



AUSTRALIAN PACIFIC COLLEGE

AUSTRALIAN OWNED & OPERATED SINCE 1993

Sydney | Bondi Junction | Manly Beach | Brisbane | Melbourne



INFORMATION GUIDE

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Australian Pacific College is an Australian Government registered ELICOS (English Language Intensive Courses for Overseas Students), a NEAS (National ELT Accreditation Scheme) Quality Endorsed centre and an accredited Registered Training Organisation (RTO).

WELCOME MESSAGE

I am delighted to have the opportunity to introduce APC to you. Our programs are designed to maximise the academic potential of each student and open pathways and opportunities through education. A comprehensive and challenging curriculum has been developed to offer maximum

flexibility for students to achieve their academic and professional goals. It is delivered by highly dedicated teachers with extensive experience in guiding students to reach their full potential.

Nothing is more liberating than education. At APC we offer all of our students a rewarding

education and encourage them to reach for the stars. I invite you to be part of an unforgettable learning experience and look forward to sharing the successes of studying at APC.



Sharon Luhr

STAFF MEMBER SINCE 1994

Principal Academic Director,
M.Ed (Language and Literacy),
Grad Dip (Career Education),
Dip. Teach
Cert IV in Training & Assessment
Cert III in Library Services
Dip. of Library & Info. Services
Dip. Social Media Marketing & ORM
Dip. Vocational Education and Training

HISTORY

- ▶ Australian Pacific College was established in 1993 initially offering English Language Intensive Courses (ELICOS) at the Kent Street campus in Sydney.
- ▶ In 1999, APC opened its Clarence Street campus and offered Business courses in Sydney.
- ▶ In 2003, APC won the Australian-Latin America Business Council Austrade 'Language Education Award'.
- ▶ In 2006, Manly Beach campus opened.
- ▶ In 2008, Bondi Junction campus opened and expanded in 2009.
- ▶ In 2010, APC Queen Street Brisbane campus opened.
- ▶ In 2014, APC Albert Street Brisbane campus opened.
- ▶ In 2014, APC Sydney celebrated 20 years in International Education.
- ▶ In 2015, APC Lonsdale Street Melbourne campus opened.
- ▶ Currently APC has more than 10,000 students studying in our programs each year.
- ▶ Over 90 different nationalities study at APC each year.
- ▶ Our ELICOS programs are recognised by various institutions and universities in Australia for direct entry and credit transfer.
- ▶ Our VET programs are recognised for advanced standing at over 10 universities and other institutions around Australia.

APC offers Accounting, Business, English, Hospitality, Human Resources, Leadership and Management, Marketing and Communication, Project Management, Social Media Marketing, TESOL and Tourism courses. Younger students may enrol in our High School Preparation course.

APC is dedicated to Quality, Equity and Advancement in education and is a unique and enjoyable place to learn.

FACILITIES AND RESOURCES

Australian Pacific College has campuses located in Sydney CBD, Manly Beach, Bondi Junction, Brisbane CBD and Melbourne CBD.

Each campus has modern, well-equipped classrooms as well as computer rooms and student common areas which incorporate student kitchen facilities.

Australian Pacific College has arrangements with local libraries for students to use their facilities and resources to assist them in completing their assignments.



LEARNING ENVIRONMENT

LIVING IN SYDNEY

Sydney is recognised as a safe, clean city with fresh air and numerous trees, parks and green spaces.

It also has stunning beauty including wonderful surfing beaches where you can walk and swim in safety. If sport appeals to you, there is a great variety from which to choose. Australians love sport and either participate in their favourite sport or watch it regularly.

Within walking distance from APC are many cultural and historical places which form the very heart of the city: the Rocks area – rich in history

from the colonial past, the Opera House, Darling Harbour, the State Library, Chinatown and some of the world's finest shopping centres. Sydney has it all and it is all within a five minute train ride or walking distance from the College.

CLIMATE

Sydney's climate is temperate with 300 days a year of sunshine on average. The wettest months are March to May, the coldest month is July and the hottest months are January and February.

COST OF LIVING

The cost of living in Sydney is comparable to the USA, Western Europe and the United

Kingdom. The average living cost for international students is approximately AU\$18,800 to AU\$22,000 per year. This cost does not include tuition fees.

TRANSPORTATION

APC Sydney campuses are conveniently located close to major transport links.

POPULATION

Sydney has a population of more than 4.6 million.

LIVING IN BRISBANE

Brisbane, the capital of Queensland – known as the "Sunshine State" – is a dynamic, cosmopolitan, safe and friendly city, once voted Australia's most livable city. It is surrounded by some of the most popular sightseeing places in Australia: the Gold & Sunshine Coasts, beautiful sand islands, zoos and theme parks.

The city is also renowned as the education centre of Queensland as it is home to nine universities.

CLIMATE

Brisbane has a comfortable subtropical climate. The average maximum daily temperature throughout the year is around 25 degrees, with an average of 300 days of sunshine per year.

COST OF LIVING, TRANSPORTATION

Living costs are comparatively lower than Sydney's and public transport is affordable and accessible. The amazing weather, excellent quality of life on offer and the friendly people

make Brisbane the perfect Australian city in which to live and study.

POPULATION

Brisbane has a population of around 2 million. The greater Brisbane area is spread out over more than 4,500 square kilometres.

Our Melbourne campus in Lonsdale Street is close to all public transport and is just a short walk to the main shopping complexes and all the major tourist venues in Melbourne CBD. A perfect place to study while taking advantage of all that Melbourne has to offer.

LIVING IN MELBOURNE

Melbourne, the second biggest city in Australia, is a safe, friendly and cosmopolitan city. It is sometimes called the cultural capital of Australia as it has a lot to offer in terms of theatre, music and the arts. Melbourne has a lot of great places to shop as well as numerous restaurants and its vibrant atmosphere make it a great choice for study and travel.

Melbourne is very well-designed and it is really easy get around due to its systematic layout. Within an hour's travel from the city there are beaches, wineries and other attractions.

CLIMATE

Melbourne has a moderate climate and is well known for its changeable weather conditions. It is a little colder than other mainland Australian state capital cities in the winter with only a small variation in winter temperatures. Melbourne summers are notable for occasional days of extreme heat.

COST OF LIVING, TRANSPORTATION

Melbourne is the second most expensive city in Australia after Sydney and the cost of living is comparable to the USA, Western Europe and the UK. The transport system in

Melbourne is very organised. Melbourne public transport includes buses, trains and trams. The Myki card, which is used for all public transport, is relatively inexpensive compared to other Australian capital cities.

POPULATION

The population of Melbourne is around 4.3 million.

Please refer to pages 50-51 for maps and directions.



I recommend APC to my Swedish friends who are interested in studying overseas since it gives you an experience for life, as well as a good education.

Stephanie Thapp (Sweden)



I met many people from different countries & the cheerful APC Student Services Team. I improved my English and had fun while studying!

Ana Maria Perilla González (Colombia)



My business studies at APC helped me from a professional point of view to understand local legislation, taxation and management.

Marco Fedele (Italy)



I enjoy studying Marketing & Communication at APC especially when I'm learning about the human side of marketing and what motivates a target audience.

Jorge Luis Soler (Argentina)



I'm very passionate about teaching this course as I can share my industry insights and provide our students with a practical foundation for a career in tourism.

Yolanda Bensdorp



Life at APC is never boring, there is always something fun and interesting happening. Plus it's a great place to learn English.

Janine Deamer Honda



... my profession is my higher purpose of life. Nothing gives me more happiness than seeing my students excel in every area of their personal and professional life.

Dr. Abha Suri



I enjoy very much the working environment here at APC, the camaraderie. I enjoy teaching and interacting with students of different countries and diverse background.

Henry Forte

STUDENTS' VOICES!

WHERE I AM NOW:

I am part of APC's Student Recruitment Team and I am still having a wonderful time. Thank you so much APC for my beautiful journey.

I've gained a lot of incredible experiences since I came to Australia. I still have the desire to learn new things and acquire new knowledge.

LIFE IN SYDNEY:

Sydney is a beautiful, safe and multicultural city, with incredible venues, majestic beaches and cultures from all over the world.

JOURNEY SO FAR:

I studied Advanced Diploma of Management at APC back in 2009. This gave me the chance to make my profile more competitive for the working environment.

STUDENT PROFILE:

My name is Luiza and I am from Brazil.

TEACHERS' VOICES!

LEARNING A LANGUAGE:

"It's important to practice outside the classroom, as well as inside the classroom. Let the language become part of your life. Try to make local friends - I know it can be hard, but it's really worth trying!"

APC CLASSES:

- ▶ Enjoyable & friendly classes
- ▶ Entertaining & interesting content
- ▶ Supportive & helpful environment
- ▶ Encouraging you to do your best
- ▶ Professional teachers

TEACHER

JOURNEY TO SUCCESS:

Being truly passionate about what you are learning is the most important thing. If you have that passion and determination, everything else will fall into place.

TEACHER PROFILE:

Anthony grew up in Sydney and has also lived in London and Tokyo. He has taught English for 10 years and worked in business before that. He currently teaches the Elementary class and is the Assistant Academic Manager at our Sydney campus.

