



BELIEVE
ACHIEVE
GROW

2026

INTERNATIONAL
STUDENTS GUIDE





AUSTRALIA MELBOURNE

- Eat and drink
- Art and culture
- Road Trips
- Nature wildlife
- History & heritage
- Parks & gardens
- Australian Open
- Melbourne Cup
- Formula 1 Australian Grand Prix
- Australian Motorcycle Grand Prix
- Australian International Airshow
- Festival of Sails



CONTENTS

Reasons to choose Danford College	03
Your Pathway To Excellence	05
Welcome to Danford College	06
Our vision	07
How to apply	08
The adventure begins	09
Cost of living in Melbourne	10
How we teach	11
A beautiful place to study	13
Civil Construction Design	15
Engineering Technology	17
Information Technology	19
Project Management	21
Post Graduate Programs	23
Pathway To Higher Education	25
Danford Higher Education	26
Student Services at Danford	27
Student Experience	28
Visa Requirements in Australia	29
Your obligations as a student	31
Entry Requirements	33
Bayside English College	36

6 REASONS TO CHOOSE DANFORD COLLEGE

A Danford College qualification is more than earning a Certificate, Diploma, Advanced Diploma, or a Postgraduate qualification. At Danford College, you can expect a quality education, a memorable experience, and outstanding support as you progress through your career.

We've outlined 6 reasons for you to choose Danford College:

1 WE ARE COMMITTED TO EXCELLENCE.

We want you to get the best out of your experience as a Danford College student in Melbourne. Our highly-qualified trainers establish an open and understanding learning environment. We also provide excellent resources and materials to assist you with your studies.

2 WE KNOW HOW TO SUPPORT YOU.

With over 19 years of experience, we are familiar with student's concerns as we have supported them throughout the years. It's not only about providing support, but also understanding the appropriate type of support a student needs. We also have our in-house Counsellor to assist you in the best possible way.

3 WE PROMISE A TAILORED EXPERIENCE.

At Danford College, we draw on more than 19 years of experience in international education, learning and development to ensure that all of our courses are highly focused on the requirements of the students studying with us.

Young people are digital citizens, raised with technology at their fingertips. Modern teaching strategies are embraced by us to enhance your engagement and provide you with an individualised approach to learning.

★ YOUR PATHWAY TO EXCELLENCE ★

4 WE OFFER A CLEAR PATHWAY TO HIGHER EDUCATION.

With Danford College's partnerships with Danford Higher Education and Melbourne Polytechnic, students can advance their studies. Qualifications completed at Danford College can be credited towards a Bachelor's degree in Accounting, Business, IT, or Hospitality Management at our partner institution.

5 WE OFFER WORLD-CLASS FACILITIES LOCATED IN ONE OF THE BEST CITIES.

As Danford College is located in Melbourne's CBD, you will enjoy learning in our high-tech facilities and modern classrooms and discovering life in one of the most student friendly, fun-filled, and multicultural cities in the world.

6 WE ARE A GLOBAL VILLAGE.

Danford College is proud of our multicultural staff and students. Connect with people from all over the world including from Argentina, Bangladesh, Bolivia, Brazil, Cambodia, Canada, Chile, China, Colombia, Denmark, Ecuador, Fiji, France, Germany, Greece, Hong Kong, India, Indonesia, Iran, Ireland, Italy, Reunion Island, Japan, Kenya, South Korea, Madagascar, Malaysia, Mauritius, Mexico, Mongolia, Myanmar, Nepal, Netherlands, Nigeria, North Macedonia, Pakistan, Peru, Philippines, Poland, Portugal, Russian Federation, Seychelles, Singapore, Spain, Sri Lanka, Taiwan, Thailand, Ukraine, United Kingdom, United States and America, Venezuela, Vietnam, Zimbabwe.



YOUR PATHWAY TO EXCELLENCE

AT DANFORD COLLEGE, YOU CAN EXPECT QUALITY EDUCATION, A MEMORABLE EXPERIENCE, AND OUTSTANDING SUPPORT AS YOU PROGRESS THROUGH YOUR CAREER.

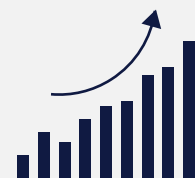
936
students

Well-rounded Support Services

We have a range of support programs and services at Danford College.

- ✓ Arrival and Orientation information
- ✓ Student of the month
- ✓ Events and Activities
- ✓ Health and wellbeing counsellors

Courses



17 Courses to get the skills you need to land a job that's in demand.

Industry experience

19
YEAR
ANNIVERSARY

Internship Programs



Global and safe Community



More than 41 countries

Campus



Level 9, 525
Flinders St

CBD
Melbourne, Australia

Pathways

LOOK AHEAD
ACCELERATE YOUR
PATHWAY TO HIGHER
EDUCATION



English College

- ✓ Cambridge Advanced Certificate in English Exam Preparation (CAE)
- ✓ Cambridge First Certificate English (FCE) Exam Preparation
- ✓ General English
- ✓ IELTS Preparation Exam



WELCOME TO DANFORD COLLEGE

Danford College has been offering high-quality education for over 19 years through our various programs. Since 2007, we have been committed to excellence, ensuring that students get the best out of their Danford College experience.

We are proud of our:



Experienced and professionally qualified staff



High-tech, modern classrooms in our campuses



Diverse and friendly environment with students from all over the world



Nationally recognised qualifications in:

- Banking
- Building & Construction
- Business
- Civil Construction Design
- Conveyancing
- Information Technology
- Interior Design
- Leadership & Management
- Practice Management
- Project Management
- Travel & Tourism
- Strategic Procurement



Students at Danford College can choose from several pathways to further their careers.

OUR PROMISE TO YOU IS THAT YOU WILL ENJOY YOUR EXPERIENCE AT DANFORD COLLEGE.





OUR VISION

Our Values

Danford College is committed to excellence in education. As a Registered Training Organisation (21979) and a CRICOS Provider (02996A), we are committed to creating greater educational value in our community. We are proud of our diverse staff and student body, and provide support and unique learning opportunities for students from around the world.

Our Mission

Danford College seeks the highest quality of education and greater educational links with industry. We work hard to continually improve our services, facilities and educational offerings. With qualified trainers

and world-class facilities, we work to attract smart, passionate students from around the world and help further their careers through education. A Danford College education is a pathway. We support students looking to advance their professional skills and knowledge, further their career, or progress to higher education.

Our Motto

BELIEVE, ACHIEVE, GROW.

At Danford College, our high standards are our strength. Our motto supports our belief that for every student, what you believe, you can achieve. When you realise your capabilities and put them into action, the faster you will grow.

HOW TO APPLY



If you would like to study at Danford College, you can apply online.

1. Application for Enrolment for International Students

Complete the Application for Enrolment for International Students on our website **Note:** 5MB maximum for attachment file size. **2.**

The 'Offer Letter': Review & Acceptance

- **Review:** We will review your Application. (If some further documents are required, Danford College may issue you 'Conditional Offer Letter'. If this is the case, the conditions will need to be met before we can issue you with a full Offer Letter).

- **Receive your Offer Letter via Zoho Sign:**

Once your application is approved, you will receive an email from us containing a link to view and digitally sign your Offer Letter using Zoho Sign. If you have applied to the

College through an Education Agent, your Agent will receive the link. Once your Agent has completed the required task, the link will be automatically emailed to you to finalise acceptance.

