



VET STUDENT LOANS STUDENT INFORMATION GUIDE

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VET Student Loans (VSL)

What is VET Student Loans

VET Student Loans is a student loans scheme that replaced the VET FEE-HELP scheme. Student loans give you the choice of studying at Meridian Vocational College (MVC) now and paying your tuition fees later.

Eligible students will be entitled to loans up to a capped amount. Students will need to contribute the difference if the course fee exceeds the loan cap for the course.

Under a VET Student Loan, the Australian Government pays your tuition fee (up to the loan limit) on your behalf directly to MVC. You repay that loan through the tax system when your income exceeds a repayment threshold determined by the Australian Government.

The Australian Tax Office will calculate your compulsory payments each year and collect these payments until the whole debt has been repaid. Depending on your income, the VET Student Loan can result in a reduction of your take-home pay and borrowing capacity. Students should seek independent financial advice before committing to the VET student loan.

Information on this page is to be read in conjunction with the Australian Government's [VET Student Loans information booklet](#).

Eligible VSL programs at MVC

MVC is approved to deliver following courses with VET Students Loans program		
Course code	Course	Expected Duration
SIT50416	Diploma of Hospitality Management	20 months
SIT60316	Advanced Diploma of Hospitality Management	24 Months

Eligibility requirements

Eligible students - To be eligible for a VET Student Loan at MVC you must:

- Be enrolled in an eligible Diploma or Advanced Diploma course
- Be an Australian citizen, permanent humanitarian visa holder who is usually resident in Australia, or New Zealand Special Visa holder who meets the long-term residency requirements
- Have a Tax File Number issued by the ATO by the unit of study census date
- Have a valid Unique Student Identifier (USI)
- Provide evidence of academic suitability (see How to Apply for a VSL)
- Reside in Australia for the duration of your study.

You can check your eligibility for a VET Student Loan at <https://www.myskills.gov.au/more/financial-assistance>

To remain eligible for the VSL scheme:

- Your course must continue to remain on the approved list of VSL courses
- You must confirm your engagement and progression online when requested to by the government, otherwise, you may cease being eligible for a VSL.

If you do not meet the eligibility requirements you will not be able to access a VET Student Loan but you will still be able to study in your course if you meet the course entry requirements and pay your tuition and other applicable fees.

How much can I borrow?

For each VET Student Loan approved course, you can borrow up to the lesser of

- The Loan Cap the Department of Education and Training has set for that course, or
- The remaining unused balance under your HELP loan limit.
- Visit the [Study Assist website](#) for more information.

What is covered by VSL?

VET Student Loans (VSL) can be used to cover tuition fees only. Other fees, e.g., student services fees, material fees, tours or excursions, are not covered.

For most courses, the VET Student Loans (VSL) cap will not fully cover the tuition fees for the entire course. You will be required to pay any tuition fee above the loan cap as it becomes due. You will also be required to pay any other non-tuition fees (excursions, uniforms, etc) before you can commence study.

Refer to the VET Schedule of Tuition Fees for tuition fee for each unit of study of eligible courses and their applicable census dates.

Please note,

- If the Department of Education and Training removes your course from the list of eligible courses, the remainder of tuition fees for the rest of your course will no longer be covered.
- The Department of Education and Training sets a limit on the total amount of student loans allowed for each education provider and this limit may not cover all eligible student loans. Therefore, if you intend to apply for a student loan you should do so as soon as possible.

Student Counselling

MVC staff must ensure that all VET Student Loans eligible students are counselled before enrolling in a new VET Student Loans qualification. This counselling must include the information on the VET Student Loans scheme, ensuring it is understood and acknowledged in full by the student.

Study and training loan repayment thresholds and rates 2020-21 All study and training loans are covered by one set of thresholds and rates. Note repayment income (RI) is taxable income plus any total net investment loss (which includes net rental losses), total reportable fringe benefits amounts, reportable super contributions and exempt foreign employment income.

