

MAGILL COLLEGE SYDNEY VET PRE-ENROLMENT INFORMATION PACK 2025 (Brochure)

It is important that all students read the entire contents of the Pre-enrolment Information Pack 2025 (Brochure) which aims to enable students to make informed decisions about studying at Magill College Sydney. Should you have any queries or concerns in regard to any component of this Pre-enrolment Information Pack 2025 (Brochure), please ensure that you contact the College and/or address these issues prior to your enrolment.

Magill College Pty Ltd Trading as Magill College Sydney
ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367

 (+612) 8061 6980
 info@magill.edu.au
 www.magill.edu.au

 George Street Campus (Head Office):
Level 4, 695-699 George Street,
HAYMARKET NSW 2000

 Sussex Street Campus:
Level 4, 388-390 Sussex Street,
SYDNEY NSW 2000

Welcome to Magill College Sydney

Deciding to empower your life with professional skills greatly affects the world you live in.

Magill College Sydney would like to invite you to study at our warm and welcoming College located in the heart of Sydney.

It is our aim to provide excellence in all aspects of English language studies and Vocational Education and Training (VET) and to be a positive force behind our students in the fulfilment of their study and career goals.

Our highly qualified and experienced trainers/assessors, administration staff and our excellent computer and classroom facilities ensure that at Magill College Sydney, students are learning according to current industry standards and in a technologically advanced learning environment.

Magill College is a Registered Training Organisation (RTO) and adheres to administrative, staffing, facility, marketing, financial, quality assurance, delivery and assessment standards that are regulated by the national regulator for Australia's vocational education and training sector, the Australian Skills Quality Authority (ASQA). ASQA regulates courses and training providers to ensure that nationally approved quality standards are met. ASQA is the national regulating body that regularly audits RTOs and in instances when there are major changes, such as relocation, added campuses and variations to the scope of registration.

Magill College Sydney is located at **Level 4, 695-699 George Street, HAYMARKET NSW 2000** (Head Office) and **Level 4, 388 Sussex Street, SYDNEY NSW 2000**. The College is surrounded by some of Sydney's best known restaurants, cafes, takeaway shops, refreshment and entertainment venues. Students are immersed in the friendly, multicultural and cosmopolitan environment of Sydney's Central Business District (CBD).

The Sydney CBD is known for its large shopping complexes, sporting arenas, Darling Harbour, and its easy access to all parts of Sydney. It is a multicultural area with many different nationalities and gourmet choices in a friendly and relaxed atmosphere. Public transport by trains and buses makes all Sydney metropolitan and country areas extremely accessible.

We would like you to enjoy your time in Sydney and especially at Magill College Sydney. Education can often be a once in a lifetime experience. We are here to assist you in benefiting from your experience of studying at Magill College Sydney and to enjoy the many other benefits that Sydney has to offer.

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GENERAL COURSE INFORMATION

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| <p>General requirements for acceptance into Magill College's courses:</p> | <p>Magill College Sydney does not accept any students under 18 years of age and therefore it is a mandatory requirement that all participants wishing to enrol must be at least 18 years of age at the time of course commencement.</p> <p>To satisfy the English language entry requirements, applicants must demonstrate proficiency equivalent to a minimum IELTS score of 6.0 or an equivalent test result. Acceptable evidence includes results from a recognised English language test, successful completion of an ELICOS program at the Upper-Intermediate level, or completion (or substantial completion) of an AQF Level 4 or higher qualification. Applicants may also qualify under exemption categories recognised by the Department of Home Affairs. Where formal evidence is unavailable, an applicant may satisfy this requirement through the successful completion of Magill College Sydney English placement test or by an approved ELICOS provider.</p> <p>For mature age entry students (aged 21 years or above) relevant work experience is generally expected and it may be possible to provide an entry pathway to the course by utilising the student's underpinning skills and knowledge, or completed training.</p> |
| <p>Recognition of Prior Learning (RPL) and Credit Transfer (CT)</p> | <p>Magill College offers the option of course credit known as Recognition of Prior Learning (RPL) and Credit Transfer (CT) also known as Recognition of Current Competencies (RCC). Students who believe they have already achieved some of the competencies in the course may apply for RPL or CT.</p> <p>Any course duration reduction as a result of RPL or CT granted to students must be indicated on the Confirmation of Enrolment (CoE) via PRISMS through a course variation.</p> <p>For further information please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au</p> |
| <p>Student Orientation</p> | <p>Orientation Day is an opportunity for the College to fully inform new students of most aspects of life at the College, and to provide an introduction to studying, Sydney's costs of living, transportation, facilities, banking and accommodation, and to understand culturally appropriate and respectful behaviour. In addition College staff will be introduced, a tour of the College will take place and an opportunity to ask questions will be given.</p> <p>The following areas are covered during Orientation:</p> <ul style="list-style-type: none"> • Students are welcomed by the key representatives of the College, who introduces the College's mission, values and commitment to student success. • Students are introduced to key staff members, including the Administration, Academic, Student Services Finance and IT Support. The roles of Trainers / Assessors, Student Services, Administration, Media and Events, Finance and IT Departments are explained so students know where to go for assistance. • A guided tour of the College is provided, including classrooms, student breakout areas, resource areas, emergency exits and evacuation assembly points. • Students are shown how to use the Student Portal to check their class timetables, submit assessments, view important announcements and contact trainers or College staff through Microsoft Teams. They are also advised to download the Microsoft Teams app on their mobile device for ease of access to communication and support. • Students are informed about the procedure for late submission and reassessment submission processes and whom to contact for assistance and support. • Students are provided with information about their course progression requirements and attendance requirements. • The College explains how to access academic and personal support services and highlights how to contact Student Services for help at any time. • Students are reminded of the importance of maintaining satisfactory attendance and course progress to meet student visa conditions. |

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- Information is provided about how to update personal contact details within five (5) working days of the change with the Student Services Team and how these are reported to the Department of Home Affairs when required.
- Students are advised on staying safe in Sydney, seeking help for emergencies, and accessing services such as police, ambulance, and hospitals.
- Students are reminded of the importance of using their Overseas Student Health Cover (OSHC) and are provided with details about local medical clinics, hospitals and accessing mental health support if required.
- The College explains its critical incident policy, outlining how students will be supported in the event of an emergency or serious incident.
- Students are provided with an overview of key College policies, including the complaints and appeals process, refund policy, critical incident management, deferral and suspension of enrolment.
- Students are informed about the requirements for maintaining satisfactory attendance and academic course progress, including how attendance is monitored and calculated and the point in which a warning letter is issued.
- Information about academic intervention strategies is provided for students who may be at risk of not meeting course progress requirements.
- Students are introduced to social activities, competitions and College-organised events designed to help them meet peers and become part of the Magill College Sydney community.
- Students are explained about the range of forms to manage their enrolment and requests.
- Students wishing to request a holiday are informed that they must complete the Holiday Request Form and submit it to Student Services for approval prior to the intended leave period. Supporting evidence, such as medical certificates, travel documents, or other relevant documentation, may be required to support the request.
- Students are provided with a range of counselling services to support their personal and academic wellbeing throughout their studies. These services are confidential, free of charge and designed to help students manage any challenges they may face.
- Students can obtain their student ID card by attending orientation day, having their photograph taken immediately after the presentation and collecting the card within fourteen (14) days following orientation.
- A dedicated Question and Answer session is held to give students the opportunity to clarify any information, ask questions or raise personal concerns privately after the session.
- The College outlines its expectations for academic integrity, highlighting the requirement for all work to be the student's own and warning against plagiarism, inappropriate use of artificial intelligence (AI) and other forms of academic misconduct.
- Examples of student misconduct are discussed, with an overview of the disciplinary process and the importance of maintaining respectful and responsible behaviour at all times.
- Students are informed that, when absent due to illness, they must submit an authentic medical certificate issued by a registered medical practitioner to have their absence considered for approval or academic consideration.

Change of Address

Upon arriving in Australia students are required to advise the College of their **residential address**, including phone/mobile numbers, contact email address, emergency contact details and any subsequent changes to these details using the **Student Contact Details** form that is available at the College Reception.

Students are strongly advised to update their address, contact details or gender to the Department of Home Affairs as soon as practicable of the change. This can be done in the contact details page in their ImmiAccount on the

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| | <p>'Update us' tab or by completing Form 929 – Change of address and/or passport form to the Department of Home Affairs and email it to 929@homeaffairs.gov.au.</p> <p>The update of student contact details is very important. The College may send out warning notices to the student, which is aimed at helping to prevent breaches of student visa conditions. It is the student's responsibility and it is in the student's own interests that they always update their address details with the College to ensure that important information about the course, tuition fees and possible breaches of the student visa are received.</p> |
| Privacy Statement | <p>Under the <i>Data Provision Requirements 2020</i>, Magill College Sydney is required to collect personal information about students and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).</p> <p>Students personal information (including the personal information contained on the enrolment form), may be used or disclosed by Magill College Sydney for statistical, administrative, regulatory and research purposes. Magill College Sydney may disclose your personal information for these purposes to:</p> <ul style="list-style-type: none"> • Commonwealth and State or Territory government departments and authorised agencies; and • NCVER. <p>Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:</p> <ul style="list-style-type: none"> • populating authenticated VET transcripts; • facilitating statistics and research relating to education, including surveys and data linkage; • pre-populating RTO student enrolment forms; • understanding how the VET market operates, for policy, workforce planning and consumer information; and • administering VET, including program administration, regulation, monitoring and evaluation. <p>Students may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.</p> <p>NCVER will collect, hold, use and disclose your personal information in accordance with the <i>Privacy Act 1988</i> (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).</p> |
| Photographing, Filming and Recording | <p>Any video or photograph taken by students or visitors on Magill College Sydney premises is strictly prohibited unless explicit written consent is obtained from the General Manager. Magill College Sydney staff are prohibited from taking photos or videos during class sessions unless otherwise approved by the General Manager. Magill College Sydney staff are exempt from this policy when taking photos or videos for official media purposes, events or promotional content. If any photo or video taken on Magill College Sydney campus is uploaded online or distributed without prior written permission, Magill College Sydney reserves the right to investigate the circumstance. The College may require the unauthorised content to be removed or relinquished, as deemed necessary by the General Manager or designated authority.</p> |
| College Facilities | <p>The College has general-purpose classrooms, wireless internet access, student facilities for study and internet/computer access designated Student Computer Rooms. In addition, there are dedicated student facilities, including areas for individual and group study, access to printing, scanning services and breakout area spaces. The College also provides common areas where students can relax between classes, including kitchen facilities with seating areas for meals or studying. The College also provides noticeboards and digital displays to keep students informed about important updates, events, and support services. Reception staff are available to assist students with general enquiries, access to forms, academic support referrals and information about wellbeing or external services.</p> |
| Resource Requirements: | <p>Student will require access to digital learning resources, access to video and audio recording, submit and complete assessment and participate in a range of communication and collaboration tools. As such, students can bring their</p> |

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| | <p>personal laptop, tablet or device to access a broad range of course related application. Students will have access to on-site computers, free Wi-Fi and facilities to support their learning and assessment activities. The minimum IT requirements include:</p> <ul style="list-style-type: none"> - Computer Hardware: Access to a desktop or laptop computer with headphones or in-built microphone with speakers. Students are advised to bring their charger or battery pack. - Operating Systems: For PC users, Windows 7 and above. For Mac users: OSX 10.8 and above. - Internet: A reliable, high speed broadband internet connection, with sufficient upload and download. - Web Browser: The recommended web browsers for accessing the Student Portal are Firefox and Edge. - Computer Software: Office software to create documents, spreadsheets and presentation. Students will have access to the online version of the Microsoft 365 during their studies. |
| Assessment Methods | <p>Assessments are determined over a period of time and through various assessment activities. Competency is determined after evidence is gathered by a combination of classroom activities, written assessments, and practical application of skills and knowledge. A number of approaches to course assessment are used by College trainers/assessors. Assessment approaches may include: questioning; case studies; projects; assignments; presentations; role play; and/or written reports. Students will be given advance notice of the time and form of assessments.</p> |
| Course Delivery | <p>A number of approaches to course delivery are used by our College trainers. Course delivery approaches may include: trainer led classroom delivery; workshops; tutorials and supervised study. During class time, both face-to-face and online delivery, students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations, and role play situations. During online learning, students will have access to self-study materials via the Student Portal and SharePoint, where they can complete quizzes, review Student Guides, PowerPoint slides and engage in additional learning activities. Students will be able to participate in interactive sessions such as live discussions, real-time Q&A and review activities to reinforce key topics and course content.</p> |
| Modes of Study | <p>A full-time study load is normally a minimum of 20 hours per week, consisting of 13.5 hours per week of classroom based face-to-face learning and 6.5 hours of online learning.</p> |
| Attendance Requirement and Monitoring | <p>20 hours per week – BSB40920 Certificate IV in Project Management Practice; 20 hours per week – BSB50820 Diploma of Project Management; 20 hours per week – BSB60720 Advanced Diploma of Program Management; 20 hours per week - BSB40820 Certificate IV in Marketing and Communication; 20 hours per week - BSB50620 Diploma of Marketing and Communication; 20 hours per week - BSB60520 Advanced Diploma of Marketing and Communication.</p> <p>Australian law requires overseas students to attend a full-time study load, which is defined as 20 scheduled contact hours per week. Please contact Magill College for allocated days and times.</p> <p>Magill College Sydney acknowledges the importance of student attendance as a critical factor in academic progress. The College will initiate intervention for students whose attendance rate is at risk of falling below 80%, or who have already reached or fallen below the 80% threshold. The College monitors student attendance on a weekly basis, and a full-time study load is defined as 20 scheduled contact hours per week.</p> <p>If the student's overall attendance is identified as being at risk of falling below the required minimum of 80% threshold, or has already reached or fallen below this level, an Unsatisfactory Attendance First Warning Letter will be issued, and the student will be requested to attend a meeting with the Administration Manager. Where a student is absent for five (5) or more consecutive class days, they will also be issued an Unsatisfactory Attendance First</p> |

