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Gen institute Pty Ltd | RTO: 41126 | CRICOS: 03572F

Gen-Institute  
Brochure-2020



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# Gen Institute

Welcome to Gen Institute, a private registered training organization (RTO), located in Melbourne City (Victoria) Australia. We are an Australian Institution educating and training Australian and International Students.

## Why Choose Gen Institute

### Study at Gen Institute for Infinite Opportunities

Established in 2015, Gen Institute has made an impact on the Vocational Education and Training (VET) industry through a range of nationally recognised courses.

Gen Institute delivers courses in the fields of, business and Leadership and Management. Gen institute has established itself as an eminent provider of vocational education to international and domestic students. The courses are designed to fall in line with supported job roles as well as higher education degree programs for desired educational pathways.

The qualifications that Gen institute delivers span from certificate IV to advanced diploma levels and these vocational programs are developed in consultation with industry stakeholders and provide blended delivery modes to provide the students with quality education.

Gen institute's merit is established through its contemporary and well-designed campus, wide range of student resources, highly qualified and experienced academic team.



# Where Success begins

## Achieve a Qualification of Excellence

Whether you are looking to start a career in a new field or reach new heights in your current career, Gen institute's industry-focused programs will prepare you for success.

The mission of Gen institute is to nurture the realm of learning through diffusion and conservation of knowledge and skills, and engagement through exchange of gen institute, as a responsible and staunch education provider through its innovative programs, community and industry engagement, strategic alliances and pursuit of quality in teaching and learning.

We believe in a vibrant and multi-cultural work environment with a strong focus on staff development, collaborative work practices, value creation and an inclusive team organizational culture.

Gen institute is supported by a skilled Academic Board comprising of trainers, industry consultants and is committed to providing high quality courses to its diverse domestic and international clientele.

So which qualification is Right for you?



## Business Courses

BSB40215  
Certificate IV in Business  
Duration: 40 weeks

BSB50215  
Diploma of Business  
Duration: 42 weeks

BSB60215  
Advanced Diploma of Business  
Duration: 52 weeks

## Leadership and Management Courses

BSB51918  
Diploma of Leadership  
and Management  
Duration: 52 weeks

BSB61015  
Advanced Diploma of  
Leadership and Management  
Duration: 52 weeks

## Construction Management & Painting and Decorating Course

CPC50308  
Diploma of Building and  
Construction (Management)  
Duration: 52 weeks

CPC30611  
Certificate - III in Painting  
and Decorating  
Duration: 60 Weeks



For course outlines, please visit [www.gen.edu.au](http://www.gen.edu.au)  
Credit exemption may be given based on units completed by the student.  
Course durations may also vary accordingly.

All fees are subject to change at any time. Students have the option of payment plan for paying fees.  
Refunds are made in accordance with the GEN's Refund Policy.

# Diploma of Leadership and Management



National Course Code: BSB51918

CRICOS Course Code: 098882F

Delivery Mode: Face to Face

Campuses: 416-420 (Basement) Collins Street Melbourne, Vic  
238 Union Road, Ascot Vale, Vic

## Duration:

Total duration for this qualification is 52 weeks (including 6 Weeks Holidays). Students study minimum 20 hours a week face to face.

## Qualification Description

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.

## Entry requirements

- 18 years or older
- Completion of Year 12 (Australia) or overseas equivalent
- IELTS 5.5 or equivalent
- Meet Student Visa requirements where applicable
- Prospective students seeking for enrolment at Gen Institute will have to successfully complete a placement test at the required ACSF level of qualification that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in.

## Units of competency

(12 units must be completed for this qualification which includes 4 core & 8 elective units)

Unit code	Unit name	Core / Elective
BSBWHS521	Ensure a safe workplace	Elective
BSBADM502	Manage meetings	Elective
BSBLDR511	Develop and use emotional intelligence	Core
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBWOR502	Lead and manage team effectiveness	Core
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBCUS501	Manage quality customer service	Elective
BSBWRK520	Manage employee relations	Elective
BSBMGT502	Manage People Performance	Elective

BSBR5K501	Manage risk	Elective
BSBFIM501	Manage budgets and financial plans	Elective
BSBMGT517	Manage operational plan	Core

## Fees

Enrolment Fees – Non-Refundable AUD \$200.00 Per Student

Tuition Fees Diploma of Leadership and Management AUD \$10000.00

Material Fee for Diploma of Leadership and Management (Text Books) AUD \$300.00

Course fee and itemized fee details are available on <http://gen.edu.au/fees-and-charges/> Payment plan option is available to students. All fees are subject to change at any time.

