



MELBOURNE ADVANCED COMMERCE INSTITUTE



MACI 2026 • Student Prospectus

CRICOS: 03490G | RTO: 32471 | Level 1, 382 Lonsdale Street, Melbourne VIC 3000

www.maci.vic.edu.au | info@maci.vic.edu.au | 03 8640 8070

Registered Training Organisation | ELICOS | Business | Marketing



Marketing Compliance Notice – RTO Standards 2025

This prospectus is produced and approved in accordance with the RTO Standards 2025 (F2025L00355), the Australian Consumer Law, ESOS Act 2000, National Code 2018, and MACI's Quality Management System (QMS v1.0, effective 1 August 2025). All training products listed herein are on MACI's current scope of registration. Course codes and titles are published as listed on the National Register at training.gov.au. Employment outcome claims are not made. All fees, durations and requirements are accurate as at the date of publication and are subject to change – students will be notified of material changes prior to commencement.

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1. Welcome from the CEO

The team of Melbourne Advanced Commerce Institute (MACI) warmly welcomes all prospective and new students to our community. Founded in 2018, MACI has grown into a professional and well-organised provider of commerce education in the heart of Melbourne.

We offer a comprehensive range of commerce courses – including ELICOS English programs, Business, Marketing and Management— designed to equip you with the practical skills and knowledge required for further education or meaningful employment.

Our teaching staff hold current qualifications and bring real-world industry experience into the classroom, ensuring the knowledge you gain is industry-relevant. MACI is committed to delivering quality education in a supportive, inclusive and engaging environment.

Located in Melbourne CBD (Level 1, 382 Lonsdale Street), MACI is surrounded by excellent public transport, dining, shopping and cultural attractions. This brochure will help you understand your study options, understand your rights and responsibilities as a student, and prepare for your exciting journey with us.

Thank you for choosing MACI. We look forward to supporting you.

Sharon Diao

Chief Executive Officer



2. About MACI – Why Choose Us

Experienced Teachers and Trainers

MACI maintains a rigorous teacher-selection process to ensure excellence in education. All trainers and assessors hold the qualifications and vocational competencies required under the RTO Standards 2025 and are subject to regular credential verification. Their relevant industry experience ensures that knowledge delivered is tailored to current industry needs.

Approachable Student Services

MACI places students at the centre of everything we do. Our staff are available to assist with academic concerns, welfare needs, living arrangements, and any other issues that may affect your study. You can contact us by email, phone, or in person at our campus.

Well-Designed, Standards-Aligned Courses

All MACI courses are designed in accordance with Training and Assessment Strategies (TAS) developed under the RTO Standards 2025. Courses integrate theoretical knowledge with practical skills training, including workplace simulations and competency-based assessments.

Nationally Recognised Qualifications

All VET qualifications offered by MACI are Nationally Recognised Training (NRT) on the Australian Qualifications Framework (AQF) and listed on the National Register (training.gov.au). ELICOS courses are registered on CRICOS for international students. Internationally recognised qualifications support students' employment opportunities globally.

Inclusive and Supportive Environment

MACI is committed to diversity, inclusion and cultural safety. We acknowledge the Traditional Custodians of the land on which we operate and pay our respects to Elders past, present and emerging. We welcome students from all backgrounds and provide reasonable adjustments for students with disabilities.

Convenient CBD Location

MACI is located in the heart of Melbourne's CBD, providing easy access to trams, trains, buses, restaurants, supermarkets and entertainment. Studying with us means experiencing the very best of Melbourne city life.



3. Our Commitment to Quality

Regulated under the RTO Standards 2025 | National Code 2018 | ESOS Act 2000 | AQF

MACI operates under a comprehensive Quality Management System (QMS v1.0, effective 1 August 2025) that governs all aspects of our training delivery, student support, workforce management and governance. This ensures that every student receives a consistent, high-quality educational experience.

Training & Assessment Quality (QA1)

All MACI courses are delivered and assessed in accordance with a Training and Assessment Strategy (TAS) developed for each qualification. Assessments are valid, reliable, flexible and fair. MACI conducts regular validation and moderation of assessment tools to maintain quality and currency.

Student Support Quality (QA2)

Our student support framework aligns with RTO Standards 2025 Outcome Standard 2. We provide pre-enrolment assessment, language/literacy/numeracy (LLN) support, disability adjustments, wellbeing services, a complaints and appeals process, and ongoing course progress monitoring for every enrolled student.

