



Australian
Centre of
Further
Education

PROSPECTUS 2019

**BRIDGING
YOUR
FUTURE**

INNOVATION & CARING

HIGH TECH SIMULATION LABS

MELBOURNE CBD LOCATION

WWW.ACFE.EDU.AU
RTO CODE: 40898
CRICOS CODE: 03377J



OUR STUDENTS AT QUEEN VICTORIA MARKET

Pics from our gallery





Contents

1

MELBOURNE

3

MESSAGE FROM CEO

4

SNAPSHOT OF OUR
FACILITIES

6

DIPLOMA OF DENTAL
TECHNOLOGY

8

DIPLOMA OF NURSING

10

CERTIFICATE III IN
INDIVIDUAL SUPPORT

11

CERTIFICATE IV IN
AGEING SUPPORT

13

DIPLOMA OF
LEADERSHIP AND
MANAGEMENT

15

ENGLISH FOR
ACADEMIC PURPOSES

17

REFUND POLICY

18

IMPORTANT
INFORMATION FOR
STUDENTS

19

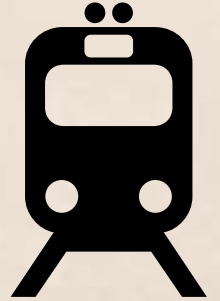
ACCOMMODATION
AND HOMESTAY

MELBOURNE



Education State of Australia and a world class education system

A high quality public transport, move anywhere in Melbourne



Over 188,000 international students from all over the world choose to study in Victoria

The WHO also rates Melbourne as one of the healthiest cities of its size in the world



Lots of recreational opportunities

Melbourne voted the world's most friendly city by popular travel publication



Melbourne is voted among the Top Five Cities in the World for students

Melbourne was rated the World's Most Liveable City seven times in a row



STUDENT FRIENDLY LOCATION



ACFE is based in Melbourne CBD best location for students from all directions of Victoria via trains. Melbourne Central and Flagstaff train stations are just 5 minutes away via walk.

Some of our students also commute with a "Bus Stop" right in front of ACFE campus. How comfortable is this...?



Melbourne is very well known for its Tram network. Students living in the inner city normally commute via trams and tram stations are just 2-5 minutes away in all directions.

Melbourne's iconic Market, Queen Victoria Market has been operating since 1878. You can enjoy this international experience during your lunch break at ACFE, just three minutes walking distance.



Message from CEO

Thank you for your interest in the Australian Centre of Further Education (ACFE), a boutique College in the centre of Melbourne that is committed to post-secondary education and learning to students from all over the world. Students benefit from a qualified team of teaching professionals selected from the active industry

in the global business arena, to provide them with a world standard in dental technology, nursing, ageing support, leadership and management, English for Academic Purposes, etc. ACFE equips students with the knowledge, skills and exposure to current medical and business practices and work experience needed, to progress and succeed.



Dr Darryl Gauld OAM

DBA, MBA, MEd (TESOL), Grad Dip (IT),
Grad T Cert, BEd, Dip Teach, Cert IV TAA,
JP (Qual)

A handwritten signature in black ink, appearing to be 'D. Gauld', written over a light blue horizontal line.

The Programmes at ACFE are demanding, technologically advanced and comprehensive, giving students a solid foundation in medical and business techniques, to shape the future of their chosen discipline.

Prospective students may like to move to a new location and landscape, where they can rediscover themselves and explore their potential with a new vision. Whatever your age, whatever your ambitions, I am confident that ACFE can help you to advance.

Your development and welfare is important to us and we look forward to meeting with you, to discuss how we can complement your background and help you to achieve your dreams.

You are invited to follow your virtual visit with at least a short stay in real time.

Snapshot of our facilities





HEALTH COURSES

DIPLOMA OF DENTAL TECHNOLOGY

COURSE CODE: HLT55118



STUDENT TESTIMONIAL Pegah | Australian

I am a domestic student here at Australian Centre of Further Education. I have been studying dental technology for over 9 months now. I chose ACFE because they have a wide range of courses for either domestic or international students.

ACFE has a very honest and caring teacher, I chose this school because it suited the days that could fit on my schedule, In our language, we always say no pain no gain. Students, please keep the good work for a brighter future. Thank you

COURSE DESCRIPTION

This program is designed for both international and domestic students looking for Dental Technology courses in Australia. All graduates gain the right skills and qualification to work within the Dental Technology Industry. This course teaches students how to perform a number of dental technician tasks including: constructing and repairing dentures, pre or post oral, crowns, bridges and partial dentures, as well as, maxillofacial surgical devices and orthodontic appliances.