## Recognition of Prior Learning and Credit Transfer

Learners with prior learning and work experience can apply for Recognition of Prior Learning (RPL). Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

## Assessment methods

**Assessment is carried out on a range of following tasks:**

- Written Assessments, Projects
- Presentations and Case Studies.

# Advanced Diploma of Leadership and Management



National Course Code: BSB61015

CRICOS Course Code: 094372E

Delivery Mode: Face to Face

Campuses: 416-420 (Basement) Collins Street Melbourne, Vic  
238 Union Road, Ascot Vale, Vic

## Duration:

Total duration for this qualification is 52 weeks (including 6 Weeks Holidays). Students study minimum 20 hours a week face to face.

## Qualification Description

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

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

## Entry requirements

- 18 years or older
- Completion of Year 12 (Australia) or overseas equivalent
- IELTS 5.5 or equivalent
- Meet Student Visa requirements where applicable
- Prospective students seeking for enrolment at Gen Institute will have to successfully complete a placement test at the required ACSF level of qualification that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in.

## Units of competency

(12 units must be completed for this qualification which includes 4 core & 8 elective units)

Unit code	Unit name	Core / Elective
BSBMGT619	Identify and implement business innovation	Elective
BSBINN601	Lead and manage organisational change	Core
BSBWHS605	Develop, implement and maintain WHS management systems	Elective
BSBDIV601	Develop and implement diversity policy	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBHRM602	Manage human resources strategic planning	Elective
BSBMGT617	Develop and implement a business plan	Core
BSBMGT616	Develop and implement strategic plans	Elective



BSBFIM601	Manage Finances	Core
BSBMKG609	Develop a marketing plan	Elective
BSBMGT605	Provide leadership across the organisation	Core
BSBMGT608	Manage innovation and continuous improvement	Elective

## Fees

Enrolment Fees – Non-Refundable AUD \$200.00 Per Student

Tuition Fees Advanced Diploma of Leadership and Management AUD \$10000.00

Material Fee for Advanced Diploma of Leadership and Management (Text Books) AUD \$300.00

Course fee and itemized fee details are available on <http://gen.edu.au/fees-and-charges/> Payment plan option is available to students. All fees are subject to change at any time.

## Recognition of Prior Learning and Credit Transfer

Learners with prior learning and work experience can apply for Recognition of Prior Learning (RPL). Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

## Assessment methods

Assessment is carried out on a range of following tasks:

- Written Assessments, Projects
- Presentations and Case Studies.

# Certificate IV in Business



National Course Code: BSB40215

CRICOS Course Code: 094368A

Delivery Mode: Face to Face

Campuses: 416-420 (Basement) Collins Street Melbourne, Vic  
238 Union Road, Ascot Vale, Vic

## Duration:

Total duration for this qualification is 40 weeks (including 10 Weeks Holidays). Students study minimum 20 hours a week face to face.

## Qualification Description

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others

## Entry requirements

- 18 years or older
- Completion of Year 11 (Australia) or overseas equivalent
- IELTS 5.5 or equivalent
- Meet Student Visa requirements where applicable
- Prospective students seeking for enrolment at Gen Institute will have to successfully complete a placement test at the required ACSF level of qualification that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in.

## Units of competency

(10 units must be completed for this qualification which includes 1 core & 9 elective units)

Unit code	Unit name	Core / Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBRSK401	Identify and Apply Risk Management Process	Elective
BSBREL401	Establish Networks	Elective
BSBMKG414	Undertake Marketing Activities	Elective
BSBADM405	Organise Meetings	Elective
BSBCUS401	Co-ordinate Implementation of customer service strategies	Elective
BSBINN301	Promote Innovation in a Team Environment	Elective
BSBMKG413	Promote Products and Service	Elective
BSBLED401	Develop teams and individuals	Elective
BSBRES411	Analyse and Present Research Information	Elective

## Fees

Enrolment Fees – Non-Refundable AUD \$200.00 Per Student

Tuition Fees Certificate IV in Business AUD \$7000.00

Material Fee Certificate IV in Business AUD \$300.00

Course fee and itemized fee details are available on <http://gen.edu.au/fees-and-charges/> Payment plan option is available to students. All fees are subject to change at any time.