2020-21 repayment income thresholds and rates	
Repayment income (RI)	Repayment rate
Below \$46,620	Nil
\$46,620 - \$53,826	1.0%
\$53,827 - \$57,055	2.0%
\$57,056 - \$60,479	2.5%
\$60,480 - \$64,108	3.0%
\$64,109 - \$67,954	3.5%
\$67,955 - \$72,031	4.0%
\$72,032 - \$76,354	4.5%
\$76,355 - \$80,935	5.0%
\$80,936 - \$85,792	5.5%
\$85,793 - \$90,939	6.0%
\$90,940 - \$96,396	6.5%
\$96,397 - \$102,179	7.0%
\$102,180 - \$108,309	7.5%
\$108,310 - \$114,707	8.0%
\$114,708 - \$121,698	8.5%
\$121,699 - \$128,999	9.0%
\$129,000 - \$136,739	9.5%
\$136,740 and above	10%

How to Apply For a VET Student Loan

1. Read the [VET Student Loan Information booklet](#).
2. Apply for a Tax File Number from the ATO if you don't already have one.
3. Gather evidence of your citizenship status and academic suitability to support your loan application if we don't already have the required documents (see below for required evidence).
4. If you are under 18, have your parent or guardian complete a [VET Student Loans Parental Consent Form](#). This is not necessary if you have been assessed by Centrelink for the independent rate of Youth Allowance, but you will need to provide a Centrelink Income Statement as evidence of this.
5. Submit your required evidence documents either by visiting the at Meridian Vocational College (MVC) or email info@mvc.edu.au
6. Meridian Vocational College (MVC) will verify your eligibility and register your student details in the Government eCAF system.
7. You will receive an email from the Government eCAF system and, using details in that email, are required to login to eCAF to enter your Tax File Number and confirm your loan.

Required evidence

IDENCAUSTRALIAN CITIZENSHIP

You will need to provide one of the following:

- An Australian Passport
- An Australian Citizenship Certificate
- A Citizenship by Descent extract
- If you were born in Australia before 20 August 1986, your full Australian birth certificate
- If you were born in Australia on or after 20 August 1986 and one of your parents was an Australian Citizen at the time of your birth
 - If your full Australian birth certificate shows that one of your parents was born in Australia before 20 August 1986, your full Australian birth certificate
 - If your parent was not born in Australia before 20 August 1986:
 - A) your full Australian birth certificate and your parent's Australian citizenship certificate OR
 - B) your full Australian birth certificate and your parent's full Australian birth certificate.
- If you were born in Australia on or after 20 August 1986 but neither of your parents was an Australian citizen at the time of your birth, your Australian citizenship certificate.

If you cannot provide any of the above you should apply for your own evidence of Australian citizenship through the [Department of Home Affairs](#).

Australian permanent humanitarian visa holder

- Permanent humanitarian visa VEVO
- New Zealand Special Category Visa plus evidence
 - of usual residence in Australia for at least 10 years prior to the loan application
 - you were a dependent child under 18 years of age when you were first usually resident in Australia

- you have been in Australia for a total of 8 out of the last 10 years and 18 months out of the last 2 years.

EVIDENCE OF ACADEMIC SUITABILITY

To be eligible for a VET Student Loan, you must be assessed as being academically suitable to undertake your course. You can meet this requirement through one of the following ways:

1. Provide a copy of your Senior Secondary Certificate of Education (Year 12 certificate) as awarded by an Australian State or Territory OR
2. Provide a copy of a Vocational Education Qualification certificate issued for completion of a Certificate IV qualification or higher and that was delivered in English OR
3. Complete the Language, Literacy and Numeracy (LLN) assessment at MVC and attain an Australian Core Skills Framework Exit Level 3 result or higher for literacy and numeracy. Most students will have taken the LLN test as part of your interview. If you scored below exit level 3 and do not have either of the first two requirements, you will be provided with a training supplement and invited to resit the LLN.

Enrolment/course process

1. Suitability testing
2. Language Literacy and Numeracy (LLN) testing – LLN Robot at MVC
3. Enrolment
4. Receive and submit electronic Commonwealth assistance form (eCAF)
5. Unit of Study commencement
6. Cooling off period (3 days)
7. Census date (20% through Unit of Study).
8. End of Unit of Study
9. Repeat stages 4, 6 & 7
10. Unit completion

Managing your loan

VET Student Loans fee notice/ VET Student Loans Statement of Covered Fees

The census day for a course, or a part of a course (e.g. unit), is the last day you can:

- complete the eCAF to apply for a VET Student Loan for your course
- withdraw your enrolment without incurring a debt for the course or part of the course

Before your first census date you will receive a VET Student Loans Statement of Covered Fees showing your contact details, student identification number, CHESSN, the tuition fees for your current enrolment, the amount that will be covered by the loan and the amount you will need to pay. You can see which units will be deferred and which are to be paid by you with due dates by logging in to eStudent and selecting the "My Finances" tab across the top of the screen.

You must check each detail on the notice carefully and advise the Information Centre if there are any errors before the census date.

