



**makes sense**

**MnM Institute**  
**Student**  
**Handbook**  
**2018**

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## WELCOME

Our aim is to provide participants with the practical skills and the essential knowledge required to allow them to establish a blueprint for their continuous action towards the attainment of their goals.

MnM Institute has evolved from the commitment by its founders to provide high quality vocational training for participants wanting to gain an Australian qualification, experiencing a new culture and improving their English at the same time.

At the MnM Institute we spend a considerable amount of time establishing the context in which our participants will use the skills and knowledge they obtain at the Institute and at the heart of our 4C's learning program is the reality that each and every one of our participants has a different need for undertaking a vocational diploma course. Our competitive advantage is in establishing the participant's objectives at the beginning of the course, which allows our trainers to assist participants with the development of their industry relevant portfolio.

On campus, you will find that we aim to create a vibrant and dynamic learning environment by making use of modern technology and by providing practice oriented learning at every step along the way. We pride ourselves on educating our participants to be ready to commence their career or own business whilst at the same time affording them the opportunity to establish a valuable global network gained through the diverse and multicultural participant body present at the Institute.

As chairman, it is my privilege to meet all learners when they enrol and to hand them their diploma when they graduate.

I look forward to meeting you all.

Robert Schafer

Chairman  
MnM Institute Pty Ltd

# TRAINING

## Certificate IV of Marketing and Communication BSB42415

The purpose of this qualification is aimed towards individuals (International and Domestic) that have worked in the fringe areas of sales and marketing and now wish to obtain the skills and knowledge for a career as a marketing practitioner or individuals with a strong interest in the practical application of key marketing principles and how to apply them in practical business situations or the pathway to higher qualifications within the broader field of business study.

### Career opportunities

Graduates find that their new knowledge and skills makes them suitable for positions in:

- Direct Marketing
- Market Research and Analysis
- Marketing Communications
- Trade Marketing
- Advertising
- Sales
- Communications

MnM Institute's unique portfolio-based assessment method combined with our 4C's (Context, Critical, Controlled, Communication) Learning Model will give you the opportunity to experience multiple daily issues, which marketing practitioners are constantly faced with.

Upon completion of our Certificate IV in Marketing and Communications course, candidates have a tangible portfolio of evidence, which can be presented to employers, capable of demonstrating their newly acquired Employability Skills.

### Course Duration

This program is delivered over a period of 52 weeks (including 16 weeks holiday)  
This course comprises of 720 nominal hours, 20 hours per week.

### Awards

Graduates of the Certificate IV of Marketing and Communication course receive the nationally accredited award BSB42415 Certificate IV of Marketing and Communication.

### Subjects:

**BSB42415 The Certificate IV of Marketing and Communication is made up of 5 Core units and 7 elective units.**

## Units of Competency

Code	Title	Core/Elective	Classroom	Unit Total Hours
BSBCMM401	Make a presentation	Core	60	60
BSBCRT401	Articulate, present and debate ideas	Core	60	60
BSBMGT407	Apply digital solutions to work processes	Core	60	60
BSBMKG417	Apply marketing communication across a convergent industry	Core	60	60
BSBMKG418	Develop and apply knowledge of marketing communication industry	Core	60	60
BSBFIA402	Report on financial activity	Elective	60	60
BSBMKG411	Analyse direct marketing databases	Elective	60	60
BSBMKG419	Analyse consumer behaviour	Elective	60	60
BSBWRT401	Write complex documents	Elective	60	60
BSBMKG401	Profile the market	Elective	60	60
BSBLDR402	Lead effective workplace relationships	Elective	60	60
BSBPRO401	Develop product knowledge	Elective	60	60
<b>TOTAL</b>			<b>720</b>	<b>720</b>

## Diploma of Marketing and Communication BSB52415

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in marketing and communications across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

The purpose of this qualification is to enhance and develop the entrepreneurial and employability skills in the areas of marketing and communications or to extend career path options of individuals. This program is ideally designed for practitioner who are engaged to carry out and manage their work or to add value to or review marketing and communications practices or individuals with a strong interest in the practical application of key marketing and communications principles and how to apply them in practical business situations or the pathway to higher qualification within the broader field of business study.

