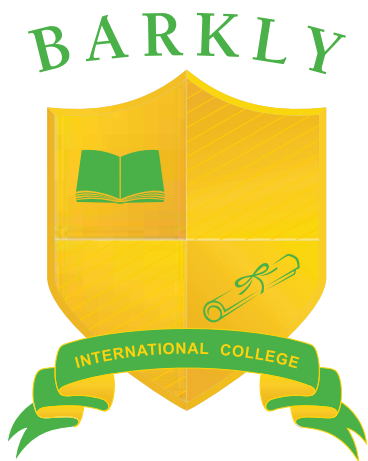


# INTERNATIONAL STUDENTS VOCATIONAL TRAINING (VET) COURSE PROSPECTUS



NATIONALLY RECOGNISED  
TRAINING

Barkly International College Pty Ltd T/A Barkly International College  
CRICOS NO: 03136D | RTO NO: 22238 | ABN: 22 132 320 195





# Welcome to Barkly International College!

Dear Students,

Welcome to Barkly International College! We are thrilled to have you join our vibrant and diverse community of learners. As you embark on this exciting journey of education and personal growth, we want you to know that we are here to support you every step of the way.

At Barkly, we pride ourselves on offering a high-quality education that not only equips you with the skills and knowledge needed for your chosen career but also fosters a lifelong love of learning. Our dedicated faculty and staff are committed to providing a nurturing and stimulating environment where you can thrive academically and personally.

Here are a few things to look forward to:

- **World-Class Education:** Our programs are designed to meet industry standards and prepare you for success in your chosen field.
- **Supportive Community:** From academic advisors to student services, we have a range of resources to help you achieve your goals.
- **Extracurricular Activities:** Get involved in clubs, workshops, and events to enrich your college experience and build lasting friendships.
- **Career Development:** Take advantage of our career services to explore job opportunities, internships, and professional development workshops.

We encourage you to make the most of your time here by actively participating in classes, engaging with your peers, and seeking out new experiences. Remember, your journey at Barkly is what you make of it, and we are confident that you will achieve great things.

If you have any questions or need assistance, please do not hesitate to reach out to our support teams. We are here to help you succeed.

Once again, welcome to Barkly International College. We look forward to seeing you flourish and achieve your dreams.

Warm regards,

Evelin Cruz

*Evelin Cruz*

# ABOUT US

Barkly International College (BIC) is an English language and Vocational Education and Training (VET) Registered Training Organisation based in the heart of Melbourne.

Our campuses are equipped with modern-style classrooms, library resources, student recreational areas, including kitchen facilities, and computer labs with free access to the internet and email. In addition to our prime location, BIC regularly organises extracurricular activities outside of class, giving students the opportunity to discover some of Australia's most beautiful places. All activities are run by BIC staff members who ensure an English-speaking environment at all times.

Other activities include Conversation Club, Movie Club, Job Club, and group sporting activities. The atmosphere at BIC is very student-friendly, with teachers and administration staff always happy to help you with any problems you may face, working diligently to make you feel at home and part of the BIC family!





# COLLEGE CONTACT DETAILS

## City Campus (Head Office)

### Street Address

Level 1, 377 Lonsdale Street,  
Melbourne, Victoria 3000

### Postal Address

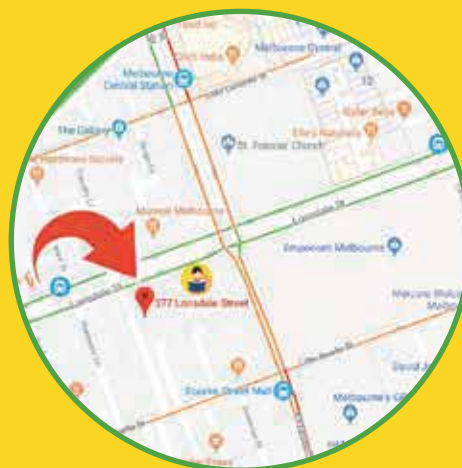
Level 1, 377 Lonsdale Street,  
Melbourne, Victoria 3000

### Contact Number

(03) 9600 2996

### Email

[info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au)



## North Melbourne Campus & Automotive Workshop

### Street Address

49 Henderson Street, North  
Melbourne, Victoria 3051

### Postal Address

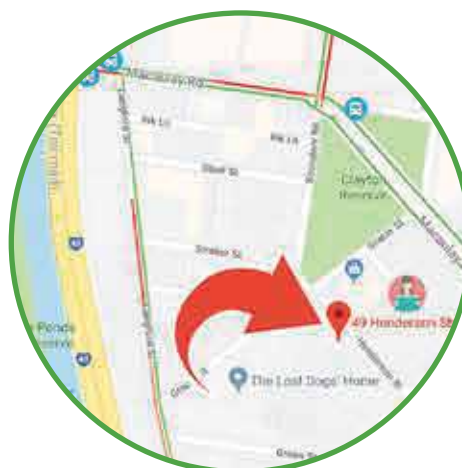
49 Henderson Street, North  
Melbourne, Victoria 3051

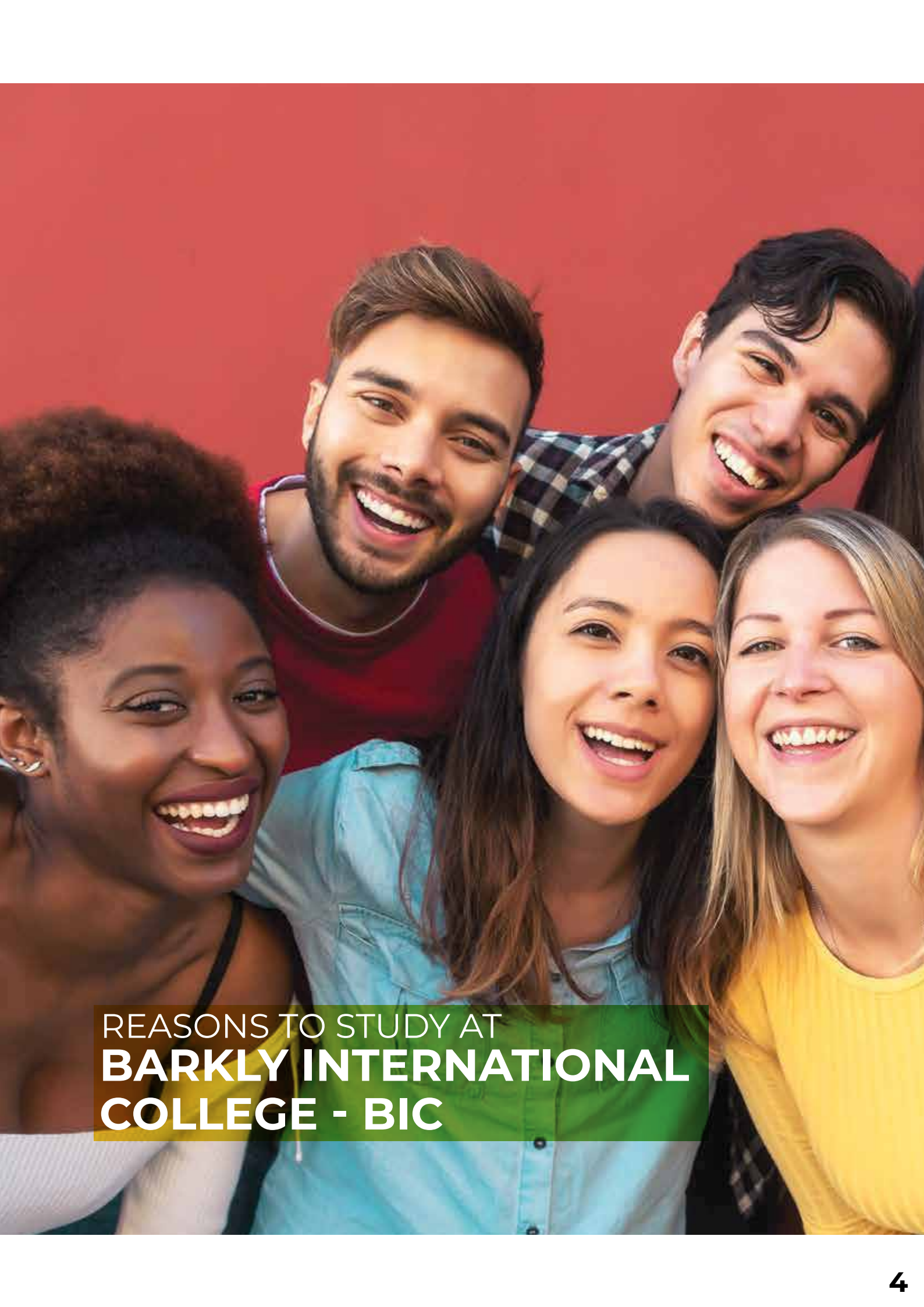
### Contact Number

(03) 9600 2996

### Email

[info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au)





REASONS TO STUDY AT  
**BARKLY INTERNATIONAL  
COLLEGE - BIC**

# Campus Details And Facilities

## Automotive Courses

### Automotive Workshop Adjoining a Modern Campus

An automotive workshop integrated into a modern campus provides an unparalleled learning experience for students. This facility is designed to offer hands-on training with the latest tools and technologies, ensuring students are well-prepared for careers in the automotive industry.

