



A Smarter Pathway





# Welcome

Thank you for your interest in Macquarie Education Group Australia (MEGA). We are committed to providing quality education and learning to students from all over the world.

Students at MEGA benefit from our qualified team of teaching professionals with real-world, best-practice experience in industry and the global business arena, offering world-class standards in English language, Accounting, Business, Marketing and Communication, Information Technology, Travel and Tourism Management, Leadership and Management and Social Media Marketing education.

A MEGA education equips students with English language and vocational skills, knowledge and exposure to current business practices and work experience needed to succeed in our competitive world.

Programs at MEGA are state-of-the-art, comprehensive and of high quality and standard, giving students a solid foundation in business techniques, preparing them for their chosen discipline.

Whatever age and ambitions, I am confident and convinced that MEGA can help our students achieve beyond their goals or dreams.

Your personal development and welfare are important to us. We look forward to meeting with each student, to discuss how we can complement your background and help you achieve your goals.

## Henry Liu

Chief Executive Officer / Principal Administrator

B Com, LLB (UNSW)

Legal Practitioner (Law Society Number: 45133)

Registered Migration Agent (MARA: 0532627)



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**We have earned industry-wide reputation for the consistently high-quality education we offer.**

Fully accredited by the Australian Skills Quality Authority (ASQA) and quality endorsed by the National ELT Accreditation Scheme (NEAS).

# About MEGA

**Our steady growth in student enrolments is testimony to our strong educational values and our inclusive ethos.**

**Our friendly, highly-qualified staff are committed to ensuring your experience at MEGA is both rewarding and memorable.**

**This practice of putting students first has been recognised and MEGA was awarded the ACPET Student Care Award for two consecutive years.**

**MEGA** offers students from all over the world the opportunity to study a variety of English language programs and vocational courses, including: General English, IELTS Preparation, Cambridge First Certificate in English (FCE), Cambridge Advanced Exam Preparation (CAE), High School Preparation (HSP), Primary School Preparation (PSP), English for Academic Purposes (EAP) as well as Accounting, Business, Marketing and Communication, Social Media Marketing, Leadership and Management, Information Technology, and Travel and Tourism Management courses.

Our highly qualified teaching staff deliver enjoyable, rewarding lessons that enrich students' understanding of the English language and Australian culture.

We are also very proud to offer regular excursions and activities, including day trips around Sydney and weekend getaway trips.

For a high-quality and richly-rewarding language learning experience, we aim to exceed your expectations at MEGA.

At MEGA every student is valued. Teaching and learning takes place in a supportive, nurturing, student-centred environment with every effort made to cultivate the full potential of each individual.

By meeting educational needs, we can overcome learning barriers, thereby empowering students to meet and exceed their own expectations.

We believe that responding to individual learning styles with a range of teaching strategies provides the most satisfying experience for all.

## Location

MEGA is located in the heart of Sydney CBD, near the Queen Victoria Building (QVB).

Convenient access to public transport, students can readily experience the cafes, restaurants, entertainment venues and shopping that Sydney life offers.







# Life in Sydney

**Sydney is one of the most modern, multicultural and exciting cities in the world. Living in Sydney is an excellent way to experience a cosmopolitan society.**

## Weather

Our mild winter and moderate summer attract tourists from all around the world. You will enjoy the weather all year round.

## Work Experience

Subject to the Department of Home Affairs' approval, your student visa allows you to work 40 hours per fortnight during the teaching term and full-time during the school holidays.

MEGA holidays normally coincide with the tourist season, giving you the best chance to meet people, find employment, and to use your growing English language and vocational skills in the real world.

## People

Australians are known for their friendliness. Being a migrant society with people from over 100 countries calling Australia their home, you will have the opportunity to enjoy the culture diversity here.

## Convenient Transport

Sydney has a modern public transport system including trains, light rail, buses and ferries. MEGA is a short walk from the bus stops and train stations.

For more information about settling in Sydney, please access MEGA Students' Pre-Arrival Guide on our website: [www.mega.edu.au](http://www.mega.edu.au).





**Helping you to achieve  
your academic potential**

Enrol for our course today [www.mega.edu.au](http://www.mega.edu.au)





# 12 Reasons why MEGA is a smarter pathway:

1. One of the top Australian education brands
2. Many reputable pathways to Australian universities, private higher education providers, vocational colleges, and high schools
3. Maximum credit exemptions and direct entry into our pathway partners' courses
4. Easier entry requirements
5. Excellent teaching quality
6. Excellent Sydney CBD campus location and modern learning facilities
7. Small classes, focused learning and training
8. Friendly student services
9. Diverse student mix
10. Interactive social events
11. Job placement assistance
12. Affordable course fees with huge overall savings

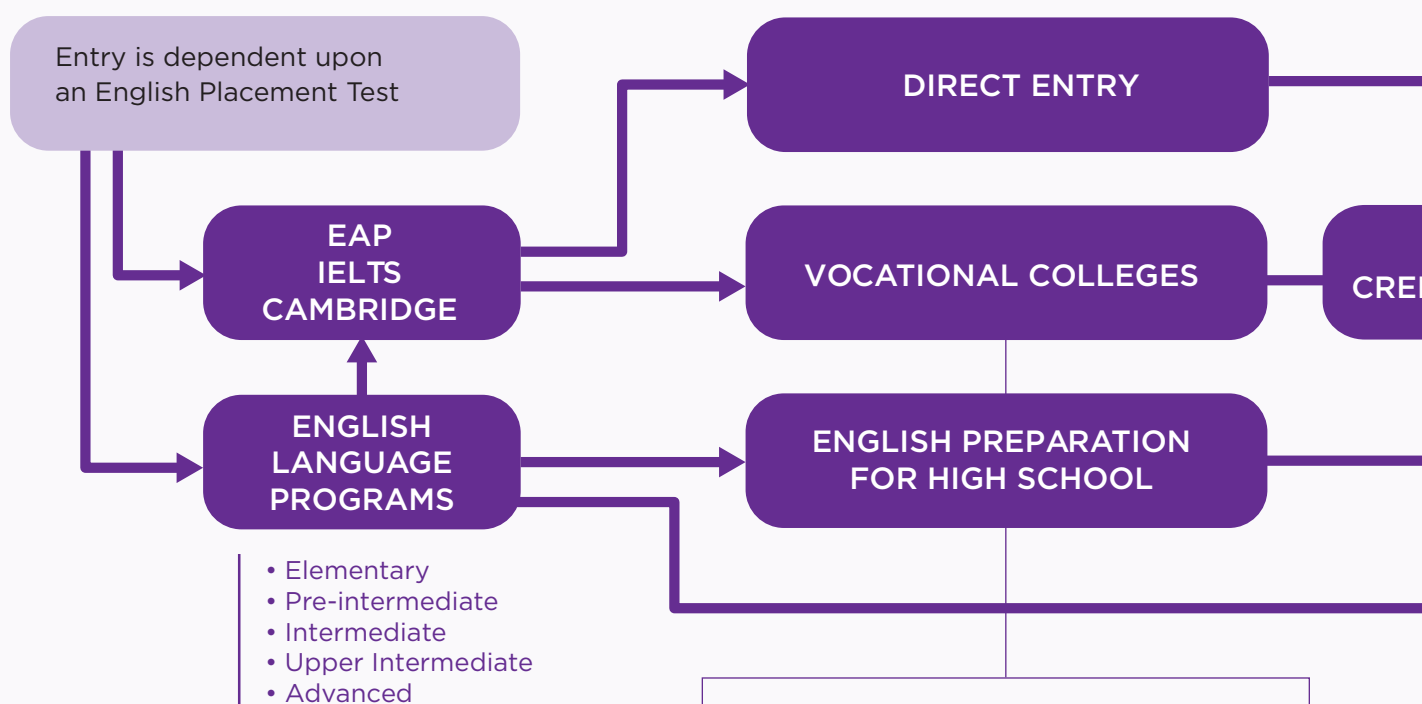


GREAT NATIONALITY MIX

# MEGA Pathway Partners

MEGA offers direct articulation to many reputable Australian universities, private higher education providers, vocational training institutions, and elite high schools.