INTAKES

- January
- April
- July
- October

TOTAL FEE

- 32,000

DURATION

- 118 weeks

PATHWAYS

- Bachelor of Dental Technology with Griffith University

MODE OF STUDY

- Computer aided learning and modelling
- Face to face
- Job role demonstrations

ENTRY REQUIREMENTS

- Successful completion of year 11 or previous years of study with an interest in health industry sectors.
- For international students, ACFE also accepts proof of IELTS English proficiency level 5.5 or equivalent. If international students cannot provide documented proof of their English language proficiency, they will be required to sit for a Language, Literacy and Numeracy test (LLN) before a place can be offered.
- Documentation according to DHA requirements.

UNITS OF STUDY

- BSBMGT402 Implement operational plan
- BSBLDR403 Lead team effectiveness
- BSBCUS301 Deliver and monitor a service to customers
- CHCCOM002 Use communication to build relationships
- CHCDIV001 Work with diverse people
- CHCCOM005 Communicate and work in health or community services
- HLTAID003 Provide first aid
- HLTWHS003 Maintain work health and safety
- HLTINF001 Comply with infection prevention and control policies and procedures
- HLTDET001 Construct models
- HLTDET002 Construct custom impression trays
- HLTDET003 Construct registration rims
- HLTDET004 Articulate models and transfer records
- HLTDET013 Construct oral splints
- HLTDET009 Construct crown and bridge structures
- HLTDET008 Construct cast removable alloy partial denture framework
- HLTDET012 Construct orthodontic appliances
- HLTDET010 Join alloy structures
- HLTDET007 Construct removable acrylic partial dentures
- HLTDET014 Repair and modify dentures and appliances
- HLTDET005 Construct thermoformed bases and appliances
- HLTDET011 Construct ceramic and fixed restorations
- HLTDET006 Construct immediate dentures
- HLTDET015 Construct complete removable acrylic dentures and appliances
- HLTDET016 Design digital dental restorations and appliances using computer- aided design (CAD)



Opportunity
to carry the
SMILE in hand...



Sneak Peek of our Dental Lab



DIPLOMA OF NURSING

COURSE CODE: HLT54115

STUDENT TESTIMONIAL Poonam | Nepal

I am here to study further. I am studying Certificate III in Individual Support and will continue my studies with ACFE for Diploma of Nursing. I choose this college to further my knowledge.

I am happy with the teachers, in the way they teach us. The friendly manners and familiar environments as I am an international student, the fee structure is really affordable for international and domestic students.



COURSE DESCRIPTION

This qualification reflects the role of an enrolled nurse working under the supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. Confirming physical health status, how to practise nursing within the Australian health care system, implementation and evaluation of nursing care plans, administration and monitoring of medicines, implementation of care for persons with both acute and chronic health problems.

INTAKES

- April
- October

PATHWAYS

- HLT64115 Advanced Diploma of Nursing
- 018327G Bachelor of Nursing

ENTRY REQUIREMENTS

- Successful completion of year 11 or equivalent.
- A police check, a Working With Children Check and Immunisations are required for clinical placement
- Documentation according to DHA requirements.
- International students may provide proof of a level of English proficiency of IELTS band 7 in each module or equivalent.

TOTAL FEE

- 32,000

DURATION

- 104 weeks

MODE OF STUDY

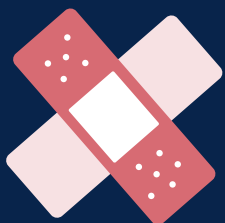
- 10 weeks of Clinical placement (400 hours)
- Face to face
- Demonstrations

UNITS OF STUDY

- CHCDIV001 Work with diverse people
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCPRP003 Reflect on and improve own professional practice
- HLTAAP002 Confirm physical health status
- HLTAAP003 Analyse and respond to client health information
- HLTENN001 Practise nursing within the Australian health care system
- HLTENN002 Apply communication skills in nursing practice
- HLTENN003 Perform clinical assessment and contribute to planning nursing care
- HLTENN004 Implement, monitor and evaluate nursing care plans
- HLTENN005 Contribute to nursing care of a person with complex needs
- HLTENN006 Apply principles of wound management in the clinical environment
- HLTENN007 Administer and monitor medicines and intravenous therapy
- HLTENN008 Apply legal and ethical parameters to nursing practice
- HLTENN009 Implement and monitor care for a person with mental health conditions
- HLTENN011 Implement and monitor care for a person with acute health problems
- HLTENN012 Implement and monitor care for a person with chronic health problems
- HLTENN013 Implement and monitor care of the older person
- HLTENN015 Apply nursing practice in the primary health care setting
- HLTINF001 Comply with infection prevention and control policies and procedures
- HLTWHS002 Follow safe work practices for direct client care
- CHCPOL003 Research and apply evidence to practice
- BSBLDR403 Lead team effectiveness
- HLTENN025 Implement and monitor care for a person with diabetes
- HLTWHS006 Manage personal stressors in the work environment
- BSBMED301 Interpret and apply medical terminology appropriately