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| | <p>Warning. The Administration Manager will provide an opportunity to discuss their course attendance, raise any concerns and develop a suitable Academic Intervention Strategy (AIS), if applicable.</p> <p>If a student's attendance continues to be at risk or have already reached or fallen below the 80% threshold in any of the subsequent three (3) weeks from the issuance of the Unsatisfactory Attendance First Warning Letter, the College will then issue an Unsatisfactory Attendance Second Warning Letter. However, if a student is absent for a further five (5) consecutive days following the issuance of the Unsatisfactory Attendance First Warning Letter without a response from the student, the Unsatisfactory Attendance Second Warning Letter will be issued three (3) week from the date of the initial Unsatisfactory Attendance First Warning Letter.</p> <p>The purpose of these meetings is to gain a better understanding of the student's reasons for absence and to determine whether academic or welfare support is required or extenuating circumstances such as compassionate and compelling reasons. If the student's circumstances involve serious hardship, trauma, or critical personal events, the Critical Needs Counselling Form will be used to ensure appropriate documentation, referrals and support are provided.</p> <p>If a student fails to demonstrate satisfactory course progress, including by not participating in scheduled classes which may be taken into account, Magill College Sydney may report the student to the Department of Education via PRISMS, which in turn alerts the Department of Home Affairs (DHA). This action will be taken in accordance with the College's course progress and attendance procedures, where a student has failed to meet academic progress requirements. Please refer to the Satisfactory Course Progress section in this Student Handbook for detailed information.</p> |
| Satisfactory Course Progress | <p>Student visa holders must be enrolled in a full-time course of study or training and achieve satisfactory course progress as determined by their education provider.</p> <p>All overseas students are required to comply with condition 8202 of their student visa. Magill College Sydney actively monitors course progress throughout the duration of their studies to maintain satisfactory course progress in accordance with Standard 8 of the National Code 2018. This is monitored through structured intervals across defined study Blocks and Terms. Each Term comprises two (2) consecutive study Blocks of five weeks each, forming a ten (10) week study period. At the conclusion of each Block, student results are reviewed to identify those who may be at risk of unsatisfactory course progress and therefore enables the College to implement early intervention strategies.</p> <p>Satisfactory course progress is defined as achieving competency in more than 50% of the units of competency within a Term. Students who are deemed Not Yet Competent (NYC) in 50% or more of their scheduled unit of competency within a Term will be formally identified as being at risk of not meeting satisfactory course progress requirements.</p> <p>The First Warning Unsatisfactory Course Progress Letter is issued when a student is at risk of falling below 50% of the units of competency across a study Term. This is a proactive measure designed to provide early notice and intervention for students to attend an academic counselling session. The Administration Manager will provide an opportunity to discuss their course progress, raise any concerns and develop a suitable Academic Intervention Strategy (AIS). This strategy may include reassessment opportunities, late submission, referrals to academic or English language support, one-on-one study sessions or other personalised support strategies.</p> <p>The Second Warning Unsatisfactory Course Progress Letter is issued when a student fails to respond to the First Warning Letter within one (1) week or does not attend the scheduled counselling session. It may also be triggered if the student remains Not Yet Competent (NYC) in 50% or more of the unit of competency targeted for improvement</p> |

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and has not meaningfully engaged with the AIS. In such cases, the student is contacted to schedule an academic counselling meeting with the Administration Manager. The purpose of the meeting is to strengthen the intervention strategy, consider the compassionate and compelling circumstances and remind the student of their obligation to meet satisfactory course progress.

During all academic counselling meetings, students identified as being at risk will be presented with a documented AIS to their specific needs and challenges. This strategy is developed in consultation with the student and offer a supportive and realistic pathway for the student to meet academic course requirements within their course duration, and subsequently their student visa condition.

The College recognises that students may experience critical incidents or personal hardship, such as serious illness, trauma, bereavement, or other unforeseen circumstances. In such cases, students are encouraged to report these issues during the counselling meeting or at the earliest opportunity to do so. Where compassionate or compelling circumstances are confirmed, the College may provide suitable options to support the student through reasonable arrangement.

If a student does not respond to the Second Warning Unsatisfactory Course Progress Letter or does not participate in the AIS, and no valid compassionate or compelling reasons are provided, Magill College Sydney will issue a Letter of Intention to Report for Unsatisfactory Course Progress to the student. In doing so, a thorough review of the student's attendance is conducted to ensure all relevant factors have been considered. The student will be contacted and requested to attend a final meeting with the Administration Manager to discuss the implications of this decision and any potential strategies. However, if the student does not respond or attend, the Letter of Intention to Report will proceed, and the student will be reported to the Department of Education via PRISMS, which in turn, will alert the Department of Home Affairs (DHA).

Should a student fail to meet satisfactory course progress, which is to maintain competency in more than 50% of unit of competency in a study Term, the College will notify the student in writing of its intention to report the student to the Secretary of the Department of Education (DoE) through PRISMS after the prescribed twenty (20) working days for Unsatisfactory Course Progress via PRISMS. This action will automatically alert the Department of Home Affairs (DHA), which may lead to the cancellation of the student's visa.

If a student considers there are reasons why they should not be reported through PRISMS, the student may appeal against the College's decision. If the appellant is dissatisfied with the outcome of the internal appeal, or their concerns remain unresolved he/she has the option to contact the Overseas Students Ombudsman for an external appeal by referring to <https://www.ombudsman.gov.au/about/how-we-can-help-you> or calling 1300 362 072.

In most cases, the purpose of the external appeals process is to consider whether Magill College Sydney has followed its policies and procedures – it is not to make a decision in place of Magill College Sydney. Please refer to the Appeals Handling Policies and Procedures available on our website (www.magill.edu.au), from reception (Level 4, 695-699 George Street, Haymarket NSW 2000) or via an email request (admin@magill.edu.au).

1. If the appellant decides to proceed with an external appeal, he/she must do so within ten (10) working days of the notification of decision record from the internal appeals process and shall notify Magill College Sydney of this within this timeframe, *so that sufficient time is allowed to enable students to complete all course requirements within the expected course duration, as specified in each student's CoE*. They must notify Magill College Sydney in writing of their decision with an appeals lodgement record to pursue an external appeal no later than five (5) working days after the conclusion of this ten (10) day period.

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2. Magill College Sydney agrees to be bound by the external appeal body's recommendations, ensure that any recommendations are implemented by the appropriate staff, and that the appellant is informed in writing of the outcome of the external appeals process.

If a student chooses not to access the complaints and appeals process within twenty (20) working days, withdraws from the process, or the process is completed and a decision supports the College's initial determination with the appeals process fully exhausted, the College Principal or delegate will notify the Secretary of the Department of Education (DoE) via PRISMS that the student has not achieved satisfactory Course Progress as soon as practicable.

Language,
Literacy,
Numeracy and
Digital (LLND)
Proficiency

Students must complete the "**Student Individual Needs Survey**" form prior to enrolment or at the commencement of training and assessment, whichever comes first. Magill College Sydney is committed at all times to ensure that all student's individual needs are adequately assessed. In addition, to effectively participate in a course, students need essential skills in language, literacy, numeracy and digital technologies. These skills are assessed prior to enrolment to determine if additional support is necessary. To support this, all prospective students undergo an assessment of these skills during the pre-enrolment stage.

Where the results indicate potential gaps or where existing competencies do not clearly demonstrate sufficient readiness, the College either conduct an Academic Intervention Strategy (Student Individual Needs) and/or will conduct a Language, Literacy and Numeracy (LLN) assessment to identify areas requiring support. This process ensures that students are adequately equipped to participate in training and assessment activities and that any required adjustments or interventions are applied early. However, where a student has declared a disability, learning difficulty or other condition that may affect their performance in the assessment through the Student Individual Needs Survey or via direct communication, this will be factored into the assessment process.

To effectively engage in a course, students must demonstrate core competencies in the following areas:

Reading and Writing

Students are expected to read, interpret and produce written texts across various vocational and educational contexts. This includes understanding course materials, assessment tasks, workplace documents and written instructions. If deficiencies are identified, the College will provide targeted support through an Academic Intervention Strategy (AIS).

Oral Communication

Students must be able to use and respond to spoken language in classroom and workplace settings. This includes participating in discussions, asking and answering questions, understanding verbal instructions, and communicating ideas clearly. Support strategies will be offered where further development in oral communication is needed.

Numeracy and Mathematics

Students should be capable of performing basic calculations, interpreting graphs and tables, and applying mathematical reasoning in real-world and vocational scenarios. Where students experience difficulties, additional learning resources or structured support sessions will be provided.

Digital Literacy

As digital technologies play an increasingly important role in both training and the workplace, students are also expected to demonstrate basic digital proficiency. This includes the ability to access online platforms, use learning management systems, communicate via email or messaging tools, and complete assessments using digital tools. If a student requires additional digital literacy support, this will be identified early and addressed with appropriate strategies.

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| | <p>Students requiring minor adjustments will be assisted through tailored academic strategies. Where the student's needs are more significant and cannot be adequately met within the College's training environment, the student will be referred to an alternative education provider in consultation with the student and their nominated education agent, to ensure a more suitable study pathway.</p> <p>For more information, please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au.</p> |
| Reasonable Adjustment | <p>Magill College Sydney will make reasonable adjustments in relation to a student with a disability where it is reasonable and feasible to do so. An adjustment is considered reasonable if it achieves its aim of making sure a student with a disability can take part in their training on the same basis as students without a disability, and if it balances the interests of everyone affected.</p> <p>Examples of reasonable adjustments could include academic, physical and communication adjustments. Students with disability are not obligated to disclose their specific disability unless they wish to request reasonable adjustments, or their disability is likely to pose a risk to themselves or others. Disclosure may occur in pre-enrolment stage or throughout the learning journey whereby Magill College Sydney will request the completion of the Student Assessment Agreement to review any specific needs or requirements for each given assessment tasks.</p> <p>Students with an approved reasonable adjustment will receive an Academic Intervention Strategy which outlines the recommended support strategies by the Trainer / Assessor. The Student Services Manager may assist in the communication process to arrange the accommodation as necessary. Where reasonable adjustment is not possible, this will be communicated to the student along with the reasons for the decision.</p> |
| Grounds on which the student enrolment may be deferred, suspended or cancelled | <p>Magill College Sydney will only Defer or Suspend a student enrolment on the grounds of compassionate or compelling circumstances and may cancel a student's enrolment on the basis of, but not limited to:</p> <ul style="list-style-type: none"> • Misbehaviour by the student (which includes, but is not limited to): <ul style="list-style-type: none"> - Breaching the Student Code of Conduct and its by-laws; - Behaviour that is unlawful, discriminatory, abusive, sexually harassing, bullying and intimidatory or threatening; - Refusing to produce identification when asked lawfully to do so by a College staff; - Unauthorised access to or use of any College property, systems or facilities such as photocopier and scanning machines, servers, Magill College Student Portal, intranet, Magill College Sydney e-mails, Microsoft Office suite (including Word, Excel, PowerPoint and Teams), computers and associated peripherals (including cables, wires and accessories); - Failing to comply with reasonable direction of College staff acting in performance of their duties; - Theft or damage of property; - Possessing, transferring, selling or carrying any form of weapon on campus (including knives, firearms or explosives) or any other objects that could potentially cause harm or danger. This prohibition applies regardless of whether any federal or states licenses has been issued to the possessor; - Unauthorised possession or consumption of alcohol on campus; - Not following reasonable instructions and work practices to maintain the health and safety of themselves and others, including pandemic rules and regulations; - Consuming or carrying any drugs, smoking or vaping on campus; or - Influencing another person to commit an act of misbehaviour. • Misconduct by the student (which includes, but is not limited to): <ul style="list-style-type: none"> - 'Contract cheating' in which a student outsources their work to a third party, whether that is a commercial provide, current or former student, family member of acquaintance; |

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- Systematic plagiarism which is the act of repeated plagiarism whether using and copying someone's work to complete the assessment or permitting/colluding with others to access their assessment;
- Using generative Artificial Intelligence (AI) to complete all or part of their assessment work;
- Submitting falsified or forged document such as a medical certificate; or
- Selling, distributing and/or reproducing subject materials without written permission.
- Non-payment of fee
 - The failure to pay an amount that student was required to pay Magill College Sydney to undertake or continue the course as stated in their Letter of Offer and Student Agreement and in accordance with the Student Refund and Cancellation Policy and Other Fees Policy; or
 - An outstanding fee from Other Fees for which the student was required to pay Magill College Sydney.

This policy applies to all former or current students at Magill College Sydney enrolled in a qualification. This extends to students on any form of leave, including suspension from any course, where the event forming the basis of the allegation occurred while they were enrolled or was directly related to their enrolment. A student who is found to have breached the provision of this policy or any other relevant provisions may be subject to disciplinary action. Such action that may be imposed on a student found to have committed a breach of the provision may include one or more of the following:

- Deemed Not Yet Competent in the unit of competency;
- Exclusion from entering the campus and facilities;
- Suspension of enrolment for a specified period of time;
- Condition(s) imposed in their enrolment in the unit of competency or qualification;
- Expulsion such that there is a permanent separation of the student from the College;
- Reprimanding the student against repeating the conduct;
- Referral to law enforcement authorities, where the misconduct potentially constitutes a legal offence;
- Revocation of a qualification or Statement of Attainment; or
- A monetary fee that is appropriate and proportionate to the breach(es) or damage(es).

For any deferral, suspension or cancellation of enrolment initiated by Magill College Sydney against an overseas student, the College will notify the student in writing of its intention to report the student to the Secretary of the Department of Education (DoE) through PRISMS. This action will automatically alert the Department of Home Affairs (DHA), which may lead to the cancellation of the student's visa. If a student considers there are reasons why they should not be reported through PRISMS, the student may appeal against the College's decision within the prescribed 20 working days. If a student chooses not to access the complaints and appeals process within 20 working days, withdraws from the process, or the process is completed and a decision supports the College's initial determination, the College Principal or delegate will notify the Secretary of the Department of Education (DoE) via PRISMS that the student has been reported in the event of misbehaviour, misconduct or non-payment of fee.

If the appellant is dissatisfied with the outcome of the internal appeal, or their concerns remain unresolved he/she has the option to contact the Overseas Students Ombudsman for an external appeal by referring to <https://www.ombudsman.gov.au/about/how-we-can-help-you> or calling 1300 362 072.

