

**MartinCollege**

BUSINESS AND TECHNOLOGY TRAINING

2006  
CAREER TRAINING AND  
UNIVERSITY PATHWAYS

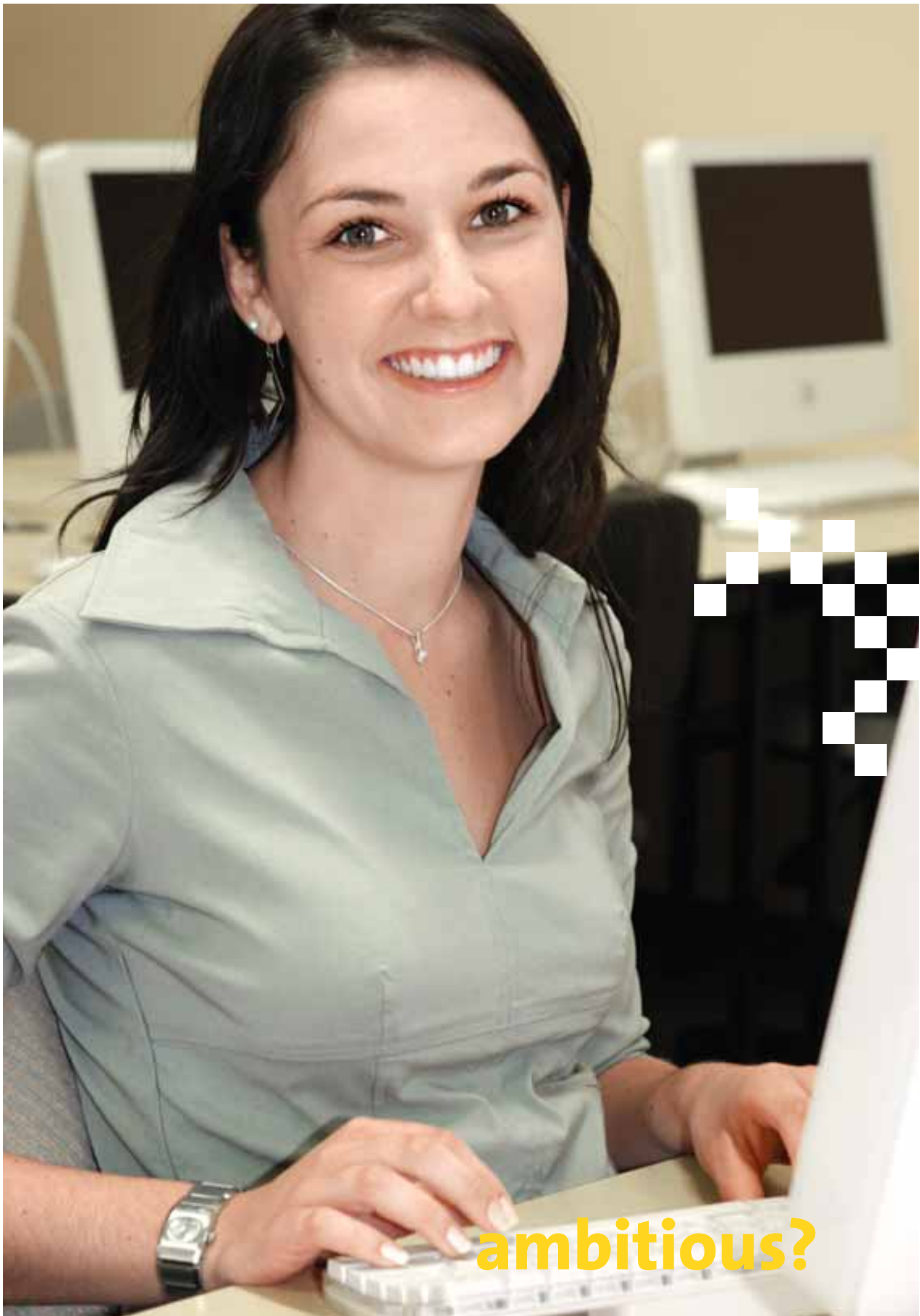
BRISBANE  
SYDNEY  
PERTH  
GOLD COAST  
PARRAMATTA



**gain** the  
competitive edge

30  
YEARS  
30 YEARS OF MARTIN COLLEGE 1976-2006

[www.martincollege.com](http://www.martincollege.com)

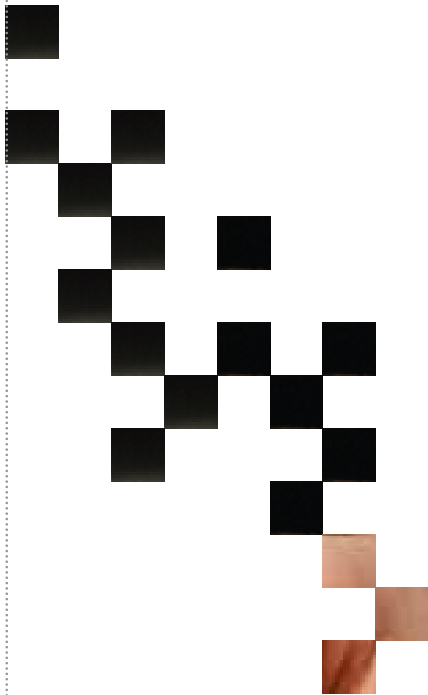


**ambitious?**

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with Martin College you can get there...



## Your advantage with Martin College

In our three decade history, we have evolved into one of Australia's largest providers of career training. Our achievements have grown from our vision: that in today's global marketplace, students need a crucial competitive edge. You need practical business skills to accompany your formal qualifications.

### Modern learning techniques – with you in control

Martin College understands students are individuals. Different students have different requirements. That's why we put you in control from the start. Our advanced teaching techniques, flexible courses and fast track study options allow you to progress at exactly the right speed.

### Small classes – for personalised attention

With smaller classes, our expert teachers can give you the focused attention you need to get the most from your lessons. With their excellent knowledge of current trends, methodologies and procedures, they will give you all the information you need to successfully gain entrance into the business community.

### Performance-based assessment

We will build your skills and confidence through intense tutorials focusing on practical and theoretical issues, and provide you with competency-based assessments to give you the opportunity to demonstrate your skills. Martin College challenges its students to rise above the standards set for competency. We maintain a dual system, which first assesses the attainment of the competency, but then applies separate performance graded criteria to enable future employers to readily identify the quality of our graduates and their individual strengths. This can give you a distinct advantage with job seeking and university entrance.

With our teaching, you will fully understand the requirements of the business workplace. With our guidance, your studies will open the doors to a successful career.

### Practical courses, swift progress, proven results

Today's business world is a dynamic environment. Whether you choose a career in Graphic Design, Information Technology, Business or Travel, you will need a broad range of business skills. We have carefully designed our range of courses around the needs of the business world and of our students. They are practical, relevant and industry-led. This means that all our courses provide you with the training and skills needed for success in the business world. Our courses are the stepping-stone to your future career.

### University pathways

We have established articulation agreements with many universities throughout Australia, which will enable you to apply for Transfer Credit from your Martin College course into related undergraduate degrees at those universities. These agreements provide graduates of our Advanced Diploma of Business Management, Diplomas of Business, Diplomas of Graphic Design and Diplomas of Information Technology with the opportunity to progress into a university Bachelor Degree with significant credit points.

### Modern facilities

We have five superbly equipped campuses in central, key locations. Modern computer laboratories have the latest computer equipment. You will benefit from air-conditioned classrooms, excellent student amenities and the most up-to-date training materials available. We prepare our students for 21st century careers with our 21st century study facilities.

Each student is given a free, weekly allocation of internet time for the purpose of academic research. Additional time may be purchased.

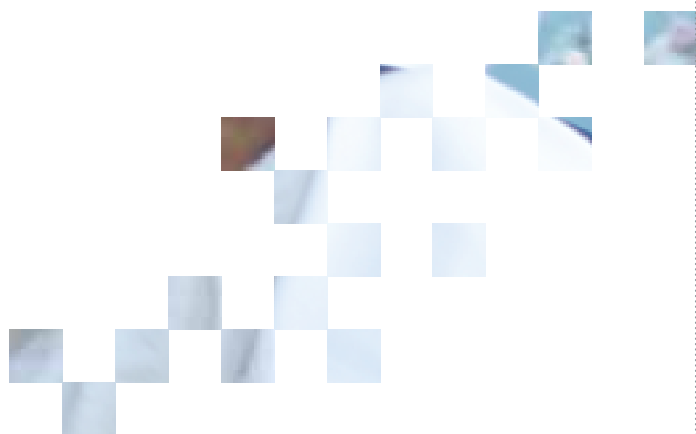
All our campuses are unique, yet all offer the same high standards of academic excellence.

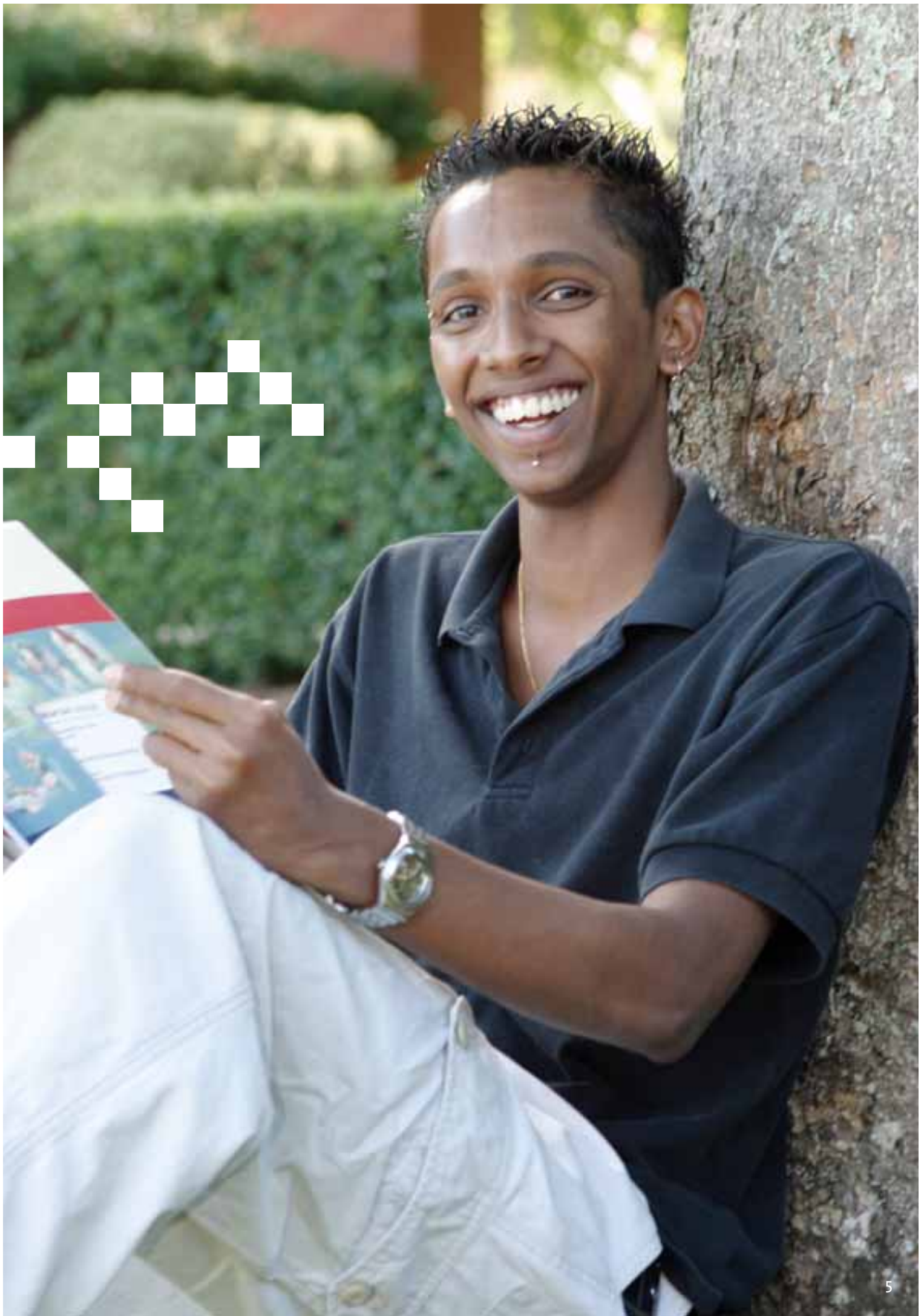
### Job placement rate approaching 100%

Martin College is unique in that we have a success rate in job placement for our students that approaches 100%. This is a free service to employers and students. We draw from our extensive experience in placing our students. Our unquestionable reputation for excellence has enabled us to turn our students' studies into real employment prospects. Gaining qualifications is important, but using these qualifications to obtain the perfect job is the ultimate goal.

Job placement assistance is only applicable to local students.

the Martin College  
**advantage**







## Flexible learning built around your goals

Today's business world is a dynamic environment in which you will need a broad range of business skills. You will find our approach is flexible and centred around your own goals. Our courses are practical, relevant and industry-led...they are a stepping stone to your future career.

### Flexible start dates

We understand the need for flexibility. Some students are not ready to start a course at the beginning or middle of the year. At Martin College, we offer monthly start dates so that you can decide on the best time to begin. For selected courses, some campuses even give you the flexibility to start any Monday.

### Fast tracking your studies

In today's competitive marketplace, many students want to begin their career or university education without delay. At Martin College, we have created a system to help you fast track your studies, saving you time and helping you to gain that important edge.

### Flexible study length

Speed is always important when pursuing your studies. For the Advanced Diploma of Business Management, you have a choice between Fast Track (45 weeks) and Standard Track (60 weeks) enabling you to vary your workload.

With courses that range from 10 weeks to 60 weeks, you can choose the course length that suits your needs.

### Double majors

Local students may enhance their career options by choosing to enrol in a double major, e.g. Diploma of Business Management and Diploma of Business (Marketing).

Enrolling in two or more majors gives you the opportunity to demonstrate your skills in a range of areas, and therefore helps to broaden your employment prospects when you complete your course.

## Flexible payment options

Your education with Martin College is an investment in your future. We can help make financing your studies easier by providing you with flexible payment options.

### Student loans

For our Australian students, there is the option of a monthly payment plan. If you need further assistance, the National Australia Bank TSP Deferred Repayment Loan is available to eligible students of Martin College. This option allows you to borrow money now, when you need it most and pay it back after your course, when your earning capacity is greater.\*

### Our national scholarship program

Each year, Martin College offers over \$100,000 in scholarship funds for Australian Year 12 graduates. Eligibility is based on your academic performance, community involvement, professionalism, aptitude for business and enthusiasm. If you would like an application form, please contact your local Career Consultant or view [www.martincollege.com/scholarships](http://www.martincollege.com/scholarships).

