



# OZFORD

**BE  
THE  
HAPPY  
ACHIEVER**



[www.ozford.edu.au](http://www.ozford.edu.au)





Degree  
High School  
English Language  
Course Guide



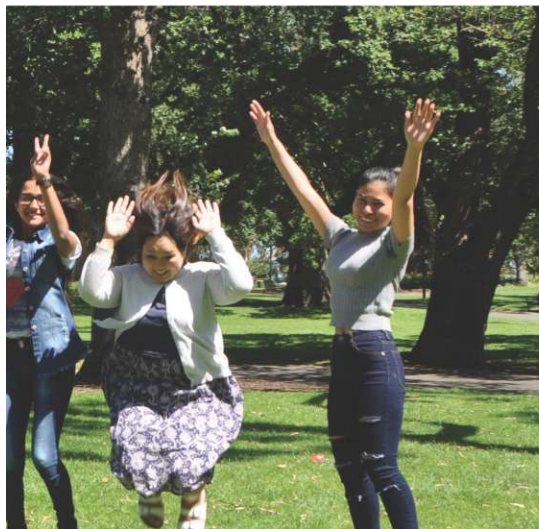


**Melbourne** has been named the world's most livable city seven consecutive times\*, and is one of the most reputable cities for international students to study in\*\*.

\*Economist Intelligence Unit's annual global liveability survey  
 \*\*QS Best Student Cities 2018







## Table of contents

Welcome Message .....	3
Student Success Program .....	4
Care and Support .....	7
Oxford Institute of Higher Education (Degree) .....	8
Bachelor of Business (Accounting) .....	10
Bachelor of Business .....	11
Diploma of Business .....	12
Block Delivery .....	13
Degree Intakes and Trimester Dates .....	14
Oxford Pathways .....	15
Oxford College (High School) .....	16
Year 10 .....	18
VCE .....	19
VCAL .....	20
High School Entry Requirements and Intakes .....	21
Oxford English Language Centre .....	22
General English .....	25
English Language for Academic Purposes .....	26
English for Secondary School Preparation .....	27
How to Apply .....	28
Oxford Calendar .....	29
Our Graduates .....	30

All images used in this course guide are of current or graduated Oxford students at the time of print.



# LINKING THEORY AND PRACTICE FOR YOUR SUCCESS

Welcome to Ozford! You may be starting your Ozford learning journey from our English Language Centre, or perhaps high school, or maybe you are planning to enter directly in to our degree program. We will warmly welcome you, and provide you with the opportunities to enjoy innovative learning and exciting life experiences through our programs.

This course guide provides an overview of the high-quality learning options at Ozford and how we develop your academic and global skills in order to prepare you for success at each stage of your learning journey.

At Ozford you will experience the benefits and advantages of a city campus in a multicultural, bustling business district. Along with your studies, you will meet other students and build a new network of friends from different countries around the globe.

Melbourne offers the best of all Australian cities. Our campus is walking distance to some of the best shopping, restaurants, museums, theatres, entertainment, sporting venues and tourist attractions.

At Ozford we offer local and international students high-quality education and pathways across three main areas:

- Degree (Bachelors and Higher Education Diploma)
- High School Years 10–12 Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL)
- English Language

We have an excellent range of services to take care of you, help you manage your studies, and support your academic or future employability needs. Our academic and professional staff are passionate, friendly, and highly qualified.

At Ozford we are dedicated to excellence in education and our commitment is to help you reach your study and career goals. **Your success is our success!**

So, please look through this course guide, see what we have to offer and start your education journey in Melbourne with us.

We would like to extend our wishes for a happy and successful learning journey at Ozford.

Ozford Team



# HAPPY BE THE ACHIEVER





# STUDENT SUCCESS PROGRAM

Practice global skills to live a **(HAPPY)** successful life.

- Apply for internships
- Create an OZFOLIO
- Seek advice on finding work
- Get help creating a CV and cover letter
- Practice interview techniques

- Valuable tools to assist in career pursuits.
- Recognise strengths and abilities
- Build career confidence

- Live and act effectively
- Nurture physical, mental, social and emotional health
- Maintain a positive mindset
- Build mind strength

- Make industry contacts
- Obtain internship reference
- Convert academic knowledge into industry skills
- Gain work experience



OZFOLIO

Volunteer Placements

Employability Workshop

Career Portfolio

Interview Workshops

Work Skills Evidence

Global Skills

Mindfulness Practice

Wellbeing

A wide range of internships on offer in accounting, business, IT and hospitality











**ORIENTATION AND  
TRANSITION SUPPORT**



**AIRPORT PICK-UP  
SERVICES**



**MEDICAL AND  
HEALTH COVER**



**WELLBEING AND  
PERSONAL COUNSELLING**



**LIBRARY SERVICES**



**ACADEMIC SUPPORT**



**COMMUNITY  
INVOLVEMENT**



**EVENTS AND RECREATIONAL  
ACTIVITIES**



**PATHWAYS**



**FLEXIBLE INTAKES**





ACCOMMODATION  
ARRANGEMENT



SCHOLARSHIPS AND  
AWARDS



GENERAL SUPPORT



SPECIALISED JOB  
AND CAREER CENTRE



ALUMNI NETWORK

## CARE AND SUPPORT









# OZFORD INSTITUTE OF HIGHER EDUCATION

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Degree

## **STUDY AREA**

- Business
- Accounting
- Management
- Marketing



# BACHELOR OF BUSINESS (ACCOUNTING)

CRICOS Code: 088193C



ACCREDITED PROGRAM



*The Bachelor of Business (Accounting) course has been designed to prepare students for a career in a variety of accounting and/or finance-related positions in accounting practices, small, medium and large enterprises, financial institutions and government agencies.*

## Course Outline

The contents and structure of the course satisfies the professional bodies' requirements for the intellectual, technical, personal and organisational skills that are expected of an accounting/finance professional.

The course provides students with membership pathways to CPA Australia and the Institute of Chartered Accountants Australia and New Zealand (ICAAANZ), ensuring that students receive recognition of their skills and knowledge within their chosen profession.

The course also includes an internship opportunity, which is specifically designed to provide practical experience in a work based environment for students.