## Recognition of Prior Learning and Credit Transfer

Learners with prior learning and work experience can apply for Recognition of Prior Learning (RPL). Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

## Assessment methods

Assessment is carried out on a range of following tasks:

- Project Report
- Observation
- Written Questions
- Case Study

# Diploma of Business



National Course Code: BSB50215

CRICOS Course Code: 094369M

Delivery Mode: Face to Face

Campuses: 416-420 (Basement) Collins Street Melbourne, Vic  
238 Union Road, Ascot Vale, Vic

## Duration:

Total duration for this qualification is 42 weeks (including 10 Weeks Holidays). Students study minimum 20 hours a week face to face.

## Qualification Description

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

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

## Entry requirements

- 18 years or older
- Completion of Year 12 (Australia) or overseas equivalent
- IELTS 5.5 or equivalent
- Meet Student Visa requirements where applicable
- Prospective students seeking for enrolment at Gen Institute will have to successfully complete a placement test at the required ACSF level of qualification that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in.

## Units of competency

(8 units must be completed for this qualification which includes all elective units)

Unit code	Unit name	Core / Elective
BSBMKG506	Plan market research	Elective
BSBADM506	Manage business document design and development	Elective
BSBMKG501	Identify and evaluate marketing opportunities	Elective
BSBMKG523	Design and develop an integrated marketing communication plan	Elective
BSBHRM405	Support the recruitment, selection and induction of staff	Elective
BSBDIV601	Develop and implement diversity policy	Elective
BSBPMG522	Undertake project work	Elective
BSBRISK501	Manage Risk	Elective



## Fees

Enrolment Fees – Non-Refundable AUD \$200.00 Per Student

Tuition Fees Diploma In Business AUD \$8000.00

Material Fee Diploma In Business AUD \$300.00

Course fee and itemized fee details are available on <http://gen.edu.au/fees-and-charges/> Payment plan option is available to students. All fees are subject to change at any time.

## Recognition of Prior Learning and Credit Transfer

Learners with prior learning and work experience can apply for Recognition of Prior Learning (RPL). Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

## Assessment methods

Assessment is carried out on a range of following tasks:

- Project Report
- Observation
- Written Questions
- Case Study

# Advanced Diploma of Business



National Course Code: BSB60215

CRICOS Course Code: 094370G

Delivery Mode: Face to Face

Campuses: 416-420 (Basement) Collins Street Melbourne, Vic  
238 Union Road, Ascot Vale, Vic

## Duration:

Total duration for this qualification is 52 weeks (including 10 Weeks Holidays). Students study minimum 20 hours a week face to face.

## Qualification Description

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

## Entry requirements

- 18 years or older
- Completion of Year 12 (Australia) or overseas equivalent
- IELTS 5.5 or equivalent
- Meet Student Visa requirements where applicable
- Prospective students seeking for enrolment at Gen Institute will have to successfully complete a placement test at the required ACSF level of qualification that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in.

## Units of competency

(8 units must be completed for this qualification which includes all electives.

Unit code	Unit name	Core / Elective
BSBFIM601	Manage finances	Elective
BSBHRM602	Manage human resources strategic planning	Elective
BSBMKG608	Develop organisational marketing objectives	Elective
BSBMKG609	Develop a marketing plan	Elective
BSBMKG603	Manage the marketing process	Elective
BSBADV602	Develop an advertising campaign	Elective
BSBINN601	Lead and Manage organisational change	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective

## Fees

Enrolment Fees – Non-Refundable AUD \$200.00 Per Student

Tuition Fees Advanced Diploma of Business AUD \$10000.00

Material Fee Advanced Diploma of Business AUD \$300.00

Course fee and itemized fee details are available on <http://gen.edu.au/fees-and-charges/> Payment plan option is available to students. All fees are subject to change at any time.