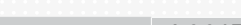
OUR COURSES AT A GLANCE



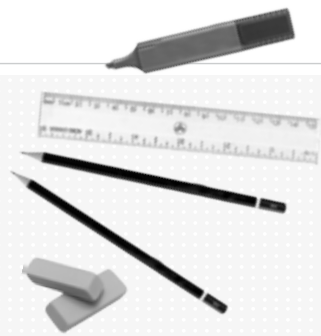
MORNING SESSION



EVENING SESSION



MORNING & EVENING SESSIONS



COURSES	LOCATIONS					PAGE
	SYDNEY CITY	MANLY BEACH	BONDI JUNCTION	BRISBANE [^]	MELBOURNE [^]	
General English (GE)	☀					12
English for Academic Purposes (EAP)	☀					12
Cambridge Exam Preparation (FCE/CAE)						13
IELTS Preparation (Full time / Part time*)	☀					14
Business English Course (BE)						15
English for Tourism & Hospitality (ETH)						15
Junior English Program*	☀					16
Study Tours	☀	☀	☀			*
VOCATIONAL COURSES (may be stand alone or packaged):						
Certificate II in Business	☀	☀	☀	☀	☀	19
Certificate III in Business	☀	☀	☀	☀	☀	19
Certificate IV in Leadership & Management	☀	☀	☀	☀	☀	20
Diploma of Leadership & Management	☀	☀	☀	☀	☀	20
Advanced Diploma of Leadership & Management	☀	☾	☾	☀	☀	21
Diploma of Social Media Marketing	☾			☾	☀	35
Certificate IV in Marketing & Communication	☀	☀	☀	☀	☀	22
Diploma of Marketing & Communication*	☀	☾	☾	☀	☀	22
Advanced Diploma of Marketing & Communication*	☾	☾	☾	☾	☀	23
Certificate IV in Project Management Practice	☀	☾	☀	☀	☀	24
Diploma of Project Management	☀	☀	☾	☀	☀	24
Advanced Diploma of Program Management*	☀	☾	☾	☾	☀	25
Certificate IV in Human Resources	☀	☀	☀	☀	☀	26
Diploma of Human Resources Management	☀	☀	☀	☀	☀	26
Advanced Diploma of Management (Human Resources)	☀	☀	☀	☾	☀	27
Certificate III in Travel	☀	☀	☀	☀	☀	28
Diploma of Travel and Tourism Management* (including Certificate III in Travel)	☀	☀	☀	☀	☀	29
Certificate IV in Accounting	☀		☀	☀	☀	30
Diploma of Accounting*	☀		☀	☀	☀	30
Advanced Diploma of Accounting*	☀		☀	☀	☀	31
Certificate III in Hospitality	☀					32
Diploma of Hospitality Management (including Certificate III in Hospitality)	☀	☀	☀			33
Certificate IV in Communicative TESOL		☀	☀	☀	☀	34

[^] English courses in Brisbane are provided by English Unlimited Brisbane Pty Ltd. CRICOS Provider: 03296K.
From 6th March 2017, English course in Melbourne will be offered under the English Unlimited brand instead of APC and in Sydney from the beginning of 2018.
For more information please refer to www.englishunlimited.qld.edu.au
* Refer to <http://www.apc.edu.au/courses/english/studytours.html>

[^] These courses are not available to student visa holders.
* Prerequisites apply.
Information correct at time of publication and is subject to change without notice.
For more information and current session details, please refer to www.apc.edu.au



ENGLISH

- ▶ GENERAL ENGLISH (GE)
- ▶ ENGLISH FOR ACADEMIC PURPOSES (EAP)
- ▶ CAMBRIDGE EXAM PREPARATION (FCE/CAE)
- ▶ IELTS PREPARATION COURSE (FULL-TIME & PART-TIME)
- ▶ BUSINESS ENGLISH COURSE (BE)
- ▶ ENGLISH FOR TOURISM & HOSPITALITY (ETH)
- ▶ JUNIOR ENGLISH PROGRAM
- ▶ STUDY TOURS



MANAGEMENT

- ▶ CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT
- ▶ DIPLOMA OF LEADERSHIP AND MANAGEMENT
- ▶ ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT



PROJECT MANAGEMENT

- ▶ CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE
- ▶ DIPLOMA OF PROJECT MANAGEMENT
- ▶ ADVANCED DIPLOMA OF PROGRAM MANAGEMENT



TOURISM

- ▶ CERTIFICATE III IN TRAVEL
- ▶ DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT (INCLUDING CERTIFICATE III IN TRAVEL)



HOSPITALITY

- ▶ CERTIFICATE III IN HOSPITALITY
- ▶ DIPLOMA OF HOSPITALITY MANAGEMENT (INCLUDING CERTIFICATE III IN HOSPITALITY)



BUSINESS

- ▶ CERTIFICATE III IN BUSINESS
- ▶ CERTIFICATE III IN BUSINESS



MARKETING

- ▶ DIPLOMA OF SOCIAL MEDIA MARKETING
- ▶ CERTIFICATE IV IN MARKETING AND COMMUNICATION
- ▶ DIPLOMA OF MARKETING AND COMMUNICATION
- ▶ ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION



HUMAN RESOURCES

- ▶ CERTIFICATE IV IN HUMAN RESOURCES
- ▶ DIPLOMA OF HUMAN RESOURCES MANAGEMENT
- ▶ ADVANCED DIPLOMA OF MANAGEMENT (HUMAN RESOURCES)



ACCOUNTING

- ▶ CERTIFICATE IV IN ACCOUNTING
- ▶ DIPLOMA OF ACCOUNTING
- ▶ ADVANCED DIPLOMA OF ACCOUNTING



TESOL

- ▶ CERTIFICATE IV IN COMMUNICATIVE TESOL

INTRODUCING OUR ENGLISH COURSES

SELECT YOUR PATHWAY TO SUCCESS



- ▶ GENERAL ENGLISH (GE)
- ▶ ENGLISH FOR ACADEMIC PURPOSES (EAP)
- ▶ IELTS PREPARATION COURSE (FULL-TIME /PART-TIME)
- ▶ CAMBRIDGE EXAM PREPARATION (FCE/CAE)
- ▶ BUSINESS ENGLISH COURSE (BE)
- ▶ ENGLISH FOR TOURISM & HOSPITALITY
- ▶ JUNIOR ENGLISH PROGRAM
- ▶ STUDY TOURS

GENERAL ENGLISH (GE) CRICOS Code: 017830M

The General English course aims to help students to develop their speaking, reading, writing and understanding of English in a range of real communicative situations.

There are six levels of General English:

- ▶ Beginners
- ▶ Elementary
- ▶ Pre-Intermediate
- ▶ Intermediate
- ▶ Upper Intermediate
- ▶ Advanced

ENGLISH FOR ACADEMIC PURPOSES (EAP)* CRICOS Code: 017829D

The EAP course aims to increase students' skills for academic study. Research, essay-writing, oral presentations and tutorial participation skills are developed in this course.

EAP provides students with the opportunity to extend their English skills to levels suitable for further study.

EAP ARTICULATION*

Upon successful completion of APC's EAP course, students are able to gain entry into one of our partner institutions including CQUniversity, Macquarie University, TAFE NSW, University of NSW Foundation Year, University of Wollongong, University of South Australia and University of Southern Queensland (Sydney campus), without sitting for the IELTS test.



My name is Ana, I'm from Alicante, Spain. I came to Australia looking for an adventure and until this moment it has been more than that. During the last 6 months I have met a lot of people from everywhere discovering different cultures and improving my English each day at APC and outside too.

Ana Garcia Colomina
(Spain)



"I am very satisfied with my choice to study the English for Academic Purposes course at Australian Pacific College, It helped me to get a good IELTS score last year. I got IELTS 7.0 after 6 months of studies."

Ivana
(Czech Republic)

IELTS (International English Language Testing System) is a highly dependable, practical and valid English language assessment primarily used by those seeking international education, professional recognition, benchmarking to international standards and global mobility.

IELTS PREPARATION COURSE (FULL-TIME & PART-TIME) CRICOS Code: 057277M

The IELTS program is a ten to twelve week course designed to develop the specific language skills of students preparing to take the IELTS examination.

The course provides practical guidance in the development and application of linguistic skills relevant to IELTS examination requirements including vocabulary, grammar, text production and analysis, and listening and speaking. Weekly practice tests based on IELTS past papers provide an assessable framework to effectively measure student progress.

The **Cambridge Exam Preparation program** is designed to provide comprehensive, practical experience in the range of skills necessary to successfully complete the Cambridge FCE[▲] or CAE[●].

CAMBRIDGE EXAM PREPARATION* FCE CRICOS Code: 055939E CAE CRICOS Code: 057276A

The Cambridge Exam Preparation program is designed to provide comprehensive, practical experience in the range of skills necessary to successfully complete the Cambridge First Certificate in English (FCE) or Cambridge Certificate in Advanced English (CAE) examination. The course is structured around a weekly skills focus which gives intensive practice in the requisite competencies for each of the five Cambridge exam modules and it builds incrementally to equip students for every aspect of the examination requirements.