- **Read Your Offer Letter:** Your Offer Letter contains detailed information about your Offer, as well as the acceptance and enrolment process. It also includes information about student-related policies and procedures (including our Refund Policy).
- **Pay Your Fees:** Pay the course fees and submit evidence of the fee payment.
- **Confirmation of Enrolment (CoE):** Will be issued after payment is confirmed.



THE ADVENTURE BEGINS

Welcome to Australia

Melbourne has been consistently ranked as one of the most liveable cities in the world.

With Danford College as your starting point, you will easily find out what makes Melbourne such a great city to live in and why so many students choose Danford College.

Located right in the heart of Melbourne, Danford College is moments away from the city's attractions and cultural precincts.

With just a few steps or a short tram ride, you will find yourself in cafés that serve excellent coffee, bars with boutique beers, lush parks, or art galleries.

You can also simply walk around and get lost in Melbourne's inner laneways to discover street art and restaurants.

Spend time with friends and explore Melbourne's food and wine scene, which is known all over the world.

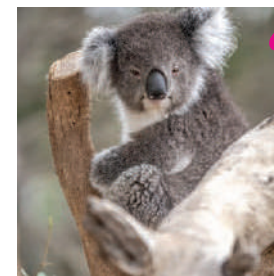
On weekends, have fun and learn at world class cultural festivals or events – there is at least one every week!

EXPLORE FURTHER



Great Ocean Road

Prepare to be awed by the majestic Twelve Apostles and scenic ocean drive. Try some surfing and hiking, too!



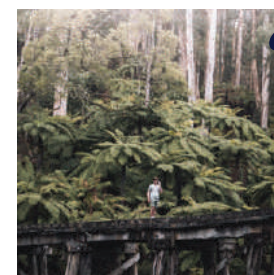
Phillip Island

Check out penguins and koalas in their natural habitats.



Yarra Valley

Sip some of the best wines straight from the wineries.



Dandenong Ranges

Enjoy the nature and wildlife to cute villages and fantastic food.



Mornington Peninsula

Perfect seaside escape from the CBD.



Grampians National Park

The road to the Grampians is more of an escape route dotted with surprises, marked by wonder.



Wilsons Promontory Park

Find native wildlife, such as wombats, emus, kangaroos, and many birds.

COST OF LIVING IN MELBOURNE



For international students, the cost of living in Australia typically ranges between AUD \$405 and AUD \$1,120 per week. This includes expenses like accommodation, food, entertainment, clothing, phone, internet, and transportation. Depending on the type of accommodation selected (e.g., homestay, rental, share house, etc.), a minimum of AUD \$29,710 per year (excluding tuition) is required to cover living expenses.

If you're bringing your family, you'll need to budget for additional living expenses. For a partner or spouse, you should allow at least AUD \$10,394 per year, while each dependent child requires at least AUD \$4,449 per year. If you have school-aged children, you may also need to budget an additional AUD \$13,502 per child per year for schooling, unless an exemption applies.

For further information please visit:
www.studyinaustralia.gov.au

Accommodation

Homestay	\$410 per week
Shared House	\$252 per week
One Bedroom Unit	\$477 per week
Managed apartments	\$414 per week

Other living expenses

Groceries and eating out	\$150 to \$300 per week
Heating, Gas & electricity	\$20 to \$30 per week
Phone & Internet	\$15 to \$30 per week
Public transport	\$30 to \$60 per week
Car (after purchase)	\$150 to \$260 per week
Entertainment	\$80 to \$150 per week

These are indicative weekly costs based on the Australian Government's Study Australia Cost of Living Calculator (last updated November 2023). Actual accommodation costs vary depending on the city, location, and type of accommodation chosen.

WE LOOK FORWARD TO MEETING YOU SOON!



#GRAMPIANS Find Space, Find Yourself

Whether you're looking for adventure or enlightenment, awaken your sense of adventure and experience life unleashed – The Grampians Way

HOW WE TEACH

Experienced & Friendly Trainers

Danford College trainers have wide industry experience and are highly qualified. They have been selected to support students in their learning.

Relevant Content & Resources

Course content is regularly reviewed to ensure that it is up-to-date and relevant to the needs of the industry. Students and staff have access to a range of high-quality, comprehensive, and informative resources. Our up-to-date course content is available to students on our digital platform: CANVAS®

Class Structure

All Danford courses are delivered entirely face-to-face* at our Melbourne CBD campus at Flinders Street, Melbourne.

Courses consist of classroom-based training (maximum of 26 students) in theory and practical sessions.

Students are expected to engage in the classroom by providing opinions, asking and answering questions, working in teams with fellow students, and delivering presentations.

* In the case of a pandemic all classes will be delivered online.

Digital Platforms

At Danford College, we provide our students with different digital platforms to support them throughout their journey with us.

CANVAS®, our student Learning Management System allows you to upload your assessments digitally. It facilitates the your educational journey as it contains all the learning & assessment materials as well as different features like posting an announcement, ZOOM collaborations, and assessment submission accessible from anywhere.

Turnitin® is another software package used at Danford College to facilitate the online assessment submission process. It checks the originality of student's assessments and the correctness of citation practices in student's work.

RTO Manager® is our user-friendly Student Management System, where students can check their timetable, course progress, pay tuition fees, assessment results and attendance.

Assessment

Students must demonstrate comprehension and learning through highly practical and interactive assessments. Formative and summative assessment tasks are necessary to obtain qualifications.

These include:

- Practice exercises that reinforce interpersonal skills;
- Simulated training activities;
- Knowledge assessments;
- Independent research projects; and
- Participation in simulated activities that closely reflect workplace processes.

Assessments are submitted through our online platform, CANVAS® and Turnitin®.

Study Term

For Certificates III, Diploma IV and Advanced Diploma levels and Postgraduate Courses, the term duration is 10 weeks. The total number of study terms every year will depend on the level and length of each course. For some Certificate IV Levels, there are two 10-week terms and one 12-week term, as outlined in the course details.

Credit Transfer

Students who have completed identical units with other training providers in Australia may apply for a Credit Transfer with a verified transcript, Award, or Statement of Attainment.

Upon being granted a Credit Transfer, students course duration will be adjusted accordingly. This could shorten the duration of your Confirmation of Enrolment (CoE) and may affect your Student Visa.

Unique Student Identifier (USI)

All Danford College students must hold a USI and provide it during enrolment. Without a USI, Danford College will not be able to issue a Certificate, Statement of Attainment, or Transcript for your completed course.

For more information, contact our Student Administration (+61 3 9642 1667) or visit www.usi.gov.au



Plagiarism

Danford College has a strict plagiarism policy. Any acts of plagiarism, collusion, or cheating will result in a written warning and require the student to repeat the unit, and incur any associated charges.

If a student is caught plagiarising, colluding, or cheating a second time after a written warning, he/she may be suspended or expelled from Danford College as per the College Plagiarism Policy.



#CONNECT
with Danford College

A BEAUTIFUL PLACE TO STUDY

With a view overlooking Melbourne's skyline, Danford College's light-filled and spacious campuses inspire learning.