### Career opportunities

Graduates find that their new knowledge and skills makes them suitable for positions in

- Brand Management
- Direct Marketing
- Market Research and Analysis
- Marketing Communications
- Marketing Strategy
- Product Management and Development
- Trade Marketing
- Advertising
- Sales
- Communications

MnM Institute's unique portfolio-based assessment method combined with our 4C's (Context, Critical, Controlled, Communication) Learning Model will give you the opportunity to experience multiple daily issues, which marketing practitioners are constantly faced with.

Upon completion of the Diploma of Marketing and Communication course at MnM Institute, you'll have a tangible portfolio of evidence, which can be presented to employers, capable of demonstrating your newly acquired employability skills.

### Entry Requirements

Entry to this qualification is limited to those individuals who have completed all core units in *BSB42415 Certificate IV in Marketing and Communication*.

### Course Duration

This program is delivered over a period of 78 weeks (including 24 weeks holiday)  
 This course comprises of 1800 nominal hours, 20 hours per week

#### Awards

Graduates of the Diploma of Marketing and Communication course receive the nationally accredited award BSB52415 Diploma of Marketing and Communication.

#### Subjects

**BSB52415 Diploma of Marketing and Communication is made up of 12 units**

Units of Competency			Hours	
Code	Title	Core/ Elective	Classroom	Unit Total Hours
BSBMKG507	Interpret market trends and developments	Core	90	90
BSBMKG523	Design and develop an integrated marketing communication plan	Core	90	90
BSBPMG522	Undertake project work	Core	90	90
BSBLDR503	Communicate with influence	Elective	90	90
BSBFIM501	Manage budgets and financial plans	Elective	90	90
BSBCRT501	Originate and develop concepts	Elective	90	90
BSBMKG502	Establish and adjust the Marketing mix	Elective	90	90
BSBMKG501	Identify and evaluate marketing opportunities	Elective	90	90
BSBMKG510	Plan e-marketing communications	Elective	90	90
BSBMKG527	Plan social media engagement	Elective	90	90
BSBMKG514	Implement and monitor marketing activities	Elective	90	90
BSBWRT501	Write persuasive copy	Elective	90	90
<b>TOTAL</b>			<b>1080</b>	<b>1080</b>

## **Diploma of Leadership and Management BSB51915**

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

The purpose of this qualification is to enhance and develop the entrepreneurial and employability skills in the areas of management and efficient leadership or to extend career path options of individuals. This program is ideally designed for practitioner who are engaged to lead staff and manage the work of others or to add value to or review management practices or individuals with a strong interest in the practical application of key management principles and how to apply them in practical business situations or the pathway to higher qualification within the broader field of business study.

### **Career opportunities**

Graduates find that their new knowledge and skills makes them suitable for positions in

- Management
- Supervising
- Office Management
- Team Management

MnM Institute's unique portfolio-based assessment method combined with our 4C's (Context, Critical, Controlled, Communication) Learning Model will give you the opportunity to experience multiple daily issues, which marketing practitioners are constantly faced with.

Upon completion of our Diploma of Leadership and Management course, candidates have a tangible portfolio of evidence, which can be presented to employers, capable of demonstrating their newly acquired Employability Skills.

### **Entry Requirements**

Nil

### **Course Duration**

This program is delivered over a period of 78 weeks (including 24 weeks holiday)  
This course comprises of 1080 nominal hours, 20 hours per week.

### **Awards**

Graduates of the Diploma of Leadership and Management course receive the nationally accredited award BSB52415 Diploma of Leadership and Management.

