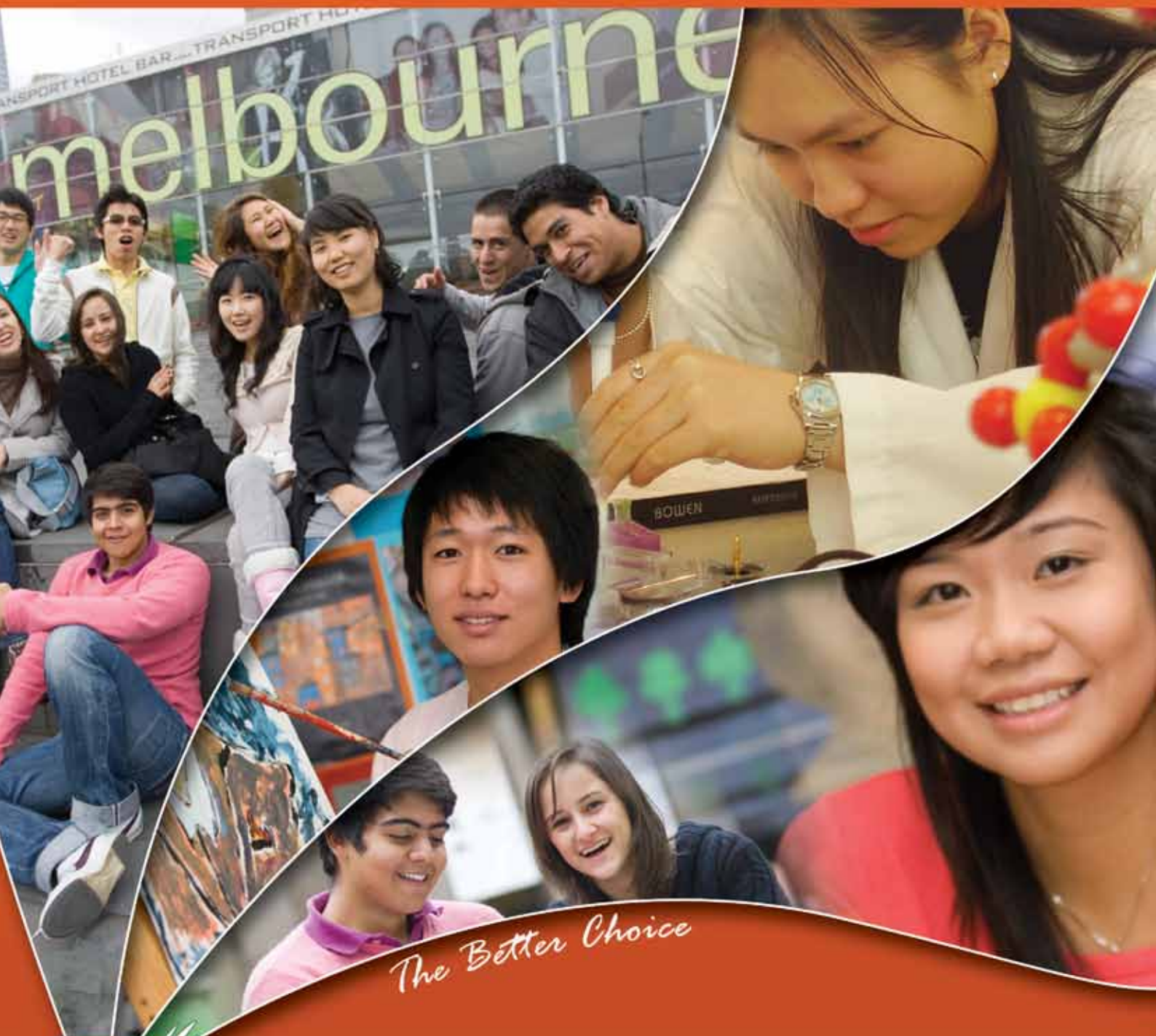


OZFORD

Ozford College (High School)

MELBOURNE . AUSTRALIA



The Better Choice

Year 10 | Year 11 (VCE/VCAL) | Year 12 (VCE/VCAL)

www.ozford.edu.au

City Location



Philosophy



Ozford is committed to provide quality educational programs for students to achieve their educational and personal goals and encourage lifelong learning. Ozford fosters a personalized environment where students can develop skills and values to enable them to participate effectively in their chosen career and the wider community.

Our Purpose

Our purpose is to create an innovative educational institution in the heart of Melbourne with the best possible opportunities offered to students to excel academically and maximize their potential.

Our Vision

Our vision is to provide every student the opportunity to practise skills attained by undertaking real life learning which is based on global needs and values. Our dedicated staff provide a student-focused approach to ensure a supportive, individualized and innovative learning experience.