Simulation Lab for Nursing Students



CERTIFICATE III IN INDIVIDUAL SUPPORT

COURSE CODE: CHC33015



STUDENT TESTIMONIAL

Kathryn | Philippines

I choose Certificate III in individual support here in Australian Centre of Further education, ACFE offers a wide range of courses for international students and it is located in the heart of Melbourne. Their students to become internationally competitive nurses and become a qualified nurse here in Australia, learning experience here in ACFE is very conducive for you will be able to build a relationship with your classmates to become friends and even family, The staff and educators here in ACFE are very helpful with their students, they help you to become more independent and self-reliant. They are really helpful in the way that they can.

COURSE DESCRIPTION

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centered support to people who may require support due to ageing, disability or some other reasons. Work involves using discretion and judgment in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centered support.

INTAKES

- January
- April
- July
- October

PATHWAYS

- CHC43015 Certificate IV in Ageing Support or
- CHC52015 Diploma of Community Services
- CHC62015 Advanced Diploma of Community Sector Management

ENTRY REQUIREMENTS

- Successful completion of year 11 or equivalent.
- A Police check is required for placement.
- For international students, ACFE also accepts proof of a level of English proficiency of IELTS level 5.5 or equivalent. If international students cannot provide documented proof of their English language proficiency, they will be required to sit for a Language, Literacy and Numeracy test (LLN) before a place can be offered.
- Documentation according to DHA requirements.

UNITS OF STUDY

- CHCCCS015 Provide individualised support
- CHCCCS023 Support independence and well being
- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 Work with diverse people
- CHCLEG001 Work legally and ethically
- HLTAAP001 Recognise healthy body systems
- HLTWHS002 Follow safe work practices for direct client care
- CHCAGE001 Facilitate the empowerment of older people
- CHCAGE005 Provide support to people living with dementia
- CHCCCS011 Meet Personal Support Needs
- CHCHCS001 Provide home and community support services
- HLTINF001 Comply with infection prevention and control policies and procedures
- HLTAID003 Provide first aid

TOTAL FEE

- AUD 10,000.00

DURATION

- 52 weeks

MODE OF STUDY

- Face to face
- 120 hours placement

CERTIFICATE IV IN AGEING SUPPORT

COURSE CODE: CHC43015



STUDENT TESTIMONIAL David | Italy

I am an international student here at Australian Centre of Further Education. When I came here, I was looking for a school for the affordable courses and good location right in the city centre.

I found the Australian Centre of Further Education and I got everything I needed at ACFE. I like the multicultural environment in the school and the teachers are very helpful.

COURSE DESCRIPTION

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery. Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

INTAKES

- January
- April
- July
- October

PATHWAYS

- CHC52015 Diploma of Community Services
- CHC62015 Advanced Diploma of Community Sector Management
- HLT54115 Diploma of Nursing

ENTRY REQUIREMENTS

- Successful completion of year 11 or equivalent.
- A Police check is required for placement.
- For international students, ACFE also accepts proof of a level of English proficiency of IELTS level 5.5 or equivalent. If international students cannot provide documented proof of their English language proficiency, they will be required to sit for a Language, Literacy and Numeracy test (LLN) before a place can be offered.
- Documentation according to DHA requirements.

