

2023 STUDENT

www.mnminstitute.com

HANDBOOK

#mnmmakessense #dontfakeitmakeit #passionfounder

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WELCOME

Our aim is to provide participants with the practical skills and the essential knowledge required to allow them to establish a blueprint for their continuous action towards the attainment of their goals.

MnM Institute has evolved from the commitment by its founders to provide high quality vocational training for participants wanting to gain an Australian qualification, experiencing a new culture and improving their English at the same time.

At the MnM Institute we spend a considerable amount of time establishing the context in which our participants will use the skills and knowledge they obtain at the Institute and at the heart of our 4C's learning program is the reality that each and every one of our participants has a different need for undertaking a vocational diploma course. Our competitive advantage is in establishing the participant's objectives at the beginning of the course, which allows our trainers to assist participants with the development of their industry relevant portfolio.

On campus, you will find that we aim to create a vibrant and dynamic learning environment by making use of modern technology and by providing practice oriented learning at every step along the way. We pride ourselves on educating our participants to be ready to commence their career or own business whilst at the same time affording them the opportunity to establish a valuable global network gained through the diverse and multicultural participant body present at the Institute.

As chairman, it is my privilege to meet all learners when they enroll and to hand them their diploma when they graduate.

I look forward to meeting you all.

Robert Schafer
Chairman
MnM Institute Pty Ltd

WHAT YOU'LL STUDY

SYDNEY CAMPUS

PROGRAM TITLE: Be a StartUp

BSB40820 - Certificate IV in Marketing and Communication

BSB40320 - Certificate IV in Entrepreneurship and New Business

Contact MnM for Intake Dates | Full Time Blended Face to Face - Online

PROGRAM TITLE: Be a Marketer

BSB40820 - Certificate IV in Marketing and Communication

BSB50620 - Diploma of Marketing and Communication

Contact MnM for Intake Dates | Full Time Blended Face to Face - Online

PROGRAM TITLE: Be a Leader

BSB50420 - Diploma of Leadership and Management

BSB60420 - Advanced Diploma of Leadership and Management

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PROGRAM TITLE: Be an Entrepreneur

BSB40820 - Certificate IV in Marketing and Communication

BSB40320 - Certificate IV in Entrepreneurship and New Business

BSB50620 - Diploma of Marketing and Communication

BSB50420 - Diploma of Leadership and Management

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Be a Startup

1 YEAR

- Certificate IV in Marketing and Communication
- Certificate IV in Entrepreneurship and New Business

The unique entrepreneurial program was created to assist new entrepreneurs on their journey.

Design and build your brand. This is your way of communicating to the world what you stand for and your way to be different from the competition. If you want your brand to succeed and thrive in the future, you need to build a brand identity that accurately conveys everything that you stand for.

Develop your marketing skills by learning how to understand the market and develop creative marketing solutions to win customers minds. You'll also learn how to undertake market research, identify trends, analyse opportunities and build effective campaigns.

Find Your Purpose. Build a Brand. Create an Impact.

Take the leap and make your passion profitable. You'll leave armed with a straight to market strategy!

QUALIFICATION PACKAGING

CoE Part 1 - BSB40820 Certificate IV in Marketing and Communication (32 weeks)

CoE Part 2 - BSB40320 Certificate IV in Entrepreneurship and New Business (20 weeks)

PROGRAM DETAILS: <https://mnminstitute.com/be-a-startup>

mnminstitute.com

CRICOS Code 03350J NVR Registered Training Organisation 40661 ACN 150105721



Be a Marketer

1 YEAR 32 Weeks

- Certificate IV in Marketing and Communication
- Diploma of Marketing and Communication

Companies and brands are looking for marketing talent that gives them greater flexibility.

Freelance is a perfect way to create your own lifestyle, flex your creative skills, earn your living and make valuable connections.

Do you post, tweet, and stream like nobody's business? With the right training, you could be the perfect candidate to enter the Social Media Marketing field. The demand for experienced professionals in this lucrative field is continuously growing.

Become a pro and develop the skills in target analytics, trend analysis and content creation for posting and promoting your clients brand and content across all the main social media channels

Freelancers are in high demand right now. ... ARE YOU READY?

We'll teach you all the advanced tools needed to service your future clients.