### Youth Allowance, Austudy or Abstudy

Local students may be eligible for Youth Allowance, Austudy or Abstudy. Call 132 490 for details.

### Recognition of Prior Learning (RPL)

You may find that you already have some of the skills and knowledge relevant to the course that you have chosen to study. To arrange an assessment of your eligibility for Recognition of Prior Learning, please contact your local Career Consultant on 131 671.

\* Conditions apply – applicable to local students only.



**flexible**  
learning

## Opening the door to your career

Once you have completed your course, you may want to enter the workforce straight away. At Martin College, our training goes beyond simply providing you with the knowledge and skills needed for your chosen business area. We also focus on the practical side of kick-starting your career. Our support and guidance is geared towards helping you make the most of your own talents – ensuring that you are seen by an employer as a vital addition to their team.

### Developing your job search skills

Your first step towards employment is the search. Searching for your ideal job can be a difficult and confusing process. With so many different approaches, it is vitally important that you have a clear focus and direction. Our presentations and workshops on job search techniques will ensure that you are familiar with the key principles involved in this important process.

### Creating résumés which stand out

Your next step is producing an exceptional résumé. Your résumé is your passport to employment. Without a well-written résumé, gaining employment is near impossible. The primary purpose of a résumé is to win you the interview you want. Our expert teachers will assist you in assembling one that's relevant to your experience and reflects current market trends. We will show you how to make your résumé stand out from the rest.

### Practising and perfecting interview skills

Having produced an excellent résumé, your next step will be the job interview. The time you spend on preparation is vital to help you stand out from the competition. Ultimately your objective is to show that you are the best person for the job. To help you in this intensive task, we coach you in the best techniques in interview preparation and performance. If you are prepared for your interview properly, your confidence will show, your performance will improve and your chances of winning the job will increase dramatically.

### Advice on employment market trends

To further increase your chances of successful employment, we provide you with up-to-date and relevant advice on trends in the employment market, for example, work expectations, jobs you are qualified for and current industry developments. This information will enable you to target key jobs that perfectly match your skills and expectations.

### Post-interview debriefing

Often it is difficult to understand why one interview was more successful than another. We give you a post-interview debriefing, including valuable feedback that will provide you with a clear understanding of the areas upon which you can improve.

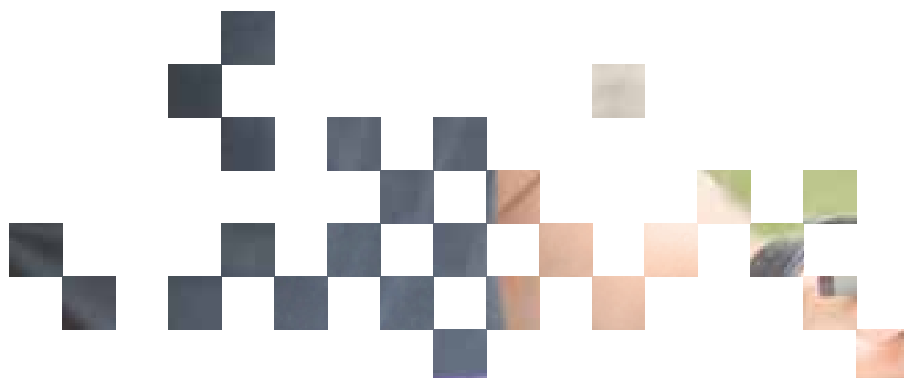
### Real outcomes – great careers

Knowing how to search for a job, produce an excellent résumé and really stand out in an interview situation will give you a great opportunity to find and win your dream job. In today's competitive marketplace, skills like these are essential. With our expert help, your own skills and abilities will shine through. With exceptional teaching, you can find an exceptional job.

### Martin College Connect – for graduates

Our commitment to supporting the successful careers of our students extends long after you have left the classroom. Martin College Connect has been established to provide our graduates with an opportunity to stay in touch with fellow graduates and staff – as well as making new connections through further training, professional development and networking events.

your  
career



# hear from the employers



“With Melbourne hosting the Commonwealth Games in 2006, Australia will be on show. Therefore, we want to have quality staff who are well-educated and have superior customer service skills. Event Management students from Martin College will provide administration support and will be involved in liaising and monitoring fundraising events in regional centres across Queensland, as well as the prestigious Premier’s Dinner. We know we can rely on Martin College students to provide a quality service, because it has such high standards in business training and service provision.”

**James Cooper**  
Secretary  
Commonwealth Games Association (QLD Division)



“As a French Travel Specialist service, France @ Leisure values strong customer service skills and a strong work ethic. We chose to employ a Martin College graduate because we know that they provide comprehensive training and have a strong emphasis on both of these. We like to give students the opportunity to do work experience within our company, as this gives them a true insight into the reality of the industry.”

**Christian Blondeau**  
Director  
France @ Leisure



“Keenan commenced employment with our firm around four weeks ago. Since he has been with us, we have found him to be a dedicated team player and someone we can rely on to get the job done. His knowledge from attending Martin College has been invaluable to our company already – implementing systems we knew we needed but never had the time. We at Asset Finance believe that although Keenan would have already suited our company, studying at Martin College gave him the edge on all other applicants for the position available.”

**Angela Del Marco**  
Director  
Asset Finance



**HENRY DAVIS YORK**  
LAWYERS

“Henry Davis York has recruited several Martin College graduates for its junior secretary program. The calibre of candidates has been excellent and these secretaries have gone on to become top performers in our firm. We will continue to recruit Martin College graduates because of their high standard of skills and abilities.”

**Catherine Neill**  
Human Resources Manager  
Henry Davis York | Lawyers

**Matthews Folbigg**

“As Parramatta’s largest provider of legal services we have employed a number of graduates from Martin College. We have been impressed with the new graduates’ level of training and their attitude on commencing a career in the Law. Some graduates continue as valued members of our staff and a few have gone on to alternative careers. It is apparent that the staff at Martin College care about successful placement of their graduates. We have noticed that the curriculum is constantly improving and is being enhanced year by year. As our firm has grown it has a need for graduates who are not only seeking positions as legal secretaries but also in support fields such as marketing, accounting and information technology. It is pleasing to see that Martin College is progressive and meeting the recruitment needs of the fast growing Western Sydney Region.”

**Vicky Levenson**  
General Manager  
Matthews Folbigg

## University pathways

Your Martin College Advanced Diploma or Diploma can also be your pathway to universities throughout Australia. Whether you choose to study Graphic Design, Information Technology or Business, you can earn valuable credits towards top courses at leading universities which are renowned for the practical and career-oriented nature of their degree courses.

### University pathways

Students successfully completing Martin College Advanced Diploma and Diploma courses will be deemed to have met the minimum entry requirements for most Australian universities. Martin College has established agreements with universities throughout Australia, which will enable you to apply for Transfer Credit from your Martin College course into related undergraduate degrees at those universities.

These agreements provide graduates of our Advanced Diploma of Business Management, Diplomas of Business, Diplomas of Graphic Design and Diplomas of Information Technology with the opportunity to progress into a university Bachelor Degree with significant credit points. To gain entrance into university, you must achieve at least the minimum specified grades and meet the entry requirements. Australian universities also expect applicants to have completed senior secondary education (or equivalent). At Martin College, our courses are designed for your future.

### Universities driven by practical industry needs

Each of these universities has been carefully selected because they deliver practical, results-driven degree programs which are geared towards the real needs of the modern professional world. Such input from industry specialists ensures you will gain the skills which will give you the edge.

- Australian Catholic University
- Bond University
- Central Queensland University
- Charles Sturt University
- Curtin University of Technology
- Edith Cowan University
- Griffith University
- James Cook University
- La Trobe University
- Murdoch University
- Queensland University of Technology
- University of Canberra
- University of Southern Queensland
- University of the Sunshine Coast
- University of Technology, Sydney
- University of Wollongong

university  
options

For the latest information about  
University Pathways with Martin College,  
visit [www.martincollege.com](http://www.martincollege.com)



## Your guide to university credits

Students who gain entry to the following universities are eligible to apply for credit for the Martin College qualifications listed below. For the latest information about University Pathways with Martin College, visit [www.martincollege.com](http://www.martincollege.com).

University	Martin College Pathway
<b>Australian Catholic University</b> CRICOS Provider Codes: 00885B (QLD) 00004G (NSW) 00112C (VIC)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diplomas of Business</li> <li>■ Diploma of Information Technology (Systems Administration)</li> <li>■ Diploma of Information Technology (Multimedia Integration)</li> <li>■ Diplomas of Graphic Design</li> </ul>
<b>Bond University</b> CRICOS Provider Code: 00017B (QLD)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diplomas of Business</li> <li>■ Diploma of Information Technology (Systems Administration)</li> <li>■ Diploma of Information Technology (Multimedia Integration)</li> <li>■ Diplomas of Graphic Design</li> </ul>
<b>Central Queensland University</b> CRICOS Provider Codes: 01315F (NSW) 00219C (QLD) 01624D (VIC)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diploma of Information Technology (Systems Administration)</li> <li>■ Diploma of Information Technology (Multimedia Integration)</li> <li>■ Diplomas of Graphic Design</li> <li>■ Diploma of Business (Human Resources)</li> </ul>
<b>Charles Sturt University</b> CRICOS Provider Codes: 00005F (NSW) 02597E (QLD)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diplomas of Business</li> <li>■ Diploma of Information Technology (Systems Administration)</li> <li>■ Diploma of Information Technology (Multimedia Integration)</li> <li>■ Diplomas of Graphic Design</li> </ul>
<b>Curtin University of Technology</b> CRICOS Provider Code: 00301J (WA)	<ul style="list-style-type: none"> <li>■ Diplomas of Graphic Design</li> <li>■ Diploma of Information Technology (Systems Administration)</li> </ul>
<b>Edith Cowan University</b> CRICOS Provider Code: 00279B (WA)	<ul style="list-style-type: none"> <li>■ Diploma of Business (Human Resources)</li> <li>■ Diploma of Information Technology (Multimedia Integration)</li> </ul>
<b>Griffith University</b> CRICOS Provider Code: 00233E (QLD)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diplomas of Business</li> <li>■ Diploma of Information Technology (Systems Administration)</li> <li>■ Diploma of Information Technology (Multimedia Integration)</li> <li>■ Diplomas of Graphic Design</li> </ul>
<b>James Cook University</b> CRICOS Provider Codes: 00117J (QLD) 01965E (NSW) 02153M (VIC)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diplomas of Business</li> </ul>
<b>La Trobe University</b> CRICOS Provider Codes: 02366J (QLD) 00115M (VIC)	<ul style="list-style-type: none"> <li>■ Diploma of Information Technology (Multimedia Integration)</li> </ul>
<b>Murdoch University</b> CRICOS Provider Code: 00125J (WA)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diplomas of Business</li> <li>■ Diploma of Information Technology (Systems Administration)</li> </ul>
<b>Queensland University of Technology</b> CRICOS Provider Code: 00213J (QLD)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diplomas of Business</li> <li>■ Diploma of Information Technology (Multimedia Integration)</li> <li>■ Diploma of Information Technology (Systems Administration)</li> </ul>
<b>University of Canberra</b> CRICOS Provider Code: 00212K (ACT)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> </ul>
<b>University of Southern Queensland</b> CRICOS Provider Codes: 00244B (QLD) 02225M (NSW) 02387D (VIC)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diplomas of Business</li> <li>■ Diploma of Information Technology (Systems Administration)</li> <li>■ Diplomas of Graphic Design</li> </ul>
<b>University of Technology, Sydney</b> CRICOS Provider Code: 00099F (NSW)	<ul style="list-style-type: none"> <li>■ Diplomas of Graphic Design</li> </ul>
<b>University of the Sunshine Coast</b> CRICOS Provider Code: 01595D (QLD)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> <li>■ Diplomas of Business</li> <li>■ Diplomas of Graphic Design</li> </ul>
<b>University of Wollongong</b> CRICOS Provider Code: 00102E (NSW)	<ul style="list-style-type: none"> <li>■ Advanced Diploma of Business Management</li> </ul>

## Real success stories from our students

Martin College is all about results. This means real career success for you – just like thousands of students before you. Our graduates have gone on to exciting and rewarding careers in a huge variety of industries. The training and support you receive at Martin College will be the foundation for your future achievements.

# real success

### Bridget Easton

**Diploma of Business – major in Travel and Tourism and  
Diploma of Business Management**

“Since completing my studies in June 2004, I have been working for Majer Recruitment as Receptionist and am now the Candidate Care Consultant. My job involves a variety of tasks from interviewing candidates, reference checking, answering enquiries, along with general administrative duties. Because of my training and experience, I felt confident when taking on this role that I would be able to apply my knowledge as well as learn many new skills. Working in this industry you realise how important it is to have good training to set yourself apart from other job seekers.”

### David Moorcroft

**Advanced Diploma of Business Management**

“My Martin College qualification has opened many doors including university and career options. In my case, it not only gave me the qualification, it also gave me the confidence to go for higher profile positions in my chosen industry.”

### Jennifer Caswell

**Diploma of Administration and Travel**

“I graduated from Martin College in 1994 with a Diploma of Administration and Travel. After finishing high school, I was unsure of my future career and decided to explore the option of acquiring administration skills through Martin College.

I now work in a very challenging and rewarding job within a dynamic industry as a Manager of the Business Support division of the national specialist recruitment firm Hamilton James & Bruce. I lead a team of successful recruitment consultants who specialise in placing skilled and experienced office support staff. The skills acquired as a student at Martin College have contributed to my professional success to date. My time with Martin College was a springboard to my corporate career.”

### Ram Castillo

**Diploma of Graphic Design (Advertising)**

“I enjoyed everything about Martin College. Academically, the teachers were more than qualified to assist me in forming an industry standard foundation. Socially, the people were great and there was a pleasant and friendly environment. The facilities were also enjoyable and comfortable. Martin College has created a foundation to my career path as a designer. Creatively, conceptually and thematically my course has broadened my understanding and ability. Martin College challenged me to reach my potential.”

### Margie Hayler

**Diploma of Business – major in Travel and Tourism, Diploma of  
Business Management and Diploma of Business (Marketing)**

“I thoroughly enjoyed all aspects of my time at Martin College; the friendly, knowledgeable and helpful staff, the interaction with other students and the challenge of going back to full time study. I studied three majors but found that the travel course contained the most practical and relevant information. I am now working for a franchised retail travel agency and love every moment of it.”