UNITS OF STUDY

- CHCADV001 Facilitate the interests and rights of clients
- CHCAGE001 Facilitate the empowerment of older people
- CHCAGE003 Coordinate services for older people
- CHCAGE004 Implement interventions with older people at risk
- CHCAGE005 Provide support to people living with dementia
- CHCCCS006 Facilitate individual service planning and delivery
- CHCCCS011 Meet personal support needs
- CHCCCS023 Support independence and wellbeing
- CHCCCS025 Support relationships with carers and families
- CHCDIV001 Work with diverse people
- CHCLEG003 Manage legal and ethical compliance
- CHCPAL001 Deliver care services using a palliative approach
- CHCPRP001 Develop and maintain networks and collaborative partnerships
- HLTAAP001 Recognise healthy body systems
- HLTWHS002 Follow safe work practices for direct client care
- CHCCCS001 Address the needs of people with chronic disease
- CHCCCS017 Provide loss and grief support
- BSBMGT401 Show leadership in the workplace

TOTAL FEE

- AUD 10,000.00

DURATION

- 68 weeks

MODE OF STUDY

- Face to face
- 120 hours placement

LEADERSHIP COURSE



DIPLOMA OF LEADERSHIP AND MANAGEMENT

COURSE CODE: BSB51918



STUDENT TESTIMONIAL Mary Joy T. Gaw | Philippines

ACFE was referred to me by colleagues and so I started doing research on it. I was impressed by the testimonials and the panel of instructors as well as trainers who acquired skills and experiences across the world.

These and more made me decide to enrol in the IRON program for nursing and pursue further to get Diploma of Leadership and Management.

Indeed one of the best institutions I have ever been to.”

COURSE DESCRIPTION

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

INTAKES

- January
- April
- July
- October

PATHWAYS

- BSB61015 Advanced Diploma of Leadership and Management.

ENTRY REQUIREMENTS

- Successful completion of year 11 or equivalent.
- For international students, ACFE also accepts proof of a level of English proficiency of IELTS level 5.5 or equivalent. If international students cannot provide documented proof of their English language proficiency, they will be required to sit for a Language, Literacy and Numeracy test (LLN) before a place can be offered.
- Documentation according to DHA requirements.

UNITS OF STUDY

- BSBLDR501 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness
- BSBADM502 Manage meetings
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBHRM512 Develop and manage performance management processes
- BSBCUS501 Manage quality customer service
- BSBFIM501 Manage budgets and financial plans
- BSBRSK501 Manage risk
- BSBWRK510 Manage employee relations



ENGLISH FOR ACADEMIC PURPOSES



ENGLISH FOR ACADEMIC PURPOSES



EAP1

CRICOS COURSE CODE:
098555K

- Duration: 12 weeks
- English Entry Requirement: IELTS 5.5 or equivalent
- Expected Outcome: IELTS 6.0 equivalent
- Study: 20 hours per week



EAP2

CRICOS COURSE CODE:
098557G

- Duration: 12 weeks
- English Entry Requirement: IELTS 6.0 or equivalent
- Expected Outcome: IELTS 6.5 equivalent
- Study: 20 hours per week



EAP3

CRICOS COURSE CODE:
098556J

- Duration: 12 weeks
- Requirement: IELTS 6.5 or equivalent
- Expected Outcome: IELTS 7.0 equivalent
- Study: 20 hours per week

The purpose of this course is to prepare students with an Upper Intermediate level of English or higher for the English language demands of a VET Certificate or Diploma course at the Australian Centre of Further Education or University Degree programmes.

OTHER ENTRY REQUIREMENTS

- Successful completion of year 11 or equivalent
- If international students cannot provide documented proof of their English language proficiency, they will be required to sit for a Language, Literacy and Numeracy test (LLN) before a place can be offered. Please refer to ACFE website www.acfe.edu.au for English proficiency proof that are accepted by ACFE as equivalent to the above IELTS results.
- Documentation according to DHA requirements

TOTAL DURATION

- 36 weeks (excluding holidays)
- 42 weeks (including holidays)

The duration for each EAP level is 12 weeks.

MODE OF STUDY

- Face to face

INTAKES

- Onshore: Every Monday
- Offshore: January, April, July, October

FEE

- AUD 300.00 per week

ACFE
Campus

Our Locations

Levels 5 and Level 9, 345 Queen
Street Melbourne CBD



Students from 25 Countries



- Brazil
- China
- Colombia
- Fiji
- Macedonia (FYROM)
- France
- Germany
- Greece
- India
- Indonesia
- Italy
- Korea, Republic of (South)
- Malaysia
- Mauritius
- Nepal
- Netherlands
- Nigeria
- Philippines
- Portugal
- Spain
- Taiwan
- Thailand
- United Kingdom British - Citizen
- Venezuela, Bolivarian Republic of