Oxford Institute of Higher Education offers **Work Integrated Learning (WIL) through an Internship program**, that involves learning activities that require students to apply their academic knowledge to a 'real-life' situation with a real business. The Internship unit aims to improve students' communication, interpersonal, and teamwork skills through a combination of academic work and work-based activities. The unit will require students to work in an off-campus business venue to discuss, negotiate, plan, collect information, analyse, synthesise and apply discipline-based knowledge to carry out required activities with the objective of developing a feasible solution to the issues. Learning activities under the Internship unit will be designed in such way that require students to integrate and appropriately apply previous knowledge and training to make and justify decisions in a work-based context.

## Possible Career Outcomes

Management Accountant  
Financial Accountant  
Taxation Consultant  
Auditor

## 8 Core Units

- ACC1100 Accounting for Decision Making
- ECO1100 Economic Principles
- ICT1100 Business Information Systems
- LAW1100 Commercial Law
- MGT1000 Ethics, Sustainability and Social Responsibility
- MGT1100 Management Principles
- MKT1100 Marketing Principles
- STA1100 Business Statistics

## 8 Accounting Specialisation Units\* plus Internship (2 units)

- ACC1110 Accounting Principles
- ACC2100 Financial Accounting
- ACC2110 Management Accounting
- ACC3100 Corporate Accounting
- ACC3200 Auditing and Assurance
- FIN2100 Corporate Finance
- LAW2100 Corporations Law
- LAW3100 Taxation Law
- WIL 3500 Internship (equivalent to 2 units)

## Elective Units\*\*

- ENT3100 Innovation and Entrepreneurship
- HRM1100 Organisational Behaviour
- HRM2100 Human Resources Management
- MGT2100 Operations Management
- MGT2110 Quality Management
- MGT2120 International Management
- MGT3100 Project Management
- MGT3150 Strategic Management
- MKT1110 Consumer Behaviour
- MKT2100 Marketing Research
- MKT2120 Internet Marketing
- MKT2125 Brand Management
- MKT2130 Integrated Marketing Communications
- MKT3100 International Marketing
- MKT3150 Services Marketing
- ACC2120- Accounting Information Systems
- ACC3300- Accounting Theory

\* CPA/CA requirement

\*\* Elective unit availability is subject to minimum enrolment numbers.



## Study Mode

Full-time, face to face



## Location

310 King Street, Melbourne VIC



## Duration

Full-time, 3 years (6 Trimester)



## Course Requirements

8 core units (1st year) PLUS  
8 Accounting specialisation units  
Internship  
(equivalent to 2 units) PLUS  
6 elective units



## Entry Requirements

### English Entry Requirements

**Domestic School Leavers**  
n/a

**International Students**  
IELTS (Academic Module): Overall  
6.0 (no band score less than 5.5)  
equivalent

### Academic Entry Requirements

**Domestic School Leavers**  
Successful completion of Year 12  
Australia or equivalent

**International Students**  
Successful completion of Year 12  
Australia or equivalent. An approved  
University Foundation or formal  
**Certificate IV program may also**  
satisfy this entry requirement.

### Minimum Age

Students must be minimum 18 years  
age prior to commencing a course  
at the Institute.

Xiang Li  
China



<b>Study Mode</b> Full-time, face to face	
<b>Location</b> 310 King Street, Melbourne VIC 3000	
<b>Duration</b> Full-time, 3 years (6 Trimester)	
<b>Course Requirements</b> 8 core units (1st year) PLUS 6 Management specialisation units OR 6 Marketing specialisation units OR 6 Accounting specialisation units PLUS Internship (equivalent to 2 unit) PLUS 8 elective units	
<b>Entry Requirements</b> <b>English Entry Requirements</b> <b>Domestic School Leavers</b> n/a <b>International Students</b> IELTS (Academic Module): Overall score of 6.0 (no band score less than 5.5) or equivalent <b>Academic Entry Requirements</b> <b>Domestic School Leavers</b> Successful completion of Year 12 in Australia or equivalent <b>International Students</b> Successful completion of Year 12 in Australia or equivalent. An approved University Foundation or formal Australian Certificate IV program may also be taken to satisfy this entry requirement. <b>Minimum Age</b> Students must be minimum 18 years of age prior to commencing a course at the Institute.	

Possible Career Outcomes

*The Bachelor of Business suite of units enables students to undertake studies in business and management-related fields, preparing them for a variety of career opportunities, including marketing, general management, human resource management and accounting.*

## Course Outline

The Bachelor of Business course is comprised of various business-related disciplines such as, accounting, economics, information systems, law, management, marketing, statistics and ethics, which are informed by both theory and practice of operation of small and large business enterprises in Australia and internationally.

The course allows students to choose three specialisations from management, marketing, and accounting. The program potentially provides students with membership pathways to the Marketing Institute of Australia and the Institute of Managers and Leaders, ensuring that students receive recognition of their skills and knowledge within their chosen professions. The course also includes an internship opportunity which is specifically designed to provide practical experience in a work-based environment for students.

### Accounting Specialisation

Decision making, strategic and financial planning, market analysis, auditing or forensic accounting.

### Management Specialisation

Administration, coordination, team leadership, human resource management, recruitment and workforce planning roles

### Marketing Specialisation

Marketing analyst, marketing assistant, marketing coordinator, marketing communications manager, marketing manager, marketing strategist

**Course Structure:** Students enrolled in the Bachelor of Business course have to complete a total of 24 units, of which 8 units are core and 6 units as specialisation units in respective areas plus an internship program (equivalent to 2 units). They are also required to complete another 8 elective units. Marketing specialisation students are to choose elective units from either Accounting and/or Management specialisation units. Management specialisation students are to choose elective units from either Accounting and/or Marketing specialisation units. Accounting specialisation students are to choose elective units from either Marketing and/or Management specialisation units.