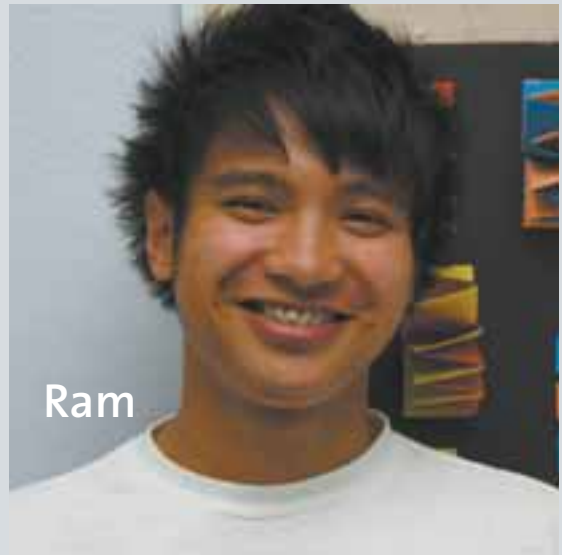
### Kazutaka Terai

**Advanced Diploma of Business Management**

“I really enjoy studying with Australian and International Students. The Australian people are so friendly. I also like the fact that Martin College will allow me to go to University in Australia – with credit!”



Bridget



Ram



David



Margie



Jennifer



Kazutaka



## Success after Martin College

Meet Helen Collinson. Helen completed a Diploma of Business (Marketing) with Martin College in 2000. She wrote to us expressing her high regard for Martin College and explained how it was the perfect pathway to her successful career.

“I completed a Diploma of Business, majoring in Marketing in July 2000. When I applied to undergo the course, I was 16 and had just quit school half way through Grade 11. Even though my grades at school were always up to standard, I was never able to get along with my teachers (I have always been independent for my age). I even remember one of my teachers telling me that I would never achieve anything in life, and this is why I would like to take the time to thank Martin College for pointing me in the direction of success.

When I first started at the college, I was one of the youngest students in all of my classes, however, being around older people felt right for me. Everyone was extremely welcoming. The environment that Martin College offers is completely different than a high school. You are expected to act as an adult and more importantly you are treated as an adult. After completing a Certificate, I found a new sense of confidence and decided to go all the way and enter into a Diploma course. The time went by so fast and after 12 months I was ready to face the world of employment.

I was offered a full time position at a local real estate agency. With all the necessary skills that Martin College taught, as well as knowledge, I could not have been more prepared for work. I would not have been able to enter the workplace with as much confidence as I did if I had simply completed my Grade 12 studies. After working there for 12 months I decided to switch careers.

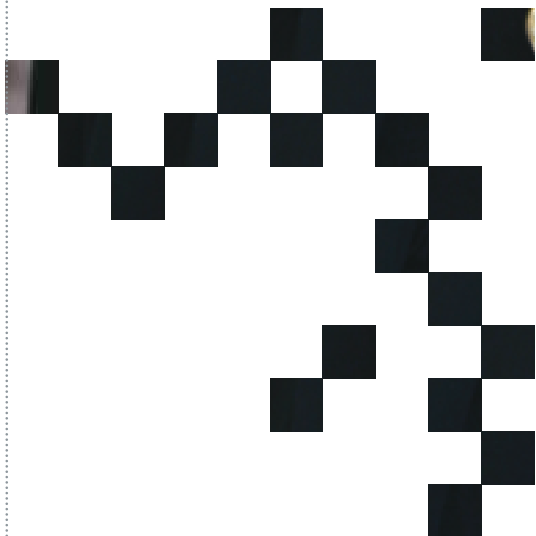
With my studies and sales experience, I was offered a job at the Commonwealth Bank. I am now 20 years old and have been in the bank for only 2 years and I am extremely proud to say that I am the Manager of Personal Lending at the Ipswich branch. I am the youngest in my position in my area and would be one of the youngest Lenders of the Commonwealth Bank of Australia. I will also be going back to university next year to complete my degree in Business Management.

Martin College has played a huge part in my success. The teachers treated everyone as individuals and encouraged you to believe anything is possible. I know I would not be enjoying the same amount of success if I hadn't gone to Martin College – it was the best choice I have ever made!

Thank you Martin College!”

# Success

## after Martin College



# Advanced Diploma of Business Management

your direct pathway to university success



## ● Advanced Diploma of Business Management

Fast Track: 45 weeks, Standard Track: 60 weeks

The role of the manager in the 21st century is changing rapidly. The Advanced Diploma of Business Management will prepare you for the many new challenges ahead by teaching you strong theoretical and practical skills for the management of people and organisations. This course will provide you with extensive training on identifying emerging business opportunities, the management of risk and change, and how to develop and implement effective business plans. You can study this Advanced Diploma Fast Track (45 weeks) or Standard Track (60 weeks).

As a graduate of the Advanced Diploma of Business Management, you can choose to continue your studies at university. Provided you achieve the necessary grades and meet any additional selection criteria prescribed by the university, significant credit will be possible into specified undergraduate programs.

### Perth Campus only

#### Advanced Diploma of Business Management

– Murdoch Pathway

This unique new program offers a guaranteed pathway\* to second year in Murdoch University's Bachelor of Commerce program (for majors in Accounting, Banking, Finance, Management, Marketing Management or Professional Accounting). The program includes the standard competency based units as listed on page 17, plus the equivalent of 4 first year Murdoch University units (Introduction to Economics, Principles of Finance and Banking, Principles of Commercial Law and a Foundation Unit). Upon successful completion, students will be eligible for 24 points/12 months of advanced standing toward the Murdoch University Bachelor of Commerce.

\*Guaranteed entry is available to international students, and local fee-paying students. Local students may elect to apply to the WA Tertiary Institutions Service Centre for a Commonwealth supported place.

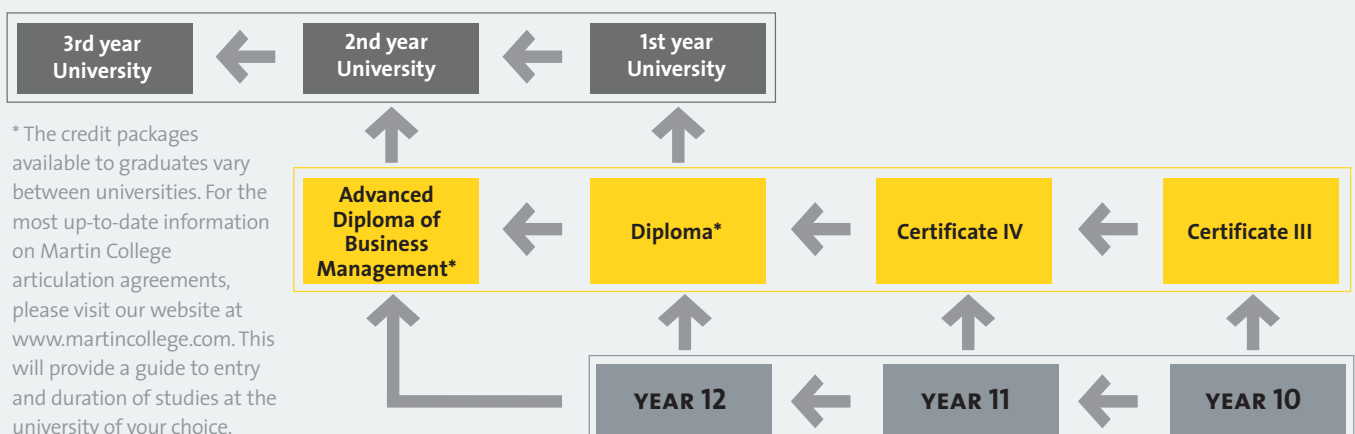
## Key facts

- Course length: 60 weeks (YA=CN90) or 45 weeks (YA=CN90A)
- Available at: all locations
- Entry requirements: refer to page 39
- Fast Track (45 weeks) or Standard Track (60 weeks) option
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification BSB60201 Advanced Diploma of Business Management

## Graduates of Martin College qualifications will receive significant credits upon upgrading

FOR EXAMPLE	COURSE LENGTH
Certificate III in Business	15 weeks
Upgrade to Certificate IV in Business	+10 weeks*
Upgrade to Diploma of Business	+11 weeks*
Upgrade to Advanced Diploma of Business Management – Fast Track	+23 weeks*
Upgrade to Advanced Diploma of Business Management – Standard Track	+31 weeks*

\* Not all courses are available at all campuses. The time needed may vary, depending on the availability of the subjects required. Your Career Consultant will be able to assess your individual situation and eligibility for Recognition of Prior Learning.



\* The credit packages available to graduates vary between universities. For the most up-to-date information on Martin College articulation agreements, please visit our website at [www.martincollege.com](http://www.martincollege.com). This will provide a guide to entry and duration of studies at the university of your choice.

As a graduate of the Advanced Diploma of Business Management, you can choose to continue your studies at university. Provided you achieve the necessary grades and meet any additional selection criteria prescribed by the university, significant credit will be possible into specified undergraduate programs.

## Subjects

### COMPUTING

- Use Business Technology
- Develop Keyboard Skills
- Internet/Email
- Word Processing
- Spreadsheets
- Presentation Graphics
- Produce Business Documents
- Integrate Business Applications

### OPERATIONS

- Customer Service Delivery
- Workplace Safety
- Team Work

### FINANCE

- Prepare Financial Documents
- Maintain Financial Records
- Payroll
- Report on Financial Activity
- Computerised Accounting
- Financial Management

### MARKETING

- Marketing Research
- Develop a Marketing Plan
- Evaluate International Opportunities
- Marketing Management
- Consumer Behaviour

### COMMUNICATION

- Workplace Communication
- Research and Reporting
- Applied Business Communication

### MANAGEMENT

- Recruit, Select and Induct Staff
- Manage People Performance
- Ensure a Safe Workplace
- Management of Change
- Contribute to Strategic Direction
- Management of Risk
- Strategic Management
- Manage Business Operations
- Organisational Leadership
- Business Statistics
- Evaluate e-Business Opportunities

## Direct pathway to university

Students successfully completing Martin College Advanced Diploma and Diploma courses will be deemed to have met the minimum entry requirements for most Australian universities. To gain entrance into university you must achieve at least the minimum specified grades and meet the entry requirements. Australian universities also expect applicants to have completed senior secondary education (or equivalent).

Conditional offers, facilitated entry and package visas (for international students) are available. Please contact the International Admissions Centre for full information.

Refer to page 11 for the CRICOS Provider Codes for the universities listed.

## Credit available at:



## 2006 Prices

Location	Local students*	International students
Sydney	A\$11,800	A\$14,950
Parramatta	A\$11,800	A\$14,950
Brisbane	A\$11,500	A\$14,300
Gold Coast	A\$11,500	A\$14,300
Perth	A\$10,300	A\$12,875

\* Payment plans and student loans available

## Start dates

Month	Date	Month	Date
January	9, 23 (P)	July	10 (P), 17
February	6	August	7
March	6	September	4
April	3, 18 (P)	October	2 (P), 9
May	8	November	6
June	5	December	4

(P) = Perth campus

# Graphic Design

possible careers: graphic/web design □ desktop publishing



## ● Diploma of Graphic Design (Advertising) – 45 weeks

Through a combination of theory, free-hand and computerised design skills, students of our Advertising option will develop key advertising skills. You will learn how to negotiate with clients, direct creative teams and analyse creative concepts. By focusing on the communication processes involved in marketing and advertising strategies, you will also develop the skills and knowledge to produce a successful promotional plan.

## ● Diploma of Graphic Design (Multimedia) – 45 weeks

This Multimedia course focuses on website design, production and interactivity. You will use state-of-the-art multimedia authoring and layout packages to bring your creative ideas to life. Our expert design staff will also teach you how to edit code to customise and enhance a variety of design features.

## ● Diploma of Graphic Design (Advertising and Multimedia) – Double Major: 50 weeks

This double major will develop your skills, knowledge and understanding of the exciting field of advertising, as well as the ability to bring your creative ideas to life through the use of state-of-the-art multimedia authoring and layout packages.

## Key facts

- Course length:
  - Diploma of Graphic Design (Advertising) 45 weeks (YA=CN66B)
  - Diploma of Graphic Design (Multimedia) 45 weeks (YA=CN66C)
  - Diploma of Graphic Design (Advertising and Multimedia) 50 weeks (YA=CN66F)
- Available at: Brisbane and Sydney
- Entry requirements: refer to page 39
- Diploma graduates can earn significant credit points towards a relevant university undergraduate degree
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will receive the accredited award of Diploma of Graphic Design (30085QLD), within the applicable stream

## 2006 Prices

Location	Local students*		International students	
	Single Major	Double Major	Single Major	Double Major
Sydney	A\$12,900	A\$13,300	A\$14,950	A\$15,300
Brisbane	A\$12,900	A\$13,300	A\$14,950	A\$15,300

## Start dates

Month	Date	Month	Date
January	16	July	10
February	13	August	–
March	20	September	–
April	–	October	16
May	–	November	–
June	–	December	–

Graphic Design communicates ideas, concepts and functions to a target audience and is vital in the marketing of products and services. It is a fast-growing, dynamic industry at the cutting-edge of modern art and technology. Our courses combine traditional design skills with 21st century computer graphics and basic business training. We will train you to take your design brief from concept to delivery.

## Subjects

### STUDIO

- ● ● Drawing
- ● ● Design Concepts and Principles
- ● ● Visualisation Techniques
- ● ● Typography I
- ● ● Design and Culture
- ● ● Graphic Design I
- ● ● Professional Practice I
- ● ● Art Direction

### COMPUTING

- ● ● Use Business Technology
- ● ● Develop Keyboard Skills
- ● ● Internet/Email
- ● ● Computer Graphics I
- ● ● Computer Graphics II
- ● ● Photo Imaging
- ● ● Computer Design and Production I
- ● ● Typography II
- ● ● Graphic Design II
- ● ● Graphic Design III
- ● ● Digital Prepress Production
- ● ● Professional Practice II

### MULTIMEDIA

- ● ● Website Design I
- ● ● Website Design II
- ● ● Design for Screens and Interactivity
- ● ● Multimedia Design

### ADVERTISING

- ● ● Creative Advertising I
- ● ● Creative Advertising II
- ● ● Identify the Market
- ● ● Marketing Research

### COMMUNICATION

- ● ● Workplace Communication
- ● ● Make Presentations

- Diploma of Graphic Design (Advertising)
- Diploma of Graphic Design (Multimedia)
- Diploma of Graphic Design (Advertising and Multimedia)



# Information Technology

possible careers: helpdesk □ technical support □ programming



Information Technology Diplomas, Certificates IV and III

## ● Diploma of Information Technology (Systems Administration) – 45 weeks

This is a technical, broad-based and hands-on course designed to provide you with the skills and knowledge for a range of roles within Information Technology and Business. The course focuses on the IT specific skills required to administer, analyse and maintain computer systems. It is designed to teach you essential project management, programming, client relations and resource planning skills to assist the smooth running of business operations.

## ● Certificate IV in Information Technology (Technical Support) – 30 weeks

The Martin College Technical Support qualification is your chance to gain an introductory level of knowledge and technical skills in project management, network administration, Java programming and systems support.

