agent.

If applying directly, please send the completed International Student Application Form and the supporting documents to [admissions@penfold.edu.au](mailto:admissions@penfold.edu.au)

## 4. Please read the Penfold policy and procedure that are located on <https://Penfold.edu.au/policy-and-procedure/>.

## 5. Once being admitted, you will be issued with a Letter of Offer, which will include the tuition fees and other costs associated with your selected course(s) as well as a Written Agreement.

(Note – the offer may be conditional on providing certain documentation or/and meeting certain entry requirements)

## 6. Students from countries that require Pre-Visa Approval (PVA) will not need to forward fees until PVA has been granted by the Department of Home Affairs (DHA).

## 7. Pay these fees as per your Letter of Offer:

- Course fees
- Enrolment fees
- Overseas Student Health Cover (OSHC)

Fees can be paid via a Bank Draft made payable to Penfold College, directly to our bank account or via credit card.

Our Postal Address: **Melbourne Campus:** Level 10, 190 Queen street, Melbourne VIC 3000

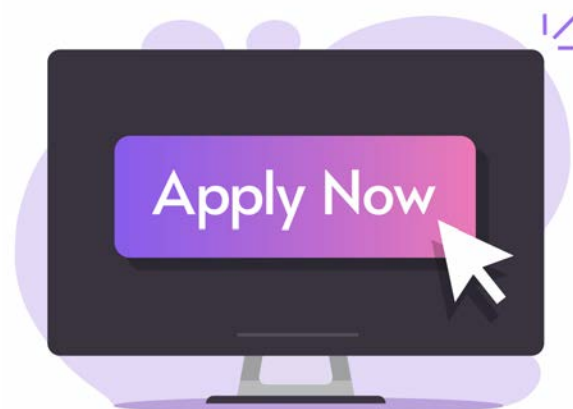
Email: [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au)

## 8. Once we receive your payment and signed Written Agreement, we will issue an electronic Confirmation of Enrolment (eCoE) and you will be able to organise your student visa application process.

For more information about Australian Student Visa:

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

TPS: <https://tps.gov.au/Home/NotLoggedIn>





## How to Apply (Domestic Students)

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- 1.** Complete the Domestic Student Application Form and send the completed form to [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au), along with the following documents and application fees of AUD 200 (non-refundable).
  - Certified copy of Passport page and visa page
  - Certified copy of academic transcript and certificate of the highest previous study
  - IELTS Certificate
- 2.** For courses and fees details, please visit Penfold website <https://Penfold.edu.au/student-prospectus-brochure/>.
- 3.** Once being admitted, you will be issued with a Letter of Offer, which will include the tuition fees and other costs associated with your selected course(s).
- 4.** You needs to accept the offer and submit to [admissions@Penfold.edu.au](mailto:admissions@Penfold.edu.au) with the deposit payment. For details of the Penfold policy please visit <https://Penfold.edu.au/policy-and-procedure/>.
- 5.** On receipt of payment Penfold will issue an Enrolment Confirmation via email with the proposed course start date.

# Refund

Penfold will refund tuition fees in accordance with the provisions of applicable legislation. The CEO will review the refund schedule annually. The schedule will be included in the student Written Agreement and in this Policy and Procedure. Penfold will make the refund to a prospective, current or former student under this policy or to the student's authorised education agent in Written Agreement. Refunds will be made using the same method as was used to make the initial payment. For example, if tuition fees were made by credit card, a refund of those tuition fees will be made by payment to that card.

The student must submit a refund application by completing the Refund Application Form which can be downloaded from the Penfold website. Supporting documents must be submitted with the application if applicable. The RTO Manager will assess the refund application and calculate the refund amount. The application outcome must be provided to student in writing within 10 business days from the receipt of the application.

The refund will be paid to the student's/nominated agent's bank account within 20 business days (student default) or within 14 days (provider default). The refund application form will be archived in the student's file.