*Elective unit availability is subject to minimum enrolment number.*

### 8 Core Units

- ACC1100 Accounting for Decision Making
- ECO1100 Economic Principles
- ICT1100 Business Information Systems
- LAW1100 Commercial Law
- MGT1000 Ethics, Sustainability and Social Responsibility
- MGT1100 Management Principles
- MKT1100 Marketing Principles
- STA1100 Business Statistics

### 6 Management Specialisation Units Plus Internship (2 units)

- ENT3100 Innovation and Entrepreneurship
- HRM1100 Organisational Behaviour
- HRM2100 Human Resources Management
- MGT2120 International Management
- MGT3100 Project Management
- MGT3150 Strategic Management
- WIL3500 Internship (equivalent to 2 units)

### OR

### 6 Marketing Specialisation Units Plus Internship (2 units)

- MKT1110 Consumer Behaviour
- MKT2100 Marketing Research
- MKT2120 Internet Marketing
- MKT2130 Integrated Marketing Communications
- MKT3100 International Marketing
- MKT3200 Strategic Marketing
- WIL3500 Internship (equivalent to 2 units)

### OR

### 6 Accounting Specialisation Units Plus Internship (2 units)

- ACC1110 Accounting Principles
- ACC2100 Financial Accounting
- ACC3100 Corporate Accounting
- FIN2100 Corporate Finance
- LAW2100 Corporations Law
- ACC 2110 Management Accounting
- WIL3500 Internship (equivalent to 2 units)

# BACHELOR OF BUSINESS

CRICOS Code: 088192D



**Rajmanpreet Kaur**  
India



# DIPLOMA OF BUSINESS

CRICOS Code: 088194B



**Duy Song Nguyen**  
Vietnam

*A Diploma of Business qualification can lead to a variety of opportunities in today's global economy including the public service, education, health, manufacturing, service, e-commerce, mining and retail industries.*

## Course Outline

The Diploma of Business course is designed to provide a study option for students who either do not seek, or are unable to commit to the time required to complete a three-year undergraduate degree.

As well as having value in its own right, students who successfully complete the diploma can be admitted to the second year of either the Bachelor of Business and Bachelor of Business (Accounting) degrees with full credit reducing the time required for degree completion to only two years.

This is because the diploma course comprises the first year of both degrees.

## 8 Core Units

- ICT1100 Business Information Systems
- MKT1100 Marketing Principles
- ACC1100 Accounting for Decision Making
- ECO1100 Economic Principles
- LAW1100 Commercial Law
- STA1100 Business Statistics
- MGT1100 Management Principles
- MGT1000 Ethics, Sustainability and Social Responsibility



Possible Career Outcomes



Administrator Assistant  
Management Assistant  
Accounts Clerk



I am Song from Vietnam. I came to Ozford in March 2016 to study Bachelor of Business.

I really enjoyed my time in the library on level 10 using all the new and modern facilities. I can easily access computers and printers on all levels. So, life at Ozford, for me is great. Come and join me. They also arrange external and internal activities for students to interact with each other, which not only helps students to make new friends but also to build up our self-confidence.

Here at Ozford, not only do they prepare students to be strong but also mentally and physically by providing counselling sessions and life skills lessons, which encourage every student to show our talents.



## Study Mode

Full-time, face to face



## Location

310 King Street, Melbourne



## Duration

Full-time, 1 year (2 Trimester)



## Course Requirements

8 core units (as per the 1st year Bachelor of Business or Bachelor of Business (Accounting)).



## Entry Requirements

### English Entry Requirement

**Domestic school leavers**  
n/a

**International Students**  
IELTS (Academic Module): Overall 5.5 (no band score less than 5.0) equivalent

### Academic Entry Requirement

**Domestic school leavers**  
Successful completion of Year 11 in Australia or equivalent

**International Students**  
Successful completion of Year 11 in Australia or equivalent. An appropriate University Foundation or formal Certificate IV program may also satisfy this entry requirement.

### Minimum Age

Students must be minimum 18 years of age prior to commencing a course at the Institute.



# BLOCK DELIVER

**Instead of worrying about juggling multiple loads of assignments and exams for 4 units all in the same week, students can now study 2 units at the time.**

## How it Works

The traditional 14-week trimester will be delivered in two blocks of 7 weeks (6 weeks of teaching and 1 week of exam).

Instead of studying 4 units in one semester, students will study only 2 units at a time for the first block (weeks 1–7) and then start 2 more units in the second block (weeks 8–14) during the first year.

Each block of teaching will run for 6 weeks followed by a week of exams before the next 2 units are added to the student's study.

**BETTER**

**FOCUS**

**TIME MANAGEMENT**

**UNDERSTANDING**

**BETTER**

**OUTCOME**

**Mayank Shally, Sushmita Dhakal**  
India, Nepal

## Scholarship

If you maintain good academic performance you are eligible to apply for an Ozford Institute of Higher Education scholarship.





RY

## 1 Trimester = 2 Blocks

### Block 1



Focus on  
2 units only

### Block 2



Focus on  
2 units only







Ozford Institute of Higher Education (OIHE) Graduation Ceremony

## Intake and Trimester Dates

### 2020

#### TRIMESTER DATES

Trimester 1	10 March – 17 July
Trimester 2	03 August – 11 December
Trimester 3	30 November – 26 February 2021

#### INTAKES

Trimester 1	10 March
Mid Intake	27 April
Trimester 2	03 August
Mid Intake	21 September
Trimester 3	30 November

#### ORIENTATION

28 February
24 April
24 July
18 September
20 November

### 2021

#### TRIMESTER DATES

Trimester 1	09 March – 16 July
Trimester 2	02 August – 10 December
Trimester 3	29 November – 25 February 2022

#### INTAKES

Trimester 1	09 March
Mid Intake	27 April
Trimester 2	02 August
Mid Intake	20 September
Trimester 3	29 November

#### ORIENTATION

26 February
23 April
23 July
17 September
19 November

Find out more !