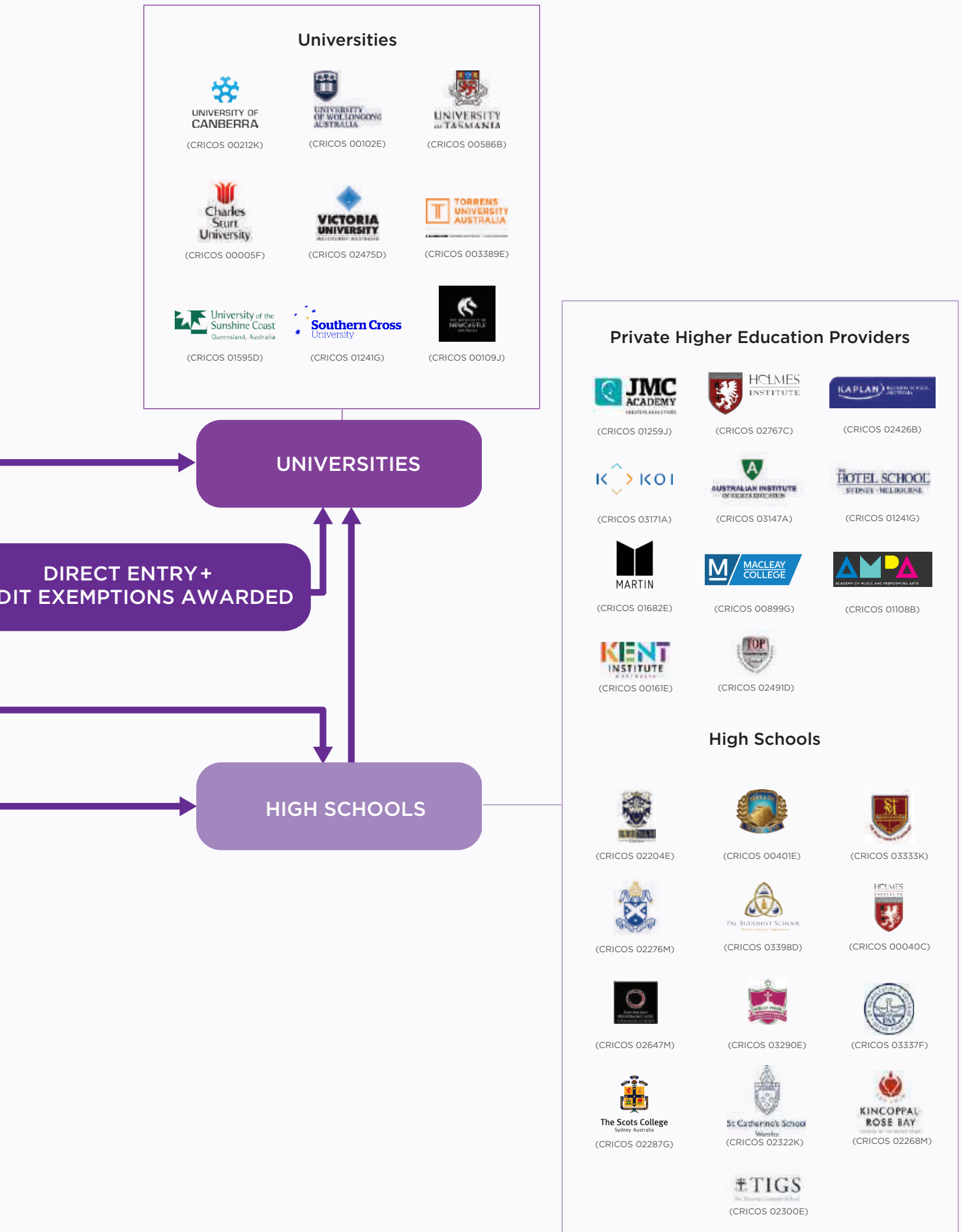
## ENTRY



**Vocational Colleges**

 (CRICOS 02657J)	 (CRICOS 03222F)	 (CRICOS 02896G)
 (CRICOS 03071E)	 (CRICOS 02725B)	 (CRICOS 03069K)
 (CRICOS 03071E)	 (CRICOS 02926D)	 (CRICOS 03519M)



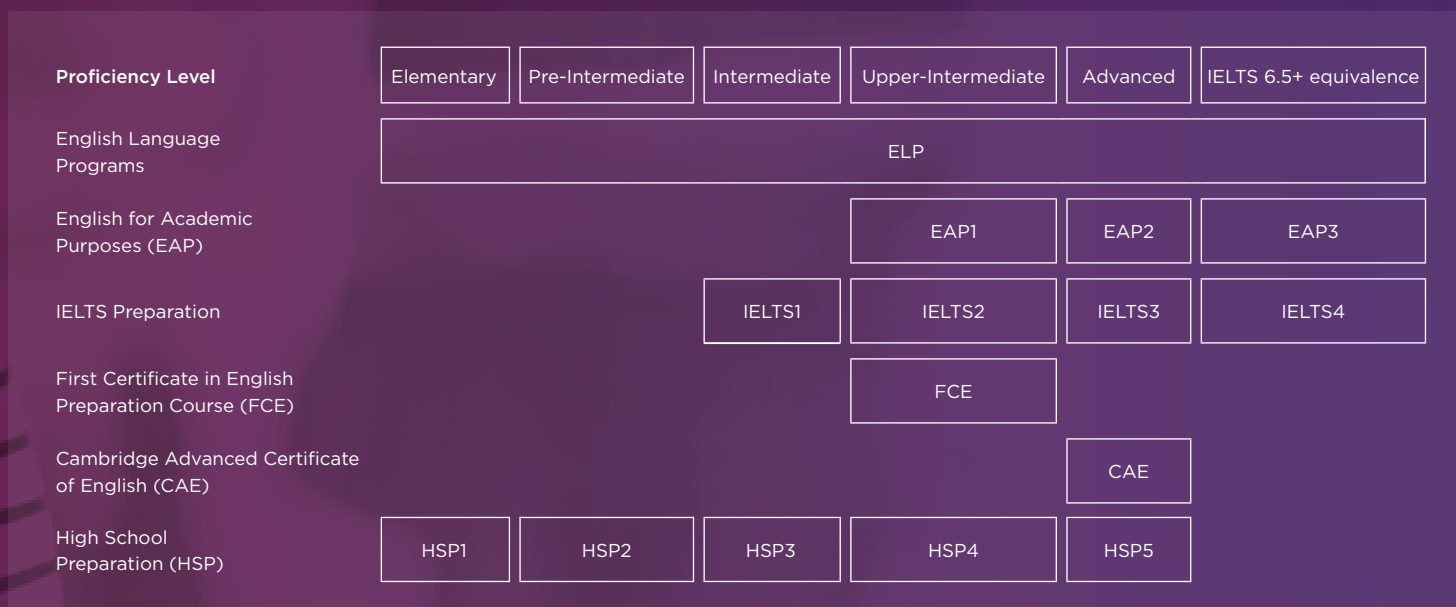






# English courses

- English Language Programs
- English for Academic Purposes (EAP)
- IELTS Preparation (IELTS)
- Cambridge First Certificate in English Preparation (FCE)
- Cambridge Advanced Exam Preparation (CAE)
- High School Preparation (HSP)
- Primary School Preparation (PSP)



# English Language Programs

CRICOS CODE: 092198G

## Key Facts

**Course length:** 84 weeks (12 weeks per level)

**Hours per week:**

20 hours face-to-face teaching per week.

**Class size:** Average 15 / Maximum 18

**Entry requirement:** None

**Intakes:** Any Monday

**English Language Programs encompass a combination of these available English courses:**

- General English (5 levels):
  - Elementary
  - Pre-Intermediate
  - Intermediate
  - Upper-Intermediate
  - Advanced
- English for Academic Purposes (EAP)
- IELTS Preparation
- Cambridge First Certificate in English Preparation (FCE)
- Cambridge Advance Exam Preparation Course (CAE)
- High School Preparation (HSP)

## Why study MEGA's English Language Programs

Flexible timetable  
(Morning and Evening classes)

- Start every Monday
- Continuous progress tests
- Great student nationality mix
- Fun student activities
- Variety of Electives to choose from:
  - Survival English: This elective's objective is to improve students' communication skills, focusing on their speaking and listening skills, in different real life situations. Some examples of those real life conversations include booking a hotel room, ordering food in a restaurant, making enquiries for job opportunities, etc.
  - Business English: This elective is designed for students who will embark on business courses or who wants to improve his/her interview skills, cover letter and resume writing skills. Students will also learn technological skills such as PPT presentation and Excel.
  - Australian Culture: Students will learn Australian slangs and get used to Australian accent. This elective will also teach Australian history and geography.
  - Pearson Test of English (PTE): Students will get familiar with the PTE testing system and gain PTE testing skills including: speaking, listening, reading and writing. Students will also participate in regular mock tests.
  - Arts and Music: Students will learn English poems and lyrics. Students will sing together and create poems of their own.

## Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8.30am - 10.30am	<b>Review of last week</b>  <b>Speaking and Listening activities</b>	<b>English Grammar</b> Using the new grammar structure in writing and speaking	<b>English Grammar</b> How to use the new grammar structure	<b>Weekly Revision</b>
<b>15 minutes break</b>				
10.45am - 12.45pm	<b>English Grammar</b> Using the new grammar in speaking	<b>Reading and Listening activities</b>	<b>Writing skills</b> How to write emails/stories/ paragraphs/ essays etc.	<b>Grammar and Vocabulary consolidation</b>
<b>30 minutes lunch</b>				
1.15pm - 2.15pm	<b>Vocabulary</b> Using the new vocabulary in context/real life	<b>Speaking Skills</b> How to survive in Australia Aussie culture and slang	<b>Vocabulary</b> Vocab for the topic of the week	<b>Learning from songs/movies</b>

## Course outline

- Develop listening, speaking, reading and writing skills
- Practise English in "real-life" situation
- Broaden your vocabulary
- Learn how to apply your grammatical knowledge



# English for Academic Purposes (EAP)

CRICOS CODE: 059275G

## Key Facts

**Course length:** 12 weeks per level

**Levels:** 3 levels

- EAP 1
- EAP 2
- EAP 3

**Class size:** Average 15 / Maximum 18

## Entry requirement:

EAP 1: English Placement Test at MEGA or General English Intermediate level completion or its equivalence

EAP 2: English Placement Test at MEGA or EAP 1 completion or General English Upper-Intermediate level completion or its equivalence

EAP 3: English Placement Test at MEGA or EAP 2 completion or General English Advanced level completion or its equivalence

**Enrolment:** Fixed intakes  
(January, April, June and September)

## Course Outline

EAP is a preparation course designed for students who wish to be successful at a vocational level or university affiliated with MEGA.

The purpose of the EAP course is to develop independent learning and research skills, cooperative learning, reflective and critical thinking, the use of Information and Communication Technology (ICT) and the growth of students' actual and tacit knowledge.

## Course components

- Reading academic texts
- Essay writing skills
- Listening and note-taking for lectures and tutorials
- Academic research skills
- Compiling bibliographies
- Tutorial presentations
- Exam techniques
- Referencing skills
- Critical thinking
- Academic conversation for presenting written and spoken content

## Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8.30am - 10.30am	<b>Homework completion</b>  <b>Question-answers session</b>  Student led discussion on a topic (health/ environment, etc.)	<b>Grammar for Academic Purposes</b>  Describing graphs and charts  Listening to university lectures/Tedtalks etc.	<b>Academic Reading Skills</b> Critical Thinking  <b>Academic Vocabulary</b> Phrases and expressions from the reading article	<b>Weekly Revision Practice Test</b>  Reading and Listening
<b>15 minutes break</b>				
10.45am - 12.45pm	<b>Academic Vocabulary</b> related to the topic being discussed  <b>Academic reading and listening activities</b>	<b>Writing Skills</b> How to write an essay How to paraphrase etc.	<b>Presentation Skills</b> How to use PowerPoint in presentations	<b>Grammar and Vocabulary consolidation</b> Group/individual presentations
<b>30 minutes lunch</b>				
1.15pm - 2.15pm	Research, library, computer and independent study skills session	<b>Speaking Skills</b> Debating techniques and practice	Research, library, computer and independent study skills session	<b>Question-answer Session</b> Feedback

# IELTS Preparation Course (IELTS)

CRICOS CODE: 059273K

## Key Facts

**Course length:** 12 weeks per level

20 Hours face-to-face teaching per week.

**Class size:** Average 15 / Maximum 18

**Minimum age:** 18

**Entry requirement:** English Placement Test at MEGA or General English Intermediate level completion or its equivalence

**Enrolment:** Any Monday



**Olha Krasinska, Ukraine**

"Hi everyone, my name is Olha, I am from Ukraine. I have been studying at MEGA in the General English and IELTS programs for one year. I have had the most wonderful time at MEGA. I decided to study English because it will be important in any future career I choose. I have made a lot of friends from all over the world and all my time here has been fantastic! Thank you MEGA"

The MEGA IELTS Preparation Course prepares students for the General and Academic modules of the IELTS test.

Our weekly practice mock tests give students lots of practice and the confidence to take the IELTS test. As a result, we enjoy a very high success rate with over 90% of our students achieving their desired IELTS score.

## Course outcomes

At the completion of the course, students will:

- Gain proficiency in reading, speaking, listening, and writing
- Be well-prepared for the IELTS exam

## Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8.30am - 9.30am	<b>Test Review Discussion</b> Answer Student problems and queries	<b>IELTS Listening Practice</b> Listening for gist and specific information	<b>IELTS Reading Practice</b> Academic Reading vs General Reading	<b>Practice Test Writing</b>
9.30am - 10.30am	<b>IELTS Reading Skills</b> Skimming and scanning skills	<b>Grammar for IELTS</b> Complex grammar structures	<b>Grammar for IELTS</b> Complex grammar structures	<b>Practice Test Listening</b>
<b>15 minutes break</b>				
10.45am - 11.45pm	<b>IELTS Writing Skills</b> Idea development	<b>Vocabulary Extension</b> Vocabulary used in certain context	<b>Grammar for IELTS</b> Grammar used in letters	<b>Practice Test Reading</b>
11.45am - 12.45pm	Speaking Test Tips	Speaking Test Part 1 Short answers	Speaking Test Part 2 Topic and idea progression	<b>Practice Test Speaking</b>
<b>30 minutes lunch</b>				
1.15pm - 2.15pm	<b>Question-answer session</b> Library, online practice and independent study skills session	<b>Question-answer session</b> Library, online practice and independent study skills session	<b>Question-answer session</b> Library, online practice and independent study skills session	<b>Test Feedback</b>



# Cambridge First Certificate in English Preparation (FCE)

CRICOS CODE: 070189B

## Key Facts

**Course length:** 10-12 weeks

20 Hours face-to-face teaching per week.

**Class size:** Average 15 / Maximum 18

**Minimum age:** 18

**Entry requirement:** English Placement Test at MEGA or General English Upper-Intermediate level completion or its equivalence

**Enrolment:** Fixed intakes (January, April, June and September)

## Cambridge exams

The exams are internationally recognised and useful for students who need to use English in their workplace.

The exam consists of five papers: Reading, Writing, Speaking, Listening and Use of English.

Our course develops and improves skills in all five areas.

## Course components

At the completion of this course, students will have:

- An appreciation of the FCE examination structure
- Acquired further examination techniques and strategies
- Enhance their speaking skills
- Enhance their listening skills
- Enhance their reading skills for different genres
- Improved analytical skills for interpreting different genres and writing skills
- Developed a richer vocabulary bank

## Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30am - 9.30am	Work on individual action plans				
9.30am - 10.30am	<b>Core Textbook</b> With focus on Listening and Speaking skills	<b>Core Textbook</b> With focus on Reading	<b>Core Textbook</b> With focus on Listening and Speaking	<b>Core Textbook</b> With focus on Reading and Writing	<b>Weekly Revision</b> <b>Practice Test</b> Writing Reading
15 minutes break					
10.45am - 12.00pm	<b>Cambridge Listening Skill</b> Taken from ABC, BBC etc.	<b>Cambridge Reading Skill</b> <b>Skimming and Scanning</b> <b>Vocabulary Extension</b> Use vocabulary in context	<b>Grammar Extension</b> <b>English Grammar in Use</b> Using the right grammar structure	<b>Cambridge Writing Skills</b> How to write a review/report/letter etc.	<b>Practice Test</b> Speaking Listening
15 minutes break					
12.15pm - 1.30pm	<b>Speaking</b> Describing pictures	<b>Cambridge writing</b> In-class writing	<b>Cambridge speaking</b> How to speak accurately	<b>Language Activity</b> Understanding native speakers	Feedback Session

# Cambridge Advanced Exam Preparation Course (CAE)

CRICOS CODE: 092405F

## Key Facts

**Course length:** 10-12 weeks

20 Hours face-to-face teaching per week.

**Class size:** Average 15 / Maximum 18

**Minimum age:** 18

**Entry requirement:** English Placement Test at MEGA or General English Advanced level completion or Cambridge First Certificate in English Preparation (FCE) Preparation completion or its equivalence

**Enrolment:** Fixed intakes (January, April, June and September)

## Cambridge exams

This course prepares students for the Cambridge Advanced Certificate of English examination.