Workforce Quality (QA3)

All trainers and assessors at MACI hold current qualifications, demonstrated vocational competency and maintain industry currency. Professional development plans are maintained for all teaching staff, and industry expert engagement is part of our continuous improvement cycle.

Governance & Continuous Improvement (QA4)

MACI maintains transparent governance structures with clear accountability, regular internal audits, and a systematic continuous improvement cycle. All policies and procedures are reviewed annually and updated in response to regulatory changes, stakeholder feedback and audit outcomes.

Marketing Accuracy (RTO Standards 2025)

In compliance with the 2025 RTO Compliance Standards and Australian Consumer Law, all MACI marketing materials – including this brochure – are reviewed and approved prior to publication. We only promote training products currently on our scope of registration. All information about fees, entry requirements, course durations and outcomes is accurate at the time of publication.



4. Student Support Services

MACI offers a comprehensive range of support services to help students succeed academically and personally. We understand that relocating and beginning study in a new country can be challenging, and we are here to help at every step.

Orientation Program

All new students attend an orientation program in their first week. Orientation introduces you to MACI's campus, policies, support services, staff, and the Melbourne community. You will receive your student ID, timetable and key contact information. A Literacy, Language and Numeracy (LLN) assessment is conducted at orientation to identify any support needs.

Student Support Manager

Ankit Patel – Student Support Manager – is available to assist with personal, welfare and non-academic concerns. Ankit has extensive experience supporting students in vocational education settings.

English Language & Numeracy Support

Angel Li – English Language and Numeracy Support Manager – provides targeted support to students who need assistance with academic English or numeracy skills. Support is available throughout your course, not just at the beginning.

Counselling Services

Professional counselling is available to all enrolled MACI students. Counsellors can assist with course options, study skills, personal issues, time management, financial guidance and referrals to external health, legal and welfare services.

Disability Support

MACI is committed to removing barriers for students with disabilities. Individual Support and Adjustment Plans (ISAPs) are developed in consultation with students who disclose a disability or learning need, ensuring equal participation in training and assessment.

Student Rights – Overseas Students Ombudsman

International students have access to the Overseas Students Ombudsman (OSO), an independent body that investigates complaints about private education providers at no cost. Visit www.ombudsman.gov.au for more information.

Tuition Protection Service (TPS)

The Australian Government's Tuition Protection Service (TPS) protects students if MACI is unable to deliver a course. The TPS will assist you to either complete your studies at another provider or receive a refund of unspent tuition fees.

Complaints and Appeals



MACI maintains a fair, transparent complaints and appeals process. Students may lodge a complaint or appeal at any time. If not satisfied with MACI's outcome, students may refer matters to the appropriate external authority. Details are provided at orientation and in the Student Handbook.



5. Learning Facilities

MACI invests in high-quality learning environments that reflect real workplace conditions and support diverse learning styles. All facilities are maintained to meet the standards required under the RTO Standards 2025.

Modern Classrooms

Spacious, air-conditioned classrooms with natural light and city views provide a comfortable and productive learning environment. Classrooms are equipped with interactive whiteboards, audio-visual systems and appropriate seating configurations for groupwork and simulations.

Computer Laboratories

Students have access to computer labs equipped with current hardware and software relevant to their courses. Labs have internet access for research, e-learning and completing assessments.

Student Amenities

The student amenities room is well-equipped with kitchen facilities including kettles, a microwave, refrigerator and vending machines. Comfortable break-out spaces encourage peer interaction and informal learning.

Library & Learning Resources

Students have access to a range of learning resources including industry-relevant textbooks, online databases and course materials. All resources are reviewed and updated regularly to ensure currency and relevance to industry.



6. ELICOS – English Language Programs

CRICOS Code: 03490G | Courses start every Monday

MACI's ELICOS programs are designed for students over 18 years of age who hold a valid Australian visa. Classes are offered in a formal classroom setting with face-to-face delivery. All English programs are delivered by qualified ELICOS teachers with extensive ESL experience.

Student progress is monitored continuously through formative and summative assessment. Promotion to the next level requires achievement of all learning outcomes. Students who are at risk of not progressing are identified early and provided with an intervention and support plan.