Modern Facilities

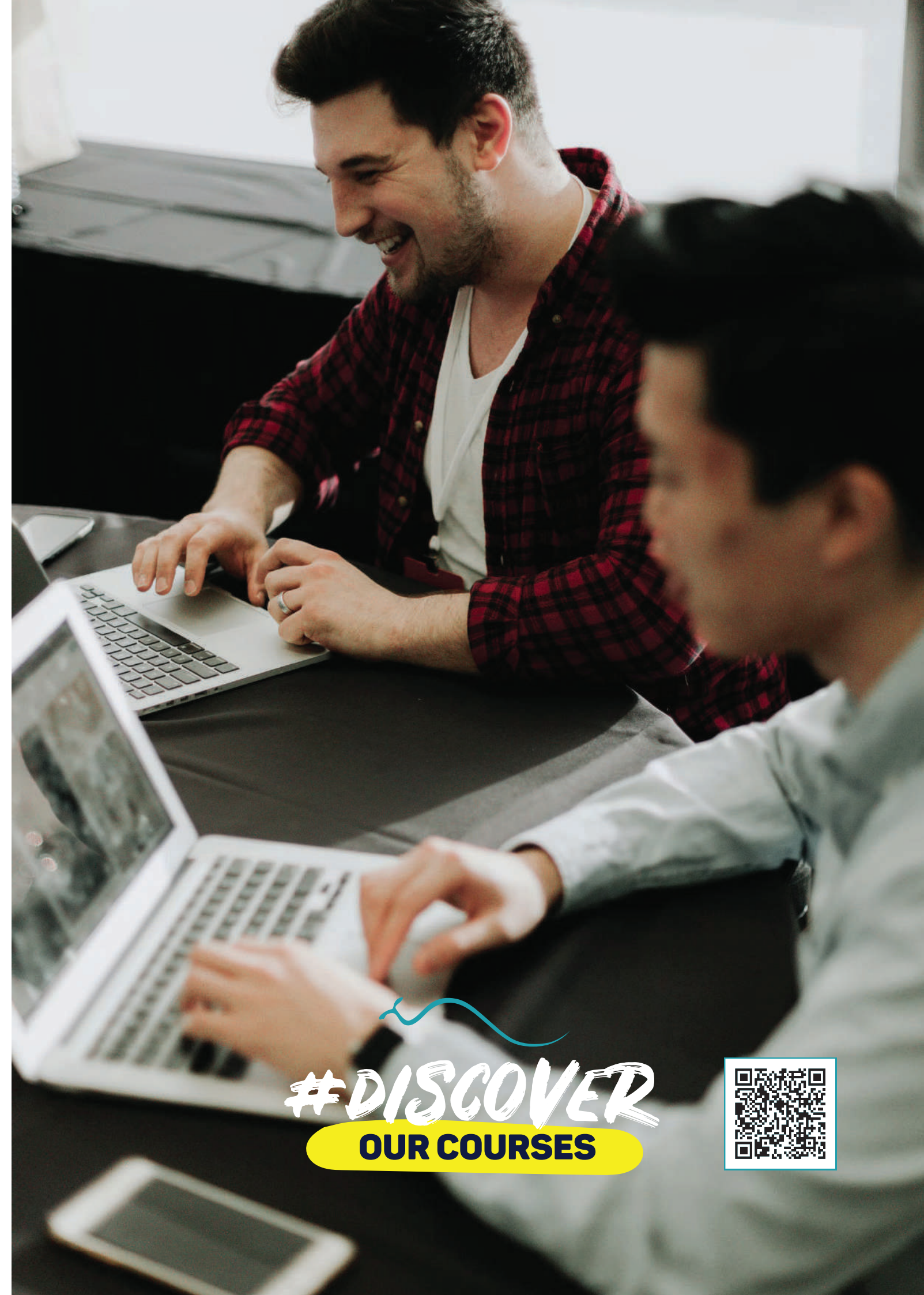
All of our classrooms are equipped with the latest educational technology for learning.

All computer labs have the latest computers that are connected to high-speed internet. Software applications are regularly updated to ensure you can focus on your studies with a breeze and you are up-to-date with the latest trends in the industry.

You can easily access free Wi-Fi, so you can research for your assessments and connect with friends and family overseas.

Student Lounges

Whether you want some time alone to rest or a space to meet with friends, you can relax at Danford College's comfortable lounges. We have couches and kitchen facilities so you can feel at home!



#DISCOVER
OUR COURSES



ENGINEERING TECHNOLOGY

Are you ready to develop the technical skills needed to support civil engineers in designing and constructing vital infrastructure? The Advanced Diploma of Engineering Technology (Civil Engineering Design) provides the expertise to contribute to the development of roads, bridges, water systems, and other essential projects.

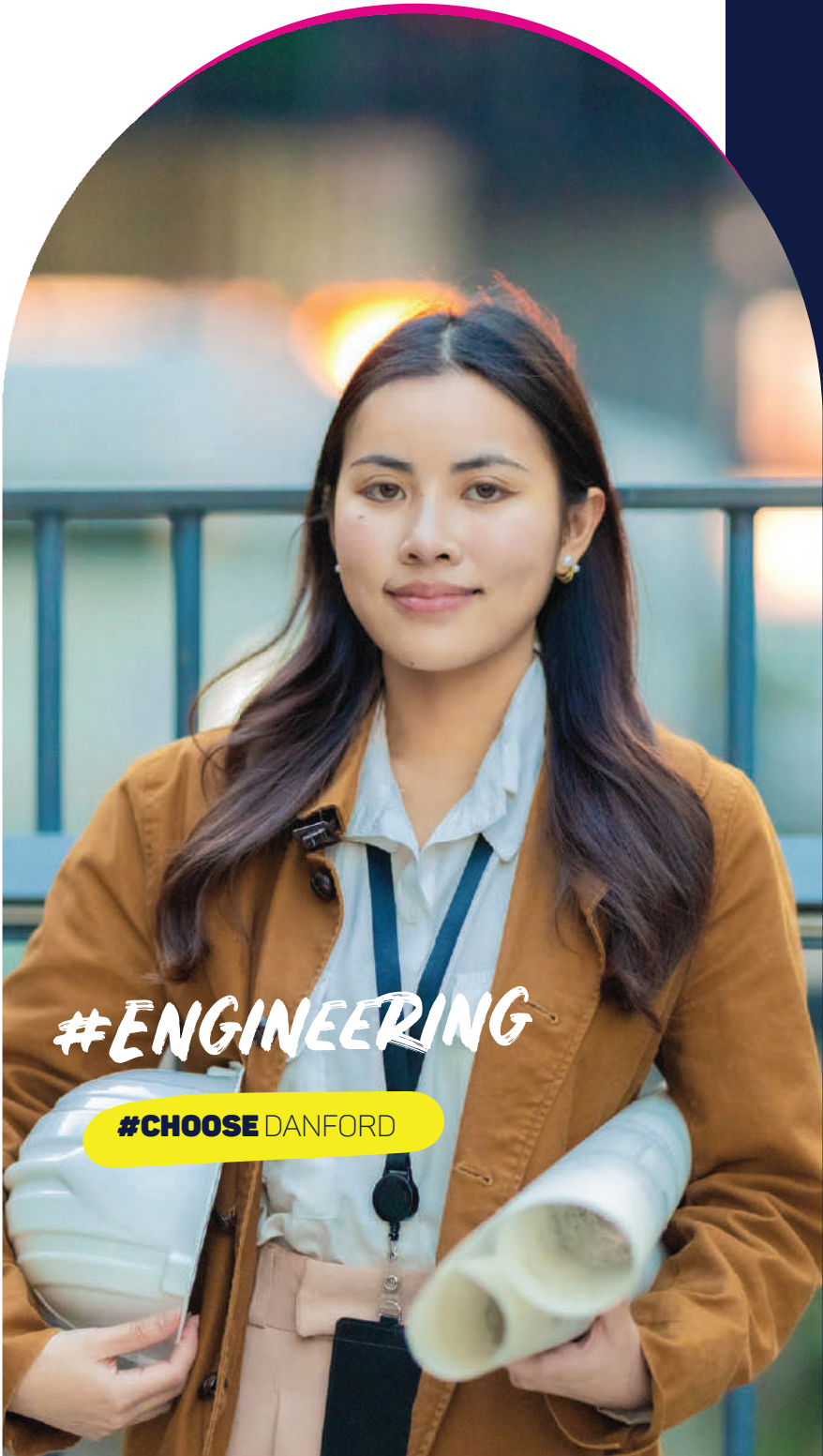
This program equips students with advanced engineering knowledge and practical skills to assist in designing, planning, and analysing civil engineering projects. With a focus on computer-aided design (CAD), engineering principles, and environmental solutions, graduates will be prepared for careers in civil engineering and related industries.

