

1. Introduction

Greetings from Holmes Secondary College.

The College is part of the Holmes Institute which now boasts

- This registered secondary college
- NEAS accreditation for ELICOS courses
- Registered Training Organization status for Certificate and Diploma courses
- Government approval to provide higher education degrees.

This curriculum breadth to Holmes enables an overseas student to follow a pathway from English Preparation through Years 11 and 12, Bachelor and Masters degrees. The Handbook provides the relevant details.

At the end of the Handbook, there are contact details for ready reference. If you have any questions to ask or need any assistance with the promotion of the College, then please do not hesitate to contact a staff member.

Kevin Gould
Principal



2. College Mission

Holmes Secondary College provides international and local students with an *integrated business education program* within a *caring and friendly environment* that enables their *smooth transition* to the business degree of their *choice*.

- ***Provide an integrated business education program***
Our business education program is centred on selected units of study leading to the Victorian Certificate of Education, the Victorian Certificate of Applied Learning or the NSW Higher School Certificate. These units of study are integrated through strong links with the business world and practical business simulations.
- ***Provide a caring and friendly environment***
Our teaching is conducted in a friendly environment where each student's welfare is monitored and supported by staff who care for the welfare of their students. Academic success and personal growth are equally promoted so that each student will leave a better person.
- ***Enable the smooth transition to higher education***
The smooth transition to higher education is facilitated through the sharing of a campus with tertiary students, through regular contact with higher education lecturers and through the absence of a more restrictive environment necessary for junior secondary students.
- ***Enable the widest choice of business degree programs***
Students are provided the opportunity, and encouraged, to maximise their ENTER (Vic) or UAI (NSW) score for transition to higher education so that they may be eligible for as many business degree programs as possible, including the Holmes Institute Bachelor of Business.

3. History

Established in 1963, Holmes commenced building a proud tradition of business excellence with the founding of a commercial college in Melbourne Australia. By 1986, Holmes had established Victoria's first accredited private English Language centre and the Holmes Education Group, a respected entity in professional Australian education.

In 1987, High School Preparation for international students began, followed in 1988 by the opening of the first Holmes interstate campus in Sydney. Progressively, over the next fifteen years, Holmes has expanded the national campus network to include Brisbane, the Gold Coast and Cairns, as well as introducing Cambridge Teacher Training for English language teachers in 1989 and the launch of a comprehensive national Study Tour program.

For over forty years, Holmes has had an enviable reputation as a quality education provider, being 100% Australian owned and maintaining an unchanged senior management team since 1988.

From 1988 Holmes has moved steadily towards active involvement with the higher education sector, particularly in the provision of undergraduate level degrees. In 2000, Holmes initiated relationships with a number of public Australian universities. This initiative complemented and built on the existing articulation pathways of the Holmes diploma courses with degree courses at other providers of higher education in Australia. Since 2001, through these partnerships, Holmes has delivered undergraduate degree programs in addition to offering postgraduate options.

In 2004, Holmes Institute was formed and it encompasses the provision of the Holmes Bachelor of Business, Diploma courses, English Language courses and secondary programs through the Holmes Secondary College.

In January 2005, Holmes offered integrated business specializations for Year 11 and 12 students in Melbourne, leading to obtaining the VCE and entry to the business degree programs at Holmes or other higher education institutions in Australia. VCAL Senior, an alternative Year 12 Certificate, was introduced in July 2005. In January 2006, Year 11 students will commence at the Sydney campus undertaking the Preliminary Year of the NSW Higher School Certificate.

Since 2006, Holmes Secondary College has been fully operational in both Melbourne and Sydney, providing English Preparation for High School, Year 11 and Year 12 business programs that lead to entry into the Holmes Institute Bachelor of Business or one of the many Holmes Institute business diplomas.

4. Special Features Summary

The College is not the same as your usual high school. It has some unique and distinctive differences that make it an innovative leader in education.

