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# WELCOME TO



RTO ID: 41340 / CRICOS : 03450E

# DALTON

## COLLEGE

# MELBOURNE



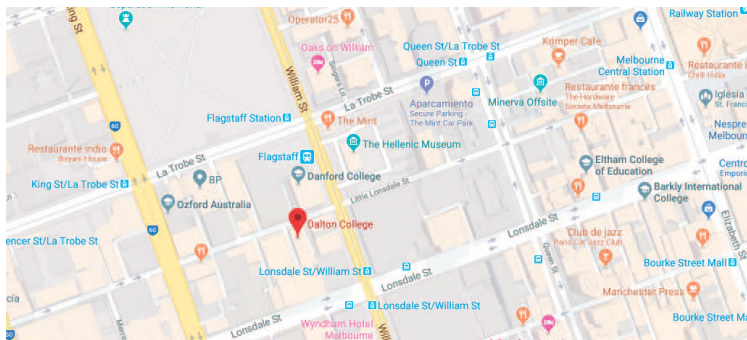




# CAMPUS SURROUNDING

Dalton College is a modern and dynamic educational institution that integrates practical skills and techniques. Our college houses offering programs in an environment that encourages students with excellent resources and facilities to support learning. All to maximise their academic potential, empowers them though courses are nationally recognised. Practical training for future employment. Dalton College is located in the heart of Melbourne's CBD. We pledge to continually set the standards of education.

This central position means that you are only a short distance excellence worldwide. All courses are delivered within a from a wide range of attractions, many of which are tailored exciting and multicultural environment by dedicated and for the tastes and pockets of the tens of thousands of experienced staff. In all courses o ered at Dalton College, students in Melbourne. In fact, major attractions such as educators cover underpinning knowledge that is essential to Crown Entertainment Complex, Parliament, Rialto Tower.



## HOW TO GET TO OUR CAMPUS?



Level 1, 533 Little  
Lonsdale St, Melbourne,  
Victoria, 3000



Tram  
30, 35, 55



Train  
Flagstaff Railway  
Station (Melbourne City)



Bus  
905, 906,  
907, 302



# ELICOS

## GENERAL ENGLISH I (GE-I)

CRICOS Course Code: 096641F

## GENERAL ENGLISH II (GE-II)

CRICOS Course Code: 096642E

## ENGLISH FOR ACADEMIC PURPOSES I (EAP-I)

CRICOS Course Code: 096643D

## ENGLISH FOR ACADEMIC PURPOSES II (EAP-II)

CRICOS Course Code: 096644C



# COURSE DESCRIPTION

## GE

The **General English\*** program enables the development of English language speaking, listening, reading and writing skills using communicative language learning methods in social contexts. The program aims at developing basic English language skills, in order for the learners to gain social skills that are necessary to meet communication and cultural needs while travelling and participating in community contexts in Australia and other English Speaking countries. \*GE-I (Elementary) and GE-II (Pre-Intermediate)

## EAP

**English for the Academic Purposes \*** is designed to develop learners' language skills, academic literacy and study skills. It can build on and strengthen a learner's current linguistic skills and help to apply them in a range of different academic contexts. The course will teach effective language acquisition strategies in order to develop confidence and achieve success in studies. The course focuses on skills and knowledge development in communication reading, writing, speaking and listening. It also addresses processing of information through the study of texts in various contexts. \*EAP-I (Intermediate) and EAP-II (Upper-Intermediate)

## ADMISSION REQUIREMENTS

### PRE-REQUISITES FOR THE GE AND EAP COURSES

The students willing to take the complete ELICOS, do not require previous knowledge of the English language. However, for the those who do have previous experience, they can submit the results of previous examinations or take a classification test to find their most appropriate level.

	GE-I	GE-II	EAP-I	EAP-II
IELTS	2-3	3.5-4.5	5	5.5
PTE ACADEMIC	-	18-30	36	42
TOEFL IBT		19-34	35-45	46-59
CEFR	A1	A2	B1	B2

## SHORT COURSE (NON-ACCREDITED)

- IELTS TUITION
- PTE TUITION
- AEAS TUTORING
- VCE TUTORING
- OVERSEAS STUDY TOUR PROGRAMS





# COURSE OBJECTIVES

## GENERAL ENGLISH COURSE-GE

Students commencing GE Courses are taking their first steps to learn English. The General English program enables the development of English language speaking, listening, reading and writing skills using communicative language learning methods in social situations. The program is a great opportunity to develop communication skills by taking part in classroom activities with other students and focus on vocabulary building. At the end of the course, student should be able to hold and understand simple conversations, read and write basic texts. This knowledge will facilitate the learning process for those who want to continue with the EAP program, undertaking international English exams or develop skills for higher education.