General English Programs

Course	Duration	IELTS Entry	Tuition Fee	Material Fee
General English I – Elementary	12 weeks	No minimum	AUD \$3,360	AUD \$180
General English II – Pre-Intermediate	12 weeks	IELTS 3.5	AUD \$3,360	AUD \$180
General English III – Intermediate	12 weeks	IELTS 4.0	AUD \$3,360	AUD \$180
General English IV – Upper-Intermediate	12 weeks	IELTS 4.5	AUD \$3,360	AUD \$180
General English V – Advanced	12 weeks	IELTS 5.0	AUD \$3,360	AUD \$180

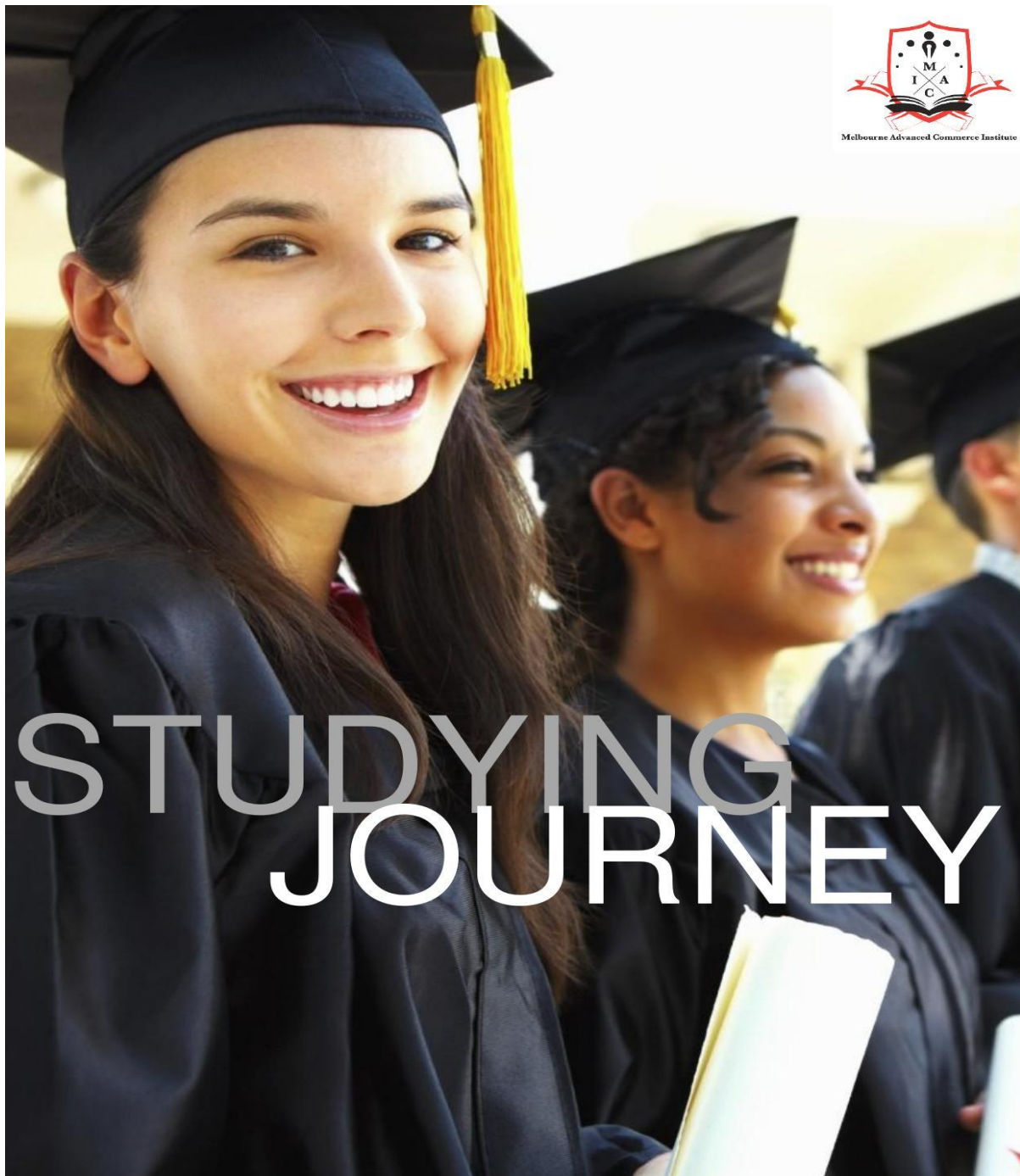
English for Academic Purposes (EAP) Programs

Course	Duration	IELTS Entry	Tuition Fee	Material Fee
EAP I – Intermediate	12 weeks	IELTS 4.5	AUD \$3,720	AUD \$180
EAP II – Upper-Intermediate	12 weeks	IELTS 5.0	AUD \$3,720	AUD \$180
EAP III – Advanced	12 weeks	IELTS 5.5	AUD \$3,720	AUD \$180

Application Fee: AUD \$250 (all ELICOS courses). All fees are in Australian dollars and subject to change. Students will be notified of fee changes prior to enrolment.