- **Business Specialization:** The academic program focuses on the preparation of students for business degrees and as future leaders in the global business world. Subjects are integrated with common case studies and practical business experiences.
- **ICT Emphasis:** Information and communications technology is vital to modern business. Students prepare for such use with the extensive use of ICT in all subjects.
- **The Individual is Important:** Each student is treated as an individual with different requirements. A Mentor is appointed to assist each student with study and general living in Australia. Advanced students are encouraged to work ahead of others and pursue their full potential. Extra English tuition is available to students requiring it.
- **Study at a Tertiary Campus:** Students share the campus with undergraduate and postgraduate business students. Lecturers are available to students to discuss business issues.
- **Focus is on Study:** There are no compulsory sports, concerts, or outdoor activities that can be a distraction from the main purpose of senior schooling – studying to prepare for one’s future career. Students, however, are encouraged to participate in week-end community sports and to take advantage of our Adventure Club tours and outings.

These features of Holmes Secondary College make it a College that is totally different to any other senior high school in Australia.

5. Governance

Holmes Secondary College is governed by a College Board comprising people who are highly experienced in education administration, especially in the area of overseas students studying in Australia.

The College Board comprises –

Gaye Dixon	<i>Managing Director, Holmes Group</i>
Stephen Nagle	<i>Director, Academic Programs</i>
Maree Brezzi	<i>General Manager, Holmes Group and CRICOS Principal Executive Officer</i>
Kevin Gould	<i>Principal</i>

The Board has developed a Strategic Plan for the next five years as well as endorsing a professional Code of Conduct and Policy Framework that together provide guidelines for ensuring the welfare of students.

The College Principal is **Kevin Gould**, *B.A., Dip.Ed., M.Ed.(Mon), MACE*. Kevin has many years experience with teaching overseas and local students in Australia, both at the secondary and university level in economics and business management, and with managing business education departments. He has been at the forefront of educational planning and innovation in Australia for thirty years.

Both campus operations are coordinated by Program Coordinators who report to the Principal.



6. Welfare Program

Airport Reception

Holmes can arrange for students to be met at the airport and transferred to their chosen accommodation.

Accommodation

Students wishing to participate in the Homestay program are placed with carefully selected and monitored host families. Homestay families are chosen for their ability to help students with their English language and to provide welfare support for students. Holmes' Homestay Officer regularly visits host families and encourages student feedback to ensure the highest standards.

Student Care – 24 Hour Contact

Holmes offers an around-the-clock seven-day care program including a 24-hour security contact and emergency telephone service.

Counselling

Individual counseling is available to students in need of specialized attention and guidance in personal and health matters. Assistance with medical and banking requirements is also provided.

Each student has a Mentor who is available to the student to provide guidance in their study and living in Australia. Mentors organize specialist assistance where required.

Sick Bay

Both campuses are equipped with a comfortable and supervised sick bay for students who feel ill during the day.

Care Providers

Holmes, through International Student Alliance, ensures that students under 18 years of age have an experienced Care Provider who agrees to look after the student's welfare, to maintain regular contact with the College regarding the student's behaviour and health, and to assist the student to understand College requirements.

Further Study & Career Guidance

Holmes offers guidance to students concerning their further study options and career possibilities. This guidance is structured and on-going to take account of changing circumstances.

7. Academic Program

The College is a national business college providing access to business degrees for local and overseas students. Holmes offers students from overseas English Preparation before they commence Year 11 or Year 12 to ensure that their English language proficiency will enable them to perform well in the Year 11 and Year 12 programs.

The Year 11 and 12 academic programs offered are -

7.1 High School Preparation

7.2 Victorian Certificate of Education Program (Melbourne)

[CRICOS Provider: Holmes Commercial Colleges (Melbourne) Ltd No. 00898G]

7.3 Victorian Certificate of Applied Learning Senior Level (Melbourne)

[CRICOS Provider: Holmes Commercial Colleges (Melbourne) Ltd No. 00898G]

7.4 Higher School Certificate Program (Sydney)

[CRICOS Provider: Holmes Colleges Sydney Pty Ltd No. 00040C]

Packaging of secondary programs with the Bachelor of Business is possible.