Ozford is committed to the achievement of excellence in education. A student's success is Ozford's success.

Our Values

Unity

We work together to achieve our vision, mission and objectives.

Passion

We are passionately committed to deliver quality educational experiences and expand all learners' horizons.

Excellence

We strive for the highest quality in every aspect of our work.

Respect

We respect all our clients and stakeholders by providing a caring Ozford community based on openness, fairness and friendship. At Ozford we recognize that with rights come responsibilities to ourselves, our clients and our stakeholders.

Integrity

We act responsibly and honestly in all we do.

Diversity

We promote intercultural awareness and understanding through authentic experiences both within the Ozford community and the broader Australian and global community.



Welcome to Ozford High School

Ozford College is a City Senior High School, (Years 10, 11 and 12), which looks beyond the contemporary classroom and embraces the dynamic and experience of the city as an additional class room and resource. It is a mature entry point to a learning community in a flexible learning environment with a selection of subjects.

Students can revisit subjects they have not succeeded in previously, study Year 10 and undertake the Victorian Certificate of Education (VCE) or the senior Victorian Certificate of Applied Learning courses (VCAL), with pathways to post-secondary study and the world of work.

Year 10 prepares students for VCE, provides a transition year for students adjusting to VCE and facilitates a general course in education with a strong emphasis on personal and language support. Teachers at Ozford encourage students to be autonomous learners equipped with skills of the twenty-first century. The school has a cosmopolitan cohort of teachers, staff and students.

There is a strong emphasis on personalized learning and tuition. This facilitates a sense of self-worth and personal growth in students, who additionally are encouraged to plan for their preferred personal futures.

As a consequence students are able to reach their personal potential in a dynamic and mature learning environment that celebrates diversity and learning to live together.

The student academic program is complemented by a range of student services which supports and understands students from various backgrounds, experiences and with a native language other than English. The Mentor and Activity programs offer students life skills, strategies for developing resilience, self-confidence, effective communication skills and emotional intelligence, through to a healthy lifestyle.

Why study at Ozford

EXPERIENCED TEACHING STAFF

All academic staff at Ozford have many years of teaching experience both locally and overseas. At all times they support the students' learning process. Teachers/Trainers always make sure that they use up-to-date and innovative teaching methods in the classroom.

ACADEMIC FOCUS

Ozford is committed to the achievement of excellence in education. We emphasise the academic support of each student. We ensure that our students are prepared to enter higher education institutions and workplaces. Students are taught to a high standard and assessed accurately.

STRONG WELFARE SUPPORT

Our dedicated Welfare Officers provide support to students in many areas,

including counselling them through personal problems, academic stress and offering assistance with health issues. Students are encouraged to approach the Welfare Officers with any problems they are experiencing and can be confident of a compassionate response.

CITY LOCATION

Ozford is in the Central Business District of Melbourne, with easy access to public transport, the State Library, parks and tourist attractions. We are also conveniently close to universities, health services and some of the best shopping malls in Melbourne.

MODERN FACILITIES

Students have access to excellent facilities like modern classrooms featuring the latest fittings and furnishings, including TVs, DVD players and data projectors. Our Lonsdale Campus has recently been refurbished and offers classrooms with access to natural light as well as a comprehensive library. Kitchen areas and microwaves are provided for students who want to bring lunch from home.

EXTRA CURRICULAR ACTIVITIES AND EXCURSIONS

Students can participate in regular excursions and extra curricular activities, such as sporting activities and fortnightly excursions visiting museums, parks, etc.

FLEXIBLE INTAKES

At Ozford we understand that there can be difficulties in organising and preparing for full time study. Ozford has termly intakes throughout the year.

EMPLOYMENT SUPPORT SERVICES

Students at Ozford are provided with support services to find employment that is related to the course they are studying.

Student Services

OZFORD ORIENTATION PROGRAM

The orientation program involves familiarisation with studying in the Melbourne CBD. On the first day of a course, newer students must attend a compulsory orientation program.

STUDENT SERVICES CENTRE

Student Services Officers are located at all campuses. Please feel free to ask at our front desks for any help or make general enquiries about directions, public transport and other day-to-day needs. We are here to help students not only with their studies, but also with other aspects of studying at Ozford.

LIBRARY/RESOURCE CENTRE

Ozford offers a library with a wide range of materials to suit students' needs. Daily newspapers and a variety of magazines are also available in the library.

COMPUTER LABS

At Ozford we have computer labs available for classes and for students to use in their free time. We provide high speed Internet connection and all students are given a computer account, email address and free downloads.

STUDENT COMMON AREAS

At Ozford there are several student common areas. In each, we provide access to microwaves and refrigerators. A study area is also available to students.

STUDENT ALUMNI

Ozford students are welcome to return to Ozford at any time after the completion of their courses. We encourage students to let us know how they are going and also to contact us if they have any problems.