Note: EAP programs prepare students for entry into VET qualifications, TAFEs and universities. Successful completion of EAP II meets the English language entry requirement for MACI's VET courses.

7. VET Courses – Marketing and Communication



All qualifications below are Nationally Recognised Training (NRT) listed on training.gov.au.
MACI's RTO Number is 32471.



BSB40820 Certificate IV in Marketing and Communication

Duration	52 weeks (44 study weeks + 8 weeks holidays)
Intake Dates	15th of every month
Tuition Fee	AUD \$9,000
Application Fee	AUD \$250
Campus	Level 1, 382 Lonsdale Street, Melbourne VIC 3000
English Requirement	IELTS 6.0 (or equivalent); or GE Upper-Intermediate / EAP Upper-Intermediate
Other Requirements	Australian Year 12 or equivalent; aged 18+; LLN assessment at orientation
More Information	training.gov.au/Training/Details/BSB40820

This qualification prepares individuals for roles in full-time marketing or organisations where marketing is part of broader responsibilities. Graduates will be able to analyse consumer behaviour, develop marketing materials, manage communication activities and work with confidence across a range of real-world contexts.

Unit Code	Type	Unit Name
BSBCMM411	Core	Make a presentation
BSBCRT412	Core	Articulate, present and debate ideas
BSBWRT411	Core	Write complex documents
BSBMKG433	Core	Undertake marketing activities
BSBMKG435	Core	Analyse consumer behaviour
BSBMKG439	Core	Develop and apply knowledge of communication industry
BSBMKG440	Elective	Apply marketing communication across a convergent industry
BSBMKG434	Elective	Promote products and services
BSBPEF402	Elective	Develop personal work priorities
BSBTWK503	Elective	Manage meetings
BSBCRT411	Elective	Apply critical thinking to work practices
BSBTEC303	Elective	Create electronic presentation



BSB50620 Diploma of Marketing and Communication

Duration	52 weeks (44 study weeks + 8 weeks holidays)
Intake Dates	15th of every month
Tuition Fee	AUD \$9,000
Application Fee	AUD \$250
Campus	Level 1, 382 Lonsdale Street, Melbourne VIC 3000
Entry – Academic	Completion of BSB40820 Certificate IV in Marketing and Communication (or equivalent competencies); OR 2 years relevant full-time work experience
English Requirement	IELTS 6.0 (or equivalent); or GE Upper-Intermediate / EAP Upper-Intermediate
Other Requirements	Australian Year 12 or equivalent; aged 18+; LLN assessment at orientation
More Information	training.gov.au/Training/Details/BSB50620

The Diploma equips students with a sound theoretical knowledge base in marketing and the skills to manage teams and ensure effective marketing functions within organisations. This qualification is suited to individuals seeking leadership roles in marketing.

Unit Code	Type	Unit Name
BSBMKG541	Core	Identify and evaluate marketing opportunities
BSBPMG430	Core	Undertake project work
BSBMKG542	Core	Establish and monitor the marketing mix
BSBMKG552	Core	Design and develop marketing communication plans
BSBMKG555	Core	Write persuasive copy
BSBMKG546	Elective	Develop social media engagement plans
BSBMKG551	Elective	Create multiplatform advertisements for mass media
BSBMKG543	Elective	Plan and interpret market research
BSBCRT512	Elective	Originate and develop concepts
BSBOP5504	Elective	Manage business risk
BSBOP5505	Elective	Manage organisational customer service
BSBCMM511	Elective	Communicate with influence



BSB60520 Advanced Diploma of Marketing and Communication

Duration	78 weeks (66 study weeks + 12 weeks holidays)
Intake Dates	15th of every month
Tuition Fee	AUD \$13,500
Application Fee	AUD \$250
Campus	Level 1, 382 Lonsdale Street, Melbourne VIC 3000
Entry – Academic	Completion of BSB50620 Diploma of Marketing and Communication (or equivalent competencies); OR 4 years relevant full-time work experience
English Requirement	IELTS 6.0 (or equivalent); or GE Upper-Intermediate / EAP Upper-Intermediate
Other Requirements	Australian Year 12 or equivalent; aged 18+; LLN assessment at orientation
More Information	training.gov.au/Training/Details/BSB60520

The Advanced Diploma prepares students for senior leadership roles in marketing and communications, including accountability for marketing strategy, brand management and team performance. Students develop capabilities for managing complex and specialised marketing functions.