It also provides a progression from the FCE, which students may have undertaken, to this more rigorous academic English course for students who wish to enrol in university degrees or diploma programs.

## Course components

This course prepares students for the Cambridge Advanced Certificate of English examination.

It also provides a progression from the FCE, which students may have undertaken, to the more rigorous academic English course for students who wish to enrol in university degrees or diploma programs.

Students in the CAE Preparation course will develop their English language competence in three phases:

- Extending and consolidating students' grammatical and functional knowledge of English,
- Developing examination skills, and
- Undertaking CAE practice tests.

## Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30am - 9.30am	Work on individual action plans				
9.30am - 10.30am	<b>Core Textbook</b> With focus on Listening and Speaking skills	<b>Core Textbook</b> With focus on Reading	<b>Core Textbook</b> With focus on Listening and Speaking	<b>Core Textbook</b> With focus on Reading and Writing	<b>Weekly Revision Practice Test</b> Writing Reading
15 minutes break					
10.45am - 12.00pm	<b>Cambridge Listening Skill</b> Taken from ABC, BBC etc.	<b>Cambridge Reading Skill</b> <b>Skimming and Scanning</b> <b>Vocabulary Extension</b> Use vocabulary in context	<b>Grammar Extension</b> <b>English Grammar in Use</b> Using the right grammar structure	<b>Cambridge Writing Skills</b> How to write a review/report/letter etc.	<b>Practice Test</b> Speaking Listening
15 minutes break					
12.15pm - 1.30pm	<b>Speaking</b> Describing pictures	<b>Cambridge writing</b> In-class writing	<b>Cambridge speaking</b> How to speak accurately	<b>Language Activity</b> Understanding native speakers	Feedback Session

# High School Preparation (HSP)

CRICOS CODE: 059274J

## Key Facts

**Course length:** 2-52 weeks

25 Hours face-to-face teaching per week.

**Class size:** Average 15 / Maximum 18

**Minimum age:** 12-18

**Entry requirement:** Age between 13 – 18 years old

**Enrolment:** Any Monday



Tran Thi Khanh Huyen,  
from Hanoi, (Vietnam)

"Lessons are easy to understand but challenging too. Teachers teach me useful vocabulary and topics to prepare for my high school study next year. Teachers are very close to students and make me feel supported studying here."

HSP Student

## Course components

The High School Preparation (HSP) course prepares students for entry into the Australian high school system. In HSP, students can expect to learn the following topics and subject areas:

- Vocabulary and content relevant to the Australian high school curriculum
- Subject-specific content to prepare students for Years 7-12, including Mathematics, Visual Arts, ESL, History, Geography, Science, etc.
- Academic language necessary to write essays and longer pieces
- Essay writing skills – complex structures, paragraphing, bibliography and referencing skills
- Grammar and useful terminology specific to high school settings
- Extra-curricular activities, including sports and cultural excursions

## Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00am - 11.00am	Textbook "Speakout" Grammar, Vocab	Textbook "Speakout" Reading and speaking	Textbook "Speakout" Listening and Speaking	Textbook "Speakout" Writing	File revision Weekly short test (optional)
Tea Break 30 Minutes					
11.30am - 1.30pm	School subject topics Mathematics	School subject topics Geography	School subject topics Visual Arts	School subject topics Visual Arts Poster analysis	Sports
Lunch Break 30 Minutes					
2.00pm - 3.00pm	School subject activities Mathematics	School subject activities Geography	School subject activities Visual Arts	Projects cont. Visual Arts Poster designing	Sports



# Primary School Preparation



At MEGA's Primary School Preparation Program, we provide a safe and caring learning environment, helping each student achieve their full potential.

# Primary School Preparation (PSP)

THIS IS NOT A CRICOS COURSE.

MEGA's Primary School Preparation program provides a safe and caring learning environment, helping each student achieve their full potential.

We use a wide variety of teaching techniques to inspire the active young learners. We are committed to meeting the needs of all our students.

Our young learners will develop the knowledge and skills necessary to be able to transition successfully linguistically and culturally into all Australian primary schools. We have small classes led by our team of experienced and energetic teachers, to support students into a smooth transition into Australian primary schools.

Our program is based on the subjects that young learners study in the Australian primary school system, with a special focus on the English language. Students will be involved in all types of exciting and fun learning activities, and their progress is carefully monitored by our teachers.

## COURSE OUTLINE

- MEGA's Primary School Preparation (PSP) course assists international students to attain the English level required for entry into reputable Australian Primary Schools.

## ENTRY REQUIREMENTS

- Age between 7 - 12 years old.

## DURATION

- 4 - 40 weeks.
- Maximum of 15 students per class

## Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00am - 11.00am	<b>Textbook 'Kidsbox'</b> Listen, think and answer Listening and speaking	<b>Textbook 'Kidsbox'</b> Look, think and answer Reading and speaking	<b>Textbook 'Kidsbox'</b> Pronunciation and grammar	<b>Textbook 'Kidsbox'</b> Arts	File revision Weekly short test (optional)
<b>Tea Break 30 Minutes</b>					
11.30am - 1.30pm 10.30am - 1.30p	<b>Speaking skills</b> Describe a painting/ picture	<b>Writing skills</b> Describe your family members	<b>Grammar practice activities:</b> Games, Kahoot etc	<b>Projects</b> Arts Draw your family portrait	<b>Sports</b>
<b>Lunch Break 30 Minutes</b>					
2.00pm - 3.00pm	<b>School subject activities</b> History activities	<b>School subject activities</b> Australian Animals	<b>School subject activities</b> Maths activities	<b>School subject activities</b> Darling Harbour Activities	<b>Sports</b>



# Vocational courses

- Accounting
- Business
- Marketing and Communication
- Travel and Tourism Management
- Information Technology
- Social Media Marketing
- Leadership and Management



# Accounting

## FNS30317 CERTIFICATE III IN ACCOUNTS ADMINISTRATION - CRICOS CODE: 097634G

Nº	UNIT CODES	UNIT NAMES	TYPES
1	FNSINC301	Work effectively in the financial services industry	Core
2	FNSACC313	Perform financial calculations	Core
3	BSBITU306	Design and produce business documents	Core
4	BSBWRT301	Write simple documents	Core
5	FNSACC312	Administer subsidiary accounts and ledgers	Core
6	FNSACC311	Process financial transactions and extract interim reports (Pre-requisite unit for FNSACC514)	Core
7	FNSACC304	Conduct business activities using a computerised accounting system	Core
8	BSBFIA302	Process payroll	Elective
9	BSBITU304	Produce spreadsheets	Elective
10	FNSCRD302	Monitor and control accounts receivable	Elective
11	FNSCRD405	Manage overdue customer accounts	Elective
CERTIFICATE III COMPLETED			

### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.0 or higher with a minimum of 4.5 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks – 800 hours, including 6.5 hours online per week)

## FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING - CRICOS CODE: 097635G

Nº	UNIT CODES	UNIT NAMES	TYPES
1	FNSTPB401	Complete business activity and instalment activity statements	Core
2	BSBFIA401	Prepare financial reports (Pre-requisite unit for FNSACC514)	Core
3	FNSTPB402	Establish and maintain payroll systems	Core
4	FNSACC416	Set up and operate a computerised accounting system	Core
5	BSBSMB412	Introduce cloud computing into business operations	Core
6	FNSACC408	Work effectively in the accounting and bookkeeping industry	Core
7	FNSACC311	Process financial transactions and extract interim reports (Pre-requisite unit for FNSACC514)	Core
8	FNSACC312	Administer subsidiary accounts and ledgers	Core
9	FNSACC412	Prepare operational budgets	Elective
10	FNSACC413	Make decisions in a legal context	Elective
11	FNSACC414	Prepare financial statements for non-reporting entities	Elective
12	FNSACC411	Process business tax requirements	Elective
13	BSBITU402	Develop and use complex spreadsheets	Elective
CERTIFICATE IV COMPLETED			

### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.0 or higher with a minimum of 4.5 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 52 weeks.