### **Subjects**

**BSB51915 - Diploma of Leadership and Management is made up of 12 units**



Units of Competency			Hours	
Code	Title	Core/ Elective	Classroom	Unit Total Hours
BSBWOR501	Manage personal work priorities and professional development	Core	90	90
BSBLDR501	Develop and use emotional intelligence	Core	90	90
BSBWOR502	Lead and manage team effectiveness	Core	90	90
BSBMKG502	Establish and adjust the marketing mix	Core	90	90
BSBMGT517	Manage operational plan	Elective	90	90
BSBLDR503	Communicate with influence	Elective	90	90
BSBFIM501	Manage budgets and financial plans	Elective	90	90
BSBINN502	Build and sustain an innovative work environment	Elective	90	90
BSBHRM405	Support the recruitment, selection and induct staff	Elective	90	90
BSBMGT502	Manage people performance	Elective	90	90
BSBMGT502	Manage people performance	Elective	90	90
BSBPMG522	Undertake project work	Elective	90	90
<b>TOTAL</b>			<b>1080</b>	<b>1080</b>

## Advance Diploma of Leadership and Management BSB61015

The purpose of this qualification is aimed towards individuals (International and Domestic) that have worked in the fringe areas of sales and marketing and now wish to obtain the skills and knowledge for a career as a marketing practitioner or individuals with a strong interest in the practical application of key marketing principles and how to apply them in practical business situations or the pathway to higher qualifications within the broader field of business study.

### Career opportunities

Graduates find that their new knowledge and skills makes them suitable for positions in

- Executive Manager or Director
- Senior Executive
- Area Management

- Department Management
- Regional Manager
- Specialist Manager
- Hospitality, Retail and Service Managers

MnM Institute's unique portfolio-based assessment method combined with our 4C's (Context, Critical, Controlled, Communication) Learning Model will give you the opportunity to experience multiple daily issues, which marketing practitioners are constantly faced with.

Upon completion of our Advanced Diploma of Leadership and Management course, candidates have a tangible portfolio of evidence, which can be presented to employers, capable of demonstrating their newly acquired Employability Skills.

### Entry Requirements

Nil

### Course Duration

This program is delivered over a period of 78 weeks (including 24 weeks holiday)  
This course comprises of 1080 nominal hours, 20 hours per week.

### Awards

Graduates of the Advanced Diploma of Leadership and Management course receive the nationally accredited award BSB61015 Advanced Diploma of Leadership and Management.

### Subjects

**BSB61015 - Advanced Diploma of Leadership and Management is made up of 12 units**

Units of Competency			Hours	
Code	Title	Core/ Elective	Classroom	Unit Total Hours
BSBFIM601	Manage finances	Core	90	90
BSBMGT617	Develop and implement a business plan	Core	90	90
BSBINN601	Lead and manage organisational change	Core	90	90
BSBMGT605	Provide leadership across the organisation	Core	90	90
BSBMKG609	Develop a marketing plan	Elective	90	90
PSPGEN067	Establish and maintain strategic networks	Elective	90	90
BSBRISK501	Manage Risk	Elective	90	90

BSBMGT615	Contribute to organisational development	Elective	90	90
BSBMGT622	Manage resources	Elective	90	90
BSBMGT619	Identify and implement business innovation	Elective	90	90
BSBMGT616	Develop and implement strategic plan	Elective	90	90
BSBIPR601	Develop and implement strategies for intellectual property management	Elective	90	90
<b>TOTAL</b>			<b>1080</b>	<b>1080</b>

## 4 C's LEARNING MODEL

### **Context C'1**

The participant begins by identifying the context of their study at MnM Institute. Defining their vision by adopting a 'big picture' approach to form a strategy to achieve a desired goal. This may be in the form of opening a business or pursuing a career goal.

### **Critical C'2**

The process whereby a participant is asked to brainstorm and evaluate ideas on how to achieve their goal using both a vertical and lateral thinking approach and selecting the best possible option to achieve differentiation.

### **Controlled C'3**

Establishing the framework to achieve a goal by adopting a step by step approach. The participant establishes a plan on how to get others involved and determines what would be their responsibilities to the stakeholders in the organisation.