## Recognition of Prior Learning and Credit Transfer

Learners with prior learning and work experience can apply for Recognition of Prior Learning (RPL). Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

## Assessment methods

Assessment is carried out on a range of following tasks:

- Project Report
- Observation
- Written Questions
- Case Study

# Certificate III in Painting and Decorating



National Course Code: CPC30611

CRICOS Course Code: 098344k

Delivery Mode: Face to Face

Campuses: **Practical** 238 Union Road, Ascot Vale, Vic  
**Theory** 416-420 (Basement) Collins Street Melbourne, Vic

## Duration:

Total duration for this qualification is 60 weeks (including 10 Weeks Holidays). Students study minimum 20 hours a week face to face.

## Qualification Description

This qualification provides a trade outcome in painting and decorating for residential and commercial construction work.

Occupational titles may include:

- Painter and decorator.

The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as two specialist fields of work.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

## Entry requirements

- 18 years or older
- Completion of Year 11 (Australia) or overseas equivalent
- IELTS 5.5 or equivalent
- Meet Student Visa requirements where applicable
- Prospective students seeking for enrolment at Gen Institute will have to successfully complete a placement test at the required ACSF level of qualification that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in.
- Completion of unit CPCCWHS1001 – Prepare to work safely in the construction industry, students would be required to undertake training and assessment of this unit at Gen Institute or any other RTO prior to enrolling into this qualification.

## Physical Requirements:

Students who participate in this course will be required to undertake manual handling and physical labour. Those with a history of back or health issues may not be appropriate to take this course.

## Units of competency

(27 units must be completed for this qualification which includes 23 Core units and 4 electives.)

Unit code	Unit name	Core / Elective
CPCCCM1012A	Work effectively and sustainably in the construction industry	Core
CPCCCM1013A	Plan and organise work	Core
CPCCCM1014A	Conduct workplace communication	Core
CPCCCM1015A	Carry out measurements and calculations	Core



CPCCCM2001A	Read and interpret plans and specification	Core
CPCCCM2003B	Calculate and cost construction work	Core
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	Core
CPCCCM2010B	Work safely at heights	Core
CPCCCM3001C	Operate elevated work platforms	Core
CPCCPB3026B	Erect and maintain trestle and plank systems	Core
CPCCPD2011A	Handle painting and decorating materials	Core
CPCCPD2012A	Use painting and decorating tools and equipment	Core
CPCCPD2013A	Remove and replace doors and door and window components	Core
CPCCPD3021A	Prepare surfaces for painting	Core
CPCCCM2008B	Erect and dismantle restricted height scaffolding	Core
CPCCPD3022A	Apply paint by brush and roller	Core
CPCCPD3023A	Apply texture coat paint finishes by brush, roller and spray	Core
CPCCPD3024A	Apply paint by spray	Core
CPCCPD3025A	Match specified paint colour	Core
CPCCPD3026A	Apply stains and clear timber finishes	Core
CPCCPD3027A	Apply wallpaper	Core
CPCCPD3028A	Apply decorative paint finishes	Core
CPCCPD3031A	Implement safe lead paint and asbestos work practices in the painting industry	Core
CPCCPD3029A	Remove graffiti and apply protective coatings	Elective
CPCCPD3030B	Apply protective paint coating systems	Elective
CPCCPD3032A	Apply advanced wallpaper techniques	Elective
CPCCSP3003A	Apply trowelled texture coat finishes	Elective

## Fees

Enrolment Fees – Non-Refundable AUD \$200.00 Per Student  
 Tuition Fees Certificate iii in Painting and Decorating AUD \$11000.00  
 Material Fee Certificate iii in Painting and Decorating AUD \$800.00

Course fee and itemized fee details are available on <http://gen.edu.au/fees-and-charges/> Payment plan option is available to students. All fees are subject to change at any time.

## Recognition of Prior Learning and Credit Transfer

Learners with prior learning and work experience can apply for Recognition of Prior Learning (RPL). Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

## Assessment methods

Assessment is carried out on a range of following tasks:

- Project Report
- Questioning
- Demonstration/Observation
- Written Questions
- Case Study
- Third Party Report

## Safety Requirement

Every student is required to wear their own Personal Protection Equipment(PPE):safety boots and protective clothing at every training session/practical demonstration session.