- ▲ FCE= First Certificate in English
- CAE= Cambridge Certificate in Advanced English

*This course is available subject to demand.

IELTS

COURSE AVAILABILITY:
Daytime & Evening
Full-time & Part-time*

IELTS PREPARATION COURSE

Australian Pacific College offers full-time day and evening IELTS preparation classes as well as the option of doing part-time IELTS preparation. Our IELTS preparation course is designed to help students achieve great results in each of the four skills tests in the IELTS examination and incorporates Academic and General Training IELTS skills. Students must have IELTS 4.5 or equivalent in order to gain entry to the course.

Our IELTS teachers are very experienced and focussed on achieving top results for their students and are highly regarded by former students. The course includes such tasks as speed-writing practice, argument structure, pronunciation and word stress, interview practice and chart and table completion. The learning environment, whilst serious, is comfortable and supportive.

Part-time IELTS preparation is suitable for students with a busy lifestyle. Students can choose to attend between 2-4 days or nights per week* and therefore focus on particular competencies of the IELTS examination. Part-time students must have IELTS 4.5 or equivalent for an 8 week course or IELTS 5.0 for a four week period.

FULL-TIME SAMPLE TIMETABLE

	MORNING SESSION 9:00AM - 2:45PM	EVENING SESSION 4:30PM - 8:30PM
MONDAY	Speaking Parts 1 & 3	Reading Summary completion & Multiple choice
TUESDAY	Listening Classification, Sentence completion	Writing Task 1
WEDNESDAY	Reading Classification True/Fales/Not given	Reading
THURSDAY	Listening Form completion	Grammar Non-finite clauses Computer Assisted Language learning
FRIDAY	Speaking Part 2	Writing Task 2
	Option Classes^ (9:00am - 1:15pm)	Speaking

PART-TIME SAMPLE TIMETABLE*

	MORNING SESSION 11:15AM - 1:15PM	EVENING SESSION 6:30PM - 8:30PM
MONDAY	Listening	Listening
TUESDAY	Writing (Task 1)	Writing (Task 1)
WEDNESDAY	Reading	Reading
THURSDAY	Writing (Task 2)	Writing (Task 2)
FRIDAY	Option Classes^ (9:00am - 1:15pm)	Speaking

^ Free option classes are offered to all students, including Writing, Speaking, Combination, IELTS Preparation, EAP, Social Media and Pronunciation classes at Sydney campus only.

* The part-time IELTS Preparation Course is not available as the only course of study for a student visa. Students must also study another course.

For more information and online applications visit www.apc.edu.au.

BUSINESS ENGLISH

BUSINESS ENGLISH COURSE (BE)

CRICOS Code: 072773C

1

AIM

2

COURSE SPECIFIC OBJECTIVES

- ▶ Telephone interaction and enquiries
- ▶ Dealing with complaints, taking orders, reception duties
- ▶ Job hunting requirements (CVs, cover letters, interview skills)

The Business English Course is designed to provide comprehensive, practical experience in the range of skills for work or study in the business field.

This course is designed for candidates who wish to work or study within the business sector either within Australia or overseas.

The primary objective of this course is to provide opportunities for students to work on practical language using authentic materials and situations, with an emphasis on communicative skills and specialist vocabulary.

By the end of this course, the student will have increased confidence in all aspects of business communication in English.

ENGLISH FOR TOURISM & HOSPITALITY*

ENGLISH FOR TOURISM & HOSPITALITY

CRICOS Code: 65221E

1

AIM

2

COURSE SPECIFIC OBJECTIVES

- ▶ Hospitality English
- ▶ Dealing with Complaints
- ▶ Job hunting requirements and more

The English for Tourism and Hospitality program is designed to provide comprehensive, practical experience in the range of skills for work or study in the Tourism and Hospitality field.

This course is designed for candidates who wish to work or study within the travel and tourism or hospitality fields either within Australia or overseas.

By the end of this course, the candidate will have increased confidence in all aspects of communication in English, in the tourism and hospitality industries.

*This course is available subject to demand.

For full course descriptions or full brochure download, please visit www.apc.edu.au. Test your level of English for free at www.apc.edu.au/pat.

JUNIOR ENGLISH PROGRAM*

SAMPLE TIMETABLE (MON-FRI)	
CLASS	DURATION
1st Lesson	9:00am to 9:55am
2nd Lesson	10:05am to 11:00am
3rd Lesson	11:10am to 12:05pm
4th Lesson	12:15pm to 1:10pm

JUNIOR ENGLISH PROGRAM

Australian Pacific College's Junior program is designed as an intensive and fun short program for primary school aged learners of English



- ▶ Age: minimum age of entry is 9 years.
- ▶ Language ability: Beginner to Intermediate.
- ▶ 1 to 8 weeks, 4 hours of English lessons per day and a supervised break-time.

- 1 AIM**
- ▶ Confidence building to practise and continue to develop a love of learning English.
 - ▶ All macro-skills (reading, writing, listening and speaking) taught including functional grammar, lexis and register.
 - ▶ Practise language structures in a friendly environment with qualified and experienced teachers.
- 2 COURSE SPECIFIC OBJECTIVES**
- ▶ Focus on English communication skills with extra emphasis on speaking.
 - ▶ General English skills with fun activities based on Australian culture and environment, such as singing, games, role plays and group discussions to make the learning process more enjoyable for young students.
 - ▶ Junior Program runs in January/February, April and July/August.

*This program is not available to student visa holders.

For full course descriptions or full brochure download, please visit www.apc.edu.au.

Test your level of English for free at www.apc.edu.au/pat.



LANGUAGE OUTCOMES

Depending on the length of the students' enrolment and their ability, students should be able to achieve the language outcomes listed below.

WEEK 1	<ul style="list-style-type: none"> ▶ Ask and answer questions ▶ Use relevant classroom language ▶ Identify general and specific information in an aural text ▶ Identify general and specific information in a written text ▶ Speak using appropriate stress for known words ▶ Correctly use plural forms of nouns, indefinite articles and learnt vocabulary in context
WEEK 2	<ul style="list-style-type: none"> ▶ Correctly use the verb 'to be' in questions and statements ▶ Correctly use the correct nationalities associated with specific countries ▶ Ask who, what, where, how old questions ▶ Correct information in a polite manner ▶ Identify general and specific information in a written dialogue ▶ Write about themselves
WEEK 3	<ul style="list-style-type: none"> ▶ Use the verb 'to be' ▶ Correctly use negatives and questions ▶ Talk about likes and dislikes ▶ Use positive and negative expressions ▶ Use adjectives ▶ Listen for information about likes and dislikes ▶ Identify general and specific information in a written interview and story
WEEK 4	<ul style="list-style-type: none"> ▶ Correctly use present simple in negative and positive contexts ▶ Ask properly structured sentences ▶ Correctly use possessive forms ▶ Use vocabulary related to families ▶ Speak about their family and their habits ▶ Identify general and specific information in a dialogue about families
WEEK 5	<ul style="list-style-type: none"> ▶ Correctly use there is and there are ▶ Correctly use positive imperatives ▶ Correctly use prepositions of place ▶ Correctly identify places in the town and use vocabulary related to this ▶ Use numbers greater than 100 and recognise these when heard ▶ Use the correct forms when asking someone for directions ▶ Use the correct forms for giving directions
WEEK 6	<ul style="list-style-type: none"> ▶ Correctly use has/have got in context ▶ Use colours when describing objects ▶ Correctly identify and speak about parts of the body ▶ Talk about possessions ▶ Correctly use vocabulary and form for giving spoken descriptions of people ▶ Talk about themselves
WEEK 7	<ul style="list-style-type: none"> ▶ Correctly use I'd like/would you like...? in a conversation ▶ Correctly use countable and uncountable nouns ▶ Correctly use this/that/these/those ▶ Correctly use and understand vocabulary related to food ▶ Give a properly structured order for food in a restaurant or cafe ▶ Talk about food they eat ▶ Understand spoken texts related to dining out and shopping
WEEK 8	<ul style="list-style-type: none"> ▶ Use and understand adverbs of frequency ▶ Name the days of the week and use them in context ▶ Correctly say and understand time expressions ▶ Talk about daily routines ▶ Talk about regular activities ▶ Talk about favourite TV shows and viewing habits ▶ Identify times in an oral text

*This course is not available for student visa holders.

INTRODUCING OUR VOCATIONAL COURSES



- ▶ BUSINESS
- ▶ LEADERSHIP AND MANAGEMENT
- ▶ MARKETING
- ▶ PROJECT MANAGEMENT
- ▶ HUMAN RESOURCES
- ▶ TRAVEL AND TOURISM
- ▶ ACCOUNTING
- ▶ HOSPITALITY
- ▶ TESOL
- ▶ SOCIAL MEDIA MARKETING

Australian Pacific College (APC) offers courses in Accounting, Business, Hospitality, Human Resources, Leadership and Management, Marketing and Communication, Project Management, TESOL, Social Media Marketing and Tourism for those students who wish to gain a broad understanding of, and to develop skills necessary for, practical application of knowledge within these career areas.

The courses are designed to maximise both the academic and professional pursuits of students by creating pathways to employment opportunities and further education in their respective fields.