REFUND POLICY

TABLE OF REFUNDS

TYPE	TIME FRAME	AMOUNT REFUNDED	DOCUMENTS
VISA Refusal	At any time	100% refund of the paid tuition fee, material fee and placement fee (if applicable). \$250.00 application fee is not refundable	Application for Withdrawal Form Refund Application Form Proof of VISA Refusal
VISA Renew Refusal for onshore students	After the course has commenced	Paid tuition fees that has not been spent will be refunded. Spent tuition fee is payable to the college. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable	Application for Withdrawal Form Refund Application Form Proof of VISA Refusal
Student breach of VISA conditions, suspension or cancellation of enrolment by the college or the student transfer to another registered provider and has been granted release letter	After the course has commenced	No refund for the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer is payable to the college. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable	Application for Withdrawal Form Refund Application Form Relevant documents: Proof of VISA Refusal, or a valid offer letter from another registered provider, or flight ticket
Withdrawal, Transfer or Enrolment Cancellation	<ul style="list-style-type: none"> Written notification provided 28 days or more before the commencement of the course Written Notification provided less than 28 days before commencement of the course Written notification provided after the course has commenced 	<ul style="list-style-type: none"> 30% of tuition fee will be retained by the college and is payable to the college. The remaining paid tuition fee will be refunded. Material fee and placement fee (if applicable) will be refunded. \$250 application fee is not refundable. 50% of tuition fee will be retained by the college and is payable to the college. The remaining paid tuition will be refunded. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable. No refund for the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer is payable to the college. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable. 	Application for Withdrawal Form Refund Application Form Relevant documents: Proof of VISA Refusal, or a valid offer letter from another registered provider, or flight ticket
Student does not commence the course on the start date for any reason and subsequently provides notice of withdrawal from the course	At any time after commencement of a course	No refund for the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer is payable to the college. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form Any relevant supporting documents
ACFE is unable to deliver the course for any reasons	On the course commencement date	100% refund of the paid tuition fee, material fee and placement fee (if applicable). \$250.00 application fee is not refundable	Application for Withdrawal Form Refund Application Form
ACFE is unable to complete the course that has been started	After commencement of a course	Paid tuition fee that has not been spent will be refunded. Spent tuition fee is payable to the college. Paid material fee and placement fee (if applicable) that has not been spent will be refunded.	Application for Withdrawal Form Refund Application Form
Withdrawal from Recognition of Prior Learning (RPL process)	After Submission of the fees	Paid RPL assessment fee and \$100.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form

IMPORTANT INFORMATION

OSHC

Australia has a special system of health cover for international students called Overseas Student Health Cover (OSHC). You will need to buy OSHC before you come to Australia to cover you from when you arrive.

The Department of Home Affairs requires you to maintain OSHC for the duration of your time on a student visa in Australia. You can choose to take out OSHC with a provider recommended by us, or with the Australian OSHC provider of your choice.

There are five providers of OSHC in Australia. Visit these websites to find detailed information on what they cover and to decide which provider is right for you. ACFE offers the Allianz OSHC. For more information, please visit <https://www.oshcallianzassistance.com.au/>

LATE PAYMENT

Students who are experiencing difficulty in paying their fees are invited to call our office to make alternative arrangements for payment during their period of difficulty. Debts will be referred to a debt collection agency where fees are more than 40 days past due. Australian Centre of Further Education reserves the right to suspend the provision of training and/or other services until fees are brought up-to-date.

Students with long term outstanding accounts may be withdrawn from their course if payments have not been received and no alternative arrangements for payment have been made. International students who do not pay their fees will be reported to the Department of Education and Training (DET) via PRISMS under student default.

FEE & CHARGES

A non-refundable application fee of A\$250 applies to all of our courses. You can find up-to-date fees and charges information in ACFE's Course Price List and Fees and Refund Policy and Procedures on ACFE website.

These fees and charges will be shown in a written agreement that we send to you with a letter of offer once your application has been accepted. You will receive a tax invoice for the amount you are required to pay and details of how to pay. You can pay your fees by direct bank transfer. All prepaid fees are protected in line with the requirements of the VET Quality Framework that legislates the provision of training and assessment in Australia and with the ESOS Framework that regulates the standards for provision of education to International students.

PLAGIARISM, CHEATING AND COLLUSION

Australian Centre of Further Education has a no tolerance for plagiarism, cheating and collusion. Students are expected to act with integrity at all times and only submit work that is their own or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work. When you submit your assessments, you will be required to sign a declaration that the work provided is your own and that you have not cheated or plagiarised the work or colluded with any other student/s.