# Diploma of Building and Construction (Management)



National Course Code: CPC50308

CRICOS Course Code: 094373D

Delivery Mode: Face to Face

Campuses: 416-420 (Basement) Collins Street Melbourne, Vic  
238 Union Road, Ascot Vale, Vic

## Duration:

Total duration for this qualification is 52 weeks (including 10 Weeks Holidays). Students study minimum 20 hours a week face to face.

## Qualification Description

This qualification is designed to meet the needs of senior managers within building and construction firms.

### Occupational titles may include:

- Project manager
- Construction manager
- Estimating manager
- Sales manager.

The qualification has core unit of competency requirements that cover common skills for the construction industry.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

## Entry requirements

- 18 years or older
- Completion of Year 12 (Australia) or overseas equivalent
- IELTS 5.5 or equivalent
- Meet Student Visa requirements where applicable
- Prospective students seeking for enrolment at Gen Institute will have to successfully complete a placement test at the required ACSF level of qualification that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in.

## Units of competency

(12 units must be completed for this qualification which includes 5 Core units and 7 electives.)

Unit code	Unit name	Core / Elective
BSBFIM501A	Manage budgets and financial plans	Core
BSBHRM402A	Recruit, select and induct staff	Core
BSBITU402	Develop and use complex spreadsheets	Elective
BSBITU404	Produce complex desktop published documents	Elective

BSBMGT515A	Manage operational plan	Core
BSBOHS504B	Apply principles of OHS risk management	Core
BSBR501	Manage risk	Elective
BSBMGT502	Manage People Performance	Elective
BSBCUS501	Manage quality customer service	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBWOR502B	Ensure team effectiveness	Core
BSBSLS502	Lead and manage a sales team	Elective

## Fees

Enrolment Fees – Non-Refundable AUD \$200.00 Per Student

Tuition Fees Diploma of Building and Construction(Management) AUD \$10000.00

Material Fee Diploma of Building and Construction(Management) AUD \$300.00

Course fee and itemized fee details are available on <http://gen.edu.au/fees-and-charges/> Payment plan option is available to students. All fees are subject to change at any time.

## Recognition of Prior Learning and Credit Transfer

Learners with prior learning and work experience can apply for Recognition of Prior Learning (RPL). Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

## Assessment methods

Assessment is carried out on a range of following tasks:

- Projects
- Written Questions Answers
- Case Studies and Demonstrations

### **ACCOMMODATION ARRANGEMENT**

Gen Institute can arrange homestay accommodation according to your preferences. Living in a homestay is a great way to learn about the local culture and lifestyle, and to improve your English.

### **ORIENTATION AND TRANSITION SUPPORT**

As a new student, you will be welcomed with an orientation program during your first week at Gen Institute. The orientation program involves familiarisation with living and studying in Melbourne, and an opportunity for social interaction with new and current students.

### **AIRPORT PICK-UP SERVICES**

Gen Institute can arrange for students to be met at the airport and taken to their accommodation. You need to indicate that you would like this service when filling in the enrolment form.





### **EVENTS AND RECREATIONAL ACTIVITIES**

Melbourne is a wonderful city packed with events and activities such as arts and cultural festivals, theatre shows, sports and clubs for students. Gen Institute actively promotes and encourages students to explore the range of events and activities.

### **COMMUNITY INVOLVEMENT**

Gen Institute in partnership with a number of not-forprofit organisations offers students the opportunity to contribute to the community in a number of ways. Students have the chance to participate in the promotion of various great causes, fund-raising opportunities and events.

### **MEDICAL AND HEALTH COVER**

Gen Institute can arrange Overseas Student Health Cover (OSHC) on your behalf. OSHC provides you with the peace of mind that you have access to medical services to help you maintain your health and wellbeing.



### **GEN INSTITUTE LANGUAGE LOUNGE**

We offer our students free conversation and pronunciation classes which are designed to improve speaking skills. These classes focus on Real-life conversations, native pronunciation. We announce this free sessions on our website regularly.

### **FLEXIBLE PAYMENT OPTIONS**

Gen Institute provides flexible payment options to suit your financial needs. Feel free to discuss your needs with the Student Support Officer.