Commonwealth Assistance Notice

After the census date for the units has passed, you will receive a Commonwealth Assistance Notice confirming the amount of VSL debt you have incurred and any amounts that you have already paid toward these tuition fees.

Withdrawing from your course or units of study

If you wish to change or withdraw from your course, or if you wish to withdraw from some units, you need to contact MVC Administration to complete the relevant forms and follow following procedures.

- Students contemplating a Course Withdrawal are encouraged to discuss this with MVC Administration team who may be able to advise on other course options. These could include part time study (undertaking one or two units each semester) or applying for 'leave of absence' (time away from study up to one year).
- Students who wish to reduce their subject load should complete a Course Variation Form to delete a subject.
- Withdrawal from a unit or course requires completion and submission of a signed and dated Application for Course Withdrawal Form
- The student should keep a copy of any withdrawal form that has been co-signed by Meridian Vocational College (MVC), as proof of the date that the withdrawal became effective.
- Students at a Diploma level or above, need to formally withdraw from their unit or course prior to, or on the published census date, to ensure that no tuition fee is charged. Students should monitor their emails following a withdrawal request to ensure that the withdrawal is actioned and that any tuition fee has been reversed.
- Post-census withdrawals will generally incur an academic penalty (Not yet satisfactory/fail grade) with the tuition fees remaining payable. Students who believe that they have extenuating circumstances for withdrawing post-census have up to 1 year from the withdrawal date to apply for a remission of debt, as per the Fees, Charges and Refunds procedure. The Fees, Charges and Refunds procedure also covers details related to post-census withdrawal as a consequence of a MVC administrative error.
- If the withdrawal is a course withdrawal, the student needs to surrender any student identification card at the MVC reception as part of the withdrawal process. A withdrawal at course level will forfeit the place and the student may be required to go through the full application, selection and admissions process again should they wish to re-apply for admission into the course.

- Students may be eligible to apply for a refund depending on the date they withdraw from their course/unit. Please refer to the Fees, Charges and Refunds policy

What happens if I withdraw?

If you are an eligible student studying a Diploma or above qualification and **withdraw before the census date**, you will receive a full 100% refund of any tuition fees you have paid upfront and will not incur a student loan debt. To be deemed as an eligible student you must have undergone VET Student Loan counselling, provided appropriate eligibility documentation, and been assessed as eligible to apply for a VET Student Loan.

If you are an eligible student studying a Diploma or above qualification and **withdraw after the census date** you will incur a debt (unless the debt is remitted under special circumstances). If special circumstances apply, you will need to apply for a refund/re-credit. please read the relevant section on Special Circumstances in the [VET Student Loans information booklet](#).

What is the Census Date?

The census date is the last date which students can apply for VET Student Loans. The census date is also the last date which students can withdraw from a unit of study (CRN) without incurring a debt for that unit of study. A student's CRN census date is calculated as their nominated start date plus 20% of the course duration. A Census Date will be provided upon enrolment into your course with MVC.

Remission/re-credit of debt in special circumstances for domestic students

Students who withdraw after census date because they are unable to continue with their studies due to special circumstances can apply for remission of their VET Student Loan (formerly VET FEE-HELP) or FEE-HELP debt, or tuition fees paid up-front. A student cannot apply for a remission if the subject has been successfully completed.

An application is considered by the RTO Manager or a nominated officer on the basis of special circumstances that apply to the student that were:

- Beyond the students control;
- Did not make their full impact on the student until on, or after, the census date; and
- Made it impracticable for the student to complete the requirements for the unit in the period during which the student undertook, or was to undertake, the unit.

Special circumstances do not include, for example:

- Lack of knowledge or understanding of requirements under the schemes; or
- An applicant's incapacity to repay a help debt, as repayments are income contingent, and the applicant can apply for a deferral of a compulsory repayment in certain circumstances

The student's statement of the special circumstances must include supporting documentation from an independent source or authority.

What is acceptable supporting documentation?

The documentation you provide in support of proving that special circumstances affected your study must come from at least one independent source or authority, dated and signed, that clearly:

- Identifies the special circumstances.
- Dates the occurrence of the special circumstances.
- States the duration of the special circumstances; and
- Describes the level of impact of the special circumstances.

For example, supporting documentation may include detailed:

- Medical statement from a medical professional (a medical certificate is not sufficient)
- Statement from a minister of religion
- Statement from a counsellor
- Statement from a police officer
- statement from an employer regarding significant changes in employment circumstances
- copy of death certificate or death notice in the case of a close family member and proof of relationship to the deceased
- letter from a lecturer, head of department or relevant institute staff familiar with the applicant's circumstances

What is the timeframe for an application?

