



## **2017 – Course Fees and Census Dates**

**(Effective from 1 January 2017 – 31 December 2017)**

The following pages contain information about Minerva College's course fees and census dates in relation to VET student loans.

As you may commence your course at any time, the actual census dates that apply to your course will be individual to you. Your letter of offer will state the census date for your *first* unit of study based on your course commencement date that you select in your application.

Once you have completed a unit of study within your course, and before you can commence your next unit of study, you will be asked to confirm the next unit of study's commencement date. You will then be informed of the census date that applies to that unit of study based on its commencement date.

### **Example**

Jane has applied to study the BSB50215 Diploma of Business and has decided to commence her studies on **9 January 2017**. Her letter of offer informs her that the census date for her *first* unit of study is **30 January 2017** as the census date for this unit of study is 21 days after commencement.

Jane then completes her first unit of study in 15 weeks, finishing on 21 April 2017.

Minerva College contacts Jane to confirm when she would like to commence her *second* unit of study. Jane states that she would like to have a one week break before commencing her second unit of study on **1 May 2017**. Minerva College informs Jane that her census date for the second unit of study is **22 May 2017** as the census date for this unit of study is 21 days after commencement.

Jane then completes her second unit of study in 15 weeks, finishing on 11 August 2017.

Again, Minerva College contacts Jane to confirm when she would like to commence her *third* unit of study. Jane states that she does not want a break before commencing her *third* unit of study on **14 August 2017**. Minerva College informs Jane that her census date for the third unit of study is **4 September 2017** as the census date for this unit of study is 21 days after commencement.

Please refer to each of our course's fee and census date information on the following pages.

If you have any questions regarding any of the information contained in this document, or about your enrolment, please contact Minerva College on 1300 882 110 or by email at [info@minervacollege.edu.au](mailto:info@minervacollege.edu.au).



Course: **Diploma of Business**  
 Course code: BSB50215  
 Delivery mode: Online  
 Course Length: 45 study weeks (up to 12 months to complete)  
 Number of Units/Subjects: 8  
 Start date: Anytime  
 Course fee: \$5,000

Unit of Study	Unit of Study Code	Units of Competency	EFTSL*	No. of Study Weeks	Census Date	Unit of Study Fee
1	BUS17T1	BSBCUS501 Manage quality customer service	0.33	15	21 calendar days after commencement of unit of study	\$1,666
		BSBWOR501 Manage personal work priorities and professional development				
2	BUS17T2	BSBINN502 Build and sustain an innovative work environment	0.33	15	21 calendar days after commencement of unit of study	\$1,667
		BSBHRM513 Manage workforce planning				
		BSBADM502 Manage meetings				
3	BUS17T3	BSBMGT502 Manage people performance	0.34	15	21 calendar days after commencement of unit of study	\$1,667
		BSBADM504 Plan and implement administrative systems				
		BSBPMG522 Undertake project work				

\* equivalent full-time study load



Course: **Diploma of Business Administration**  
 Course code: BSB50415  
 Delivery mode: Online  
 Course Length: 45 study weeks (up to 12 months to complete)  
 Number of Units/Subjects: 8  
 Start date: Anytime  
 Course fee: \$5,000

Unit of Study	Unit of Study Code	Units of Competency	EFTSL*	No. of Study Weeks	Census Date	Unit of Study Fee
1	BADM17T1	BSBCUS501 Manage quality customer service	0.33	15	21 calendar days after commencement of unit of study	\$1,666
		BSBWOR501 Manage personal work priorities and professional development				
2	BADM17T2	BSBINN502 Build and sustain an innovative work environment	0.33	15	21 calendar days after commencement of unit of study	\$1,667
		BSBADM502 Manage meetings				
		BSBADM506 Manage business document design and development				
3	BADM17T3	BSBADM504 Plan and implement administrative systems	0.34	15	21 calendar days after commencement of unit of study	\$1,667
		BSBADM503 Plan and manage conferences				
		BSBPMG522 Undertake project work				

\* equivalent full-time study load



Course: **Diploma of Leadership and Management**  
 Course code: BSB51915  
 Delivery mode: Online  
 Course Length: 60 study weeks (up to 18 months to complete)  
 Number of Units/Subjects: 12  
 Start date: Anytime  
 Course fee: \$5,000