In most cases, the purpose of the external appeals process is to consider whether Magill College Sydney has followed its policies and procedures – it is not to make a decision in place of Magill College Sydney.

1. If the appellant decides to proceed with an external appeal, he/she must do so within ten (10) working days of the notification of decision record from the internal appeals process and shall notify Magill College Sydney of this within this timeframe, *so that sufficient time is allowed to enable students to complete all course requirements within the expected course duration, as specified in each student's CoE.*
2. Magill College Sydney agrees to be bound by the external appeal body's recommendations, ensure that any recommendations are implemented by the appropriate staff, and that the appellant is informed in writing of the outcome of the external appeals process.

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- For further information please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au

Complaints Procedure

Magill College Sydney seeks to provide learning in a supportive and fair environment with a policy and procedure in place to allow students to lodge a formal complaint or appeal if the matter cannot be resolved informally.

Informal Complaints Resolution Procedures

1. Students are encouraged to resolve concerns or difficulties directly with the person(s) concerned in the appropriate manner to reach a solution agreeable to all parties. Minor issues of concern would also be documented as soon as they are addressed and/or resolved to the satisfaction of all parties concerned.
2. Students may discuss any informal issues related to their course with their Trainer, Principal, the Administration Manager or any other administration staff whom they feel comfortable to discuss the matter with as part of the informal complaints resolution process.
3. The Administration Manager and/or the General Manager will provide students with counselling, if required.
4. Magill College Sydney will use this opportunity to contribute to our continuous improvement strategy and therefore take proactive measures.

Formal Complaints Resolution Procedures

If students cannot resolve a complaint through informal discussions, students may lodge a formal complaint. Where students lodge a formal complaint, they are expected to maintain their enrolment throughout the process and they are informed that they must continue their course and attend all classes while their complaint matter is being considered and finalised. No fee is charged for a student to lodge a complaint. Please refer to the Complaints Handling Policies and Procedures on our website (www.magill.edu.au), request a hard copy from our receipt (Level 4, 695-699 George Street, Haymarket, NSW 2000) or email us (admin@magill.edu.au) to request the form to be sent to you.

1. If the matter is not resolved, students will be given an option to proceed under a formal complaints process as explained below. The initial contact person/counsellor (i.e. the Principal or the Administration Manager) may assist the student with the *Complaints Form* (if the student requires assistance). This completed form must be submitted to the initial contact person/counsellor either via email (Email: admin@magill.edu.au), in person (during normal business hours – Monday to Friday between 9am and 5pm) or by mail (addressed to: The Administration Manager, Magill College Pty Ltd, Level 4, 695-699 George Street, Haymarket, NSW 2000).
2. Receipt of the completed form will be acknowledged within two (2) working days and the complaints process will commence within ten (10) working days from the date of receipt of the complaint.
3. The complaint will be forwarded to the General Manager and the Principal for review of the matter. Based on the nature of the complaint, the College will determine if the complaint requires further investigation or consultation, or if the matter can be resolved internally.
4. Where the complaint made about or involves allegations about another party, the College is obliged to inform the other party about this complaint and provide them an opportunity to respond and present information in response to the issues raised. When such clarification occurs in a face-to-face interview with the complainant, he/she would have an opportunity to formally present his/her case and he/she has the right to have a witness and/or support person present at any stage of the relevant complaint resolution meetings. Where a complaint is received by the College which involves allegations about alleged criminal conduct, the College may refer the matter to the NSW Police or designated enforcement authority.
5. The General Manager and/or College Principal or his nominee (“the College Representative”) will then, if necessary, seek to clarify the issues in the complaint and provide an objective outcome.

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| | <ol style="list-style-type: none"> 6. The College Representative will then endeavour to resolve the issue objectively with details provided in writing to the complainant within twenty (20) working days, including the outcomes and the reasons for the decision. 7. In straightforward cases, the signed <u>Complaint Form</u> is used as written evidence of the outcome of the complaint including reasons and steps that will be taken to address the complaint. However, in more complex cases, the student will be provided with a written complaints report of the outcome. This report will include the details of any actions and clearly state the reasons for the decision made and it will be provided to the student within twenty (20) working days. If the College Principal considers that more than twenty (20) working days are required, the College Representative will inform the complainant in writing, including reasons why more than twenty (20) working are required, and maintain regular fortnightly contact with the complainant including to explain any further delays. 8. The College will retain the records relating to the complaint matter and all communication securely and confidentially to protect the privacy of the complainants and the respondent. |
| <p>Appeals Procedure</p> | <p>Internal Appeals Resolution Procedure</p> <p>The appeals procedure may be submitted by a student where Magill College Sydney has made a decision that is relevant to the student, or which affects the student in some way. Where the College makes a decision which does not relate to or affect a student, the student is not eligible to appeal the decision. Where students lodge a formal appeal, they are expected to maintain their enrolment throughout the process, and they are informed that they must continue their course and attend all classes while their complaint matter is being considered and finalised. No fee is charged for a student to lodge an appeal. Please refer to the Appeals Handling Policies and Procedures on our website (www.magill.edu.au), request a hard copy from our receipt (Level 4, 695-699 George Street, Haymarket, NSW 2000) or email us (admin@magill.edu.au) to request the form to be sent to you.</p> <ol style="list-style-type: none"> 1. If the complainant is dissatisfied with the outcome of the Complaint Procedure, or their concerns remain unresolved, he/she has the option to proceed with an appeals process. The Administration Manager may assist the student with the Student Appeals Form, if the student requires assistance. This form must be submitted to the Administration Manager either via email (Email: admin@magill.edu.au), in person (during normal business hours – Monday to Friday between 9am and 5pm) or by mail (addressed to: The Administration Manager, Magill College Sydney, Level 4, 695-699 George Street, Haymarket, NSW 2000). Please note that an official appeal must be received by the College within 28 calendar days of the decision or finding being informed to the person. 2. Receipt of the completed form will be acknowledged within two (2) working days and the appeals process will commence within ten (10) working days from the date of receipt of the complaint. 3. The appeal is referred to the General Manager and/or the College Principal where it will be reviewed and determined if the appeal requires further investigation or consultation. When such clarification occurs in a face-to-face interview with the appellant, they will have an opportunity to formally present their case and has the right to have a witness/support person at any student of the relevant appeal resolution meetings. 4. The College Principal or his nominee (“the College Representative”) will then, if necessary, seek to clarify the issues in the appeal and provide an objective outcome. 5. The College Representative will then endeavour to resolve the issue objectively with details provided in writing to the appellant within twenty (20) working days, including an outline of the appeal outcomes and the reasons for the decision. 6. In straightforward cases, the signed <u>Appeals Form</u> is used as written evidence of the outcome of the Appeal, including reasons and steps that will be taken to address the Appeal’s outcomes. However, in more complex cases, the student will be provided with a written Appeal Report that documents the outcome of the Appeal. This report will include the details of any actions, clearly stating the reasons for the decision made and it will be provided to the Appellant within twenty (20) working days. |

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| | <p>External Appeals Resolution Procedure</p> <p>Depending on the type of complaint, if the appellant is dissatisfied with the outcome of Internal Appeals Resolution Procedure, or their concerns remain unresolved he/she has the option to contact the Overseas Students Ombudsman for an external appeal by referring to https://www.ombudsman.gov.au/about/how-we-can-help-you or 1300 362 072. Please refer to the Appeals Handling Policies and Procedures on our website (www.magill.edu.au), request a hard copy from our receipt (Level 4, 695-699 George Street, Haymarket, NSW 2000) or email us (admin@magill.edu.au) to request the form to be sent to you.</p> <p>In most cases, the purpose of the external appeals process is to consider whether Magill College Sydney has followed its policies and procedures – it is not to make a decision in place of Magill College Sydney.</p> <ol style="list-style-type: none"> 1. If the appellant decides to proceed with an external appeal, he/she must do so within ten (10) working days of the notification of decision record from the internal appeal process and shall notify Magill College Sydney of this within this timeframe, so that sufficient time is allowed to enable students to complete all course requirements within the expected course duration, as specified in each student’s CoE. <p>Magill College Sydney agrees to be bound by the external appeal body’s recommendations, ensure that any recommendations are implemented by the appropriate staff, and that the appellant is informed in writing of the outcome of the external appeals process. In addition, they must notify Magill College Sydney in writing of their decision with an appeals lodgement record to pursue an external appeal no later than five (5) working days after the conclusion of this ten (10) day period.</p> |
| <p>Language, Literacy, Numeracy and Digital (LLND) Proficiency</p> | <p>Students must complete the “Student Individual Needs Survey” form prior to enrolment or at the commencement of training and assessment, whichever comes first. Magill College Sydney is committed at all times to ensure that all student’s individual needs are adequately assessed. In addition, to effectively participate in a course, students need essential skills in language, literacy, numeracy and digital technologies. These skills are assessed prior to enrolment to determine if additional support is necessary. To support this, all prospective students undergo an assessment of these skills during the pre-enrolment stage.</p> <p>Where the results indicate potential gaps or where existing competencies do not clearly demonstrate sufficient readiness, the College either conduct an Academic Intervention Strategy (Student Individual Needs) and/or will conduct a Language, Literacy and Numeracy (LLN) assessment to identify areas requiring support. This process ensures that students are adequately equipped to participate in training and assessment activities and that any required adjustments or interventions are applied early. However, where a student has declared a disability, learning difficulty or other condition that may affect their performance in the assessment through the Student Individual Needs Survey or via direct communication, this will be factored into the assessment process.</p> <p>To effectively engage in a course, students must demonstrate core competencies in the following areas:</p> <p>Reading and Writing</p> <p>Students are expected to read, interpret and produce written texts across various vocational and educational contexts. This includes understanding course materials, assessment tasks, workplace documents and written instructions. If deficiencies are identified, the College will provide targeted support through an Academic Intervention Strategy (AIS).</p> <p>Oral Communication</p> <p>Students must be able to use and respond to spoken language in classroom and workplace settings. This includes participating in discussions, asking and answering questions, understanding verbal instructions, and communicating ideas clearly. Support strategies will be offered where further development in oral communication is needed.</p> |

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| | <p>Numeracy and Mathematics Students should be capable of performing basic calculations, interpreting graphs and tables, and applying mathematical reasoning in real-world and vocational scenarios. Where students experience difficulties, additional learning resources or structured support sessions will be provided.</p> <p>Digital Literacy As digital technologies play an increasingly important role in both training and the workplace, students are also expected to demonstrate basic digital proficiency. This includes the ability to access online platforms, use learning management systems, communicate via email or messaging tools, and complete assessments using digital tools. If a student requires additional digital literacy support, this will be identified early and addressed with appropriate strategies.</p> <p>Students requiring minor adjustments will be assisted through tailored academic strategies. Where the student's needs are more significant and cannot be adequately met within the College's training environment, the student will be referred to an alternative education provider in consultation with the student and their nominated education agent, to ensure a more suitable study pathway.</p> <p>For more information, please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au.</p> |
| <p>The ESOS Framework</p> | <p>The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework. For more information, please refer to page 21 of this Magill College Sydney VET Pre-enrolment Information Pack 2025 (Brochure).</p> |
| <p>Cost of living, welfare and relevant information on living in Australia</p> | <p>Costs of Living: From 10 May 2024, the basic rate of living costs under the Migration regulations increased. Under these regulations prospective student visa applicants and their family members must have access to the following funds to meet the living costs requirements:</p> <ul style="list-style-type: none"> • A\$ 29,710 a year for the main student; • A\$ 10,394 a year for the student's partner; and • A\$ 4,449 a year for the student's child. <p>For further information, please see http://www.homeaffairs.gov.au/Trav/Stud and https://www.studyaustralia.gov.au/</p> <p>Accommodation options: Australia has a variety of high standard student accommodation available to suit different budgets and needs and there are several long-term housing options, such as hostels (rooming houses), Homestay (living with a family in their home), and rental properties (either on your own or sharing with others). Shared</p> |

accommodation with other students is common and popular and student noticeboards and newspapers often advertise rooms, apartments and houses for rent.

Most accommodation, except homestay, does not include electrical appliances, household equipment, sheets and blankets etc. Second-hand household goods are available quite cheaply, but students may wish to bring some of their own basic items.

Websites (e.g. <http://www.domain.com.au> and <http://www.realestate.com.au>) list accommodation for rent and provide a good idea of the type and cost of accommodation that is available. For further information, please refer to the following websites:

<https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>

<https://www.fairtrading.nsw.gov.au/help-centre/youth-and-seniors/youth/international-students>

Schooling: A school-age family unit member joining the student in Australia is expected to attend school in Australia. Evidence of enrolment for them must be provided if they are to be granted a student visa as a family unit member. In most cases, public and private schools charge fees for family unit members of student visa holders. The student is responsible for the payment of school fees and to allow the student's family unit member to attend school throughout the period of study in Australia. For the international student dependants, please consult the following websites:

<https://www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents>

<https://education.nsw.gov.au/content/dam/main-education/public-schools/going-to-a-public-school/media/documents/enrol-k12.pdf>

https://www.deinternational.nsw.edu.au/data/assets/pdf_file/0013/16402/16402-Education-Fees.pdf

For private schools in NSW, please consult the following website:

<http://www.privateschoolsdirectory.com.au/educationinformation.php?region=29>

Safety: Australia is a comparatively safe place to live with a relatively low crime rate, but students must take the necessary precautions to protect themselves, just like they would at home. Looking after their safety, health and overall wellbeing is important, especially while dealing with the added stresses of being in a new country and adjusting to a new way of life. Please refer to the following website for safety tips in Australia:

<https://www.studyaustralia.gov.au/en/life-in-australia/safety-in-australia>

Jobs: The allowable work hours cap for international students was relaxed during the pandemic to help meet workforce shortages. From 1 July 2023, the Australian Government has announced that the work restrictions for student visa holders will be reinstated and capped at the increase rate of 48 hours per fortnight during any period when the student's course of study or training is in session and they must not engage in work before the course for which the initial student visa was granted commences.