An application for a remission or a re-credit must be made, in writing:

- Within 12 months of the withdrawal date of the unit, or,
- If the person has not withdrawn, within 12 months of the end of the period of study in which the unit was, or was to be, undertaken.
- Where a student has deferred, the 12-month period applies from the end of the period of deferment.

MVC has the discretion to waive this requirement if it is satisfied that the application could not be made within the time limits.

What happens after an application has been lodged?

The RTO Manager considers an application within 14 working days of receipt. MVC will notify you of its decision and the reasons for making the decision within 28 days of receipt.

MVC will also advise you of your right for a review of the decision if you are dissatisfied with the outcome. The time limit for applying for a review of a decision is 28 days from the day you first received notice of the decision. You are taken to have received notice of the decision one day after the date on the notice of decision and the 28 days timeframe begins on this day.

An appeal/review is lodged by completing a formal complaints form and will follow MVC's Student Academic and Non-Academic Complaints procedure.

Language, literacy and numeracy requirements: MVC will require applicants to complete a mandatory pre-training review and language, literacy and numeracy skills assessment to determine their readiness to undertake this training and identify any need for support services. This assessment will occur by appointment after the prospective learner's enrolment application has been received.

The assessment commences with an interview which is designed to collect information from the learner and also to assess their communication skills. This activity is followed by an LLN assessment which includes a reading, writing, and numeracy assessment. This is a computer-based assessment completed by learner at MVC Premises under supervision. Learner will be required to book a time and admissions manager will facilitate this process. LLN assessment is done by using software which gives results of ACSF Levels of learner based on the responses provided in the test.

No marking is required for this test as this assessment is computer based and results are available once this test is completed. Correct and incorrect responses can be printed with the LLN Graph report which clearly explains learner and admissions manager the LLN Level of the student Detailed instructions are provided within the facilitator guide.

The following table identifies the above-mentioned activities and the allocated ACSF level. The resultant level will be influenced by the standard of completion of these activities and the degree to which the learner require support to respond to activities.

Activity	Minimum ACSF skill level indicator
Communication	Working level 4
Writing	Working level 4
Reading	Working level 4
Numeracy	Working level 4

MVC can offer a range of learner support including basic LLN support. MVC is also able to refer the learner to external specialist support services. Additional charges apply for the services provided by outside agencies delivering these services and must be paid by the learner

Training and assessment Locations and Resources

Delivery locations	Leadership Study Club (West) 50 Grenfell street Adelaide,5000 and Level 2 West 50 Grenfell street Adelaide,5000 And SAYKitchen 78 Currie street Adelaide 5000 SA Phone 0432 421 482, 08 82128936, Email- info@mvc.edu.au
Learning resources	There are sufficient learning resources, equipment and facilities to: <ul style="list-style-type: none"> • Enable students to meet the requirements for each unit of competency • Support the number of students undertaking the training and assessment. General resources include: <ul style="list-style-type: none"> • Contextualised MVC learning Resources developed by MVC approved trainers/assessors and approved by CEO • Reference books required for research • Projects developed by MVC approved trainers/assessors and approved by CEO • Power-points • Trainers and Assessors • Templates, policies and procedures. Relevant legislation can be found on Commonwealth: https://www.legislation.gov.au/ South Australia: http://www.legislation.sa.gov.au/ Each unit of competency will have a comprehensive project with instructions and workplace document templates.

<p>Assessment resources</p>	<p>Assessments are conducted in accordance with the assessment requirements of the units of competencies. All Assessment strategies are developed in consultation with industry. Assessment methods include:</p> <ul style="list-style-type: none"> • Role play and observation with checklists • Worksheet Questions/Written Activity. • Case Study/Scenario/Practical Activity • Comprehensive Project <p>Assessments are provided for each unit to the students.</p> <p>Trainers commence each unit by providing the theoretical concepts of the topics and students are required to complete formative and summative assessments as they progress through the course. This ensures student understanding of the fundamental theory and its application for each unit. Formative and summative assessments ensure students engagement in research activities, and where appropriate, apply the required knowledge in a simulated work environment.</p> <p>Students will use MVC approved resources and reference books to acquire mandatory skills and knowledge. Training is scheduled as rolling intakes. Dedicated project weeks have been allocated to enable students to work on projects.</p> <p>The timetable has been structured so that units with similar themes are delivered closer together.</p>
<p>Additional costs</p>	<p>Uniform Shortly after arriving at MVC students may be required to have a uniform for practical All uniform should be neat and presentable. Information Technology Recommendations To access MVC online training, students are required to have access to a laptop or a tablet (less than three years old with a wireless options). Students will also be required to have their own Internet if studying externally.</p>
<p>Work placements</p>	<p>Learners are required to complete unpaid work placements to complete this qualification. MVC will organise these work placement for all enrolled students. Terms and conditions apply.</p>