By applying innovative engineering practices and industry standards, graduates will play a key role in supporting civil engineering professionals, enhancing infrastructure projects, and ensuring quality and compliance in construction.

ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY (CIVIL ENGINEERING DESIGN)

Code: 22700VIC	CRICOS: 118246J	Duration: 104 weeks
Breaks: 14 weeks	Hours: 1800 hours	Materials: \$1,000**
Course Fees: \$34,000	Digital Platform Fees: \$200*	

***Students will be required to purchase additional resources at their own expense. Information regarding the estimated cost and where to obtain these resources will be provided in due course.*



ADVANCED DIPLOMA OF ENGINEERING TECHNOLOGY (CIVIL ENGINEERING DESIGN)

22700VIC - CRICOS: 118246J

The Advanced Diploma of Engineering Technology (Civil Engineering Design) equips graduates with practical and technical skills to assist civil engineers in designing and constructing infrastructure projects.

This qualification provides the knowledge and expertise to prepare detailed drawings and plans for civil engineering projects, supporting Civil Engineering Professionals in their work.

Graduates will contribute to the civil engineering and related industries by applying advanced engineering practices, enhancing existing products and services, and developing innovative solutions for global competitiveness.

CORE UNITS		Pre-requisite
MEM13015	Work safely and effectively in manufacturing and engineering	
MEM16006	Organise and communicate information	MEM13015
MEM16008	Interact with computing technology	MEM13015 & MEM16006
MEM22001	Perform engineering activities	MEM16006
MEM22002	Manage self in an engineering environment	MEM16006
MEM23004	Apply technical mathematics	
MEM30007	Select common engineering materials	
MEM30031	Operate computeraided design (CAD) system to produce basic drawing elements	
VU23908	Investigate advanced technology applications in the manufacturing industry and related industries	
MEM22013	Coordinate engineering projects	MEM16006
MEM30033	Use computer - operated design (CAD) to create and display 3-D models	MEM30031

ELECTIVE UNITS	
MEM23007	Apply calculus to engineering tasks
MEM23109	Apply Engineering Mechanics Principles
VU23948	Apply advanced statics principles to engineering problems
VU23960	Apply environmental and heritage solutions to civil engineering projects
VU23955	Apply principles of mechanics to engineering structures
VU23963	Produce engineering design for a stormwater reticulation scheme
VU23957	Produce engineering design for a reinforced concrete structure
VU23959	Produce an engineering design for a steel structure
VU23964	Produce advanced engineering drawings for a reinforced concrete structure
VU23965	Produce advance engineering drawings for a steel structure
VU23950	Apply surveying computations to civil engineering projects
VU23958	Analyse and design foundations and footings
VU23962	Design timber structures
VU23951	Produce Geometric Design for roads
VU23961	Analyse the strength of civil structural elements
VU23956	Apply Principles of soil mechanics
VU23936	Produce drawings to enable road construction
VU23930	Apply fundamentals of civil engineering to a construction project
VU23932	Apply surveying for civil engineering projects
VU23933	Perform measurements and layout task on construction site
CPPBDN6106	Produce building information modelling for building design projects
CPPSSI4035	Apply GIS software to spatial problems

BUILDING AND CONSTRUCTION DESIGN

Aspire to lead and manage projects in Australia’s growing construction industry.

Gain the skills to plan, coordinate and deliver residential and commercial building projects.

Learn to read plans, apply codes and oversee quality on-site, with pathways towards becoming a licensed builder or independent contractor (state licensing applies).

Certificate IV in Building and Construction		
Code: CPC40120	CRICOS: 118486D	Duration: 52 weeks
Breaks: 10 weeks	Hours: 840 hours	Materials: \$2,500**
Course Fees: \$12,500	Digital Platform Fees: \$100*	

***Students will be required to purchase additional resources at their own expense. Information regarding the estimated cost and where to obtain these resources will be provided in due course.*



CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)

CPC40120 - CRICOS: 118486D

The Certificate IV in Building and Construction reflects the role of builders, site managers and managers of small to medium-sized building businesses who apply knowledge of structural principles, codes, standards and legal requirements to Class 1 and 10, to a maximum of two storeys and Class 2 to 9 Type C constructions, and who plan and supervise safe building and construction work, prepare and administer contracts, and who apply quality principles to building and construction projects.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit CPCWHS1001 Prepare to work safely in the construction industry meets this requirement.

CORE UNITS	
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 Buildings
CPCCBC4002	Manage work health and safety in the building and construction workplace
CPCCBC4007	Plan building and construction work
CPCCBC4008	Supervise site communication and administration processes for building and construction projects
CPCCBC4009	Apply legal requirements to building and construction projects
CPCCBC4010*	Apply structural principles to residential and commercial constructions
CPCCBC4012	Read and interpret plans and specifications
CPCCBC4014	Prepare simple building sketches and drawings
CPCCBC4018	Apply site surveys and set-out procedures to building and construction projects
CPCCBC4021	Minimise waste on the building and construction site
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9 Type C Buildings
ELECTIVE UNITS	
BSBPMG422	Apply project quality management techniques
CPCCBC4003	Select, prepare and administer a construction contract
CPCCBC4004	Identify and produce estimated costs for building and construction projects
CPCCBC4005	Produce labour and material schedules for ordering
CPCCBC4006	Select, procure and store construction materials for building and construction projects
CPCSUS4002	Use building science principles to construct energy efficient buildings
CPCCBC4013	Prepare and evaluate tender documentation
CPCCBC4017	Arrange resources and prepare for the building and construction project

An asterisk () against a unit code below indicates that there is a prerequisite requirement (CPCWHS2001 – Apply WHS requirements, policies and procedures in the construction industry) that must be met.*

SOLID PLASTERING

Looking to develop specialised trade skills that shape and restore buildings?

Learn how to shape and enhance buildings with plastering, rendering and decorative finishes that bring strength, style and detail to construction projects.

Graduates can work across construction, renovation and restoration projects, or establish themselves as sole contractors.

CERTIFICATE III IN SOLID PLASTERING			
Code: CPC31020	CRICOS: 118485E	Duration: 52 weeks	
Breaks: 10 weeks	Hours: 840 hours	Materials: \$5,000**	
Course Fees: \$20,000	Digital Platform Fees: \$100*		

***Students will be required to purchase additional resources at their own expense. Information regarding the estimated cost and where to obtain these resources will be provided in due course.*



#PLASTERING

#CHOOSE DANFORD

CERTIFICATE III IN SOLID PLASTERING

CPC31020 - CRICOS: 118485E

The Certificate III in Solid Plastering provides students with the knowledge and skills to become a qualified plasterer.

The course covers the application of plaster, render, and decorative finishes to a range of surfaces, both internal and external. Students will learn to use modern tools and materials as well as traditional methods, ensuring versatility across a wide range of projects.

This qualification is suitable for an Australian apprenticeship pathway.