### Subjects

#### COMPUTING

- ● ● ● ○ Basic Computer Operations
- ● ● ● ○ Internet/Email
- ● ● ● ○ Word Processing
- ● ● ● ○ Spreadsheets
- ● ● ● ○ Databases
- ● ● ● ○ Presentation Graphics
- ● ● ● ○ IT Workplace Skills
- ● ● ● ○ Integrate Business Applications
- ● ● ● ○ Introduction to Mac

#### NETWORKING

- ● ● ● ○ Introduction to Networking
- ● ● ● ○ Network Administration
- ● ● ● ○ Manage Network Security

#### PROGRAMMING

- ● ● ● ○ Java Programming

#### MULTIMEDIA

- ● ● ● ○ Web Page Authoring
- ● ● ● ○ Web Server System Implementation and Testing
- ● ● ● ○ Website Design II
- ● ● ● ○ Multimedia Design
- ● ● ● ○ Digital Imagery
- ● ● ● ○ Enhance Multimedia Presentations
- ● ● ● ○ Develop Detailed Design Concept
- ● ● ● ○ Undertake a Complex Design Brief
- ● ● ● ○ Build an Internet Infrastructure

#### ADVANCED COMPUTING

- ● ● ● ○ Database Design and Implementation
- ● ● ● ○ Systems Analysis and Design
- ● ● ● ○ Resource Planning

#### MANAGEMENT

- ● ● ● ○ Project Management
- ● ● ● ○ Client/Team Relations
- ● ● ● ○ Relate to Clients
- ● ● ● ○ Project Management (Integration)
- ● ● ● ○ Project Management (Resources)
- ● ● ● ○ Manage Multimedia Projects

#### SYSTEMS

- ● ● ● ○ Operating Systems and Hardware
- ● ● ● ○ Systems Support/Helpdesk
- ● ● ● ○ Systems Maintenance
- ● ● ● ○ Systems Security
- ● ● ● ○ Integrated Project (Systems Administration)
- ● ● ● ○ System Infrastructure Design

### Key facts

- Course length: Diploma 45 weeks (YA=CN93), Certificate IV 30 weeks (YA=CN92), Certificate III 18 weeks (YA=CN91)
- Available at: Sydney and Gold Coast
- Entry requirements: refer to page 39
- Diploma graduates can earn significant credit points towards a relevant university undergraduate degree
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification ICA30199 Certificate III in Information Technology (Software Applications) or ICA40599 Certificate IV in Information Technology (Technical Support) or ICA50199 Diploma of Information Technology (Systems Administration), as applicable

## 2006 Prices – Systems Administration major

Location	Local students*			International students		
	Diploma	Cert IV	Cert III	Diploma	Cert IV	Cert III
Sydney	A\$12,900	A\$9,020	A\$5,350	A\$14,950	A\$10,100	A\$6,050
Gold Coast	A\$11,350	A\$7,600	A\$4,700	A\$13,900	A\$10,100	A\$5,250

## Start dates

Month	Date	Month	Date
January	16	July	3
February	20	August	–
March	–	September	–
April	10	October	30
May	–	November	–
June	–	December	–

Computers are at the heart of modern day business operations. Globally, there is an on-going demand for well-trained IT professionals. Our Information Technology courses provide not only specialised IT skills, but also a general knowledge of business practices.

### ● Diploma of Information Technology (Multimedia Integration) – 55 weeks

This course will equip you with the essential knowledge and skills to originate designs and produce sophisticated and professional interactive media. While the main focus of this course is Information Technology, it also embodies design concepts and principles in some depth, which will enable you to operate in a multi-functional role centred on business for the future. This course is 'leading edge'.

### ○ Certificate IV in Information Technology (Multimedia) – 37 weeks

The Martin College Certificate IV course in Multimedia will give you an introductory level of knowledge and technical skills in network administration, programming, website design, multimedia presentations and digital imagery.

### ● Certificate III in Information Technology (Software Applications) – 18 weeks

With our Certificate III course, you will be introduced to the basic principles, technical skills and theories used in computer software applications, operating systems, hardware and the administration of an IT network.

- Diploma of Information Technology (Systems Administration)
- Certificate IV in Information Technology (Technical Support)
- Certificate III in Information Technology (Software Applications)
- Diploma of Information Technology (Multimedia Integration)
- Certificate IV in Information Technology (Multimedia)

### Key facts

- Course Length: Diploma 55 weeks (YA=CN118), Certificate IV 37 weeks (YA=CN117), Certificate III 18 weeks (YA=CN91)
- Available at: all locations except Perth
- Entry Requirements: refer to page 39
- Diploma graduates can earn significant credit points towards a relevant university undergraduate degree
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification ICA30199 Certificate III in Information Technology (Software Applications) or ICA40499 Certificate IV in Information Technology (Multimedia) or ICA50599 Diploma of Information Technology (Multimedia Integration), as applicable

### Graduates of Martin College qualifications will receive significant credits upon upgrading

FOR EXAMPLE (MULTIMEDIA MAJOR)	COURSE LENGTH
Certificate III in Information Technology (Software Applications)	18 weeks
Upgrade to Certificate IV in Information Technology (Multimedia)	+19 weeks*
Upgrade to Diploma of Information Technology (Multimedia Integration)	+18 weeks*

\* Not all courses are available at all campuses. The time needed may vary, depending on the availability of the subjects required. Your Career Consultant will be able to assess your individual situation and eligibility for Recognition of Prior Learning.

## 2006 Prices – Multimedia major

Location	Local students*			International students		
	Diploma	Cert IV	Cert III	Diploma	Cert IV	Cert III
Sydney	A\$12,900	A\$10,550	A\$5,350	A\$14,950	A\$11,950	A\$6,050
Parramatta	A\$12,900	A\$10,550	A\$5,350	A\$14,950	A\$11,950	A\$6,050
Brisbane	A\$12,900	A\$10,550	A\$5,350	A\$14,600	A\$11,950	A\$6,050
Gold Coast	A\$11,350	A\$9,200	A\$4,700	A\$13,900	A\$11,950	A\$5,250

\* Payment plans and student loans available

## Start dates

Month	Date	Month	Date
January	16	July	3
February	20	August	–
March	–	September	–
April	10	October	30
May	–	November	–
June	–	December	–

# Business



possible careers: administration □  
office management □ personal assistant

## ● Diploma of Business

30 weeks

As a graduate of the Diploma of Business, you will have a firm grasp of business essentials and the confidence to undertake a variety of entry level roles in a range of industries. In only 30 weeks, you will be provided with a wealth of administrative, recruiting, business communication and marketing skills.

## ● Certificate IV in Business

24 weeks

With this course, you will learn general computing and administrative skills as well as the fundamentals of supervision, market research and finance.

## ● Certificate III in Business

15 weeks

This course is designed to provide you with the necessary computing and administrative skills for entry-level roles in a variety of industries.

## ● Certificate II in Business

10 weeks

Upon completion of this introductory course, you can articulate directly into higher Certificate and Diploma courses and learn the practical and theoretical skills needed for successful office administration.

## Key facts

- Course length: Diploma 30 weeks (YA=CN80), Certificate IV 24 weeks (YA=CN81), Certificate III 15 weeks (YA=CN79), Certificate II 10 weeks (YA=CN78)
- Available at: all locations
- Entry requirements: refer to page 39
- Certificate II in Business course available only to local students
- Diploma graduates may articulate directly into the Advanced Diploma of Business Management with significant credit
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification BSB20101 Certificate II in Business or BSB30101 Certificate III in Business or BSB40101 Certificate IV in Business or BSB50101 Diploma of Business, as applicable

## Graduates of Martin College qualifications will receive significant credits upon upgrading

FOR EXAMPLE	COURSE LENGTH
Certificate III in Business	15 weeks
Upgrade to Certificate IV in Business	+10 weeks*
Upgrade to Diploma of Business	+11 weeks*
Upgrade to Advanced Diploma of Business Management – Fast Track	+23 weeks*
Upgrade to Advanced Diploma of Business Management – Standard Track	+31 weeks*

\* Not all courses are available at all campuses. The time needed may vary, depending on the availability of the subjects required. Your Career Consultant will be able to assess your individual situation and eligibility for Recognition of Prior Learning.

## 2006 Prices

Location	Local students*				International students			
	Diploma	Cert IV	Cert III	Cert II	Diploma	Cert IV	Cert III	Cert II
Sydney	A\$9,050	A\$6,900	A\$4,150	A\$2,900	A\$9,550	A\$8,150	A\$5,300	–
Parramatta	A\$9,050	A\$6,900	A\$4,150	A\$2,900	A\$9,550	A\$8,150	A\$5,300	–
Brisbane	A\$9,050	A\$6,900	A\$4,150	A\$2,900	A\$9,550	A\$8,150	A\$5,300	–
Gold Coast	A\$8,500	A\$6,200	A\$3,800	A\$2,490	A\$9,050	A\$7,700	A\$5,100	–
Perth	A\$8,500	A\$6,200	A\$3,800	A\$2,600	A\$9,050	A\$7,700	A\$5,100	–

\* Payment plans and student loans available

## Start dates

Month	Date	Month	Date
January	9, 23 (P)	July	10 (P), 17
February	6	August	7
March	6	September	4
April	3, 18 (P)	October	2 (P), 9
May	8	November	6
June	5	December	4

(P) = Perth campus

The business world is a competitive place. More than ever, you need to show that you have the essential business skills, knowledge and understanding in order to pursue the career you want. Martin College can give you that important edge.

## Subjects

### COMPUTING

- ● ● ● Use Business Technology
- ● ● ● Develop Keyboard Skills
- ● ● ● Internet/Email
- ● ● ● Word Processing
- ● ● ● Spreadsheets
- ● ● ● Presentation Graphics
- ● ● ● Produce Business Documents
- ● ● ● Integrate Business Applications

### COMMUNICATION

- ● ● ● Prepare for Job Seeking
- ● ● ● Workplace Communication
- ● ● ● Research and Reporting
- ● ● ● Applied Business Communication
- ● ● ● Personal Effectiveness in the Workplace

### OPERATIONS

- ● ● ● Customer Service Delivery
- ● ● ● Workplace Safety
- ● ● ● Team Work
- ● ● ● Handle Mail
- ● ● ● Business Environment
- ● ● ● Workplace Information
- ● ● ● Use Business Equipment
- ● ● ● Meeting Client Needs
- ● ● ● Supervise Work Team
- ● ● ● Organise Meetings
- ● ● ● Organise Business Travel

### FINANCE

- ● ● ● Prepare Financial Documents
- ● ● ● Maintain Financial Records
- ● ● ● Payroll
- ● ● ● Report on Financial Activity
- ● ● ● Computerised Accounting
- ● ● ● Financial Management

### MANAGEMENT

- ● ● ● Recruit, Select and Induct Staff
- ● ● ● Manage People Performance
- ● ● ● Innovation and Change
- ● ● ● Workplace Training A

### MARKETING

- ● ● ● Marketing Research
- ● ● ● Marketing Management

● Diploma of Business ● Certificate IV in Business ● Certificate III in Business ● Certificate II in Business



# International Business



possible careers: importing/exporting □ marketing

Graduates of this course will be equipped to deal with the demands of international business. They will develop a keen understanding of goods, services, capital, technology and personnel from an international business perspective.

## ● Diploma of Business

### Major in International – 40 weeks

This Diploma of Business provides you with the marketing and management skills necessary to build and develop trade relations in overseas business. It combines the practical and academic elements of business with political and trade factors, enabling you to pursue many career opportunities in international business.

### Subjects

#### COMPUTING

- Use Business Technology
- Develop Keyboard Skills
- Internet/Email
- Word Processing
- Spreadsheets
- Presentation Graphics
- Produce Business Documents
- Integrate Business Applications

#### MANAGEMENT

- Recruit, Select and Induct Staff
- Manage People Performance
- Management of Change
- Contribute to Strategic Direction
- Business Statistics

#### FINANCE

- Prepare Financial Documents
- Maintain Financial Records
- Payroll
- Report on Financial Activity
- Computerised Accounting
- Financial Management

#### OPERATIONS

- Customer Service Delivery
- Workplace Safety
- Team Work
- Handle Mail
- Business Environment
- Workplace Information
- Use Business Equipment

#### COMMUNICATION

- Prepare for Job Seeking
- Workplace Communication
- Research and Reporting
- Applied Business Communication

#### MARKETING

- Marketing Research
- Evaluate Marketing Opportunities

#### INTERNATIONAL

- Introduction to International Business
- Legal Frameworks for International Business
- International Marketing

### Key facts

- Course length: 40 weeks (YA=CN83)
- Available at: all locations
- Entry requirements: refer to page 39
- Graduates may articulate directly into the Advanced Diploma of Business Management with significant credit
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification BSB50101 Diploma of Business

### Graduates of Martin College qualifications will receive significant credits upon upgrading

FOR EXAMPLE	COURSE LENGTH
Certificate III in Business	15 weeks
Upgrade to Certificate IV in Business	+10 weeks*
Upgrade to Diploma of Business with a major in International	+20 weeks*
Upgrade to Advanced Diploma of Business Management – Fast Track	+17 weeks*
Upgrade to Advanced Diploma of Business Management – Standard Track	+23 weeks*

\* Not all courses are available at all campuses. The time needed may vary, depending on the availability of the subjects required. Your Career Consultant will be able to assess your individual situation and eligibility for Recognition of Prior Learning.

### 2006 Prices

Location	Local students*	International students
Sydney	A\$10,850	A\$12,750
Parramatta	A\$10,850	A\$12,750
Brisbane	A\$10,850	A\$12,750
Gold Coast	A\$10,100	A\$12,200
Perth	A\$10,100	A\$12,200

### Start dates

Month	Date	Month	Date
January	9, 23 (P)	July	10 (P), 17
February	6	August	7
March	6	September	4
April	3, 18 (P)	October	2 (P), 9
May	8	November	6
June	5	December	4

(P) = Perth campus

# Management



possible careers: office management □ business management

Effective managers are required in all areas of business today. Management roles within any company require a flexible approach and an ability to assess the need for organisational change. Our Diploma of Business Management is designed to provide these essential skills.

## ● Diploma of Business Management

35 weeks

The Diploma of Business Management is specifically designed to help you develop an innovative and entrepreneurial approach to the management of people and organisations. The best managers have the skills and confidence to make decisions, manage change and adapt to an ever-evolving business world. Our course is your first step toward being a business or industry leader with strategy.