QUALIFICATION PACKAGING

CoE Part 1 - BSB40820 Certificate IV in Marketing and Communication (32 weeks)
CoE Part 2 - BSB50620 Diploma of Marketing and Communication (52 weeks)

PROGRAM DETAILS: <https://mnminstitute.com/be-a-marketing-freelancer>

mnminstitute.com

CRICOS Code 03350J NVR Registered Training Organisation 40661 ACN 150105721



Be a Leader 2 YEARS 6 MONTHS

- Diploma of Leadership and Management
- Advanced Diploma of Leadership and Management

Do you want to become a Leader? Looking to fast tracking your career and gain valuable skills in leadership and management?

All sectors need visionary leaders and charismatic managers. Whatever industry floats your boat, you will be qualified to take up leadership roles in your domain of expertise. Plan, design, apply and evaluate solutions to unpredictable problems, identify, analyse and synthesise information from a variety of sources.

Participants are encouraged to challenge their assumptions and focus on their aspirations to define their vision. They engage in brainstorming to find out how they can have a positive impact on the world and make a living doing what they love. Mentors are here throughout the process to assist participants in anticipating potential issues and discuss solutions to break through their limitations.

Leading a team to success is a highly employable skill and one that will take your career to the next level.

Effective leadership and management can have a huge impact.

QUALIFICATION PACKAGING

CoE Part 1 - BSB50420 Diploma of Leadership and Management (78 weeks)

CoE Part 2 - BSB60420 Advanced Diploma of Leadership and Management (52 weeks)

PROGRAM DETAILS: <https://mnminstitute.com/be-a-leader>



Be an Entrepreneur

3 YEARS

- Certificate IV in Marketing and Communication
- Certificate IV in Entrepreneurship and New Business
- Diploma of Marketing and Communication
- Diploma of Leadership and Management

A key component of the course is building your business.

Are you ready to take a leap and start building a business of your own? This course has been designed specifically for those looking to build a business. You will create a viable business while developing a broad and transferable set of skills in the areas of marketing, leadership and entrepreneurship.

Project after project, presentation after presentation, you will build your portfolio and increase your confidence in your vision and abilities. This is your way of communicating to the world what your product stands for and your way to be different from the competition.

PASSION DRIVEN STARTUPS ARE OUR TRADITION
Global entrepreneur and leader mentoring is our mission

Build a startup from scratch!
THE ENTREPRENEURIAL COURSE THAT IS ALL ABOUT YOU.

QUALIFICATION PACKAGING

CoE Part 1 - BSB40820 Certificate IV in Marketing and Communication (32 weeks)
CoE Part 2 - BSB40320 Certificate IV in Entrepreneurship and New Business (20 weeks)
CoE Part 3 - BSB50620 Diploma of Marketing and Communication (52 weeks)
CoE Part 4 - BSB50420 Diploma of Leadership and Management (52 weeks)

PROGRAM DETAILS: <https://mnminstitute.com/be-an-entrepreneur>

mnminstitute.com

CRICOS Code 03350J NVR Registered Training Organisation 40661 ACN 150105721

FLEXIBLE APPROACH

We don't teach participants how they should live their life, we coach them to identify their desired lifestyle and find opportunities to convert.

4C's CONTEXT, CRITICAL, CONTROLLED, COMMUNICATION

MnM Institute's unique portfolio-based assessment method combined with our 4C's Learning Model will give candidates the opportunity to experience multiple daily issues, which practitioners are constantly faced with.

CONTEXT C'1 C'2 CRITICAL

The participant begins by identifying the context of their study at mnm Institute. Defining their vision by adopting a 'big picture' approach, to form a strategy to achieve a desired goal. This may be in the form of opening a business or pursuing a career goal.

The process whereby a participant is asked to brainstorm and evaluate ideas on how to achieve their goal using both a vertical and lateral thinking approach and selecting the best possible option to achieve their goals.

CONTROLLED C'3 C'4 COMMUNICATION

Establishing the framework to achieve a goal by adapting a step-by-step approach. The student establishes plans on how to get others involved and determine what would be their responsibilities.

The final stage of converting an idea into reality is about making contact by providing information, inspiration, motivation and instruction. The aim is to reach the rainbow, through taking action and implementation of a plan.

ENROLMENT PROCESS

<https://mnminstitute.com/steps4>

STEP ONE: CHOOSE COURSE YOU ARE MOST INTERESTED

mnminstitute have four flexible options depending on your goals (become marketer, leader or an entrepreneur) timetable (day, evening, weekend) and length of stay in Australia (from 52 weeks to 156 weeks).