Example A (For Melbourne or Sydney)

20 weeks English Preparation for High School,
40 weeks in Year 11 and
40 weeks in Year 12
6 semesters for B.Bus.

Example B (For Melbourne only)

20 weeks English Preparation for High School
40 weeks Year 11 Plus (includes Year 12 VCAL)
6 semesters for B.Bus.

Fast-track options are available through the Holmes Institute Summer Vacation program.

7.1 English Preparation for High School Program

Holmes has provided English Preparation for High School for many years.

Students are placed in classes according to their level of English language competence as measured by knowledge and skill in grammar, writing, reading, listening and speaking. These classes are categorized, for example, as Elementary, Pre-Intermediate, Intermediate and Upper Intermediate.

A comprehensive course has been developed providing students at each level with intensive English language classes as well as classes in Literature and Current Affairs. In addition, there are classes for learning how English is used in subjects such as Mathematics, Science, and Social Science. Additional activities, including library sessions, provide further opportunities for the development of English competence.

As the program involves the preparation for senior high school, classes are organized according to a timetable structure that is similar to that used in schools. A sample weekly timetable is set out below.

<i>Time</i>	Monday	Tuesday	Wednesday	Thursday	Friday
<i>8.45am-10.15am</i>	English	English	English	English	English
<i>Break</i>					
<i>10.45am-12.15pm</i>	Reading/ Vocabulary	Social Science	Mathematics	Science	Writing
<i>Lunch</i>					
<i>1.15pm-2.45pm</i>	Language Skills	Library	Language Skills	Literature	Language Skills

Students are tested every six weeks and reports are issued. Students achieving the required standard at a level graduate to the next level. For example, a student may progress from Elementary to Pre-Intermediate if successfully completing the test.



7.2 VCE Program (Melbourne)

The Victorian Certificate of Education (VCE) is offered at the Melbourne campus. The VCE program comprises Year 11 and Year 12 courses preparing students for business degree studies.

Prerequisites

Year 10 or equivalent (including satisfactory completion of English).

For overseas students, an IELTS 5 or equivalent (such as Intermediate HSP) in addition is necessary.

Students who have satisfactorily completed an equivalent Year 11 are eligible for credit and may enter at the Year 12 level.

Start Dates & Length of Program

A student may start Year 11 at Holmes Secondary College any time from January 30 to August 11. Normal Year 11 start times are the start of terms in January, April and July.

Students start Year 12 VCE in January or soon after.

Units Undertaken

The two-year VCE Business Program includes the units listed below. Note that all units are examination-based.

Year 11	Semester 1	English/ESL	Unit 1
		Mathematical Methods	Unit 1
		Economics	Unit 1
		Accounting	Unit 1
		Information Technology	Unit 1
		Business Management	Unit 3

	Semester 2	English/ESL	Unit 2
		Mathematical Methods	Unit 2
		Economics	Unit 1
		Accounting	Unit 2
		Information Technology	Unit 2
		Business Management	Unit 4
Year 12	Semester 1	English/ESL	Unit 3
		Mathematical Methods	Unit 3
		Economics	Unit 3
		Accounting	Unit 3
		IT Applications	Unit 3
	Semester 2	English/ESL	Unit 4
		Mathematical Methods	Unit 4
		Economics	Unit 4
		Accounting	Unit 4
		IT Applications	Unit 4

To obtain the VCE a student must satisfactorily complete at least 16 units, including three units of English/ESL. Satisfactory completion means regular attendance at class and completing all set work and assessments. Progression to further study requires acceptable performance grade levels or an acceptable ENTER score (which is based on performance marks).

Many of the above units may be credited to the Victorian Certificate of Applied Learning (VCAL) Senior Level and enable a student to complete that Year 12 Certificate in a shorter time.

NOTE: Most subjects in Year 12 VCE can be undertaken without having completed their Year 11 equivalent, although it is recommended to undertake the Year 11.

Teaching & Learning

A sample weekly VCE timetable is set out below.