### Subjects

#### COMPUTING

- Use Business Technology
- Develop Keyboard Skills
- Internet/Email
- Word Processing
- Spreadsheets
- Presentation Graphics
- Produce Business Documents
- Integrate Business Applications

#### OPERATIONS

- Customer Service Delivery
- Workplace Safety
- Team Work
- Handle Mail
- Business Environment
- Workplace Information
- Use Business Equipment

#### MARKETING

- Marketing Research

#### COMMUNICATION

- Prepare for Job Seeking
- Workplace Communication
- Research and Reporting
- Applied Business Communication

#### FINANCE

- Prepare Financial Documents
- Maintain Financial Records
- Payroll
- Report on Financial Activity
- Computerised Accounting
- Financial Management

#### MANAGEMENT

- Recruit, Select and Induct Staff
- Manage People Performance
- Management of Change
- Contribute to Strategic Direction
- Ensure a Safe Workplace

### Key facts

- Course length: 35 weeks (YA=CN89)
- Available at: all locations
- Entry requirements: refer to page 39
- Graduates may articulate directly into the Advanced Diploma of Business Management with full credit
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification BSB50401 Diploma of Business Management

### Graduates of Martin College qualifications will receive significant credits upon upgrading

FOR EXAMPLE	COURSE LENGTH
Certificate III in Business	15 weeks
Upgrade to Certificate IV in Business	+10 weeks*
Upgrade to Diploma of Business Management	+13 weeks*
Upgrade to Advanced Diploma of Business Management – Fast Track	+18 weeks*
Upgrade to Advanced Diploma of Business Management – Standard Track	+23 weeks*

\* Not all courses are available at all campuses. The time needed may vary, depending on the availability of the subjects required. Your Career Consultant will be able to assess your individual situation and eligibility for Recognition of Prior Learning.

### 2006 Prices

Location	Local students*	International students
Sydney	A\$9,970	A\$11,150
Parramatta	A\$9,970	A\$11,150
Brisbane	A\$9,970	A\$11,150
Gold Coast	A\$9,500	A\$9,970
Perth	A\$9,500	A\$9,970

\* Payment plans and student loans available

### Start dates

Month	Date	Month	Date
January	9, 23 (P)	July	10 (P), 17
February	6	August	7
March	6	September	4
April	3, 18 (P)	October	2 (P), 9
May	8	November	6
June	5	December	4

(P) = Perth campus

# Travel and Tourism



possible careers: personal assistant □ travel consultancy □  
airline reservations

The Travel and Tourism major develops your industry knowledge and your practical skills - including computing, keyboarding, administration, destinations and products, and an industry-specific computer reservation and booking services program. It will provide you with the expertise needed to attain real success in this exciting, world-wide industry.

## ● Diploma of Business

### Major in Travel and Tourism – 40 weeks

This Diploma of Business combines theoretical and practical training in business, travel and tourism. You will graduate with a strong understanding of the operations of a typical business, but also have the knowledge requirements of IATA should you wish to subsequently undertake that external industry examination.

## ● Certificate IV in Business

### Major in Travel Practices – 27 weeks

The Certificate IV in Business with a major in Travel Practices is an introduction to destinations, facilities and products within the Asia-Pacific region. It combines theoretical and practical training in both general business and travel and tourism.

## Subjects

### TRAVEL

- ● Introduction to Travel and Tourism
- ● Destinations and Products – Australia
- ● Destinations and Products – Asia Pacific
- Destinations and Products – Africa and Middle East
- Destinations and Products – Europe
- Destinations and Products – The Americas
- International Fares and Ticketing I
- International Fares and Ticketing II
- International Promotional Fares
- ● Travel and Tourism Sales
- ● Australian Fares and Ticketing
- ● Billing Settlement Plan
- Travel Computer Studies (including E-ticketing)

### OPERATIONS

- ● Customer Service Delivery
- ● Workplace Safety
- ● Team Work
- ● Handle Mail

- ● Business Environment
- ● Workplace Information
- ● Use Business Equipment
- Manage Conferences
- Meeting Client Needs
- Supervise Work Team
- Organise Business Travel

### COMMUNICATION

- ● Prepare for Job Seeking
- ● Workplace Communication
- ● Research and Reporting
- Applied Business Communication
- Personal Effectiveness in the Workplace

### MANAGEMENT

- Recruit, Select and Induct Staff
- Manage People Performance
- Ensure a Safe Workplace
- Innovation and Change
- Workplace Training A

### COMPUTING

- ● Use Business Technology
- ● Develop Keyboard Skills
- ● Internet/Email
- ● Word Processing
- ● Spreadsheets
- ● Presentation Graphics
- ● Produce Business Documents
- ● Integrate Business Applications

### FINANCE

- ● Prepare Financial Documents
- ● Maintain Financial Records
- ● Payroll
- ● Report on Financial Activity
- ● Computerised Accounting
- Financial Management

- Diploma of Business – Major in Travel and Tourism
- Certificate IV in Business – Major in Travel Practices

## Key facts

- Course length: Diploma 40 weeks (YA=CN86), Certificate IV 27 weeks (YA=CN82)
- Available at: Brisbane, Sydney and Gold Coast
- Entry requirements: refer to page 39
- Diploma graduates may articulate to the Advanced Diploma of Business Management with significant credit
- Graduates of this Certificate IV may articulate into the Diploma with significant credit
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification BSB50101 Diploma of Business or BSB40101 Certificate IV in Business, as applicable, and a Statement of Attainment for partial completion of THT40202 Certificate IV in Tourism (Operations)

## 2006 Prices

Location	Local students*		International students	
	Diploma	Cert IV	Diploma	Cert IV
Sydney	A\$10,950	A\$7,450	A\$12,750	A\$8,700
Brisbane	A\$10,950	A\$7,450	A\$12,750	A\$8,700
Gold Coast	A\$10,250	A\$6,400	A\$12,750	A\$8,700

## Start dates

Month	Date	Month	Date
January	9	July	17
February	6	August	7
March	6	September	4
April	3	October	9
May	8	November	6
June	5	December	4

\* Payment plans and student loans available

# Event Management



possible careers: business administration □  
event coordinator □ personal assistant

Graduates of this Diploma of Business will have a firm grasp of business essentials as well as a strong understanding of the major industry that has grown up around managing events. You will be ready to take advantage of the exciting opportunities in this dynamic and cross-industry field - one that covers a wide range of events and different workplace contexts.

## ● Diploma of Business

### Major in Event Management – 35 weeks

This Event Management major has been specifically designed to prepare you for this exciting environment with the skills you will need to succeed. We will teach you how to take an event from the first stages of conception through to the staging of the event itself. In addition, we will teach you core business practices and promotional skills – all intended to increase your employment prospects.

## Subjects

### COMPUTING

- Use Business Technology
- Develop Keyboard Skills
- Internet/Email
- Word Processing
- Spreadsheets
- Databases
- Presentation Graphics
- Produce Business Documents
- Integrate Business Applications

### EVENT MANAGEMENT

- Plan and Develop Event Proposals
- Develop Conference Programs
- Develop an Event Concept
- Event Industry Knowledge
- Develop a Media Plan

### MARKETING

- Marketing Research
- Evaluate Marketing Opportunities

### OPERATIONS

- Customer Service Delivery
- Workplace Safety
- Team Work
- Handle Mail
- Business Environment
- Workplace Information
- Use Business Equipment

### COMMUNICATION

- Prepare for Job Seeking
- Workplace Communication
- Research and Reporting
- Applied Business Communication

### FINANCE

- Prepare Financial Documents
- Maintain Financial Records
- Payroll
- Report on Financial Activity
- Computerised Accounting
- Financial Management

## Key facts

- Course length: 35 weeks (YA=CN95)
- Available at: all locations except Perth
- Entry requirements: refer to page 39
- Graduates may articulate directly into the Advanced Diploma of Business Management with significant credit
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification BSB50101 Diploma of Business and a Statement of Attainment for partial completion of THT50202 Diploma of Event Management

## Graduates of Martin College qualifications will receive significant credits upon upgrading

FOR EXAMPLE	COURSE LENGTH
Certificate III in Business	15 weeks
Upgrade to Certificate IV in Business	+10 weeks*
Upgrade to Diploma of Business with a major in Event Management	+16 weeks*
Upgrade to Advanced Diploma of Business Management – Fast Track	+26 weeks*
Upgrade to Advanced Diploma of Business Management – Standard Track	+37 weeks*

\* Not all courses are available at all campuses. The time needed may vary, depending on the availability of the subjects required. Your Career Consultant will be able to assess your individual situation and eligibility for Recognition of Prior Learning.

## 2006 Prices

Location	Local students*	International students
Sydney	A\$9,970	A\$11,150
Parramatta	A\$9,970	A\$11,150
Brisbane	A\$9,970	A\$11,150
Gold Coast	A\$9,500	A\$9,970

\* Payment plans and student loans available

## Start dates

Month	Date	Month	Date
January	9	July	17
February	6	August	7
March	6	September	4
April	3	October	9
May	8	November	6
June	5	December	4

# Marketing



possible careers: market research □ product/services marketing

Today's marketing professionals need to be prepared with a unique blend of theoretical and practical skills. The Martin College Diploma of Business (Marketing) promotes a thorough understanding of pricing, promotion, product and place in both the services and commercial product areas.

## ● Diploma of Business (Marketing) – 35 weeks

The Diploma of Business (Marketing) provides the skills necessary to analyse market needs, define target markets, create marketing strategies and unlock business opportunities in a competitive environment. This course will provide you with a thorough understanding of pricing, promotion, product and place in both the services and commercial product areas.

With the ability to produce a comprehensive marketing communications plan, you will be prepared to start your marketing career. Our graduates often move on to management level once experience has been gained.

### Subjects

#### COMPUTING

- Use Business Technology
- Develop Keyboard Skills
- Internet/Email
- Word Processing
- Spreadsheets
- Databases
- Presentation Graphics
- Produce Business Documents
- Integrate Business Applications

#### OPERATIONS

- Customer Service Delivery
- Workplace Safety
- Team Work
- Handle Mail
- Business Environment
- Workplace Information
- Use Business Equipment

#### MANAGEMENT

- Manage People Performance

#### COMMUNICATION

- Prepare for Job Seeking
- Workplace Communication
- Research and Reporting
- Applied Business Communication

#### FINANCE

- Prepare Financial Documents
- Maintain Financial Records
- Payroll
- Report on Financial Activity
- Computerised Accounting

#### MARKETING

- Marketing Research
- Identify the Market
- Consumer Behaviour
- Evaluate Marketing Opportunities
- Develop a Media Plan
- Marketing Management
- Review Marketing Performance

### Key facts

- Course length: 35 weeks (YA=CN87)
- Available at: all locations except Perth
- Entry requirements: refer to page 39
- Graduates may articulate directly into the Advanced Diploma of Business Management with significant credit
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification BSB50701 Diploma of Business (Marketing)

### Graduates of Martin College qualifications will receive significant credits upon upgrading

FOR EXAMPLE	COURSE LENGTH
Certificate III in Business	15 weeks
Upgrade to Certificate IV in Business	+10 weeks*
Upgrade to Diploma of Business (Marketing)	+17 weeks*
Upgrade to Advanced Diploma of Business Management – Fast Track	+23 weeks*
Upgrade to Advanced Diploma of Business Management – Standard Track	+31 weeks*

\* Not all courses are available at all campuses. The time needed may vary, depending on the availability of the subjects required. Your Career Consultant will be able to assess your individual situation and eligibility for Recognition of Prior Learning.

### 2006 Prices

Location	Local students*	International students
Sydney	A\$9,970	A\$11,150
Parramatta	A\$9,970	A\$11,150
Brisbane	A\$9,970	A\$11,150
Gold Coast	A\$9,500	A\$9,970

### Start dates

Month	Date	Month	Date
January	9	July	17
February	6	August	7
March	6	September	4
April	3	October	9
May	8	November	6
June	5	December	4

# Human Resources



possible careers: human resource assistant □  
human resource management

The success of an organisation is built on the effectiveness of its people and its ability to build on the strengths of each individual staff member. Appropriate recruitment, selection and induction of staff forms the basis of a successful organisation that is adaptive to a dynamic and changing business environment.

## ● Diploma of Business (Human Resources) – 35 weeks

As a graduate of the Diploma of Business (Human Resources), you will have a clear understanding of the role of the Human Resources function. You may work within a company's human resources department or perhaps you may choose a career in the human resources industry.

Knowledge of recruitment, performance management, industrial relations, remuneration and rehabilitation are key to any role in this field. You will learn the skills and techniques to manage organisational change in addition to the extensive computer and general business skills that are so vital in business today.

### Subjects

#### COMPUTING

- Use Business Technology
- Develop Keyboard Skills
- Internet/Email
- Word Processing
- Spreadsheets
- Databases
- Presentation Graphics
- Produce Business Documents
- Integrate Business Applications

#### OPERATIONS

- Customer Service Delivery
- Workplace Safety
- Team Work
- Handle Mail
- Business Environment
- Workplace Information
- Use Business Equipment
- Ensure a Safe Workplace

#### TRAINING

- Workplace Training A

#### COMMUNICATION

- Prepare for Job Seeking
- Workplace Communication
- Research and Reporting

#### FINANCE

- Prepare Financial Documents
- Maintain Financial Records
- Payroll
- Report on Financial Activity
- Computerised Accounting

#### MANAGEMENT

- Management of Change
- Manage Performance Management Systems

#### HUMAN RESOURCES

- Industrial Relations
- Manage Human Resource Consultancy Services
- Manage Recruitment, Selection and Induction Processes
- Remuneration and Employee Benefits
- Rehabilitation Programs

### Key facts

- Course Length: 35 weeks (YA=CN114)
- Available at: all locations except Perth
- Entry Requirements: refer to page 39
- Graduates may articulate directly into the Advanced Diploma of Business Management with significant credit
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification BSB50801 Diploma of Business (Human Resources)

### Graduates of Martin College qualifications will receive significant credits upon upgrading

FOR EXAMPLE	COURSE LENGTH
Certificate III in Business	15 weeks
Upgrade to Certificate IV in Business	+10 weeks*
Upgrade to Diploma of Business (Human Resources)	+18 weeks*
Upgrade to Advanced Diploma of Business Management – Fast Track	+30 weeks*
Upgrade to Advanced Diploma of Business Management – Standard Track	+40 weeks*

\* Not all courses are available at all campuses. The time needed may vary, depending on the availability of the subjects required. Your Career Consultant will be able to assess your individual situation and eligibility for Recognition of Prior Learning.

### 2006 Prices

Location	Local students*	International students
Sydney	A\$9,970	A\$11,150
Parramatta	A\$9,970	A\$11,150
Brisbane	A\$9,970	A\$11,150
Gold Coast	A\$9,500	A\$9,970

\* Payment plans and student loans available

### Start dates

Month	Date	Month	Date
January	9	July	17
February	6	August	7
March	6	September	4
April	3	October	9
May	8	November	6
June	5	December	4

# Legal Services



possible careers: legal assistant □ legal secretary □ paralegal

Successful legal assistants and paralegals require a professional attitude, thorough knowledge of the legal industry and up-to-date computer skills to keep pace with that business environment. Our Diploma will provide you with all these skills and more.