STEP TWO: SUBMIT YOUR APPLICATION

We understand that application process can be confusing so we created simple online application form. Prepare your passport, school record, english certificate, CV and you will be good to go.

STEP THREE: OFFER LETTER AND WRITTEN AGREEMENT

Our administration team will send you a letter of offer and written agreement. Please read it carefully, sign it and send it back to us.

STEP FOUR: PAYMENT

It is time to make your payment for your course. We do offer a flexible instalment plan so you don't have to pay for your whole course up front. Give us a call to find out more.

STEP FIVE: COE (Confirmation of Enrolment)

Once you pay for the course we will issue a Confirmation of Enrolment. mnminstitute work closely with migration agent that can help you with your visa application.

mnminstitute.com

CRICOS Code 03350J NVR Registered Training Organisation 40661 ACN 150105721

YOUR BEGINNING

The first step upon commencement of study at MnM Institute begins with the seminar orientation session. It is conducted in the first week of the participant course. New participants will be made familiar with the facilities, issued an ID card, given information on how to access the eStudent Handbook and course information, and will be provided with information about the following:

- Obligations as learner at MnM Institute
- Requirements to receive a qualification
- How skills, knowledge and attitudes are assessed
- Recognition of prior learning or recognition of current competency
- How to appeal an assessment outcome
- How to lodge a complaint if not satisfied with any part of the course
- How to get extra help with learning
- Course timetable
- Course content
- Emergency evacuation procedures
- Living and studying in Australia
- Requirements of the ESOS Act 2000 and the National Code

In addition, MnM staff will be introduced, a tour of the premises will take place and an opportunity to ask questions will be given. It is compulsory for participants to attend the orientation-seminar program to familiarise themselves with the Institute's policies and procedures.

For more details on the orientation program please contact MnM Student Services.

GENERAL POLICIES

Access and Equity

MnM Institute is committed to access and equity principles and processes in the delivery of their services and working environment and in accordance with Racial Discrimination Act 1975, Sex Discrimination Act 1984, Human Rights and Equal Opportunity Act 1986, Age Discrimination Act 2004, NSW Anti-Discrimination Act and Disability Discrimination Act 1992.

MnM Access and Equity principles:

- All staff and participants have the right to equality opportunity
- There is recognition of respect for and promotion of diversity within our community
- There is encouragement of initiatives to effect change
- Everybody has the right to participate in decisions that affect their lives
- While some people clearly need our advocacy, we support and encourage people on the journey of self-determination and self-advocacy (empowerment)

For full details please refer to MnM OPPM007 Access and Equity.

Participant Conduct and Behaviour

This code of conduct has been formulated to provide a clear statement of the Institute's expectations of participants in respect to academic matters and personal behaviour.

All participants enrolled in programs at MnM Institute are required to maintain appropriate standards of conduct at all times. Where behaviour is deemed to be improper or inappropriate, MnM will take action in accordance with MnM's Student Disciplinary Policy.

For full details please refer to MnM OPPM003 Conduct and Behaviour and MnM OPPM004 Disciplinary procedures.

Grievance Handling and Resolution

MnM Institute endeavors to create a positive learning environment for participants, one in which each participant has the opportunity to achieve his or her personal best.

Part of the maintenance of that positive environment is a fair and open grievance handling and resolution procedure made available to all participants.

The Grievances and Complaints Management Policy ensures that all members are presented with procedures that:

- Value the opportunity to be heard
- Promote conflict resolution
- Encourage the development of harmonious partnerships
- Ensure that conflicts and grievances are mediated fairly
- Are transparent and equitable

For full details please refer to MnM OPPM006 Complaints and Appeals.

Privacy and Confidentiality

MnM Institute is committed to protecting the privacy of its staff and participants in all areas especially in regard to the collection, security and disclosure of their personal information.

MnM Institute will take all reasonable steps to ensure that personal information collected is accurate, relevant, up-to-date, complete, and not misleading. To this end, the Institute will take reasonable steps to allow individual participants to correct inaccurate information as appropriate. We will collect personal information only where it is necessary for one or more legitimate functions or activities. Where personal information is collected, all reasonable steps will be taken to inform staff and participants of:

- The purpose for which the information is collected
- Any person, body or agency to which the Institute usually discloses information of that kind
- Any law that requires or authorises particular information to be collected

For full details please refer to MnM OPPM009 Privacy and Confidentiality.