GE-I (09664F) / GE-II (096642E)

## ENGLISH FOR ACADEMIC PURPOSES COURSE-EAP

Student commencing English for Academic Purposes Courses are articulating into a formal course of study. To achieve this, students will need to be able to access the written and spoken aspects of the course. To be successful in their course of study, students need to be able to locate, read and summarise information in a range of printed materials, including internet-based materials. To produce assignments and undertake examinations, students will need to be able to formulate their ideas in English, incorporate the ideas of others, and present their ideas in written English where inaccuracies in grammar and spelling do not obscure meaning. EAP-I (096643D) / EAP-II (096644C)

### ENROLMENT INFORMATION

**Duration (weeks):** 12  
**Tuition Fee:** \$AU3,250  
**Non Tuition fee:** \$AU 450  
**Estimated Total Course cost:** \$AU 3.700  
**Campus location:** Dalton College CBD Campus

# FOR ALL COURSES

## ADMISSION REQUIREMENTS

Dalton College has admission requirements as follows:

- International students must be at least 18 years of age at the time of their course commencement at the college.
- Either a minimum IELTS test score of 5.5 or equivalent for direct entry into a VET course, or IELTS score of 4.5 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
- International students applying for this course will need to provide evidence of satisfactory completion of Australian year 11 (or equivalent) or higher.

## RPL & CREDIT TRANSFER

Dalton College offers Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all students through the enrolment process and will provide an application kit for RPL applicants to complete. Applicants who wish to apply for RPL/Credit transfer, please submit completed relevant forms. For further information please refer to Dalton College Course Credit and Assessment policies on our website.

## MODE OF DELIVERY

The course will be delivered face-to-face on campus. Assessment methods used may include projects, written tests, role-plays, and demonstrations.



# 1

DALTON COLLEGE

## CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

Qualification Code: BSB42015 / CRICOS Course Code: 091771C

### COURSE DESCRIPTION

The BSB42015 Certificate IV in Leadership and Management qualification will provide you with the skills to lead and support others, foster goods business networks and relationships, implement plans and promote continuous improvement in the workplace. You will apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

### ENROLMENT INFORMATION

**Full Tuition Fee:** \$AUD 9,500

**Material Fee:** \$AUD 500

**Intake dates:** Every Month

**Course duration:** 40 weeks (including holidays)  
33 weeks of study / Full time 20 hours per week

**Campus location:** Dalton College CBD campus

### UNITS OF COMPETENCY

#### Core

BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan

#### Electives

BSBFIA402	Report on financial activity.
BSBR5K401	Identify risk and apply risk management processes.
BSBWOR404	Develop work priorities
BSBINN301	Promote innovation in a team environment
BSBCMM401	Make a presentation
BSBINT401	Research international business opportunities
BSBWRT401	Write complex documents
BSBRES401	Analyse and present research information

### FUTURE PATHWAYS

#### Study Pathways

This course will lead to the BSB51915 Diploma of Leadership and Management or students can pursue a qualification in another related field.

#### Career Outcomes

It is expected that those who graduate from the Certificate IV in Leadership and Management will use their existing skills and knowledge in the workplace to build their leadership skills for management and supervisory roles in a wide range of organisations and industries.

#### Job Prospectus

- Leading hand
- Sales Team Coordinator
- Team Leader

# 2

## DIPLOMA OF LEADERSHIP & MANAGEMENT

Qualification Code: BSB51915/ CRICOS Course Code: 091983B

### COURSE DESCRIPTION

The Diploma of Leadership and Management provides the necessary skills and experience in leadership and management roles across a range of enterprise and industry contexts. This qualification will empower participants with the foundations necessary to lead high performing teams and achieve operational success.

### ENROLMENT INFORMATION

**Full Tuition Fee:** \$AUD 12,000

**Material Fee:** \$AUD 500

**Intake dates:** Every Month

**Course duration:** 52 weeks (including holidays)  
40 weeks of study/ Full time 20 hours per week

**Campus location:** Dalton College CBD campus



## UNITS OF COMPETENCY

### Core

BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

### Electives

BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMKG501	Identify and evaluate marketing opportunities
BSBHRM513	Manage workforce planning
BSBMGT502	Manage people performance
BSBFIM501	Manage budgets and financial plans
BSBR501	Manage risk
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings

## FUTURE PATHWAYS

### Study Pathways

This course will lead to the BSB61015 Advance Diploma of Leadership and Management or students can pursue a qualification in another related field.