Curriculum

VCE

The VCE program offered by Ozford is primarily focused on preparing students for tertiary study at university. VCE graduates can also enter Vocational Education and Training (VET) courses or enter the workforce.

Students must complete a minimum of 16 units including three English or English as a Second Language Units (at least 1 at Year 12 level) and six other units (3 sequences) at Year 12 level to graduate with the VCE. Students who start Year 11 at the beginning of the Academic year will study 22 units in total, 12 of these will be at the Year 11 level. This provides the best foundation for VCE study in Year 12.

VCAL

The VCAL program is primarily focused on preparing students for vocational education and for work. To complete senior VCAL, students need to complete all four of the following strands:

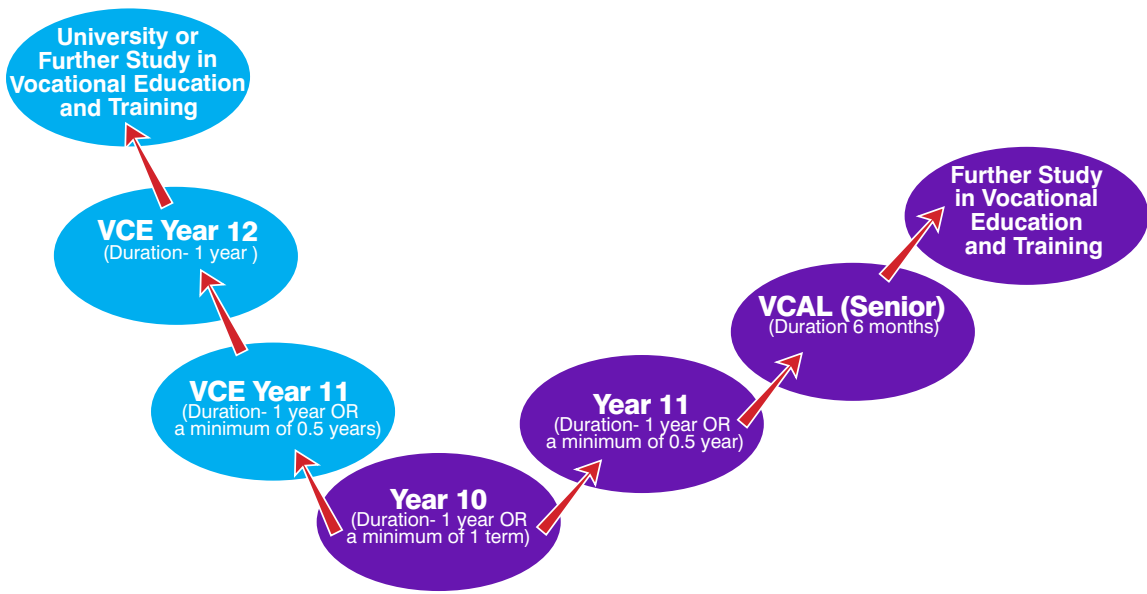
- Literacy and Numeracy
- Industry Specific Skills (VET module)
- Work Related Skills
- Personal Development Skills

Students can commence VCAL after successfully completing at least one full semester of VCE studies (6 units) at Year 11 (Units 1 and/or 2 level). They must have at least one English and one Mathematics unit.