## Workshop Layout and Features

### Main Workshop Area

- **Spacious Work Bays:** Multiple work bays equipped with hydraulic lifts for vehicle maintenance and repair. Each bay is spacious enough to accommodate various vehicle types, from compact cars to larger trucks.
- **Tool Stations:** Each bay is equipped with tool stations containing essential tools such as wrenches, screwdrivers, and diagnostic equipment.
- **Diagnostic Equipment:** Advanced diagnostic tools and software for troubleshooting and repairing modern automotive systems.
- **Specialized Equipment:**
  - **Tire Changers and Balancers:** For tire maintenance and repair.
  - **Alignment Machines:** For precise wheel alignment services.
  - **Engine Hoists and Stands:** For engine removal and maintenance.
  - **Welding Stations:** Equipped with MIG and TIG welders for metal fabrication and repair.
- **Parts Storage:** Organized storage areas for spare parts and consumables, ensuring easy access and inventory management.
- **Safety Features:** Fire extinguishers, first aid kits, eye wash stations, and proper ventilation systems to ensure a safe working environment.

### Additional Facilities

- **Computer Lab:** 22 computers
- **Classrooms:** Seven large, modern classrooms equipped with smart boards, projectors, and comfortable seating. These classrooms are used for theoretical lessons, ensuring a balanced approach to

education.

- **Lunch Room:** A well-furnished lunch room provides a comfortable space for students to take breaks and enjoy their meals. It includes refrigerators, microwaves, coffee machines, and ample seating.
- **Student Recreation Room:** A dedicated space for relaxation and socializing, equipped with recreational facilities such as pool tables, gaming consoles, and comfortable seating areas. This room promotes a balanced lifestyle and fosters community among students.
- **Reception Area:** A welcoming reception area serves as the first point of contact for students and visitors. It includes a help desk for inquiries and administrative support.
- **Student Support Offices:** Three offices dedicated to student support services, including academic counseling, career advice, and personal support. These offices are staffed by trained professionals who assist students with various needs.

## Campus Integration

The automotive workshop is seamlessly integrated into the modern campus, creating a cohesive educational environment. The close proximity of the workshop to classrooms and other facilities encourages an interdisciplinary approach to learning.

## Technological Integration

- **Wi-Fi Connectivity:** High-speed Wi-Fi throughout the campus, including the workshop, allowing students to access online resources and digital textbooks.
- **Online Learning Platform:** An online portal where students can access lecture notes, submit assignments, and participate in forums. CDX

## Head Office and Business Course Campus

The head office campus is designed to serve as a central hub for academic, administrative, and student support activities. It combines modern facilities with a comfortable and supportive environment to foster learning, collaboration, and community.



# Facilities and Layout

## Large Reception Area

- **Welcome Desk:** A spacious reception area with a welcome desk staffed by friendly personnel ready to assist students, visitors, and staff.
- **Waiting Area:** Comfortable seating for visitors and students waiting for appointments or information.
- **Information Displays:** Digital screens providing real-time information about campus events, schedules, and announcements.

## Classrooms

- **Eight Classrooms:** Each classroom is designed to be modern and spacious, equipped with smart boards, projectors,
- **Flexible Layouts:** Furniture arrangements can be adjusted to suit different teaching methods, from traditional lectures to group activities.

## Student Library Area

- **Extensive Collection:** A well-stocked library with books, journals, and digital resources covering a wide range of subjects.
- **Study Spaces:** Individual study carrels, group study rooms, and quiet zones to cater to different study preferences.
- **Technology Access:** Computers, printers, and scanners available for student use.

## Computer Lab

- Computers with the latest software and high-speed internet access for research, assignments, and technical training.
- **Support Staff:** On-site IT support to assist with technical issues and provide guidance on software usage.

## Lunchroom

- **Dining Area:** A clean, well-maintained lunchroom with ample seating for students and staff.
- **Kitchenette:** Facilities including microwaves, refrigerators, and coffee machines for convenience.
- **Vending Machines:** Stocked with snacks and beverages for quick access.

## Vending Machine

- **Accessible Location:** Positioned in a

- central area for easy access to snacks and drinks during breaks.

## Boardroom

- **Meeting Space:** A large, well-equipped boardroom for administrative meetings, presentations, and seminars.
- **Technology:** Audio-visual equipment, conference calling facilities, and a large meeting table.

## Student Support Room

- **Dedicated Services:** A private space where students can receive academic advising, counseling, and career services.
- **Confidential Environment:** Ensures privacy and comfort for discussing personal and academic concerns.

## Prayer Room

- **Inclusive Space:** A quiet, respectful environment for students and staff of all faiths to pray and meditate.
- **Comfortable Facilities:** Includes prayer mats, seating, and storage for religious texts and items.

## Offices

- **Administrative Offices:** Three offices designated for administrative staff and faculty, providing a private space for work and meetings.
- **Functionality:** Each office is equipped with desks, computers, filing cabinets, and other necessary office supplies.

## Sitting Areas

- **Relaxation Zones:** Three sitting areas furnished with comfortable chairs and couches, creating a relaxing atmosphere for students to socialize and unwind.
- **Strategic Locations:** Positioned in key areas around the campus to provide convenient spots for rest and informal meetings.

## Additional Features

### Technology Integration

- **Wi-Fi Coverage:** High-speed internet access throughout the campus, ensuring connectivity for all students and staff.
- **Digital Resources:** Online portals for accessing lecture notes, submitting assignments, and participating in forums.

## Enrolment

All applicants must apply via the BIC website at <https://www.barklycollege.vic.edu.au/online-application-enrolment-form/> Enrolment into some of BIC's courses are subject to meeting prerequisite qualifications and conditions. Specific details of the prerequisites for each training course are available in the individual course documentation provided prior to enrolment. All course information can be found on our website [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) or in the Student Prospectus.

## ENTRY REQUIREMENTS

### Minimum age requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## English Language Entry Requirements for International Students

International students applying for course with BIC, whether off-shore or on-shore, must meet the following criteria:

### • English Language Proficiency

#### i) IELTS Requirements:

- A minimum IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course.

**Note:** IELTS results older than two years are not acceptable.

### OR

#### ii) Study in English-Speaking Countries:

- Evidence that the applicant has studied in English for at least two years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, or United States.

### OR

#### iii) Completion of Prior Education in Australia:

Evidence that, within two years of their signed written agreement date\*\*, the applicant has successfully completed in Australia a foundation course, a Secondary Certificate of Education, or evidence of having studied a substantial part of a Certificate IV or higher-level qualification from the Australian Qualifications Framework.

## INTAKES

- 15th of every month for Automotive
- 1st for every month for Marketing & Business  
Monday every week for ELICOS

## Unique Student Identifier (USI)

The Unique Student Identifier (USI) is a national government initiative introduced on 1st January 2015 for all students. Your USI account will contain all your nationally recognised training records and results completed from this date onwards. This system assists in verifying your training records when starting employment or enrolling in new training programs. All students are required to provide BIC with a verified USI before any certification can be issued. For more information on the USI and how it impacts you, please visit the USI website at <https://www.usi.gov.au/>

## PRE TRAINING REVIEW FORM (PTR)

Prior to making an offer, BIC will review the applicant's current competencies, English proficiency, support needs, and oral communication skills to determine the most suitable course aligns with their desired outcomes. This conducted by students completing a PTR form at the application stage.