A fortnight means a period of fourteen (14) days, commencing on any Monday and ending on the second following Sunday. Please note: No work restriction (limits) applies during recognised periods of holidays (i.e. any scheduled course breaks and official Magill College Sydney holidays). For further information, please refer to the following website: <http://www.homeaffairs.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>

There are a number of ways to find work in Australia. You can find job advertisements in local newspapers and on websites such as <http://www.seek.com.au>, <http://www.careerone.com.au> and <https://www.adzuna.com.au/>.

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Travel: Australia is one of the top tourist destinations in the world. Many tourism activities in Australia are based on cultural festivals, such as Chinese New Year and the Sydney Festival in January. Australia is famous around the world for its unique sporting events like surf carnivals, Test series (Cricket) Australia vs. India, the Australian Formula One Grand Prix, the Melbourne Cup, and the Australian Tennis Open. Other attractions that appeal to travellers are Australia's unique flora and fauna, national parks, beaches, reefs, lakes, rivers, deserts and the Kimberley region in far north Western Australia, which is one of the oldest geological areas on earth. The world renowned theme parks on the Gold Coast (e.g. Sea World and Movie World) are very popular and the Gold Coast is one of the most popular destinations both for domestic and international visitors in Australia.

Aboriginal Australia is about sharing the world's most ancient living culture, best expressed through art, storytelling, dance, music and the land itself. For the adventurous traveller, this means learning about traditional Aboriginal practices as well as contemporary interpretations. Australia's major cities including Sydney, Melbourne, Adelaide and Brisbane showcase the nation's young and free-spirited way of life. Here, visitors can enjoy our outdoor lifestyle, see Australia in its architecture and fashion, experience it in its multicultural precincts, shops, theatres and bars, observe it in our people, taste it in our food and smell it in our oceans and bushland.

Here are some websites that students may find interesting and useful when travelling in Australia:

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| http://www.australia.com | http://www.discovertasmania.com.au |
| http://www.visitnsw.com | http://www.visitvictoria.com |
| https://teq.queensland.com/ | http://www.visitcanberra.com.au |
| http://northernterritory.com/ | http://www.discoveraustralia.com.au |
| http://www.westernaustralia.com | http://www.greatbarrierreef.org |
| http://www.southaustralia.com | https://www.destinationgoldcoast.com |

Site Location and Contact Details

Level 4, 388 Sussex Street, SYDNEY NSW 2000
Level 4, 695-699 George Street, HAYMARKET NSW 2000

Tel: (02) 8061 6980

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 (+612) 8061 6980
 info@magill.edu.au
 www.magill.edu.au

 George Street Campus (Head Office):
Level 4, 695-699 George Street,
HAYMARKET NSW 2000

 Sussex Street Campus:
Level 4, 388-390 Sussex Street,
SYDNEY NSW 2000

| Term Calendar | Course Commencement Dates | Course Completion Dates | Course(s) |
|--|---------------------------|--|---|
| 2025 | | | |
| 1 | 28 January 2025 | 12 December 2025 | BSB40920 Certificate IV in Project Management Practice |
| 2 | 3 March 2025 | 27 February 2026 | |
| 3 | 22 April 2025 | 2 April 2026 | |
| 4 | 26 May 2025 | 22 May 2026 | |
| 5 | 14 July 2025 | 26 June 2026 | |
| 6 | 18 August 2025 | 14 August 2026 | |
| 7 | 7 October 2025 | 18 September 2026 | |
| 8 | 10 November 2025 | 6 November 2026 | |
| 1 | 28 January 2025 | 26 June 2026 | BSB50820 Diploma of Project Management |
| 2 | 3 March 2025 | 14 August 2026 | |
| 3 | 22 April 2025 | 18 September 2026 | |
| 4 | 26 May 2025 | 6 November 2026 | |
| 5 | 14 July 2025 | 11 December 2026 | |
| 6 | 18 August 2025 | 19 February 2027 | |
| 7 | 7 October 2025 | 25 March 2027 | |
| 8 | 10 November 2025 | 14 May 2027 | |
| 1 | 28 January 2025 | 26 June 2026 | BSB60720 Advanced Diploma of Program Management |
| 2 | 3 March 2025 | 14 August 2026 | |
| 3 | 22 April 2025 | 18 September 2026 | |
| 4 | 26 May 2025 | 6 November 2026 | |
| 5 | 14 July 2025 | 11 December 2026 | |
| 6 | 18 August 2025 | 19 February 2027 | |
| 7 | 7 October 2025 | 25 March 2027 | |
| 8 | 10 November 2025 | 14 May 2027 | |
| 1 | 28 January 2025 | 12 December 2025 | BSB40820 Certificate IV in Marketing and Communication |
| 2 | 3 March 2025 | 27 February 2026 | |
| 3 | 22 April 2025 | 2 April 2026 | |
| 4 | 26 May 2025 | 22 May 2026 | |
| 5 | 14 July 2025 | 26 June 2026 | |
| 6 | 18 August 2025 | 14 August 2026 | |
| 7 | 7 October 2025 | 18 September 2026 | |
| 8 | 10 November 2025 | 6 November 2026 | |
| 1 | 28 January 2025 | 26 June 2026 | BSB50620 Diploma of Marketing and Communication |
| 2 | 3 March 2025 | 14 August 2026 | |
| 3 | 22 April 2025 | 18 September 2026 | |
| 4 | 26 May 2025 | 6 November 2026 | |
| 5 | 14 July 2025 | 11 December 2026 | |
| 6 | 18 August 2025 | 19 February 2027 | |
| 7 | 7 October 2025 | 25 March 2027 | |
| 8 | 10 November 2025 | 14 May 2027 | |
| 1 | 28 January 2025 | 26 June 2026 | BSB60520 Advanced Diploma of Marketing and Communication |
| 2 | 3 March 2025 | 14 August 2026 | |
| 3 | 22 April 2025 | 18 September 2026 | |
| 4 | 26 May 2025 | 6 November 2026 | |
| 5 | 14 July 2025 | 11 December 2026 | |
| 6 | 18 August 2025 | 19 February 2027 | |
| 7 | 7 October 2025 | 25 March 2027 | |
| 8 | 10 November 2025 | 14 May 2027 | |
| 2025 Approved Holiday Period | | | |
| 7 April 2025 – 21 April 2025 (2 weeks) | | 30 June 2025 – 13 July 2025 (2 weeks) | |
| 22 September 2025 – 6 October 2025 (2 weeks) | | 15 December 2025 – 26 January 2026 (6 weeks) | |

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| Term Calendar | Course Commencement Dates | Course Completion Dates | Course(s) |
|--|---------------------------|--|---|
| 2026 | | | |
| 1 | 27 January 2026 | 11 December 2026 | BSB40920 Certificate IV in Project Management Practice |
| 2 | 2 March 2026 | 19 February 2027 | |
| 3 | 20 April 2026 | 25 March 2027 | |
| 4 | 25 May 2026 | 14 May 2027 | |
| 5 | 13 July 2026 | 18 June 2027 | |
| 6 | 17 August 2026 | 13 August 2027 | |
| 7 | 6 October 2026 | 17 September 2027 | |
| 8 | 9 November 2026 | 5 November 2027 | |
| 1 | 27 January 2026 | 18 June 2027 | BSB50820 Diploma of Project Management |
| 2 | 2 March 2026 | 13 August 2027 | |
| 3 | 20 April 2026 | 17 September 2027 | |
| 4 | 25 May 2026 | 5 November 2027 | |
| 5 | 13 July 2026 | 10 December 2027 | |
| 6 | 17 August 2026 | 25 February 2028 | |
| 7 | 6 October 2026 | 31 March 2028 | |
| 8 | 9 November 2026 | 19 May 2028 | |
| 1 | 27 January 2026 | 18 June 2027 | BSB60720 Advanced Diploma of Program Management |
| 2 | 2 March 2026 | 13 August 2027 | |
| 3 | 20 April 2026 | 17 September 2027 | |
| 4 | 25 May 2026 | 5 November 2027 | |
| 5 | 13 July 2026 | 10 December 2027 | |
| 6 | 17 August 2026 | 25 February 2028 | |
| 7 | 6 October 2026 | 31 March 2028 | |
| 8 | 9 November 2026 | 19 May 2028 | |
| 1 | 27 January 2026 | 11 December 2026 | BSB40820 Certificate IV in Marketing and Communication |
| 2 | 2 March 2026 | 19 February 2027 | |
| 3 | 20 April 2026 | 25 March 2027 | |
| 4 | 25 May 2026 | 14 May 2027 | |
| 5 | 13 July 2026 | 18 June 2027 | |
| 6 | 17 August 2026 | 13 August 2027 | |
| 7 | 6 October 2026 | 17 September 2027 | |
| 8 | 9 November 2026 | 5 November 2027 | |
| 1 | 27 January 2026 | 18 June 2027 | BSB50620 Diploma of Marketing and Communication |
| 2 | 2 March 2026 | 13 August 2027 | |
| 3 | 20 April 2026 | 17 September 2027 | |
| 4 | 25 May 2026 | 5 November 2027 | |
| 5 | 13 July 2026 | 10 December 2027 | |
| 6 | 17 August 2026 | 25 February 2028 | |
| 7 | 6 October 2026 | 31 March 2028 | |
| 8 | 9 November 2026 | 19 May 2028 | |
| 1 | 27 January 2026 | 18 June 2027 | BSB60520 Advanced Diploma of Marketing and Communication |
| 2 | 2 March 2026 | 13 August 2027 | |
| 3 | 20 April 2026 | 17 September 2027 | |
| 4 | 25 May 2026 | 5 November 2027 | |
| 5 | 13 July 2026 | 10 December 2027 | |
| 6 | 17 August 2026 | 25 February 2028 | |
| 7 | 6 October 2026 | 31 March 2028 | |
| 8 | 9 November 2026 | 19 May 2028 | |
| 2026 Approved Holiday Period | | | |
| 6 April 2026 – 19 April 2026 (2 weeks) | | 29 June 2026– 12 July 2026 (2 weeks) | |
| 21 September 2026 – 5 October 2026 (2 weeks) | | 14 December 2026 – 17 January 2027 (5 weeks) | |

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| Term Calendar | Course Commencement Dates | Course Completion Dates | Course(s) |
|--|---------------------------|--|---|
| 2027 | | | |
| 1 | 18 January 2027 | 10 December 2027 | BSB40920 Certificate IV in Project Management Practice |
| 2 | 22 February 2027 | 25 February 2028 | |
| 3 | 12 April 2027 | 31 March 2028 | |
| 4 | 17 May 2027 | 19 May 2028 | |
| 5 | 12 July 2027 | 23 June 2028 | |
| 6 | 16 August 2027 | 11 August 2028 | |
| 7 | 5 October 2027 | 15 September 2028 | |
| 8 | 8 November 2027 | 3 November 2028 | |
| 1 | 18 January 2027 | 23 June 2028 | BSB50820 Diploma of Project Management |
| 2 | 22 February 2027 | 11 August 2028 | |
| 3 | 12 April 2027 | 15 September 2028 | |
| 4 | 17 May 2027 | 3 November 2028 | |
| 5 | 12 July 2027 | 8 December 2028 | |
| 6 | 16 August 2027 | 23 February 2029 | |
| 7 | 5 October 2027 | 29 March 2029 | |
| 8 | 8 November 2027 | 18 May 2029 | |
| 1 | 18 January 2027 | 23 June 2028 | BSB60720 Advanced Diploma of Program Management |
| 2 | 22 February 2027 | 11 August 2028 | |
| 3 | 12 April 2027 | 15 September 2028 | |
| 4 | 17 May 2027 | 3 November 2028 | |
| 5 | 12 July 2027 | 8 December 2028 | |
| 6 | 16 August 2027 | 23 February 2029 | |
| 7 | 5 October 2027 | 29 March 2029 | |
| 8 | 8 November 2027 | 18 May 2029 | |
| 1 | 18 January 2027 | 10 December 2027 | BSB40820 Certificate IV in Marketing and Communication |
| 2 | 22 February 2027 | 25 February 2028 | |
| 3 | 12 April 2027 | 31 March 2028 | |
| 4 | 17 May 2027 | 19 May 2028 | |
| 5 | 12 July 2027 | 23 June 2028 | |
| 6 | 16 August 2027 | 11 August 2028 | |
| 7 | 5 October 2027 | 15 September 2028 | |
| 8 | 8 November 2027 | 3 November 2028 | |
| 1 | 18 January 2027 | 23 June 2028 | BSB50620 Diploma of Marketing and Communication |
| 2 | 22 February 2027 | 11 August 2028 | |
| 3 | 12 April 2027 | 15 September 2028 | |
| 4 | 17 May 2027 | 3 November 2028 | |
| 5 | 12 July 2027 | 8 December 2028 | |
| 6 | 16 August 2027 | 23 February 2029 | |
| 7 | 5 October 2027 | 29 March 2029 | |
| 8 | 8 November 2027 | 18 May 2029 | |
| 1 | 18 January 2027 | 23 June 2028 | BSB60520 Advanced Diploma of Marketing and Communication |
| 2 | 22 February 2027 | 11 August 2028 | |
| 3 | 12 April 2027 | 15 September 2028 | |
| 4 | 17 May 2027 | 3 November 2028 | |
| 5 | 12 July 2027 | 8 December 2028 | |
| 6 | 16 August 2027 | 23 February 2029 | |
| 7 | 5 October 2027 | 29 March 2029 | |
| 8 | 8 November 2027 | 18 May 2029 | |
| 2027 Approved Holiday Period | | | |
| 29 March 2027 – 11 April 2027 (2 weeks) | | 21 June 2027 – 11 July 2027 (3 weeks) | |
| 20 September 2027 – 3 October 2027 (2 weeks) | | 13 December 2027 – 23 January 2028 (6 weeks) | |

Magill College Pty Ltd Trading as Magill College Sydney
 ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367

Units of Competency included in the Qualification Structure

BSB40920 Certificate IV in Project Management Practice (CRICOS Course Code: 103907M)

| | |
|------------------------------|---|
| Course Duration: | 52 weeks including a twelve (12) week approved holiday period. |
| Course Location: | Level 4, 388-390 Sussex Street, Sydney NSW 2000 (face-to-face component). Level 4, 695-699 George Street, Haymarket NSW 2000 (face-to-face component). |
| Course Mode of Study: | 20 contact hours per week, consisting of 13.5 hours classroom based face-to-face learning and 6.5 hours online learning. |

| Course Fee | Enrolment Fee (non-refundable) | Material Fee (incl. study materials) |
|-------------------|---------------------------------------|---|
| A\$ 8,000.00 | A\$ 200.00 | A\$ 200.00 |

Please note Magill College Sydney reserves the right to vary the Course Fees and Other Fees with prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

Academic Entry Requirements: There are no pre-requisite entry requirements for this qualification. Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.