### **GENERAL SUPPORT**

Reception is a one-stop place for you to request information and seek assistance for general or student administration matters. You are welcome to drop by, call or email your questions to Student Support Officer. Gen recognises that supporting our students in developing their career goals is an integral part of their learning journey. We love to acknowledge endeavour, excellence and achievement, as we believe that your success is our success.



### **STUDENT WELLBEING AND PERSONAL COUNSELLING**

At Gen, your welfare is our priority. We aim to create a safe and caring environment while providing opportunities to enjoy study life. Students experiencing difficulties associated with personal matters are welcome to discuss any issues with the Student Support Officer. The Student Support Officer works with other professional agencies to address student needs and can refer students to external support.

### **ACADEMIC SUPPORT**

Gen staff will support you academically through-out your time with us and will do everything possible to help you excel. This is particularly important for international students in helping them to adjust to studying in Australia. Students can make an appointment to see an academic advisor.

### **LIBRARY SERVICES**

Gen Institute library is the one-stop student resource centre. You can refer books and other resources to help with your studies. The library is also the perfect place for students who would like a quiet space for research and preparing assignments.





# Campus Locations



## Gen Institute City Campus

416-420 (Basement) Collins St,  
Melbourne,  
Victoria, Australia 3000

### Features:

- Student lounges
- An extensive resource library
- Computer labs
- Fully networked campus with modern networking hardware
- High speed internet and Wi-Fi connectivity
- Fully fitted classrooms with the state of the art audio video equipment
- State of the art learning facilities

The classrooms are spacious and the campuses are compliant by the 9B standards. Gen institute has a simulated workplace for all our courses.



## Ascot Vale Campus

236 Union Rd,  
Ascot Vale,  
Victoria, Australia 3032



# HOW TO APPLY

## 1. Your application

- Read through the Gen Institute Course Guide and pre-enrolment information at [www.gen.edu.au](http://www.gen.edu.au)
- Choose your course
- Download the Gen Institute Application Form from [www.gen.edu.au](http://www.gen.edu.au). Complete, sign and date the conditions of enrolment.
- Attach certified copies of support documents. Documents not in English must be accompanied by accredited English translations.
- Forward all documents to Gen Institute directly [admissions@gen.edu.au](mailto:admissions@gen.edu.au) or to your local education agent.

## 2. Application assessment

- Upon receiving your application, Gen Institute will assess the application according to the admission policies. Student may be required to attend the Genuine Temporary Entrants (GTE) interview at this stage.

## 3. Offer letter

- You will be provided with a written Offer Letter and Student Acceptance Agreement if your application is successful and this will generally take 1 to 2 working days.

## 4. Accepting offer

- To accept the offer, sign the Student Acceptance Agreement
- Submit any outstanding documents (if required)
- Complete the Homestay and Airport Pick-up Application Form (if required).
- Send the above documents to Gen Institute or your local education agent.

## 5. Making payment

- Make payment amount according to Student Acceptance Agreement. Please include your student ID or full name and date of birth as a reference for payment.

Fee Payment Methods:

Online payments\* Telegraphic transfer Direct deposit Visit our Accounts Office.

## 6. Confirmation of Enrolment

- Electronic Confirmation of Enrolment (eCoE) will be issued upon receipt of completed Student Acceptance Agreement and relevant tuition fee payment.

## 7. Visa application

Include the eCoE(s) with your visa application.

Please consult your local education agent about visa application matters or visit the Department of Immigration and Border Protection (DIBP) website: [www.border.gov.au](http://www.border.gov.au)

## 8. Homestay and Airport Pick-up

- Once the visa has been granted, contact Gen Institute to arrange homestay and airport pick-up services (if applicable).

## 9. Arriving in Melbourne

- Contact Gen Institute as soon as you arrive in Australia.
- Attend orientation (Bring your eCoE, offer letter or evidence of payment, passport and copy of your visa to the orientation).