### **Communication C'4**

The final stage of converting an idea into reality is about making contact by providing information, inspiration, motivation and instruction. The aim is to reach the rainbow, through taking action and implementation of a plan.

## iPad LEARNING TOOL

The Training and Assessment Strategy of MnM Institute requires the use of iPad for all class activities, research activities and assessment tasks. On commencement of the training, MnM Institute will issue an iPad (limited to one per participant) inclusive of all required software to carry out all required tasks.

MnM Institute will provide wireless internet access on campus to enable participants to carry out their assigned activities. After receiving their iPad from the institute it is a participant's responsibility to bring it with them to assigned classes. The participant is also responsible for any repairs or maintenance to the hardware and/or software components of iPad. In the case of iPad becoming lost or stolen it is a participant's responsibility to replace it at his or her own expense.

MnM Institute absolves any liability from the use of or maintenance or repairs or replacements of an iPad once it has been issued to participants. MnM Institute is also not responsible for providing any alternative IT equipment other than the initial iPad issued for use of the participants during their studies with MnM Institute.

## ACADEMIC CALENDAR 2018

Term	Date	Activity
<b>Semester 1</b>	Block 1: 10 weeks Weeks 5 and 10 academic and administration 15 January - 16 March	Class
	Mid-semester break: 2 weeks 19 March - 30 March	Re-Assessment
	Block 2: 10 weeks Weeks 5 and 10 Reassessment and administration 2 April - 1 June	Class
<b>Semester Break</b>	4 June - 29 June: 4 weeks	Student free
<b>Semester 2</b>	Block 3: 10 weeks Weeks 5 and 10 academic and administration 2 July - 31 August	Class
	Mid-semester break: 2 weeks 3 September - 14 September	Re-Assessment
	Block 2: 10 weeks Weeks 5 and 10 academic and administration 17 September - 16 November	Class
<b>Summer Break</b>	19 November 2015 - 14 January 2019:8 weeks	Student free

## CLASS TIMETABLE 2017

MnM Institute offers training in the following qualifications:

- BSB42415 - Certificate IV in Marketing and Communication (Core Units ONLY)
- BSB52415 - Diploma of Marketing and Communication Qualification
- BSB51915 - Diploma of Leadership and Management
- BSB61015 - Advanced Diploma of Leadership and Management

MnM Institute offers class times from Monday to Saturday.

**Morning session:** 8.30 am to 4.30 pm

**Evening session:** 4.00 pm to 9.00 pm

### Weekday Sessions

Day Sessions (8.30 to 4.30)	Evening Sessions (4.00 to 9.00)
Option 1: Monday and Tuesday Option 2: Wednesday and Thursday (2 days/week)	One Option Only: Tuesday, Wednesday and Thursday Evening (3 evenings/week)

### Weekend Sessions

Day Sessions (8.30 to 4.30)	Evening Sessions (4.00 to 9.00)
Option 1: Friday and Saturday (2 days/week)	N/A

**Participants will learn more about how the timetable works at the Seminar Orientation Program.**

## SEMINAR - ORIENTATION PROGRAM

The first step upon commencement of study at MnM Institute begins with the seminar orientation session. It is conducted in the first week of the participant course. New participants will be made familiar with the facilities, issued an ID card, given information on how to access the eStudent Handbook and course information, and will be provided with information about the following:

- Obligations as learner at MnM Institute
- Requirements to receive a qualification
- How skills, knowledge and attitudes are assessed
- Recognition of prior learning or recognition of current competency
- How to appeal an assessment outcome
- How to lodge a complaint if not satisfied with any part of the course
- How to get extra help with learning
- Course timetable
- Course content
- Emergency evacuation procedures
- Living and studying in Australia
- Requirements of the ESOS Act 2000 and the National Code

In addition, MnM staff will be introduced, a tour of the premises will take place and an opportunity to ask questions will be given. It is compulsory for participants to attend the orientation-seminar program to familiarise themselves with the Institute's policies and procedures.