Unit Code	Type	Unit Name
BSBMKG621	Core	Develop organisational marketing strategy
BSBMKG622	Core	Manage organisational marketing processes
BSBMKG623	Core	Develop marketing plans
BSBTWK601	Core	Develop and maintain strategic business networks
BSBMKG624	Elective	Manage market research
BSBMKG626	Elective	Develop advertising campaigns
BSBCRT512	Elective	Originate and develop concepts
BSBCRT611	Elective	Apply critical thinking for complex problem solving
BSBLDR601	Elective	Lead and manage organisational change
BSBSTR601	Elective	Manage innovation and continuous improvement
BSBXCM501	Elective	Lead communication in the workplace
BSBOPS601	Elective	Develop and implement business plans

Note: MACI offers ELICOS programs and Marketing qualifications at Certificate IV, Diploma and Advanced Diploma levels. Refer to MACI's website (www.maci.vic.edu.au) for information on Business and Hospitality Management qualifications currently on scope.



BSB50120 Diploma of Business

Duration	52 weeks (44 study weeks + 8 weeks holidays)
Intake Dates	15th of every month
Tuition Fee	AUD \$9,000
Application Fee	AUD \$250
Campus	Level 1, 382 Lonsdale Street, Melbourne VIC 3000
Entry – Academic	Year 12 or above (BSB40120 Certificate IV in Business recommended); OR 2 years relevant full-time work experience in a business environment
English Requirement	IELTS 6.0 (or equivalent); or GE Upper-Intermediate / EAP Upper-Intermediate
Other Requirements	Australian Year 12 or equivalent; aged 18+; LLN assessment at orientation
More Information	training.gov.au/Training/Details/BSB50120

The Diploma of Business develops learners' capability to perform a range of business services and management functions. Graduates will be equipped to manage business resources, evaluate organisational risks, develop operational plans and apply critical thinking in frontline management roles across a variety of business contexts.

Unit Code	Type	Unit Name
BSBCRT511	Core	Develop critical thinking in others
BSBFIN501	Core	Manage budgets and financial plans
BSBOPS501	Core	Manage business resources
BSBSUS511	Core	Develop workplace policies and procedures for sustainability
BSBXCM501	Core	Lead communication in the workplace
BSBOPS504	Elective	Manage business risk
BSBPMG430	Elective	Undertake project work
BSBTWK503	Elective	Manage meetings
BSBOPS503	Elective	Develop administrative systems
BSBLDR522	Elective	Manage people performance
BSBCRT512	Elective	Originate and develop concepts
BSBPEF502	Elective	Develop and use emotional intelligence



BSB60120 Advanced Diploma of Business

CRICOS Code	105054B
Duration	78 weeks (66 study weeks + 12 weeks holidays)
Intake Dates	15th of every month
Tuition Fee	AUD \$13,500
Application Fee	AUD \$250
Campus	Level 1, 382 Lonsdale Street, Melbourne VIC 3000
Entry – Academic	Diploma or Advanced Diploma from the BSB Training Package (or equivalent); OR 2 years relevant full-time workplace experience in an operational or leadership role
English Requirement	IELTS 6.0 (or equivalent); or GE Upper-Intermediate / EAP Upper-Intermediate
Other Requirements	Australian Year 12 or equivalent; aged 18+; LLN assessment at orientation
More Information	training.gov.au/Training/Details/BSB60120

The Advanced Diploma of Business develops advanced leadership and management capabilities. Students will gain skills in strategic planning and decision-making, financial and business performance management, organisational change leadership, innovation and digital strategy – preparing them for senior management roles across a range of enterprise contexts.