<b>Provider Default</b>	
Penfold fails to provide the course that student is admitted prior to the course commencement, and the student cannot be placed, or reject the placement arranged by Penfold.	100% refund of tuition fees (application fee is non-refundable)
Penfold fails to provide the course after student has commenced but before it is completed, and the student cannot be placed, or reject the placement arranged by Penfold	100% refund of the unspent tuition fees Application fee is non-refundable
<b>Student Default</b>	
Visa refusal prior to the course commencement (offshore)	100% refund of tuition (application fee is non-refundable)
Visa refusal due to fraudulent, forged document or deliberately misleading information	No refund
Visa refusal (extension) after the course commencement	100% refund of the unspent tuition fees (application fee is non-refundable)
Withdrawal Notified in writing to Penfold 28 days prior to course commencement	70% refund of the tuition and non-tuition fees for term withdraw from 100% refund of the paid tuition and non-tuition fees for the subsequent term(s) (application fee is non-refundable)
Withdrawal Notified in writing to Penfold 14 days prior to course commencement	50% refund of the tuition and non-tuition fees for term withdraw from 100% refund of the paid tuition and non-tuition fees for the subsequent term(s) (application fee is non-refundable)
Withdrawal Notified in writing to Penfold on or after 2 weeks prior to or after course commencement	No refund

*(Refer to the PC Fees, Charges and Refund Policy and Procedure for details.)*



## Transfer between Registered Providers

This policy applies to all overseas students studying with Penfold College (PC) on a student visa and prospective students on a student visa who seek to transfer to PC.

PC assesses requests from students for a transfer between PC and other registered providers, prior to the student completing 6 months of his/her principal course of study, in accordance with this policy and procedure.

In line with Standard 7 of the National Code 2018, PC will not knowingly enrol an overseas student wishing to transfer from another registered provider's course prior to the student completing 6 months of their principal course of study, except in limited circumstances as below:

- Releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered;
- Releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider;
- Releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS;
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change

Note that in the very rare circumstances where the original provider or course has ceased to be registered, or sanctions have been placed by the Australian government or by Federal Regulator, by which student cannot continue his/her course at original provider, PC will not consider 'release' information on PRISMS. Evidence of this occurrence would be placed in the student file.

*For more information, please visit:*

[http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Transfer%20Between%20Registered%20Providers%20Policy%20and%20Procedure\\_V2.1.pdf](http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Transfer%20Between%20Registered%20Providers%20Policy%20and%20Procedure_V2.1.pdf)



# Deferring, Suspending and Cancelling Overseas Student Enrolment

Penfold College, in accordance with the ESOS Act 2000 and the National Code (Standard 9 of National Code 2018), has the authority to defer, suspend or cancel the enrolment of a student. This authority can be exercised based on the following criteria:

- If PC deem there to be compassionate and compelling circumstances (such as serious illness, injury or death in the family, political upheaval or natural disaster in the students' home country, a traumatic experience or other documented serious matters),
- If PC deem that there has been serious misbehaviour by the student
- If a student fails to pay the agreed fees as clearly indicated in the Written Agreement signed by the student
- If a student fails to make sufficient course progress in accordance with the Course Progress Policy & Procedure
- If a student fails to meet the required attendance requirements of the course as described in the Course Progress Policy & Procedure

If PC initiates the process of suspension or cancellation of a student's enrolment, before any action is taken PC will:

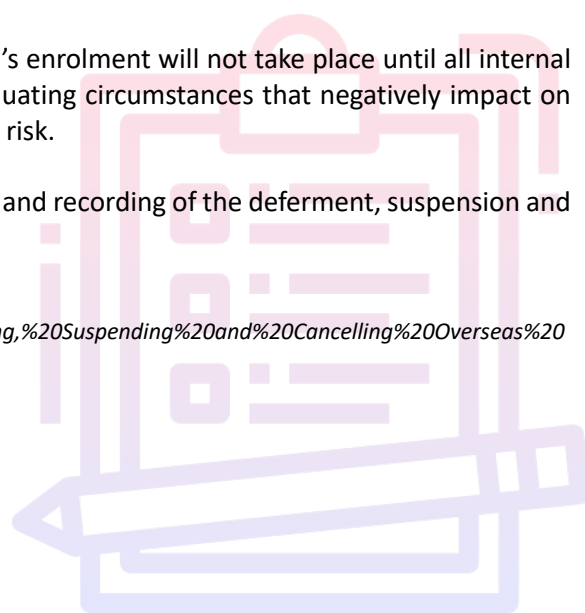
- Inform the student in writing of its intention to suspend or cancel the student's enrolment
- Include an explanation as to why this action is being initiated and,
- Advise the student of their right to appeal through the PC Complaints and Appeals process within 20 working days
- When PC actions the deferral, suspension or cancellation of a student's enrolment, PC will:
- Inform the student that they must seek advice from immigration regarding any potential impacts on their student visa
- Report the change of enrolment in PRISMS within 31 days

PC will ensure that the suspension or cancellation of the student's enrolment will not take place until all internal avenues for appeal have been exhausted unless there are extenuating circumstances that negatively impact on the student's safety and wellbeing, which may put the student at risk.