Year 11

<i>Time</i>	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am-10.45am	VCE Information Technology	VCE Mathematical Methods	VCE English/ESL	VCE Business Management	VCE Accounting
Break					
11.00am-12.00pm	VCE Economics	Assembly	VCE Economics	VCE Economics	VCE Economics
Lunch					
1.00pm-3.00pm	English/ ESL	Business Management	Accounting	Information Technology	Mathematical Methods

*Vic. Reg. No. 2024 Holmes Commercial Colleges (Melbourne) Ltd CRICOS Provider No. 00898G
NSW Reg. No. 1059 Holmes Colleges Sydney Pty Ltd CRICOS Provider No. 00040C*

3.00pm-4.00pm	Study	Study	Study	Study	Study
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Year 12

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am-10.45am	Mathematical Methods	Economics	IT Applications	Accounting	English/ESL
Break					
11.00am-12.00pm	Business Management	Business Management	Business Management	Business Management	Principal's Time
Lunch					
1.00pm-3.00pm	IT Applications	Accounting	English/ ESL	Mathematical Methods	Economics

Note that all classes are 1 to 2-hours in length, with a short break in the middle.

Students are given practical work to engage them for five hours per week in each unit of study to be completed in and out of class.

Teachers are available out of class for further tuition, either face-to-face or through the Holmes Institute Intranet.

Assessment

All VCE units are assessed with examinations and teacher assessments. The examinations are set by the College for Units 1 and 2 and by the Victorian Curriculum and Assessment Authority (VCAA) for Units 3 and 4. All teacher assessments are based on work performed in class during nominated assessment times.

7.3 VCAL Senior Program

The Victorian Certificate of Applied Learning (VCAL) Senior Level in Business is offered at the Melbourne campus. The VCAL Senior program comprises Year 11 and 12 units preparing students for business diploma and degree studies.

Prerequisites

Year 10 or equivalent (including satisfactory completion of English).

For overseas students, an IELTS 5 or equivalent (such as Intermediate HSP) in addition is necessary.

Students who have satisfactorily completed some Year 11 and /or Year 12 units are eligible for credit.

Start Date & Length of Program

A student can start the program at any time during the year.

For students with Year 10, the length of the program is normally two years, although there is opportunity to fast-track.

For students with credit for at least four Year 11 units, the length of the program is normally one year, although there is opportunity to fast-track.

Units Undertaken

Ten units are required to satisfactorily complete the VCAL Senior program.

The central core of the program is a set of six skill-based Year 12 units. The core units are –

1. Business Communication & Technology Unit 1
-a set of competencies based on the use of ICT in a business situation
2. Business Communication & Technology Unit 2
-a further set of ICT competencies in a business situation
3. Personal Development Skills Senior Unit 1
-personal skills of communicating, planning and decision-making in the context of social issues
4. Personal Development Skills Senior Unit 2
-personal skills of communicating, planning and decision-making in the context of financial planning
5. Literacy – Reading & Writing Senior Unit 1*
-a series of different reading and writing tasks
6. Literacy – Oral Communication Senior Unit 2
-skills in speaking and presenting information

* Note that VCE English or ESL Unit 3 can substitute for the Literacy unit.

The remaining four units comprise selected units from VCE or VET Certificate programs, with at least one unit of mathematics or accounting.

Teaching & Learning

The VCAL program involves using adult learning methods and allowing students to work at their own pace within highly flexible arrangements. Students are guided through their VCAL core skill-based units by their teacher using workbooks.

The timetable arrangements are similar to those in the VCE program. A sample weekly VCAL timetable is set out below.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am-9.45am	Study	Study	Study	Study	Study
9.45am-12.00pm	VCAL Personal Development Skills 1	VCAL Literacy 1	VET Business Communication & Technology	VCAL Personal Development Skills 2	VCAL Literacy 2
Lunch					
1.00pm-3.00pm	VCAL Personal Development Skills 1	VCAL Literacy 1	VET Business Communication & Technology	VCAL Personal Development Skills 2	VCAL Literacy 2
3.00pm-4.00pm	Study	Study	Study	Study	Study

Note that all classes are 2 hours in length, with a short break in the middle.