Unit Code	Type	Unit Name
BSBCRT611	Core	Apply critical thinking for complex problem solving
BSBFIN601	Core	Manage organisational finances
BSBOPS601	Core	Develop and implement business plans
BSBSUS601	Core	Lead corporate social responsibility
BSBTEC601	Core	Review organisational digital strategy
BSBLDR601	Elective	Lead and manage organisational change
BSBSTR601	Elective	Manage innovation and continuous improvement
BSBTWK601	Elective	Develop and maintain strategic business networks
BSBHRM613	Elective	Contribute to the development of learning and development strategies
BSBLDR602	Elective	Provide leadership across the organisation



BSB50820 Diploma of Project Management

Duration	52 weeks (44 study weeks + 8 weeks holidays)
Intake Dates	15th of every month
Tuition Fee	AUD \$9,000
Application Fee	AUD \$250
Campus	Level 1, 382 Lonsdale Street, Melbourne VIC 3000
Entry – Academic	Diploma level qualification or above in any field; OR 2 years relevant full-time workplace experience in a project management or team leadership role
English Requirement	IELTS 6.0 (or equivalent); or GE Upper-Intermediate / EAP Upper-Intermediate
Other Requirements	Australian Year 12 or equivalent; aged 18+; LLN assessment at orientation
More Information	training.gov.au/Training/Details/BSB50820

The Diploma of Project Management equips students with the skills to manage projects across a range of industry sectors. Graduates will be able to manage project scope, time, cost, quality, human resources, risk, communications and integration – preparing them for roles as Project Manager, Project Coordinator or Project Team Leader.

Unit Code	Type	Unit Name
BSBPMG530	Core	Manage project scope
BSBPMG531	Core	Manage project time
BSBPMG532	Core	Manage project quality
BSBPMG533	Core	Manage project cost
BSBPMG534	Core	Manage project human resources
BSBPMG535	Core	Manage project information and communication
BSBPMG536	Core	Manage project risk
BSBPMG540	Core	Manage project integration
BSBCMM511	Elective	Communicate with influence
BSBCRT511	Elective	Develop critical thinking in others
BSBTWK502	Elective	Manage team effectiveness
BSBLDR522	Elective	Manage people performance



BSB60720 Advanced Diploma of Program Management

Duration	78 weeks (66 study weeks + 12 weeks holidays)
Intake Dates	15th of every month
Tuition Fee	AUD \$13,500
Application Fee	AUD \$250
Campus	Level 1, 382 Lonsdale Street, Melbourne VIC 3000
Entry – Academic	BSB50820 Diploma of Project Management or BSB51415 (or superseded equivalent); OR 2 years equivalent full-time relevant workplace experience within a project or program environment
English Requirement	IELTS 6.0 (or equivalent); or GE Upper-Intermediate / EAP Upper-Intermediate
Other Requirements	Australian Year 12 or equivalent; aged 18+; LLN assessment at orientation
More Information	training.gov.au/Training/Details/BSB60720

The Advanced Diploma of Program Management develops capabilities for managing programs of work at a senior level. Graduates will be able to enable program execution, facilitate stakeholder engagement, implement governance frameworks and manage benefits realisation – preparing them for roles as Program Manager, Program Director or Senior Project Manager.

Unit Code	Type	Unit Name
BSBPMG630	Core	Enable program execution
BSBPMG634	Core	Facilitate stakeholder engagement
BSBPMG635	Core	Implement program governance
BSBPMG636	Core	Manage benefits
BSBCRT611	Elective	Apply critical thinking for complex problem solving
BSBFIN601	Elective	Manage organisational finances
BSBLDR601	Elective	Lead and manage organisational change
BSBPEF502	Elective	Develop and use emotional intelligence
BSBSTR601	Elective	Manage innovation and continuous improvement
BSBINS601	Elective	Manage knowledge and information
BSBSUS601	Elective	Lead corporate social responsibility
BSBLDR602	Elective	Provide leadership across the organisation



BSB80120 Graduate Diploma of Management (Learning)

Duration	104 weeks (88 study weeks + 16 weeks holidays)
Intake Dates	15th of every month
Tuition Fee	AUD \$18,000
Application Fee	AUD \$250
Campus	Level 1, 382 Lonsdale Street, Melbourne VIC 3000
Entry – Academic	AQF Level 5 Diploma or higher; OR 4 years equivalent full-time relevant workplace experience in organisational learning and capability development
English Requirement	IELTS 6.5 (or equivalent); or GE Advanced / EAP Advanced
Other Requirements	aged 18+; LLN assessment at orientation
More Information	training.gov.au/Training/Details/BSB80120

The Graduate Diploma of Management (Learning) is designed for individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Graduates will be equipped to initiate, design and execute major learning and development functions, and may also be suited to roles such as RTO Manager or RTO Director.