For more details on the orientation program please contact MnM Student Services.



# GENERAL POLICIES

## Access and Equity

MnM Institute is committed to access and equity principles and processes in the delivery of their services and working environment and in accordance with Racial Discrimination Act 1975, Sex Discrimination Act 1984, Human Rights and Equal Opportunity Act 1986, Age Discrimination Act 2004, NSW Anti-Discrimination Act and Disability Discrimination Act 1992.

MnM Access and Equity principles:

- All staff and participants have the right to equality opportunity
- There is recognition of respect for and promotion of diversity within our community
- There is encouragement of initiatives to effect change
- Everybody has the right to participate in decisions that affect their lives
- While some people clearly need our advocacy, we support and encourage people on the journey of self-determination and self-advocacy (empowerment)

For full details please refer to MnM OPPM007 Access and Equity.

## Participant Conduct and Behaviour

This code of conduct has been formulated to provide a clear statement of the Institute's expectations of participants in respect to academic matters and personal behaviour.

All participants enrolled in programs at MnM Institute are required to maintain appropriate standards of conduct at all times. Where behaviour is deemed to be improper or inappropriate, MnM will take action in accordance with MnM's Student Disciplinary Policy.

For full details please refer to MnM OPPM003 Conduct and Behaviour and MnM OPPM004 Disciplinary procedures.

## Grievance Handling and Resolution

MnM Institute endeavours to create a positive learning environment for participants, one in which each participant has the opportunity to achieve his or her personal best. Part of the maintenance of that positive environment is a fair and open grievance handling and resolution procedure made available to all participants.

The Grievances and Complaints Management Policy ensures that all members are presented with procedures that:

- Value the opportunity to be heard
- Promote conflict resolution
- Encourage the development of harmonious partnerships
- Ensure that conflicts and grievances are mediated fairly
- Are transparent and equitable

For full details please refer to MnM OPPM006 Complaints and Appeals.

### **Privacy and Confidentiality**

MnM Institute is committed to protecting the privacy of its staff and participants in all areas especially in regard to the collection, security and disclosure of their personal information.

MnM Institute will take all reasonable steps to ensure that personal information collected is accurate, relevant, up-to-date, complete, and not misleading. To this end, the Institute will take reasonable steps to allow individual participants to correct inaccurate information as appropriate. We will collect personal information only where it is necessary for one or more legitimate functions or activities. Where personal information is collected, all reasonable steps will be taken to inform staff and participants of:

- The purpose for which the information is collected
- Any person, body or agency to which the Institute usually discloses information of that kind
- Any law that requires or authorises particular information to be collected

For full details please refer to MnM OPPM009 Privacy and Confidentiality.

### **Participant Support Services**

Participant Services staff are available for free confidential assistance to support participants and discuss any concerns they may have during their studies with MnM Institute. Participants may approach Student Services about:

- Adjustment for new study life
- Learning difficulties
- Attendance problems
- Administrative problems or complaints
- Guidance on further career pathways and academic progress

For full details please refer to MnM OPPM013 Student Support Services.

### **Use of IT Equipment**

Users have the right to access and use the Institute's IT equipment for legitimate work, study and related purposes. Personal use of IT equipment is a privilege and is to be kept to an incidental level.

Through the use of the information technology equipment provided, users agree to abide by this policy. Persons using the IT equipment are responsible for their own actions, and are subject to relevant state and federal laws and to Institute statutes, regulations and policies.

For full details please refer to MnM OPPM008 Acceptable Use of IT Equipment.

## Health and Safety

MnM Institute is committed to ensuring the health, safety and welfare of its staff, participants, contractors and visitors. The Institute will ensure compliance with the NSW Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011, other legislation and current industry standards by:

- Providing and maintaining a safe working and learning environment
- Providing information, instruction, training and supervision to ensure safe systems of work
- Ensuring that nominated safety personnel are adequately trained and supported
- Consulting and cooperating with safety and health representatives, staff and others
- Continuously reviewing and improving its safety performance

## Anti-Bullying

MnM Institute has the responsibility of ensuring that the rights of its participants are safeguarded. These include the right to a learning environment free from discrimination and harassment. By definition bullying is repeated oppression, psychological or physical, of less powerful person or group by a more powerful person or group of persons. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, exclusion or discrimination.