## Enrolment and Visa Application Process

After you have successfully completed the application and enrolment process, you will be issued with a Confirmation of Enrolment (CoE). Once you have this, you can apply to the Department of Home Affairs for a student visa. You may choose to use a Registered Migration Agent or complete the application yourself. More information about how to apply for a visa can be accessed here: Department of Home Affairs - Visa Finder <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>.

## Visa Conditions

Once your visa is granted, it is crucial to adhere to its conditions. Failure to do so may result in being sent home, preventing you from completing your course. Some of the conditions include, but are not limited to:

- **Meet Course Requirements:** You must remain enrolled in a registered course and maintain satisfactory course progress and attendance for each study period as required by your education provider.
- **Gap between courses:** Generally course gaps should not be more than 2 months. A course gap can be more than 2 months if:
  - it is the end of the academic year study break
  - you are affected by education provider default
  - you have completed your course and you are applying for a new visa
- **Work Limitations:** You cannot work more than 48 hours per fortnight when your course of study or training is in session.
- **Health Insurance:** You must have adequate health cover while in Australia. This is done by purchasing Overseas Student Health Cover (OSHC). Offshore students must not arrive in Australia before their health insurance begins and onshore students must maintain their (OSHC) for the duration of their stay in Australia otherwise they will be in breach of their Visa Conditions. You can find out more about OSHC requirements and how to purchase on the following links;
  - <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health/adequate-health-insurance>
  - <https://www.studyaustralia.gov.au/en/plan-your-move/overseas-student-health-cover-oshc>
  - <https://www.health.gov.au/resources/publications/overseas-student-health-cover-oshc-fact-sheet?language=en>
- **Inform provider of address:** if your residential address changes you must let your education provider know within 7 days after the change
  - Notify your current education provider that you have changed your education provider within 7 days of receiving:
    - a confirmation of enrolment from your new education provider, or
    - evidence you have been enrolled by the new education provider.
- **Limited study change:** You must not change your course, thesis, or research topic without approval from your education provider and the Department of Home Affairs.

## VISA REQUIREMENTS

The Department of Home Affairs publishes a full list of mandatory and discretionary student visa requirements at

- <http://www.immi.gov.au/students/visa-conditions-students.htm>
- <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> (for subclass 500)
- <https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool> (document checklist)

## LANGUAGE LITERACY AND NUMERACY (LLN)

- All applicants must possess sound learning, reading, writing, and numeracy skills, as these are essential for completing course-related work.
  - All students shall undertake a 'Pre-training Review' to ensure that individual needs can be identified and to confirm their chosen course of study is suitable and to identify any possible strategies to assist the student where there are any identified learning needs. This pre-training review includes a pre-training review interview and an online LLN quiz. These will be undertaken at the RTO premises once the student is located in Australia and prior to the course commencement (most commonly at student orientation unless otherwise organised)
  - This process identifies any specific learning requirements of the individual student so that the RTO can provide support mechanisms to assist the student achieve a successful outcome. As all students have an entry requirement of IELTS 6.0 it is assumed that students have an appropriate LLN level. However, the RTO will require students to undertake an online LLN quiz and achieve a LLN ASCF level of 4 in all 5 core skills (Learning; Reading; Writing; Oral Communication (listening); and Numeracy). Barkly International College will conduct a pre-training interview and a LLN test to identify any possible strategies to assist the student where there are any identified learning needs. This pre-training review will occur prior to commencement and will be undertaken on campus in a supervised environment.
- 
- Students who can achieve an ACSF level 4 across all core skills will be able to commence the program without any direct additional support mechanisms.
  - Students who achieve an ACSF level 3 in any of the core skills will be accepted into the course of study, however they will be required to have an individual 'LLN support plan' in place to identify strategies in place to assist and support the student through their learning journey. (please see 'Meeting Individual Needs Policy' for information on the process of the support plan)
  - Students who achieve an ACSF level 2 or lower in any of the core skills do not have the required skills to successfully obtain the qualification applied for and will be referred to explore other training pathways. This may include alternative course enrolment at a lower AQF level, enrolment in ELICOS courses, or another alternative. This guidance will be provided by the Training Manager and the student enrolment status will be updated accordingly by student administration.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL is assessed at application stage, but you may still apply after enrolling if you believe you may be eligible.

RPL means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

You can use a variety of documentation to apply for RPL. This includes, but is not limited to:

- records of completed training
- assessment items
- assessment records
- declarations from a student's employer

Your BIC assessor will evaluate the evidence to decide if further training or assessment is required.

If RPL is granted with one or more credits, your course duration will be reduced and course fee adjusted accordingly.

Applicants are encouraged to apply for RPL if they consider there may be eligible or discuss further with BIC.

RPL Assessment costs \$250 per unit you are wanting to have assessed. This cost is in accordance with our Fees and Charges Policy and Procedure available at [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Recognition of prior Learning Policy and Procedure

## Credit transfer (CT)

is assessed at application stage, but you may still apply after enrolling if you realise you have previously studied that unit possibly a superseded version.

Credit Transfer is recognition that you've previously completed a unit of your course through VET or higher education.

To receive a credit transfer for a unit you must provide formal evidence that you've previously completed the unit or a unit which matches in content and outcome. Formal evidence can be a qualification certificate or transcript, statement of attainment or your USI transcript. When credit is recognised, you don't need to repeat training or assessment for that unit reducing your course duration and your course fee will be adjusted



accordingly.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Credit of Prior Studies Policy and Procedure.

## Specific Course Requirements

### **AUR: Automotive Retail, Services and Repair Training Package Qualifications**

Applicants wishing to enrol in an automotive course should be aware that some tasks may involve heavy lifting. This physical requirement is an integral part of the training and work in the automotive industry. It includes:

- Lifting and Moving Parts: Handling heavy vehicle parts, such as tires, engines, and other components, which often need to be lifted and maneuvered.
- Operating Equipment: Using tools and machinery that may require physical strength and the ability to move and position heavy equipment.
- Workshop Activities: Performing various tasks in a workshop setting, which may involve lifting, carrying, and positioning materials and parts.
- Basic Computer skills: Use search engines such as Google, emails, MS word.

### **BSB (Business Services Training Package) Qualifications**

Applicants wishing to enrol in any course within the BSB (Business Services Training Package) need to have proficiency in Microsoft Office skills due to the essential role these applications play in various business functions. Key skills required include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

We collect and assess all this pre- enrolment information to ensure you are enrolled in the most suitable course for your needs. This thorough process helps us determine the correct course duration and accurately calculate the course fees, ensuring your satisfaction and success.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Enrolment Kit

# BUSINESS COURSES

Business qualifications reflect the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

**BSB40120**

## CERTIFICATE IV IN BUSINESS (BUSINESS ADMINISTRATION)

**CRICOS Code - 104922D**

### Qualification Description

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. Proficiency in Microsoft Word is a requirement.

### Qualification Entry Requirements

Nil

### Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

### Course Duration

38 Weeks

Tuition Hours-640 , Holiday Hour- 120

### Course Intake

1st of every month

### Campus

Level 1, 377 Lonsdale Street, Melbourne, 3000

### Delivery Mode

Face to face Full -time

## Specific Course Requirements

### BSB (Business Services Training Package) Qualifications

Applicants wishing to enrol in any course within the BSB (Business Services Training Package) need to have proficiency in Microsoft Office skills due to the essential role these applications play in various business functions. Key skills required include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

We collect and assess all this pre- enrolment information to ensure you are enrolled in the most suitable course for your needs. This thorough process helps us determine the correct course duration and accurately calculate the course fees, ensuring your satisfaction and success.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Enrolment Kit

### Timetable

20 hours per week scheduled in block of 3 days  
Monday to Friday

### Tuition Fee(AUD)

7,400.00

### Material Fee(AUD)

300.00

## COURSE INFORMATION

Unit Code	Unit Title	Core/ Elective
BSBCRT411	Apply critical thinking to work practices	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBTWK401	Build and maintain business relationships	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBPEF402	Develop personal work priorities	Elective
BSBINS402	Coordinate workplace information systems	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective
BSBTEC403	Apply digital solutions to work processes	Elective
BSBPMG430	Undertake project work	Elective

BSB50120

# DIPLOMA OF BUSINESS (LEADERSHIP)

CRICOS Code - 104923C

## Qualification Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities. Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Proficiency in Microsoft Word is a requirement.