Unit Code	Type	Unit Name
BSBLDR811	Core	Lead strategic transformation
TAELED803	Core	Implement improved learning practice
BSBHRM613	Core	Contribute to the development of learning and development strategies
BSBCRT611	Elective	Apply critical thinking for complex problem solving
BSBINS603	Elective	Initiate and lead applied research
BSBLDR812	Elective	Develop and cultivate collaborative partnerships and relationships
BSBSTR601	Elective	Manage innovation and continuous improvement
BSBSTR801	Elective	Lead innovative thinking and practices

8. About Melbourne



Melbourne is one of the world's most liveable cities, consistently ranked in the top tier of global liveability indices. Residents enjoy a safe environment, world-class education, excellent healthcare, reliable infrastructure and a vibrant multicultural culture.

Environment and Weather

Melbourne is famous for its variable weather – sometimes described as 'four seasons in one day'. The city enjoys a temperate climate with clean air, beautiful parks and unique wildlife nearby.

Season	Min Temp	Max Temp	Conditions
Summer (Dec–Feb)	14°C (57°F)	25°C (77°F)	Warm, occasional heat
Autumn (Mar–May)	11°C (52°F)	20°C (68°F)	Mild and pleasant
Winter (Jun–Aug)	7°C (45°F)	14°C (57°F)	Cool, some rain
Spring (Sep–Nov)	10°C (50°F)	20°C (68°F)	Variable, warming up