Completion of the general construction induction training program, specified in the Safe Work Australia model

Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCWHS1001 Prepare to work safely in the construction industry meets this requirement.

CORE UNITS

CPCCCM2006	Apply basic levelling procedures
CPCCCM2008*	Erect and dismantle restricted height scaffolding
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCOM2001*	Read and interpret plans and specifications
CPCCSP2001*	Handle solid plastering materials
CPCCSP2002*	Use solid plastering tools and equipment
CPCCSP2003*	Prepare surfaces for plastering
CPCCSP3001*	Apply float and render to straight and curved surfaces
CPCCSP3002*	Apply set coats
CPCCSP3003*	Apply trowelled texture coat finishes
CPCCSP3004*	Restore and renovate solid plasterwork
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry

ELECTIVE UNITS

CPCCCM2012*	Work safely at heights
BSBESB301	Investigate business opportunities
BSBESB407	Manage finances for new business ventures
CPCCO2013*	Carry out concreting to simple forms
CPCWHS1001	Prepare to work safely in the construction industry

An asterisk (*) against a unit code below indicates that there is a prerequisite requirement (CPCWHS2001 – Apply WHS requirements, policies and procedures in the construction industry) that must be met.

PAINTING AND DECORATING

Kick start your career in the construction industry with skills in painting and decorating.

Learn to transform spaces with professional finishes and coatings, and work across residential, commercial or self-employed projects.

Skills gained can be applied across diverse projects and industry settings, or as a business owner (sole trader/contractor) offering professional painting and decorating services.

Certificate III in Painting and Decorating		
Code: CPC30620	CRICOS: 118484F	Duration: 60 weeks
Breaks: 8 weeks	Hours: 1040 hours	Materials: \$6,000**
Course Fees: \$24,000	Digital Platform Fees: \$100*	

***Students will be required to purchase additional resources at their own expense. Information regarding the estimated cost and where to obtain these resources will be provided in due course.*



CERTIFICATE III IN PAINTING AND DECORATING

CPC30620 - CRICOS: 118484F

The Certificate III in Painting and Decorating provides the skills and knowledge to become a qualified painter and decorator.

Students learn how to prepare surfaces, apply paint and wallpaper, use spray equipment, and apply decorative finishes on a wide range of surfaces. Students will gain real-world skills through practical training delivered by industry-experienced trainers.

This qualification is suitable for an Australian Apprenticeship pathway.

Completion of the general construction induction training program, specified in the Safe Work Australia model

Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCWHS1001 Prepare to work safely in the construction industry meets this requirement

CORE UNITS

CPCCCM2008*	Erect and dismantle restricted height scaffolding
CPCCCM2012*	Work safely at heights
CPCCCM3001	Operate elevated work platforms up to 11 metres
CPCCCM3005	Calculate costs of construction work
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCOM2001*	Read and interpret plans and specifications
CPCCPB3026*	Erect and maintain trestle and plank systems
CPCCPD2011*	Handle and store painting and decorating materials
CPCCPD2012*	Use painting and decorating tools and equipment
CPCCPD2013*	Remove and replace doors and door and window components
CPCCPD3021*	Prepare existing coated surface for painting
CPCCPD3022*	Apply paint by brush and roller
CPCCPD3023*	Apply texture coat paint finishes by brush, roller and spray
CPCCPD3024*	Apply paint by spray
CPCCPD3025*	Match specific paint colours
CPCCPD3026*	Apply stains and clear timber finishes
CPCCPD3027*	Remove and apply wallpaper
CPCCPD3028*	Apply decorative paint finishes
CPCCPD3030*	Apply protective paint coating systems
CPCCPD3031*	Work safely with lead-painted surfaces in the painting industry
CPCCPD3035*	Prepare uncoated surfaces for painting
CPCCPD3036*	Work safely to encapsulate non-friable asbestos in the painting industry
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry

ELECTIVE UNITS

CPCWHS1001	Prepare to work safely in the construction industry
BSBESB303	Organise finances for new business venture
CPCCSP3003*	Apply trowelled texture coat finishes

An asterisk (*) against a unit code below indicates that there is a prerequisite requirement (CPCWHS2001 – Apply WHS requirements, policies and procedures in the construction industry) that must be met.

INFORMATION TECHNOLOGY

Want to further your knowledge and skills to establish yourself in the growing industry of Information and Communications Technology (Telecommunications Network Engineering)

Graduates in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others.

Graduates may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

DIPLOMA OF INFORMATION TECHNOLOGY (TELECOMMUNICATIONS NETWORK ENGINEERING)			
Code: ICT50220	CRICOS: 105204D	Duration: 52 weeks	
Breaks: 12 weeks	Hours: 800 hours	Materials: N/A	
Course Fees: \$15,000	Digital Platform Fees: \$100*		

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (TELECOMMUNICATIONS NETWORK ENGINEERING)			
Code: ICT60220	CRICOS: 105205C	Duration: 52 weeks	
Breaks: 12 weeks	Hours: 800 hours	Materials: N/A	
Course Fees: \$15,000	Digital Platform Fees: \$100*		



DIPLOMA OF INFORMATION TECHNOLOGY (TELECOMMUNICATIONS NETWORK ENGINEERING) ICT50220 - CRICOS CODE 105204D

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

CORE UNITS	
BBSBCRT512	Originate and develop concepts
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBXTW401	Lead and facilitate a team
ICTICT517	Match ICT needs with the strategic direction of the organisation
ICTICT532	Apply IP, ethics and privacy policies in ICT environments
ICTSAS527	Manage client problems
ELECTIVE UNITS	
ICTICT519	Develop detailed component specifications from project specifications
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTNWK423	Manage network and data integrity
ICTNWK541	Configure, verify and troubleshoot WAN links and IP services
ICTPMG505	Manage ICT projects
ICTTEN519	Design network building projects
ICTNWK542	Install, operate and troubleshoot medium enterprise routers
ICTNWK561	Design enterprise wireless local area networks
ICTNWK555	Determine best-fit topologies for local networks
ICTTEN525	Install, configure and test local area network switches
ICTNWK559	Install an enterprise virtual computing environment
ICTNWK546	Manage network security
ICTNWK539	Design and implement integrated server solutions
ICTNWK556	Identify and resolve network problems

ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (TELECOMMUNICATIONS NETWORK ENGINEERING) ICT60220 - CRICOS CODE 105205C

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

CORE UNITS	
BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Manage team effectiveness
BSBXCS402	Promote workplace cyber security awareness and best practices
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
ELECTIVE UNITS	
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTPMG613	Manage ICT project planning
ICTTEN615	Manage network traffic
ICTTEN622	Produce ICT network architecture designs
ICTTEN614	Conduct network system optimisation and administration
ICTNWK621	Configure network devices for a secure network infrastructure
ICTNWK622	Configure and manage intrusion prevention system on network sensors (Imported)
ICTTEN616	Rectify client services following network outages and faults
ICTTEN824	Manage network testing strategies

PROJECT MANAGEMENT

Be the person who leads complex projects with success and develop the targeted skills needed for major project leadership and management roles.

By studying project management, you will learn how to systematically break a larger problem or project down into smaller chunks of manageable work that will eventually lead to culminating into the completion of the entire project

Employers are actively looking to fill many project management positions, especially since it's a growing industry. Many fields need highly skilled project managers, including: engineering and construction, healthcare, financial services, law and technology.