All our courses are nationally accredited through the Australian Skills Quality Authority (ASQA).



From classes I learnt a lot and it made me more interested to follow my dream. I got high marks and fortunately I passed the interview for cabin crew position at Qatar Airways before graduation from APC. I will never forget how APC staff were happy for me.

Anna Jayhun Kim
(Korea)

CERTIFICATE II IN BUSINESS **BSB20115**



COURSE OVERVIEW DURATION: 12 WEEKS APPROXIMATELY 3 MONTHS

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

The course is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested

in gaining employment at entry level administrative or customer service roles such as:

- ▶ Administration Assistant
- ▶ Clerical Worker
- ▶ Data Entry Operator
- ▶ Information and Customer Service Desk Clerk
- ▶ Office Junior

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork in a business environment
- ▶ Problem solving
- ▶ Innovation and enterprise
- ▶ Planning and organising (prioritising)
- ▶ Deliver customer service

COURSE CONTENT AND STRUCTURE

4 SUBJECTS

1. Workplace Communication
2. Working Effectively
3. Workplace Administration
4. Basic WHS

ASSESSMENT

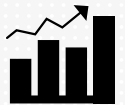
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 10 or equivalent at minimum.

English language proficiency*: Minimum of 4 weeks at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

CERTIFICATE III IN BUSINESS **BSB30115**



COURSE OVERVIEW DURATION: 2 TERMS^ APPROXIMATELY 6 MONTHS

This qualification is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at a mid level administrative or customer service role.

The Certificate III in Business will provide the student with the training needed to work within the office environment in a variety of roles such as:

- ▶ Customer Service Advisor
- ▶ Data Entry Operator
- ▶ General Clerk
- ▶ Payroll Officer
- ▶ Typist
- ▶ Word Processing Operator

The Certificate III in Business will equip students with the skills needed to succeed in business both within Australia and internationally.

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Learning
- ▶ Planning and organising
- ▶ Self-management
- ▶ Technology
- ▶ Initiative and enterprise

COURSE CONTENT AND STRUCTURE

6 SUBJECTS

1. Effective Writing
2. Customer Service
3. Advanced Team Work
4. Resource Management
5. Basic Bookkeeping
6. Fundamentals of WHS

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 10 or equivalent at minimum.

English language proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

[^]One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).

* For a free assessment of your current English level, please go to www.apc.edu.au/pat.

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT BSB42015

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students for team leadership and management roles in a wide range of organisational and industry contexts. Typically they would report to a manager. At this level managers provide leadership

and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

- Job roles
- ▶ Coordinator
 - ▶ Leading Hand
 - ▶ Supervisor
 - ▶ Team Leader

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Presentation Skills
2. Financial Reporting
3. Complex Documents
4. Team Leadership
5. Risk Management 1
6. Workplace Operations
7. Effective Leadership
8. Leadership Communication
9. Workplace Diversity
10. Workplace Leadership
11. Innovation 1

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate III in a related field.
English language proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB51915

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students by providing knowledge and skills to work in leadership and management roles across a range of enterprise and industry contexts.

It assists them to develop initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. It also develops communication skills to support individuals and teams to

meet organisational or enterprise requirements and strategies to plan, design, apply and evaluate solutions to unpredictable problems and to identify, analyse and synthesise information from a variety of sources.

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Manage Quality Customer Service
2. Risk Management 2
3. Advanced Management of WHS
4. Performance Management
5. Fundamentals of Human Resources
6. Operational Planning
7. Manage Industrial Relations
8. Financial Management 1
9. Emotional Intelligence
10. Effective Workplace Relationships
11. Manage Diversity 1

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate IV in a related field.
English Language Proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB61015

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students to work in roles with senior or managerial responsibilities. They may oversee the work of others or have specialised roles

where they do not supervise others but provide strategic leadership. This qualification is suitable for students seeking employment as:

- ▶ Area Manager
- ▶ Department Manager
- ▶ Regional Manager

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Organisation Management
2. Excellence in Leadership
3. Systematic WHS
4. Manage Diversity 2
5. Manage Customer Engagement
6. Strategic Planning
7. Financial Management 2
8. Employee Relations 2
9. Business Planning
10. Advanced Resource Management
11. Advanced HR Management

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 12 or equivalent, or Diploma in a related field.
English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

^One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
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CERTIFICATE IV IN MARKETING AND COMMUNICATION BSB42415

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS

The Certificate IV in Marketing is designed to introduce students to basic marketing concepts while developing a comprehensive understanding of consumer behaviour, leadership skills and networking.

Students who graduate from this qualification will be able to provide leadership and guidance to others with some limited responsibility for the output of others, however graduates

will typically report to a more senior marketing practitioner. The Certificate IV in Marketing will provide students with the training they need to work within the business environment in a variety of roles such as:

- ▶ Direct Marketing Officer
- ▶ Market Research Assistant
- ▶ Marketing Coordinator
- ▶ Marketing Officer
- ▶ Public Relations Officer

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology



COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Marketing Communication 1
2. Marketing Communication 2
3. Digital Solutions
4. Presentation Skills
5. Marketing Ideas
6. Selling Directly
7. Market Profiles
8. Fundamentals of Public Relations
9. Effective Leadership
10. Products and Services
11. Digital Media

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent at minimum, or Certificate III in a related field.

English language proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

DIPLOMA OF MARKETING AND COMMUNICATION BSB52415

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS

The Diploma of Marketing reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead

teams in conducting marketing campaigns. Possible job titles relevant to this qualification include:

- ▶ Marketing Manager
- ▶ Marketing Team Leader
- ▶ Product Manager
- ▶ Public Relations Manager

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology



COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Marketing Communication Plans
2. Marketing Projects
3. Market Trends
4. Marketing Opportunities 1
5. Market Research 1
6. Crisis Management
7. Marketing Activities 2
8. Media Plan
9. Marketing Mix
10. Marketing in a Digital World
11. Marketing Audit

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Certificate IV in Marketing and Communication BSB42415.

English language proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION BSB61315

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS

The Advanced Diploma of Marketing reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams in conducting

marketing campaigns.

Possible job titles relevant to this qualification include:

- ▶ Marketing Director
- ▶ Marketing Strategist
- ▶ National, Regional or Global Marketing Manager

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology



COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Marketing Research 2
2. Marketing Objectives 2
3. Innovation 2
4. Marketing Plan
5. Marketing Opportunities 2
6. Manage Diversity 2
7. Marketing Process
8. International Marketing Programs
9. Strategic Planning
10. Advertising Campaigns
11. Financial Management 2
12. Knowledge and Information Management

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Diploma of Marketing and Communication BSB52415.

English language proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.



"I have been at APC for more than 3 years and have studied English, Business, Marketing, Management and now Travel. I love the Australian lifestyle and have enjoyed making new friends here."

*Patrizia
(Italy)*

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CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE BSB41515

COURSE OVERVIEW DURATION: 2 TERMS^ APPROXIMATELY 6 MONTHS



This qualification prepares students to work in project management roles as members of a project team, with no direct responsibility for overall project outcomes.

They would support project outcomes and use project tools and methods as part of organisational or business activities.

Job roles

- ▶ Contracts Officers
- ▶ Project Administrators
- ▶ Quality Officers
- ▶ Small Business Operators

COURSE CONTENT AND STRUCTURE

6 SUBJECTS

1. Scope and Quality Management
2. Project Life Cycle Management
3. Project Communication
4. Project Risk 1
5. Project HR 1
6. Manage WHS Operations

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate III in a related field.

English language proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

DIPLOMA OF PROJECT MANAGEMENT BSB51415

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students to manage projects in a variety of contexts, across a number of industry sectors.

It develops the skills to initiate, plan, execute and evaluate their own work and/or the work of others.

Job roles

- ▶ Project Coordinator
- ▶ Project Management Officer
- ▶ Project Team Member
- ▶ Project or Program Administrator

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Project Scope
2. Project Time
3. Information and Communication
4. Project HR 2
5. HR Management
6. Project Risk 2
7. Project Quality
8. Project Costs
9. Risk Management 2
10. Financial Management 1
11. Integration

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 12 or equivalent, or Certificate IV in a related field.

English Language Proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT BSB61215

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students to apply specialised knowledge and skills, together with experience in program management, across a range

of contexts. It develops skills needed to direct, plan and lead a range of program functions, with accountability for personal and team outcomes.

Job roles

- ▶ Program Manager
- ▶ Project Manager

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Team Effectiveness
2. Financial Management 2
3. HR Planning
4. Manage Benefits
5. Initiate Programs
6. Program Risk
7. Stakeholder Engagement
8. Project Leadership
9. Business Cases
10. Alliances
11. Program Governance

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Students are required to have successfully completed the Diploma of Project Management.