### Career Outcomes

You will gain enhanced skills in leadership and management to facilitate initiative and judgement in planning, organising, when implementing and monitoring your own workload and the workload of others.

### Job Prospectus

- Operations Manager
- Project Manager
- Team Leader
- Office Co-Ordinator

# 3

## DIPLOMA OF BUSINESS

Qualification Code: BSB50215/ CRICOS Course Code: 089423G

## COURSE DESCRIPTION

This course will suit those seeking the breadth and depth of knowledge across the business disciplines of management, finance, human resources and marketing. This qualification reflects the role of individuals with significant experience in senior administrative role who are seeking to develop expertise across wider range of business functions.

## ENROLMENT INFORMATION

**Full Tuition Fee:** \$AUD 10,000

**Material Fee (non tuition):** \$AUD 500

**Intake dates:** Every Month

**Course duration:** 32 weeks (including holidays)

26 weeks of study + 6 weeks holiday / Full time 20 hours per week

**Campus location:** Dalton College Melbourne CBD campus

## UNITS OF COMPETENCY

BSBADM502	Manage meetings
BSBWOR501	Manage personal work priorities and professional development
BSBR501	Manage risk
BSBADV507	Develop a median plan
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMKG501	Identify and evaluate marketing opportunities
BSBHRM513	Manage workforce planning
BSBHRM501	Manage human resources services.

## FUTURE PATHWAYS

### Study Pathways

This course will lead to the BSB60215 Advanced Diploma of Business or students can pursue a qualification in another related field

### Career Outcomes

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

### Job Prospectus

- Executive Officer
- Program Consultants
- Program Coordinators

# 4

## ADVANCED DIPLOMA OF BUSINESS

Qualification Code: BSB60215 / CRICOS Course Code: 089424G

### COURSE DESCRIPTION

This qualification reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge who are seeking to further develop expertise across a range of business functions.

The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further educational or employment opportunities.

### ENROLMENT INFORMATION

**Full Tuition Fee:** \$AUD 12,000

**Material Fee:** \$AUD 320

**Intake dates:** Every Month

**Course duration:** 52 weeks (including holidays)  
40 weeks of study / Full time 20 hours per week

**Campus location:** Dalton College CBD campus

### UNITS OF COMPETENCY

BSBINN601	Lead and manage organisational change
BSBMKG607	Manage market research
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBFIM601	Manage finances
BSBMGT608	Manage innovation and continuous improvement
BSBMGT605	Provide leadership across the organisation

### FUTURE PATHWAYS

#### Study Pathways

After achieving this qualification students may choose to undertake studies at a higher education level.

#### Career Outcomes

Working at a senior level in a business environment. Across a range of functions.

#### Job Prospectus

- Business Manager
- Senior Administrator
- Senior Executive

# 5

## CERTIFICATED IV IN MARKETING AND COMMUNICATION

Qualification Code: BSB42415/ CRICOS Course Code: 096152A

### QUALIFICATION DESCRIPTION

This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of context.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to more senior practitioners. **See admission requirements on our website [www.daltoncollege.vic.edu.au](http://www.daltoncollege.vic.edu.au)**

### ENROLMENT INFORMATION

**Full Tuition Fee:** \$AUD 9,500

**Material Fee:** \$AUD 500

**Intake dates:** Every Month

**Course duration:** 40 weeks (including holidays)  
33 weeks of study/ Full time 20 hours per week

**Campus location:** Dalton College CBD campus



## UNITS OF COMPETENCY

### Core

BSBCMM401	Make a presentation
BSBCRT401	Articulate, present and debate ideas
BSBMGT407	Apply digital solutions to work processes
BSBMKG417	Apply marketing communication across a convergent industry
BSBMKG418	Develop and apply knowledge of marketing communication industry

### Elective courses

BSBFIA402	Report on financial activity
BSBCUS401	Coordinate implementation of customer service strategies
BSBLDR402	Lead effective workplace relationship
BSBMKG401	Profile the market
BSBMKG413	Promote products and services
BSBMKG419	Analyse consumer behaviour
BSBRES401	Analyse and present research information

## FUTURE PATHWAYS

### Preferred pathways for candidates considering this qualification include:

- BSB Certificate iv relevant qualifications, OR
- With vocational business experience but without a formal business qualification

### Pathway from the qualification

- BSB52415 Diploma of Marketing and Communication or other Diploma qualifications.