Assessment

The six core VCAL Senior units are assessed by teachers. These assessments are conducted throughout the units. Students are required to demonstrate competency in performing specified skills. There are no written examinations in these units.

7.4 HSC Program (Sydney)

The NSW Higher School Certificate is offered at the Sydney campus. The program comprises Year 11 and Year 12 courses preparing students for business degree studies.

Prerequisites

Year 10 or equivalent (including satisfactory completion of English).

For overseas students, an IELTS 5 or equivalent (such as Intermediate HSP) in addition is necessary.

To undertake a Year 12 subject, a student must have completed the Year 11 preliminary units in that subject.

Start Dates & Length of Program

A student may start Year 11 at Holmes Secondary College Sydney any time from January to July.

Normal Year 11 start times are in January, April and July (term start dates).

A bridging program (20 week compressed program) is available from July.

A student may start Year 12 in January 30 (40 week program) or in October (50 week program).

Units Undertaken

The two-year Higher School Certificate program includes the following courses. Note that all units are examination-based units.

Year 11	English (Standard) / ESL Mathematics Economics Legal Studies Information Processes and Technology Business Studies
Year 12 (Choose five)	English (Standard) / ESL Mathematics Economics Legal Studies Information Processes and Technology Business Studies

Students may satisfy the Year 11 (Preliminary Course) requirements before the conclusion of the year. In this case, such students may commence Year 12 studies in preparation for the next year.

Common case studies and practical business experiences, where possible, are incorporated into the program. Such an approach integrates the subjects into a

study of business rather than the study of a set of discrete and unrelated subjects.

Teaching & Learning

A sample weekly timetable for each year level follows.

Year 11

<i>Time</i>	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am-10.45am	Information Processes & Technology	Legal Studies	Mathematics	Business Studies	Economics
Break					
11.00am-12.00pm	ESL	Assembly	ESL	ESL	ESL
Lunch					
1.00pm-3.00pm	Business Studies	Economics	Legal Studies	Information Processes & Technology	Mathematics
3.00pm-4.00pm	Study	Study	Study	Study	Study

Year 12 **Students choose five subjects only**

<i>Time</i>	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am-10.45am	Information Processes & Technology	Legal Studies	Mathematics	Business Studies	Economics
Break					
11.00am-12.00pm	ESL	Assembly	ESL	ESL	ESL
Lunch					
1.00pm-3.00pm	Business Studies	Economics	Legal Studies	Information Processes & Technology	Mathematics
3.00pm-4.00pm	Study	Study	Study	Study	Study

Note that all classes are of 2 hours in length, with a short break in the middle.

Students are given practical work to engage them for five hours per week in each unit of study, to be completed in and out of class.