Contact weeks: 40 weeks (20 hours per week x 40 weeks – 800 hours, including 6.5 hours online per week)

### Career Outcomes

CERTIFICATE III	CERTIFICATE IV	DIPLOMA	ADVANCED DIPLOMA
Bank Customer Service Assistant	Accounting Support Officer	Assistant Accountant	Accountant
Collections Clerk	Bookkeeper	Banking Services Manager	Senior Financial Planner
Payroll and Accounts Clerk	Financial Planner's Assistant	Financial Services Manager	

**FNS50217 DIPLOMA OF ACCOUNTING** - CRICOS CODE: 097636F

Nº	UNIT CODES	UNIT NAMES	TYPES
1	FNSACC517	Provide management accounting information (Pre-requisite unit for FNSACC613)	Core
2	FNSACC511	Provide financial and business performance information (Pre-requisite unit for FNSACC 608 and 607)	Core
3	FNSACC512	Prepare tax documentation for individuals (Pre-requisite unit for FNSACC601 and 603)	Core
4	FNSACC513	Manage budgets and forecasts	Core
5	FNSACC514	Prepare financial reports for corporate entities (Pre-requisite unit for FNSACC614)	Core
6	FNSACC516	Implement and maintain internal control procedures (Pre-requisite unit for FNSACC602 and 606)	Core
7	FNSFMK505	Comply with financial services regulation and industry codes of practices	Elective
8	BSBFIM502	Manage payroll	Elective
9	FNSACC505	Establish and maintain accounting information systems	Elective
10	BSBLDR402	Lead effective workplace relationships	Elective
11	BSBHRM505	Manage remunerations and employee benefits	Elective
<b>DIPLOMA COMPLETED</b>			

**Course Requirements**

- Qualification - Completion of FNS40615 Certificate IV in Accounting or FNS40215 Certificate IV in Bookkeeping or equivalent or completion of the following six units or equivalent: FNSACC311 Process financial transactions and extract interim reports, FNSACC312 Administer subsidiary accounts and ledgers, FNSACC408 Work effectively in the accounting and bookkeeping industry, FNSACC416 Set up and operate a computerized accounting system, FNSTPB401 Complete business activity and instalment activity statements, and FNSTPB402 Establish and maintain payroll systems.
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks – 800 hours, including 6.5 hours online per week)

**FNS60217 ADVANCED DIPLOMA OF ACCOUNTING** - CRICOS CODE: 097637E

Nº	UNIT CODES	UNIT NAMES	TYPES
1	FNSINC601	Apply economic principles to work in the financial services industry	Core
2	FNSACC624	Monitor corporate governance activities	Core
3	FNSINC602	Interpret and use financial statistics and tools	Core
4	FNSACC608	Evaluate organisation's financial performance	Elective
5	FNSACC602	Audit and report on financial systems and records	Elective
6	FNSACC606	Conduct internal audit	Elective
7	BSBRISK501	Manage risk	Elective
8	BSBMGT617	Develop and implement a business plan	Elective
9	FNSACC614	Prepare complex corporate financial reports	Elective
10	FNSACC601	Prepare and administer tax documentation for legal entities	Elective
11	BSBCOM503	Develop processes for the management of breaches in compliance requirements	Elective
12	FNSACC603	Implement tax plans and evaluate tax obligations	Elective
13	FNSACC607	Evaluate business performance	Elective
14	FNSACC613	Prepare and analyse management accounting information	Elective
<b>ADVANCED DIPLOMA COMPLETED</b>			

**Course Requirements**

- Qualification - Completion of FNS50215 Diploma of Accounting or FNS50217 Diploma of Accounting.
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks – 800 hours, including 6.5 hours online per week)

# Business

## BSB20115 CERTIFICATE II IN BUSINESS - CRICOS CODE: 093928D

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBWHS201	Contribute to health and safety of self and others	Core
2	BSBCMM201	Communicate in the workplace	Elective
3	BSBITU203	Communicate electronically	Elective
4	ICTICT201	Use computer operating systems and hardware	Elective
5	BSBIND201	Work effectively in a business environment	Elective
6	BSBWOR203	Work effectively with others	Elective
7	BSBINM201	Process and maintain workplace information	Elective
8	BSBITU201	Produce simple word processed documents	Elective
9	BSBWOR204	Use business technology	Elective
10	BSBSUS201	Participate in environmentally sustainable work practices	Elective
11	BSBITU202	Create and use spreadsheets	Elective
12	ICTWEB201	Use social media tools for collaboration and engagement	Elective
CERTIFICATE II COMPLETED			

### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 4.5 or higher with a minimum score of 4.0 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks - 800 hours, including 6.5 hours online per week)

## BSB30115 CERTIFICATE III IN BUSINESS - CRICOS CODE: 086827A

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
2	BSBITU306	Design and produce business documents	Elective
3	BSBWRT301	Write simple documents	Elective
4	BSBADM405	Organise meetings	Elective
5	ICTWEB201	Use social media tools for collaboration and engagement	Elective
6	BSBWOR301	Organise personal work priorities and development	Elective
7	BSBITU301	Create and use databases	Elective
8	BSBITU309	Produce desktop published documents	Elective
9	BSBINN301	Promote innovation in a team environment	Elective
10	BSBINM301	Organise workplace information	Elective
11	BSBFLM312	Contribute to team effectiveness	Elective
12	BSBCMM401	Make a presentation	Elective
CERTIFICATE III COMPLETED			

### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.0 or higher with a minimum of 4.5 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 26 weeks

Contact weeks: 20 weeks (20 hours per week x 20 weeks - 400 hours, including 6.5 hours online per week)

### Career Outcomes

CERTIFICATE II	CERTIFICATE III
Administration Assistant	Receptionist
Office Assistant	Office Assistant
	General Clerk

**BSB40215 CERTIFICATE IV IN BUSINESS** - CRICOS CODE: 086922B

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
2	BSBMGT402	Implement operational plan	Elective
3	BSBADM409	Coordinate business resources	Elective
4	BSBWRT401	Write complex documents	Elective
5	BSBRES401	Analyse and present research information	Elective
6	BSBITS401	Maintain business technology	Elective
7	BSBCMM401	Make a presentation	Elective
8	BSBLED401	Develop teams and individuals	Elective
9	BSBINN301	Promote innovation in a team environment	Elective
10	BSBWOR404	Develop work priorities	Elective
<b>CERTIFICATE IV COMPLETED</b>			

**Course Requirements**

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.0 or higher with a minimum of 4.5 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

Total CRICOS Duration: 26 weeks

Contact weeks: 20 weeks (20 hours per week x 20 weeks - 400 hours, including 6.5 hours online per week)

**BSB50215 DIPLOMA OF BUSINESS** - CRICOS CODE: 087188G

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBPMG522	Undertake project work	Elective
2	BSBADM506	Manage business document design and development	Elective
3	BSBINM501	Manage an information or knowledge management system	Elective
4	BSBWHS605	Develop, implement and maintain WHS management systems	Elective
5	BSBHRM506	Manage recruitment, selection and induction processes	Elective
6	BSBHRM501	Manage human resource services	Elective
7	BSBHRM512	Develop and manage performance management processes	Elective
8	BSBADM504	Plan and implement administrative systems	Elective
<b>DIPLOMA COMPLETED</b>			

**Course Requirements**

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks - 800 hours, including 6.5 hours online per week)

**Career Outcomes**

CERTIFICATE IV	DIPLOMA
Executive Personal Assistant	Administration Manager
Office Administrator	Business Manager
Project Officer	



# Business

## BSB60215 ADVANCED DIPLOMA OF BUSINESS - CRICOS CODE: 087475A

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBMKG603	Manage the marketing process	Elective
2	BSBMKG609	Develop a marketing plan	Elective
3	BSBINM601	Manage knowledge and information	Elective
4	BSBINN601	Lead and manage organisational change	Elective
5	BSBMGT615	Contribute to organisation development	Elective
6	BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
7	PSPGEN067	Establish and maintain strategic networks	Elective
8	BSBMGT608	Manage innovation and continuous improvement	Elective
ADVANCED DIPLOMA COMPLETED			

### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks – 800 hours, including 6.5 hours online per week)



#### Samya Paola Palma

"My trainers, Arun and Zia, were really good. The course was exceptional! The student services staff always respond to my queries fast."

Completed MEGA's  
Diploma of Accounting

### Career Outcomes

#### ADVANCED DIPLOMA

Executive Manager or Director  
Senior Executive

# Free Job Placement Workshop

Our workshops assist students to find a job relevant to their studies by:

- Developing a framework to understand student's personal insight and career goals.
- Identifying their unique set of character strengths.
- Overcoming roadblocks and getting pass the 'gate keeper'
- Developing resilience and stress management skills.
- Developing market centric written materials which include cover letters and resumes that provide clarity and purpose and the value students' offer to their host employer.
- Advanced behavioural interview skills training.
- Customised strategy to "sell oneself" that covers verbal and non-verbal communication.
- Building a social media strategy.
- Developing a local network.
- Culture training.
- Introduction to organisation's culture.