Unit of Study	Unit of Study Code	Units of Competency	EFTSL*	No. of Study Weeks	Census Date	Unit of Study Fee
1	LM17T1	BSBCUS501 Manage quality customer service	0.33	20	28 calendar days after commencement of unit of study	\$1,666
		BSBWOR501 Manage personal work priorities and professional development				
		BSBINN502 Build and sustain an innovative work environment				
		BSBADM502 Manage meetings				
2	LM17T2	BSBMGT502 Manage people performance	0.33	20	28 calendar days after commencement of unit of study	\$1,667
		BSBWOR502 Lead and manage team effectiveness				
		BSBLDR501 Develop and use emotional intelligence				
		BSBMGT517 Manage operational plan				
3	LM17T3	BSBLDR502 Lead and manage effective workplace relationships	0.34	20	28 calendar days after commencement of unit of study	\$1,667
		BSBFIM501 Manage budgets and financial plans				
		BSBPMG522 Undertake project work				
		BSBMGT520 Plan and manage the flexible workforce				

\* equivalent full-time study load



Course: **Diploma of Community Services**  
 Course code: CHC52015  
 Delivery mode: Blended  
 Course Length: 64 study weeks (up to 18 months to complete)  
 Number of Units/Subjects: 16  
 Start date: Anytime  
 Course fee: \$10,000

Unit of Study	Unit of Study Code	Units of Competency	EFTSL*	No. of Study Weeks	Census Date	Unit of Study Fee
1	CS17T1	CHCPRP003 Reflect on an improve own professional practice	0.33	20	28 calendar days after commencement of unit of study	\$3,333
		CHCCOM003 Develop workplace communication strategies				
		BSBADM502 Manage meetings				
		CHCLEG003 Manage legal and ethical compliance				
		BSBWOR501 Manage personal work priorities and professional development				
2	CS17T2	CHCDIV003 Manage and promote diversity	0.33	20	28 calendar days after commencement of unit of study	\$3,333
		HLTWHS004 Manage work health and safety				
		CHCDEV002 Analyse impacts of sociological factors on clients in community work and services				
		BSBWOR502 Lead and manage team effectiveness				
		BSBPMG522 Undertake project work				
3	CS16T3	CHCMGT005 Facilitate workplace debriefing and support processes	0.34	20	28 calendar days after commencement of unit of study	\$3,334
		CHCCCS007 Develop and implement service program				
		CHCCSM004 Coordinate complex case requirements				
		CHCCCS004 Assess co-existing needs				
		CHCCSM005 Develop, facilitate and review all aspects of case management				
		CHCCSM006 Provide case management supervision				

\* equivalent full-time study load



**Course:** **Diploma of Beauty Therapy**  
**Course code:** SHB50115  
**Delivery mode:** Blended  
**Course Length:** 75 study weeks (up to 18 months to complete)  
**Number of Units/Subjects:** 25  
**Start date:** Anytime  
**Course fee:** \$12,000 (VSL \$10,000 + Student contribution of \$2,000).

**Note:** This course is approved for a VET Student Loan amount of \$10,000. Students who access this will receive fee notices from the department in line with the schedule below. The additional \$2,000 will be paid directly by the student through a mutually agreed payment plan. This will be determined at enrolment.

Unit of Study	Unit of Study Code	Units of Competency	EFTSL*	No. of Study Weeks	Census Date	Unit of Study Fee
1	BT17T1	SHBXWHS001 Apply safe hygiene, health and work practices	0.33	20	28 calendar days after commencement of unit of study	\$3,333
		SHBXCCS002 Provide salon services to clients				
		SHBBFAS001 Provide lash and brow services				
		SHBBHRS001 Provide waxing services				
		BSBWOR501 Manage personal work priorities and professional development				
		SHBBNLS001 Provide manicure and pedicure services				
		SHBXIND001 Comply with organisational requirements within a personal services environment				
		SHBBFAS002 Provide facial treatments and skin care recommendations				
2	BT17T2	SHBBBOS002 Provide body massages	0.33	20	28 calendar days after commencement of unit of study	\$3,333
		SHBBMUP002 Design and apply make-up				
		SHBBMUP003 Design and apply make-up for photography				
		SHBBMUP004 Design and apply remedial camouflage make-up				
		SHBBBOS003 Provide body treatments				
		SHBBFAS003 Provide specialised facial treatments				



