

## STUDENT SERVICES ...



### 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. Homestays are inspected on a regular basis and student feedback is encouraged to ensure the highest standards.



In addition, for students over 18 years of age, apartments and hostels are available in close proximity to the city location of Holmes Secondary College. Holmes can provide a placement in such accommodation if requested.

### STUDENT CARE — 24 HOUR CONTACT

Holmes offers an around-the-clock, seven day a week care program including a 24-hour security contact and emergency telephone service. Individual counselling is available to students in need of specialised attention and guidance in personal and health matters. Assistance with medical and banking requirements is also provided.



### CARE PROVIDERS

Holmes 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.



### STUDY SUPPORT

In addition to detailed study guides for all units of study, each student has access to a staff member who monitors progress and provides mentoring advice.



### FACILITIES & ACTIVITIES

The College is modern, air-conditioned and designed to support learning. Our Library resources include the latest reference material recommended for each unit of study. A large common room is available to students for meals and relaxation.



### CENTRAL CITY LOCATIONS

Holmes Secondary College campuses are located in downtown Melbourne and Sydney. These locations are ideal for travelling to the Colleges and for easy access to a wide selection of student accommodation, restaurants, libraries, theatres, cafes, supermarkets and city shopping malls.

## HOLMES OFFERS ...

### A TRADITION OF: SUCCESS...

Almost fifty thousand students have graduated from Holmes Australia since 1963.

### INTERNATIONALISM...

The student body currently represents 35 countries guaranteeing students a truly international experience.

### QUALITY...

Holmes prides itself on the quality of its teaching, the welfare services that it provides and its modern facilities.

## FOR FURTHER INFORMATION...

Enquiries concerning enrolment or courses offered should be addressed to the Head Office:

Holmes Secondary College  
185 Spring Street  
Melbourne VIC 3000  
AUSTRALIA

Telephone: (613) 9662 2055  
Facsimile: (613) 9662 2083  
Email: [info@holmes.edu.au](mailto:info@holmes.edu.au)

Website: [www.holmes.edu.au](http://www.holmes.edu.au)

Holmes Commercial Colleges (Melbourne) Ltd CRICOS PROVIDER NO. 00898G  
Holmes Colleges Sydney Pty Ltd CRICOS PROVIDER NO. 00040C



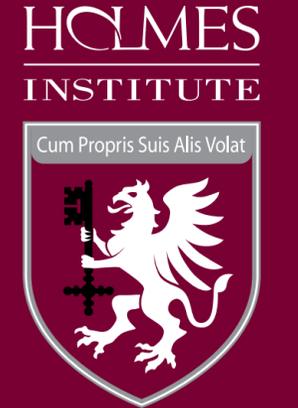
## BUSINESS PROGRAM

YEAR 11

YEAR 12

VCAL

## SECONDARY COLLEGE



## SENIOR HIGH SCHOOL MELBOURNE - SYDNEY

## BUSINESS PROGRAM

YEAR 11

YEAR 12

VCAL

I N S P I R E • A C H I E V E • E N G A G E

## WELCOME

I look forward to meeting you at one of our campuses located in Melbourne and Sydney. At Holmes Secondary College, we offer world-class senior high school certificates and the pathway to a business degree with Holmes Institute or at one of the many universities in Australia.

Our staff are dedicated professionals who provide quality educational experiences within a friendly, caring and academic environment.

### BUSINESS FOCUS

Our educational program specialises in business-related subjects in an innovative and unique way. Subjects are integrated with common business themes and the program involves links with businesses.

### THE CHALLENGE OF CHANGE

We seek to prepare leaders for the changing global business world. Modern technology is the way people in business communicate. Multinational businesses are increasing in size and number. Political agreements are bringing nations closer. This global integration creates the need for business managers with the team-building qualities of being respectful, fair-minded, quality-oriented and creative. Future business leaders will also need the knowledge and understanding of the internal and external systems impinging on business.