English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

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CERTIFICATE IV IN HUMAN RESOURCES BSB41015



COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS

This qualification prepares students to work in support positions in human resources management. In smaller companies they may work across all human resources areas. In larger companies they may be work in teams

focussed on specific human resources functions, such as workforce planning or human resources information systems. Job roles suited for this qualification include:

- Job titles may include:
- ▶ Human Resources Assistant
 - ▶ Human Resources Officer
 - ▶ Human Resources Administrator
 - ▶ Human Resources Coordinator

ADVANCED DIPLOMA OF MANAGEMENT (HUMAN RESOURCES) BSB60915



COURSE OVERVIEW DURATION: 3 TERMS^ APPROXIMATELY 9 MONTHS

This qualification prepares students to work as human resources directors, strategists and national, regional or global human resources managers in roles where they provide leadership and plan the human resources activities of an organisation. For this reason they

need wide-ranging technical, creative, conceptual or managerial competencies. People in these roles are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.

- Job titles may include:
- ▶ Human Resources Director
 - ▶ National Human Resources Manager
 - ▶ Regional Human Resources Manager

COURSE CONTENT AND STRUCTURE

10 SUBJECTS

1. Presentation Skills
2. Basic Documents
3. Risk Management 1
4. Effective Leadership
5. HR Functions
6. Manage WHS Operations
7. Industrial Relations Procedures
8. Staff Recruitment
9. Complex documents
10. Performance Processes

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate III in a related field.
English language proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

COURSE CONTENT AND STRUCTURE

8 SUBJECTS

1. Manage Diversity 2
2. HR Planning
3. Management of Change
4. Excellence in Leadership
5. Strategic Planning
6. Risk Management 2
7. Organisational Planning
8. Financial Management 1

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 12 or equivalent, or Diploma in a related field.
English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

DIPLOMA OF HUMAN RESOURCES MANAGEMENT BSB50615



COURSE OVERVIEW DURATION: 2 TERMS^ APPROXIMATELY 6 MONTHS

This qualification prepares students to work in a variety of roles within the human resources sector by giving them a sound theoretical knowledge of human resources management and a range of managerial skills to ensure that human

resources functions are carried out effectively within their organisation. Typically they would have responsibility for the work of other staff.

- Job titles may include:
- ▶ Human Resources Manager
 - ▶ Human Resources Change Manager
 - ▶ Human Resources Consultant
 - ▶ Human Resources Manager

COURSE CONTENT AND STRUCTURE

6 SUBJECTS

1. Employee Relations 1
2. HR Services
3. Workforce Planning
4. Priorities and PD
5. HR Performance Management
6. WHS and Risk Management

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 12 or equivalent, or Certificate IV in a related field.
English Language Proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.



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DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT SIT50116

COURSE OVERVIEW DURATION: 6 TERMS[^] APPROXIMATELY 18 MONTHS

The course provides skills and knowledge for students to be competent in a range of well-developed international retail travel sales and operational skills together with a broad range of

managerial skills specialising in tourism operations.

Targeting the practical aspects and employability skills for the travel industry, this program will interest those wishing to work in a:

- ▶ travel agency
- ▶ tour operator
- ▶ cruise company
- ▶ airline



COURSE CONTENT AND STRUCTURE

20 SUBJECTS

1. Travel Industry Information
2. Customer Service & Sales Techniques
3. Australian Destinations
4. Make Presentations
5. Social & Cultural Sensitivity
6. Normal International Airfares*
7. Travel Products
8. Cruise Specialist
9. WHS1
10. Promotional International Airfares*
11. Computer Reservations System (Galileo) [^]
12. International Destinations
13. Human Resources Management 1
14. Business Relationships
15. Quality Customer Service
16. WHS 2
17. Manage Diversity

18. Finance
19. Staff Management
20. Business Management

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios, role plays and/or presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent at minimum.

English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

Note: *Pre-requisite for Promotional International Airfares is successful completion of Normal International Airfares.

[^] Pass mark for Galileo is 80%.

CERTIFICATE III IN TRAVEL SIT30216

COURSE OVERVIEW DURATION: 3 TERMS[^] APPROXIMATELY 9 MONTHS

This course provides skills and knowledge for students to be competent in a range of well-developed international retail travel sales and operational skills.

Targeting the practical aspects and employability skills for the travel industry, this program will interest those wishing to work in a:

- ▶ retail travel agency
- ▶ corporate travel agency
- ▶ tour operator
- ▶ cruise company
- ▶ airline



COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Travel Industry Information
2. Customer Service & Sales Techniques
3. Australian Destinations
4. Make Presentations
5. Social & Cultural Sensitivity
6. Normal International Airfares*
7. Travel Products
8. Cruise Specialist
9. WHS1
10. Promotional International Airfares*
11. Computer Reservations System (Galileo) [^]
12. International Destinations

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 10 or equivalent at minimum.

English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

Note: *Pre-requisite for Promotional International Airfares is successful completion of Normal International Airfares.

[^] Pass mark for Galileo is 80%.



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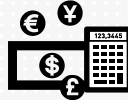
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CERTIFICATE IV IN ACCOUNTING FNS40615

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions.

- Job roles**
- ▶ bookkeeper
 - ▶ BAS officer



COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Financial Transactions
2. Inventory Records
3. Business Documents
4. Business Activity Statements
5. Financial Reports
6. Payroll
7. Subsidiary Accounts
8. Computerised Accounting Systems
9. Business Tax
10. Financial Statements
11. Budgets
12. Professional Practice

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate III in a related field.
English language proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.



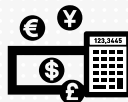
DIPLOMA OF ACCOUNTING FNS50215

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS

This qualification prepares students for accounting job roles in financial services and other industries. They

develop skills to apply solutions, analyse and evaluate information from a variety of sources, plan,

coordinate and evaluate their own work and provide guidance to others.



COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Financial Information
2. Income Tax Returns
3. Budget Management
4. Corporate Financial Reports
5. Workplace Relationships
6. Internal Control
7. Accounting Systems
8. Accounting Information
9. Job Costing
10. Statutory Reports
11. Financial Forecasts

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Students are required to have successfully completed the Certificate IV in Accounting FNS40611 or FNS40615.
English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

^One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
 * For a free assessment of your current English level, please go to www.apc.edu.au/pat.

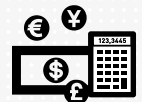
ADVANCED DIPLOMA OF ACCOUNTING FNS60215

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS

This qualification reflects professional accounting job roles in financial services and other industries. It contributes to, but

does not encompass, educational requirements for providing tax agent services.

The primary pathway from this qualification is employment in the accounting profession.



COURSE CONTENT AND STRUCTURE

14 SUBJECTS

1. Income Tax Returns
2. Financial Information
3. Corporate Financial Reports
4. Corporate Governance
5. Financial Statistics
6. Financial Services Industry
7. Organisational Improvement
8. Financial Performance
9. Management Accounting
10. Financial Strategies
11. Complex Financial Reports
12. Financial Risk
13. Tax Plans
14. Tax Documentation

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Students are required to have successfully completed the Diploma of Accounting FNS50210 or FNS50215.
English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

Note: Textbook/material fee of \$198 applies for this qualification.

^One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
 * For a free assessment of your current English level, please go to www.apc.edu.au/pat.

CERTIFICATE III IN HOSPITALITY SIT30616



COURSE OVERVIEW DURATION: 3 TERMS^ APPROXIMATELY 9 MONTHS
THIS COURSE INCLUDES A MANDATORY (UNPAID) WORK PLACEMENT OF 36 SHIFTS IN ADDITION TO TIMETABLED CLASSES.

This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs,

pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. Individuals with this multi-skilled qualification are able to perform roles

such as:
▶ providing reception or front desk services
Possible job roles include:
▶ Front Desk Receptionist
▶ Hotel Reservation Clerk

COURSE CONTENT AND STRUCTURE

13 SUBJECTS

1. Hospitality Industry Information
2. Hospitality Service
3. Work Skills
4. Customer Service Experiences
5. WHS 1
6. Reception Services
7. Produce Business Documents
8. Visitor Information
9. Make Presentations
10. Hygiene
11. Finance 1

12. Human Resource Management 1
13. Business Documents

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, portfolios, group tasks and/or presentations. Assessment may also be undertaken during mandatory work placement.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent at minimum.
English Language Proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.



^One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
* For a free assessment of your current English level, please go to www.apc.edu.au/pat.



DIPLOMA OF HOSPITALITY MANAGEMENT SIT50416



COURSE OVERVIEW DURATION: 6 TERMS^ APPROXIMATELY 18 MONTHS
THIS COURSE INCLUDES MANDATORY (UNPAID) WORK PLACEMENT OF 36 SHIFTS IN ADDITION TO TIMETABLED CLASSES.

This qualification provides the skills and knowledge for an individual to be competent as a manager in any hospitality functional area. This individual would possess a sound theoretical knowledge base and be able to use a range of specialised,

technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of their team.
Work could be undertaken in various hospitality settings, such as:

- ▶ restaurants
- ▶ hotels
- ▶ catering operations
- ▶ motels
- ▶ clubs
- ▶ pubs
- ▶ cafes and coffee shops

COURSE CONTENT AND STRUCTURE

23 SUBJECTS

1. Hospitality Industry Information
2. Hospitality Service
3. Work Skills
4. Customer Service Experiences
5. WHS 1
6. Reception Services
7. Produce Business Documents
8. Visitor Information
9. Make Presentations
10. Hygiene
11. Finance 1
12. Human Resource Management 1
13. Business Documents
14. Work Operations
15. Operational Plans
16. Manage Diversity
17. WHS 2

18. Quality Customer Service
19. Business Relationships
20. Regulatory Requirements
21. Human Resource Management 2
22. Staff Management
23. Finance 2

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, portfolios, group tasks and/or presentations. Assessment may also be undertaken during mandatory work placement.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 12 or equivalent at minimum.