		SHBBCCS002 Prepare personalised aromatic plant oil blends for beauty treatments				
		SHBBBOS004 Provide aromatherapy massages				
3	BT17T3	SHBBRES001 Research and apply beauty industry information	0.34	20	28 calendar days after commencement of unit of study	\$3,334
		SHBXCCS001 Conduct salon financial transactions				
		BSBADM502 Manage meetings				
		SHBBSPA003 Provide stone therapy massages				
		SHBBSPA004 Provide Indian head massages for relaxation				
		SHBBBOS005 Use reflexology relaxation techniques in beauty treatments				
		SHBBSPA001 Work in a spa therapies framework				
		SHBBSPA002 Provide spa therapies				
		SHBBBOS006 Provide superficial lymph massage treatments				

\* equivalent full-time study load





Course: **Diploma of Screen and Media (Interactive Digital Media)**  
 Course code: CUA51015  
 Delivery mode: Online  
 Course Length: 52 study weeks (up to 18 months to complete)  
 Number of Units/Subjects: 15  
 Start date: Anytime  
 Course fee: \$10,000

Unit of Study	Unit of Study Code	Units of Competency	EFTSL*	No. of Study Weeks	Census Date	Unit of Study Fee
1	IM17T1	BSBDES402 Interpret and respond to a design brief	0.33	20	28 calendar days after commencement of unit of study	\$3,333
		BSBCMM401 Make a presentation				
		BSBPMG522 Undertake project work				
		CUADIG504 Design games				
		CUAIND502 Maintain and apply creative arts industry knowledge				
2	IM17T2	CUAPPR505 Establish and maintain safe creative practice	0.33	20	28 calendar days after commencement of unit of study	\$3,333
		BSBCRT501 Originate and develop concepts				
		CUADIG402 Design user interfaces				
		CUADIG403 Create user interfaces				
		CUADIG502 Design digital applications				
3	IM17T3	CUAANM503 Design animation and digital visual effects	0.33	20	28 calendar days after commencement of unit of study	\$3,334
		CUADIG506 Design interaction				
		ICTWEB505 Develop complex web page layouts				
		ICTWEB506 Develop complex cascading style sheets				
		CUAANM502 Create 3D digital environments				

\* equivalent full-time study load



Course: **Diploma of Screen and Media (Specialist Make Up)**  
 Course code: CUA51015  
 Delivery mode: Online  
 Course Length: 52 study weeks (up to 18 months to complete)  
 Number of Units/Subjects: 15  
 Start date: Anytime  
 Course fee: \$10,000

Unit of Study	Unit of Study Code	Units of Competency	EFTSL*	No. of Study Weeks	Census Date	Unit of Study Fee
1	SMU17T1	BSBWOR501 Manage personal work priorities and professional development	0.33	20	28 calendar days after commencement of unit of study	\$3,333
		CUAIND502 Maintain and apply creative arts industry knowledge				
		BSBPMG522 Undertake project work				
		BSBDES402 Interpret and respond to a design brief				
		BSBCMM401 Make a presentation				
2	SMU17T2	CUAPPR505 Establish and maintain safe creative practice	0.33	20	28 calendar days after commencement of unit of study	\$3,333
		BSBCRT501 Originate and develop concepts				
		CUAMUP401 Design, apply and remove make-up				
		BSBCRT402 Collaborate in a Creative Process				
		CUAMUP402 Maintain make-up and hair continuity				
3	SMU17T3	CUAMUP403 Style hair for performances or productions	0.33	20	28 calendar days after commencement of unit of study	\$3,334
		CUAMUP404 Style wigs and hairpieces for performances or productions				
		CUAMUP502 Design and apply specialised make-up				
		CUAMUP503 Design and apply special make-up effects				
		BSBDES501 Implement design solutions				

\* equivalent full-time study load