- To gain entry into BSB52415 Diploma of Marketing and Communication, students must have completed all core units in BSB42415 Certificate IV in Marketing and Communication

### Employment Pathway

Students who satisfactorily complete the Certificate IV in Marketing and Communication will have the skills and knowledge relevant to a range of positions across a variety of sales, marketing and advertising.

# 6

## DIPLOMA OF MARKETING AND COMMUNICATION

Qualification Code: BSB52415/ CRICOS Course Code: 096153M

## QUALIFICATION DESCRIPTION

This qualification applies to individuals with a sound theoretical knowledge base in marketing and communication and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area. Typically, they would have responsibility for the work of other staff and lead teams. **See admission requirements on our website [www.daltoncollege.vic.edu.au](http://www.daltoncollege.vic.edu.au)**

## ENROLMENT INFORMATION

**Full Tuition Fee:** \$AUD 12,000

**Material Fee:** \$AUD 500

**Intake dates:** Every Month

**Course duration:** 52 weeks (including holidays)  
40 weeks of study/ Full time 20 hours per week

**Campus location:** Dalton College CBD campus

## UNITS OF COMPETENCY

### Core Units

BSBMKG507	Interpret market trends and developments
BSBMKG523	Design and develop an integrated marketing communication plan
BSBPMG522	Undertake project work Core

### Electives Units

BSBADV507	Develop a media plan
BSBADV509	Create mas sprint media advertisements
BSBFIM501	Identify and evaluate marketin opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBMKG506	Plan market research
BSBMKG524	Design effective use experiences
BSBMKG515	Conduct the marketing audit
BSBMKG519	Plan and implement business-tobusiness marketing

## PATHWAYS INTO THE QUALIFICATION:

### Training Pathway

Students who satisfactorily complete the BSB42415 Certificate IV in Marketing and Communication could enrol in the Diploma of Marketing and Communication.

To gain entry into BSB52415 Diploma of Marketing and Communication, student must have completed all core units of BSB42415 Certificate IV in Marketing and Communication.

### Employment Pathway

Students who satisfactorily complete the BSB52415 Diploma of Marketing and Communication will have the skills and knowledge relevant to a range of positions across a variety of sales, marketing and advertising.

## QUALIFICATION DESCRIPTION

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing and communications activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competences. Their knowledge base may be highly specialised or broad within the marketing and communications field. **See admission requirements on our website [www.daltoncollege.vic.edu.au](http://www.daltoncollege.vic.edu.au)**

## UNITS OF COMPETENCY

### Core Units

BSBADV602	Develop an advertising campaign
BSBMGT616	Develop and implement strategic plans
BSBMKG609	Develop a marketing plan

### Electives Units

BSBFIM601	Manage finances
BSBINM601	Manage knowledge and information
BSBMGT615	Contribute to organisation development
BSBMGT617	Develop and implement a business plan
BSBMKG603	Manage the marketing process
BSBMKG605	Evaluate international marketing opportunities
BSBMKG607	Manage market research
BSBMKG608	Develop organisational marketing objectives
BSBWHS605	Develop, implement and maintain WHS management systems

## ENROLMENT INFORMATION

**Full Tuition Fee:** \$AUD 12,000

**Material Fee:** \$AUD 500

**Intake dates:** Every Month

**Course duration:** 52 weeks (including holidays)  
40 weeks of study/ Full time 20 hours per week

**Campus location:** Dalton College CBD campus

## PATHWAYS

**Preferred pathways for candidates considering this qualification include:**

Candidates may enter the qualification through a number of entry points including:

- Student must have completed all core units of BSB52415 Diploma of Marketing and Communication.

### Pathways from the qualification

After achieving this qualification, student can articulate into a pathway to progress into Vocational Graduate Certificate qualifications or other higher education sector qualifications.

## FOR MORE INFORMATION PLEASE CONTACT US

 [info@daltoncollege.vic.edu.au](mailto:info@daltoncollege.vic.edu.au)

 [www.daltoncollege.vic.edu.au](http://www.daltoncollege.vic.edu.au)  
Global Education Consultant t/a Dalton  
College CRICOS PROVIDER CODE 03450E

 +61 3 90431668