## Qualification Entry Requirements

Nil

## Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## Course Duration

67 Weeks

Tuition Hours-1220, Holiday Hour- 120

## Course Intake

1st of every month



## Campus

Level 1, 377 Lonsdale Street, Melbourne, 3000

## Delivery Mode

Face to face Full -time

## Timetable

20 hours per week scheduled in block of 3 days  
Monday to Friday

## Tuition Fee(AUD)

10,000.00

## Material Fee(AUD)

600.00

## COURSE INFORMATION

Unit Code	Unit Title	Core/ Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXC501	Lead communication in the workplace	Core
BSBOPS502	Manage business operational plans	Elective
BSBLDR522	Manage people performance	Elective
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBTWK502	Manage team effectiveness	Elective
BSBHRM525	Manage recruitment and Onboarding	Elective
BSBPEF501	Manage Personal and Professional Development	Elective
BSBOPS504	Manage Business Risk	Elective

## Specific Course Requirements

### BSB (Business Services Training Package) Qualifications

Applicants wishing to enrol in any course within the BSB (Business Services Training Package) need to have proficiency in Microsoft Office skills due to the essential role these applications play in various business functions. Key skills required include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

We collect and assess all this pre- enrolment information to ensure you are enrolled in the most suitable course for your needs. This thorough process helps us determine the correct course duration and accurately calculate the course fees, ensuring your satisfaction and success.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Enrolment Kit



# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Code - 105675F

## Qualification Description

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

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

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

## Qualification Entry Requirements

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. Proficiency in Microsoft Word is a requirement.

## Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## Course Duration

60 Weeks

Tuition Hours-1040, Holiday Hour- 160

## Course Intake

1st of every month

## Specific Course Requirements

### BSB (Business Services Training Package) Qualifications

Applicants wishing to enrol in any course within the BSB (Business Services Training Package) need to have proficiency in Microsoft Office skills due to the essential role these applications play in various business functions. Key skills required include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

We collect and assess all this pre- enrolment information to ensure you are enrolled in the most suitable course for your needs. This thorough process helps us determine the correct course duration and accurately calculate the course fees, ensuring your satisfaction and success.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Enrolment Kit

## Campus

Level 1, 377 Lonsdale Street, Melbourne, 3000

## Delivery Mode

Face to face Full -time

## Timetable

20 hours per week scheduled in block of 3 days  
Monday to Friday

## Tuition Fee(AUD)

10,000.00

## Material Fee(AUD)

600.00

## COURSE INFORMATION

Unit Code	Unit Title	Core/ Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBOPS601	Develop and implement business plans	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBCMM511	Communicate with influence	Elective
BSBSTR602	Develop organisational strategies	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBSUS601	Lead corporate social responsibility	Elective



# GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS Code - 104924B

## Qualification Description

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director. Proficiency in Microsoft Word is a requirement.

## Qualification Entry Requirements

Nil

## Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## Course Duration

66 Weeks

Tuition Hours-1200, Holiday Hour- 120

## Course Intake

1st of every month

## Campus

Level 1, 377 Lonsdale Street, Melbourne, 3000

## Delivery Mode

Face to face Full -time

## Timetable

20 hours per week scheduled in block of 3 days  
Monday to Friday

## Tuition Fee(AUD)

12,900.00

## Material Fee(AUD)

600.00

## COURSE INFORMATION

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

## Specific Course Requirements

### BSB (Business Services Training Package) Qualifications

Applicants wishing to enrol in any course within the BSB (Business Services Training Package) need to have proficiency in Microsoft Office skills due to the essential role these applications play in various business functions. Key skills required include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

We collect and assess all this pre- enrolment information to ensure you are enrolled in the most suitable course for your needs. This thorough process helps us determine the correct course duration and accurately calculate the course fees, ensuring your satisfaction and success.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Enrolment Kit



BSB40820

# CERTIFICATE IV IN MARKETING & COMMUNICATION

CRICOS Code - 105672J

## Qualification Description

This qualification reflects the role of individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties. Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. Proficiency in Microsoft Word is a requirement.

## Qualification Entry Requirements

Nil

## Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## Course Duration

39 Weeks

Tuition Hours-660, Holiday Hour- 120

## Course Intake

1st of every month

## Campus

Level 1, 377 Lonsdale Street, Melbourne, 3000

## Delivery Mode

Face to face Full-time

## Timetable

20 hours per week scheduled in block of 3 days Monday to Sunday

## Tuition Fee(AUD)

7,500.00

## Material Fee(AUD)

300.00

## COURSE INFORMATION

Unit Code	Unit Title	Core/ Elective
BSBCRT412	Articulate, present and debate ideas	Core
BSBWRT411	Write complex documents	Core
BSBCMM411	Make presentations	Core
BSBMKG435	Analyse consumer behaviour	Core
BSBMKG439	Develop and apply knowledge of communications industry	Core
BSBMKG433	Undertake marketing activities	Core
BSBCRT411	Apply critical thinking to work practices	Elective
BSBXTW401	Lead and facilitate a team	Elective
BSBMKG440	Apply marketing communication across a convergent industry	Elective
BSBTEC303	Create electronic presentations	Elective
BSBMKG434	Promote products and services	Elective
BSBSTR401	Promote innovation in team environments	Elective

## Specific Course Requirements

### BSB (Business Services Training Package) Qualifications

Applicants wishing to enrol in any course within the BSB (Business Services Training Package) need to have proficiency in Microsoft Office skills due to the essential role these applications play in various business functions. Key skills required include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

We collect and assess all this pre- enrolment information to ensure you are enrolled in the most suitable course for your needs. This thorough process helps us determine the correct course duration and accurately calculate the course fees, ensuring your satisfaction and success.

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# DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS Code - 105673H

## Qualification Description

This qualification reflects the role of individuals who use a sound theoretical knowledge base in marketing and communication and who demonstrate a range of skills to ensure that functions are effectively conducted in an organisation or business area.

Typically, the individuals would have responsibility for the work of other staff and lead teams.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

## Qualification Entry Requirements

Entry to this qualification is limited to those who:  
Have completed BSB42415 Certificate IV in Marketing and Communication

**or**  
Have completed the following units (or equivalent competencies): BSBCEM411 Make presentations; BSBCEM412 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. Proficiency in Microsoft Word is a requirement.

## Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## Course Duration

52 Weeks

Tuition Hours-920, Holiday Hour- 120

## Course Intake

1st of every month

## Specific Course Requirements

### BSB (Business Services Training Package) Qualifications

Applicants wishing to enrol in any course within the BSB (Business Services Training Package) need to have proficiency in Microsoft Office skills due to the essential role these applications play in various business functions. Key skills required include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

We collect and assess all this pre-enrolment information to ensure you are enrolled in the most suitable course for your needs. This thorough process helps us determine the correct course duration and accurately calculate the course fees, ensuring your satisfaction and success.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Enrolment Kit

## Campus

Level 1, 377 Lonsdale Street, Melbourne, 3000

## Delivery Mode

Face to face Full-time

## Timetable

20 hours per week scheduled in block of 3 days  
Monday to Sunday

## Tuition Fee(AUD)

8,900.00

## Material Fee(AUD)

600.00

## COURSE INFORMATION

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

# ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS Code - 105674G

## Qualification Description

This qualification reflects the role of individuals who provide leadership and support strategic direction in the marketing and communications activities of an organisation. Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically, they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties.

## Qualification Entry Requirements

Entry to this qualification is limited to those who:

Have completed BSB52415 Diploma of Marketing and Communication

**or**

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. Proficiency in Microsoft Word is a requirement.

## Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## Course Duration

61 Weeks

Tuition Hours-1060, Holiday Hour- 160

## Course Intake

1st of every month

## Specific Course Requirements

### BSB (Business Services Training Package) Qualifications

Applicants wishing to enrol in any course within the BSB (Business Services Training Package) need to have proficiency in Microsoft Office skills due to the essential role these applications play in various business functions. Key skills required include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

We collect and assess all this pre- enrolment information to ensure you are enrolled in the most suitable course for your needs. This thorough process helps us determine the correct course duration and accurately calculate the course fees, ensuring your satisfaction and success.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Enrolment Kit

## Campus

Level 1, 377 Lonsdale Street, Melbourne, 3000

## Delivery Mode

Face to face Full -time

## Timetable

20 hours per week scheduled in block of 3 days  
Monday to Sunday

## Tuition Fee(AUD)

10,000.00

## Material Fee(AUD)

600.00

## COURSE INFORMATION

Unit Code	Unit Title	Core/ Elective
BSBMKG621	Develop organisational marketing strategy	Core
BSBMKG622	Manage organisational marketing processes	Core
BSBMKG623	Develop marketing plans	Core
BSBTWK601	Develop and maintain strategic business networks	Core
BSBLDR601	Lead and manage organisational change	Elective
BSBOPS601	Develop and implement business plans	Elective
BSBINS601	Manage knowledge and information	Elective
BSBPMG634	Facilitate stakeholder engagement	Elective
BSBPMG636	Manage benefits	Elective
BSBMKG626	Develop advertising campaigns	Elective
BSBTEC601	Review organisational digital strategy	Elective
BSBMKG624	Manage market research	Elective



# AUTOMOTIVE COURSES



**AUR30620**

## CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY

**CRICOS Code - 103623A**

### Qualification Description

This qualification reflects the role of individuals who perform a broad range of tasks on a variety of light vehicles in the automotive retail, service and repair industry. No licensing, legislative or certification requirements apply to this qualification at the time of this publication. Applicants must be aware that heavy lifting may be required during the training and assessment of this course.

#### What you'll gain:

**Hands-On Training:** Gain practical experience in diagnosing, servicing, and repairing light vehicle mechanical systems under the guidance of industry-experienced Trainer and Assessors. **Industry-Relevant Curriculum:** Learn the latest industry standards, technologies, and techniques to stay ahead in the competitive automotive sector.

#### Why choose us:

Nationally recognised training and qualification. Flexible study options to suit your schedule. Career support and industry connections.

### Qualification Entry Requirements

Nil

### Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

### Course Duration

60 Weeks

Tuition Hours-1140, Holiday Hour- 60

### Course Intake

15th of every month

### Campus

49 Henderson Street, North Melbourne, VIC, 3051

### Delivery Mode

Face to face Full -time

### Timetable

20 hours per week scheduled in block of 3 days  
Monday to Sunday

### Tuition Fee(AUD)

12,200.00

### Material Fee(AUD)

600.00

## COURSE INFORMATION

Unit Code	Unit Title
AURASA102	Follow safe working practices in an automotive workplace
AURAEA002	Monitor environmental and sustainability best practice in an automotive workplace
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR125	Test, charge and replace batteries and jump-start vehicles
AURTTC103	Diagnose and repair cooling systems
AURVTA104	Inspect damaged vehicle systems and recommend repairs
AURTTFF101	Inspect and service petrol fuel systems
AURACA101	Respond to customer needs and inquiries in an automotive workplace

CORE UNITS



## COURSE INFORMATION

CORE UNITS

Unit Code	Unit Title
AURLTQ101	Diagnose and repair light vehicle final drive assemblies
AURETRI31	Diagnose and repair ignition systems
AURETRI23	Diagnose and repair spark ignition engine management systems
AURETRI29	Diagnose and repair charging systems
AURETRI30	Diagnose and repair starting systems
AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes
AURLTD104	Diagnose and repair light vehicle steering systems
AURLTD105	Diagnose and repair light vehicle suspension systems
AURLTE102	Diagnose and repair light vehicle engines
AURETRI12	Test and repair basic electrical circuits
AURTTJ012	Remove, inspect, and refit wheel hubs and associated brake components
AURLTX103	Diagnose and repair light vehicle clutch systems

## COURSE INFORMATION

ELECTIVE UNITS

Unit Code	Unit Title
AURLTX101	Diagnose and repair light vehicle manual transmissions
AURTE104	Inspect and service engines
AURETRI43	Diagnose and repair electronic body management systems
AURETRI44	Diagnose and repair integrated engine and transmission management systems

## Specific Course Requirements

### AUR: Automotive Retail, Services and Repair Training Package Qualifications

Applicants wishing to enrol in an automotive course should be aware that some tasks may involve heavy lifting. This physical requirement is an integral part of the training and work in the automotive industry. It includes:

- Lifting and Moving Parts: Handling heavy vehicle parts, such as tires, engines, and other components, which often need to be lifted and maneuvered.
- Operating Equipment: Using tools and machinery that may require physical strength and the ability to move and position heavy equipment.
- Workshop Activities: Performing various tasks in a workshop setting, which may involve lifting, carrying, and positioning materials and parts.
- Basic Computer skills: Use search engines such as Google, emails, MS word.

## COURSE INFORMATION

ELECTIVE UNITS

Unit Code	Unit Title
AURTTA104	Carry out servicing operations
AURTTB101	Inspect and service braking systems
AURLTQ102	Diagnose and repair light vehicle drive shafts
AURAMA003	Conduct information sessions in an automotive workplace
AURAQA002	Inspect technical quality of work in an automotive workplace
AURSCA101	Select and supply automotive parts and products
AURTTA017	Carry out vehicle safety inspections
AURETR006	Solder electrical wiring and circuits
AURTTA118	Develop and carry out diagnostic test strategies
AURLTZ101	Diagnose and repair light vehicle emission control systems
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems
AURLTX102	Diagnose and repair light vehicle automatic transmissions





# CERTIFICATE IV IN AUTOMOTIVE MECHANICAL DIAGNOSIS

CRICOS Code - 091668B

## Qualification Description

This training program is designed to equip you with the advanced skills and knowledge needed to excel in the dynamic world of automotive mechanical diagnosis. Applicants must be aware that heavy lifting may be required during the training and assessment of this course.

### What you'll gain:

In-depth understanding of automotive systems and components  
Advanced diagnostic techniques for identifying and resolving complex mechanical issues  
Practical skills in using state-of-the-art diagnostic equipment and technologies  
Expert guidance from industry professionals with real-world experience.

### Why choose us:

Nationally recognized training and qualification flexible study options to suit your schedule  
Career support and industry connections.

## Qualification Entry Requirements

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. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## Course Duration

34 Weeks

Tuition Hours-600, Holiday Hour- 80

## Course Intake

15th of every month

## Campus

49 Henderson Street, North Melbourne, VIC, 3051

## Delivery Mode

Face to face Full -time

## Timetable

20 hours per week scheduled in block of 3 days  
Monday to Sunday

## Tuition Fee(AUD)

7,400.00

## Material Fee(AUD)

500.00

## COURSE INFORMATION

Unit Code	Unit Title
AURETR137	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
AURTR101	Diagnose complex faults in engine management systems
AURLTE105	Diagnose complex faults in light vehicle diesel engines
AURLTX104	Diagnose complex faults in light vehicle automatic transmission and driveline systems
AURETR125	Test, charge and replace batteries and jump-start vehicles
AURTTTC103	Diagnose and repair cooling systems

## COURSE INFORMATION

Unit Code	Unit Title
AURTTAI21	Diagnose complex system faults

## Specific Course Requirements

### AUR: Automotive Retail, Services and Repair Training Package Qualifications

Applicants wishing to enrol in an automotive course should be aware that some tasks may involve heavy lifting. This physical requirement is an integral part of the training and work in the automotive industry. It includes:

- Lifting and Moving Parts: Handling heavy vehicle parts, such as tires, engines, and other components, which often need to be lifted and maneuvered.
- Operating Equipment: Using tools and machinery that may require physical strength and the ability to move and position heavy equipment.
- Workshop Activities: Performing various tasks in a workshop setting, which may involve lifting, carrying, and positioning materials and parts.
- Basic Computer skills: Use search engines such as Google, emails, MS word.