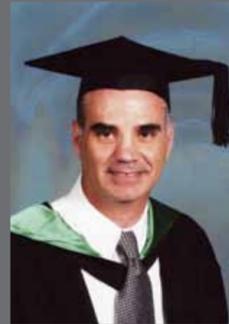
### PREPARING FUTURE LEADERS

We are playing a part in preparing such global business leaders by challenging and assisting students to do their best and to achieve their goals. Holmes Secondary College encourages students to respect others, appreciate diversity and to form opinion on the basis of reason and good judgement. We provide opportunities for, and encourage, students to be creative. At Holmes we impart knowledge of the various dimensions of business. We provide practical training exercises using the modern technology of business as well as training in the skills for researching information about developments in business best practice.

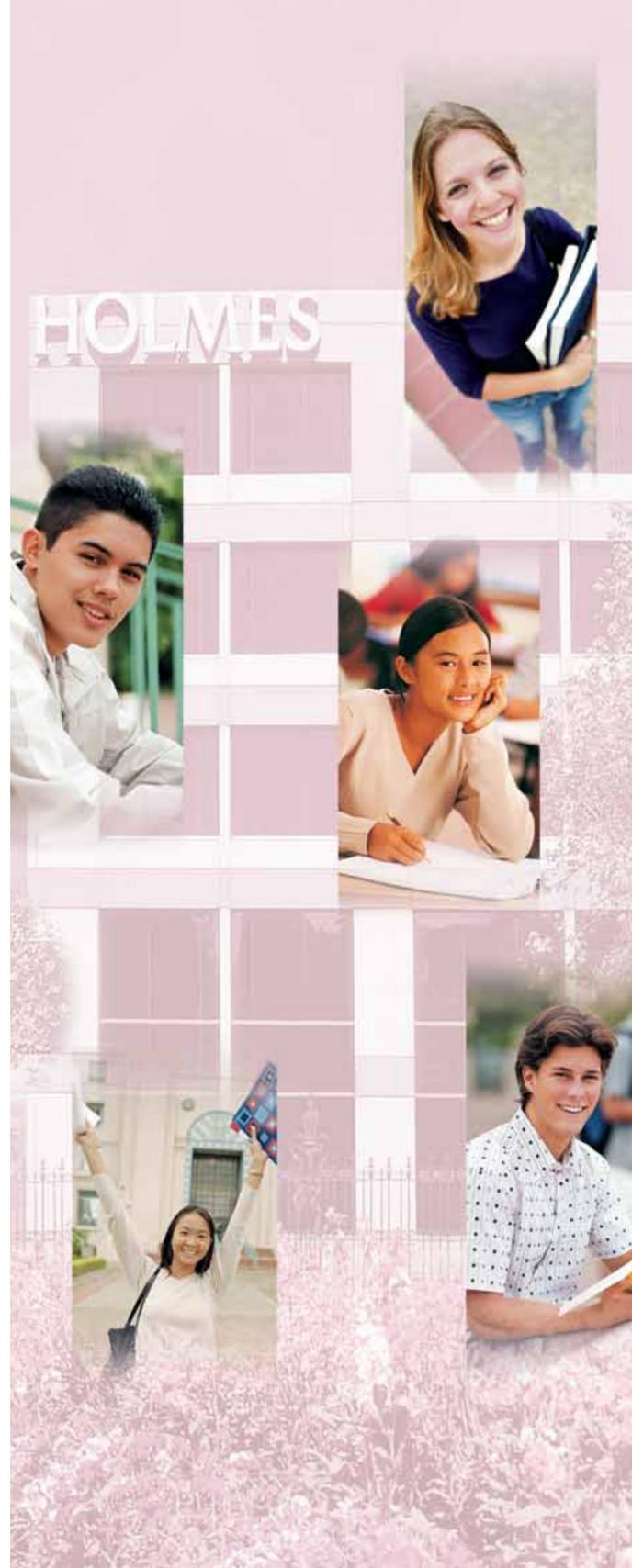
My position as Principal at Holmes Secondary College is to ensure that you have the opportunity to benefit from your time with us and that you leave a better person who can make a significant contribution to the global business world.