## ● Diploma of Business (Legal Services) – 35 weeks

This is a comprehensive course where you will learn highly advanced practical skills in administration and computing, while gaining crucial knowledge of paralegal systems and management for the legal industry. You will also gain a thorough understanding of the concepts, terminology and documentation specific to courts and legal offices, and develop the skills and experience necessary for effective case research, reporting and preparation of contractual agreements such as wills, probates and leases.

### Subjects

#### LEGAL

- Legal Terminology
- Introduction to the Legal System
- Recording of Time and Costs
- Management of Legal Files and Information
- Preparation of Legal Documents
- Legal Research and Reporting
- Court Preparation and Procedure
- Legal Studies (Paralegal)
- Contracts, Conveyancing and Leases

#### OPERATIONS

- Customer Service Delivery
- Workplace Safety
- Team Work
- Handle Mail
- Workplace Information
- Use Business Equipment
- Business Environment
- Audio Transcription

#### COMPUTING

- Use Business Technology
- Develop Keyboard Skills
- Internet/Email
- Word Processing
- Spreadsheets
- Presentation Graphics
- Produce Business Documents
- Integrate Business Applications

#### COMMUNICATION

- Prepare for Job Seeking
- Workplace Communication
- Applied Business Communication

#### FINANCE

- Prepare Financial Documents
- Maintain Financial Records
- Payroll
- Report on Financial Activity
- Computerised Accounting

### Key facts

- Course length: 35 weeks (YA=CN88)
- Available at: Parramatta
- Entry requirements: refer to page 39
- Not available to international students
- Graduates may articulate directly into the Advanced Diploma of Business Management with significant credit
- Embedded within each subject is a cluster of endorsed National Units of Competency
- Successful graduates will be awarded the National Qualification BSA50200 Diploma of Business (Legal Services)

### Graduates of Martin College qualifications will receive significant credits upon upgrading

FOR EXAMPLE	COURSE LENGTH
Certificate III in Business	15 weeks
Upgrade to Certificate IV in Business	+10 weeks*
Upgrade to Diploma of Business (Legal Services)	+17 weeks*
Upgrade to Advanced Diploma of Business Management – Fast Track	+31 weeks*
Upgrade to Advanced Diploma of Business Management – Standard Track	+41 weeks*

\* Not all courses are available at all campuses. The time needed may vary, depending on the availability of the subjects required. Your Career Consultant will be able to assess your individual situation and eligibility for Recognition of Prior Learning.

### 2006 Prices

Location	Local students*
Parramatta	A\$9,500

### Start dates

Month	Date	Month	Date
January	9	July	–
February	6	August	–
March	6	September	4
April	3	October	9
May	1	November	–
June	–	December	–

# Accommodation Options



At Martin College, we know that when you are happy at home, you will be able to perform better at college. We maintain a register of suitable accommodation options and monitor the quality of each to ensure your accommodation meets your expectations when you arrive in your chosen city of study. Here are some of the accommodation options available to Martin College students.



## Homestay accommodation

We believe that feeling safe and comfortable contributes to the educational success of our students. To achieve this, our program gives students the opportunity to stay in carefully selected Australian homes. These have all been chosen for their safety, cleanliness and appropriateness of the family to each student. Your Homestay family will provide you with breakfast and an evening meal every day. Homestay is a great opportunity for international students to improve their English and learn about Australian culture – away from the classroom.

## Montpelier House

For Sydney and Parramatta students, we recommend Montpelier House. It is a co-educational student residence catering for international students aged 18 years or over. Located 10 minutes from the Darlinghurst campus, Montpelier House provides single and twin share rooms with a daily breakfast. Students are provided with complete flexibility, while still ensuring a supervised environment. Facilities include a shared kitchen, a rooftop BBQ area and a common room, with TV, DVD and stereo as well as dedicated computers for internet access and printing.

## Facilities – Montpelier House

- New, self catering communal kitchen and dining area
- Internet facilities
- Shared bathrooms
- Rooftop barbecue area with city and harbour views
- Coin-operated washing machines and dryers
- TV, DVD and stereo in common room
- Regular student activities including movie and barbecue nights

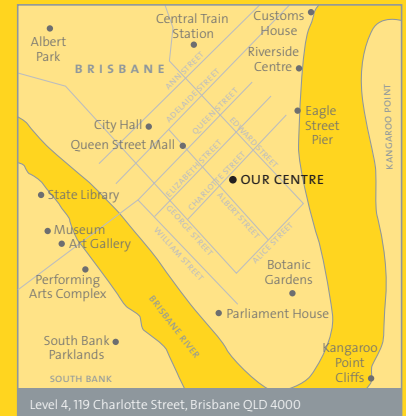
## Key features – Montpelier House

- Short walk to beaches and parks
- Variety of restaurants and bars
- Excellent shopping
- Close proximity to major attractions including Sydney Harbour, the Opera House, Botanical Gardens and central Sydney
- 10 minutes to Bondi Beach
- 15 minutes from Sydney airport

# Brisbane

international city-life with fantastic outdoor pursuits

Queensland's capital city, Brisbane, is an ideal place to live and study, thanks to its near-perfect year-round climate, wide range of attractions and casual, outdoor lifestyle. The inner-city, metropolitan Brisbane has a lively street café scene, a great riverside park, and a busy cultural calendar.



Jenny Hertrick  
Principal

Our Campus

## Our campus

Our modern, purpose-built campus is located in the very heart of the city and has excellent access to transport, shops, restaurants and entertainment venues. We have the very latest technology available at our campus, which we share with Embassy CES, the English language division of Study Group. We have students from around the world, so our campus has a real atmosphere of variety and multiculturalism.

## Accommodation

For international students, Homestay accommodation with single and twin share rooms is available with carefully selected host families. If you require self-catering, residential options, we have excellent single and shared rooms close to the city centre. We also provide single rooms with their own private bathrooms in selected lodges, which provide basic traveller options and amenities.

## Key features

- Well-equipped classrooms
- Modern, purpose-built campus
- Computer laboratories with latest software
- Language laboratory
- Student common room
- Spacious library
- Shared campus with Embassy CES
- Social and activities club for students
- Academic counselling
- Inner city location

## Career training available

- Advanced Diploma of Business Management
- Human Resources
- Management
- Marketing
- International Business
- Travel and Tourism
- Event Management
- Business
- Graphic Design
- Information Technology

“We are very proud of our 30 year history at Martin College and our 99% job placement success over that time. Become part of that success!” – JENNY HERTRICK

# Sydney

world class entertainment in Australia's largest city

Australia's most famous location is relaxed, cosmopolitan and teeming with life. With its spectacular natural harbour, no city on earth is built around a more beautiful or memorable location. From the classic beach culture at Bondi Beach to the colonial Rocks area by the Harbour Bridge, Sydney is a vibrant city of culture and entertainment ... just waiting to be explored.



Level 1, 63 Oxford Street, Darlinghurst NSW 2010



Our Campus



Jenny Hayes  
Principal



Photos courtesy of Tourism New South Wales

## Our campus

Our Sydney campus is in the central city area, surrounded by a superb array of shops, cafés and restaurants. It is shared with Embassy CES, the English language training division of Study Group. Easily accessed by public transport, the campus is close to the attractions of Darling Harbour and Chinatown. You can enjoy many sporting and social activities organised regularly by our social and activities club for students.

## Accommodation

Montpelier House is Study Group's student residence located just 10 minutes by public transport from Martin College Darlinghurst campus. Single and twin share accommodation is available. See page 31 for details.

For international students, Homestay accommodation with single and twin share rooms is available with carefully selected host families.

## Key features

- Bright modern premises
- Computer laboratories with latest software
- Student lounge
- Well-equipped classrooms
- Library
- Wide range of opportunities to continue your studies
- Social and activities club for students
- Academic counselling
- Central location

## Career training available

- Advanced Diploma of Business Management
- Human Resources
- Management
- Marketing
- International Business
- Travel and Tourism
- Event Management
- Business
- Graphic Design
- Information Technology

“Martin College Darlinghurst operates within a vibrant, dynamic and well resourced city-based campus offering students many pathways to career success. Our reputation for quality outcomes is your guarantee.” – JENNY HAYES

# Perth

## Indian Ocean beaches and a thriving cosmopolitan city

Perth is a vibrant and modern city situated on the Swan and Canning rivers, with the beautiful Indian Ocean to the west and the ancient Darling Ranges to the east. Perth's climate is perfect for those seeking an active, outdoor lifestyle. The city is large enough to provide all the facilities of a major modern city while still offering a safe, clean and friendly environment for studying and living.

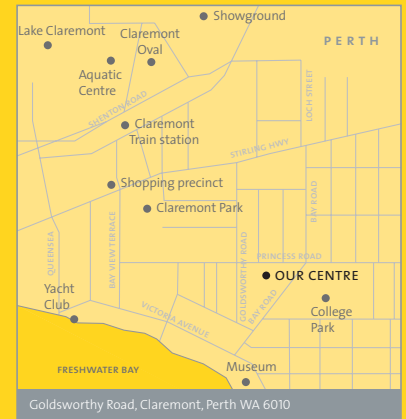
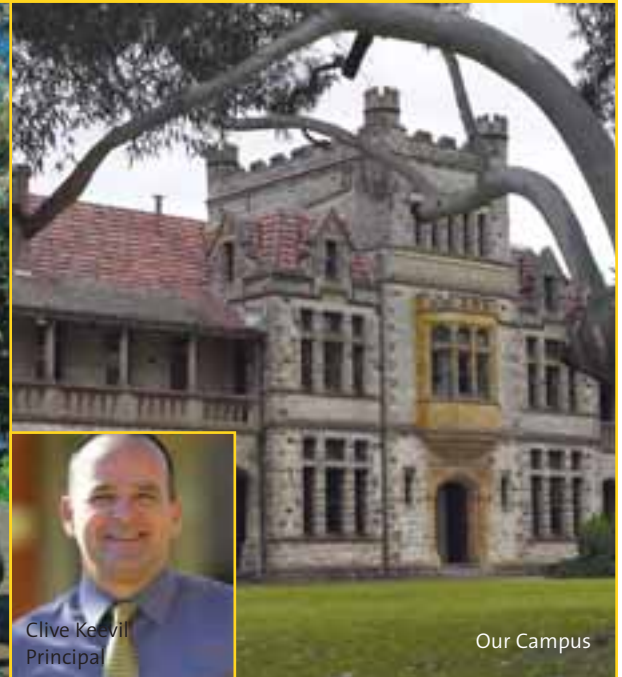


Image courtesy of Western Australia Tourism



Clive Keevil  
Principal

Our Campus

### Our campus

We are based on the campus of Taylors College, the university preparation college of Study Group. It is ideally located within easy walking distance of shops, banks, medical services and recreational facilities. It is also very close to the attractions of Fremantle. All students have access to the educational and sporting facilities on campus.

### Accommodation

In Perth, we have an excellent Homestay network and also can arrange student dormitory style accommodation at the Fremantle Youth Hostel.

### Key features

- Computer laboratories with latest software
- Library
- Student common room and canteen
- Well-equipped classrooms
- Beautiful gardens, tennis courts, gymnasium
- Academic counselling

### Career training available

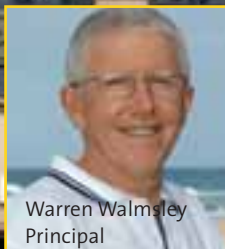
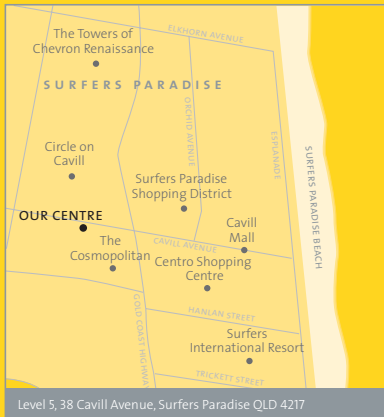
- Advanced Diploma of Business Management
- Management
- International Business
- Business

“Perth must be the perfect environment to study as I have found it the perfect environment to work and live. At Martin College we have an intimate, friendly and dynamic university-style campus where our graduates benefit from 99% job placement or entry into Murdoch University with significant credit points.” – CLIVE KEEVIL

# Gold Coast

stunning natural beauty in the Sunshine State

If you like sun, surf and sand, a friendly, relaxed lifestyle and lots of tourist attractions, then you'll love the Gold Coast. With its stunning combination of world-famous beaches, sub-tropical rainforest and the green valleys of Mount Tamborine, it is among the most popular tourist destinations in the world. The Gold Coast is fast becoming a leading destination of choice for education – the best of both worlds!



## Our campus

Our campus is superbly situated in a modern building in the heart of the shopping district of Surfers Paradise and only two minutes from the beach. You will be able to share in an exciting weekly program of social and sporting activities and enjoy a friendly and relaxed atmosphere mixing with students from Embassy CES, the English language training division of Study Group. The Gold Coast offers a wonderful multicultural environment.

## Accommodation

For international students, Homestay accommodation with single rooms is available with carefully selected host families. We also provide single rooms with their own private bathrooms in selected lodges which provide basic traveller options and amenities.

## Key features

- Well-equipped classrooms
- Computer laboratories with latest software
- Student common room
- Excellent location close to beaches and shopping area
- Social and activities club for students
- Academic counselling
- Inner city location

## Career training available

- Advanced Diploma of Business Management
- Human Resources
- Management
- Marketing
- International Business
- Travel and Tourism
- Event Management
- Business
- Information Technology

“We look forward to welcoming you to our piece of Paradise! Quality education, golden beaches, lush tropical rainforests, friendly relaxed atmosphere, and so much more. The Gold Coast really has everything.” – WARREN WALMSLEY

# Parramatta

soak up history beneath the scenic Blue Mountains

Parramatta is Australia's second oldest settlement and is the geographical and demographic centre of greater Sydney. Close to Olympic Park at Homebush Bay and the scenic Blue Mountains, Parramatta has one of the finest and most important collections of colonial architecture in the country, including Old Government House and Elizabeth Farm House.



## Our campus

Our campus is in the heart of Parramatta, close to cafés and restaurants, shops, theatres and sporting facilities. The campus is easily accessible by train, bus and ferry with surrounding hotel and residential accommodation available.

## Accommodation

For international students, we offer Homestay options with single and twin share rooms available with carefully selected host families. We also provide single rooms in selected lodges, which provide basic traveller options and amenities.

Residential accommodation, for example Montpelier House, with single and shared rooms is available close to the campus. If you want more independence, lodges with single and shared rooms provide basic traveller accommodation.