PC will ensure that the process for assessing, approving/rejecting and recording of the deferment, suspension and cancellation of students' enrolment is documented.

*For more information, please visit:*

[http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Deferring,%20Suspending%20and%20Cancelling%20Overseas%20Student%20Enrolment%20Policy%20and%20Procedure\\_V2.1.pdf](http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Deferring,%20Suspending%20and%20Cancelling%20Overseas%20Student%20Enrolment%20Policy%20and%20Procedure_V2.1.pdf)



# RPL and Credit Transfer

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## *RPL Process*

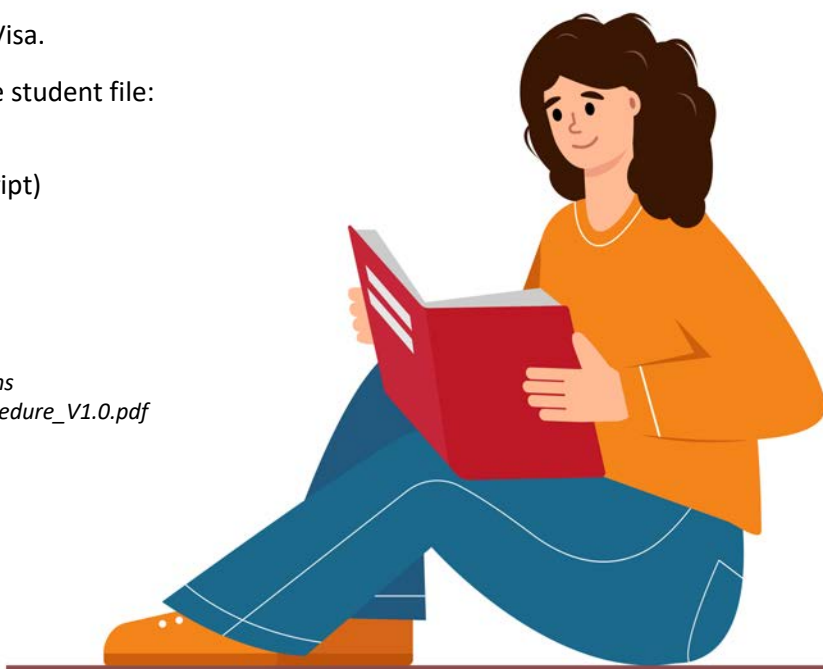
1. The candidate contacts Penfold College and enquires about RPL.
2. Penfold College provides the candidate with information about RPL. If the candidate decides they would like to proceed with RPL, Penfold College must supply them with a copy of the RPL Self-Assessment Tool.
3. The candidate completes the RPL Self-Assessment Tool, identifying units they would like to apply for and evidence they could submit.
4. The candidate sends their RPL Self-Assessment Tool, a copy of their CV and any certified copies of relevant qualifications back to Penfold College.
5. Penfold College reviews the self-assessment checklists to determine if the candidate is suitable to proceed with the RPL process. This will include contacting the candidate to discuss the following:
  - Their work experience and anything of interest in their CV (for example, has the candidate worked in a different number of job roles, have they worked in a number of different workplaces, or the same one, professional development experiences, etc.).
  - The items they ticked/did not tick in their self-assessments.
  - The items listed in their evidence brainstorm (for example, will these add value to their application, or will you see evidence of their work when they complete the assigned tasks?).
  - The third party person – who is it, how long have they known the candidate in a professional capacity, etc.
6. The assessor makes a decision on the candidate's suitability for RPL. (If the candidate's work experience, skills and knowledge do not accurately reflect the requirements of the qualification or units therein, the candidate should be provided with information about formal training opportunities for this qualification. The candidate can then make a decision as to whether they would like to enrol in the course.
7. The successful candidate receives a copy of the:
  - Written agreement
  - Invoice for RPL assessment
  - RPL Evidence Tool
  - RPL Third Party Tool (assessor must indicate in this document which units are being applied for, if the candidate is not applying for the entire qualification).
8. The assessor contacts the candidate to discuss:
  - How to work through the RPL Evidence Tool
  - Arrangements for workplace observations (where applicable, and in consultation with the candidate's workplace supervisor to ensure that workplace visits are scheduled appropriately, and that the workplace has access to required equipment and resources)
9. The assessor participates in the RPL assessment process, which will include:
  - Visiting the candidate's workplace to observe completion of practical tasks (where applicable)
  - Completing verbal questioning (either over the phone, Skype or other video conference tool, or in person)
  - Being available to provide support and assistance to the candidate as required.