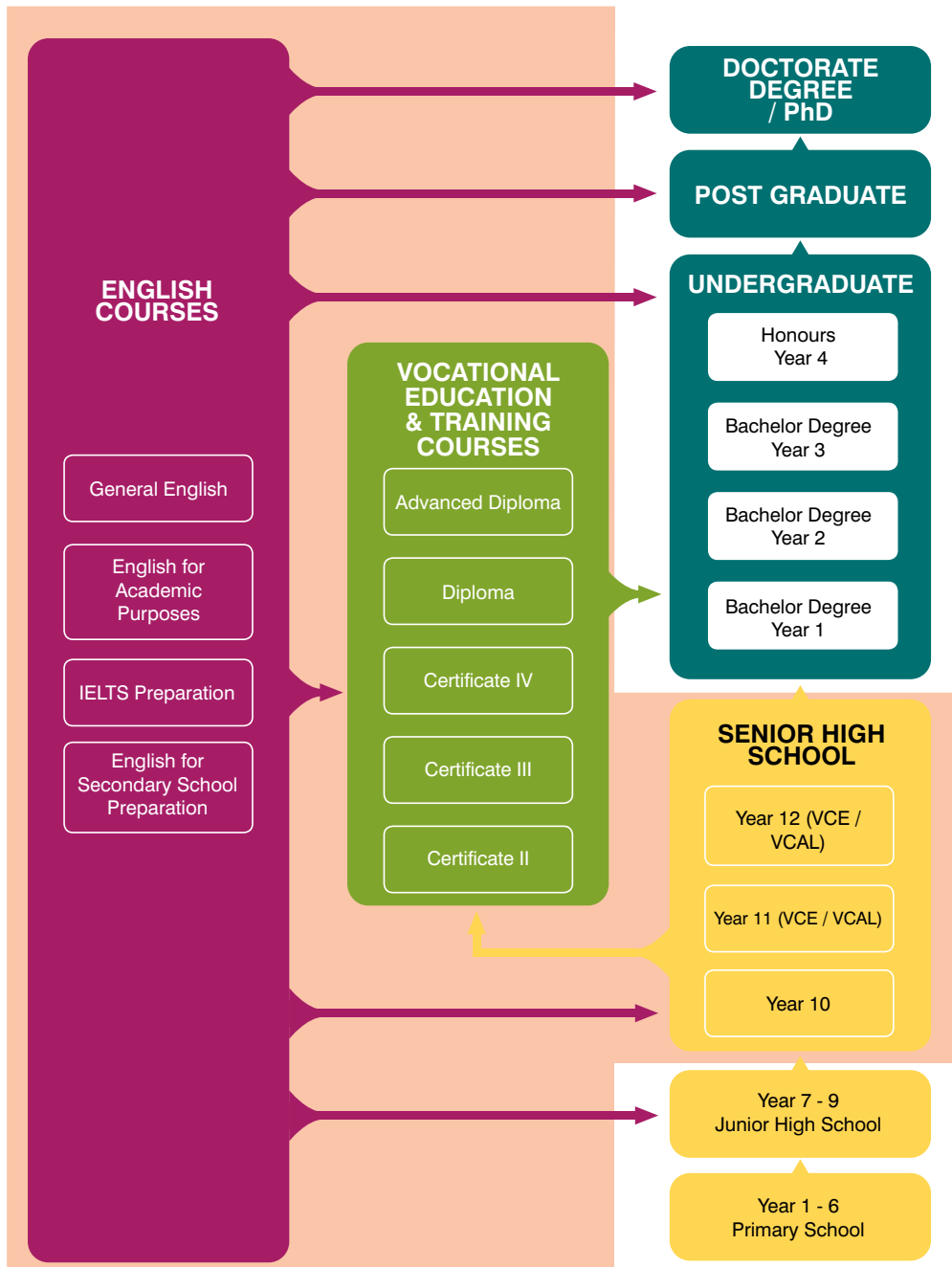
Pathway

Ozford offers the final three years of high school (Years 10, 11 and 12). The Year 10 course is a preparation course for VCE and VCAL studies. At the Year 11 and 12 level, students can undertake the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL).





Australian Education Framework



Oxford Courses *Subject to Country Assessment Level

Year 10

All Year 10 students take a common course. This course consists of the following subjects:

- English or English as a Second Language (ESL)
- English for subject-specific purposes at Ozford
- Mathematics
- Science
- Information Technology
- Physical Education and Life Skills
- Languages Other Than English (LOTE)
- S.O.S.E. – this includes basic commerce, history, geography, legal issues, environmental issues & living skills.

Each of the subjects is divided into two semesters. The Year 10 course is a preparation for VCE (Years 11 and 12) or VCAL study. Many of the approaches used in the delivery of these subjects are similar to those used in VCE subjects.

Students who are high academic achievers will be permitted to study one VCE subject in Year 10 or a Year 12 subject in Year 11. This possibility is only available to students who start Year 10 or Year 11 at the beginning of the year (January/February).

Year 11

VCE

Year 11 is the first year of the VCE program. Subjects are organized into semester long units.

A normal student workload in Year 11 is 12 units over a full year (6 units each semester). English as a Second Language (ESL) must be included in the six units studied each semester.

Students select six units from the list of units offered (see list). Students who start in Terms 2 and 3 do six units.

Students can transfer to VCAL at the end of Semester 1 of Year 11. Students who are of a very high standard and have the approval of the Ozford Head of High School may be permitted to study one VCE Unit 3/4 subject in Year 11. This possibility is only available to students who start Year 11 at the beginning of the year (January/February).

VCAL

The senior VCAL Certificate is available to students through a one year intensive study course. Students who wish to take this course may start Year 11 at the beginning of the year or at mid-year undertaking six VCE units in one semester (Terms 1 and 2 or Terms

The Better Choice!



Eirini Petsini

Year 11

“

Being an International student here in Australia, far away from you family, is a bit hard, although you gain an amazing experience and knowledge which makes you feel stronger and proud of yourself and also you family.