# DIPLOMA OF AUTOMOTIVE TECHNOLOGY

CRICOS Code - 102213E

## Qualification Description

Love everything cars, trucks, and other vehicles? This training program is designed to provide you with the skills and knowledge you need to excel in the automotive industry. By enrolling in our program, you will have the opportunity to:

Gain hands-on experience with the latest automotive technology and equipment. Learn from industry professionals who are passionate about sharing their knowledge and expertise. Develop a deep understanding of automotive systems, diagnostics, and repair techniques.

Enhance your employability and career prospects in a rapidly evolving industry. Whether you're just starting your career or looking to take the next step, our Diploma of Automotive Technology will equip you with the practical skills and theoretical knowledge to succeed towards an exciting and rewarding future in the automotive industry!

## Qualification Entry Requirements

Those undertaking the Diploma of Automotive Technology must have completed an automotive Certificate IV qualification in one of the following disciplines, or be able to demonstrate equivalent competency.

- AUR40216 Certificate IV in Automotive Mechanical Diagnosis
- AUR40816 Certificate IV in Automotive Mechanical Overhauling

No licensing, legislative or certification requirements apply to this qualification at the time of publication. Applicants must be aware that heavy lifting may be required during the training and assessment of this course.

## Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## Course Duration

36 Weeks

Tuition Hours-640, Holiday Hour- 80

## Course Intake

15th of every month

## Campus

49 Henderson Street, North Melbourne, VIC, 3051

## Delivery Mode

Face to face Full -time

## Timetable

20 hours per week scheduled in block of 3 days  
Monday to Sunday

## Tuition Fee(AUD)

7,500.00

## Material Fee(AUD)

500.00

## COURSE INFORMATION

Unit Code	Unit Title
AURAF007	Develop and Document specifications and procedures
AURAF0106	Conduct research and present technical reports
AURETA002	Analyse and evaluate electrical and electronic faults in body management systems
AURETE001	Analyse and evaluate electrical and electronic faults in engine management systems
AURETR034	Develop and apply electrical system modifications
AURLTB002	Analyse and evaluate faults in light vehicle braking systems
AURLTD007	Analyse and evaluate faults in light vehicle steering and suspension systems
AURLTQ003	Analyse and evaluate faults in light vehicle transmission and driveline systems
AURTNA001	Estimate and quote automotive vehicle or machinery modifications
AURTTA022	Develop and apply mechanical system modifications
AURATA005	Estimate and quote automotive mechanical and electrical repairs
AURAMA005	Manage complex customer issues in an automotive workplace

CORE UNITS

## Specific Course Requirements

### AUR: Automotive Retail, Services and Repair Training Package Qualifications

Applicants wishing to enrol in an automotive course should be aware that some tasks may involve heavy lifting. This physical requirement is an integral part of the training and work in the automotive industry. It includes:

- Lifting and Moving Parts: Handling heavy vehicle parts, such as tires, engines, and other components, which often need to be lifted and maneuvered.
- Operating Equipment: Using tools and machinery that may require physical strength and the ability to move and position heavy equipment.
- Workshop Activities: Performing various tasks in a workshop setting, which may involve lifting, carrying, and positioning materials and parts.
- Basic Computer skills: Use search engines such as Google, emails, MS word.

AUR31520

# CERTIFICATE III IN AUTOMOTIVE DIESEL ENGINE TECHNOLOGY

CRICOS Code - 112682D

## Qualification Description

Our comprehensive Certificate III program is designed to equip you with the hands-on skills and knowledge needed to excel in the world of automotive diesel engine technology. Applicants must be aware that heavy lifting may be required during the training and assessment of this course.

### What you'll gain:

In-depth understanding of diesel engines and their components  
Practical experience in diagnosing, servicing, and repairing diesel engines  
Proficiency in using specialist tools and equipment  
Knowledge of workplace safety practices and regulations  
Guidance from industry-experienced Trainer and Assessors

### Why choose us:

Nationally recognized training and qualification  
Flexible study options to suit your schedule  
Career support and industry connections

## Qualification Entry Requirements

Nil

## Entry Requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## Course Duration

60 Weeks

Tuition Hours-1140, Holiday Hour- 60

## Course Intake

15th of every month

## Campus

49 Henderson Street, North Melbourne, VIC, 3051

## Delivery Mode

Face to face Full -time

## Timetable

20 hours per week scheduled in block of 3 days  
Monday to Sunday

## Tuition Fee(AUD)

12,200.00

## Material Fee(AUD)

600.00

## COURSE INFORMATION

Unit Code	Unit Title
AURASA102	Follow safe working practices in an automotive workplace
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR125	Test, charge and replace batteries and jump-start vehicles
AURHTE102	Diagnose and repair heavy vehicle compression ignition engines
AURHTF102	Diagnose and repair heavy vehicle diesel fuel injection systems
AURTTA104	Carry out servicing operations
AURTTM008	Dismantle and evaluate engine blocks and sub-assemblies
AURTTM011	Recondition engine cylinder heads
AURTTM004	Assemble engine blocks and sub-assemblies
AURTTK001	Use and maintain measuring equipment in an automotive workplace
AURTTA118	Develop and carry out diagnostic test strategies
AURETR112	Test and repair basic electrical circuits
AURTTE104	Inspect and service engines

CORE UNITS





## COURSE INFORMATION

Unit Code	Unit Title
AURAF103	Communicate effectively in an automotive workplace
AURACA101	Respond to customer needs and inquiries in an automotive workplace
AURAMA001	Work effectively with others in an automotive workplace
AURHTZ101	Diagnose and repair heavy vehicle emission control systems
AURSCA101	Select and supply automotive parts and products
AURHTX104	Diagnose and repair heavy vehicle clutch systems
AURETR124	Diagnose and repair compression ignition engine management systems
AURETR128	Diagnose and repair instruments and warning systems
AURETR129	Diagnose and repair charging systems
AURETR130	Diagnose and repair starting systems
AURETR132	Diagnose and repair automotive electrical systems
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTF102	Inspect and service diesel fuel injection systems
AURTTF105	Diagnose and repair engine forced induction systems

ELECTIVE UNITS

## Specific Course Requirements

### AUR: Automotive Retail, Services and Repair Training Package Qualifications

Applicants wishing to enrol in an automotive course should be aware that some tasks may involve heavy lifting. This physical requirement is an integral part of the training and work in the automotive industry. It includes:

- Lifting and Moving Parts: Handling heavy vehicle parts, such as tires, engines, and other components, which often need to be lifted and maneuvered.
- Operating Equipment: Using tools and machinery that may require physical strength and the ability to move and position heavy equipment.
- Workshop Activities: Performing various tasks in a workshop setting, which may involve lifting, carrying, and positioning materials and parts.
- Basic Computer skills: Use search engines such as Google, emails, MS word.



*Cars are the sculptures of our everyday life.*



LIVING IN

# MELBOURNE





# WHY STUDY IN MELBOURNE

Melbourne is the capital of the State of Victoria. It is situated on the Yarra River and around Port Phillip Bay with its beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places that Australian space and natural resources allow.

Melbourne is a world-renowned cultural, artistic, financial and communications centre served by an international airport, a cargo and passenger seaport, and rail links to neighbouring States.

The Economist Intelligence Unit ranked Melbourne the world's most liveable city for seven consecutive years, from 2011 to 2017. Australia is also home to 6 of the 100 best universities in the world!

Melbourne is considered to be the shopping capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets.

One quarter of Melbourne's population was born overseas making it one of the world's most multicultural cities. There are now people from 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and over 2,300 elegant restaurants, bistros and cafes. Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.





The population is approximately 4 million. Melbourne is a sprawling city with suburbs extending up to 50km from the centre of the city.

The city centre is on the banks of the Yarra River. 5km from Port Phillip Bay.

The city centre features world class

- Department stores
- Historical architecture
- Theatres, galleries and arts centres

Melbourne is only a short distance from many beautiful beaches as well as the Victorian mountain regions. where skiing is popular during winter.

The city and surrounding suburbs are well serviced by a public transport network of buses, trains and trams.