## Key features

- Well-equipped classrooms
- Friendly environment and staff
- Computer laboratories with latest software
- Student Social Club
- Academic counselling

## Career training available

- Advanced Diploma of Business Management
- Human Resources
- Management
- Marketing
- Legal Services
- International Business
- Event Management
- Business
- Information Technology

“Parramatta campus has a very high percentage of local students, and we are extremely proud of the results we achieve, both in graduate placements and in university acceptances. Of our recent graduates, all students who applied for university were offered the university of their choice in the course of their choice – a great result!” – JEANETTE BUTCHART

## Student support services

At Martin College, we know that when you are well supported throughout your studies, you will feel happier and more confident. In short, you will do better. That is why, whether you are a local or an international student, you will find Martin College a welcoming and inspiring place in which to study.

### Support from the start

The first few days at college can be a confusing and disorienting time, and that's why we provide you with all the advice and support you need. We want your time with us to be enjoyable right from the start, and we make every effort to ensure you have all the information you need.

### Friendly assistance

Our help doesn't end there. We continue to assist you throughout your entire course. Our expert staff will advise you in all areas, from opening your new bank account and registering with a doctor, through to organising evening entertainment and social activities where you will begin making friends with your fellow students.

### Having fun while you learn – with the social and activities club for students

Learning while having fun is a key element of the Martin College experience. You can participate in a wide range of social activities and sporting pursuits outside classroom hours, where you will make friends, enjoy yourself and absorb the Australian culture. Australia is the perfect place for barbecues on the beach, trips to the country and sporting activities.

### Medical insurance and StudyCare

If you are an international student studying on a student visa, you are required by the Australian Government to take out Overseas Student Health Cover (OSHC). This will only cover you for health-related matters whilst in Australia. To complement this cover, we also offer StudyCare – a tailor-made insurance policy which will provide you with fully comprehensive cover including accident, travel cancellation or loss of possessions. For full details, please contact the International Admissions Centre at the address shown on the back cover of this brochure.

**support**  
from the start



## English language support (for international students)

Students wishing to undertake a Martin College program must meet the relevant English language entry requirements of the course. Our English Language academic preparation programs are designed to help students who require additional training to meet these requirements, in the shortest time possible.

### Assessing individual needs

If you need additional English language training in order to meet the Martin College entry requirements, we will carefully assess your individual level before you enrol, and recommend the right length of language course for you. You will be guided through your development of English so that you achieve the required level as quickly as possible.

### Academic preparation programs

Students who already have a good intermediate level of English, for example, IELTS 5 equivalent for entry to Certificate IV and IELTS 5.5 equivalent for entry to Diploma/Advanced Diploma course, may undertake a business course entry test and proceed immediately to the relevant academic course of their choice. Students who do not have a sufficient level of language may enrol in one of our English language academic preparation programs. Martin College preparation courses are delivered by Embassy CES English Language Training Centres and are offered at all our locations (except Parramatta).\*

\*Students wishing to study in Parramatta can enrol in an academic preparation course nearby, at our Sydney campus.

### Diploma of English for University and Further Education

A focused program of academic language preparation, the Diploma of English for University and Further Education bridges the gap between English language courses and full-time study at other institutes of further education and training. This course is offered at our Sydney, Brisbane and Perth campuses. Students on the Gold Coast can study an alternative English course with weekly start dates.

The Diploma of English for University and Further Education is offered in three stages\*: Certificate III (11 weeks), Certificate IV (11 weeks), and Diploma (11 weeks) and includes:

- developing academic essay writing skills
- critically reading extended academic texts
- researching and writing assignments
- researching and presenting academic topics
- listening to lectures and taking notes
- using and applying new vocabulary and grammar
- IELTS preparation and practice.

There are four start dates per year and students need a minimum IELTS level of 4.5 to commence Stage 1, the Certificate III of English for University and Further Education. Students who do not have a current IELTS score may seek entry to the course by taking the Diploma of English for University and Further Education Entrance Test. General English Language study may be undertaken at Embassy CES to reach the required entry level.

# EmbassyCES

ENGLISH LANGUAGE TRAINING WORLDWIDE

## General English Language Pricing (per week)

	Brisbane (per week)	Sydney (per week)	Perth (per week)	Gold Coast (per week)
0–6 weeks	A\$330	A\$370	A\$320	A\$330
7–11 weeks	A\$325	A\$365	A\$315	A\$325
12–19 weeks	A\$310	A\$350	A\$300	A\$310
20–29 weeks	A\$300	A\$340	A\$290	A\$300
30–39 weeks	A\$290	A\$330	A\$280	A\$290
40+ weeks	A\$280	A\$320	A\$270	A\$280

## Diploma of English for University and Further Education Pricing

Program (tuition only)		Brisbane	Sydney	Perth
Certificate III	11 weeks	A\$3,575	A\$4,015	A\$3,465
Certificate IV	24 weeks	A\$6,600	A\$7,480	A\$6,380
Diploma	37 weeks	A\$9,570	A\$10,890	A\$9,240

For further information please contact the International Admissions Centre

\* Including 2 weeks holiday between terms.

## Academic entry requirements\*

Country	Advanced Diploma and Diplomas	Certificate
Australia	Successful completion of Year 12 or equivalent No OP, UAI or TER score required	Successful completion of Year 10 or equivalent (including Certificate III)
Bangladesh	Successful completion of Higher Secondary Certificate	Successful completion of Grade XI*
Bahrain	Secondary School Leaving Certificate and Certificate IV	Secondary School Leaving Certificate
Brazil	Equivalent of Australian Year 12	Equivalent of Australian Year 11
Czech Republic	Successful completion of High School Leaving Certificate (Maturita)	Successful completion of Year 11 High School
China	Successful completion of Gao San (Year 12)	Successful completion of Gao Er (Year 11)**
Hong Kong	Successful completion of Form 7 (HKAL)	Successful completion of Form 5 (HKCEE)
India	Successful completion of All India Senior School Certificate or Standard XII	Successful completion of Standard XI*
Indonesia	Successful completion of SMU III	Successful completion of SMU II or SMU III
Iran	High School Diploma and Certificate IV or Pre-University Certificate	High School Diploma
Japan	Successful completion of Upper Secondary School Certificate Grade 3 (Year 12)	Successful completion of Upper Secondary School Certificate Grade 2 (Year 11)
Korea	Successful completion of Upper Secondary School Certificate Grade 3 (Year 12)	Successful completion of Upper Secondary School Certificate Grade 2 (Year 11)
Kuwait	General Secondary School Certificate and Certificate IV	General Secondary School Certificate
Lebanon	Baccalaureate General and Certificate IV	Baccalaureate General
Macau	Successful completion of Senior Middle 3	Successful completion of Form 5 or Senior 2
Malaysia	Successful completion of STPM or Senior Middle 3	Successful completion of Form 5 (SPM) or equivalent; successful completion of Senior Middle 2
Oman	Secondary School Leaving Certificate and Certificate IV	Secondary School Leaving Certificate
Poland	Successful completion of High School Leaving Certificate (Matura)	Successful completion of Year 11 High School
Russia	Successful completion of Certificate of Secondary Education (Attestat)	Successful completion of Certificate of Secondary Education (Attestat)
Saudi Arabia	General Secondary Education Certificate and Certificate IV	General Secondary Education Certificate
Sweden	Successful completion of Upper Secondary School Leaving Certificate	Successful completion of Leaving Certificate from compulsory education (Slutbetyg fran Grundskola)
Switzerland	Successful completion of Federal Maturity Certificate or equivalent	Successful completion of Year 11 or equivalent
Taiwan	Successful completion of Senior Year 3	Successful completion of Senior Year 2
Thailand	Successful completion of Matayom 6	Successful completion of Matayom 5
Turkey	Successful completion of a course equivalent to International Baccalaureate or first year University in Turkey	Successful completion of Lise Diploma, Year 11 or equivalent
United Arab Emirates	General Secondary School Certificate and Certificate IV	General Secondary School Certificate
Vietnam	Successful completion of Diploma of General Education (Bang Tu Tai)	Successful completion of Year 11

## English language entry requirements

Course	Advanced Diploma and Diplomas*	Certificate IV*
IELTS	5.5 (no band lower than 5.0)	5.0 (no band lower than 5.0)
GCE 'O' Level	C6	D7
SPM English	C6	D7
HKCEE English Syllabus	C	D
TOEFL (Paper)	525	500
TOEFL (On-line)	197	173
TOEIC	700	600

Note:

1. Not all qualifications are listed and students with other qualifications should send their details to the International Admissions Centre for assessment.
2. Students who have completed professional qualifications such as the London Chamber of Commerce and Industry Higher Diploma are eligible for entry to Martin College.\*
3. Mature age students (21 years of age and over) may be admitted to the Advanced Diploma, Diploma or Certificate IV courses without meeting the formal academic requirement.\*
4. If a student intends to subsequently apply to university for further studies, Australian universities expect applicants to have completed senior secondary education (or equivalent). Such applicants should also consider their selection of study carefully, as academic pathways to universities often require studies within similar areas.

\* Subject to Department of Immigration and Multicultural and Indigenous Affairs visa requirements.

\*\* Strongly recommend packaged with Diploma course

# How to apply

## International students

For information concerning student visas to Australia, please refer to the Australian Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) website – [www.immi.gov.au](http://www.immi.gov.au). Alternatively contact the International Admissions Centre, Sydney or Martin College.

1. First read this brochure carefully. If you have any questions, please contact our International Admissions Centre or Martin College.
2. When you have decided to apply, complete as many details as possible on the Application for Admission form, making sure you note the course name, commencement date and the preferred campus.
3. Attach certified copies of educational reports from your last two years (or forecast or preliminary results) and any official examination certificates, such as a HKCEE, SMU, SPM, and evidence of your English language proficiency (for example your IELTS or TOEFL results). Please insure that certified translations accompany documents that are not in English. Copies can be certified by:
  - an Australian Diplomatic Mission
  - a Justice of the Peace
  - the official records department of the institute that originally issued the document
  - an authorised Martin College representative.
4. Send the Application for Admission form and certified copies of your educational reports, examination certificates and IELTS or TOEFL reports to our International Admissions Centre or Martin College.
5. Your application will be acknowledged promptly and you will be notified if your application is accepted.
6. In order to accept the offer of a place it will be necessary to obtain a bank draft made payable to Study Group or alternatively pay a bank transfer for the amount specified for the offered intake.

7. On receipt of payment your place at Martin College will be confirmed. Martin College will issue a 'Confirmation of Enrolment' form which must be presented to an Australian Diplomatic Mission when applying for a student visa.

## Local students

1. Complete all details on the Application for Admission form. If you have any questions, please contact the Career Consultant at your nearest campus.
2. Send the Application for Admission form with your Enrolment Fee of A\$185 to the Career Consultant at your nearest campus.
3. Your application will be acknowledged promptly and you will be notified if your application is accepted.
4. A 4% discount of fees applies to students who enrol and pay their fees in full on or prior to commencement of Diploma or Advanced Diploma courses.

## How to pay

Payment may be made by bank draft, credit card or cheque payable to 'Study Group Australia', or by bank transfer in Australian dollars to:

National Australia Bank,  
308-322 Queen Street, Brisbane QLD 4000 Australia  
BSB: 084-004  
Account Number: 45-612-7210  
Account Name: Study Group Australia Pty Limited

The reference number as indicated on your offer letter must be included on correspondence and on bank transfers to allow us to identify your payment.

## Additional Fees

	Sydney	Parramatta	Brisbane	Gold Coast	Perth
Enrolment	A\$185	A\$185	A\$185	A\$185	A\$185
Administration fee <sup>^</sup>	A\$250	A\$250	A\$250	A\$250	A\$250
Airport meeting and transfer fee	A\$125	A\$125	A\$100	A\$100	A\$100
Accommodation placement fee	A\$205	A\$205	A\$205	A\$205	A\$205
Student visa charge	A\$420	A\$420	A\$420	A\$420	A\$420
Medical insurance (OSHC)					
3 months	A\$81	A\$81	A\$81	A\$81	A\$81
6 months	A\$162	A\$162	A\$162	A\$162	A\$162
9 months	A\$243	A\$243	A\$243	A\$243	A\$243
12 months	A\$324	A\$324	A\$324	A\$324	A\$324
Single Homestay (per week)	A\$265	A\$265	A\$195	A\$195	A\$195
Twin Share Homestay (per week)	A\$225	–	A\$175	–	–
Student Hostel (Montpelier House)*					
Single room per week	A\$240	A\$240	–	–	–
Twin room per week	A\$210	A\$210	–	–	–
Living costs per year (approximate)	A\$12,000 – A\$15,000	A\$12,000 – A\$15,000	A\$11,000 – A\$12,000	A\$11,000 – A\$12,000	A\$9,000 – A\$10,000
Textbooks (per year approximate) **	A\$300 – A\$500	A\$300 – A\$500	A\$300 – A\$500	A\$300 – A\$500	A\$300 – A\$500

\* shared bathrooms, self-catering (fully equipped kitchen), internet room, on-site manager, 24 hrs security.

\*\* cost of text books is additional to tuition fees.

<sup>^</sup> Not payable where students pay by deferred repayment loan, upfront payment in full or direct debit.

GST included in all amounts above where applicable.

## Application for Admission

Please print clearly in English and in BLOCK letters. Tick boxes where appropriate.

### PERSONAL INFORMATION

#### The Student

Family name		Given names	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age	Date of Birth (day/month/year)
Home address			
City	Code	Country	
Home telephone		Fax	
Email		Mobile number	

#### Parent/Guardian correspondence details (if applicant is under the age of 18)

Name		Relationship to student	
Home address			
City	Code	Country	
Home telephone		Business telephone	Fax
Email		Mobile number	

#### Country of residence

Nationality	Country of birth
-------------	------------------

Are you a Citizen or Permanent Resident of Australia?    Yes     No

### EDUCATIONAL QUALIFICATIONS

Please attach certified copies of all academic transcripts or reports (translated into English)

Name of qualification	Year awarded
Name of school/institution attended	Country/state
If you are currently completing a qualification, please indicate when you expect to complete this study (month/year)	

### COURSE SELECTION

**Location** – Check your course is available at the campus you choose. Please indicate your choice of campus

Sydney     Gold Coast     Brisbane     Perth     Parramatta

**Course Title** e.g. Diploma of Information Technology (Systems Administration)

Course 1	Length	
Course 2	Length	
Start Date: Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>

### CAREER AIMS

I would like to get started in the following career




**INTERNATIONAL STUDENTS ONLY**

Please supply the following details

**Passport details**

Passport number

Passport expiry date

**Visa details**

Do you have a current Australian Visa?

Yes  No 

Visa type

Visa number

**OSHC details**

OSHC membership number

OSHC expiry date

**ENGLISH LANGUAGE PROFICIENCY**

Please provide evidence of your English language qualification. Refer to the Academic Entry Requirements section on page 39 for further information.