## Participant responsibilities

Every participant at MnM Institute is required to:

- Take reasonable care of their health and safety and the health and safety of others
- Follow all the Institute health and safety policies and procedures
- Report all known or observed hazards, incidents and injuries to a staff member of MnM Institute
- Cooperate with the Institute WHS programs

For full details please refer to MnM OPPM005 Health and Safety.

# STUDYING

## Assessment

Participants are assessed across a wide range of tasks/activities to ensure reliability and validity of assessment. You will be informed at the commencement of the course what is expected of you in an assessment, and the criteria by which you will be judged. Instructions for assessment tasks/activities are made clear and explicit and you are allowed a reasonable and specified time to complete assessment tasks. You will be informed in advance of when you will be assessed. If you are absent for an assessment, please see your teacher to discuss your options.

For full details please refer to MnM OPPM014 Assessments.

## Re-Assessment

Participants have the right to appeal the recording of the 'NYC' for any competency unit or learning outcome provided they had good attendance for the subject and had reasonable participation in all assessments.

Any Assessment Appeal will be treated seriously, sensitively and impartially. The participant should be confident that there will be no negative consequences and that the procedures followed will be seen as fair by everyone involved.

For full details please refer to MnM OPPM016 Re-Assessment.

## Attendance

Participants need to maintain satisfactory attendance levels to ensure competency can be achieved in the units being studied. Participants are required to attend a minimum of 80% of scheduled classes. If you do not meet attendance requirements you may be reported for unsatisfactory attendance and your student visa may be cancelled. If you are absent due to illness, you should ask your doctor for a medical certificate and keep a copy should attendance issues arise.

For full details please refer to MnM OPPM012 Attendance Monitoring.

## Course Progress

Course progress is monitored regularly and participant support is offered to participants who are not progressing satisfactorily. If participants do not satisfactorily meet course requirements they may be reported to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) through PRISMS.

For full details please refer to MnM OPPM011 Course Progress Monitoring.

## Extension of Course Duration

In line with student visa requirements you must complete your course within the specified duration. Only in exceptional and limited circumstances may the course duration be extended.

For full details please refer to MnM OPPM039 Extension of Course Duration.

## ADMISSIONS

### Enrolment

MnM Institute offers an enrolment service that is well organised and efficient. At enrolment, participants will be provided with:

- Accurate and adequate course information
- Accurate fee information
- Individual assistance as required

Participants are responsible for ensuring that they are correctly enrolled, by checking the accuracy of the CoE. The applicant also has a responsibility to advise the Institute in writing of any errors, omissions or changes which subsequently occur.

For full details please refer to MnM OPPM18 Enrolment or 'Steps to Applying at MnM Sheet'.

### Recognition of Prior Learning (RPL)

**Recognition of Prior Learning (RPL)** is a process designed to recognise previous formal or informal learning, work and life experiences that the Participant may have had to the extent that they are relevant to the course outcomes. The RPL process allows participants to receive recognition under these circumstances, therefore enabling them to focus more on areas they need to achieve competencies in, in order to gain their qualifications.

**Course Credit:** Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning'.

Application may only be made after enrolment and payment of fees and must be made using the Institute's RPL / Course Credit Application Form. Participants must attach certified copies of all relevant documents to the RPL /Course Credit application form and submit the application before or within 2 weeks of course commencement.

For full details please refer to OPPM17 RPL/Course Credit.

### Course Fees

For information on individual course fees please contact MnM institute through Student Services in person or via email [enrolment@mnminstitute.com](mailto:enrolment@mnminstitute.com)

For full details on payment of fees and refund please refer to MnM OPPM026 Payment and Refund.