DIPLOMA OF PROJECT MANAGEMENT			
Code: BSB50820		CRICOS: 104038K	Duration: 52 weeks
Breaks: 12 weeks	Hours: 800 hours	Materials: N/A	
Course Fees: \$12,000	Digital Platform Fees: \$100*		

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT			
Code: BSB60720	CRICOS: 104442J	Duration: 52 weeks	
Breaks: 12 weeks	Hours: 800 hours	Materials: N/A	
Course Fees: \$12,000	Digital Platform Fees: \$100*		



DIPLOMA OF PROJECT MANAGEMENT BSB50820 - CRICOS CODE 104038K

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Licensing/Regulatory Information: No licensing, legislative or certification requirements apply to this qualification at the time of publication.

CORE UNITS

BBSPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration

ELECTIVE UNITS

BSBPMG537	Manage project procurement
BSBPMG539	Manage project governance
BSBPMG541	Manage complex projects
BSBPMG538	Manage project stakeholder engagement

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT BSB60720 - CRICOS CODE 104442J

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager. Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program 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.

Licensing/Regulatory Information: No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements: Entry to this qualification is limited to those who have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version). or Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

CORE UNITS

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits

ELECTIVE UNITS

AHCBUS615	Implement a monitoring, evaluation and reporting program
BSBAUD601	Facilitate stakeholder engagement
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Establish and manage compliance management systems
BSBPMG631	Manage program delivery
BSBPMG633	Provide leadership for the program
BSBPEF502	Develop and use emotional intelligence
PSPMGTO06	Develop a business case

TRAVEL AND TOURISM MANAGEMENT

By studying travel and tourism, you will gain a pathway to work in many travel and tourism industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, inbound tour operators, tourist attractions, visitor information centres, and other tourism businesses.

This course is designed for those that have a passion for the travel and tourism industry.

You will gain knowledge and skills to plan and manage the provision of adventure tourism services, specifically looking at what the adventure tourism opportunities look like post pandemic.

ADVANCED DIPLOMA OF TRAVEL AND TOURISM MANANAGEMENT			
Code: SIT60122	CRICOS: 109452M	Duration: 104 weeks	
Breaks: 24 weeks	Hours: 1600 hours	Materials: N/A	
Course Fees: \$24,000	Digital Platform Fees: \$200*		

***Students will be required to purchase additional resources at their own expense. Information regarding the estimated cost and where to obtain these resources will be provided in due course.*



ADVANCED DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT

SIT60122 - CRICOS: 109452M

This qualification reflects the role of senior managers with advanced operational skills who use a broad range of travel or tourism skills, combined with specialised managerial skills and substantial knowledge of industry operations, to coordinate travel or tourism operations. They operate with significant autonomy and are responsible for making strategic business management and operational decisions.

This qualification provides a pathway to work in many travel and tourism industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, inbound tour operators, tourist attractions, visitor information centres, and other tourism businesses.

CORE UNITS

BSBOPS504	Manage business risk
BSBOPS601	Develop and implement a business plan
BSBTWK501	Lead diversity and inclusion
BSBWRT411	Write complex documents
SITTIND003	Source and use information on the tourism and travel industry
SITTPPD017	Develop tourism products
SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXFIN008	Interpret financial information
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM009	Lead and manage people
SITXMGTO04	Monitor work operations
SITXMGTO05	Establish and conduct business relationships
SITXMPRO14	Develop and implement marketing strategies
SITXWHS008	Establish and maintain a work health and safety system

ELECTIVE UNITS

SITTTVL001	Access and interpret product information
SITTTVL002	Provide advice on international destinations
SITTTVL004	Sell tourism products and services
SITTGDE016	Lead tour groups
SITTTOP008	Allocate tour or activity resources
SITTGDE023	Coordinate and operate tours
SITTPPD010	Recruit, select and induct staff
BSBMKG552	Design and develop marketing communication plans
SITXHRM012	Monitor staff performance
SITXWHS006	Identify hazards, assess and control safety risks

CIVIL CONSTRUCTION DESIGN

Looking for the skills to participate in the creation of infrastructure facilities? Establish yourself in this expanding industry and step towards a future in civil construction design.

People working in this field perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities. They are responsible for the design of complex projects to ensure the implementation of the client's site requirements and are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

This course will provide you with the knowledge and skills needed for the roles of senior civil works designers, or para-professional designers who support professional engineers.

ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN			
Code: RII60520	CRICOS: 105232M	Duration: 104 weeks	
Breaks: 24 weeks	Hours: 1600 hours	Materials: N/A	
Course Fees: \$30,000	Digital Platform Fees: \$200*		



#CONSTRUCTION

#CHOOSE DANFORD

ADVANCED DIPLOMA OF CIVIL CONSTRUCTION DESIGN

RII60520 - CRICOS CODE 105232M

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

Licensing, legislative, regulatory or certification considerations

Licensing, legislative, regulatory and certification requirements that apply to this qualification can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the qualification.

CORE UNITS

BSBPMG632	Manage program risk
BSBTWK502	Manage team effectiveness
BSBWHS616	Apply safe design principles to control WHS risks
RIICWD601E	Manage civil works design processes
RIIQUA601E	Establish and maintain a quality system

ELECTIVE UNITS

BSBPMG530	Manage project scope
RIICSG405E	Carry out inspections of Civil structure
BSBPMG537	Manage project procurement
RIICWD534E	Prepare detailed design of civil steel structures
RIICWD533E	Prepare detailed design of civil concrete structures
RIICWD507D	Prepare detailed geotechnical design
MEM30031A	Operate computer-aided design (CAD) system to produce basic drawing elements

POST GRADUATE PROGRAMS

Take your career further with a postgraduate qualification.

These qualifications are generally designed for specific vocational purposes – either the broadening of skills and knowledge already gained in an undergraduate program or the development of vocational skills and knowledge in a new professional area.

GRADUATE CERTIFICATE IN STRATEGIC PROCUREMENT			
Code: PSP80116	CRICOS: 097382A	Duration: 52 weeks	
Breaks: 12 weeks	Hours: 800 hours	Materials: N/A	
Course Fees: \$15,000	Digital Platform Fees: \$100*		



GRADUATE CERTIFICATE IN STRATEGIC PROCUREMENT

PSP80116 - CRICOS CODE 097382A

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.

Licensing/Regulatory Information

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

CORE UNITS

PSPPCM025	Influence and define strategic procurement direction
PSPPCM026	Establish the strategic procurement context
PSPPCM027	Evaluate and improve strategic procurement performance

ELECTIVE UNITS

BSBINN801	Lead innovative thinking and practice.
-----------	--



**ACCELERATE YOUR
PATHWAY TO HIGHER
EDUCATION**

PATHWAY TO HIGHER EDUCATION

While enjoying your time at **Danford College**, our Credit Transfer arrangement with **Danford Higher Education** and **Melbourne Polytechnic** is a pathway to your future to higher education.

Danford College courses reduce the duration of selected Danford Higher Education and Melbourne Polytechnic degrees, and ensure that your educational and financial investment with us serves you in the long-term.

Gain credits into selected Danford Higher Education Bachelor Degrees, including:

- **Bachelor of Business (Accounting)**
CRS1401355 | CRICOS 112972E
- **Bachelor of Business (Digital Marketing)**
CRS1401354 | CRICOS 112973D



Gain credits into selected Melbourne Polytechnic Bachelor Degrees, including:

- **Bachelor of Engineering Technology (Civil)**
Accredited Course Code: CRS1300150
Internal Code: HEBTC
Cricos Code: 080057J
- **Bachelor of Information Technology**
Accredited Course Code: CRS1201381
Internal Code: HEBSIT
Cricos Code: 074856FJ



DANFORD HIGHER EDUCATION PROGRAMS

Bachelor of Business (Accounting) 112972E

This program teaches students financial accounting, management accounting, and auditing principles, as well as laws and regulations. It covers topics such as financial reporting, taxation, and accounting information systems, and trains students to use accounting software and tools. Graduates can prepare financial statements, analyze financial data, and make informed business decisions. The program meets the standards set by professional accounting bodies such as CPA Australia and the Institute of Chartered Accountants in Australia, and it prepares students for careers in accounting, finance, and related fields.