MVC VSL eligible course- SIT50416 Diploma of Hospitality Management

Qualification: SIT50416 Diploma of Hospitality Management		
<p>Description: This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.</p> <p>MVC Unit selection have kitchen focus.</p> <p>Possible job titles include:</p> <ul style="list-style-type: none"> • Chef de cuisine • Chef patissier • Kitchen manager • Sous chef • Unit manager catering operations 		
<p>Packaging rules : Total number of units = 28</p> <ul style="list-style-type: none"> • 13 core units <i>plus</i> • 15 electives <p>Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.</p>		
Units of competencies		
Unit	Unit code	Unit Name
1	BSBMGT517	Manage operational plan
2	SITXFIN004	Prepare and monitor budgets
3	SITXCCS008	Develop and manage quality customer service practices
4	SITXGLC001	Research and comply with regulatory requirements
5	SITXMGT002	Establish and conduct business relationships
6	SITXCCS007	Enhance customer service experiences
7	BSBDIV501	Manage diversity in the workplace
8	SITXWHS003	Implement and monitor work health and safety practices
9	SITXHRM002	Roster staff
10	SITXCOM005	Manage conflict
11	SITXHRM003	Lead and manage people
12	SITXFIN003	Manage finances within a budget
13	SITXMGT001	Monitor work operations
14	SITHKOP005	Coordinate cooking operations
15	SITHKOP002	Plan and cost basic menus
16	SITXFSA001	Use hygienic practices for food safety

17	SITXFSA002	Participate in safe food handling practices
18	SITXINV002	Maintain the quality of perishable items
19	SITXHRM001	Coach others in job skills
20	SITHCCC001	Use food preparation equipment
21	SITHCCC005	Prepare dishes using basic methods of cookery
22	SITHCCC006	Prepare appetisers and salads
23	SITHCCC007	Prepare stocks, sauces and soups
24	SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
25	SITHCCC012	Prepare poultry dishes
26	SITHCCC013	Prepare seafood dishes
27	SITHCCC014	Prepare meat dishes
28	SITHCCC020	Work effectively as a cook

Optional units and flexibility: The list of other elective units for Credit Transfer (CT) for Vocational Education and Training: Training and assessment strategy Diploma of Hospitality is available on the National register <https://training.gov.au/training/details/SIT50416>

RPL will be available where Assessors are suitably qualified.

Delivery SIT50416 Diploma of Hospitality Management

Certain Units of Competency are commenced and completed within a Term/Unit of Study; others are delivered and completed over three Terms/ Units of Study, as follows:

Term	Unit code	Unit Name
Term 1	SITHIND002	Source and use information on hospitality industry
	SITXFSA001	Use hygienic practices for food safety (**Prerequisite unit)
	SITXFSA002	Participate in safe food handling practices
	SITXINV002	Maintain the quality of perishable items
	SITHCCC003	Prepare and present sandwiches
	SITHCCC018	Prepare foods to meet special dietary requirements
	SITHCCC001	Use food preparation equipment
	SITHCCC005	Prepare dishes using basic methods of cookery
	SITHCCC008	Prepare vegetable, fruit, egg, and farinaceous dishes
	SITHCCC012	Prepare poultry dishes
	SITHCCC013	Prepare seafood dishes
Term 2	BSBSUS401	Implement and monitor environmentally sustainable work practices
	SITHKPO004	Develop menus for special dietary requirements
	SITXFIN002	Interpret financial information
	BSBDIV501	Manage diversity in the workplace
	SITXWHS003	Implement and monitor work health and safety practices
	SITXHRM002	Roster staff
	SITXCOM005	Manage conflict
	SITXHRM003	Lead and manage people
	SITXFIN003	Manage finances within a budget
	SITXMGT001	Monitor work operations
	SITHKOP005	Coordinate cooking operations (Unpaid Work placement 12 service periods)
Term 3	BSBMGT517	Manage operational plan
	SITXFIN004	Prepare and monitor budgets
	SITXCCS008	Develop and manage quality customer service practices
	SITXGLC001	Research and comply with regulatory requirements
	SITXMGT002	Establish and conduct business relationships
	SITXCCS007	Enhance customer service experiences