English Entry Requirements: To satisfy the English language entry requirements, applicants must demonstrate proficiency equivalent to a minimum IELTS score of 6.0 or an equivalent test result. Acceptable evidence includes results from a recognised English language test, successful completion of an ELICOS program at the Upper-Intermediate level, or completion (or substantial completion) of an AQF Level 4 or higher qualification. Applicants may also qualify under exemption categories recognised by the Department of Home Affairs. Where formal evidence is unavailable, an applicant may satisfy this requirement through the successful completion of Magill College Sydney English placement test.

Resources Requirements: Student will require access to digital learning resources, access to video and audio recording, submit and complete assessment and participate in a range of communication and collaboration tools. As such, students can bring their own device (BYOD) to use their personal laptop, tablet or device to access a broad range of course related application. Students will have access to on-site computers, free Wi-Fi and facilities to support their learning and assessment activities. The minimum IT requirements include: computer hardware (access to a desktop or laptop computer with headphones or in-built microphone with speakers); operating systems (for PC users, Windows 7 and above and for Mac users: OSX 10.8 and above); internet (a reliable, high speed broadband internet connection, with sufficient upload and download); web browser (the recommended web browsers for accessing the Student Portal are Firefox and Edge); and computer software (office software to create documents, spreadsheets and presentation).

Learning and Career Pathways Information: Preferred pathways for students into this qualification may include a number of entry points, including:

- A satisfactory completion of HSC Year 12 or equivalent; or
- For mature age entry (21 years of age or above) with vocational experience assisting in a range of environments, but without a formal qualification.

Pathways from the qualification: Student who obtain the BSB40920 Certificate IV in Project Management Practice qualification can further their study in the BSB50820 Diploma of Project Management or other Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

Assessment Methods: Assessments are determined over a period of time and through various assessment activities. Competency is determined after evidence is gathered by a combination of classroom activities, written assessments, and practical application of skills and knowledge. A number of approaches to course assessment are used by College trainers/assessors. Assessment approaches may include: questioning; case studies; projects; assignments; presentations; role play; and/or written reports.

Qualification Packaging Rules: To attain the BSB40920 Certificate IV in Project Management Practice qualification nine (9) units [three (3) Core units and six (6) Elective units] must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in BSB40920 Certificate IV in Project Management Practice.

Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB40920 Certificate IV in Project Management Practice. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.

Recognition of Prior Learning or Credit Transfer: Magill College Sydney offers students the opportunity to apply for course credit through Recognition of Prior Learning (RPL) and Credit Transfer (CT). For further information please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au

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| Core Units | |
|----------------------------|--|
| BSBPMG420 | Apply project scope management techniques |
| BSBPMG421 | Apply project time management techniques |
| BSBPMG422 | Apply project quality management techniques |
| Elective Units | |
| BSBPMG423 | Apply project cost management techniques |
| BSBPMG426 | Apply project risk management techniques |
| BSBCRT411 | Apply critical thinking to work practices |
| BSBPMG429 | Apply project stakeholder engagement techniques |
| BSBTEC403 | Apply digital solutions to work processes |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |
| Vocational Outcome: | <p>This course is designed for:</p> <ul style="list-style-type: none"> • Individuals working autonomously who might be members of a project team, without responsibility for overall project outcomes; or • Individuals who, in these roles, apply project management skills and knowledge to support wider project operations; or • Conversely, it may also apply to those individuals who may utilise project tools and methodologies to carry out organisational and business activities efficiently. <p>Further information regarding BSB – Business Services Training Package can be accessed at: www.training.gov.au</p> |

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BSB50820 Diploma of Project Management (CRICOS Course Code 103908K)

| | | |
|--|---|---|
| Course Duration: | 78 weeks including an eighteen (18) week approved holiday period. | |
| Course Location: | Level 4, 388-390 Sussex Street, Sydney NSW 2000 (face-to-face component). Level 4, 695-699 George Street, Haymarket NSW 2000 (face-to-face component). | |
| Course Mode of Study: | 20 contact hours per week, consisting of 13.5 hours classroom based face-to-face learning and 6.5 hours online learning. | |
| Course Fee | Enrolment Fee (non-refundable) | Material Fee (incl. study materials) |
| A\$ 12,000.00 | A\$ 200.00 | A\$ 200.00 |
| Please note Magill College Sydney reserves the right to vary the Course Fees and Other Fees with prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure. | | |
| Academic Entry Requirements: There are no pre-requisite entry requirements for this qualification. Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age. | | |
| English Entry Requirements: To satisfy the English language entry requirements, applicants must demonstrate proficiency equivalent to a minimum IELTS score of 6.0 or an equivalent test result. Acceptable evidence includes results from a recognised English language test, successful completion of an ELICOS program at the Upper-Intermediate level, or completion (or substantial completion) of an AQF Level 4 or higher qualification. Applicants may also qualify under exemption categories recognised by the Department of Home Affairs. Where formal evidence is unavailable, an applicant may satisfy this requirement through the successful completion of Magill College Sydney English placement test. | | |
| Resources Requirements: Student will require access to digital learning resources, access to video and audio recording, submit and complete assessment and participate in a range of communication and collaboration tools. As such, students can bring their own device (BYOD) to use their personal laptop, tablet or device to access a broad range of course related application. Students will have access to on-site computers, free Wi-Fi and facilities to support their learning and assessment activities. The minimum IT requirements include: computer hardware (access to a desktop or laptop computer with headphones or in-built microphone with speakers); operating systems (for PC users, Windows 7 and above and for Mac users: OSX 10.8 and above); internet (a reliable, high speed broadband internet connection, with sufficient upload and download); web browser (the recommended web browsers for accessing the Student Portal are Firefox and Edge); and computer software (office software to create documents, spreadsheets and presentation). | | |
| Learning and Career Pathways Information: Preferred pathways for students into this qualification may include a number of entry points, including: <ul style="list-style-type: none"> • A satisfactory completion of HSC Year 12 or equivalent or • For mature age entry (21 years of age or above) vocational experience is expected, but without a formal qualification. Pathways from the qualification: Students who obtain the BSB50820 Diploma of Project Management qualification can further their study in the BSB67020 Advanced Diploma of Program Management or other Advanced Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages. | | |
| Assessment Methods: Assessments are determined over a period of time and through various assessment activities. Competency is determined after evidence is gathered by a combination of classroom activities, written assessments, and practical application of skills and knowledge. A number of approaches to course assessment are used by College trainers/assessors. Assessment approaches may include: questioning; case studies; projects; assignments; presentations; role play; and/or written reports. | | |
| Qualification Packaging Rules: To attain the BSB50820 Diploma of Project Management qualification twelve (12) units [eight (8) Core Units and four (4) Elective Units] must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in BSB50820 Diploma of Project Management Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB50820 Diploma of Project Management. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed. | | |
| Recognition of Prior Learning or Credit Transfer: Magill College Sydney offers students the opportunity to apply for course credit through Recognition of Prior Learning (RPL) and Credit Transfer (CT). For further information please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au | | |

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| Core Units | |
|----------------------------|---|
| BSBPMG530 | Manage project scope |
| BSBPMG531 | Manage project time |
| BSBPMG532 | Manage project quality |
| BSBPMG533 | Manage project cost |
| BSBPMG534 | Manage project human resources |
| BSBPMG535 | Manage project information and communication |
| BSBPMG536 | Manage project risk |
| BSBPMG540 | Manage project integration |
| Elective Units | |
| BSBINS501 | Implement information and knowledge management systems |
| BSBPEF501 | Manage personal and professional development |
| BSBPMG538 | Manage project stakeholder engagement |
| BSBSTR502 | Facilitate continuous improvement |
| Vocational Outcome: | <p>This course is designed for:</p> <ul style="list-style-type: none"> • Individuals who might be members of a project team, with responsibility to accomplish project objectives; or • Individuals who, in these roles, have project leadership or management roles who work in a variety of contexts, across a range of industry sectors, or • Conversely, it may also apply to those individuals who possess a solid theoretical knowledge base and utilise various specialised, technical and managerial competencies to initiate, plan, perform and assess their own and/or others work. <p>Further information regarding BSB – Business Services Training Package can be accessed at: www.training.gov.au</p> |

Magill College Pty Ltd Trading as Magill College Sydney
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BSB60720 Advanced Diploma of Program Management (CRICOS Course Code 103909J)

| | | |
|--|---|---|
| Course Duration: | 78 weeks including an eighteen (18) week approved holiday period. | |
| Course Location: | Level 4, 388-390 Sussex Street, Sydney NSW 2000 (face-to-face component). Level 4, 695-699 George Street, Haymarket NSW 2000 (face-to-face component). | |
| Course Mode of Study: | 20 contact hours per week, consisting of 13.5 hours classroom based face-to-face learning and 6.5 hours online learning. | |
| Course Fee | Enrolment Fee (non-refundable) | Material Fee (incl. study materials) |
| A\$ 12,000.00 | A\$ 200.00 | A\$ 200.00 |
| Please note Magill College Sydney reserves the right to vary the Course Fees and Other Fees with prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure. | | |
| Academic Entry Requirements: Entry to this qualification is limited to individual students who have completed BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version); or have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise. Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age. | | |
| English Entry Requirements: To satisfy the English language entry requirements, applicants must demonstrate proficiency equivalent to a minimum IELTS score of 6.0 or an equivalent test result. Acceptable evidence includes results from a recognised English language test, successful completion of an ELICOS program at the Upper-Intermediate level, or completion (or substantial completion) of an AQF Level 4 or higher qualification. Applicants may also qualify under exemption categories recognised by the Department of Home Affairs. Where formal evidence is unavailable, an applicant may satisfy this requirement through the successful completion of Magill College Sydney English placement test. | | |
| Resources Requirements: Student will require access to digital learning resources, access to video and audio recording, submit and complete assessment and participate in a range of communication and collaboration tools. As such, students can bring their own device (BYOD) to use their personal laptop, tablet or device to access a broad range of course related application. Students will have access to on-site computers, free Wi-Fi and facilities to support their learning and assessment activities. The minimum IT requirements include: computer hardware (access to a desktop or laptop computer with headphones or in-built microphone with speakers); operating systems (for PC users, Windows 7 and above and for Mac users: OSX 10.8 and above); internet (a reliable, high speed broadband internet connection, with sufficient upload and download); web browser (the recommended web browsers for accessing the Student Portal are Firefox and Edge); and computer software (office software to create documents, spreadsheets and presentation). | | |
| Learning and Career Pathways Information: Preferred pathways for students into this qualification may include a number of entry points, including: <ul style="list-style-type: none"> • BSB50820 Diploma of Project Management; or • For mature age entry (21 years of age or above) with substantial vocational experience in business, but without a formal qualification provided they have completed BSB50820 Diploma of Project Management (or a superseded equivalent version); or have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise Pathways from the qualification: Students who obtain the BSB60720 Advanced Diploma of Program Management qualification may choose to undertake studies at a higher level of education or can gain employment in job roles such as Project Manager. This breadth of expertise would equate to the competencies required to undertake this qualification. | | |
| Assessment Methods: Assessments are determined over a period of time and through various assessment activities. Competency is determined after evidence is gathered by a combination of classroom activities, written assessments, and practical application of skills and knowledge. A number of approaches to course assessment are used by College trainers/assessors. Assessment approaches may include: questioning; case studies; projects; assignments; presentations; role play; and/or written reports. | | |
| Qualification Packaging Rules: To attain the BSB60720 Advanced Diploma of Program Management qualification twelve (12) units [four (4) Core Units and eight (8) Elective Units] must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in BSB60720 Advanced Diploma of Program Management | | |
| Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB60720 Advanced Diploma of Program Management. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed. | | |
| Recognition of Prior Learning or Credit Transfer: Magill College Sydney offers students the opportunity to apply for course credit through Recognition of Prior Learning (RPL) and Credit Transfer (CT). For further information please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au | | |

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ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367

| Core Units | |
|----------------------------|--|
| BSBPMG630 | Enable program execution |
| BSBPMG634 | Facilitate stakeholder engagement |
| BSBPMG635 | Implement program governance |
| BSBPMG636 | Manage benefits |
| Elective Units | |
| BSBAUD601 | Establish and manage compliance management systems |
| BSBCRT611 | Apply critical thinking for complex problem solving |
| BSBFIN601 | Manage organisational finances |
| BSBPMG631 | Manage program delivery |
| BSBPMG637 | Engage in collaborative alliances |
| BSBSUS601 | Lead corporate social responsibility |
| BSBSTR602 | Develop organisational strategies |
| BSBOPS504 | Manage business risk |
| Vocational Outcome: | <p>This course is designed for:</p> <ul style="list-style-type: none"> • Individuals who might be members of a project team, with various responsibility for managing or directing a program to achieve overall project outcomes; or • Individuals who, in these roles, identify and apply program management skills and knowledge across a range of enterprises; or • Conversely, it may also apply to those individuals who may carefully plan, coordinate, budget, and evaluate large-scale projects, in addition to manage the risks and the people involved, to accomplish determined goals and converge specific success criteria. <p>Further information regarding BSB – Business Services Training Package can be accessed at: www.training.gov.au</p> |

Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367

BSB40820 Certificate IV in Marketing and Communication (CRICOS Course Code 106489M)

| | | | |
|------------------------------|---|---|--|
| Course Duration: | 52 weeks including a twelve (12) week approved holiday period. | | |
| Course Location: | Level 4, 388-390 Sussex Street, Sydney NSW 2000 (face-to-face component). Level 4, 695-699 George Street, Haymarket NSW 2000 (face-to-face component). | | |
| Course Mode of Study: | 20 contact hours per week, consisting of 13.5 hours classroom based face-to-face learning and 6.5 hours online learning. | | |
| Course Fee | Enrolment Fee (non-refundable) | Material Fee (incl. study materials) | |
| A\$ 8,000.00 | A\$ 200.00 | A\$ 200.00 | |

Please note Magill College Sydney reserves the right to vary the Course Fees and Other Fees with prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

Academic Entry Requirements: There are no pre-requisite entry requirements for this qualification. Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age at the time of course commencement.