# LIFE IN SYDNEY

## Education Destination

Australia is one of the safest countries in the world and is a welcoming place to study. Australia is one of the world's favourite destinations for education. Studying at MnM Institute gives you the opportunity to experience life in Sydney, named the "World's Best City" eight times by Travel and Leisure magazine.

Sydney was ranked as the 6<sup>th</sup> and 7<sup>th</sup> most liveable city in the world by *The Economist World's Most Liveable Cities from 2011 to 2014*. Sydney is a cosmopolitan world-class city surrounded by beautiful beaches, World Heritage areas and lush hinterland.

For more information on the Australian Lifestyle visit:

<http://www.studyinaustralia.gov.au/global/live-in-australia>

## Climate

Summer (Dec-Feb): Max 28.5 Celsius, Min 18.2 Celsius

Autumn (Mar-May): Max 22 Celsius, Min 14.5 Celsius

Winter (Jun- Aug): Max 16.8 Celsius, Min 8.6 Celsius

Spring (Sep- Nov): Max 21.7 Celsius, Min 13.3 Celsius

## Public Transport

Sydney has a number of different modes of public transport.

- Buses
- Trains
- Ferries
- Airport Link
- Light Rail
- Monorail
- Taxis

The easiest way to plan your travel around Sydney is to visit the Transport Info website [www.131500.com.au/](http://www.131500.com.au/) or call 131 500.

## Cost of Living

The cost of living in Sydney is variable depending on where participants choose to live and the lifestyle they lead.

The Department of Education, Science and Training (DEEWR) advises that the indicative cost of living in \$AUD 18,000 per year for a single adult. That works out around \$350 per week assuming that you are living in shared student accommodation.

For more information on cost of living please visit

[www.studyinaustralia.gov.au/Sia/en/StudyCosts/LivingCosts](http://www.studyinaustralia.gov.au/Sia/en/StudyCosts/LivingCosts)

## Accommodation options and costs

Finding the right accommodation is one of the biggest challenges facing a new international participant, and finding a place in your price range can be even harder. It is extremely important that you factor the high cost of housing into your budget before you come to Australia, and have access to funds that will cover possible rent increases.

It is a good idea to arrange some form of temporary accommodation before you come to Australia. This will allow you time to get to know the place where you will be living and look for a more permanent place to stay.

## Arranging temporary accommodation before arrival

At the very least, you will need to arrange temporary accommodation for your first few days while you look for something more permanent.

[www.yha.com.au](http://www.yha.com.au) or [www.hostels.com](http://www.hostels.com)

For last-minute bookings at hotels and short-stay apartments there are a number of internet booking services such as [www.getaroom.com.au](http://www.getaroom.com.au) or [www.wotif.com](http://www.wotif.com) but city hotels in particular are expensive at upwards of A\$150 per night, so you should find something cheaper as soon as possible.

## Arranging permanent accommodation

Australia has a variety of high standard student accommodation available to suit different budgets and needs and there are several long-term housing options available to you.

## Accommodation options

Sydney boasts a range of accommodation options. You can choose to live:

- with an Australian family (called homestay)
- in private rental accommodation
- in short-term accommodation (hostels or hotels)

We suggest arranging your accommodation as early as possible - preferably as soon as you have accepted the offer of a place at MnM Institute. If you haven't decided where you would like to live in Sydney, a minimum booking of two weeks at a Homestay or hostel/hotel will guarantee you somewhere to stay upon arrival and while you make more definite arrangements.

## Homestay

Homestay, with an Australian family in a private furnished bedroom, provides a great opportunity to improve your English skills and have an authentic cultural experience. [www.globalexperience.com.au](http://www.globalexperience.com.au)

## Private rental accommodation

Private rental accommodation includes self-catering apartments or flat/house-sharing with other participants. It's the most common type of accommodation among participants as it's both affordable and a great way to meet new people. Private

rental accommodation is available all across the city and all suburban areas are accessible by public transport with travelling times ranging from 10 minutes to one hour from campus. If you're seeking shared accommodation it's worth checking the notice boards on campus for available rooms.