Census dates for Vocational Course: SIT50416 Diploma of Hospitality Management

**Fees and course durations are reduced for any credits received from lower-level qualifications.*

Term/unit of study	Term commencement date	Census date/ payment due date	Term completion date	VSL Amount	Gap amount	Total term fee
Intake 1						
1	05/07/2021	02/08/2021	22/11/2021	\$2717	\$1250	\$3967
2	26/11/2021	07/01/2022	24/06/2022	\$4000	\$1500	\$5500
3	27/06/2022	08/08/2022	23/01/2023	\$4000	\$1500	\$5500
Intake 2						
1	02/08/2021	30/08/2021	20/12/2021	\$2717	\$1250	\$3967
2	24/12/2021	04/02/2022	22/07/2022	\$4000	\$1500	\$5500
3	25/07/2022	05/09/2022	20/02/2023	\$4000	\$1500	\$5500
Intake 3						
1	30/08/2021	27/09/2021	17/01/2022	\$2717	\$1250	\$3967
2	21/01/2022	04/03/2022	19/08/2022	\$4000	\$1500	\$5500
3	22/08/2022	03/10/2022	20/03/2023	\$4000	\$1500	\$5500
Intake 4						
1	27/09/2021	25/10/2021	14/02/2022	\$2717	\$1250	\$3967
2	18/02/2022	01/04/2022	16/09/2022	\$4000	\$1500	\$5500
3	19/09/2022	28/11/2022	17/04/2023	\$4000	\$1500	\$5500
Intake 5						
1	25/10/2021	22/11/2021	14/03/2022	\$2717	\$1250	\$3967
2	18/03/2022	29/04/2022	14/10/2022	\$4000	\$1500	\$5500
3	17/10/2022	28/11/2022	15/05/2023	\$4000	\$1500	\$5500
Intake 6						
1	22/11/2021	20/12/2021	11/04/2022	\$2717	\$1250	\$3967
2	15/04/2022	27/05/2022	11/11/2022	\$4000	\$1500	\$5500
3	14/11/2022	26/12/2022	12/06/2023	\$4000	\$1500	\$5500

Term/unit of study	Term commencement date	Census date/ payment due date	Term completion date	VSL Amount	Gap amount	Total term fee
Intake 7						
1	20/12/2021	17/01/2022	09/05/2022	\$2717	\$1250	\$3967
2	13/05/2022	24/06/2022	09/12/2022	\$4000	\$1500	\$5500
3	12/12/2022	23/01/2023	10/07/2023	\$4000	\$1500	\$5500
Intake 8						
1	17/01/2022	14/02/2022	6/06/2022	\$2717	\$1250	\$3967
2	10/06/2022	22/07/2022	6/01/2023	\$4000	\$1500	\$5500
3	9/01/2023	20/02/2023	7/08/2023	\$4000	\$1500	\$5500
Intake 9						
1	14/02/2022	14/03/2022	4/07/2022	\$2717	\$1250	\$3967
2	8/07/2022	19/08/2022	3/02/2023	\$4000	\$1500	\$5500
3	6/02/2023	20/03/2023	4/09/2023	\$4000	\$1500	\$5500
Intake 10						
1	14/03/2022	11/04/2022	1/08/2022	\$2717	\$1250	\$3967
2	5/08/2022	16/09/2022	3/03/2023	\$4000	\$1500	\$5500
3	6/03/2023	17/04/2023	2/10/2023	\$4000	\$1500	\$5500
Intake 11						
1	11/04/2022	09/05/2022	29/08/2022	\$2717	\$1250	\$3967
2	2/09/2022	14/10/2022	31/03/2023	\$4000	\$1500	\$5500
3	3/04/2023	15/05/2023	30/10/2023	\$4000	\$1500	\$5500