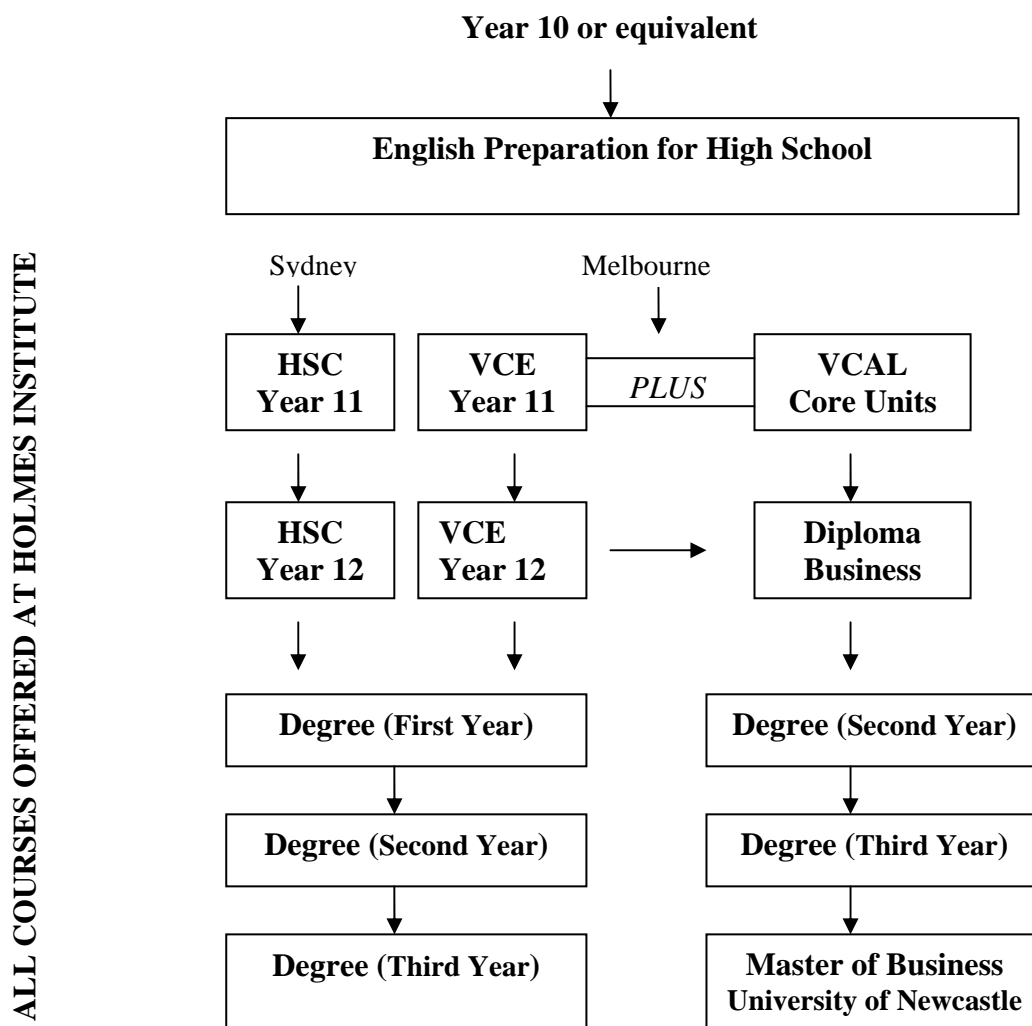
Teachers are available out of class for further tuition, either face-to-face or through the Holmes Institute Intranet.

Assessment

All Year 11 and 12 units are assessed with examinations and teacher assessments. The examinations are set by the College for Preliminary units and by the Board of Studies for HSC units. All teacher assessments are based on work performed in class during nominated assessment times.

8. Pathways

Overseas students with a Year 10 or equivalent qualification may enroll with Holmes Secondary College for the following pathways to a Bachelor of Business or Master of Business.



9. Facilities & Resources

The College has campuses with modern, air-conditioned facilities designed to support learning. Large common rooms are available to students for meals and relaxation at each campus. Computer banks are located throughout the campuses.

Each campus is fitted with a wireless internet connection. Students use their computer notebooks in all classes as well as out of class to access our intranet and communicate with teachers.

Library resources include the latest reference material recommended for each unit of study.



10. Operations

Both Melbourne and Sydney campuses of the College operate according to an Operations Manual. The Operations Manual includes a Code of Conduct, a set of Policies which define the way staff are to behave in carrying out their duties, and procedures for the efficient and effective operation of the College in carrying out its mission.

The Operations Manual ensures that people behave in the best interests of students and that all laws are complied with by staff.

11. Communications with Parents/Guardians

Regular reports of students' progress are sent to parents/guardians. These reports, at least once per term, contain comments by the teachers of every unit undertaken by a student together with performance grades, an indication of effort and the number of classes missed by the student.

Parents/guardians are encouraged to contact the Principal throughout the year to discuss the progress of their son or daughter.

12. Enrolment Process

Applications for enrolment in a secondary program at Holmes are submitted on the College Application Form. Copies are available from the College or may be downloaded from our website.

www.holmesinstitute.edu.au

Click on Holmes Secondary College

Click on Enrolment

Click on Application

Applications are processed so that an Offer of a place may be forwarded to the Agent. The Principal assesses the student's suitability to the program requested, taking into account English readiness and previous academic achievement.