IELTS (score)

TOEFL (score)

Other (score)

Completion of Study Group English test (score)

Recommended weeks of English

**ACCOMMODATION**

Do you require assistance with accommodation?

Yes  No 

Length of stay (weeks)

Accommodation start date

What type of accommodation do you require?

Homestay (single) Montpelier House\* (single) Student Lodge Homestay (twin share – Sydney and Brisbane only) Montpelier House\* (twin share) \*Montpelier House is for students 18 years and over  
and available to Sydney and Parramatta students only**AIRPORT COLLECTION**

Do you require airport pick up

Yes  No 

Flight details including date, time and flight number should be sent to the International Admissions Centre as soon as possible to arrange the airport collection.

**DECLARATION** to be signed by the student and parent or legal guardian

- I have read, understood and agree to be bound by the Terms and Conditions as stated in this brochure.
- I have read the Cancellation, Grievances and Refund Policies and agree to abide by these terms.
- I hereby declare that the information supplied by me is true and correct.
- I agree to pay all fees owing and by the due date.
- I agree that on acceptance of enrolment by the college, the Application for Admission form will become the Contract of Enrolment.

Martin College is bound by the National Privacy Act Principles and Guidelines of the Commonwealth of Australia. We collect and use any personal information you provide to us in accordance with those Principles and Guidelines. The type of information we collect, the use we make of the information and the disclosure of that information without your prior approval is set out in our detailed Privacy Policy which can be found at [www.martincollege.com](http://www.martincollege.com). By signing this application, you acknowledge you have read the Statement and our Privacy Policy and consent to the use and disclosure of your personal information as set out in our Privacy Policy.

Signed (student)

Date

Signed (parent, legal guardian\*)

Date

\*if applicant is under the age of 18

**Application Checklist**

Check that you have:

- Completed all sections of the Application for Admission form
- Read and understood the Terms and Conditions, including the Cancellation, Grievances and Refund Policies

- Included a detailed résumé (if you are a mature age applicant)
- Attached certified copies of your academic qualifications (translated into English)
- Attached evidence of English language proficiency (international students only)
- Included a copy of your passport, visa or birth certificate if required

**Note:**

- Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.
- Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

**International students  
send your application to:**

International Admissions Centre  
Level 8, 97-99 Bathurst Street  
Sydney NSW 2000  
AUSTRALIA  
Telephone: +61 2 8263 1888  
Fax: +61 2 9267 0531

**Local students and Australian  
citizens send your application to  
your chosen campus**

See back cover for address details.

# Terms and Conditions – all Students

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing as indicated on the Application for Admission form ("the Application") at the campus as indicated on the Application and agree that I will pay to Martin College ("the College") all tuition fees and other charges due for my course as set out in the brochure attached to the Application. I agree that on acceptance of the Application by the College, the Application will become the Contract of Enrolment ("the Contract") and further, I agree to abide by the following terms and conditions of enrolment:

- I agree to pay the tuition fees and other charges applicable for my course on the due dates and acknowledge and agree that tuition fees may alter from time to time.
- Any variation of the terms and conditions of the Contract must be in writing and be signed by an authorised officer of the College.
- I agree that it is a condition of my enrolment that I attend all scheduled classes except where there is a legitimate reason for non-attendance which is acceptable to the College (for example, illness supported by a Doctor's Certificate). If my enrolment terminates due to a breach of this condition I understand and agree that I may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.
- (a) All lessons and any material related thereto supplied by the College are copyright and shall remain the property of the College.  
(b) Any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).  
(c) All materials which are the property of the College shall, upon completion of the course, be returned to the College.
- I agree that I may be required, and permission is hereby granted, to attend organised College excursions and activities as part of the course. The College is hereby authorised to obtain medical treatment for myself should such action be deemed necessary by the College or a staff member acting on behalf of the College. I agree to indemnify and hold harmless the College and its staff for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorising and arranging such emergency medical treatment.
- I agree that I am required to use my best endeavours to meet the requirements of the College program selected and to abide by the rules and regulations of the College. I understand that if I breach any of the College's rules or my behaviour is deemed unacceptable by the College, my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.
- I agree that I am responsible for my own books, equipment and personal items and I hereby release, indemnify and hold harmless the College against all liability and claims for any loss or damage to such items, howsoever caused.
- I acknowledge that I have read and understood the Student Grievance Policy outlined in this brochure.
- I hereby acknowledge that I have read, understood and agree to the terms of the Cancellation and Refund Policy outlined in this brochure.
- I understand that a late payment fee (LPF) of A\$100 per month is payable on accounts which remain unpaid 14 days after the due date for payment.
- I understand that if after commencing the course, I discontinue my program before completion, I may remain liable to pay the full tuition fee and any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors' costs.
- I confirm that the terms and conditions of this offer have been explained to me.
- Course fees do not include the cost of text books. Students will have to purchase these on commencement of the course.

## Cancellation and Refund Policy – International Students

### ALL NOTICES OF CANCELLATIONS MUST BE MADE IN WRITING

- Enrolment fees are non-refundable.
- The College will refund within 28 days and without deduction, all tuition fees paid where the student's Application for Admission is refused by the College.
- The College agrees to refund within 28 days and without deduction, all tuition fees paid where the student produces certified evidence that the application made by the student for a student visa has been rejected by the Australian Immigration authorities.
- The College agrees to refund within 28 days of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and as detailed below:  
(a) Where a student has enrolled in an Embassy CES course immediately prior to the commencement of a Martin College course, the course commencement date for the purpose of this clause will be deemed to be the Embassy CES course commencement date.

(b) If written notice is received 28 days or more before the date of course commencement, there is applicable to all enrolments, a non-refundable amount equivalent to 30% of the tuition fee.\*

(c) If written notice is received 27 days or less before the date of course commencement, there is applicable to all enrolments, a non-refundable amount equivalent to 50% of the tuition fee.\*

(d) If written notice is received on or after the date of course commencement, there will be no refund of any moneys paid. In addition, fees may also be payable under clause 11 of the Terms and Conditions.

\*If a student withdraws from a course before the deemed commencement date, and the College has paid an amount to a representative in relation to recruitment, the refund will be further reduced by that amount.

### 5. Homestay/Lodge Refunds (All Campuses)

I understand that if:

(a) I cancel my accommodation less than 7 days before arrival, I will be charged the Accommodation/Homestay Placement Fee (if applicable), plus a cancellation fee equivalent to 1 week's accommodation.

(b) I cancel my accommodation after arrival, 4 weeks notice is required; any accommodation fees in excess of the notice period will be refunded less a 10% cancellation fee.

6. Any default by Study Group will be covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

7. This agreement does not remove the right to take further action under Australia's consumer protection laws.

Note: Transfer between campuses will only be possible if approved by the Australian Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) and the relevant campus Principals. Fees vary between campuses and extra fees may apply.

## Cancellation and Refund Policy – International Students (Perth Campus only)

- All notifications of withdrawal from a course, or requests for refunds, must be made in writing to the College. Enrolment fees are non-refundable.
- If for reasons beyond a student's control a student visa is not issued, a full refund of tuition fees paid will be made upon receipt of confirmation from a visa-issuing authority.
- In the case of withdrawal/cancellation, a cancellation fee may be charged as shown in the table below. Cancellation fees may apply to either the first or subsequent semester of a course as appropriate.
- For the purpose of this policy, a semester is considered to be a maximum of 20 weeks of study. Where a student has enrolled in a Taylors English Language Preparation program or Embassy CES course immediately prior to the commencement of a Martin College course, the course commencement date for the purpose of this clause will be deemed to be the Taylors English Language Preparation program or Embassy CES course commencement date.
- Where a student's course of study is terminated for a serious breach of the College rules or a breach of visa conditions, including non-attendance, a cancellation fee equivalent to 100% of the current semester fee and 60% of the following semester fee (if any) is applicable.
- If for any reason the College is unable to offer a course, a full refund of fees will be paid within 14 days.
- If for any reason the College is unable to continue offering a course after commencement, a full refund will be made within 14 days.
- Any default by Study Group will be covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.
- This agreement does not remove the right to take further action under Australia's consumer protection laws.
- Cancellation fees detailed in the table below apply to all Tuition fees.

Note: Transfer between campuses will only be possible if approved by the Australian Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) and the relevant Campus Principals.

### Perth Campus Only

#### NOTIFICATION PERIOD CANCELLATION FEE

	Courses 10 weeks or less	Courses greater than 10 weeks
<b>Before course/semester commencement</b>		
More than 10 weeks	10% of Course Fee	10% of Semester Fee
More than 4 weeks	30% of Course Fee	30% of Semester Fee*
4 weeks or less	100% of Course Fee	70% of Semester Fee*
<b>After course/semester commencement</b>		
Within 4 weeks	100% of Course Fee	80% of Semester Fee
After 4 weeks	100% of Course Fee	100% of Semester Fee

\*After course commencement, these cancellation fees may also apply to any subsequent uncommenced semester.

## Cancellation and Refund Policy – Local Students

- The College will refund within 28 days and without deduction, all tuition fees paid where the student's Application for Admission is refused by the College.
- The College agrees to refund within 28 days of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and as detailed below:  
(a) If an enrolment is cancelled prior to the proposed commencement date, a cancellation fee of A\$185 will apply.  
(b) If an enrolment is cancelled within 28 days after commencement of the course, a cancellation fee equivalent to 50% of the course fee will apply.  
(c) If an enrolment is cancelled later than 28 days after commencement of the course, a cancellation fee equivalent to 100% of the course fee will apply. In addition fees may also be payable under clause 11 of the Terms and Conditions.

## Changes to Enrolment – All Students

After course commencement, the College reserves the right to charge an Administration Fee \$150 each time course or accommodation details are changed after a place has been confirmed. This fee will not apply to upgraded or extended courses.

## Student Grievance Policy – All Students

In the event of a dispute between an individual student and the College, procedures are in place to facilitate the resolution of the dispute. If the student remains dissatisfied with the outcome, they may seek independent external mediation, through The Institute of Arbitrators and Mediators of Australia (IAMAA). For Perth enrolments only, the Western Australian Department of Education Services also provides the services of an independent conciliator to assist in dispute resolution. Information and contact details are available at [www.des.wa.gov.au/services/intemat/index.html](http://www.des.wa.gov.au/services/intemat/index.html) or telephone (+618) 9441 1973

A summary of these procedures follows:

- Code of Conduct, Attendance and Discipline:**  
Students are expected to abide by the terms and conditions of enrolment and the published rules and code of conduct of the College. Disciplinary procedures will be applied in the event of a breach of these rules. All staff are expected to apply the College's policy and rules fairly and without favour, but if a student considers that this has not occurred, the student may refer the matter to the Dean of Students. If the student is dissatisfied with the decision, or in the absence of a Dean of Students, he/she may ultimately refer the matter to the Principal for determination.
- Service and Academic Programs:**  
In the event of a student complaint concerning the quality of the service or teaching provided by the College, the student will report the matter to a person in a position of authority within the College. The complaint may either be dealt with by that person, or referred to the Principal for resolution. The decision will be conveyed in writing to the parties. If either the action taken or the outcome does not satisfy the student, they may write to the Managing Director, who will in turn convey a decision in writing to the student.
- Contractual and Financial Issues:**  
Matters relating to the interpretation of the contract, or the payment or refund of moneys, are stated clearly in the Application for Admission. Any queries relating to course fees and other charges payable to the College (or refunds) will initially be dealt with by the College Finance and Administration staff. If the student is dissatisfied with the decision, the matter will be referred to the Principal. If either the action taken or the outcome does not satisfy the student, they may write to the Finance Director, who will in turn convey a decision in writing to the student.

This Agreement does not remove the right to take further action under Australia's consumer protection laws. Any default by Study Group will be covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Additionally, students can access independent dispute resolution services through the relevant Australian State Education Authority responsible for approving providers to offer courses to overseas students.

## Services

The College reserves the right to change the particulars of the services, including changes to prices, courses, facilities and dates of programs where circumstances beyond the College's control necessitate such changes or where the level of enrolments do not reach the minimum numbers required to operate a course viably.

## Liability

Martin College and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law. Martin College will not be liable in the event that any service contracted to be supplied by Martin College becomes impossible to supply for any reason or any cause outside the control of Martin College.

## Queensland Students

Students studying in Queensland who are concerned about the conduct of a provider may contact officers of the Queensland Department of Education; and the chief executive of the Queensland Department of Education has power under the Education (Overseas Students) Act to suspend or cancel the registration of a provider or a course within that state.

## Contact Martin College (International students only)

### International Admissions Centre

Level 8, 97-99 Bathurst Street  
Sydney NSW 2000  
T +61 2 8263 1888  
F +61 2 9267 0531

## Contact Martin College (Australian and Permanent Resident students only)

### Brisbane Campus

Level 4  
119 Charlotte Street  
Brisbane QLD 4000  
T 131 671  
T 07 3232 1500  
F 07 3232 1505

### Sydney Campus

Level 1  
63 Oxford Street  
Sydney NSW 2010  
T 131 671  
T 02 9291 9300  
F 02 9283 3302

### Perth Campus

Goldsworthy Road  
Claremont  
Perth WA 6010  
T 131 671  
T 08 9337 9022  
F 08 9331 3177

### Gold Coast Campus

Level 5  
38 Cavill Avenue  
Surfers Paradise QLD 4217  
T 131 671  
T 07 5592 0998  
F 07 5592 4230

### Parramatta Campus

Level 5  
169 Macquarie Street  
Parramatta NSW 2150  
T 131 671  
T 02 9891 3277  
F 02 9689 2069

Alternatively you can contact us via our website: [www.martincollege.com](http://www.martincollege.com)

Provider Name: Study Group Australia Pty Limited  
CRICOS Provider Codes: 01682E (NSW), 01755D (QLD), 01963G (WA)  
All information contained in this brochure current as at 1st August 2005.



## World class education. Worldwide.

Martin College is part of Study Group. With 21 teaching centres and 16 offices across 13 countries, Study Group annually helps over 35,000 students worldwide achieve their ambitions.

Through our portfolio of world class colleges we deliver the most comprehensive range of quality educational programs available.

[www.studygroup.com](http://www.studygroup.com)

LANGUAGE TRAINING

TEACHER TRAINING

HIGH SCHOOL PLACEMENT

UNIVERSITY PREPARATION

COLLEGE AND UNIVERSITY PLACEMENT

BACHELOR AND MASTERS DEGREE PROGRAMS

CAREER TRAINING PROGRAMS

**BellerbysCollege**  
PREPARATION FOR UNIVERSITY EDUCATION

**EmbassyCES**  
ENGLISH LANGUAGE TRAINING WORLDWIDE

**MartinCollege**  
BUSINESS AND TECHNOLOGY TRAINING

**TaylorCollege**  
PREPARATION FOR UNIVERSITY SUCCESS