Orientation



Photo Gallery

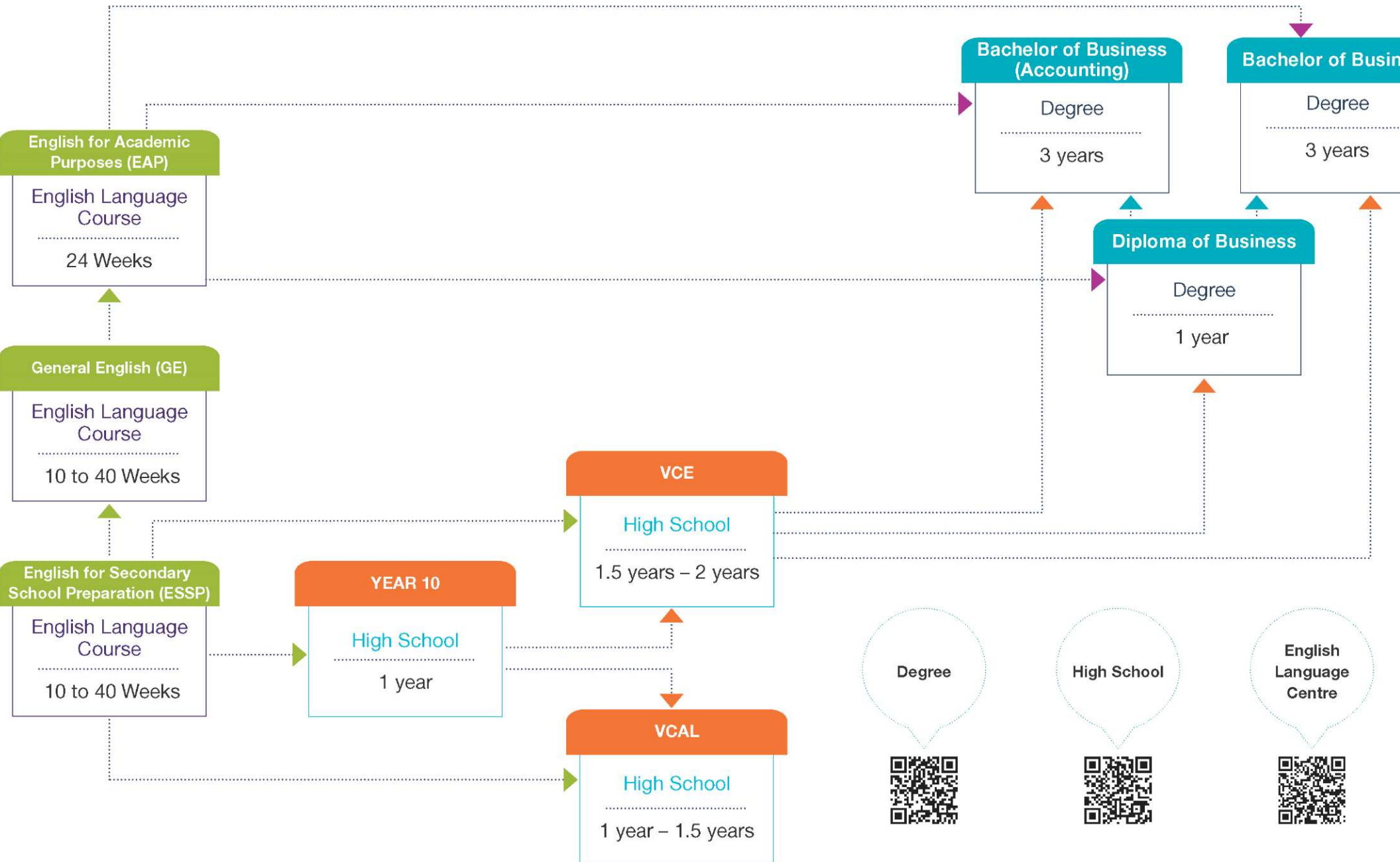


Internship





# OZFORD PATHWAYS









# OZFORD COLLEGE

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High School

## KNOWLEDGE IS POWER

Our High School program covers the final three years of high school – years 10, 11 and 12. The main focus of this program is to help overseas students achieve the Victorian Certificate of Education (VCE), and the Senior Victorian Certificate of Applied Learning (VCAL), for a pathway to higher education.



# HIGH SCHOOL YEAR 10

CRICOS Code: 045402K



**Tanya Batra**  
**India**



I started my journey in Ozford College High School in Year 11. It has been a really amazing and memorable journey as it showed me the right path to follow which can help me to build a bright future. When I first arrived at Ozford, it was my first time away from my home and family in India. I was really nervous concentrating only on my studies. The atmosphere and people were all new to me as I was in a country where I did not know anyone. However, in Ozford I quickly felt at home because everyone helped me wherever they can.

For some people coffee or tea is the thing that help them refresh in the morning but for me the most refreshing thing is the smile on people's faces. The smiles from other students, my teachers and from the Ozford staff. The atmosphere over here is so friendly, helpful and courteous. When I first arrived last year, I was still only 17 years old but everyone here treats me like an adult with lots of respect.

Staff here are so cooperative, helpful and they always problem solve with me when I have a problem. They also arrange external and internal activities for students to get interacted with each other, which not only help students to make new friends but also to build up our self-confidence. Here in Ozford, not only do they prepare a student to be strong in intelligence but also mentally and physically strong by providing counselling sessions and life skills lessons which encourage each and every student to show our talent.

I have now completed my VCE and await my results. My plan is to join a university in Melbourne for Bachelor of Nursing or Psychology. I would say thank you so much Ozford for making me what I am today and giving me the opportunity to help me shine and to do my best!



**#bethehappyacheiver...Tanya Batra**  
**High School VCE Graduate**





## Nurturing Success at Ozford





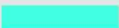
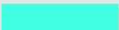
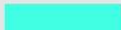
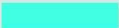
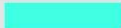
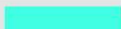
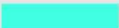
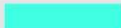
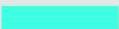
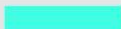

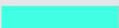
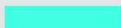
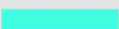
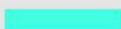
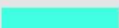
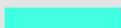



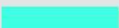
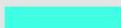
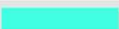
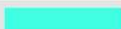
Our teachers devote their time to getting to know the needs of individual students. They ensure that their own knowledge of the Australian curriculum is up to date and that courses are taught in a way that is most suitable for students from different cultures and backgrounds.

The school places a strong emphasis on providing relevant information and support to students who are sometimes a long way from home. We run a mentor program covering social and personal learning, as well as a wide range of diverse weekly activities and excursions.