When an Offer of a place is made, the agent needs to arrange guardianship for a student who is under 18 years of age and who is not staying with a direct relative. The Offer letter will indicate how to arrange guardianship with our approved guardians (International Student Alliance).

The Offer is accepted once payment of the stated amount is made. The College will then obtain a Certificate of Enrolment from the Australian Government Department of Education, Science and Technology.

13. Fees 2008

Arriving from Offshore Melbourne and Sydney

Tuition Fees

- **English Preparation for High School**
22.5 hours tuition per week \$365 per week

- **Year 11**
Full Year Course (30-40 weeks) \$15,000
Bridging Course (20 weeks) \$10,500
One Semester (20 weeks) \$ 7,500

- **Year 12**
Full Year Course (40 weeks) \$15,000
Five Term Course (50 weeks) \$17,000

Books, Materials & Equipment Fees

- **English Preparation for High School**
1- 4 week program \$150
1 -20 week program \$225
21- 40 week program \$320

- **Year 11 or Year 12**
Text books & materials \$ 650
Computer notebook \$1,500

Other Fees

- Enrolment Application \$200
- Overseas Student Health Cover \$348 (annual)
- Homestay Placement \$275
- Homestay (if under 18 years) \$265 per week
- Homestay (if over 18 years) \$240 per week
- Carer Arrangement \$225

14. Term Dates (Melbourne)

English Preparation for High School

Students may start classes any Monday throughout the year.

VCE & VCAL (Years 11 & 12)

	Intakes	Start	Finish
2008			
<i>Term 1</i>	January Intake Years 11 & 12	29 January 2008	20 March 2008
<i>Term 2</i>	April Intake Year 11	7 April 2008	27 June 2008
<i>Term 3</i>	July Intake Year 11	14 July 2008	19 September 2008
<i>Term 4</i>		6 October 2008	5 December 2008
2009			
<i>Term 1</i>	January Intake Years 11 & 12	28 January 2009	3 April 2009
<i>Term 2</i>	April Intake Year 11	20 April 2009	26 June 2009
<i>Term 3</i>	July Intake Year 11	13 July 2009	18 September 2009
<i>Term 4</i>		5 October 2009	4 December 2009

VCAL Senior

Students may start classes any day although the preferred start dates are the term start dates.

15. Term Dates (Sydney)

English Preparation for High School

Students may start classes any Monday throughout the year.

HSC (Years 11 & 12)

	Intakes	Start	Finish
2008			
<i>Term 1</i>	January Intake Years 11 & 12	28 January 2008	11 April 2008
<i>Term 2</i>	May Intake Year 11	28 April 2008	4 July 2008
<i>Term 3</i>	Bridging Course Year 11	21 July 2008	26 September 2008
<i>Term 4</i>	Five Term Course Year 12	13 October 2008	12 December 2008
2009			
<i>Term 1</i>	January Intake Years 11 & 12	27 January 2009	9 April 2009
<i>Term 2</i>	April Intake Year 11	27 April 2009	10 July 2009
<i>Term 3</i>	Bridging Course Year 11	27 July 2009	2 October 2009
<i>Term 4</i>	Five Term Course Year 12	19 October 2009	11 December 2009

Appendix A

Contacts

The following staff will be helpful in regard to information concerning Holmes Secondary College.

Asia	China/Taiwan	Mr George Zhang	+61 3 9662 2055
	Hong Kong	Mr Stephen Nagle	+61 3 9662 2055
	Korea	Mrs Eunyoung Robinson	+61 2 6260 7990
	Thailand	Mr Ittichai Supasin	+61 3 9662 2055
	Indonesia	Mr Alex Anderson	+61 3 9662 2055
	Japan	Mr Don Kauffman	+61 2 9299 1400
	India/Pakistan/Nepal/Bangladesh/Sri Lanka	Mr Rolf Baum	+61 3 9662 2055
Europe		Mr Don Kauffman	+61 2 9299 1400
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