10. The candidate submits their RPL Evidence Tool booklet and their evidence portfolio.
11. The assessor checks the third-party person's ratings, feedback and comments in the RPL Third Party Tool.
12. Where necessary, the assessor contacts the third-party person to discuss anything that requires further clarification.
13. The assessor contacts the candidate's professional referees to discuss the candidate's workplace competency.
14. The assessor contacts the candidate once an outcome has been made – all outcomes are to be summarised in the Assessment Outcome Summary in this document.
15. The assessor forwards all documents to Penfold College's office for record keeping (see below).

### **CT (Credit Transfer)**

1. Applicants for credit transfer must complete the Credit Transfer Application form, attach a copy of a Qualification, Statement of Results (academic transcript) or Statement of Attainment and submit the application to the RTO manager.
2. The RTO Manager must check the qualifications, Statement of Results (academic transcript) or Statement of Attainment, and grant credit transfers for identical units that have been identified as being completed at another Registered Provider.
3. The student and the RTO manager must sign the completed credit transfer record.
4. Granting of credit transfer must be recorded as a unit outcome in the student file/student management system.
5. After credit transfer is granted, a student's course schedule must be reviewed and any reductions in the scheduled attendance and the reasons for the reduction recorded and placed in the student file.
6. If possible, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
7. Any course duration reduction as a result of Credit Transfer granted to students must be indicated on:
  - Confirmation of Enrolment, if granted prior to the issue of a Visa, or
  - PRISMS, if granted after the issue of a Visa.
8. The following document must be placed in the student file:
  - Verified copies of qualifications
  - Statement of Results (academic transcript)
  - Statements of Attainment
  - Credit Transfer Application form

*For more information, please visit:*  
[www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/RPL%20and%20Credit%20Transfer%20Policy%20and%20Procedure\\_V1.0.pdf](http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/RPL%20and%20Credit%20Transfer%20Policy%20and%20Procedure_V1.0.pdf)



## Complaints and Appeals

Penfold College (PC) ensures that students have ready access to a robust and fair complaints and appeals process. These processes are independent, easily and immediately accessible, and inexpensive for the parties involved. This policy establishes the rules under which PC must act in response to a student complaint or appeal against a decision made by PC.

- PC will ensure that students have a clear understanding of the steps involved in the procedure by providing procedural information on the PC website and in the student Written Agreement and by explaining the process on the orientation.
- All students submitting a complaint or appeal must be treated fairly, professionally, transparently and without repercussion for making such a complaint or appeal.
- The processing of a complaint or appeal must be commenced within 10 days of it being received by PC.
- Students should ideally attempt to resolve a complaint informally prior to lodging a formal complaint.
- In all cases where a formal complaint is made, PC will provide a response to the student.
- In all cases where an outcome has been reached, PC will inform the student (in writing) of the outcome of the appeal that clearly explains the reasons for that outcome. PC will retain copies of all such written communications, outcomes and reasoning.
- All students attending an appeal panel review are entitled to be accompanied by a support person of their choice.
- In situations where a student's internal appeal has been rejected, the student will be informed of the options available to them outside those offered by PC, if they wish to escalate the complaint or appeal beyond the PC processes. PC will inform students of their options for external appeal within 10 working days of making a decision.
- In a situation where an appeal (internal or external) is upheld, PC will immediately action that outcome and advise the student of the outcome and any follow up action.
- PC will ensure corrective action is taken in response to any complaint or appeal to mitigate any reoccurrence that may lead to similar complaints and appeals being lodged in the future.
- PC will collect the data about complaints and appeals and record the data in the Complaint Register.
- This data will include action taken to address the root cause of complaints, the follow-up and the outcome of the complaints/appeals. Evidence of complaints and appeals will be saved in the Complaints and Appeals folder, as well as the minutes of staff meetings at which actions arising from complaints were agreed and other relevant documentation. The folder will be managed by the RTO Manager and placed in a secured place.
- Complaints and appeals may be made in regards with but not limited the following issues:
  - Enrolment process
  - Education agents
  - Campus facilities and resources (including the kitchen resources
  - Training
  - Staff
  - Academic results
  - Course progress
  - Discrimination, harassment and bullying
  - Fees and refunds
  - Other students of PC
  - Any other party directly or indirectly related to PC