The Year 10 program prepares for study in Year 11 and Year 12.

The Year 10 subjects are designed to build on students' learning experiences in their home country and prepare them for the requirements of the Victorian education system. Subjects offered:

- English
- Maths
- Science
- Commerce/Humanities
- Health and PE
- Information Technology

	Year 10	Year 11 (Unit 1/2)*	Year 12 (Unit 3/4)*
English			
English EAL			
Maths			
General Mathematics			
Mathematical Methods			
Specialist Mathematics			
Further Mathematics			
Accounting			
Business Management			
Information Technology			
Vietnamese as a First Language			
Chinese as a First Language			
Science			
Humanities			
Health Physical Education			
Physics			
Chemistry			

 Compulsory

 Elective

\*Unit availability is subject to minimum number of students.





***The VCE program is Victoria's principal university preparation course of study. It is conducted in years 11 and 12 with a minimum study period of 18 months to a maximum of 2 years.***

***The primary focus is to prepare students for study in higher education; however, graduates can also further their studies at the Vocational Education and Training (VET) level.***

## **Year 11 (VCE Study Units 1 and 2)**

Year 11 is the first year of the VCE program. Students normally take 12 units in a full year (6 units in each semester). At the start of each semester, students must select 6 subjects of study including the compulsory subject, English as an Additional Language (EAL). Subjects are delivered in a sequence of Units 1 and 2, resulting in a total of 12 units for 6 subjects. To enter Year 12 (VCE), students must complete minimum 6 units in Year 11 including EAL.

Students who are of high calibre may have the approval of the High School Coordinator to study one additional VCE Unit 3/4 subject in Year 11. This is provided that the student commences Year 11 in the first study term (i.e. February). VCAL option: On the completion of one semester (or a minimum of 6 units), Year 11 students have the option to transfer to VCAL.

## **Year 12 (VCE Study Units 3 and 4)**

Year 12 is the second year of the VCE program. A normal student workload in Year 12 is 5 subjects, consisting of Units 3 and 4 in each subject, resulting in the total delivery of 10 units.

English as an Additional Language (EAL) is a compulsory subject. Students generally continue the same subjects in Year 12 at Units 3 and 4.

High achievers can even apply to participate in enhancement and extension programs offered by some universities in Melbourne. These programs provide students with the opportunity to study a first-year-equivalent university subject, in addition to their normal VCE study workload. Some credit towards a university degree is given if the subject is completed to a satisfactory standard. Additional costs may be incurred for entry into these programs.



## The Minimum Requirement for VCE:

Students must complete a minimum of 16 units (i.e. minimum of 18 months) across Year 11 (6 units from Units 1 and 2) and Year 12 (10 units from Units 3 and 4) to graduate with the VCE. In technical terms, student must complete:

- 3 units from the English group, with at least 2 units at Unit 3 and 4 level
- 3 sequences of Units 3 and 4 studies other than English in one academic year.

## Assessment Methods

Subjects in VCE are assessed by a combination of:

- School Assessed Coursework (SAC)
- Submitted work
- Practical reports
- End of semester tests and examinations
- Projects and assignments
- Simulations / Exercises
- External VCE Examinations

For more information please visit [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

## HIGH SCHOOL SCHOLARSHIP

If you maintain good academic performance you are eligible to apply for an Oxford scholarship. The scholarship is open to Year 11 and Year 12 students (VCE).

# VICTORIAN CERTIFICATE OF EDUCATION (VCE)

CRICOS Code: 045402K



**Yu Long**  
**China**





# VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

CRICOS Code: 062870G



**Daniel Parra Gallego**  
Colombia

*The VCAL (senior level) prepares students for vocational education and for work. To complete the VCAL, students need to complete all four of the following curriculum strands:*

- **Literacy and Numeracy**
- **Industry-specific skills (VET modules)**
- **Work-related Skills**
- **Personal Development Skills**

*To be successful, students must complete at least one full semester of VCE studies (6 units including EAL) at Year 11 and complete at least 6 months of VCAL study.*

## VCAL in Year 11

Students who start Year 11 at the beginning of the year will take 6 VCE study units in the first semester (Terms 1 and 2) and then complete the VCAL program in the second semester. Students who wish to take the VCAL program and start Year 11 at the beginning of either Term 2 or Term 3 will undertake 6 VCE study units in the second semester (Terms 3 and 4) and then complete the VCAL study in the first semester of the following year.

Students studying the VCAL program in Year 11 will study some VCE study units; units from the VET course Certificate II in Business; and the four VCAL strands. At the conclusion of the VCAL study, students can undertake further vocational education or undertake the Ozford VCE Year 12 program to obtain the VCE.

## VCAL in Year 12

Students who undertake the VCE study program in Year 11 may change to the VCAL study for Year 12. Most students will be able to complete the VCAL study in the first semester of Year 12. Students who do not wish to proceed to higher education at the end of Year 12 might consider this option.

Students who have completed Year 11 in their home country and who have graduated from the Ozford English Language Centre or a similar English language program, may also apply for admission to the Ozford VCAL study program. The VCAL program will include 6 VCE units; 4 units from the Certificate II in Business; and the four VCAL strands.

## Satisfactory Completion the Senior VCAL Certificate at Ozford College

To satisfactorily complete VCAL study and obtain a Senior VCAL Certificate at Ozford College, students must complete a minimum of 6 VCE units including at least 2 units of English/EAL and Maths or Senior Numeracy Skills. Additionally, students must complete 5 Senior VCAL study units, namely: Personal Development Skills, Work-related Skills 1 and 2; Senior Numeracy and Literacy Skills (Reading and Writing).

Students must also complete an industry component in Certificate II in Business. For more information please visit [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au).

Find  
out  
more!