Australia is an amazing country which gives you many chances and opportunities. I've been studying in Melbourne for quite a lot of time and it's actually fun. Studying in Ozford College was a great choice for me. The environment is so friendly, interesting and entertaining. People who work in Ozford are people with passion and they are good at their jobs. They are always happy to help you with anything. Most of the teachers make you feel comfortable and the way that they teach you is peaceful and entertaining at the same time.

In Melbourne you have the chance to meet people from different countries and cultures which is quite interesting. Also you can meet people with different beliefs, views and experiences. Studying in Melbourne is more fun than studying in my own country. I would like to live in Melbourne for a long time.

”

3 and 4) and then complete VCAL in the next semester. These students also have an option to undertake the VCE Year 12 program and obtain a VCE.

Students who wish to do VCAL and start Year 11 at the beginning of either Term 2 or 3 undertake six VCE units in the second semester (Terms 3 and 4) and then complete the VCAL in the first semester of the following year. Students studying the VCAL Program in Year 11 will study Business at Certificate II or III level, and VCAL units. At the conclusion of VCAL, students can undertake further vocational education units or study the Oxford VCE Year 12 program and also obtain a VCE. Vocational education can be undertaken through the Oxford College of Business or elsewhere.

Year 12

VCE

Year 12 is the second year of the VCE program. Subjects are organized into semester long units. A normal student workload in Year 12 is five Unit 3/4 sequences (each sequence is a full year subject) in a full year. English as a Second Language (ESL) Units 3/4 must be included in the five sequences. Students select their other four subjects from the list of subjects offered. Generally, for best results, each of the subjects selected for Year 12 should have been studied in Year 11. Students who are of a very high standard and have the approval of the Oxford Head of High School may be permitted to study one additional VCE Unit 3/4 subject.

Highly able students in Year 12 can also apply to participate in one of the 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 workload. Some credit towards a university degree is given if the subject is completed to a satisfactory standard. Entry into these programs is granted by universities that offer these programs. Additional costs may be incurred for entry into these programs.

VCAL

Students who undertake the VCE program in Year 11 may change to the Senior VCAL instead of continuing to Year 12. Most students will be able to complete the Senior VCAL in one semester. Students who do not wish to proceed to university at the end of Year 12 should consider this option.

Students who have completed Year 11 in their home country and who have graduated from the Oxford English Language Centre or a similar English language program may also apply for admission to the Oxford VCAL Program. The VCAL program will include at least six VCE Units, from the VET course in Business at Certificate II or III level, as well as the full range of VCAL specialized units.

Subject

Year 10

Business/humanities stream

Semester 1

Students complete 8 subjects:

- English / English as a Second Language (ESL)
- English for Academic Language Development
- Mathematics
- Languages Other Than English
- Science
- Studies of Society and Environment
- Information Technology
- Art

Maths/science stream

Semester 2

Students complete 8 subjects for each semester:

- English/ English as a Second Language (ESL)
- English for Academic Language Development
- Mathematics
- Languages Other Than English
- Science
- Studies of Society and Environment
- Information Technology
- Art

Year 11

(VCE Units 1-2)

Students choose and complete 6 units in each semester:

- English/ English as a Second Language (ESL)
- General Mathematics
- Languages Other Than English – Chinese / Vietnamese
- Maths Methods
- Physics
- Business Management
- Accounting
- Art
- Information Technology
- Psychology*
- Legal Studies*
- Health and Human Development*

Senior VCAL

VCE 6 units of study including Mathematics and English plus Senior VCAL Units (all 6). Which are:

- Literacy Skills Senior Reading And Writing
- Personal Development Skills Unit 1
- Personal Development Skills Unit 2
- Work Related Skills Unit 1
- Work Related Skills Unit 2
- VET Business Management Cert II

Year 12

(VCE UNITS 3-4)

Students complete 5 subjects for each semester:

- English/ English as a Second Language (ESL)
- Mathematics Methods
- Specialist Mathematics
- Business Management
- Accounting
- Languages Other Than English – Chinese / Vietnamese
- Psychology*
- Health and Human Development*
- Art
- Information technology
- Physics

*Subject to student numbers



Faculty Information

ART

Art provides an opportunity for students to learn how to express feelings and ideas through a variety of media. VCE Studio Arts emphasizes the creative design process. Students develop these ideas through to a completed work. A folio and written record is maintained by each student. The classroom studio-based work is enriched by excursions to city art galleries that display both traditional and contemporary art works. These excursions are also an important part in the teaching of art theory and history.

BUSINESS

The study of business provides students with an understanding of the business and business economic environment in which Australians work. At VCE level, students can choose to study subjects such as Business Management, Accounting and Economics. These subjects cover the Australian small business environment, Australian corporations and also Australia's place in world-wide business and commerce. As well as providing basic knowledge about business management, financial record-keeping and economics, these VCE subjects prepare students for the study of Business and Commerce at university.