English Language Proficiency*: Successful completion of 10 weeks of General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

^One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
* For a free assessment of your current English level, please go to www.apc.edu.au/pat.



CERTIFICATE IV IN COMMUNICATIVE TESOL 10298NAT

FOR NATIVE OR NEAR-NATIVE SPEAKERS OF ENGLISH

COURSE OVERVIEW DURATION: 2 TERMS^ APPROXIMATELY 6 MONTHS



This course aims to develop the skills and knowledge required for teaching English to non-English speaking learners in a variety of contexts, both in Australia and overseas. It is designed for:

- ▶ People who are qualified teachers in their own countries but who wish to obtain a qualification in modern, communicative teaching

techniques, focusing on the teaching of oral English.

- ▶ People who are not qualified teachers but who wish to work as teaching assistants or otherwise in their own countries.
- ▶ People who wish to teach in ELICOS colleges in Australia or EFL (English as a Foreign Language) overseas.

During the course you will develop your understanding of essential theory related to Teaching English as a Second or Foreign Language whilst also developing your practical teaching skills in the classroom.

COURSE CONTENT AND STRUCTURE

4 SUBJECTS

1. Preparing for Learners, Reading and Writing
2. Teaching Learners, Reading and Writing
3. Preparing for Language, Listening and Speaking
4. Teaching Language, Listening and Speaking

ASSESSMENT

TESOL candidates are assessed through classroom teaching practicum and a portfolio.

ENTRY REQUIREMENTS

Applicants are required to attend an interview before starting the course.

English Language Proficiency: Successful completion of 10 weeks of General English at Advanced level (plus 80% attendance) at APC or at other approved providers or equivalent.

Grammar Proficiency: Successful completion of the APC TESOL Grammar Pre-test OR successful completion of the APC TESOL Grammar Pre-course. The Pre-course can be taken online*, at no cost.

PATHWAYS

Successful graduates who also hold an undergraduate degree will be eligible to teach English in Australia to non-English-speaking students. This qualification is also suitable for teaching overseas.

^TESOL = Teaching English to Speakers of Other Languages.
*Please contact APC for information about the online grammar test.

DIPLOMA OF SOCIAL MEDIA MARKETING 10118NAT



COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS

The Diploma of Social Media Marketing is the perfect course for students who wish to work as digital managers and social media marketing managers. It aims to provide graduates with social

media and digital marketing knowledge and skills required to perform the functions associated with these roles.

Possible job titles relevant to this qualification include:

- ▶ Digital/Social Media Coordinator
- ▶ Digital Marketing Assistant
- ▶ Communications Assistant
- ▶ Digital Manager
- ▶ Social Media Marketing Manager

COURSE CONTENT AND STRUCTURE

10 SUBJECTS

1. Content Marketing
2. Niche SMM
3. Marketing Mix
4. Brands in SMM
5. Market Trends*
6. Email Marketing
7. Marketing Audit
8. Marketing Communication Plans*
9. Mainstream SMM
10. Marketing Projects*

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent, or a Certificate IV level course.

English Language Proficiency*: Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.

Note: * These subjects are pre-requisites for Advanced Diploma of Marketing and Communication.



^One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
* For a free assessment of your current English level, please go to www.apc.edu.au/pat.

DIRECT ENTRY & ARTICULATION PATHWAYS

RECOGNITION OF PRIOR LEARNING (RPL)

Students may be eligible to obtain credits for individual modules as a result of experience gained in employment in the relevant business fields or from previous training or education.

A fee is payable for assessing your RPL status.

ARTICULATION, CREDIT TRANSFERS AND LEARNING PATHWAYS

APC Diploma & Advanced Diploma graduates can continue their studies in Business, Marketing, Tourism, Hospitality, Accounting or Management with credits in a related undergraduate program at most Australian Universities, provided they meet all the University's requirements. If you are interested in this pathway, please enquire.

VET ARTICULATION for CREDIT TRANSFERS to

Blue Mountains International Hotel Management School CRICOS Code: 00911E www.bluemountains.edu.au	CQUniversity CRICOS Code: 00219C www.cqu.edu.au	Edith Cowan University (ECU) CRICOS Code: 00279B www.ecu.edu.au	International College of Management, Sydney (ICMS) CRICOS Code: 01484M, 076374G, 00051M. www.icms.edu.au
Kaplan Business School CRICOS Code: 02426B www.kbs.edu.au	Southern Cross University CRICOS Code: 01241G www.scu.edu.au	The University of Newcastle Australia CRICOS Code: 00109J www.newcastle.edu.au	University of Canberra CRICOS Code: 00212K www.canberra.edu.au
University of New England (UNE) CRICOS Code: 00003G www.une.edu.au	University of South Australia CRICOS Code: 00121B www.unisa.edu.au	University of Southern Queensland, Sydney campus CRICOS Code: 02225M www.usq.edu.au	University of the Sunshine Coast (USC) CRICOS Code: 01595D www.usc.edu.au
University of Wollongong CRICOS Code: 00102E www.uow.edu.au			

EAP DIRECT ENTRY to

Australian Pacific Travel & Tourism CRICOS Code: 03077K www.aptt.edu.au	Blue Mountains International Hotel Management School CRICOS Code: 00911E www.bluemountains.edu.au	Evolution Hospitality Institute CRICOS Code 02869G www.evolution.edu.au	Kaplan Business School CRICOS Code: 02426B www.kbs.edu.au
Macquarie University CRICOS Code: 00002J www.mq.edu.au	Sydney Institute of Business and Technology CRICOS Code: 01576G www.sibt.nsw.edu.au	Southern Cross University CRICOS Code: 01241G www.scu.edu.au	University of Canberra CRICOS Code: 00212K www.canberra.edu.au
University of New South Wales, Foundation Year CRICOS Code: 00098G www.ufy.unsw.edu.au	University of Southern Queensland, Sydney campus CRICOS Code: 02225M www.usq.edu.au	University of Wollongong CRICOS Code: 00102E www.uow.edu.au	Western Sydney University CRICOS Code: 00917K www.westernsydney.edu.au
William Angliss Institute CRICOS Code: 01505M www.angliss.edu.au			

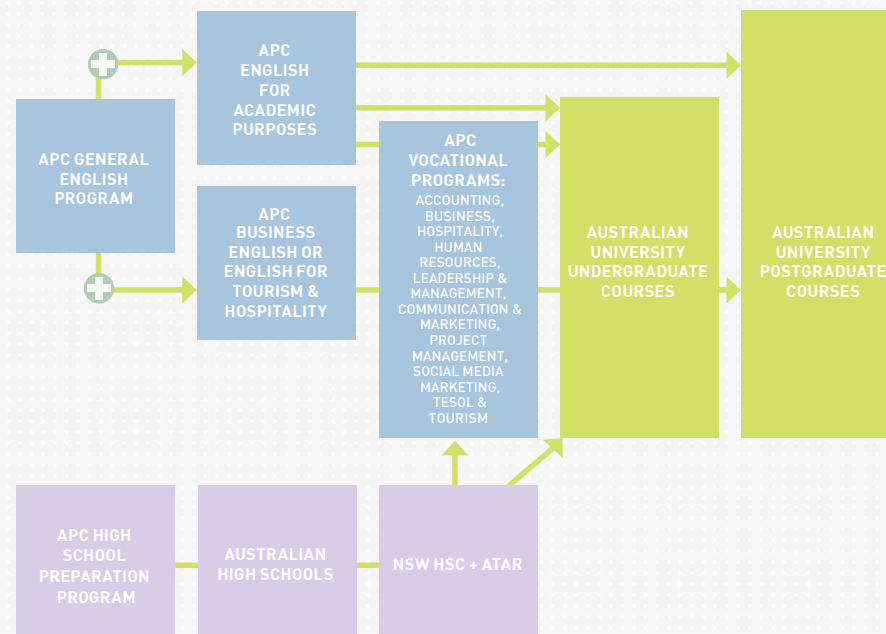
UNIVERSITY PATHWAYS

UNIVERSITY PATHWAYS

Our accredited programs are designed to maximise the academic potential of each student and open pathways and opportunities through education.

A comprehensive and challenging curriculum has been developed to offer maximum flexibility for students to achieve their vocational, professional and academic goals. High School Students who have completed the NSW HSC successfully, and have met the university entry requirements, qualify for direct entry to university.

For students who do not qualify for direct university entry, we offer other flexible study pathways and alternatives to university, directly from our programs, including CQUniversity, International College of Management Sydney (ICMS), Macquarie University, Southern Cross University, University of New South Wales (Foundation Year), University of South Australia, University of Southern Queensland (Sydney campus), University of Wollongong, Western Sydney University and many others. Please enquire or check our website for regular updates.