# Academic Calendar

## 2019

JANUARY						
S	M	T	W	T	F	S
Term Break		1	2	3	4	5
Term Break	6	7	8	9	10	11
week 1	13	14	15	16	17	18
week 2	20	21	22	23	24	25
week 3	27	28	29	30	31	

  

FEBRUARY						
S	M	T	W	T	F	S
				1	2	
week 4	3	4	5	6	7	8
week 5	10	11	12	13	14	15
week 6	17	18	19	20	21	22
week 7	24	25	26	27	28	

  

MARCH						
S	M	T	W	T	F	S
					1	2
week 8	3	4	5	6	7	8
week 9	10	11	12	13	14	15
week 10	17	18	19	20	21	22
Term Break	24	25	26	27	28	29
	31					

  

APRIL						
S	M	T	W	T	F	S
Term Break		1	2	3	4	5
week 11	7	8	9	10	11	12
week 12	14	15	16	17	18	19
week 13	21	22	23	24	25	26
week 14	28	29	30			

  

MAY						
S	M	T	W	T	F	S
week 15			1	2	3	4
week 16	5	6	7	8	9	10
week 17	12	13	14	15	16	17
week 18	19	20	21	22	23	24
week 19	26	27	28	29	30	31

  

JUNE						
S	M	T	W	T	F	S
						1
week 20	2	3	4	5	6	7
Term Break	9	10	11	12	13	14
Term Break	16	17	18	19	20	21
week 21	23	24	25	26	27	28
	30					

  

JULY						
S	M	T	W	T	F	S
week 22		1	2	3	4	5
week 23	7	8	9	10	11	12
week 24	14	15	16	17	18	19
week 25	21	22	23	24	25	26
week 26	28	29	30	31		

  

AUGUST						
S	M	T	W	T	F	S
				1	2	3
week 27	4	5	6	7	8	9
week 28	11	12	13	14	15	16
week 29	18	19	20	21	22	23
week 30	25	26	27	28	29	30
						31

  

SEPTEMBER						
S	M	T	W	T	F	S
Term Break	1	2	3	4	5	6
Term Break	8	9	10	11	12	13
week 31	15	16	17	18	19	20
week 32	22	23	24	25	26	27
week 33	29	30				

  

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
week 34	6	7	8	9	10	11
week 35	13	14	15	16	17	18
week 36	20	21	22	23	24	25
week 37	27	28	29	30	31	

  

NOVEMBER						
S	M	T	W	T	F	S
week 38	3	4	5	6	7	8
week 39	10	11	12	13	14	15
week 40	17	18	19	20	21	22
week 41	24	25	26	27	28	29
						30

  

DECEMBER						
S	M	T	W	T	F	S
week 42	1	2	3	4	5	6
week 43	8	9	10	11	12	13
week 44	15	16	17	18	19	20
Term Break	22	23	24	25	26	27
Term Break	29	30	31			

## 2020

JANUARY						
S	M	T	W	T	F	S
Term Break		1	2	3	4	
week 1	5	6	7	8	9	10
week 2	12	13	14	15	16	17
week 3	19	20	21	22	23	24
week 4	26	27	28	29	30	31

  

FEBRUARY						
S	M	T	W	T	F	S
						1
week 5	2	3	4	5	6	7
week 6	9		11	12	13	14
week 7	16	17	18	19	20	21
week 8	23	24	25	26	27	28
						29

  

MARCH						
S	M	T	W	T	F	S
week 9	1	2	3	4	5	6
week 10	8	9	10	11	12	13
week 11	15	16	17	18	19	20
week 12	22	23	24	25	26	27
week 13	29	30	31			

  

APRIL						
S	M	T	W	T	F	S
week 13			1	2	3	4
Term Break	5	6	7	8	9	10
Term Break	12	13	14	15	16	17
week 14	19	20	21	22	23	24
week 15	26	27	28	29	30	

  

MAY						
S	M	T	W	T	F	S
week 16	3	4	5	6	7	8
week 17	10	11	12	13	14	15
week 18	17	18	19	20	21	22
week 19	24	25	26	27	28	29
	31					

  

JUNE						
S	M	T	W	T	F	S
week 20		1	2	3	4	5
week 21	7	8	9	10	11	12
week 22	14	15	16	17	18	19
week 23	21	22	23	24	25	26
Term Break	28	29	30			

  

JULY						
S	M	T	W	T	F	S
Term Break		1	2	3	4	
Term Break	5	6	7	8	9	10
week 24	12	13	14	15	16	17
week 25	19	20	21	22	23	24
week 26	26	27	28	29	30	31

  