ESL (ENGLISH AS A SECOND LANGUAGE)

As well as ensuring that students meet the requirements of the VCE ESL course, the Ozford ESL program is also directed at improving students' progress in general English – vocabulary, grammar, speaking, reading and understanding. Year 10 students study the mechanics of the English Language in ESL classes. The Year 10 Literature program emphasizes the reading of English texts, the analysis and discussion of the texts and the written expression of ideas and argument based on the texts. VCE ESL is similar to the English Program studied at VCE by Australian students. The ESL teaching and assessment approach emphasizes the needs of ESL students at VCE level. Year 12 VCE students have the opportunity to attend after school tutorials in ESL each week. These tutorials provide additional assistance and support to students.

INFORMATION TECHNOLOGY

Ozford provides students with up-to-date computer laboratories that are equipped with the latest generation of computer systems and software applications. In years 10, 11 and 12 students learn about computer systems and their applications. In Year 10 students use Microsoft Office application software to solve problems, make presentations and investigate case studies. The VCE course teaches students how to apply problem solving methods and use techniques and procedures to process and manage data, information and files. Students also learn about programming and the detailed application of software tools. The use of software applications to solve problems in organizations is also covered, as are aspects of system, data and information, management, security, storage, disposal and integrity.

LANGUAGES OTHER THAN ENGLISH (LOTE)

The study of a student's native language is strongly encouraged. Ozford students usually achieve very good results in the VCE studies of their native languages. We currently offer LOTE in Chinese (first language) and Vietnamese. Students from other countries can study their home language at special language institutions on weekends. In LOTE classes students are taught how to draft written work and make oral presentations according to their VCE requirements. Role plays, classroom debates, oral presentations and reading aloud are among the activities used in the LOTE classes.

MATHEMATICS

Mathematics is a very important area of study in Australian schools. Ozford recommends that all students study mathematics up to the end of Year 11. Many students come from strong mathematical backgrounds. This means that teachers can advance and develop students' knowledge and teach them to apply this knowledge in problem solving situations. One of the VCE mathematical courses makes intensive use of sophisticated scientific/graphics calculators in the teaching of the course. The study of mathematics is also of help in doing well in business and scientific subjects.

SCIENCE

In Year 10 students study a broad range of science topics. Students are involved in many different learning experiences, including class-based experiments, visits to and experiments in science laboratories and field work to several locations in Melbourne and in rural areas. At VCE level our Physics program is popular with students who wish to study science or engineering subjects at university. Our Physics course covers both traditional and developing areas of this subject. Students will also study Health and Human Development.

HUMANITIES

Ozford offers a selection of humanities studies and also an Australian Studies component for all Year 10 students. The Year 10 program is broken up into units and covers topics that give students an understanding of the history and geography of Australia, helps students to gain knowledge and understanding of the skills needed to live in Australia, and also develop the skills that students need for further VCE studies in the humanities area.

English Entry Requirements

Overseas students must demonstrate an adequate level of proficiency in English for consideration for admission into high school at Ozford College. Students may be required to enrol in an English Language Program (ELICOS) for a reasonable period (at least to upper intermediate or advance a level of English language competency) before starting the high school program. Students continuing to experience English language difficulties whilst enrolled in secondary studies will be offered further English language support.

International students require English language skills at least equivalent to overall band IELTS 5.0 or IELTS 4.0 plus a maximum of 30 weeks of Ozford's ELICOS course of Upper Intermediate level at Ozford's English Language Centre.



Minimum Academic Entry Requirements

YEAR LEVEL	ACADEMIC LEVEL
Year 10	Satisfactory completion of the equivalent of Australian Year 9
Year 11	Satisfactory completion of the equivalent of Australian Year 10
Year 12	Satisfactory completion of the equivalent of Australian Year 11

2012 & 2013 Intake Dates

YEAR LEVEL	TERM 1	TERM 2	TERM 3	TERM 4
2012	VCE/VCAL	VCE	VCE/VCAL	VCE
Year 10	06/02/2012	16/04/2012	16/07/2012	08/10/2012
Year 11	06/02/2012	16/04/2012	16/07/2012	No Entry
Year 12	06/02/2012	No Entry*	No Entry**	No Entry*
2013				
Year 10	04/02/2013	15/04/2013	15/07/2013	07/10/2013
Year 11	04/02/2013	15/04/2013	15/07/2013	No Entry
Year 12	04/02/2013	No Entry*	No Entry**	No Entry*

*Except for students already enrolled in Year 12 VCE in Victoria

** Mid-year entry is only available for existing Year 12 students.

Payment Information

At Ozford we have flexible payment plans and a number of different methods of payment. Students have the following options for payment. Please include your student ID, full name and date of birth as a reference on the back of the cheque/bank draft/money order.