For more information, please make enquiries with our Student Services Officer:  
[sso@mega.edu.au](mailto:sso@mega.edu.au)

# Marketing and Communication

## BSB42415 CERTIFICATE IV IN MARKETING AND COMMUNICATION - CRICOS CODE: 093475F

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBCMM401	Make a presentation	Core
2	BSBCRT401	Articulate, present and debate ideas	Core
3	BSBMGT407	Apply digital solutions to work processes	Core
4	BSBMKG417	Apply marketing communication across a convergent industry	Core
5	BSBMKG418	Develop and apply knowledge of marketing communication industry	Core
6	BSBRES401	Analyse and present research information	Elective
7	BSBMKG408	Conduct market research	Elective
8	BSBMKG419	Analyse consumer behaviour	Elective
9	BSBMKG401	Profile the market	Elective
10	BSBPUB402	Develop public relations campaigns	Elective
11	BSBMKG414	Undertake marketing activities	Elective
12	BSBMKG413	Promote products and services	Elective
CERTIFICATE IV COMPLETED			

### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.0 or higher with a minimum of 4.5 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks – 800 hours, including 6.5 hours online per week)

## BSB52415 DIPLOMA OF MARKETING AND COMMUNICATION - CRICOS CODE: 093476E

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBMKG507	Interpret market trends and developments	Core
2	BSBMKG523	Design and develop an integrated marketing communication plan	Core
3	BSBPMG522	Undertake project work	Core
4	BSBADV507	Develop a media plan	Elective
5	BSBEBU501	Investigate and design e-business solutions	Elective
6	BSBMKG501	Identify and evaluate marketing opportunities	Elective
7	BSBMKG502	Establish and adjust the marketing mix	Elective
8	BSBMKG506	Plan market research	Elective
9	BSBMKG509	Implement and monitor direct marketing activities	Elective
10	BSBMKG510	Plan e-marketing communications	Elective
11	BSBMKG513	Promote products and services to international markets	Elective
12	BSBMKG514	Implement and monitor marketing activities	Elective
DIPLOMA COMPLETED			

### Course Requirements

- Qualification - Should have completed all core units in BSB42415 Certificate IV in Marketing and Communication
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks – 800 hours, including 6.5 hours online per week)

### Career Outcomes

CERTIFICATE IV	DIPLOMA	ADVANCED DIPLOMA
Direct Marketing Assistant	Account Manager (Advertising)	Account Director (Advertising)
Marketing and Communications Consultant	Marketing and Communications Manager	Global Account Manager
Marketing Coordinator	Marketing Manager	

**BSB61315 ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION - CRICOS CODE: 093477D**

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBMGT616	Develop and implement strategic plans	Core
2	BSBADV602	Develop an advertising campaign	Core
3	BSBMKG609	Develop a marketing plan	Core
4	BSBMKG603	Manage the marketing process	Elective
5	BSBMKG608	Develop organisational marketing objectives	Elective
6	BSBMGT608	Manage innovation and continuous improvement	Elective
7	BSBINM601	Manage knowledge and information	Elective
8	BSBMGT615	Contribute to organisation development	Elective
9	BSBMGT617	Develop and implement a business plan	Elective
10	BSBMKG605	Evaluate international marketing opportunities	Elective
11	BSBMKG606	Manage international marketing programs	Elective
12	BSBMKG607	Manage market research	Elective
ADVANCED DIPLOMA COMPLETED			

**Course Requirements**

- Qualification - Should have completed all core units in BSB52415 Diploma of Marketing and Communication
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks – 800 hours, including 6.5 hours online per week)

**The One Year Gap Program comprises of:**

- English study; and
- Vocational study (entry requirements must be met. Please see our website for more details); and
- Internship program.

At the completion of The One Year Gap Program, students will receive:

- An English certificate confirming your current English level; and
- A Statement of Attainment or a qualification (if eligible); and
- A reference letter from Australian employer company, highlighting your job responsibilities.



Please contact our International Relations Team for bookings on: **+61 2 9299 6788**.  
Enrolment / Fee / Study Plan enquires:  
[info@mega.edu.au](mailto:info@mega.edu.au) | [www.mega.edu.au](http://www.mega.edu.au)



# SOCIAL MEDIA MARKETING

Become an expert in an industry which is in high demand

Diploma of Social Media Marketing is Australia's only accredited course in social media marketing, and first of its kind anywhere in the world.

**10118NAT DIPLOMA OF SOCIAL MEDIA MARKETING** - CRICOS CODE: 097847F

Nº	UNIT CODES	UNIT NAMES	TYPES
1	SMMBCM501A	Plan, implement and manage blog and content marketing	Core
2	SMMM502A	Plan, implement and manage mainstream social media marketing strategies	Core
3	SMMNSM503A	Plan, implement and manage niche social media marketing strategies	Core
4	SMMBPB504A	Establish and build a strong personal brand in social media	Core
5	SMMEMS505A	Plan, implement and manage email marketing	Core
6	BSBMKG523	Design and develop an integrated marketing communication plan	Elective
7	BSBPMG522	Undertake project work	Elective
8	BSBMKG507	Interpret market trends and developments	Elective
<b>DIPLOMA COMPLETED</b>			

**Course Requirements**

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks - 800 hours, including 6.5 hours online per week)

Social media marketing is one of the fastest growing industries worldwide, meaning there are strong employment opportunities and high average salaries.

**SOCIAL MEDIA CAREERS****Managerial roles**

- Marketing Director/Manager
- Digital and Social Media Marketing Manager
- Digital / Social Media Strategy Manager
- Marketing Manager

**\$90- \$200K+ Salary****Upskilled roles**

- Brand Manager
- Social Media Strategist
- Content Marketing Strategist
- Community Manager

**\$65 - \$90k Salary****Entry level roles**

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

**\$50 - \$65K Salary****WRITTEN BY  
SOCIAL MEDIA EXPERTS**

- Deborah Lee (UK)
- Eric Tung (USA)
- Trevor Young (AUS)

All featured on the Forbes Top 50 Social Media Power Influencers list.

**HIGHLY PRACTICAL  
AND HANDS-ON**

Create and implement highly comprehensive social media marketing strategies, graduating with an impressive portfolio and successful social media marketing strategy

**RAPIDLY GROWING  
INDUSTRY**

Social media marketing is relevant for all businesses and industries. Social media managers are in high demand which means there are strong employment outcomes for graduates

**UNIQUE - ONLY  
FORMAL QUALIFICATION**

Nationally Recognised Training by the Australian Government - the only formal qualification in social media marketing



# Travel and Tourism Management



**SIT30116 CERTIFICATE III IN TOURISM - CRICOS CODE: 093924G**

Nº	UNIT CODES	UNIT NAMES	TYPES
1	SITTIND001	Source and use information on the tourism and travel industry	Core
2	SITXCCS006	Provide service to customers	Core
3	SITXCOM002	Show social and cultural sensitivity	Core
4	SITXWHS001	Participate in safe work practices	Core
5	BSBITU202	Create and use spreadsheets	Elective
6	BSBITU301	Create and use databases	Elective
7	BSBITU306	Design and produce business documents	Elective
8	BSBWOR203	Work effectively with others	Elective
9	SITTTSL002	Access and interpret product information	Elective
10	SITTTSL004	Provide advice on Australian destinations	Elective
11	SITTTSL005	Sell tourism products and services	Elective
12	SITTTSL009	Process travel-related documentation	Elective
13	SITTTSL010	Use a computerised reservations or operations system	Elective
14	SITXCCS002	Provide visitor information	Elective
15	SITXEBS001	Use social media in a business	Elective
<b>CERTIFICATE III COMPLETED</b>			

**Course Requirements**

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.0 or higher with a minimum of 4.5 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks – 800 hours, including 6.5 hours online per week)

**SIT40116 CERTIFICATE IV IN TRAVEL AND TOURISM - CRICOS CODE: 093925G**

Nº	UNIT CODES	UNIT NAMES	TYPES
1	SITTIND001	Source and use information on the tourism and travel industry	Core
2	SITXCCS007	Enhance customer service experiences	Core
3	SITXCOM002	Show social and cultural sensitivity	Core
4	SITXCOM005	Manage conflict	Core
5	SITXFIN002	Interpret financial information	Core
6	SITXHRM001	Coach others in job skills	Core
7	SITXWHS003	Implement and monitor work health and safety practices	Core
8	BSBCMM401	Make a presentation	Elective
9	BSBITU402	Develop and use complex spreadsheets	Elective
10	BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective
11	BSBWRT401	Write complex documents	Elective
12	SITTGDE007	Research and share general information on Australian Indigenous cultures	Elective
13	SITTTSL002	Access and interpret product information	Elective
14	SITTTSL004	Provide advice on Australian destinations	Elective
15	SITTTSL005	Sell tourism products and services	Elective
16	SITTTSL009	Process travel-related documentation	Elective
17	SITTTSL010	Use a computerised reservations or operations system	Elective
18	SITXCCS002	Provide visitor information	Elective
19	SITXCCS008	Develop and manage quality customer service practices	Elective
<b>CERTIFICATE IV COMPLETED</b>			



### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.0 or higher with a minimum of 4.5 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks - 800 hours, including 6.5 hours online per week)

## SIT50116 DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT - CRICOS CODE: 093926F

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBDIV501	Manage diversity in the workplace	Core
2	SITTIND001	Source and use information on the tourism and travel industry	Core
3	SITXCCS007	Enhance customer service experiences	Core
4	SITXCCS008	Develop and manage quality customer service practices	Core
5	SITXCOM005	Manage conflict	Core
6	SITXFIN002	Interpret financial information	Core
7	SITXFIN003	Manage finances within a budget	Core
8	SITXFIN004	Prepare and monitor budgets	Core
9	SITXHRM003	Lead and manage people	Core
10	SITXMGT001	Monitor work operations	Core
11	SITXMGT002	Establish and conduct business relationships	Core
12	SITXWHS003	Implement and monitor work health and safety practices	Core
13	BSBMKG401	Profile the market	Elective
14	SITTGDE007	Research and share general information on Australian Indigenous cultures	Elective
15	SITTPPD007	Research and analyse tourism data	Elective
16	SITTTSL002	Access and interpret product information	Elective
17	SITTTSL005	Sell tourism products and services	Elective
18	SITTTSL004	Provide advice on Australian destinations	Elective
19	SITXCCS002	Provide visitor information	Elective
20	SITXCOM002	Show social and cultural sensitivity	Elective
21	SITXEBS002	Develop, implement and monitor the use of social media in a business	Elective
22	SITXHRM001	Coach others in job skills	Elective
23	SITXHRM004	Recruit, select and induct staff	Elective
DIPLOMA COMPLETED			

### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 78 weeks

Contact weeks: 60 weeks (20 Hours per Week x 60 Weeks - 1200 Hours, including 6.5 hours online per week)

### Career Outcomes

CERTIFICATE III	CERTIFICATE IV	DIPLOMA
International Corporate Travel Consultant	Reservation Sales Supervisor (travel)	Travel Agency Manager
Travel Consultant	Senior Retail Travel Consultant	
Reservation Sales Agent (Tour Operator)		

**SIT60116 ADVANCED DIPLOMA OF TRAVEL AND TOURISM MANAGEMENT** - CRICOS CODE: 093927E

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBDIV501	Manage diversity in the workplace	Core
2	BSBMGT617	Develop and implement a business plan	Core
3	BSBRSK501	Manage risk	Core
4	BSBWRT401	Write complex documents	Core
5	SITTIND001	Source and use information on the tourism and travel industry	Core
6	SITTPPD008	Develop tourism products	Core
7	SITXCCS007	Enhance customer service experiences	Core
8	SITXCCS008	Develop and manage quality customer service practices	Core
9	SITXFIN002	Interpret financial information	Core
10	SITXFIN003	Manage finances within a budget	Core
11	SITXFIN004	Prepare and monitor budgets	Core
12	SITXGLC001	Research and comply with regulatory requirements	Core
13	SITXHRM003	Lead and manage people	Core
14	SITXMGT001	Monitor work operations	Core
15	SITXMGT002	Establish and conduct business relationships	Core
16	SITXMPR007	Develop and implement marketing strategies	Core
17	SITXWHS004	Establish and maintain a work health and safety system	Core
18	BSBITU402	Develop and use complex spreadsheets	Elective
19	BSBMGT608	Manage innovation and continuous improvement	Elective
20	SITTTSL002	Access and interpret product information	Elective
21	SITTTSL005	Sell tourism products and services	Elective
22	SITTTSL004	Provide advice on Australian destinations	Elective
23	SITTTSL009	Process travel-related documentation	Elective
24	SITTTSL010	Use a computerised reservations or operations system	Elective
25	SITXCCS002	Provide visitor information	Elective
26	SITXCOM002	Show social and cultural sensitivity	Elective
27	SITXHRM001	Coach others in job skills	Elective
<b>ADVANCED DIPLOMA COMPLETED</b>			

**Course Requirements**

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

**Total CRICOS Duration:** 78 weeks

**Contact weeks:** 60 weeks (20 Hours per Week x 60 Weeks - 1200 Hours, including 6.5 hours online per week)

**Career Outcomes**

ADVANCED DIPLOMA
Senior Manager (Travel Agency)

# Information Technology

A close-up photograph of a person's hands typing on a silver laptop keyboard. The laptop is open, and the screen is dark. In the background, there is a small black notebook with a black elastic band and a black pen with a silver tip. The laptop is on a wooden desk, and some papers are visible in the foreground.

**ICT50115 DIPLOMA OF INFORMATION TECHNOLOGY - CRICOS CODE: 093929C**

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBSUS501	Develop workplace policy and procedures for sustainability	Core
2	BSBWHS501	Ensure a safe workplace	Core
3	ICTICT509	Gather data to identify business requirements	Core
4	ICTICT511	Match ICT needs with the strategic direction of the enterprise	Core
5	BSBMGT608	Manage innovation and continuous improvement	Elective
6	BSBWOR501	Manage personal work priorities and professional development	Elective
7	ICTNWK531	Configure an internet gateway	Elective
8	ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment	Elective
9	ICTICT501	Research and review hardware technology options for organisations	Elective
10	ICTSUS601	Integrate sustainability in ICT planning and design projects	Elective
11	ICTNWK511	Manage network security	Elective
12	ICTSUS501	Implement server virtualisation for a sustainable ICT system	Elective
13	ICTSAD503	Minimise risk of new technologies to business solutions	Elective
14	ICTSAS502	Establish and maintain client user liaison	Elective
15	ICTNWK513	Manage system security	Elective
16	ICTSAS509	Provide client ICT support services	Elective
17	ICTSAS512	Review and manage delivery of maintenance services	Elective
18	ICTSAS518	Install and upgrade operating systems	Elective
19	ICTWEB507	Customise a complex ICT content management system	Elective
20	ICTNWK529	Install and manage complex ICT networks	Elective
<b>DIPLOMA COMPLETED</b>			

**Course Requirements**

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

**Total CRICOS Duration:** 52 weeks

**Contact weeks:** 40 weeks (20 hours per week x 40 weeks - 800 hours, including 6.5 hours online per week)

**Career Outcomes****DIPLOMA**

ICT Office Manager

# Leadership and Management

## BSB42015 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT - CRICOS CODE: 097844J

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBLDR402	Lead effective workplace relationships	Core
2	BSBMGT402	Implement operational plan	Core
3	BSBLDR401	Communicate effectively as a workplace leader	Core
4	BSBLDR403	Lead team effectiveness	Core
5	BSBCMM401	Make a presentation	Elective
6	BSBLED401	Develop teams and individuals	Elective
7	BSBINN301	Promote innovation in a team environment	Elective
8	BSBWOR404	Develop work priorities	Elective
9	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective
10	BSBFIA402	Report on financial activity	Elective
11	BSBPMG522	Undertake project work	Elective
12	BSBCRT401	Articulate, present and debate ideas	Elective
CERTIFICATE COMPLETED			

### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.0 or higher with a minimum of 4.5 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks - 800 hours, including 6.5 hours online per week)

## BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT - CRICOS CODE: 097845G

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBLDR501	Develop and use emotional intelligence	Core
2	BSBMGT517	Manage operational plan	Core
3	BSBLDR502	Lead and manage effective workplace relationships	Core
4	BSBWOR502	Lead and manage team effectiveness	Core
5	BSBMGT502	Manage people performance	Elective
6	BSBMGT516	Facilitate continuous improvement	Elective
7	BSBINM501	Manage an information or knowledge management system	Elective
8	BSBPMG522	Undertake project work	Elective
9	BSBADM502	Manage meetings	Elective
10	BSBWOR501	Manage personal work priorities and professional development	Elective
11	BSBLED501	Develop a workplace learning environment	Elective
12	BSBHRM506	Manage recruitment selection and induction processes	Elective
DIPLOMA COMPLETED			

### Course Requirements

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

### Course Duration

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks - 800 hours, including 6.5 hours online per week)



**BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT** - CRICOS CODE: 097846G

Nº	UNIT CODES	UNIT NAMES	TYPES
1	BSBFIM601	Manage finances	Core
2	BSBINN601	Lead and manage organisational change	Core
3	BSBMGT605	Provide leadership across the organisation	Core
4	BSBMGT617	Develop and implement a business plan	Core
5	BSBMGT615	Contribute to organisation development	Elective
6	BSBINM601	Manage knowledge and information	Elective
7	BSBMGT616	Develop and implement strategic plans	Elective
8	BSBMGT608	Manage innovation and continuous improvement	Elective
9	BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
10	BSBWHS605	Develop, implement and maintain WHS management systems	Elective
11	BSBMKG603	Manage the marketing process	Elective
12	PSPGEN067	Establish and maintain strategic networks	Elective
CERTIFICATE COMPLETED			

**Course Requirements**

- Qualification - There is no minimum qualification required for entry into this course
- English Language - IELTS 5.5 or higher with a minimum of 5.0 in each band or equivalent
- Minimum Age - 18 years of age

**Course Duration**

Total CRICOS Duration: 52 weeks

Contact weeks: 40 weeks (20 hours per week x 40 weeks - 800 hours, including 6.5 hours online per week)

**Career Outcomes**

CERTIFICATE IV	DIPLOMA	ADVANCED DIPLOMA
Leading Hand	Business Manager	Executive Manager or Director
Sales Team Coordinator	Human Resources Manager	Manager, Human Resources (Strategy)
Team Leader	Sales Team Manager	Senior Executive
Assistant Manager		
Project Coordinator		
Supervisor/Coordinator		

# MEGA Flexi Working Holiday Pass

## Do you want to:

- Improve your English?
- Improve your job skills?
- Travel and explore Australia?
- Achieve all of the above at the same time?

## What is MEGA Flexi Pass?

Designed for maximum flexibility, MEGA Flexi Pass assists Working Holiday Visa holders to learn English while they work and travel in Australia.

## Who is MEGA Flexi Pass for?

The Flexi Pass is specially designed for Working Holiday Visa (WHV) holders.

The WHV was designed to allow overseas visitors aged 18 to 30 to enjoy extended holidays in Australia. WHV holders can work for a maximum of 6 months for any single company and are allowed to study for up to 17 weeks.

This visa allows holders to stay for up to 12 months from the date of first entry to Australia, regardless of whether they spend the whole time in Australia.

## MEGA Flexi Pass includes:

- English Language Programs CRICOS - CODE: 092198G  
20 hours per week for 17 weeks.
- Job Training Hospitality Courses.
  - Responsible Service of Alcohol (RSA)
  - Food Safety Supervisor.
  - Coffee course (Level 1) + Barista Coffee Art (Level 2)

### Paid Internship Placement

MEGA arranges paid internship placement for students in hotels, restaurants and other places in the hospitality industry.

Our General English courses start at Elementary level and progress through five modules to Advanced level.

Your course is structured so you complete three job training certificates within the first four weeks.

This four-week block also improves your English so that when you meet new people you can communicate with them more easily.

After this four-week study block, you are better able to plan your study pattern and only have to rebook with the Admission office one week before restarting your English classes.

Study English for at least 4 weeks  
+  
Complete Job Training  
Hospitality Courses  
+  
Job Interviews

Choices of:  
Travelling around Australia  
and/or  
6 months of Internship Placement

weeks

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Back to MEGA to continue and finish  
your remaining English course

## Terms and Conditions

### English Course:

- Flexible delivery: 17-week prepaid English Language Program.
- Students require an initial booking of 4 weeks and the remaining weeks can be re-booked according to their needs.

1. Minimum of four weeks for the first booking
2. Re-booking must be made at least one week before the course commencement date

### Paid Internship Placement:

1. Must complete a minimum of four weeks for the first booking.
2. Must satisfy the minimum language proficiency requirement.

3. Must complete the Application Form and submit it to Admissions Department.
4. Must allow six weeks for paid internship placement
5. Paid internship placement location cannot be guaranteed. Travel to another city/state in Australia may be required.
6. One paid internship placement offer will be provided and you must accept the offer.
7. Request to change paid internship placement after commencement will only be approved under limited circumstances, for example, harassment or discrimination in workplace, breach of occupational health and safety regulations, etc.
8. Please see the Application Form for Refund and Cancellation policy.

# MEGA Student Services

MEGA provides a comprehensive range of student services and state-of-the-art facilities to ensure every student is well supported and assisted.

## Wide Range of Student Services:

- Pre-Arrival Guide
- Airport Pick-Up
- Accommodation
- School Orientation
- Guardianship
- Job Placement
- Social and Cultural Activities:
  - **Kangaroo Club:** Come and join our fun and exciting weekly excursions!
  - **Macquarie Lions Soccer Club:** If you are passionate about soccer, come and join Macquarie Lions!
- Study pathway advice
- We provide students with advice in preparation for their post-study life. We can give career advice as well as about different courses at different colleges or universities
- Legal services referral
- Student services programs (workshops)
- Counseling and referral services

We hold workshops regularly to assist our students in improving their study and life in Sydney.

We have workshops to assist students in job search, time management, exam techniques, communication careers and many more.

## Kangaroo Club

We provide fun and exciting group excursions for our students in order to make their stay with us as enjoyable as possible.

With Kangaroo Club excursions, students have the opportunity to visit and experience Sydney icons and attractions, like the Opera House and the Harbour Bridge and also get actively involved in team sports.

Join our talented soccer team - The Macquarie Lions, or interact in group activities such as indoor climbing and discover Sydney's best kept secrets.

All our excursion groups are kept to manageable sizes. The Excursion Coordinator leads the excursion in a fun, informative and interesting way that guarantees a stimulating learning experience.



## Accommodation

MEGA offers easy and complete homestay packages. This rate schedule allows you to find a homestay that best suits you.

Our staff can book and arrange accommodation for students. Please contact our staff for current prices and full details.

MEGA places students based on preferences and availability of matching hosts with regard to proximity to their place of study.

Applications received well in advance will enjoy higher availability of hosts and closer locations to MEGA.

MEGA does not charge students additional fees to find accommodation in specific zones or locations.

Alternatively, there are other useful links to find information about shared accommodation:

Flatmates: [www.flatmates.com.au](http://www.flatmates.com.au)  
Gumtree: [www.gumtree.com.au](http://www.gumtree.com.au)  
Domain: [www.domain.com.au](http://www.domain.com.au)  
Real Estate: [www.realestate.com.au](http://www.realestate.com.au)

## Facilities

MEGA provides a modern study environment with facilities that include air-conditioned classrooms, computer labs with fast internet connection and multi-media programs, roof top terrace and Resource Centre. There are also common rooms for students to socialise and relax in, and food and drink vending machines.

Students can also access the State Library, City of Sydney Library and aquatic centres (Cook Philip and Ian Thorpe).





# Calendar for Vocational Courses

	TERMS	INTAKE DATES (INCLUSIVE OF TERM BREAKS)	TERM BREAKS
2019	Term 1	07/01/2019 - 05/04/2019	18/03/2019 - 05/04/2019
	Term 2	08/04/2019 - 05/07/2019	17/06/2019 - 05/07/2019
	Term 3	08/07/2019 - 05/10/2019	16/09/2019 - 05/10/2019
	Term 4	08/10/2019 - 03/01/2020	16/12/2019 - 03/01/2020
2020	Term 1	06/01/2020 - 03/04/2020	16/03/2020 - 03/04/2020
	Term 2	06/04/2020 - 03/07/2020	15/06/2020 - 03/07/2020
	Term 3	06/07/2020 - 09/10/2020	14/09/2020 - 09/10/2020
	Term 4	12/10/2020 - 08/01/2021	21/12/2020 - 08/01/2021
2021	Term 1	11/01/2021 - 09/04/2021	22/03/2021 - 09/04/2021
	Term 2	12/04/2021 - 09/07/2021	21/06/2021 - 09/07/2021
	Term 3	12/07/2021 - 08/10/2021	20/09/2021 - 08/10/2021
	Term 4	11/10/2021 - 07/01/2022	20/12/2021 - 07/01/2022
2022	Term 1	10/01/2022 - 08/04/2022	21/03/2022 - 08/04/2022
	Term 2	11/04/2022 - 08/07/2022	20/06/2022 - 08/07/2022
	Term 3	11/07/2022 - 07/10/2022	19/09/2022 - 07/10/2022
	Term 4	10/10/2022 - 06/01/2023	19/12/2022 - 06/01/2023



## Find us!



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**Learn a smarter way  
and get in touch today!**



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