Bachelor of Business (Digital Marketing) 112973D

This program trains graduates to excel as digital marketers and leaders in the ever-changing online environment. The program equips students with the skills and knowledge to assist businesses in establishing a robust online presence, engaging customers, and boosting revenue. Graduates can seek professional recognition from the Marketing Institute of Australia (MIA) to enhance their credentials and career prospects in the digital marketing field.

Diploma of Business 112971F

Graduates of the Diploma program will have a wide range of skills that allow them to apply technical and theoretical business concepts effectively in various contexts. They can use these skills to undertake paraprofessional work and pursue further academic and professional opportunities.



Danford Higher Education Pty Ltd | ABN: 94 636 667 500 | ACN: 636 667 500 |
TEQSA Reg. PRV14360 | CRICOS: 041228

STUDENT SERVICES

At Danford College, we want to make sure that you get the best out of your stay in Melbourne. We are committed to support you not only in your studies but also in your wellbeing and time beyond the campus.

Our dedicated staff members are looking forward to assisting you in your studies, assessments, accommodation, and other concerns that you may need help with.

Pre-arrival information

If you have any questions before you travel to Australia, ask any of our friendly Student Services staff members.

Arrival

When you arrive in Australia, you will receive a Danford College Handbook with information about services and resources on and off the campus. You will also learn practical information such as transport in Melbourne, food, shopping, health, as well as emergency and legal services.

You may also request for assistance through the Student Welcome Desk at Melbourne Airport. This is operated by the Victorian Government and offers essential information upon your arrival.

<https://www.visitvictoria.com/regions/melbourne/see-and-do/tour/s/welcome-to-travel-melbourne/welcome-to-travel-melbourne>

Orientation

Danford College orients and inducts new students to introduce them to the staff and familiarise them with the campus and

facilities. We will also introduce and discuss policies and procedures for students at Danford.

Counselling Services

Student welfare is important to Danford College. Our in-house Counsellor provides confidential support services with external referrals if necessary. You can approach the Counsellor for any of your needs including academic counselling, welfare, and grievance resolution.

You may book your appointment with the Counsellor through one of our Student Services staff at the front desk.

Student Activities

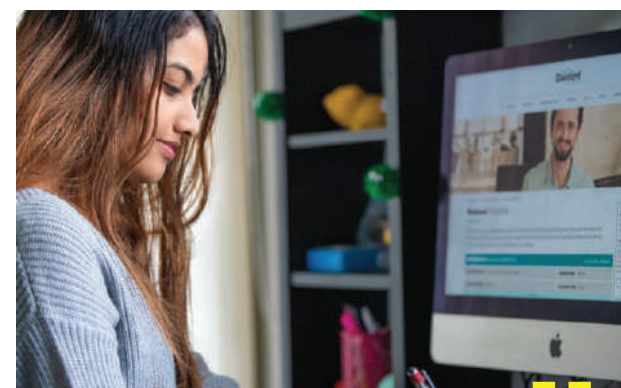
Danford College organises various social events and updates its lively social calendar every month. Attending social events is a great way to meet new people, settle into Melbourne life, and explore the gorgeous sights around Victoria.

Some of our activities include regular Pizza Nights, Cupcake Days, and Bingo Parties (of course, there are prizes!). See you at one of these activities and events!

Recognition

Danford College has developed a "Student of the Month Award" as a way to recognise students with outstanding academic accomplishments. Be one of them!

STUDENT EXPERIENCE



Onella Walles Advanced
Diploma of Program Management

"As a student in Program Management at Danford College, I gained both the skills and confidence. I like how the lecturers are very passionate and involved with the students. I strongly recommend Danford College for students who want to learn Business Management & other studies to take their career to the next level."



**FOR MORE TESTIMONIALS
SCAN THE QR CODE**

**DANFORD COLLEGE
IS COMMITTED TO
EXCELLENCE IN
EDUCATION.**



Paola Para Palomo
Diploma of Information Technology Networking

"The staff are all kind and approachable. They also embrace diversity not only through their students but also with their workforce. I met different kinds of people from all over the world, which is a fun and learning experience. Overall, my experience studying at Danford College is great and I would gladly recommend the school to other international student like me."

VISA REQUIREMENTS

Applying for your Student Visa

Students must obtain the appropriate Student Visa before travelling to Australia. Visas are issued by the Department of Home Affairs. Student Visa requirements differ for each country and depend on the level of study you intend to undertake.

For further information, visit:
www.homeaffairs.gov.au

Genuine Student (GS) Requirement

The new GS requirement for international students will aim to identify students with circumstances that support a genuine intention to obtain a quality education in Australia, without reference or confusion to any future intention to migrate.

The 300-word statement in the Student visa application form has been replaced with targeted questions. These questions will provide visa decision makers with an overview of the applicant and their reasons for wanting to study in Australia, to contextualise the documentary evidence applicants must provide in support of their application.

All Student Visa applications are required to answer the questions in the student visa application form to address the GS criteria and submit the supporting evidence.

For more information refer to the Department of Home Affairs website <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuinestudent-requirement>

Education Services for Overseas Students (ESOS) Framework

The Australian Government has put in place the ESOS Legislative Framework, which are laws that promote quality education and consumer protection for overseas students. The laws include the ESOS (Education Services to Overseas Students Act 2000) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. As an education provider, Danford College must fulfil its obligations as set out in the ESOS Framework.

Tuition Protection Service

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- Complete their studies in another course or with another education provider; or
- Receive a refund of their unspent tuition fees.
- If your education provider is unable to deliver a course you have paid for and does not meet its obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid tuition fees (this is called a provider's 'default obligations'). TPS will assist you in finding an alternative course or getting a refund.

For further information, please visit: www.tps.gov.au

Overseas Student Health Cover (OSHC)

OSHC is health insurance that covers the cost of visits to the doctor, selected hospital treatment, ambulance cover, and some pharmaceuticals.

International students must have OSHC for the duration of their course, with costs fully paid before a Student Visa is issued. Danford College can assist you in arranging your OSHC.

For more information see www.health.gov.au or your OSHC provider.

Paid Work in Australia

International students may work for a limited number of hours whilst on a Student Visa.

Currently, international students can work for a maximum of 48 hours per fortnight during study periods (study terms). However, international students may work full-time during study breaks.*

• Changes may occur as a result of a pandemic. Check www.homeaffairs.gov.au

Under no circumstances should students rely on income earned in Australia to pay for tuition fees.

Bringing Your Family

If you are an international student and planning to bring your family with you, you are required to enrol any school-age dependent in an Australian school and pay their school fees whilst they are in Australia.

In Victoria, children are required to attend school until the age of 17. Children must go to a school campus (or an approved alternative) until they finish Year 10. For more information check with the Australian Department of Education or an Australian Diplomatic Mission in your country as there may be specific restrictions.

Further Visa information

See the Australian Government immigration page for more information at www.homeaffairs.gov.au



YOUR OBLIGATIONS AS A STUDENT

Undertake a full-time study load

As per Student Visa conditions, international students must maintain a full-time study load that normally consists of a minimum of 20 hours per week during the study period. Students are expected to attend all scheduled classes or workshops or may fall behind in the studies and not complete their course.