Please forward all payment related correspondence and enquiries to:

Accounts Office
Ozford Group
Level 9
123 Lonsdale Street
Melbourne 3000
Tel: +61 3 8663 7188
Fax: +61 3 9662 9223
Email: cashier@ozford.edu.au



Pay Online

Payments can be made online by Master or Visa card via <http://www.ozford.edu.au/Enrolment/MakeaPayment.aspx>



Direct Deposit

Please visit your local Westpac branch to pay by cash, cheque and EFTPOS. Banking detail can be found on this page, alternatively the same information can be found on your offer letter or invoice. It is important to provide the deposit evidence and student enrolment details to the Accounts Office for identification purpose.



BPay

BPay is only available for current students. Please contact your participating financial institution to make payments from your cheque, savings or credit account. Please quote Ozford's biller code and your reference number as stated on your invoice. The minimum payment amount is \$10.00.



Pay By Mail

Original cheques, bank drafts and money orders can be mailed to the Accounts Office. Please provide student enrolment details with the payment. Cheque title can be made out as following:

- For high school – "OZFORD COLLEGE"
 - For VET – "OZFORD COLLEGE OF BUSINESS"
 - For ELICOS – "OZFORD ENGLISH LANGUAGE CENTRE"
- Cheques require 3 working days to clear.



Telegraphic Transfer

Please refer to your offer letter or invoice for the Ozford bank account details. The same banking information can also be found on this page. Transfer/remittance evidence and student enrolment details must be provided to the Accounts Office for identification purpose.



In Person

Take your offer letter or invoice to our Cashier located on level 9, 123 Lonsdale Street Melbourne. The cashier accepts cheques, EFTPOS and credit cards (Visa and Master card) except cash payment.



Pay By Fax

Please download Credit Card Authorisation Form from: <http://www.ozford.edu.au/Enrolment/MakeaPayment.aspx> and fill in relevant detail. The form can then be faxed to the Accounts Office +61 3 9662 9223.

Banking Details:

For High School or English and High School packaged course

Please forward tuition payment to:
Account Name: Ozford College
Bank: Westpac Banking Corporation
BSB No. 033 152
Account No. 202 155
Branch Address: 142 Elizabeth Street
Melbourne VIC 3000, Australia
SWIFT Code: WPACAU2S

For English Course only

Please forward tuition payment to:
Account Name: Ozford English Language Centre
Bank: Westpac Banking Corporation
BSB No. 033 152
Account No. 205 313
Branch Address: 142 Elizabeth Street
Melbourne VIC 3000, Australia
SWIFT Code: WPACAU2S

For Business Course or English and Business program packaged course

Please forward tuition payment to :
Account Name: Ozford Business College
Bank: Westpac Banking Corporation
BSB No. 033 152
Account No. 224 821
Branch Address: 142 Elizabeth Street
Melbourne VIC 3000, Australia
SWIFT Code: WPACAU2S

Fees

Please always refer to our website
<http://www.ozford.edu.au/Courses/Highschool/EntryRequirementsandCourseFees.aspx>

Terms and Conditions

<http://www.ozford.edu.au/Enrolment/TermsandConditionsofEnrolment.aspx>



Corporate Training (Short Courses)

<http://www.ozford.edu.au/Courses/ShortCourses.aspx>

Course Name	Duration	Fees*
School Holiday program	4 days	\$95 ¹
Resumes & Interview Techniques for Success This two day course will give you the skills and knowledge required to apply for positions and to succeed in an interview.	2 days (5 hours per day)	\$200
Barista To tailor your skills to be able to work in a coffee shop effectively and give you skills to gain employment in a cafe.	2 days (5 hours per day)	\$200
Restaurant Operations Our restaurant course is designed to help you learn about the art of providing 5 Star Hospitality service. This class will teach you everything you need to know about working in a restaurant in an enjoyable training environment.	2 days (5 hours per day)	\$200
Safe Food Handling Follow health, safety and security procedures This course develops skills and knowledge required to follow health, safety and security procedures. It applies to all individuals working in the hospitality industry in a range of work environments. Workplace Hygiene Procedures (Food Handling Certificate) This course deals with the skills and knowledge required to follow key food safety and hygiene procedures which apply in hospitality, tourism enterprises, aged care and childcare industries.	1 day	\$150
Apply First Aid This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(ies), the incident and other first aiders, until the arrival of medical or other assistance.	2 days	\$200
Bar operations Learn through hands on experience, talented bartenders who know their stuff and love what they're doing. They've been trained to help you get you where you want to go, whether it's behind a bar in Australia or overseas.	2 days (5 hours per day)	\$200
Responsible Service of Alcohol (RSA) <i>Approved by Liquor Licensing Victoria</i> This two day course will give you the skills and knowledge required to apply for positions and to succeed at the interview.	3.5 hours (9am - 12:30pm)	\$60

¹Rebates may be available

*Fees are subject to change.