English Entry Requirements: To satisfy the English language entry requirements, applicants must demonstrate proficiency equivalent to a minimum IELTS score of 6.0 or an equivalent test result. Acceptable evidence includes results from a recognised English language test, successful completion of an ELICOS program at the Upper-Intermediate level, or completion (or substantial completion) of an AQF Level 4 or higher qualification. Applicants may also qualify under exemption categories recognised by the Department of Home Affairs (DHA). Where formal evidence is unavailable, an applicant may satisfy this requirement through the successful completion of Magill College Sydney English placement test or by an approved ELICOS provider.

Resources Requirements: Student will require access to digital learning resources, access to video and audio recording, submit and complete assessment and participate in a range of communication and collaboration tools. As such, students can bring their own device (BYOD) to use their personal laptop, tablet or device to access a broad range of course related applications. Students will have access to on-site computers, free Wi-Fi and facilities to support their learning and assessment activities. The minimum IT requirements include: computer hardware (access to a desktop or laptop computer with headphones or in-built microphone with speakers); operating systems (for PC users, Windows 7 and above and for Mac users: OSX 10.8 and above); internet (a reliable, high speed broadband internet connection, with sufficient upload and download); web browser (the recommended web browsers for accessing the Student Portal are Firefox and Edge); and computer software (Microsoft 365 to create documents, spreadsheets and presentation).

Learning and Career Pathways Information: Preferred pathways for students into this qualification may include a number of entry points, including:

- A satisfactory completion of HSC Year 12 or equivalent; or
 - For mature age entry (21 years of age or above) with vocational experience assisting in a range of environments, but without a formal qualification.
- Pathways from the qualification: Students who gain the BSB40820 Certificate IV in Marketing and Communication qualification can further their study in the BSB50620 Diploma of Marketing and Communication or other Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

Assessment Methods: Assessments are determined over a period of time and through various assessment activities. Competency is determined after evidence is gathered by a combination of classroom activities, written assessments, and practical application of skills and knowledge. A number of approaches to course assessment are used by the College trainers/assessors. Assessment approaches may include: questioning; case studies; projects; assignments; presentations; role play; and/or written reports.

Qualification Packaging Rules: To attain the BSB40820 Certificate IV in Marketing and Communication qualification twelve (12) units (Six (6) Core units and six (6) Elective units) must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in Release No.1 of BSB40820 Certificate IV in Marketing and Communication.

Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB40820 Certificate IV in Marketing and Communication. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.

Recognition of Prior Learning or Credit Transfer: Magill College Sydney offers students the opportunity to apply for course credit through Recognition of Prior Learning (RPL) and Credit Transfer (CT). For further information please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au

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| Core Units | |
|----------------------------|--|
| BSBCMM411 | Make presentations |
| BSBCRT412 | Articulate, present and debate ideas |
| BSBMKG433 | Undertake marketing activities |
| BSBMKG435 | Analyse consumer behaviour |
| BSBMKG439 | Develop and apply knowledge of communications industry |
| BSBWRT411 | Write complex documents |
| Elective Units | |
| BSBMKG440 | Apply marketing communication across a convergent industry |
| BSBMKG434 | Promote products and services |
| BSBFIN401 | Report on financial activity |
| BSBOPS404 | Implement customer service strategies |
| BSBINS401 | Analyse and present research information |
| BSBINS402 | Coordinate workplace information systems |
| Vocational Outcome: | <p>This course is designed for:</p> <ul style="list-style-type: none"> • Individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts; or • Individuals who in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources; or • Conversely, it may also apply to those individuals who may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to more senior practitioners. <p>Further information regarding BSB – Business Services Training Package can be accessed at: www.training.gov.au</p> |

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| Units of Competency included in the Qualification Structure | | |
|--|---|---|
| BSB50620 Diploma of Marketing and Communication (CRICOS Course Code 106490G) | | |
| Course Duration: | 78 weeks including an eighteen (18) week approved holiday period. | |
| Course Location: | Level 4, 388-390 Sussex Street, Sydney NSW 2000 (face-to-face component). Level 4, 695-699 George Street, Haymarket NSW 2000 (face-to-face component). | |
| Course Mode of Study: | 20 contact hours per week, consisting of 13.5 hours classroom based face-to-face learning and 6.5 hours online learning. | |
| Course Fee | Enrolment Fee (non-refundable) | Material Fee (incl. study materials) |
| A\$ 12,000.00 | A\$ 200.00 | A\$ 200.00 |
| Please note Magill College Sydney reserves the right to vary the Course Fees and Other Fees with prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure. | | |
| Academic Entry Requirements: Entry to this qualification is limited to those individuals who have completed all core units in the BSB40820 Certificate IV in Marketing and Communication. Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age. | | |
| English Entry Requirements: To satisfy the English language entry requirements, applicants must demonstrate proficiency equivalent to a minimum IELTS score of 6.0 or an equivalent test result. Acceptable evidence includes results from a recognised English language test, successful completion of an ELICOS program at the Upper-Intermediate level, or completion (or substantial completion) of an AQF Level 4 or higher qualification. Applicants may also qualify under exemption categories recognised by the Department of Home Affairs. Where formal evidence is unavailable, an applicant may satisfy this requirement through the successful completion of Magill College Sydney English placement test. | | |
| Resources Requirements: Student will require access to digital learning resources, access to video and audio recording, submit and complete assessment and participate in a range of communication and collaboration tools. As such, students can bring their own device (BYOD) to use their personal laptop, tablet or device to access a broad range of course related application. Students will have access to on-site computers, free Wi-Fi and facilities to support their learning and assessment activities. The minimum IT requirements include: computer hardware (access to a desktop or laptop computer with headphones or in-built microphone with speakers); operating systems (for PC users, Windows 7 and above and for Mac users: OSX 10.8 and above); internet (a reliable, high speed broadband internet connection, with sufficient upload and download); web browser (the recommended web browsers for accessing the Student Portal are Firefox and Edge); and computer software (office software to create documents, spreadsheets and presentation). | | |
| Learning and Career Pathways Information: Preferred pathways for students into this qualification may include a number of entry points, including: <ul style="list-style-type: none"> • BSB42415 Certificate IV in Marketing and Communication or BSB40820 Certificate IV in Marketing and Communication; or • For mature age entry (21 years of age or above) vocational experience is expected, but without a formal qualification provided they have completed all core units in the BSB40820 Certificate IV in Marketing and Communication. Pathways from the qualification: Students who gain the BSB50620 Diploma of Marketing and Communication qualification can further their study in the BSB60520 Advanced Diploma of Marketing and Communication or other Advanced Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages. | | |
| Assessment Methods: Assessments are determined over a period of time and through various assessment activities. Competency is determined after evidence is gathered by a combination of classroom activities, written assessments, and practical application of skills and knowledge. A number of approaches to course assessment are used by College trainers/assessors. Assessment approaches may include: questioning; case studies; projects; assignments; presentations; role play; and/or written reports. | | |
| Qualification Packaging Rules: To attain the BSB50620 Diploma of Marketing and Communication qualification twelve (12) units (Five (5) Core units and Seven (7) Elective units) must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in BSB50620 Diploma of Marketing and Communication. | | |
| Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB50620 Diploma of Marketing and Communication. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed. | | |
| Recognition of Prior Learning or Credit Transfer: Magill College Sydney offers students the opportunity to apply for course credit through Recognition of Prior Learning (RPL) and Credit Transfer (CT). For further information please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au | | |
| Core Units | | |
| BSBMKG541 | Identify and evaluate marketing opportunities | |

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| | |
|----------------------------|---|
| BSBMKG542 | Establish and monitor the marketing mix |
| BSBMKG552 | Design and develop marketing communication plans |
| BSBMKG555 | Write persuasive copy |
| BSBPMG430 | Undertake project work |
| Elective Units | |
| BSBMKG545 | Conduct marketing audits |
| BSBMKG543 | Plan and interpret market research |
| BSBMKG546 | Develop social media engagement plans |
| BSBCRT512 | Originate and develop concepts |
| BSBFIN501 | Manage budgets and financial plans |
| BSBLDR522 | Manage people performance |
| BSBLDR523 | Lead and manage effective workplace relationships |
| Vocational Outcome: | <p>This course is designed for:</p> <ul style="list-style-type: none"> • Individuals with a sound theoretical knowledge base in marketing and communication; or • Individuals who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area; or • Conversely, it may also apply to those individuals who would have responsibility for the work of other staff members or lead teams. <p>Further information regarding BSB – Business Services Training Package can be accessed at: www.training.gov.au</p> |

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BSB60520 Advanced Diploma of Marketing and Communication (CRICOS Course Code 106491F)

| | | |
|--|---|---|
| Course Duration: | 78 weeks including an eighteen (18) week approved holiday period. | |
| Course Location: | Level 4, 388-390 Sussex Street, Sydney NSW 2000 (face-to-face component). Level 4, 695-699 George Street, Haymarket NSW 2000 (face-to-face component). | |
| Course Mode of Study: | 20 contact hours per week, consisting of 13.5 hours classroom based face-to-face learning and 6.5 hours online learning. | |
| Course Fee | Enrolment Fee (non-refundable) | Material Fee (incl. study materials) |
| A\$ 12,000.00 | A\$ 200.00 | A\$ 200.00 |
| Please note Magill College Sydney reserves the right to vary the Course Fees and Other Fees with prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure. | | |
| Academic Entry Requirements: Entry to this qualification is limited to those individuals who have completed all core units in the BSB50620 Diploma of Marketing and Communication. Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age. | | |
| English Entry Requirements: To satisfy the English language entry requirements, applicants must demonstrate proficiency equivalent to a minimum IELTS score of 6.0 or an equivalent test result. Acceptable evidence includes results from a recognised English language test, successful completion of an ELICOS program at the Upper-Intermediate level, or completion (or substantial completion) of an AQF Level 4 or higher qualification. Applicants may also qualify under exemption categories recognised by the Department of Home Affairs. Where formal evidence is unavailable, an applicant may satisfy this requirement through the successful completion of Magill College Sydney English placement test. | | |
| Resources Requirements: Student will require access to digital learning resources, access to video and audio recording, submit and complete assessment and participate in a range of communication and collaboration tools. As such, students can bring their own device (BYOD) to use their personal laptop, tablet or device to access a broad range of course related application. Students will have access to on-site computers, free Wi-Fi and facilities to support their learning and assessment activities. The minimum IT requirements include: computer hardware (access to a desktop or laptop computer with headphones or in-built microphone with speakers); operating systems (for PC users, Windows 7 and above and for Mac users: OSX 10.8 and above); internet (a reliable, high speed broadband internet connection, with sufficient upload and download); web browser (the recommended web browsers for accessing the Student Portal are Firefox and Edge); and computer software (office software to create documents, spreadsheets and presentation). | | |
| Learning and Career Pathways Information: Preferred pathways for students into this qualification may include a number of entry points, including: <ul style="list-style-type: none"> • BSB52415 Diploma of Marketing and Communication or BSB50620 Diploma of Marketing and Communication; or • For mature age entry (21 years of age or above) with substantial vocational experience in business, but without a formal qualification provided they have completed all core units in the BSB50620 Diploma of Marketing and Communication. Pathways from the qualification: Students who gain the BSB60520 Advanced Diploma of Marketing and Communication qualification may choose to undertake studies at a higher level of education or can gain employment in job roles such as Marketing Manager. This breadth of expertise would equate to the competencies required to undertake this qualification. | | |
| Assessment Methods: Assessments are determined over a period of time and through various assessment activities. Competency is determined after evidence is gathered by a combination of classroom activities, written assessments, and practical application of skills and knowledge. A number of approaches to course assessment are used by College trainers/assessors. Assessment approaches may include: questioning; case studies; projects; assignments; presentations; role play; and/or written reports. | | |
| Qualification Packaging Rules: To attain the BSB60520 Advanced Diploma of Marketing and Communication qualification twelve (12) units (Four (4) Core units and Eight (8) Elective units) must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in BSB60520 Advanced Diploma of Marketing and Communication. | | |
| Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB60520 Advanced Diploma of Marketing and Communication. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed. | | |
| Recognition of Prior Learning or Credit Transfer: Magill College Sydney offers students the opportunity to apply for course credit through Recognition of Prior Learning (RPL) and Credit Transfer (CT). For further information please contact the Administration Manager on (02) 8061 6980 or email admin@magill.edu.au | | |
| Core Units | | |
| BSBMKG621 | Develop organisational marketing strategy | |

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| | |
|----------------------------|--|
| BSBMKG622 | Manage organisational marketing processes |
| BSBMKG623 | Develop marketing plans |
| BSBTWK601 | Develop and maintain strategic business networks |
| Elective Units | |
| BSBMKG624 | Manage market research |
| BSBMKG626 | Develop advertising campaigns |
| BSBLDR601 | Lead and manage organisational change |
| BSBOPS601 | Develop and implement business plans |
| BSBSTR601 | Manage innovation and continuous improvement |
| BSBINS601 | Manage knowledge and information |
| BSBLDR602 | Provide leadership across the organisation |
| BSBSTR602 | Develop organisational strategies |
| Vocational Outcome: | <p>This course is designed for:</p> <ul style="list-style-type: none"> • Individuals who provide leadership and strategic direction in the marketing and communication activities of an organisation; or • Individuals who in these roles analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies; or • Conversely, it may also apply to those individuals whose knowledge base may be highly specialised or broad within the marketing and communication field. Typically they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation. <p>Further information regarding BSB – Business Services Training Package can be accessed at: www.training.gov.au</p> |

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A description of the ESOS framework—providing quality education and protecting your rights

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the *Education Services for Overseas (ESOS) Act 2000* and the National Code 2018.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students.

Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18 ([please note all students must be 18 years of age or above to be able to enrol in any of the Magill College courses at the time of course commencement](#)), to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.