MVC VSL eligible course- SIT60316 Advanced Diploma of Hospitality Management

Qualification: SIT60316 Advanced Diploma of Hospitality Management		
<p>Description This qualification reflects the role of highly skilled senior professionals who operate with significant autonomy and are responsible for making strategic business management decisions. They also use:</p> <ul style="list-style-type: none"> • broad range of hospitality skills • specialised managerial skills • substantial knowledge of industry to coordinate hospitality operations <p>MVC Unit selection have kitchen focus.</p> <p>Possible job titles include:</p> <ul style="list-style-type: none"> • Area manager or operations manager • Café owner or manager • Club secretary or manager • Executive chef • Executive sous chef • Food and beverage manager • Head Chef • Motel owner or manager 		
<p>Packaging rules Total number of units = 33</p> <ul style="list-style-type: none"> • 16 core units <i>plus</i> • 17 electives <p>Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.</p>		
Unit	Unit code	Unit Name
1	SITHIND002	Source and use information on hospitality industry
2	SITXFSA001	Use hygienic practices for food safety (**Prerequisite unit)
3	SITXFSA002	Participate in safe food handling practices
4	SITXINV002	Maintain the quality of perishable items
5	SITHCCC003	Prepare and present sandwiches
6	SITHCCC018	Prepare foods to meet special dietary requirements
7	SITHCCC001	Use food preparation equipment
8	SITHCCC005	Prepare dishes using basic methods of cookery
9	SITHCCC008	Prepare vegetable, fruit, egg, and farinaceous dishes
10	BSBSUS401	Implement and monitor environmentally sustainable work practices
11	SITHKPO004	Develop menus for special dietary requirements
12	SITXFIN002	Interpret financial information
13	BSBDIV501	Manage diversity in the workplace
14	SITXWHS003	Implement and monitor work health and safety practices
15	SITXHRM002	Roster staff

16	SITXCOM005	Manage conflict
17	SITXHRM003	Lead and manage people
18	SITXFIN003	Manage finances within a budget
19	SITXMGT001	Monitor work operations
20	SITHKOP005	Coordinate cooking operations (Unpaid Work placement 12 service periods)
21	BSBMGT517	Manage operational plan
22	SITXFIN004	Prepare and monitor budgets
23	SITXCCS008	Develop and manage quality customer service practices
24	SITXGLC001	Research and comply with regulatory requirements
25	SITXMGT002	Establish and conduct business relationships
26	SITXCCS007	Enhance customer service experiences
27	BSBMGT617	Develop and implement a business plan
28	BSBFIM601	Manage finances
29	SITXFIN005	Manage physical assets
30	SITXHRM004	Recruit, select and induct staff
31	SITXHRM006	Monitor staff performance
32	SITXMPR007	Develop and implement marketing strategies
33	SITXWHS004	Establish and maintain a work health and safety system

Delivery SIT60316 Advanced Diploma of Hospitality Management

Certain Units of Competency are commenced and completed within a Term/Unit of Study; others are delivered and completed over three Terms/ Units of Study, as follows:

Term	Unit code	Unit Name
Term 1 Units of Competency commenced and completed	SITHIND002	Source and use information on hospitality industry
	SITXFSA001	Use hygienic practices for food safety (**Prerequisite unit)
	SITXFSA002	Participate in safe food handling practices
	SITXINV002	Maintain the quality of perishable items
	SITHCCC003	Prepare and present sandwiches
	SITHCCC018	Prepare foods to meet special dietary requirements
	SITHCCC001	Use food preparation equipment
	SITHCCC005	Prepare dishes using basic methods of cookery
	SITHCCC008	Prepare vegetable, fruit, egg, and farinaceous dishes
	BSBSUS401	Implement and monitor environmentally sustainable work practices
	SITHKPO004	Develop menus for special dietary requirements
Term 2 Units of Competency commenced and completed	SITXFIN002	Interpret financial information
	BSBDIV501	Manage diversity in the workplace
	SITXWHS003	Implement and monitor work health and safety practices
	SITXHRM002	Roster staff
	SITXCOM005	Manage conflict
	SITXHRM003	Lead and manage people
	SITXFIN003	Manage finances within a budget

	SITXMGT001	Monitor work operations
	SITHKOP005	Coordinate cooking operations (Unpaid Work placement 12 service periods)
	BSBMGT517	Manage operational plan
	SITXFIN004	Prepare and monitor budgets
Term 3 Units of Competency commenced and completed	SITXCCS008	Develop and manage quality customer service practices
	SITXGLC001	Research and comply with regulatory requirements
	SITXMGT002	Establish and conduct business relationships
	SITXCCS007	Enhance customer service experiences
	BSBMGT617	Develop and implement a business plan
	BSBFIM601	Manage finances
	SITXFIN005	Manage physical assets
	SITXHRM004	Recruit, select and induct staff
	SITXHRM006	Monitor staff performance
	SITXMPR007	Develop and implement marketing strategies
	SITXWHS004	Establish and maintain a work health and safety system

Census dates for Vocational Course- SIT60316 Advanced Diploma of Hospitality Management