*For more information, please visit:*

[www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Complaints%20and%20Appeals%20Policy%20and%20Procedure\\_V1.2.pdf](http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Complaints%20and%20Appeals%20Policy%20and%20Procedure_V1.2.pdf)

## Student Support

Penfold College ensures that all students are given support while studying at PC. This support includes both academic support and non-academic support. PC ensures that students are made aware of the support available and that all these services are made available to students at no additional cost.

An orientation program is conducted before the classes begin and is compulsory for all newly commencing students. The program includes an introduction to PC, its services and facilities as well as a basic introduction to Australian culture, society and life. Students are also introduced to the academic culture and rules of the Institute that are necessary for successful study. A complete orientation will ensure students are adequately prepared for study at PC and integrating into Australian society. The information that will be covered in the orientation program is described in detail in the procedure.

PC provides:

- The opportunity for students to participate in services, and provides services designed to assist students in meeting course requirements. These services include learning advice and English support.
- The opportunity for students to access welfare-related support services to assist with issues that may arise during their study, including course progress and accommodation issues. These services are provided at no additional cost to the student.
- Designated members (see below) of staff are the official point of contact for students.
- Staff members who interact directly with students are aware of the obligations of the Institute under the ESOS framework and the potential implications for students arising from the exercise of these obligations.

*For more information, please visit:*

[www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure\\_V1.2.pdf](http://www.Penfold.edu.au/Penfold/Services/PoliciesProceduresForms/Student%20Support%20Policy%20and%20Procedure_V1.2.pdf)



## Courses and Fees

CRICOS Code	Course Code and Course Name	CRICOS Tuition Fee	Application Fee	Material Fee	Total CRICOS Course Fee
107473M	BSB50120 Diploma of Business	AUD\$12,000	AUD\$250	AUD\$250	AUD\$12,500
107474K	BSB40820 Certificate IV in Marketing and Communication	AUD\$9,000	AUD\$250	AUD\$250	AUD\$9,500
107475J	BSB50620 Diploma of Marketing and Communication	AUD\$12,000	AUD\$250	AUD\$250	AUD\$12,500
107476H	BSB60520 Advanced Diploma of Marketing and Communication	AUD\$18,000	AUD\$250	AUD\$250	AUD\$18,500
107477G	BSB50420 Diploma of Leadership and Management	AUD\$12,000	AUD\$250	AUD\$250	AUD\$12,500
107478F	BSB60420 Advanced Diploma of Leadership and Management	AUD\$18,000	AUD\$250	AUD\$250	AUD\$18,500
108244E	CHC30121 Certificate III in Early Childhood Education and Care	AUD\$14,000	AUD\$250	AUD\$500	AUD\$14,750
108245D	CHC50121 Diploma of Early Childhood Education and Care	AUD\$20,000	AUD\$250	AUD\$500	AUD\$20,750
108242G	AUR30620 Certificate III in Light Vehicle Mechanical Technology	AUD\$15,000	AUD\$250	AUD\$2,750	AUD 18,000
108243F	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	AUD\$7,000	AUD\$250	AUD\$2,750	AUD 10,000
108241H	BSB80120 Graduate Diploma of Management (learning)	AUD\$15,000	AUD\$250	AUD\$750	AUD 15,000

### Please Note:

Penfold College does not guarantee that:

- A learner/student will successfully complete a training product on its scope of registration; OR
- A training product can be completed in a manner which does not meet the requirements of Clause 1.1 and 1.2 of Standards of Registered Training Organisation 2015; OR
- A learner/student will obtain a particular employment outcome where this is outside the control of the Penfold College.





## Get in touch

 Level 3, 123 Lonsdale Street, Melbourne VIC 3000

 [admin@penfold.edu.au](mailto:admin@penfold.edu.au)

 +61 390 418 668



**PENFOLD**  
COLLEGE