A multicultural city enriched by 170 ethnic groups. Sometimes called the culinary capital of Australia, Melbourne has a vast array of restaurants, offering a variety of international cuisine.

Bustling Chinatown in the heart of the city serves up the finest of Asian cuisine and culture. Several other Melbourne streets are dedicated to Vietnamese, Japanese, Italian and Greek food- cuisine to suit every palate and many to suit a student's budget.





## CLIMATE

Melbourne enjoys a temperate climate with four distinct seasons in the year- spring, summer, winter and autumn. Below is a guide to the average daily temperatures.

<b>Spring</b> 	<b>September to November</b>	<b>12-22°C</b>
<b>Summer</b> 	<b>December to February</b>	<b>28-32°C</b>
<b>Autumn</b> 	<b>March to May</b>	<b>12-20°C</b>
<b>Winter</b> 	<b>June to August</b>	<b>12-20°C</b>

Melbourne does not have a specific wet season: it can rain at any time of the year.

## MULTICULTURALISM

More than 100 ethnic groups are represented in Australia, making Australia one of the most culturally diverse countries in the world.

Australia's dynamic multiculturalism can be attributed to its unique combination of Indigenous cultures, early European settlement and immigration from all parts of the world.

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campus and our communities. We take great care in looking after international students and helping them to adjust to the Australian way of life.

International students also gain great benefits from their education in Australia and make lifelong friendships.



## ACCOMMODATION

The following types of accommodation are available for international students:

### Student accommodation

A\$400 – A\$420 (Furnished)

### Share-house

A\$200 – A\$250

### Homestay

A\$400 – A\$420

## COST OF LIVING

Melbourne is a reasonably priced city providing good quality, affordable living and abundant accommodation. Students will need about A\$29,710 per year (excluding tuition) to cover living expenses. According to the Government Website, Study in Australia, Australia is a sophisticated, friendly and affordable country which enjoys one of the highest standards of living in the world. The average International student in Australia spends about A\$650 per week on accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone and incidental costs.

The cost of living depends a lot on the kind of accommodation a student chooses. A married student with dependents will need approximately an additional A\$7000 per year for each dependent.

The lifestyle in Australia is safe and friendly. Australians have a high standard of living. The climate is pleasant, there is plenty of food and the vast natural resources in Australia enable most people to live well.

This accommodation can be looked prior to arrival. Two weeks advance notice is required before you depart for Australia. Further details can be obtained from the International Student Welfare Officer.

Some useful internet sites for housing are:

- <https://www.student.com.au/melbourne>
- <https://www.youthcentral.vic.gov.au/housing/guide-student-accommodation#toc-how-do-i-find-student-accommodation>

## SCHOOL-AGED DEPENDENTS

There are requirements for compulsory school attendance for children or dependents of international students. In Victoria, it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools and religious schools

Fruits, vegetables and meat are available fresh and at reasonable prices. Clothing and personal effects are usually good quality and available at a wide variety of prices.



Below is a price table of typical daily items. This is only a guide. Remember that you can shop around for items such as clothing and shoes to find a cheaper source.

## FOOD

Milk	1 Litre	\$1.33
Bread	1 Loaf	\$2.58
Apples	1 Kg	\$4.03
Potatoes	1 Kg	\$3.45
Beefsteak	1 Kg	\$15.25
Eggs	1 Dozen	\$4.41
Cereal	1 Kg	\$4.27
Fruit Juice	2 Litres	\$4.31
Rice	1 Kg	\$3.02



## PERSONAL EFFECTS SERVICES

Shoes	1 Pair	\$70.00
Jeans	1 Pair	\$80.00
Toothpaste	140 G	\$3.65
Shampoo	500 ML	\$4.51
T-Shirt		\$20.00
Hairdresser		\$20.00 to \$40.00
Newspaper		\$2.00
Cinema Ticket		\$20.00
Public Transport		\$43 per week

## WORKING IN AUSTRALIA

DHA laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Once your course has commenced you are permitted to work a maximum of 48 hours of work a fortnight when your course is in session, and unlimited hours when your course is not in session. However, work is not always easy to find and under no circumstances can students rely solely on income earned in Australia to pay tuition fees. Students are not permitted to work if it interferes with their study.



## STUDENT INITIATED DEFERRAL OR SUSPENSION OF ENROLMENT

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the college using the student deferral, suspension or cancellation application form or in writing by email, fax or post. Full details and documentary evidence of the compassionate or compelling circumstances must be included with the application for it to be considered. If approved, the college will report your deferral of commencement or suspension of studies to DHA which may affect the status of your visa. If you require more information as to how this action may affect your visa status, please contact your local DHA office.

## COLLEGE INITIATED SUSPENSION OR CANCELLATION OF ENROLMENT

The college may decide to suspend or cancel a student's enrolment its own initiative as a response to breaching the student code of behavior through misbehavior, a poor academic record by the student. If the college is intending to initiate a suspension or cancellation of enrolment, a warning letter will be sent to the student's currently notified address and the student will have 20 working days from the date of the warning letter to complain or appeal against the college suspension or cancellation to DHA which may affect the status of your visa. If you require more information as to how this action may affect your visa status, please contact your local DHA office or phone the DHA helpline **131 881**

<https://www.barklycollege.vic.edu.au/wp-content/uploads/2023/07/Deferral-Suspension-or-Cancellation-of-Enrolment-1-1.pdf>

## STUDENT CANCELLATION OF ENROLMENT

Cancellation of enrolment will trigger the refund arrangements in the written Agreement between the College and the students. Students who cancel their enrolment and think they are due for a refund must also apply for a refund. Refund applications must be made in writing to the College Training Manager.

The student refund application form, available from the College, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refund will be made within 14 days of receipt of a written application and will include a statement explaining how the refund was calculated.

The College will report your cancellation of studies to DHA which may affect the status of your visa. If you require more information as to how this action may affect your visa status, please contact your local DHA office or phone the DHA helpline **131 881**

## COLLEGE DEFERRAL OF COMMENCEMENT

The College may also decide to defer the commencement of a course. If the College defers the commencement of a course. The provider default conditions in the written agreement between the College and the student will be triggered and the College will be obliged to repay all course money within 14 days of the date of deferral unless alternative arrangements can be made which are acceptable to students. If approved, the College will report its deferral of commencement to Department of Education which may affect the status of your visa. If you require more information as to how this action may affect your visa status, please contact your local DHA office or phone the DHA helpline **131 881**.



## HELPFUL CONTACTS

Fire, ambulance and police emergency	<b>Phone 000</b>
Translating and Interpreting Service	<b>Phone 131 450</b>
Life Line 24 hours Counselling Services	<b>Phone 131 114</b>
Life Resolutions (Counselling Services) ( <a href="http://www.liferesolutions.com.au/">http://www.liferesolutions.com.au/</a> )	<b>Phone 03 9380 4444</b>
Depression and anxiety support centre (Beyond blue)	<b>Phone 1300224636</b>
<b>DOCTOR</b>	
Royal Melbourne Hospital 300 Grattan St, Parkville, VIC 3050	<b>Phone 039342 7000</b>
Medical one 3, 23 QV Terrace, 292 Swanston St, Melbourne, VIC 3000	<b>Phone 03 8663 7000</b>
Melbourne Sexual Health Centre 580 Swanston St, Carlton VIC 3053	<b>Phone 03 9341 6200</b>
Swanston Street Medical Centre 3/255 Bourke St, Melbourne VIC 3000	<b>Phone 03 9205 7500</b>
QV Dental Level 3, Medical One, 23 QV Terrace 292 Swanston St, Melbourne VIC 3000	<b>Phone 03 9654 2755</b>
Dental On Flinders Suite 2, Level 5, 276 Flinders St, Melbourne VIC 3000	<b>Phone 03 9041 0049</b>
<b>COMMUNITY HEALTH CENTRE</b>	
The Centre: Connecting Community in North and West Melbourne Inc. 58 Errol St, North Melbourne VIC 3051	<b>Phone 03 9328 1126</b>
Collins Street Physio Melbourne Physiotherapist Level 4, 520 Collins St, Melbourne VIC 3000	<b>Phone 03 9629 4299</b>
<b>RELIGIOUS INSTITUTIONS</b>	
<b>The Anglican Diocese of Melbourne :</b> The Anglican Centre, 209 Flinders Lane, Melbourne VIC 3000	
<b>St Francis Catholic Church (Melbourne) :</b> 326 Lonsdale St, Melbourne VIC 3000	
<b>Mosque :</b> Islamic Council of Victoria 66-68 Jeffcott St, West Melbourne VIC 3003	
<b>Hindu :</b> Hindu Society of Victoria Shri Shiva Vishnu Temple 52 Boundary Rd, Carrum Downs VIC 3201	
<b>Buddhists :</b> 23 David St, Brunswick VIC 3056	



# IMPORTANT INFORMATION

## ESOS Act

<https://www.education.gov.au/esos-framework>

The Education Services for Students Act governs and regulates the delivery of education in Australia for overseas student studying in Australia on a student visa. The National Code sets forth nationally consistent standards that education providers must comply with regards to course delivery and the related laws protecting international students.