More information can also be found on:

- Gumtree
- Domain
- Flatmates.com.au
- Easy Roommate
- Flatmate Finder
- Airbnb

Accommodation options	Approximate cost
Homestay	A\$240 - 300 / week
Hostels and guest houses	A\$80 - 135 / week
Shared accommodation	A\$150 - 350 / week
Rental accommodation	A\$120 - 450 / week

Note: Accommodation costs may vary significantly depending on location and style.

## Working in Australia

All international participants on a student visa in Australia are legally permitted to work for up to 20 hours per week.

## Tax File Number Application

You can complete your application online. Go to the ATO website at [www.ato.gov.au](http://www.ato.gov.au), select 'Forms and Services', TFN - tax file number application form, Online individual tax file number (TFN) registration (Nat 4157), Apply for a tax file number then complete the form online. You will need to enter your passport and work permission visa numbers. There is no charge for a tax file number.

Alternatively, you can submit your application in person with the Australian Taxation Office and you will need the following documentation:

- Your current visa with permission to work
- Two different proofs of identity, e.g. Student Card, Passport and Bank Statement (please enquire at the ATO)
- Tax File Number Application Form (you can also obtain this from the ATO)

It is important that you provide your tax file number to your employer, so that you are insured under WorkCover. If you injure yourself at work, you will be paid part or your entire wage during any time you are unable to work, and you will also receive assistance in returning to work. Some or the entire medical and rehabilitation expenses incurred will also be covered. Remember to advise all employers of your tax



file number.

## Immigration and Visa

It is your responsibility to be aware of and abide by your student visa conditions. You can access information on the immigration website at [www.immi.gov.au](http://www.immi.gov.au) or visit your closest DIAC office:

**Sydney** Ground Floor, 26 Lee Street, Sydney NSW 2000  
**Parramatta** 9 Wentworth Street, Parramatta 2150 GPO Box 9984 Sydney NSW 2001  
Monday - Friday 9 a.m. - 4 p.m.  
Phone: General enquiries 131 881

## Important Phone Numbers

<b>Police, Fire, Ambulance</b>	000
<b>Direct Billing Medical Centre</b>	Healthpac Medical Centre Sydney  (02) 9282 9725  Macquarie Street Medical Centre  (02) 9238 0800
<b>St. Vincent's Hospital</b>	(02) 8382 1111
<b>Mental Health</b>	1800 648 911
<b>Drugs and Alcohol</b>	1800 422 599
<b>Medicare</b>	12 20 11
<b>LawAccess</b>	1300 888 529
<b>Anti Discrimination Board</b>	(02) 9268 5544
<b>Australian Council for Private Education and Training (ACPET)</b>	(02) 9299 4555
<b>Translating and Interpreter Service 24 hrs</b>	131 450

## Appendix 1: Weekday Class Time Table 2017 / 2018

MnM Institute offers class times from Monday to Friday.  
The class times are divided into 2 sessions:  
Morning session 9:30 am to 4:30 pm

Evening session 4 to 9 pm

Available times are;

Batch 1 Monday and Tuesday 8:30 am to 4:30 pm (4 hours online availability) = 20 hrs per week

Batch 2 Wednesday and Thursday 8:30 am to 4:30 pm (4 hours online availability) = 20 hrs per week

Batch 3 Tuesday, Wednesday and Thursday 4 pm to 9 pm (5 hours online availability) = 20 hrs per week

[Students will learn more about how the timetable works at the Seminar Orientation Program](#)

## Appendix 2 Weekend Class Time Table 2017 / 2018

MnM Institute offers class times from Friday to Saturday.

The class times are in the morning Friday and Saturday 8:30 am to 4:30 pm.

Online session on Sunday.

[Students will learn more about how the timetable works at the Seminar Orientation Program](#)