Use of IT Equipment

Users have the right to access and use the Institute's IT equipment for legitimate work, study and related purposes. Personal use of IT equipment is a privilege and is to be kept to an incidental level.

Through the use of the information technology equipment provided, users agree to abide by this policy. Persons using the IT equipment are responsible for their own actions, and are subject to relevant state and federal laws and to Institute statutes, regulations and policies.

For full details please refer to MnM OPPM008 Acceptable Use of IT Equipment.

Health and Safety

MnM Institute is committed to ensuring the health, safety and welfare of its staff, participants, contractors and visitors. The Institute will ensure compliance with the NSW Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011, other legislation and current industry standards by:

- Providing and maintaining a safe working and learning environment
- Providing information, instruction, training and supervision to ensure safe systems of work
- Ensuring that nominated safety personnel are adequately trained and supported
- Consulting and cooperating with safety and health representatives, staff and others
- Continuously reviewing and improving its safety performance

Anti-Bullying

MnM Institute has the responsibility of ensuring that the rights of its participants are safeguarded. These include the right to a learning environment free from discrimination and harassment. By definition bullying is repeated oppression, psychological or physical, of less powerful person or group by a more powerful person or group of persons. It may be manifested in many ways e.g. harassment (verbal, sexual or psychological), victimisation, alienation, coercion, exclusion or discrimination.

Participant responsibilities

Every participant at MnM Institute is required to:

- Take reasonable care of their health and safety and the health and safety of others
- Follow all the Institute health and safety policies and procedures
- Report all known or observed hazards, incidents and injuries to a staff member of MnM Institute
- Cooperate with the Institute WHS programs

For full details please refer to MnM OPPM005 Health and Safety.

STUDYING

Assessment

Participants are assessed across a wide range of tasks/activities to ensure reliability and validity of assessment. You will be informed at the commencement of the course what is expected of you in an assessment, and the criteria by which you will be judged. Instructions for assessment tasks/activities are made clear and explicit and you are allowed a reasonable and specified time to complete assessment tasks. You will be informed in advance of when you will be assessed. If you are absent for an assessment, please see your teacher to discuss your options.

For full details please refer to MnM OPPM014 Assessments.

Re-Assessment

Participants have the right to appeal the recording of the 'NYC' for any competency unit or learning outcome provided they had good attendance for the subject and had reasonable participation in all assessments.

Any Assessment Appeal will be treated seriously, sensitively and impartially. The participant should be confident that there will be no negative consequences and that the procedures followed will be seen as fair by everyone involved.

For full details please refer to MnM OPPM016 Re-Assessment.

Attendance

Participants need to maintain satisfactory attendance levels to ensure competency can be achieved in the units being studied. Participants are required to attend a minimum of 80% of scheduled classes. If you do not meet attendance requirements you may be reported for unsatisfactory attendance and your student visa may be cancelled. If you are absent due to illness, you should ask your doctor for a medical certificate and keep a copy should attendance issues arise.

For full details please refer to MnM OPPM012 Attendance Monitoring.

Course Progress

Course progress is monitored regularly and participant support is offered to participants who are not progressing satisfactorily. If participants do not satisfactorily meet course requirements they may be reported to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) through PRISMS.

For full details please refer to MnM OPPM011 Course Progress Monitoring.

Extension of Course Duration

In line with student visa requirements you must complete your course within the specified duration. Only in exceptional and limited circumstances may the course duration be extended.

For full details please refer to MnM OPPM039 Extension of Course Duration.

ADMISSIONS

Enrolment

MnM Institute offers an enrolment service that is well organised and efficient. At enrolment, participants will be provided with:

- Accurate and adequate course information
- Accurate fee information
- Individual assistance as required

Participants are responsible for ensuring that they are correctly enrolled, by checking the accuracy of the CoE. The applicant also has a responsibility to advise the Institute in writing of any errors, omissions or changes which subsequently occur.

For full details please refer to MnM OPPM18 Enrolment or 'Steps to Applying at MnM Sheet'.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process designed to recognise previous formal or informal learning, work and life experiences that the Participant may have had to the extent that they are relevant to the course outcomes. The RPL process allows participants to receive recognition under these circumstances, therefore enabling them to focus more on areas they need to achieve competencies in, in order to gain their qualifications.

Course Credit: Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning'.

Application may only be made after enrolment and payment of fees and must be made using the Institute's RPL / Course Credit Application Form. Participants must attach certified copies of all relevant documents to the RPL /Course Credit application form and submit the application before or within 2 weeks of course commencement.

