**Information about studying of the Australian Qualification**

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| Registered Training Organisation | Chisholm Institute  121 Stud Road  Dandenong, Victoria, Australia 3175  **RTO Registration No. 260** |
| Chisholm Contact | Christine Louey  Project Manager  Email: [christine.louey@chisholm.edu.au](mailto:christine.louey@chisholm.edu.au)  Jennie Dehn  General Manager International Projects  Email: [jennie.dehn@chisholm.edu.au](mailto:jennie.dehn@chisholm.edu.au) |
| Chisholm Course Coordinator | Course Coordinators have been appointed and details are available on request. |
| Course Structure | 1. Six (6) months English development   PLUS   1. Two (2) years of study of Australian qualification(s) and Vietnamese required study areas |
| Course  Entry Requirements | 1. Successful completion of Year 12 equivalent   AND   1. English Language at A2 level of the Commonwealth European Framework of Reference (CEFR) |
| Course Duration | 2.5 YEARS OF FULL TIME STUDY |
| Course Delivery | The course is full time delivered on campus in workshops and classrooms for approximately 25 hours per week over at least 40 weeks per year. |
| Course Units and Overview | Please refer to the Course specific files |
| Chisholm’s Obligations to You | You will be enrolled as a Chisholm student and as a student of the Vietnamese Vocational college.   * This means that Chisholm is fully responsible for your study and for the quality of your training and assessment. * Upon enrolment you will be provided with a Student Handbook with information about the course, units, assessment, learning resources, Chisholm policies and both Vietnamese and Chisholm coordinator details. * You will also be provided with a copy of the learning resources for the course such as text books, manuals and handouts. You will be advised by the Vietnamese Vocational College of any additional materials and equipment you need to provide. |
| Grievances | Chisholm recognises that from time to time student grievances or complaints may occur on various matters. The Chisholm Complaint Policy is designed to facilitate the fair and speedy resolution of these grievances.  All students are entitled to fair and consistent treatment and prompt consideration and resolution of complaints.  You can gain further information through your Vietnamese Course Coordinator, Chisholm Contact or the Chisholm Course Coordinator.  See link below for Complaints and Appeals Policy |
| Recognition of Prior Learning | Chisholm has a policy to recognise various types of learning undertaken by a student prior to enrolment. This may include relevant work experience and other courses of study. You will be required to provide evidence of your competence as it aligns to each unit of the course.  This is known as Recognition of Prior Learning (RPL). The purpose of RPL is to ensure you do not study AGAIN, the skills and knowledge you already have.  You can gain further information from your Vietnamese Course Coordinator, Chisholm Contact or the Chisholm Course Coordinator, if you believe this to be relevant to you.  See link below for RPL and Credit Transfer Policy |
| Chisholm Policies | Chisholm policies and procedures are available on the internet:  <https://qms.chisholm.edu.au/>  Some of the key policies relating to students are listed below: |
| |  |  | | --- | --- | | * Assessment of Learning | QMS 111 | | * Privacy and Freedom of Information | QMS 301 | | * Copyright and Intellectual Property | QMS 302 | | * Complaints and Appeals | QMS 306 | | * Student Code of Conduct | QMS 117 | | * RPL and Credit Transfer | QMS 107 | |
| Pathways | When you complete your course at Chisholm, it opens the door to further study, at Chisholm, another Australian Higher Education provider or providers anywhere in the world.  You may be eligible for credits into an aligned degree (undergraduate) once you graduate with the Australian (Chisholm) qualification.  You can gain further information from your Vietnamese Course Coordinator, Chisholm Contact, Chisholm visiting teachers or the Chisholm Course Coordinator. |
| Fees | You will be advised of the fees, payment terms and conditions and refund policy for this course by the Vietnamese Vocational College of your choice. |