Life Skills

Homest







## Minimum Academic Entry Requirements

Year 10	Year 11	Year 12
Satisfactory completion of the equivalent of Australian Year 9	Satisfactory completion of the equivalent of Australian Year 10	Satisfactory completion of the equivalent of Australian Year 11

## English Entry Requirements

	Minimum of 20 weeks of English required	Minimum of 10 weeks of English required	Direct entry
IELTS	4.0	4.5	5.0
TOEFL iBT	31	32	35
TOEFL PBT	433	450	500
PTE	29	30	36

For more information about entry requirements, please refer to the following link:  
[www.oxford.edu.au/high-school/entry-requirements/](http://www.oxford.edu.au/high-school/entry-requirements/)





## Entry Requirements and Intakes

2020	Intakes	Orientation	Year 10	VCE Year 11	VCE Year 12	VCAL Year 12
Term 1	03 February – 27 March	31 January	✓	✓	✓	
Term 2	14 April – 26 June	09 April	✓	✓		
Term 3	13 July – 18 September	10 July	✓	✓		✓
Term 4	05 October – 04 December	02 October	✓			

2021	Intakes	Orientation	Year 10	VCE Year 11	VCE Year 12	VCAL Year 12
Term 1	22 February – 01 April	29 January	✓	✓	✓	
Term 2	19 April – 25 June	16 April	✓	✓		
Term 3	12 July – 17 September	9 July	✓	✓		✓
Term 4	04 October – 03 December	1 October	✓			

For Orientation details visit [www.ozford.edu.au/key-dates/orientation-details/](http://www.ozford.edu.au/key-dates/orientation-details/)









Oxford English Language  
Centre

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**NEW LANGUAGE  
NEW VISION**



# uage

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ELICOS

- General English
- English for Academic Purposes
- English for Secondary School Preparation



# English Language Intensive Courses for Overseas Students (ELICOS)

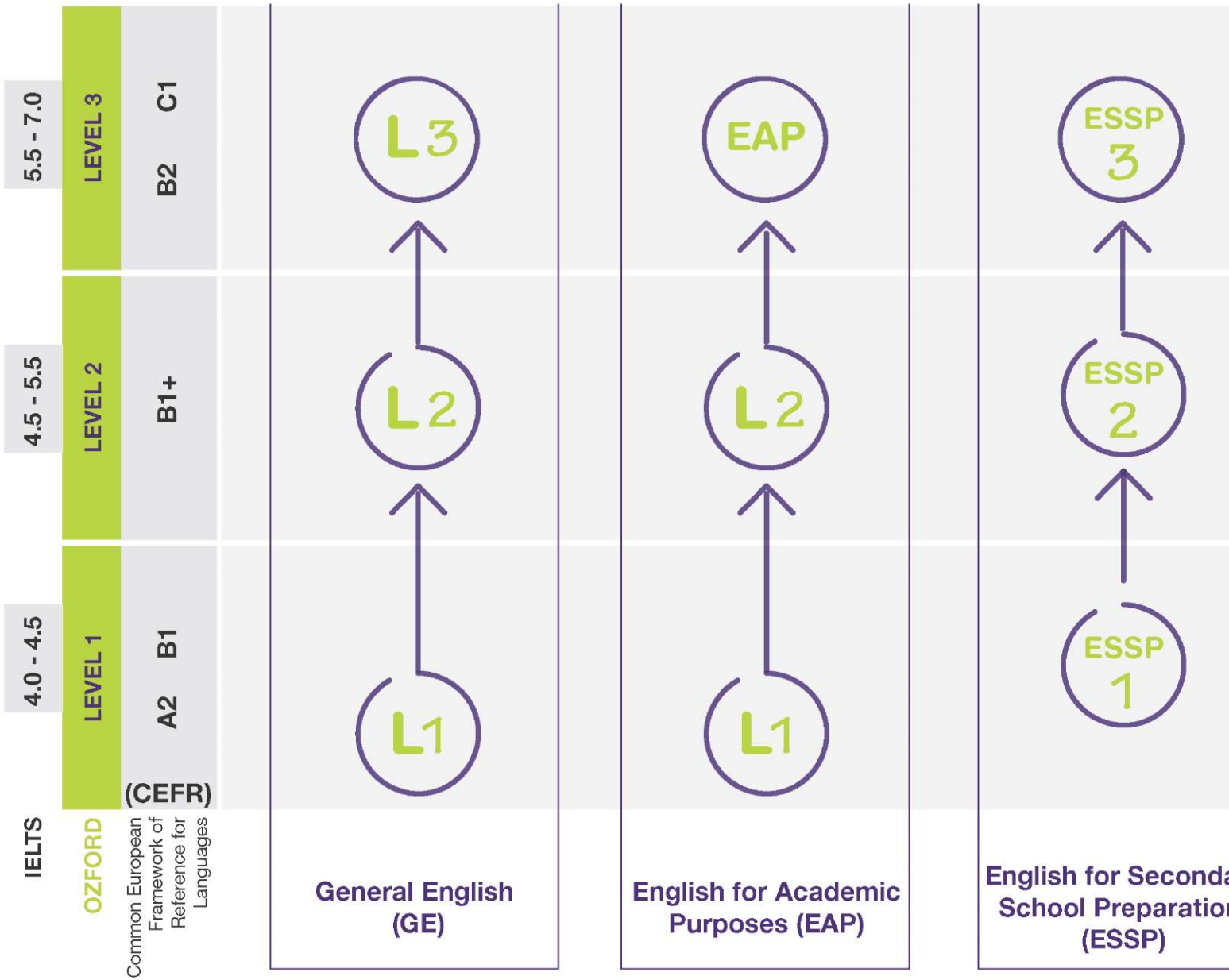


At Ozford we are passionate about the English language!









Our motto for language learning is “learn, practise and use”. Our ELICOS programs are designed to improve your English proficiency and provide thought-provoking, interactive learning experiences.

The best way to learn and improve is by using English, so we have implemented an “English only” policy. Students in ELICOS have many opportunities to visit places of interest in Melbourne to apply their English skills in an authentic setting.

Students consistently report that the teachers are great, that they “show you the way to learn English. If you want to ask anything, they answer and help you and take care of you”. We also have a “buddy” program for students seeking additional support from a fellow student or class-mate. At Ozford you can achieve great success with your English while making lifelong friends.