For full details please refer to OPPM17 RPL/Course Credit.

Course Fees

For information on individual course fees please contact MnM Institute through Student Services in person or via email enrolment@mnminstitute.com

For full details on payment of fees and refund please refer to MnM OPPM026 Payment and Refund.

LIFE IN SYDNEY

Education Destination

Australia is one of the safest countries in the world and is a welcoming place to study. Australia is one of the world's favourite destinations for education. Studying at MnM Institute gives you the opportunity to experience life in Sydney, named the "World's Best City" eight times by Travel and Leisure magazine.

For information about studying in Sydney and cost of living please visit <https://www.studyaustralia.gov.au>

Working in Australia

All international participants on a student visa in Australia are legally permitted to work for up to 20 hours per week.

Tax File Number Application

You can complete your application online. Go to the ATO website at www.ato.gov.au, select 'Forms and Services', TFN – tax file number application form, Online individual tax file number (TFN) registration (Nat 4157), Apply for a tax file number then complete the form online. You will need to enter your passport and work permission visa numbers. There is no charge for a tax file number.

Alternatively, you can submit your application in person with the Australian Taxation Office and you will need the following documentation:

- Your current visa with permission to work
- Two different proofs of identity, e.g. Student Card, Passport and Bank Statement (please enquire at the ATO)
- Tax File Number Application Form (you can also obtain this from the ATO)

It is important that you provide your tax file number to your employer, so that you are insured under WorkCover. If you injure yourself at work, you will be paid part or your entire wage during any time you are unable to work, and you will also receive assistance in returning to work. Some or the entire medical and rehabilitation expenses incurred will also be covered. Remember to advise all employers of your tax file number.

Immigration and Visa

It is your responsibility to be aware of and abide by your student visa conditions. You can access information on the immigration website at www.immi.gov.au or visit your closest DIAC office:

Sydney Ground Floor, 26 Lee Street, Sydney NSW 2000
Parramatta 9 Wentworth Street, Parramatta 2150 GPO Box 9984 Sydney NSW 2001
Monday – Friday 9 a.m. – 4 p.m.
Phone: General enquiries 131 881

Important Phone Numbers

Police, Fire, Ambulance	000
Direct Billing Medical Centre	Healthpac Medical Centre Sydney (02) 9282 9725 Macquarie Street Medical Centre (02) 9238 0800
St. Vincent's Hospital	(02) 8382 1111
Mental Health	1800 648 911
Drugs and Alcohol	1800 422 599
Medicare	12 20 11
LawAccess	1300 888 529
Anti Discrimination Board	(02) 9268 5544
Australian Council for Private Education and Training (ACPET)	(02) 9299 4555
Translating and Interpreter Service 24 hrs	131 450

WHAT THEY SAY ABOUT US

ARNUN from Thailand - Kaizen Coffee Co

MnM showed me the meaning of passionate entrepreneurship. I learned that life should be exciting and fun. With the right mindset and understanding of business fundamentals, I can turn what I'm really good at into my brand and enjoy doing everyday activities turning it into my business.

www.instagram.com/kaizencoffeeco

DEBORA from Chile - Playa Papaya

MnM helped me to take my project and vision to another level. Studying here and passing through all the subjects gave me perspective about all the possibilities for my brand, for today and future. Very thankful for this experience.

NOW - www.playapapaya.com.au

CAROLINE from France - Rewildin

It has been a fabulous journey being part of MnM institute, a safe and rich environment to turn ideas into startups. Our venture Rewildin was born at mnM. The trainers and mentors have been amazing, helping overcome startups challenges while developing Rewildin's concept and keeping my core values at the heart of everything.

NOW - www.bluemountainsstargazing.com.au

STEFFI from Germany - Atelier Stefani

MnM gave me the push I needed to keep up with developing my ideas and passion into a workable plan. Now Atelier Stefani creates meticulously handcrafted products of meaning that stand for individual style, comfort and quality. We turn tradition into modern art of the craft. Unrivalled skills bring the spirit of bespoke and innovation to life in every pair.

www.atelierstefani.com

ALEX from America - Heart and Soul Hoops

MnM has supported my entrepreneurial dreams in Sydney. I'm learning business & marketing from top-tier mentors in an enriching environment. My vocation has become my passion and my peers share the same experience. I'm blessed to call MnM my "home"

www.heartandsoulhoops.com

Contact Us

MnM Institute

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