Students are advised to attend classes Monday to Friday.

Maintain satisfactory academic progress

As a part of the student visa requirement, all international students enrolled at Danford College are required to maintain satisfactory course progress in all study periods (terms).

If a student is behind with the course progress for more than 50% in any study period, an intervention strategy will be provided by the Academic Department to the student in order to maintain the course progress.

Furthermore, if a student is behind with the course progress for more than 50% of the enrolled units in any 2 consecutive study periods, Danford College may cancel the student enrolment and the student may be reported to the Department of Home Affairs, which may lead to the cancellation of their student visa.

Pay tuition fees on time

Your Student Visa requires you to maintain sufficient funds to support yourself and to pay for your studies in Australia.

If you do not pay your tuition fees on time, Danford College may cancel your enrolment and notify the Department of Home Affairs for further action.

Notify us if there is a change of address

Upon arriving in Australia, you must advise Danford College of your new residential address and telephone number. You must also inform us of any subsequent changes to your residential address.

You are responsible to ensure that your residential address details are always up-to-date with Danford College's records. This is part of your Student Visa conditions and is a vital requirement of the ESOS legislation.

Privacy Notice

Why we collect your personal information

Danford College collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER).

The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. If you are overseas student, we may need to disclose your personal information to the country for which you hold the passport or required by law.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

Your personal information may be disclosed by Danford College to other Commonwealth entities (including, but not limited to, the Australian Skills Quality Authority (ASQA) and Tertiary Education Quality and Standards Agency (TEQSA), education institutions and publicly.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

At any time, you may contact Danford College to:

1. Request access to your personal information.
2. Correct your personal information.
3. Make a complaint about how your personal information has been handled.
4. Ask a question about this Privacy Notice.

For information about how Danford College collects, uses and discloses your personal information, including how you can make a complaint about a breach of privacy, please refer to Danford College privacy policy which can be found on the Danford college website <https://www.danford.edu.au/wp-content/uploads/2022/08/Privacy-Policy.pdf>

Complaints & Appeals

Complaints & Appeals can relate to academic and non-academic matters and the process is available to all students at Danford College. There is no cost to the student for the Complaints and Appeals process.

Students may also opt for an external appeal through the Office of the Commonwealth Ombudsman. Danford College Complaints and Appeals Policy does not limit the rights of individuals to take action under Australia's Consumer Protection Laws.

For more information regarding the Course Progress, Student Fees and Charges, Complaints and Appeals and other relevant student related policies please refer to Danford College website www.danford.edu.au/downloads/forms-andpolicies/

Policies



For more information about Danford College policies and procedures, plus all downloadable forms, see Danford Policies <https://www.danford.edu.au/downloads/forms-and-policies/>



#BELIEVE
with Danford College

ENTRY REQUIREMENTS

Age Requirement

To study at Danford College, all international students must be at least 18 years of age or above when the course starts.

Academic Requirements

Vocational Courses

All international students must meet a minimum academic requirement to gain admission to Danford College. Danford College requires the successful completion of studies equivalent to Australian Year 12 education as the minimum level of entry into courses.

Post Graduate Programs

For entry into Post Graduate Programs student will need Year 12 and have completed a Diploma or Advanced Diploma qualification in any fields of study (Both onshore or offshore qualification), or have completed a Bachelor degree in any fields of study (Both onshore or offshore qualification).

In some cases, if you do not meet the College academic entry-level requirements, you may apply as a mature age student. A mature age student is considered to be over 21 years old, who has been out of full time education for at least one year. You will need to be able to provide documentary evidence of any work experience undertaken since leaving school that is related to your chosen course. Entry as a mature age student is also dependent upon having a satisfactory level of English language proficiency.

English Requirements

All international applicants wishing to enroll into a qualification at Danford College must provide evidence of English language proficiency as explained below. The English language proficiency score (IELTS or equivalent) should not be more than 2 years old.

For all the courses, students are required to

have a minimum IELTS (International English Language Testing Service) score of 6.0 overall with no bands under 5.5 or equivalent English language tests as outlined by the Department of Home Affairs.

Below are the details of English language tests and the minimum score requirement as listed by the Department of Home Affairs:

English Language Test	Minimum Test Score	Minimum test score with either 10 weeks of ELICOS, Foundation Standard program or Pathway program	Minimum test score with either 20 weeks ELICOS or Foundation Extended program
International English Language Testing System (IELTS)	6.0	5.5	5.0
TOEFL internet-based test (only accepted if test is taken on or before 25 July 2023)	64	46	35
Cambridge English: Advanced (Certificate in Advanced English)	169	162	154
Pearson Test of English Academic (PTE Academic)	50	42	36
Occupational English Test	B for each test component of the OET.	B for each test component.	B for each test component

Source: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student500#Eligibility>



Circumstances where the English language requirement is exempted is as below:

- The student is a citizen and holds a passport from UK, USA, Canada, NZ or Republic of Ireland
- The student has completed at least 5 years' study in English in or more of the following countries: Australia, UK, USA, Canada, NZ, South Africa or the Republic of Ireland
- The student is enrolled in a principal course of study that is a standalone ELICOS course. The entry requirement into any of Danford College courses is Advance level.
- Evidence of completion of Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the AQF at certificate IV or higher level, completed in English in Australia in the last two years
- Evidence of completion certificate for a Foundation Course in Australia in the last two years.

Note: We may need you to give us evidence of an English test score with your visa application if you hold a British National Overseas (BNO) passport.

For more information regarding the English language requirement please visit <https://immi.homeaffairs.gov.au/visas/getting-avisa/visa-listing/student-500#Eligibility>

Danford College may ask for evidence of the student English Language Skills anytime during the processing of their application to enroll with the College, as an additional requirement.

Internal English Test

Danford College may advise the student to undertake the internal English proficiency test online: TRACKTEST. The minimum acceptable score is C1.

TrackTest Online English Assessment Center or TrackTest is a free online English language assessment tool launched in November 2012 that measures the English skills of non-native English speakers. The test is using the scale based on Common European Framework of Reference for Languages.



CONNECT WITH PEOPLE AROUND THE WORLD

Bayside International English College is a specialist College that focuses on General English and IELTS preparation.

Since 2007, we have been helping students from all over the world master the English language and enjoy the unique Australian culture.

BAYSIDE ENGLISH COLLEGE IS YOUR STARTING POINT

We select our teachers very carefully to ensure they have a range of experiences, use up-to-date practices and techniques and, importantly, make the classes fun and entertaining.

Bayside English College is well-known in Melbourne for its friendly atmosphere. We want you to learn quickly and also enjoy your life in Australia.

- Cambridge Advanced Certificate
- in English Exam Preparation (CAE)
- Cambridge First Certificate English
- (FCE) Exam Preparation
- General English (076462G)
- IELTS Preparation (076463G)

1-60 weeks:

Beginner
Elementary
Pre-Intermediate
Intermediate
Upper-Intermediate
Advanced

www.baysideenglish.vic.edu.au



Bayside College Pty Ltd | CRICOS Provider No. 02847C | ABN 87 124 881 965



LAUNCH INTO A
BRIGHTER FUTURE AT
Danford College

📍 **FLINDERS STREET CAMPUS** Level 9, 525 Flinders Street Melbourne 3000 VIC, Australia

☎ +61 3 9642 1667 🌐 www.danford.edu.au

Star Gazers Education Pty Ltd T/as Danford College | ABN 80125139433 | RTO 21979 | Cricos: 02996A