STUDENT SUPPORT SERVICES

SERVICES AVAILABLE FOR APC STUDENTS



1. Airport Meet and Greet (upon request)

A member of the APC staff will meet you at the airport and transfer you to your accommodation.

2. Accommodation

- ▶ **Homestay:** a unique form of accommodation that provides students with valuable insights into Australian culture in safe and comfortable surroundings.
- ▶ **Hostel:** budget accommodation where students usually share a dormitory and bathroom.
- ▶ **Hotel:** a more expensive type of accommodation where students pay for their own room. Kitchen facilities are usually not included.

3. Welfare (Academic & Counselling)

Student welfare is important to the staff at APC. Younger students, such as our High School

Preparation students, are given special attention and are observed carefully to ensure their continuing success within the program. Our experienced welfare staff and teachers will assist students with educational matters or any enquiries they may have. All APC students are encouraged to make an appointment with APC welfare staff if they require services such as:

- ▶ academic counselling
- ▶ welfare counselling
- ▶ grievance resolution
- ▶ further studies placement

4. APC Social Club

Our Social Activities Club gives all students many opportunities to make new friends or see their classmates out of class. We go to a wide variety of exciting places, either in the city or in surrounding areas.

From beach BBQs to bushwalks in the famous Blue Mountains, or visits to salsa dance clubs, you are

sure to have a good time with APC teachers and APC's activity tour leaders. Whether playing games like Wahu cricket, beach volleyball or soccer, or throwing a boomerang with friends in some of Sydney, Melbourne or Brisbane's many beautiful parks, you will truly enjoy your experience at APC.

5. Job Assistance Service

APC's Job Assistance Service (JAS) aims to assist students seeking part-time or casual work (up to maximum 40 hours per consecutive fortnight).

6. Other Services

Student Services can also assist you if you need information about:

- ▶ health services
- ▶ emergency services
- ▶ legal services

On your first day of study you will receive a student handbook with information about these services near your campus.

INFORMATION FOR INTERNATIONAL STUDENTS

REQUIREMENTS FOR A STUDENT VISA APPLICATION

- ▶ A Letter of Offer from APC.
- ▶ An Electronic Confirmation of Enrolment (eCoE) from APC.
- ▶ A medical examination if required by regulations.
- ▶ Proof of financial support if required by regulations.
- ▶ Citizens of certain countries may need to obtain a Pre-Visa Assessment from the Australian Diplomatic Mission before making any payment to APC.

Further information about visa regulations is available on the Department of Immigration & Border Protection (DIBP) website www.border.gov.au

YOUR STUDENT VISA CONDITIONS

Student visa conditions and regulations as determined by the Department of Immigration and Border Protection (DIBP) state that students must:

- ▶ Study full-time while in Australia.
- ▶ Satisfy course requirements - must maintain a minimum of 80% attendance of all scheduled classes and achieve a record of satisfactory academic performance.
- ▶ Not work for more than 40 hours over any two consecutive weeks during course sessions.

- ▶ Maintain Overseas Student Health Cover (OSHC).
- ▶ Inform DIBP if they change their student status.
- ▶ Inform DIBP if they withdraw from the course that they are enrolled in.
- ▶ Extend their student visa before it expires.
- ▶ Inform DIBP and APC of current address details at all times.

HOW TO APPLY

You may apply to APC directly or through one of our representatives in Australia or in your country.

1

1. Complete the APC application form*.
2. Submit the form and the supporting documents to APC by fax, email or post.
3. If English is not your first language and you do not have evidence of your current English level, please attempt the APC Pre-Arrival Test (PAT) online at www.apc.edu.au/pat.
4. Attach your academic transcripts if you are applying for vocational courses.
5. If your application is successful, APC will issue a Letter of Offer (LOO) for the course for which you have applied.

2

1. Sign the acceptance form attached to the Letter of Offer and pay the tuition fees as indicated in the Letter of Offer.
2. Once the payment of tuition fees is received, APC will issue an electronic Confirmation of Enrolment (eCOE) to apply for your visa and will give you the details of the orientation date of your course.
3. Arrive on time for your orientation and enrolment.
4. Students arriving after the course start date may not be able to enrol.
5. If you are applying for Credit Transfer, you have to submit the documents prior to commencement of your course.

3

Payment must be made in Australian dollars and all bank and transfer fees paid by the applicant.

Payment can be made by:

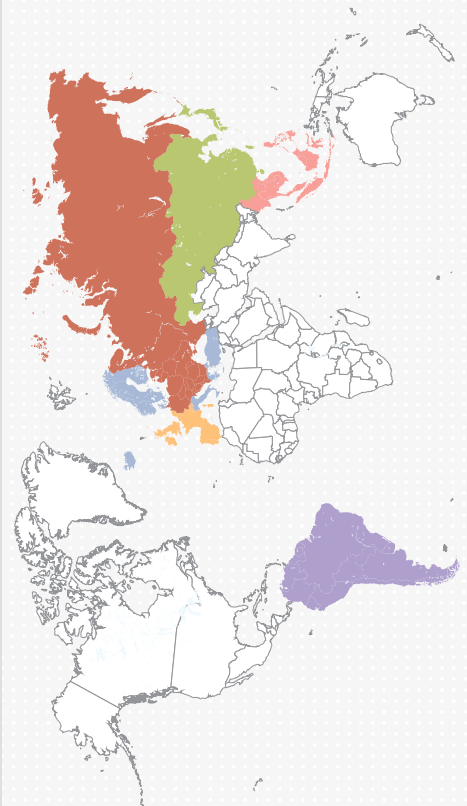
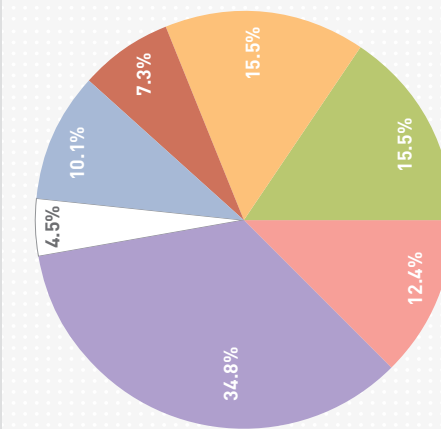
1. Bank draft made payable to Australian Pacific College
2. Direct Deposit or Telegraphic Transfer to:

Account Name: Australian Pacific College
Name of Bank: Westpac Bank Corporation
Address: 275 George Street, Sydney NSW 2000
BSB No: 032013
Bank Account No: 131540
SWIFT Code: WPACAU2S

3. All major Credit Cards (Master / Visa / Amex / Diners / JCB) and Electronic Fund Transfer (EFT) cash cards are accepted – please contact APC (surcharges apply).
4. Personal cheques are NOT accepted by APC.
5. Please quote your STUDENT NUMBER and FULL NAME when making your payment.

NATIONALITY MIX*

● South America ● South East Asia ● North and East Asia ● West Europe ● Central and East Europe ● North and South Europe ● Other



Studying here has helped me to improve my presentation skills and make some good friends

Andrea Mongrandi
(Italy)
Certificate IV in Marketing



I like the way trainers support students in class. I became more friendly and able to socialize with other cultures.

Wendy Quesada
(Peru)
Certificate IV in Marketing



My favourite subjects in Certificate III in Travel are Cruise Specialist and Travel Products. I'm learning new things from great trainers with nice, new friends.

Thidarat Meesapstithichai
(Thailand)
Certificate III in Travel



APC is a great place to study, with amazing teachers and helpful staff. I like learning Galleo and international air fares in my course. I'm going to make international friends too.

Eunjong Erica Kim
(South Korea)
Certificate III in Travel



At APC I get to know people from around the world. This course provides me with new skills for my future career in hospitality.

Manuel Alvarez
(Mexico)
Diploma of Hospitality



Studying at APC has helped me learn how to improve my management skills and to socialize better with people.

Ashish Chitrakar
(Nepal)
Certificate IV in Marketing

*For Streamlined Visa Processing (SVP) applications please also submit an SVP form and supporting documents. You may also be asked to participate in a pre-application interview.

* as at March 2017

MEET APC STAFF!



Koji - Japanese

I'm originally from Tokyo and have been living in Sydney since 1991. I belong to APC's student recruitment team and also organise student accommodation and study tours. I have worked at APC for 13 years and have a total of 24 years of education industry experience. I enjoy listening to our students talk about their experiences and new discoveries as international students. They talk about making new friends and their successes after the efforts made with their study. I recommend APC as the best place to launch your new journey where you will learn in a friendly atmosphere and multi-cultural environment.

My name is Prim and I am a part of APC's student Recruitment Team. I graduated from UTS. Being an international student and experiencing difficulty when I first arrived has inspired to do my best to help students. Being at APC allows me to share my enthusiasm and experience, meet many people and improve myself. For me, it is a delight to meet new students and I am glad to be part of their journey at APC in achieving their personal and professional goals.