## Tuition Protection Service

Tuition Protection Service <https://www.education.gov.au/tps> The 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 another education provider or that they get a refund of their unspent tuition fees.

## Refunds and deferments

<https://www.barklycollege.vic.edu.au/wp-content/uploads/2023/07/Refund-Policy-and-Procedure.pdf>

## Tuition Fees

Please refer to the link below to the Course Flyer for more information:

<https://www.barklycollege.vic.edu.au/fees/>

## Other relevant Policies and Procedures

<https://www.barklycollege.vic.edu.au/forms-and-policies/>

# RELEVANT LEGISLATION

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

Occupational Health & Safety	<a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations">https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</a>
Equal Opportunity Act 2010	<a href="https://www.legislation.vic.gov.au/in-force/acts/equal-opportunity-act-2010/030">https://www.legislation.vic.gov.au/in-force/acts/equal-opportunity-act-2010/030</a>
Education Services for Overseas Students (ESOS) Framework	<a href="https://www.education.gov.au/esos-framework/esos-legislative-framework">https://www.education.gov.au/esos-framework/esos-legislative-framework</a>
Department of Home Affairs	<a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a>
Education and Training reform Act	<a href="https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/103">https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/103</a>
National VET Regulator (NVR)	<a href="https://www.asqa.gov.au/search?keys=national+vet+regulator">https://www.asqa.gov.au/search?keys=national+vet+regulator</a>

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

## ENROLMENT PROCESS

- All applications must submitted online via:  
<https://www.barklycollege.vic.edu.au/onlineapplication-enrolment-form/>
- Please follow the application process online.
- Attach all the required documents
- Photocopy of passport
- Highest education and relevant academic documents
- IELTS or equivalent
- English Proficiency (one only)
  - a) Pre-Intermediate level of English or above
  - b) IELTS 6.0 or above

**Wait for one of our staff members to contact you!**





**1<sup>ST</sup> JAN**

WEDNESDAY  
**NEW YEAR'S DAY**



**25<sup>TH</sup> APR**

FRIDAY  
**ANZAC DAY**



**27<sup>TH</sup> JAN**

MONDAY  
**AUSTRALIA DAY**



**9<sup>TH</sup> JUN**

MONDAY  
**KING'S BIRTHDAY**



**10<sup>TH</sup> MAR**

MONDAY  
**LABOUR DAY**



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FRIDAY  
**BEFORE AFL GRAND FINAL**



**18<sup>TH</sup> APR**

FRIDAY  
**GOOD FRIDAY**



**4<sup>TH</sup> NOV**

TUESDAY  
**MELBOURNE CUP'S DAY**



**19<sup>TH</sup> APR**

SATURDAY  
**BEFORE EASTER SUNDAY**



**25<sup>TH</sup> DEC**

THURSDAY  
**CHRISTMAS DAY**



**20<sup>TH</sup> APR**

SUNDAY  
**EASTER SUNDAY**



**26<sup>TH</sup> DEC**

FRIDAY  
**BOXING DAY**



**21<sup>ST</sup> APR**

MONDAY  
**EASTER MONDAY**

# VICTORIAN **PUBLIC HOLIDAYS 2025**



# EXCURSIONS

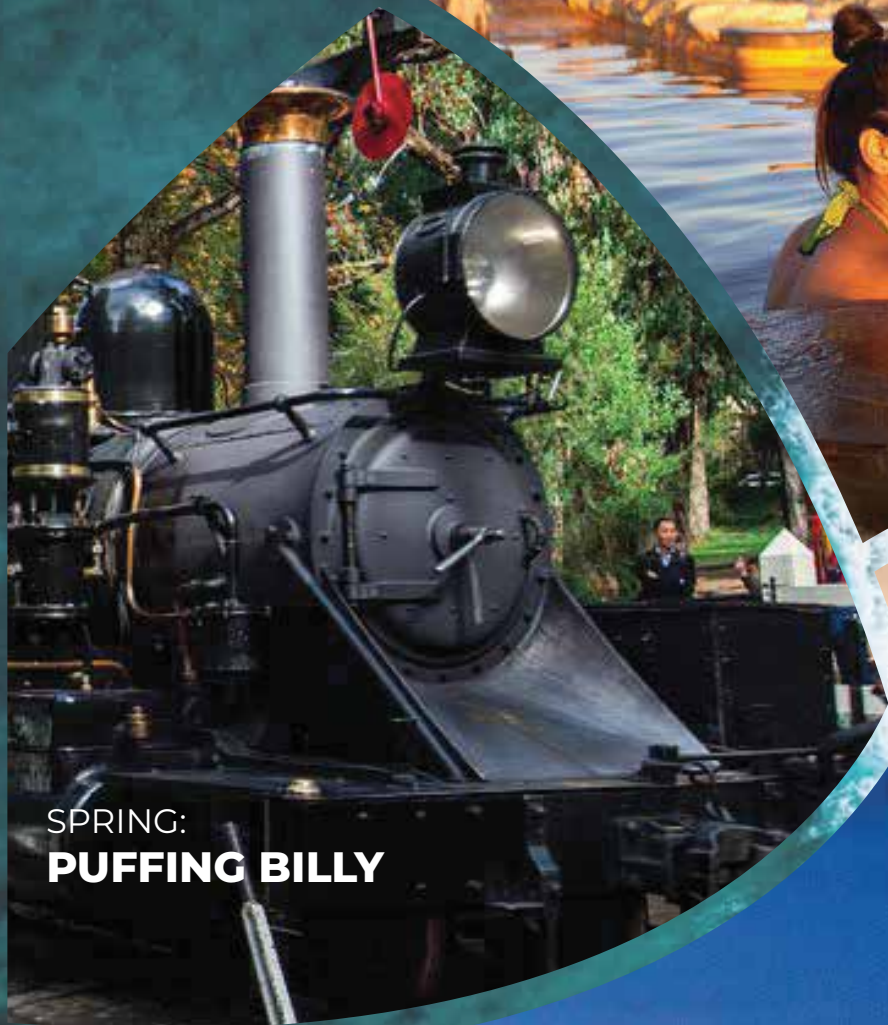
AUTUMN:  
**PENINSULA  
HOT SPRING**



SUMMER:  
**GREAT OCEAN  
ROAD**



SPRING:  
**PUFFING BILLY**



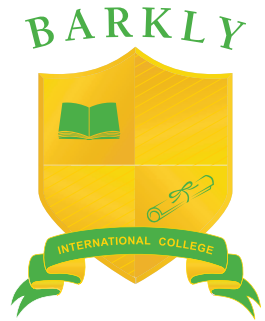
WINTER:  
**PHILIP ISLAND**











Choosing to study a VET course at Barkly International College is a decision you won't regret. We are dedicated to providing the best experience in your vocational education, offering comprehensive support, engaging learning materials, and a vibrant community. Our committed staff and diverse environment will ensure that your time with us is both enjoyable and productive. Regardless of the path you choose, we wish you the very best of luck in your future endeavors. Your success and happiness are our top priorities.

If you have any further information to discuss or additional questions, please feel free to contact us at [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au) or (03) 9600 2996. We are here to assist you in making the best decisions.

Warm regards,

The Barkly International College Team