<b>Study Mode</b> Face to face	
<b>Duration</b> 10 – 40 weeks	
<b>Location</b> 310 King Street, Melbourne VIC 3000	
<b>Class Hours</b> 20 hours per week Mon – Thur 9:00 – 15:00	
<b>Average Class Size</b> 15 – 18 students	
<b>Intake</b> Every Monday	
<b>Level Available</b> Level 1, Level 2 and Level 3	
<b>Entry Requirements</b> Beginners and above	

## Overview

For students who want to learn “real-life English”, Ozford offers all levels of General English delivering new and relevant topics each week (10 – 15 weeks each level). Your class will focus on valuable and practical communication skills for a range of situations. You will meet people from different countries and cultures while learning what you need at your own pace. Your level of English is tested on your first day at Ozford. Promotion to the next English language level is possible as you progress. You will be assessed in the four skills: speaking, listening, reading and writing each week of the course. The General English course also includes a range of exciting incursions, excursions and dynamic English sessions.

## Learning Outcome

General English classes focus on valuable and practical communication skills for students who are intending to improve their English skills for work or study-related reasons. With the aim of developing students’ employability, the learning objectives are taken from the Australian Core Skills Framework. We aim to develop students’ language skills needed to successfully undertake further studies at Ozford or elsewhere in Australia.

“ I would like to say thank you to everyone that I met at Ozford during my study. I am happy to have chosen Ozford and I have learned very good English while studying here. I have improved a lot in understanding and speaking. When I first arrived in Australia I could not understand people around me, especially when I spoke to them, but now can interact with other people very easily. It is a pleasure to come to school every day and learn with people that don’t speak the same language. It is interesting to develop language skills. I have met friendly people at school, I think it’s important to create a good atmosphere when we are all together and I’ve found that at Ozford from the first day. ”



### SPEAKING

- + Practising language on a wide range of themes and topics
- + Functional communication
- + Pronunciation
- + Presenting in English



### LISTENING

- + Understanding different contexts
- + Understanding sequence and time
- + Following instructions
- + Conducting surveys
- + YouTube world



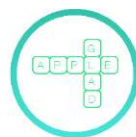
### WRITING

- + Writing letters and emails
- + Developing paragraphs
- + Note-taking and summarising
- + Writing descriptive and narrative essays
- + Paraphrasing



### READING

- + Reading for gist and for detailed information
- + Skimming and scanning
- + Reading signs, menus, advertisements and forms
- + Online news reading



### VOCABULARY

- + Using synonyms and antonyms
- + Using practical, authentic grammar
- + Vocabulary for social and work
- + Academic vocabulary



### RESEARCH AND STUDY SKILLS

- + Setting personal learning goals
- + Time management
- + Independent learning strategies
- + Reviewing and editing work
- + Using online learning technologies

# GENERAL ENGLISH (GE)

ORICOS CODE: 048142A



**Mickael Alexandre Nicolas  
Reynaud**  
France



# ENGLISH FOR ACADEMIC PURPOSES (EAP)

CRICOS CODE: 060426K



**Maria Camila Soto Vergana**  
Colombia

## Overview

If you are planning to enrol in further study in Australia you may need more than only General English language preparation. This EAP course has been designed specifically to develop the language capability, critical, analytical and other relevant skills required to successfully cope with tertiary studies. The EAP course consolidates language competence while building study skills and problem-solving abilities.

## Learning Outcome

The main aims of the EAP course are to develop the language skills, the academic skills and the cultural awareness needed for studying in Australian universities. Language skills include: Study skills, reading, writing, speaking, and listening. These areas of study include preparation for the following situations or study activities:

- **Lectures/talks** listening and understanding, note-taking, asking questions
- **Seminars/tutorials** listening and note taking, asking and answering questions, agreeing, disagreeing, expressing and supporting opinions, interpreting data
- **Private study** reading efficiently, skimming and scanning, analysing data, note-taking, summarising
- **Research skills** library skills, Internet search engines, summary writing and critical reviews
- **Essays/reports and presentations** planning, writing drafts, revising, organising information, using quotations, footnotes, referencing, using data, proofreading, oral summaries and presentations



### SPEAKING

- + Participating in classroom discussions
- + Planning and conducting short surveys
- + Oral presentations
- + Making requests, suggestions and negotiating in academic contexts



### LISTENING

- + Listening to formal/informal conversations in academic contexts
- + Listening and following lectures, talks and presentations
- + Following sets of sequences and instructions
- + Academic listening and note-taking



### WRITING

- + Writing short research summaries
- + Planning, drafting and editing argumentative essays and research surveys
- + Describing diagrams, tables and charts
- + Paraphrasing referenced material



### READING

- + Reading a range of texts
- + Identifying text types and features
- + Reading for gist and specific information
- + Skimming and scanning



### VOCABULARY

- + Learning and using a range of grammatical structures, functions and vocabulary items to communicate ideas for a range of texts



### RESEARCH AND STUDY SKILLS

- + Academic referencing
- + Locating relevant research information
- + Identifying and using independent learning strategies

	<b>Study Mode</b> Face to face
	<b>Duration</b> 24 weeks
	<b>Location</b> 310 King Street, Melbourne VIC
	<b>Class Hours</b> 20 hours per week Mon–Thur 9:00 – 15:00
	<b>Average Class Size</b> 15 students
	<b>Intake</b> <a href="http://www.ozford.edu.au/key-dates/intake">www.ozford.edu.au/key-dates/intake</a>
	<b>Level Available</b> Level 3
	<b>Entry Requirements</b> Minimum Level 3 or IELTS 5.5



<b>Study Mode</b> Face to face	
<b>Duration</b> 10–40 weeks	
<b>Location</b> 310 King Street, Melbourne VIC 3000	
<b>Class Hours</b> 25 hours per week Mon–Fri 9:00–15:00	
<b>Average Class Size</b> 15–18 students	
<b>Intake</b> <a href="http://www.ozford.edu.au/key-dates/intakes/elicos/">www.ozford.edu.au/key-dates/intakes/elicos/</a>	
<b>Level Available</b> Level 1, Level 2 and Level 3	
<b>Entry Requirements</b> Beginners and above	

## Overview

The English for Secondary School Preparation course is ideal for students planning to enter an Australian high school. There are two levels offered in the ESSP program, which is based on a 20-week program. Classes focus on strengthening practical communication skills and skills for academic study, presented in weekly theme-based lessons. The lesson themes provide students with the vocabulary necessary to engage in relevant and current conversation. During the week students practise the four macro skills – speaking, listening, reading and writing as well as daily grammar sessions which are necessary to establish the strong foundations for academic writing. The program also includes a range of exciting and informative incursions, excursions and dynamic English workshops. Ozford not only provides every student with academic support but also nurtures students' wellbeing. Ozford aims to provide an environment that is supportive and safe, empowering students to learn willingly.