Where a student is suspected of plagiarising, cheating or colluding, Australian Centre of Further Education will take the necessary steps to detect if plagiarism, cheating or colluding has occurred by comparing work with electronic reference materials, internet resources and the work of other students, using electronic plagiarism detection software, comparing work against various academic databases and referring to our plagiarism register or any other appropriate method. If you are found to have plagiarised, cheated or colluded, you will be given an opportunity to respond to the allegations. If you are found to have plagiarised, cheated or colluded, we will be required to take disciplinary action which is likely to require you to complete the assessment again.

IMPORTANT INFORMATION

Support for Students

If you require support or assistance with your course or aspects of your stay in Australia, please contact your trainer, the Student Support Officer, the VET Academic Manager or the CEO. They will assist or direct you to the appropriate support. If you are having trouble contacting any of these persons, please make an appointment with ACFE Admin Officer at the reception. We can also offer you a range of welfare services to help with the mental, physical, and spiritual well-being. These services may include, through direct provision or referral, information/advice about: accommodation, counselling, crisis services, disabilities and equity issues, financial matters, legal issues, medical issues, mental health, peer mentoring, and programmes promoting social interaction, religious and spiritual matters, and stress management. It also include advice on academic and study issues. Services are provided at no additional cost to the students. Please contact us on (03) 8600 8600 for details about welfare services we can offer.

Living and Studying in Australia

You can find lots of useful information about living and studying in Australia at www.studyinaustralia.gov.au. The website also includes a useful guide about studying and living in Australia that you can download.

Some of the information included on this website is also included in this guide.

As part of your orientation program, you will also be provided with information to assist you with adjusting to study and life in Australia, including information about living and studying in Melbourne.

The first section of ACFE Student Handbook provides you with information about the courses we offer, enrolment process, as well as information regarding your student visa application.

Notifying on Any Changes

As an RTO under the VET Quality Framework, we must notify you promptly if there are any changes to our RTO, the courses, or the arrangements for training and assessment. Please make sure we always have your most current home address, email address and mobile number on file so that we can notify you of any changes if applicable.

ACFE communicates with students mainly through email and Learning Management System (LMS)-Moodle (for training and assessment). You can let us know of any changes to your details by sending an email to sso@acf.edu.au. The Student Support Officer may contact you to verify the information after receiving the email.



NATIONALLY RECOGNISED
TRAINING

ACCOMMODATION AND HOMESTAY



Item	Description	Type	Estimated Cost AUD
Homestay	Based on 7 nights accommodation & 3 meals per day (\$250 - \$330 per week)	Annual	\$13,000 - \$16,640
Books	Reading materials and text books	Annual	\$400
Transport	Train, bus and tram (MYKI passes)	Weekly	\$29 - \$43
		Monthly	\$94 - \$140
Personal expenses	Eating out	Per outing	\$20 - \$30
	Movie ticket	Per outing	Per outing
	Magazine	Per unit	\$10
	DVD Purchase	Per unit	\$30
	Hot chocolate or coffee in a café	Per unit	\$4.50 - \$6.00
	Attraction entry (eg. Zoo, Aquarium)	Per outing	\$30 - \$36
	Haircut	Men's Women's	\$20 - \$40 \$40 - \$70
Postal services	Local	Per stamp	\$1
	International	Per stamp	\$3
Telephone services	Mobile phone	Monthly	From \$20
	Phone card	Per unit	\$0.25 - \$0.40
	Telephone call	International - per minute	\$1 + \$0.55 connection fee

* The above mentioned cost is the estimated cost only. Courtesy: Study Melbourne

* The estimated cost may vary for an individual.

Make your notes here

HOMESTAY	OVER 18 YEARS		UNDER 18 YEARS
	Full Board	Half Board	Full Board only
Single	\$ 325.00	\$ 310.00	\$ 390.00
Twin room	\$ 290.00	\$ 275.00	\$ 270.00
Guardianship	N/A	N/A	\$ 75.00
Airport Pick Up	\$ 140.00	\$ 140.00	\$ 140.00

- Weekly internet fee is included
- Guardianship services are only available for the students with 3 months contracts
- Twin room will only available when students apply together

ACFE has this arrangement with the external company.

**“ The problem
is to bridge the gap
which exists
between where
you are now
and the goal you
intend to reach. ”**

Earl Nightingale

Follow us on



To chat with us,
scan the code



**LEVEL 5, 345 QUEEN STREET
MELBOURNE, VICTORIA
TEL: +61 3 8600 8600
EMAIL: INFO@ACFE.EDU.AU
WEBSITE: WWW.ACFE.EDU.AU
RTO CODE: 40898
CRICOS CODE: 03377J**