**Fees and course durations are reduced for any credits received from lower-level qualifications.*

Term/unit of study	Term commencement date	Census date/ payment due date	Term completion date	VSL Amount	Gap amount	Total term fee
Intake 1						
1	05/07/2021	02/08/2021	22/11/2021	\$2717	\$1250	\$3967
2	26/11/2021	07/01/2022	24/06/2022	\$4000	\$1500	\$5500
3	27/06/2022	05/09/2022	12/06/2023	\$4000	2 X \$1250	\$6500
Intake 2						
1	02/08/2021	30/08/2021	20/12/2021	\$2717	\$1250	\$3967
2	24/12/2021	04/02/2022	22/07/2022	\$4000	\$1500	\$5500
3	25/07/2022	03/10/2022	10/07/2023	\$4000	2 X \$1250	\$6500
Intake 3						
1	30/08/2021	27/09/2021	17/01/2022	\$2717	\$1250	\$3967
2	21/01/2022	04/03/2022	19/08/2022	\$4000	\$1500	\$5500
3	22/08/2022	31/10/2022	07/08/2023	\$4000	2 X \$1250	\$6500
Intake 4						
1	27/09/2021	25/10/2021	14/02/2022	\$2717	\$1250	\$3967
2	18/02/2022	01/04/2022	16/09/2022	\$4000	\$1500	\$5500
3	19/09/2022	28/11/2022	04/09/2023	\$4000	2 X \$1250	\$6500
Intake 5						
1	25/10/2021	22/11/2021	14/03/2022	\$2717	\$1250	\$3967
2	18/03/2022	29/04/2022	14/10/2022	\$4000	\$1500	\$5500
3	17/10/2022	26/12/2022	02/10/2023	\$4000	2 X \$1250	\$6500
Intake 6						
1	22/11/2021	20/12/2021	11/04/2022	\$2717	\$1250	\$3967
2	15/04/2022	27/05/2022	11/11/2022	\$4000	\$1500	\$5500
3	14/11/2022	23/01/2023	30/10/2023	\$4000	2 X \$1250	\$6500

Term/unit of study	Term commencement date	Census date/ payment due date	Term completion date	VSL Amount	Gap amount	Total term fee
Intake 7						
1	20/12/2021	17/01/2022	09/05/2022	\$2717	\$1250	\$3967
2	13/05/2022	24/06/2022	09/12/2022	\$4000	\$1500	\$5500
3	12/12/2022	20/02/2023	27/11/2023	\$4000	2 X \$1250	\$6500
Intake 8						
1	17/01/2022	14/02/2022	6/06/2022	\$2717	\$1250	\$3967
2	10/06/2022	22/07/2022	6/01/2023	\$4000	\$1500	\$5500
3	9/01/2023	20/03/2023	25/12/2023	\$4000	2 X \$1250	\$6500
Intake 9						
1	14/02/2022	14/03/2022	4/07/2022	\$2717	\$1250	\$3967
2	8/07/2022	19/08/2022	3/02/2023	\$4000	\$1500	\$5500
3	6/02/2023	17/04/2023	22/01/2024	\$4000	2 X \$1250	\$6500
Intake 10						
1	14/03/2022	11/04/2022	1/08/2022	\$2717	\$1250	\$3967
2	5/08/2022	16/09/2022	3/03/2023	\$4000	\$1500	\$5500
3	6/03/2023	15/05/2023	19/02/2024	\$4000	2 X \$1250	\$6500
Intake 11						
1	11/04/2022	09/05/2022	29/08/2022	\$2717	\$1250	\$3967
2	2/09/2022	14/10/2022	31/03/2023	\$4000	\$1500	\$5500
3	3/04/2023	12/06/2023	18/03/2024	\$4000	2 X \$1250	\$6500

Checking your HELP records and balance

You can view your HELP debt records and balances online by one of the following methods as outlined by the Australian Government.

- Log in to [myHELPbalance](#). You will need your Commonwealth Higher Education Student Support Number (CHESSN) to log in. Your CHESSN is shown on your Commonwealth Assistance Notice.
- Log in to the myGov website. To access this online service, please refer to the instructions on the [ATO website](#).
- Call the ATO on 13 28 61. You will have to advise the ATO of your tax file number (TFN) before they will disclose any personal information to you.

Contact us

If you require further information or assistance with accessing a VET Student Loan at MVC.

Please contact MVC reception in person – Level 2 west 50 Grenfell street Adelaide 5000

Email info@mvc.edu.au

Call 0432 421 482

Visit www.mvc.edu.au