## Learning Outcome

The aim of the ESSP program is to build students' English language proficiency in each macro skill and enable each student to enter their respective high school with confidence. During the ESSP course, students practise listening and note-taking, skimming and scanning, skills for academic research, and techniques for presenting with confidence. Students also participate in health and wellbeing lessons to designed to support them during their time spent away from home.



### SPEAKING

- + Giving an opinion
- + Asking questions
- + Debating & discussing news and current affairs
- + Describing events/experience
- + Predicting events



### LISTENING

- + Listening to radio interviews
- + Watching TV documentaries
- + Watching and listening to science and current affairs shows
- + Following instructions
- + Understanding different contexts



### WRITING

- + Note-taking and summarising
- + Writing paragraphs and stories
- + Descriptive writing
- + Formal and informal letter writing



### READING

- + Reading newspaper articles
- + Introductory academic texts
- + Reading narrative texts
- + Identifying facts and opinions



### VOCABULARY

- + General vocabulary for all subject areas including people and places, animals, and the environment
- + Vocabulary for maths, science and technology
- + Vocabulary for business and social sciences
- + Vocabulary building and using grammar correctly



### RESEARCH AND STUDY SKILLS

- + Research and reporting skills
- + Digital projects
- + Independent reading program

# ENGLISH FOR SECONDARY SCHOOL PREPARATION (ESSP)

CRICOS Code: 048143M



**Zahra Noroozi**  
Iran



1

## YOUR APPLICATION

Read the Ozford brochure, course information, pre-enrolment information and terms and conditions of enrolment (available at [www.ozford.edu.au](http://www.ozford.edu.au))

Choose an Ozford course that you wish to apply for

Complete our online application via <http://soeac.ozford.edu.au/student/apply>

For applicant under 18 years of age, the Parent/Guardian must complete the Confirmation of Appropriate Accommodation and Welfare Form (CAAW) submit together with the application.

Upload certified/notarised supporting documentation required in English with the application (please refer to "the application check list")

For any enquiries email: [enrolment@ozford.edu.au](mailto:enrolment@ozford.edu.au)

5

## MAKING PAYMENT

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

Fee Payment Methods:



Online payment\*



Telegraphic transfer



Direct deposit



Visit our Accounts Office



Pay by mail

### Higher Education

<b>Account Name</b>	Ozford Institute of Higher Education
<b>Bank</b>	National Australia Bank
<b>BSB No.</b>	083-144
<b>Account No.</b>	247-534-960
<b>Branch Address</b>	500 Bourke St, Melbourne VIC 3000, Australia
<b>SWIFT Code</b>	NATAAU3303M

### High School and English Language

<b>Account Name</b>	Ozford Education Group Pty Ltd
<b>Bank</b>	National Australia Bank
<b>BSB No.</b>	083-363
<b>Account No.</b>	395-164-957
<b>Branch Address</b>	500 Bourke St, Melbourne VIC 3000, Australia
<b>SWIFT Code</b>	NATAAU3303M

\*MasterCard and Visa are accepted. It is important to provide the deposit evidence and student enrolment details to the Ozford Accounts Office for identification purposes. Visit [www.ozford.edu.au/make-a-payment/](http://www.ozford.edu.au/make-a-payment/)

# HOW TO APPLY

2

## APPLICATION ASSESSMENT

Upon receiving your application, Ozford will assess the application according to the admissions policies.

Student may be required to attend the Genuine Temporary Entrants (GTE) interview at this stage.

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 Ozford or your local education agent.

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 3 working days for Ozford programs. Pathway applications may take approximately 2 to 4 weeks.

6

## ELECTRONIC CONFIRMATION OF ENROLMENT

INTERNATIONAL STUDENTS

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

9

## ARRIVING IN MELBOURNE

Contact Ozford as soon as you arrive in Melbourne.

Attend orientation (Bring your eCoE, offer letter or evidence of payment, passport and copy of your visa if applicable).

For orientation dates visit [www.ozford.edu.au/key-dates/orientation/](http://www.ozford.edu.au/key-dates/orientation/)

8

## HOMESTAY AND AIRPORT PICK-UP

INTERNATIONAL STUDENTS

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

7

## VISA APPLICATION

INTERNATIONAL STUDENTS

Include the eCoE(s) with your visa application. Please consult your local education agent about visa application matters or visit the Department of Home Affairs website for more details on visa application to Australia: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)



# 2020

## JANUARY

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## SEPTEMBER

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## NOVEMBER

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Victorian Public Holidays



# 2021

## JANUARY

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## APRIL

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## AUGUST

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## SEPTEMBER

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## NOVEMBER

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## DECEMBER

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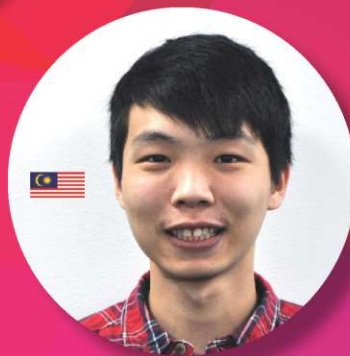
 Victorian Public Holidays





2018 GRADUATES

MORE THAN  
FROM  
40  
COUNTRIES



OUR GRADUATES



# GLOBAL CITIZENS AND LIFELONG LEARNER



Thanks to all our students for being part of this brochure



**Oxford Institute of Higher Education**  
CRICOS No: 03429B

**Oxford College**  
CRICOS No. 02427A  
Registered School No. 2016

**Oxford English Language Centre**  
CRICOS No. 02501G



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Oxford