The **Tuition Protection Service (TPS)** is a placement and refund service for international students. The TPS is an Australian Government initiative that assists international students on student visas in the event of an education provider default or a student default. The TPS framework requires that if a provider defaults, they have a legal obligation to either arrange students to continue their studies at an alternative provider; or provide students with a refund on unspent tuition fees. If your education provider fails to meet its obligations to you after a provider default or a student default, the TPS may be able to assist you by:

- find alternative course options for you to continue your studies with another Australian education provider; or
- receive a refund of your unspent tuition fees.

Visit the TPS website for more information, at www.tps.gov.au, in conjunction with your Letter of Offer and Written Agreement outlining the Student Refund and Cancellation Policy.

The ESOS framework sets out the standards Australian providers offering education and training services to overseas students must meet. These standards cover a range of information you have a right to know and services that must be offered to you, including:

- orientation and access to support services to help you study and adjust to life in Australia
- who the contact officer or officers is for overseas students
- if you can apply for course credit
- when your enrolment can be deferred, suspended or cancelled
- what your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- if attendance will be monitored for your course, and
- a complaints and appeals process.

One of the standards does not allow another education provider to enrol a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer before you have completed six (6) months of your final course you need your provider's permission.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

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- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider (i.e. Magill College Sydney)
- inform your education provider if you change your Australian and overseas address, phone number and email address
- maintain satisfactory course progress
- Abide by the College's Rules and Regulations
- if attendance is recorded for your course, follow your provider's attendance policy, and
- retain a copy of the written Agreement ("*Letter of Offer and Student Agreement*"), as provided by Magill College Sydney, and copies of receipts of any payments of tuition fees or other non-tuition fees made, as applicable.

Contact details:

| Who | Why | How |
|--|--|---|
| Your education provider | For policies and procedures that affect you | <ul style="list-style-type: none"> • Speak with your provider • Go to your provider's website <p>For critical incidents, please contact the General Manager on ph. (02) 8061 6980 (during business hours) or mob. 0490 056 365 (after hours)</p> |
| Department of Education (DoE) | For your ESOS rights and responsibilities | <ul style="list-style-type: none"> • https://internationaleducation.gov.au • ESOS Helpline +61 2 6240 5069 |
| Department of Home Affairs (DHA) | For visa matters | <ul style="list-style-type: none"> • www.homeaffairs.gov.au • Phone 131 881 in Australia • Contact the DHA office in your country |
| Overseas Students Ombudsman (OSO) | Provider complaints about: Refusing admission to a course; Fees and refunds; Course provider transfers; Course progress or attendance if applicable; Cancellation of Enrolment; Accommodation or work arrangement by a provider; and Incorrect advice given by an education agent who has an agreement with a provider. | <ul style="list-style-type: none"> • https://www.ombudsman.gov.au/about/how-we-can-help-you • Overseas Student Ombudsman Phone 1300 362 072 Email ombudsman@ombudsman.gov.au |
| Australian Skills Quality Authority (ASQA) | Access student records Obligations as a student and provider Provider complaints: Quality and integrity of training | <ul style="list-style-type: none"> • https://www.asqa.gov.au/students/how-asqa-can-help-students Phone 1300 701 801 Postal: Australian Skills Quality Authority GPO Box 9928 Brisbane QLD 4001 |

Additional Relevant Legislation

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

SafeWork www.safework.nsw.gov.au
 ASQA www.asqa.gov.au
 EO www.justice.nsw.gov.au
 Privacy www.oaic.gov.au

Work Health and Safety Act 2011
 Disability Discrimination Act 1992
 Education Services for Overseas Students (ESOS) Act 2000
 Standards for Registered Training Organisations (RTOs) 2025
 NSW Anti-Discrimination Act 1977

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National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020
Student Identifiers Act 2014
Privacy Act 1988
Any other legislation or regulations identified as relevant to the Registered Training Organisation

Emergency services

Police/Fire/Ambulance: Ph. 000
SES assistance in floods and storms: Ph. 132 500
Mental Health Support: Ph. 13 11 14 (if life is in danger call Ph. 000)
Domestic Violence: Ph. 1800 65 64 63
Day Street, Sydney City, Police Station: Ph. 02 9265 6499 (for non-emergencies)
St Vincent's Hospital: Ph. (02) 8382 1111
Sydney Children's Hospital (for student's dependants): Ph. (02) 9382 1111

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 George Street Campus (Head Office):
Level 4, 695-699 George Street,
HAYMARKET NSW 2000

 Sussex Street Campus:
Level 4, 388-390 Sussex Street,
SYDNEY NSW 2000

Enrolment Steps/Procedures

Magill College Sydney endeavours to act in an ethical and responsible manner in recruiting students into registered qualifications/courses and to provide all relevant information to students to make an informed decision before commencing their study.

All applicants must be over 18 years of age.

Prior to enrolment students are advised on the following aspects which will determine their eligibility for enrolment:

- That they have satisfactorily completed their HSC Year 12 and/or equivalent or have completed training resulting in satisfactorily achieving all entry pathways. For mature age entry students (21 years of age or above) relevant work experience is generally expected and it may be possible to provide an entry pathway to the course by utilising the student's underpinning skills and knowledge, or completed training;
- To satisfy the English language entry requirements, applicants must demonstrate proficiency equivalent to a minimum IELTS score of 6.0 or an equivalent test result. Acceptable evidence includes results from a recognised English language test, successful completion of an ELICOS program at the Upper-Intermediate level, or completion (or substantial completion) of an AQF Level 4 or higher qualification. Applicants may also qualify under exemption categories recognised by the Department of Home Affairs. Where formal evidence is unavailable, an applicant may satisfy this requirement through the successful completion of Magill College Sydney English placement test or by an approved ELICOS provider.
- That their application for Recognition of Prior Learning (RPL), or any Credit Transfer (CT) which may be applicable, is applied for prior to enrolment in any of Magill College Sydney's courses;
- That they are fully advised of their course details, including: course content, course duration, mode of study, all associated costs of study, including any additional purchases which may be required as listed in the **Magill College Sydney Pre-enrolment Information Pack 2025 (Brochure)** and/or the Student Handbook;
- They have been advised of the Magill College Sydney location;
- They have been fully advised of the Student Refund and Cancellation Policy;
- That their tuition fees may be subject to change with prior written notice;
- That all relevant Policies and Procedures that will govern their enrolment have been explained, including achieving satisfactory course progress and cancellation of tuition fees, as advised in the Student Refund and Cancellation Policy;
- That their pre-enrolment information listed in the **Magill College Sydney Pre-enrolment Information Pack 2025 (Brochure)** makes clear reference to the ESOS framework, which is also available electronically by Australian Education International (AEI) to students. For further information, please see:
- <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
- That they have been advised on the costs of living in Australia, and their obligation in relation to any school-aged dependants, including the associated costs for school fees which could be incurred;
- That the contents of the **Magill College Sydney Pre-enrolment Information Pack 2025 (Brochure)** and/or Student Handbook are clear and easily understood prior to lodging their application for enrolment;
- That their existing skills and competencies have been assessed to ensure suitability in the chosen course of study by reviewing the Student Individual Needs Survey and LLND, and where applicable, Academic Intervention Study is identified and implemented.
- The request of a course timetable copy that is relevant to the student's course of enrolment.

After being advised on all the issues listed above, including the contents of the Student Handbook, the student enrolment process will continue as listed below. Students are required to:

1. Complete and Sign the **Enrolment Form** as acknowledgement that they have received, read and understood the **Magill College Sydney Pre-enrolment Information Pack 2025 (Brochure)** and the contents of the **Student Handbook**, and return the signed Enrolment Form along with the "*Student Individual Needs Survey*" form to the College;
2. Provide the documents listed below:

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- ✓ Copies of satisfactory English language proficiency;
- ✓ Copies of the current Passport/Visa;
- ✓ Current Overseas Student Health Cover (OSHC) details, if known (only if requesting the OSHC arrangement through the College);
- ✓ Copies of the HSC Year 12 qualification and/or equivalent relevant work experience. For mature age entry (21 years of age or above) relevant work experience is generally expected and it may be possible to provide an entry pathway to the course by utilising the student's underpinning skills and knowledge, or completed training);

3. Request their **Letter of Offer and Student Agreement**.

After receiving the **Letter of Offer and Student Agreement** from Magill College Sydney the next step is to confirm the student's enrolment. An enrolment application will be put on hold if any documents are incomplete and will remain on hold until all documentation issues are resolved.

1. Sign the **Letter of Offer and Student Agreement** as acceptance of the Terms and Conditions of enrolment;
2. Submit any outstanding supporting documentation, as listed in their **Letter of Offer and Student Agreement** to fulfil the course entry requirements;
3. The **Letter of Offer and Student Agreement** is an agreement between the College and the student. Students are required to read and acknowledge that they understand and agree to abide by the conditions of the Agreement. It must be signed and dated prior to commencement of studies to confirm the student's acceptance of the Terms and Conditions of their enrolment;
4. The Agreement is then signed by an authorised officer of Magill College Sydney and students are then required to make the payment according to their course selection;
5. Upon request, the receipt of tuition fees paid by the student will be issued to the student for all payments made. Once all documents are received and checked against the Student Documents Checklist a Confirmation of Enrolment (CoE) will be generated and forwarded to either the student, or their acting agent, or both; and
6. The individual student's file will be created and contain relevant information and documentation. A written notification of orientation will be emailed or posted to the student, or their acting agent, or both. Students are advised that upon request they are entitled to obtain copies of all documentation that is contained in their student file.

Pre-payment of Tuition Fees

The initially paid tuition fees are placed and kept in the College's designated account (**Magill College Student Account**) until a student commences study. This course of action is there to demonstrate that the funds held in the designated account are sufficient to cover tuition fees of all non-commenced students.

There are limits on tuition fees that can be paid in advance that Magill College Sydney can collect before a student commences a course. Under the current rules, Magill College is not allowed to insist on collecting more than 50 per cent of the total tuition fees for the whole course before the student commences, unless the course is 24 weeks or less in duration, in which case 100 per cent of the total tuition fees can be received. After the student commences the course Magill College cannot require any remaining tuition fees to be paid earlier than two (2) weeks prior to the commencement of the student's second study period.

Magill College Sydney will record the fee amount paid by the student in the Student Finance Information folder of the Magill College Sydney Quality Management System (QMS) database.

Fees Payment Schedule

Magill College Sydney issues student receipts upon request for the receipt of fees paid before the commencement of the course, including:

- (a) Tuition fees;
- (b) Enrolment fee (non-refundable); and

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(c) Any other compulsory fees (i.e. Material fee, OSHC).

Students may be entitled to use a fee payment scheme for payments of less than 50 per cent of the total tuition fees, which would be determined and authorised on a case-by-case basis.

Failure to make a payment by the Tuition Fee **Due Date** will incur an Overdue Tuition Fee charge of A\$ 200.00, and if non-payment of the tuition fees continues, the College will notify the student in writing of its intention to report the student to the Secretary of the Department of Education (DoE) through PRISMS. This action will automatically alert the Department of Home Affairs (DHA), which may lead to the cancellation of the student's visa.

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Sussex Street Campus:
Level 4, 388-390 Sussex Street,
SYDNEY NSW 2000

Other Fees – ELICOS and VET

Payable where applicable

| FEES | | |
|--|---|---|
| Enrolment Fee | A\$ 200.00 | <ul style="list-style-type: none"> Non-refundable |
| Material Fee | VET: From A\$ 100.00 to A\$ 200.00, depending on the course selection ELICOS: A\$ 10.00 per tuition week (up to a maximum of A\$ 300.00 per student enrolment per annum) | <ul style="list-style-type: none"> Refundable subject to conditions |
| Change of Enrolment Processing Fee | A\$ 300.00 | <ul style="list-style-type: none"> Non-refundable Change of Enrolment Processing Fee is applicable for any course variations and course withdrawals per application. This fee must be paid prior to the outcome assessment of the change of enrolment requested by the student. |
| Confirmation of Enrolment (CoE) - Cancellation Fee - Deferment Fee - Extension Fee - Fast Track Fee | A\$ 200.00 per CoE | <ul style="list-style-type: none"> Non-refundable |
| Re-enrolment Fee | A\$ 200.00 | <ul style="list-style-type: none"> Non-refundable Returning students whose Confirmation of Enrolments were previously cancelled due to course withdrawal from their enrolment or were reported for non-commencement of studies or any other grounds. |
| Internal Credit Transfer | NIL | <ul style="list-style-type: none"> Not applicable |
| Credit Transfer | A\$ 50.00 per unit of competency | <ul style="list-style-type: none"> Non-refundable |
| Recognition of Prior Learning (RPL) | A\$ 100.00 per unit of competency | <ul style="list-style-type: none"> Non-refundable |
| ELICOS Re-testing Fee/Review Fee | A\$ 50.00 per Macro Skill Assessment | <ul style="list-style-type: none"> Non-refundable A\$50 per Macro Skill Assessment (i.e. Reading, Writing, Speaking or Listening) may apply for both formative and summative tests per session. |
| ELICOS Placement Test | A\$ 100.00 | <ul style="list-style-type: none"> Non-refundable Fee applies per placement test Re-testing of A\$ 30.00 per Macro Skill Assessment (up to a maximum of A\$ 100.00), if requested. Minimum duration of 2 weeks before re-testing can be completed. |
| ELICOS Placement Test with Outcome Confirmation Letter | A\$ 200.00 | <ul style="list-style-type: none"> Non-refundable Fee applies per placement test |
| Standard Re-assessment Fee | From A\$ 100.00 to A\$ 300.00 per unit of competency | <ul style="list-style-type: none"> Non-refundable Please note that a standard re-assessment fee applies to students who are deemed Not Yet Competent (NYC) as a result of non-submission of assessment task(s) due to failure to submit on time (i.e. DNS - Did Not Submit) or if competency has not been achieved (i.e. NS – Not Satisfactory). A\$ 100.00 per assessment task which is deemed to be “Not Satisfactory” (NS) or “Did Not Submit” (DNS) by the due date specified by the Trainer or Magill College Administration staff. The General Manager and/or Principal has discretion to assess each case on its own merit and make appropriate decision based on all relevant information. |
| Plagiarism Re-assessment Fee | A\$ 500.00 per unit of competency | <ul style="list-style-type: none"> Non-refundable A standard plagiarism re-assessment fee of A\$ 500.00 per unit of competency applies to student’s submission or involvement in plagiarised work. In this instance, plagiarised work is defined as using and copying someone’s work to complete the assessment or permitting/colluding with others to access their assessment. The General Manager and/or Principal has discretion to assess each case on its own merit and make appropriate decision based on all relevant information. |
| Misconduct Fee | A\$ 500.00 per incident; or A\$ 500.00 per unit of competency | <ul style="list-style-type: none"> Non-refundable Academic Misconduct Fee such as disrupting other students, plagiarism, cheating of any kind, unauthorised use of electronic devices and divulging exam materials or questions to third parties. This applies to both parties involved in sharing/plagiarising/copying work. General Misconduct Fee such as submitting non-genuine medical certificate or misbehaviour. |

*Please refer to the Student Refund and Cancellation Policy of Magill College Sydney’s Pre-enrolment Information Pack 2025 (Brochure). Prior to a student enrolling, fees may be altered with prior written notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course. Magill College Sydney also reserves the right to change the Course Fees and Other Fees with prior notice.