#### David Mustafa

B. Ed. (Deakin University), M. Ed. (University of Melbourne)



DAVID MUSTAFA  
Principal



English Preparation for High School

Year 11 Course  
Holmes Secondary College

Year 12 Course  
Holmes Secondary College

Bachelor Degree

Master of Business Administration

## SENIOR EDUCATION CERTIFICATES...

Studies in Year 11 and Year 12 prepare students for tertiary courses at higher education institutions, including Holmes Institute, anywhere in Australia.

At the successful conclusion of Year 12, students are awarded the NSW Higher School Certificate (HSC) or the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning Senior Level (VCAL) available in Sydney and Melbourne.

Each of the three certificates for senior high school is highly regarded world-wide.

### YEAR 11

	SYDNEY	MELBOURNE
Semesters 1 & 2	English (ESL)	English (ESL)
Semesters 1 & 2	Mathematics	Mathematics
Semesters 1 & 2	Economics	Economics
Semesters 1 & 2	Legal Studies	Accounting
Semesters 1 & 2	Information Processes and Technology	Information Technology
Semesters 1 & 2	Business Studies	Business Management

These Units are a business-related combination that not only satisfies the Year 11 course requirements but also prepares students for studies in a business degree. Common business themes and case studies are used in all Units as a way of integrating these studies into a business course.

### YEAR 12 (ACADEMIC LEARNING)

	SYDNEY*	MELBOURNE*
Semesters 1 & 2	English (ESL)	English (ESL)
Semesters 1 & 2	Mathematics	Mathematics
Semesters 1 & 2	Economics	Economics
Semesters 1 & 2	Legal Studies	Accounting
Semesters 1 & 2	Information Processes and Technology	Information Technology
Semesters 1 & 2	Business Studies	Business Management

These Units follow directly from the student's study in the Year 11 Course. There are external examinations, enabling results to be standardised into a university-entrance score for determining eligibility for entry to university courses.

In addition to these subjects, Holmes Secondary College also offers a selection of Mathematics subjects, Physics and Chinese

\*\* Choose five units only

### YEAR 12 (APPLIED LEARNING) SYDNEY & MELBOURNE

VCAL, the Victorian Certificate of Applied Learning, available in Sydney and Melbourne, is a self paced, flexible programme that allows the students scope to explore a curriculum that focuses on Literacy & Numeracy, Personal Development Skills as well as Business Communication Skills. Its assessment is task-oriented rather than exam-focused.

Students undertake the following senior units in this highly flexible learning program that focuses on skills to be used in business.

Literacy (Reading & Writing) Skills	Literacy (Oral Communications) Skills
Personal Development Skills (in Marketing)	Personal Development Skills (in Finance)
Business Communication Skills (using Word Processing, Spreadsheets and Power Point Presentations)	

## ENGLISH PREPARATION...

Holmes Intensive English Colleges offer a tradition of excellence in preparing young students for studies in Australian Schools. Safe, secure and supportive, Holmes provides specialised English Language Preparation for those students who need to increase their English level prior to commencing their secondary school studies.

### THE PROGRAM

**The Program** has been specifically designed to focus on the individual needs of school-age students.

**Encouragement.** Students are encouraged to participate in discussion and interaction with their international class mates who are also preparing for the educational challenges ahead.

**Range of subjects.** Our program meets the demands of all aspects of Australian school education. Subjects, including maths, science, history and geography are taught in English as a preparation for school entry.

**Computer Training.** Computer use is taught and encouraged as a natural part of the educational experience. All students are introduced to computers and trained in the most frequently used software packages.

**Homework** is an important part of the school experience and at Holmes students are introduced to homework as an important part of the preparation program.

**Reports and Assessments.** Students are tested regularly and undergo term assessments and regular reports are forwarded to the parents and guardians.

Students can start the Year 11 Course when their English standard will enable them to understand the material to be covered in the course. To ensure the appropriate standard, Holmes Secondary College tests students before entry. International students, who have not been taught in English before, will normally require around 30 weeks English Preparation.