Location

OZFORD COLLEGE HIGH SCHOOL

123 Lonsdale Street
Melbourne Victoria 3000 Australia

--- City Circle Tram

..... Tram

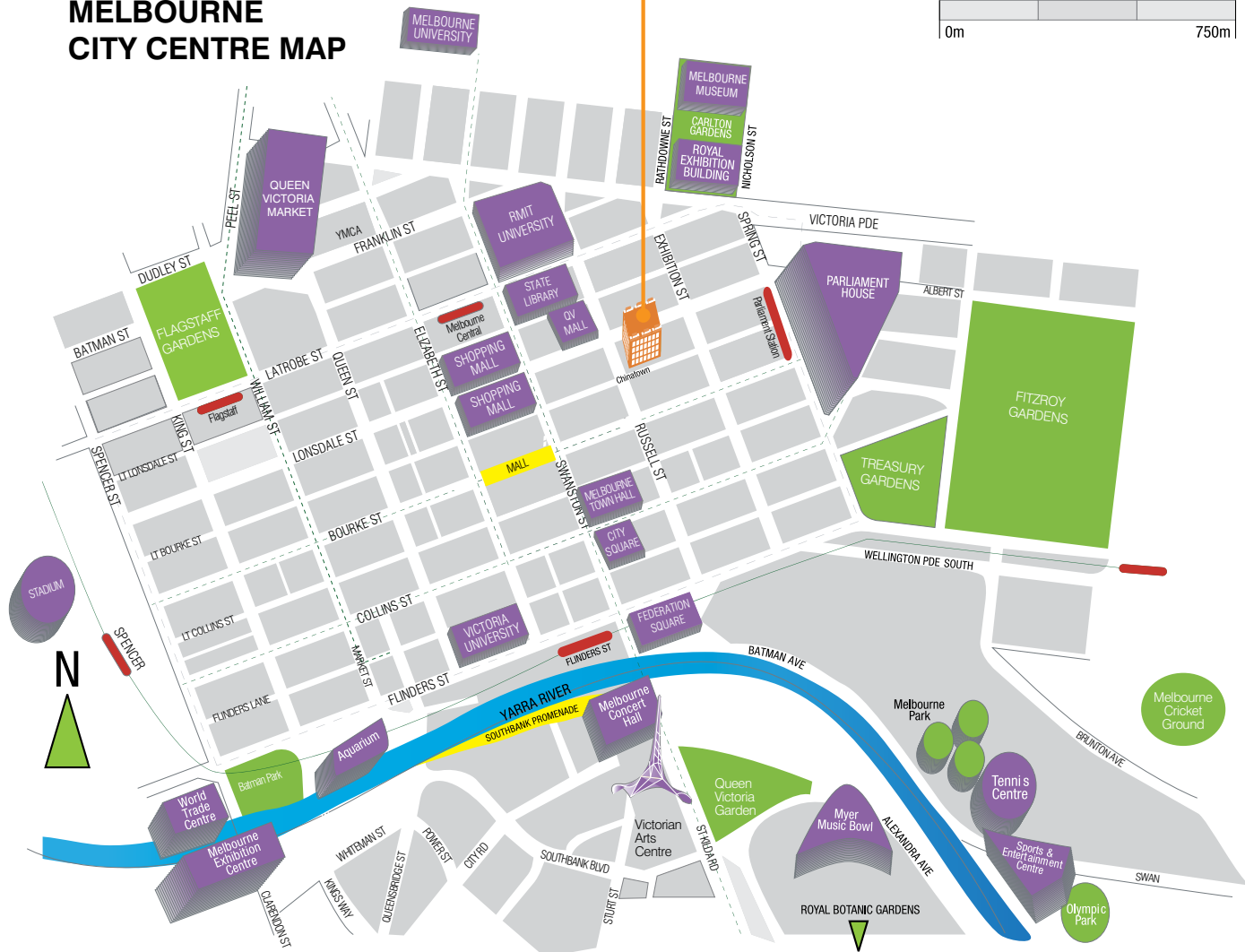
■ Train Station

■ Gardens / Parks

■ Places of Interest

0m 750m

MELBOURNE CITY CENTRE MAP



Ozford College - High School

Registered School No. 2016 CRICOS No. 02427A

Ozford College of Business

Registered Training Organisation No. 21442
CRICOS No. 02573B

Ozford English Language Centre

CRICOS No. 02501G

Apply Now

<http://www.ozford.edu.au/Enrolment/ApplyNow.aspx>

Terms and Conditions

<http://www.ozford.edu.au/Enrolment/TermsandConditionsofEnrolment.aspx>

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OZFORD

MELBOURNE . AUSTRALIA