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FEES (CONTINUING)

| | | |
|--|--|--|
| Airport Pick-up Fee (ELICOS students) | Available upon request | <ul style="list-style-type: none"> Non-refundable Minimum five (5) working days' prior notice is required |
| Homestay Placement Fee (ELICOS students) | Available upon request | <ul style="list-style-type: none"> Non-refundable. Successful Homestay Placement is not guaranteed. Minimum four (4) weeks' prior notice is required |
| Overseas Student Health Cover (OSHC) | Available upon request | <ul style="list-style-type: none"> Refundable subject to conditions |
| ELICOS Incursion & Excursion Fee | Fees may apply | <ul style="list-style-type: none"> Additional fees associated with Excursion Fees may apply. To be advised with prior notice. |
| ELICOS Textbook Fee | Available upon request | <ul style="list-style-type: none"> Optional: Please contact Administration Staff to confirm availability of textbooks and pricing. |
| Holiday Processing Fee | A\$ 50.00 | <ul style="list-style-type: none"> Non-refundable Holiday Processing Fee is applicable only after the first Approved Holiday requested by a student within the same calendar year and does not rollover. This fee must be paid prior to the outcome assessment of the holiday requested by the student. |
| Reissuing of Student ID Card Fee | A\$ 50.00 | <ul style="list-style-type: none"> Non-refundable |
| Replacement of Previously Issued Qualification(s) (per qualification) | A\$ 100.00 | <ul style="list-style-type: none"> Non-refundable |
| Refund Administration Fee | The lesser of 5% of the prepaid course fees received in respect of the student visa refusal prior to course commencement, or the amount of A\$ 500.00. In all other cases, A\$ 50.00 per refund application. | <ul style="list-style-type: none"> Non-refundable |
| Overdue Tuition Fee | A\$ 200.00 | <ul style="list-style-type: none"> Non-refundable Magill College Sydney requires all students to pay their Term Tuition Fees in full during the week prior to the Tuition Fees Due Date to confirm the student's class placement. Students may be entitled to use a fee payment plan for Tuition Fee payments of less than one (1) Term, which would be determined and authorised on a case-by-case basis and at the full discretion of Magill College Sydney. Students who are authorised to make a Tuition Fee payment under an authorised payment plan are required to pay Tuition Fees on or before the first day of attendance of each five (5) week study block for which the fees become due. Failure to make the Tuition Fee payment by the Tuition Fee Due Date may incur an Overdue Tuition Fee charge of A\$200.00 and students may be reported to the Department of Home Affairs (DHA) if non-payment continues. |
| Late Submission Fee | A\$ 100.00 per unit of competency | <ul style="list-style-type: none"> Non-refundable For assessment(s) submitted up to 5 working days late with prior written authorisation from Magill College Sydney, provided that the request for late submission is made at least 2 working days before the original due date. |
| Late Individual Orientation Fee | A\$ 50.00 | <ul style="list-style-type: none"> Non-refundable Please note that students who fail to attend the scheduled orientation will have to pay a A\$50 individual orientation fee per person. |
| Graduation Gown Set Deposit | A\$ 100.00 | <ul style="list-style-type: none"> Refundable subject to conditions The set includes the dress gown and cap and can be hired up to 5 working days. The deposit is refundable subject to returning the graduation gown set in original condition with no damage, stains, tears or alterations. A dry cleaning fee of A\$ 30.00 will be levied for garments that are soiled or marked. |
| Urgent Document Processing Fee | A\$ 50.00 | <ul style="list-style-type: none"> Non-refundable Processing will be prioritised within 3 working days |
| Learner's Records | A\$ 10.00 up to the first 20 pages then additional A\$ 5.00 for every 20 pages | <ul style="list-style-type: none"> Non-refundable This refers to obtaining copies from the student folder, Student Management System and other records. Please note that Document Request Form must be submitted on all occasions where access is requested. |
| Library Book Deposit Per Textbook | A\$ 50.00 | <ul style="list-style-type: none"> Refundable subject to conditions If a textbook is returned unreasonably damaged outside what can be deemed to be normal wear and tear (e.g. missing pages, tears, stains, excessive highlighting/writing or water damage), lost or not returned by a specified Due Date, Magill College Sydney reserves the right to retain the full amount of the security deposit to procure a replacement textbook. A textbook is recorded as lost when the student reports that the textbook has been lost or stolen, or if it is more than 20 working days overdue. Appeals regarding the Replacement Fee must be submitted in writing along with documentary evidence (if applicable) to the Administration Manager of Magill College Sydney via email (E: admin@magill.edu.au). |
| Repeated Credit Transfer Unit | Depending on the course selection | <ul style="list-style-type: none"> Non-refundable Please note that students will be liable for the full tuition fee for the repeated unit once the Credit Transfer (CT) or Recognition of Prior Learning (RPL) was granted as students will be considered at fault for repeating the unit. |
| Postage Fee | Refer to Australia Post on packaging and size | <ul style="list-style-type: none"> Non-refundable Facsimile transmission is not available |

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Tuition Protection Service (TPS)

The Tuition Protection Service (TPS) is a placement and refund service for international students. The TPS is an insurance cover which aims to place students that are affected by closures of education providers in an alternative course of study first, with refund payments provided as a last resort only.

The TPS gives students greater control and responsibility within the placement process by allowing students to make a choice from available alternative course placement options. A greater flexibility for students to decide about their future course placement, following the closure of an education provider, should lead to a more efficient and effective outcome for students and the sector as a whole. Students should also benefit from quicker placements, or refunds where necessary, and a smoother transition to a new education provider.

The expectation is that students who are affected by the closure of an education provider will accept an alternative course, if one is available, for which they meet all the entry requirements, and for which there is no cost disadvantage to them. However, the student is not compelled to accept an alternative course and they would be eligible for a refund of the **unused portion of the tuition fees**. The student will need to confirm the possible implications that a change of education provider may have on their student visa with DHA. However, other options might include an enrolment in a different course under a different visa stream sector, or a return to their home country.

Students are advised to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

In a situation where a student cannot find an alternative course during the placement period the student is eligible to request a refund of the **unused portion of the tuition fees** from TPS.

Magill College Sydney Refunds (General)

Students who wish to withdraw from their course must complete a Change of Enrolment Request Form. This form is available at Reception (Level 4, 695–699 George Street, Haymarket NSW 2000) or may be requested by emailing admin@magill.edu.au.

If a student wishes to apply for a refund, a Refund Request Form must be completed and submitted. This form is specifically required for any refund to be considered.

All refund requests must be submitted in writing by the student and must include any applicable supporting documentation. In the case of student visa refusal and/or student default, refunds will be processed within four (4) weeks of the default day in accordance with section 47E(3) of the ESOS Act 2000, provided that a written claim has been received. A statement outlining the method of refund calculation will be included with the outcome.

If Magill College Sydney is unable to deliver a course, the College will offer to arrange an alternative course or part of a course to be delivered at no additional cost to the student, in place of a refund for the unused portion of tuition fees. Students have the right to choose between accepting a refund or enrolling in the alternative course. If the student elects to accept the alternative course, a new Letter of Offer and Student Agreement will be issued for the student.

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Student Refund and Cancellation Policy – Refund of Tuition Fees

Magill College policy on the refunds of tuition fees has been determined in accordance with the ESOS Act 2000 (as amended), and its accompanying regulations, and it applies to all commencing overseas students. This and other information may be provided to the Australian Government (ASQA, Department of Education, DHA) as well as their successors and, if relevant to the enquiry, the Tuition Protection Service (TPS) Director in relation to administering the ESOS Act 2000, the National Code 2018 and/or the Migration Act (as amended). **This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.** Magill College Sydney may, at its absolute discretion, refund some or all course fees where it determines that there are extenuating or compassionate circumstances.

All requests for a refund must be made in writing by the student(s) and submitted to Magill College Sydney together with any supporting documentation, if applicable. **In the case of a student visa refusal and/or student default, refunds will be made within four (4) weeks after the default day (section 47E (3) of the ESOS Act 2000) and after receiving a written claim from the student.** This will include a statement explaining how the refund was calculated.

In the case where a student is enrolled in an ELICOS course at Magill College Sydney and has the permission to transfer their enrolment into the College's VET courses, an unused portion of the prepaid course fees will be transferred to pay for the subsequent VET course(s).

1 Student Visa refusal – Written documentation of the student visa refusal must be provided by the course applicant to Magill College Sydney.

1(a) If a student has been refused a student visa and fails to start the course on the commencement date, or withdraws from the course on or before the commencement date, the prepaid course fees will be refunded in full minus the lesser of 5% of the amount of prepaid course fees received in respect of the student for the course before the default day, or the amount of A\$ 500.00.

1(b) If a student has been refused a student visa but has already commenced the course, a pro-rata refund of the unused portion of the tuition fees after the default date to the end of the period to which payment was made in relation to their refusal/rejection of their student visa application will be granted to the student after receiving a written claim from the student. However, the Enrolment Fee of A\$ 200.00, accommodation placement and airport pick-up fee are non-refundable and a A\$ 300.00 change of enrolment processing fee, in addition to a A\$ 200.00 cancellation fee applies per CoE.

1(c) If a student lodges an Administrative Review Tribunal (ART) application following an onshore visa refusal and subsequently withdraws from the course, the Student Default Policy of Magill College Sydney will apply.

2 Student default – Occurs where an overseas student does not commence a course, or withdraws from a course as defined in section 47A (1) of the ESOS Act 2000. The student is required to provide written notice to Magill College Sydney for the course cancellation. The refundable amounts (including Package Courses) are as follows:

2(a) **75% of the tuition fees** at the time of cancellation with more than 28 days' written notice prior to the course commencement date. However, the Enrolment Fee of A\$ 200.00 is non-refundable and a A\$ 300.00 change of enrolment processing fee, in addition to a A\$ 200.00 cancellation fee applies per CoE.

2(b) **50% of the tuition fees** at the time of cancellation with less than 28 days' written notice prior to the course commencement date. However, the Enrolment Fee of A\$ 200.00 is non-refundable and a A\$ 300.00 change of enrolment processing fee, in addition to a A\$ 200.00 cancellation fee applies per CoE.

2(c) **No refund of the tuition fee** is granted at the time of cancellation on or after the course commencement date. To avoid any doubt, **no refund** will be paid to the student if the student withdraws from the course either on or after the agreed commencement date and a A\$ 300.00 change of enrolment processing fee, in addition to a A\$ 200.00 cancellation fee applies per CoE.

2(d) In the event a student withdraws or their enrolment is cancelled, any unpaid or outstanding fees will remain the responsibility of the student, in accordance with the cancellation provisions outlined in the Student Default policy.

2(e) **No refund** is granted where Magill College Sydney terminates an enrolment due to a student **failing to satisfy course requirements** relating to course progress and academic performance or misconduct or unsatisfactory attendance and has no further right of appeal within the College, in accordance with the obligations of the student under the student visa regulations.

2(f) **No refund** is granted where Magill College Sydney terminates an enrolment due to a student **failing to pay** an amount he/she was liable to pay the College, directly or indirectly, to undertake the course.

2(g) **No refund** is granted where Magill College Sydney terminates an enrolment due to a student supplying **incorrect, fraudulent or misleading** information or documentation to the College.

2(h) **No refund** is granted where Magill College Sydney terminates an enrolment due to a student **misbehaving** (i.e. consuming drugs, alcohol or smoking anywhere on campus) and causing problems for other students, staff, the College's reputation and its relationship with other organisations (such as building management) or for breaking laws in New South Wales and elsewhere in Australia. This does not affect the student's rights to access the College's complaints and appeals processes.

3 Provider default – Occurs where the registered education provider fails to provide a course or ceases to provide a course to an overseas student in accordance with section 46A (1) of the ESOS Act 2000. Reimbursement in the case of provider default is within two (2) weeks of the default day occurring to the student (section 46D (2) of the ESOS Act 2000) and will include a statement explaining how the refund was calculated.

3(a) In the unlikely event that Magill College Sydney is unable to deliver a course in full; a student will be offered a refund of the **unused portion of the tuition fees** that they have paid to the College.

3(b) Alternatively, a student may be offered enrolment in an alternative course by Magill College Sydney at no extra cost to the student. A student has the right to choose whether he/she would prefer a refund of the **unused portion of the tuition fees**, or to accept a place in another course at the College. If a student chooses placement in a new course, Magill College Sydney will ask the student to sign a new **Letter of Offer and Student Agreement** to indicate that he/she accepts the placement in the new course.

3(c) If Magill College Sydney is unable to provide a refund, or place a student in an alternative course, the Tuition Protection Service (TPS) will assist the student in finding an alternative course. If a registered education provider of an alternative course offers the student a place in the course, the student may accept the offer in writing within thirty (30) days of the provider obligation period ending, unless the period is varied by the TPS Director. The TPS will transfer any **unused portion of the tuition fees** to the new registered education provider.

3(d) If there are no suitable alternative courses or course offers, the student may apply for a refund to TPS for the amount of any **unused portion of the tuition fees** that the student has paid to Magill College Sydney. These fees are any tuition fees that the student has already paid and that are directly related to the course for which the tuition has not yet been received by the student.

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