AUGUST						
S	M	T	W	T	F	S
week 27	2	3	4	5	6	7
week 28	9	10	11	12	13	14
week 29	16	17	18	19	20	21
week 30	23	24	25	26	27	28
	30	31				

  

SEPTEMBER						
S	M	T	W	T	F	S
week 31	1	2	3	4	5	6
week 32	6	7	8	9	10	11
week 33	13	14	15	16	17	18
Term Break	20	21	22	23	24	25
Term Break	27	28	29	30		

  

OCTOBER						
S	M	T	W	T	F	S
					1	2
week 34	4	5	6	7	8	9
week 35	11	12	13	14	15	16
week 36	18	19	20	21	22	23
week 37	25	26	27	28	29	30
						31

  

NOVEMBER						
S	M	T	W	T	F	S
week 38	1	2	3	4	5	6
week 39	8	9	10	11	12	13
week 40	15	16	17	18	19	20
week 41	22	23	24	25	26	27
	29	30				

  

DECEMBER						
S	M	T	W	T	F	S
week 42		1	2	3	4	5
week 43	6	7	8	9	10	11
week 44	13	14	15	16	17	18
Term Break	20	21	22	23	24	25
Term Break	27	28	29	30	31	

## 2021

JANUARY						
	S	M	T	W	T	F S
					1	2
Term Break	3	4	5	6	7	8 9
week 1	10	11	12	13	14	15 16
week 2	17	18	19	20	21	22 23
week 3	24	25	26	27	28	29 30
	31					

FEBRUARY						
	S	M	T	W	T	F S
week 4		1	2	3	4	5 6
week 5	7	8	9	10	11	12 13
week 6	14	15	16	17	18	19 20
week 7	21	22	23	24	25	26 27
	28					

MARCH						
	S	M	T	W	T	F S
week 8		1	2	3	4	5 6
week 9	7	8	9	10	11	12 13
week 10	14	15	16	17	18	19 20
week 11	21	22	23	24	25	26 27
week 12	28	29	30	31		

APRIL						
	S	M	T	W	T	F S
					1	2 3
Term Break	4	5	6	7	8	9 10
Term Break	11	12	13	14	15	16 17
week 13	18	19	20	21	22	23 24
week 14	25	26	27	28	29	30

MAY						
	S	M	T	W	T	F S
week 15	2	3	4	5	6	7 8
week 16	9	10	11	12	13	14 15
week 17	16	17	18	19	20	21 22
week 18	23	24	25	26	27	28 29
week 19	30	31				

JUNE						
	S	M	T	W	T	F S
			1	2	3	4 5
week 20	6	7	8	9	10	11 12
week 21	13	14	15	16	17	18 19
week 22	20	21	22	23	24	25 26
Term Break	27	28	29	30		

JULY						
	S	M	T	W	T	F S
					1	2 3
Term Break	4	5	6	7	8	9 10
week 23	11	12	13	14	15	16 17
week 24	18	19	20	21	22	23 24
week 25	25	26	27	28	29	30 31

AUGUST						
	S	M	T	W	T	F S
week 26	1	2	3	4	5	6 7
week 27	8	9	10	11	12	13 14
week 28	15	16	17	18	19	20 21
week 29	22	23	24	25	26	27 28
week 30	29	30	31			

SEPTEMBER						
	S	M	T	W	T	F S
			1	2	3	4 5
week 31	5	6	7	8	9	10 11
week 32	12	13	14	15	16	17 18
Term Break	19	20	21	22	23	24 25
Term Break	26	27	28	29	30	

OCTOBER						
	S	M	T	W	T	F S
					1	2
week 33	3	4	5	6	7	8 9
week 34	10	11	12	13	14	15 16
week 35	17	18	19	20	21	22 23
week 36	24	25	26	27	28	29 30
	31					

NOVEMBER						
	S	M	T	W	T	F S
week 37		1	2	3	4	5 6
week 38	7	8	9	10	11	12 13
week 39	14	15	16	17	18	19 20
week 40	21	22	23	24	25	26 27
week 41	28	29	30			

DECEMBER						
	S	M	T	W	T	F S
			1	2	3	4 5
week 42	5	6	7	8	9	10 11
week 43	12	13	14	15	16	17 18
week 44	19	20	21	22	23	24 25
Term Break	26	27	28	29	30	31

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