Prim - Thai

My name is Martha and I came to Australia in 2006 as an APC student. Being an international student gave me the opportunity to meet fantastic people and enables me to understand our student's needs. With a background in management, I have been the Campus Coordinator at APC's Manly campus since 2011. APC changed my life journey and I am very proud to be of service to our students.



Martha - Colombian



Jill - Taiwanese

My name is Jill and I am originally from Taiwan. I spent nearly 6 years travelling around the world and finally decided to settle down in Melbourne about 3 years ago. Learning foreign languages is my biggest passion and I understand well the difficulties for language learners overseas. As a part of APC's student recruitment team, I am able to meet and work with international students, which has always been my dream and I am very glad that my dream has come true at APC.



Samuele - Italian

My name is Samuele and I am originally from beautiful Italy. I have a Master Degree in Finance, and I have recently completed my studies in Management and Marketing at APC. I have been working in the Education industry for four years and in the APC Marketing Department since January 2015. Working for APC is like being part of a family with members from all around the World. Please feel free to contact me anytime, I will be more than happy to help you.



Eli - Brazilian

My name is Eli and I am originally from Brazil. I have been living in Australia since 1999 and have been working at APC since 2006. Having a background in international business and a passion for education allows me to fulfil my current position as Student Recruitment Manager. Working for APC has given me the opportunity to meet people from all over the world. It continues to be a wonderful life experience for me and I am glad to be part of the APC team.



Zoe - Chinese

My name is Zoe. I have resided in Sydney for over 8 years and currently work in APC's student recruitment team. I graduated from University of Newcastle with a Master of Business in 2015. It was all thanks to the knowledge and experience I gained at APC (yes, I studied at APC too!) which paved the way to more opportunities for me. Having been an international student and a former student at APC, I feel that I can relate to our students easily.

APC LOCATIONS

OUR CAMPUSES IN SYDNEY, MANLY BEACH, BONDI JUNCTION , BRISBANE & MELBOURNE:
FUN AND INSPIRING PLACES TO STUDY



Photo credit: Sidneiensis via VisualHunt / CC BY

SYDNEY



SYDNEY CAMPUS



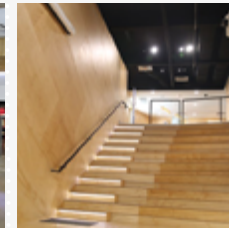
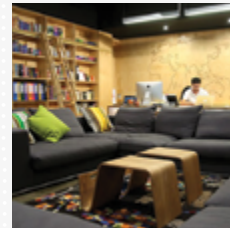
BRISBANE



**ALBERT STREET CAMPUS
BRISBANE**



SYDNEY CAMPUS



**ALBERT STREET CAMPUS
BRISBANE**



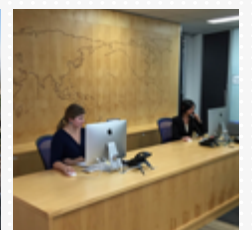
MANLY BEACH



**MANLY BEACH CAMPUS
SYDNEY**



MELBOURNE



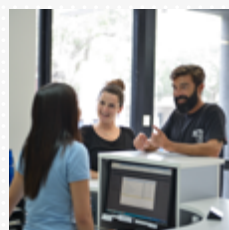
**LONSDALE STREET CAMPUS
MELBOURNE**



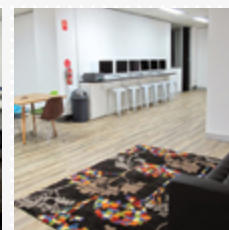
BONDI BEACH



**BONDI JUNCTION CAMPUS
SYDNEY**



**LONSDALE STREET CAMPUS
MELBOURNE**



APC STUDENT ACTIVITIES



BARISTA

LEARN THE SKILLS NEEDED TO BE A BARISTA

COURSE OVERVIEW **ONE DAY PROGRAM (6 HOURS)**

Barista classes for students with no prior experience in making coffee.

- ▶ You will learn how to grind coffee, froth milk and make different types of coffee as made in cafes, bars and restaurants.

- ▶ You will also learn how to operate, clean and maintain the coffee machines.

- ▶ Our small classes mean you will receive more personal attention and training.



ENTRY REQUIREMENT

English level of intermediate or higher.

Please contact student services for more information.

TIMETABLE (6 HOURS)

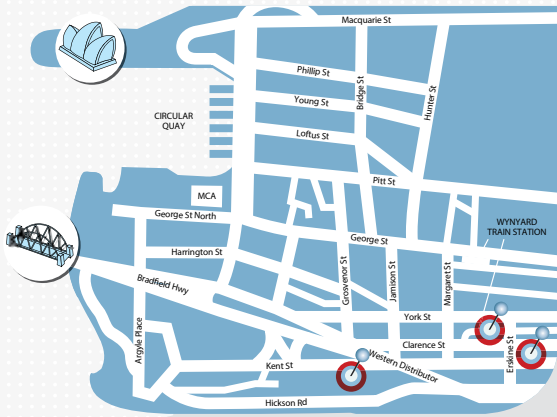
09:00 - 12:00	Coffee-making theory and practice
13:00 - 16:00	Practice and assessment

*This course is not available as the primary course of study for student visa holders.



FOR YOUR NOTES...





SYDNEY, NSW

KENT STREET CAMPUS (CBD)

Lower Ground, 189 Kent Street
Sydney NSW 2000

P (61 2) 9251 7000

F (61 2) 9251 7575

CLARENCE STREET CAMPUS (CBD)

Level 3, 123 Clarence Street
Sydney NSW 2000

P (61 2) 9262 3222

F (61 2) 9262 3388

YORK STREET CAMPUS (CBD)

Level 5, 37 York Street
Sydney NSW 2000

P (61 2) 9279 2122

F (61 2) 9299 1135



MANLY BEACH CAMPUS

48-52 Sydney Road
Manly NSW 2095

P (61 2) 9976 2122

F (61 2) 9976 2188



BONDI JUNCTION CAMPUS

100 Ebley Street
Bondi Junction NSW 2022

P (61 2) 9389 9755

F (61 2) 9389 9766

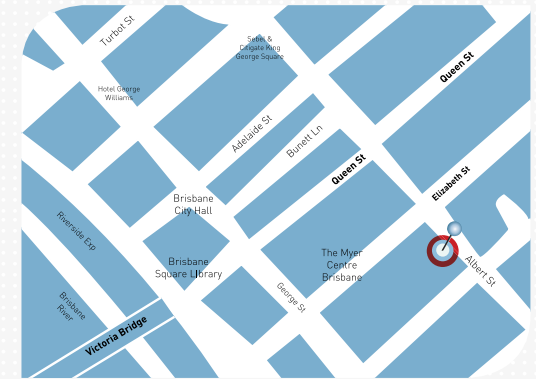
BRISBANE, QLD

ALBERT STREET CAMPUS (CBD)

Level 9, 138 Albert Street
Brisbane QLD 4000

P (61 7) 3003 0088

F (61 7) 3003 1138



BRISBANE, QLD

APC LOCATION MAPS

OUR CAMPUSES IN SYDNEY CBD, MANLY BEACH, BONDI JUNCTION, BRISBANE & MELBOURNE

SYDNEY, NSW

MELBOURNE, VIC

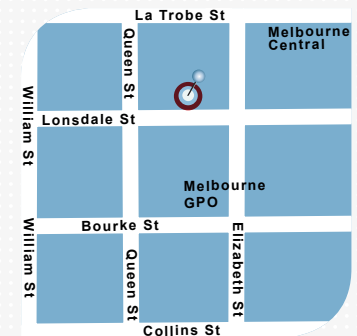
MELBOURNE, VIC

LONSDALE STREET CAMPUS (CBD)

Level 4, 398 Lonsdale Street
Melbourne VIC 3000

P (61 3) 8689 5500

F (61 2) 9251 7575



“Dedicated to Quality, Equity and Advancement”

info@apc.edu.au
www.apc.edu.au

NEW SOUTH WALES (NSW)

- ▶ **KENT STREET CAMPUS**
Ground Floor, 189 Kent Street
Sydney NSW 2000
Tel: (61 2) 9251 7000
Fax: (61 2) 9251 7575
- ▶ **YORK STREET CAMPUS**
Level 5, 37 York Street
Sydney NSW 2000
Tel: (61 2) 9279 2122
- ▶ **CLARENCE STREET CAMPUS**
Level 3, 123 Clarence Street
Sydney NSW 2000
Tel: (61 2) 9262 3222
- ▶ **MANLY BEACH CAMPUS**
48-52 Sydney Road
Manly NSW 2095
Tel: (61 2) 9976 2122
- ▶ **BONDI JUNCTION CAMPUS**
1/100 Ebley Street
Bondi Junction NSW 2022
Tel: (61 2) 9389 9755

QUEENSLAND (QLD)

- ▶ **ALBERT STREET CAMPUS**
Level 9, 138 Albert Street
Brisbane QLD 4000
Tel: (61 7) 3003 0088

VICTORIA (VIC)

- ▶ **LONSDALE STREET CAMPUS**
Level 4, 398 Lonsdale Street
Melbourne VIC 3000
Tel: (61 3) 8689 5500

APC QR CODE

Scan the QR code
below to enter
our site for more
information.



AGENT / REPRESENTATIVE

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