9. Cost of Living in Melbourne

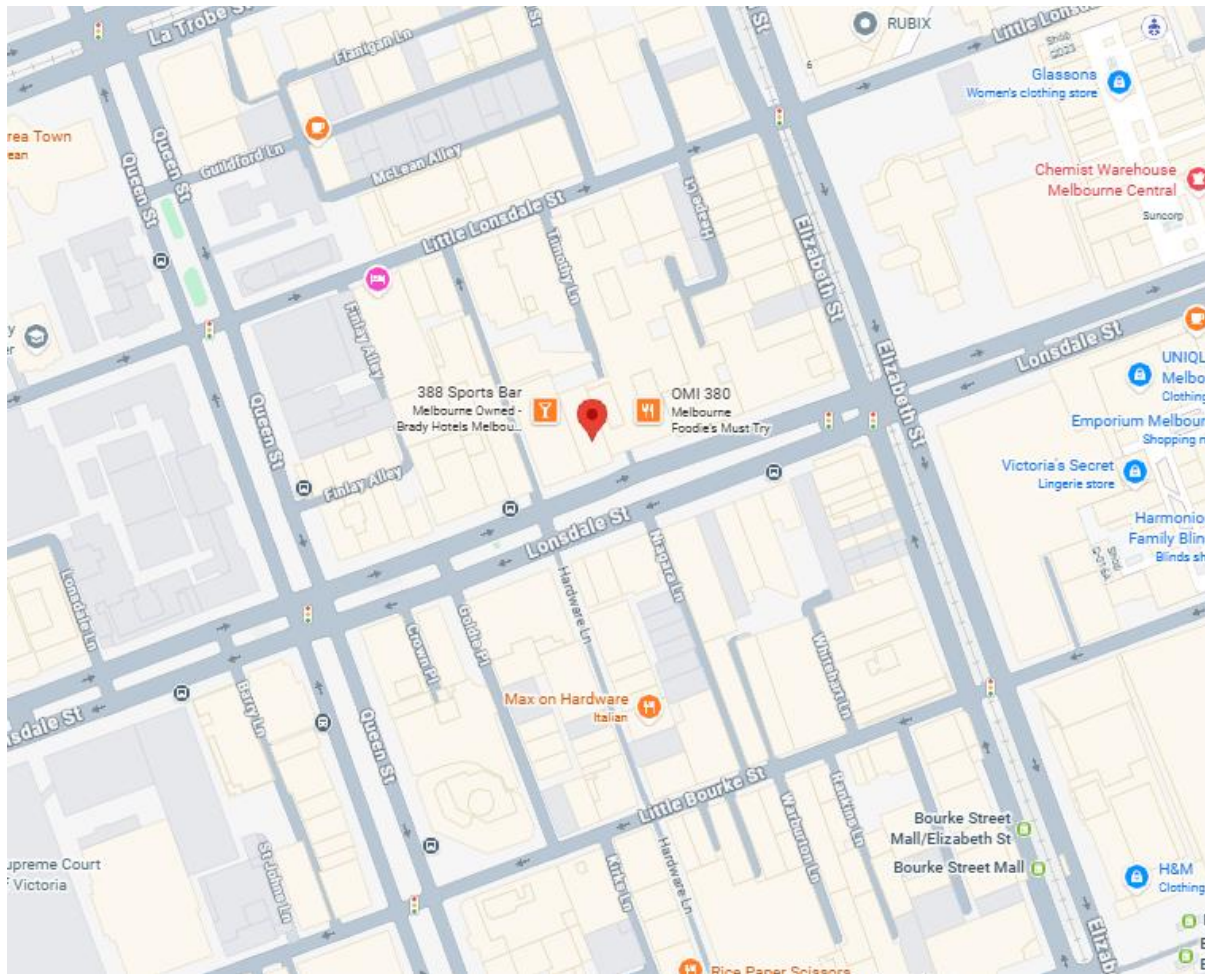


The Australian Government requires international students to demonstrate access to sufficient funds to cover living costs. MACI recommends a minimum of AUD \$19,830 per year for living expenses, plus an additional AUD \$2,000 for initial settling-in costs. All figures below are indicative and in Australian dollars.

Expense	Estimated Cost (AUD)
Shared accommodation	\$160 – \$300 per week
Bond (security deposit)	4 weeks rent
Monthly transport (Myki)	\$140 per month
Mobile phone plan	\$29+ per month
Coffee	\$3.50 – \$5.00
Lunch (café/restaurant)	\$12 – \$20
Groceries (weekly)	\$80 – \$120
Mobile broadband	\$29+ per month

For more detailed cost-of-living guidance, visit the Live in Victoria website: www.liveinvictoria.vic.gov.au. Tuition fees are not included in the above estimates.

10. Getting Here – Location & Transport



MACI is located at Level 1, 382 Lonsdale Street, Melbourne VIC 3000 – in the heart of Melbourne's CBD, within easy walking distance of major public transport hubs.

Public Transport

Melbourne's integrated public transport network covers trains, trams and buses. Purchase a Myki smartcard for flexible travel throughout the city and surrounding suburbs. Monthly concession passes are available for eligible students.

- Trams: Multiple routes along Collins Street, Bourke Street and Elizabeth Street stop near MACI
- Trains: Melbourne Central and Flinders Street Stations are a short walk away
- Buses: Numerous bus routes connect the CBD to Melbourne's suburbs

Plan your trip at ptv.vic.gov.au or call Public Transport Victoria on 1800800 007.

11. How to Apply – Admission Procedures

Applying to MACI is straightforward. Follow the steps below to begin your enrolment. For assistance at any stage, contact us at info@maci.vic.edu.au or 03 8640 8070.

Step	Action	Details
1	Prepare your documents	Certified copy of passport; certified copy of Year 12 (or equivalent); English proficiency evidence (if applicable)
2	Submit your application	Email your application and documents to info@maci.vic.edu.au
3	Receive Letter of Offer	MACI will review your application and issue a Letter of Offer if you meet the entry requirements
4	Sign the Written Agreement	Read and sign the MACI Written Agreement (your rights and obligations as a student)
5	Pay tuition fees	Pay the required tuition fee instalment as specified in your Letter of Offer
6	Receive Confirmation of Enrolment	MACI will issue your Confirmation of Enrolment (CoE) – required for your student visa application
7	Attend Orientation	Attend orientation in your first week, complete your LLN assessment and collect your student ID

Note: All students are required to complete an LLN assessment at orientation. MACI uses this to identify support needs – it is not an entry barrier. Students who do not meet English proficiency requirements may be directed to an appropriate ELICOS level before commencing VET studies.



12. Student Testimonials



Student Name: Chen Shuai from China

I come from China. I am studying Diploma of Business at Melbourne Advanced Commerce Institute for developing my career. My experience as a student has been life-changing as I have developed business skills.

Student Name: Yun-Shan Yu from Taiwan

I like the fact that the classes are small and that the instructors are friendly. They are always willing to help and are very flexible in meeting to help students. MACI offers students a wide choice of social activities. The environment here is sociable and many of my classmates have become friends.

Student Name: Wong Tiong Yi from Malaysia

I like the instructors here. They take the time to explain course subjects and are very supportive to students who require extra help. I like the fact that in our classrooms, there is a lot of interaction between the instructors and students.

Student Name: Hyeonho Lee from Korea

I like the friendly atmosphere here and the fact the teachers are really close to the students. We are very supported in our studies. Teachers are really kind and their way of teaching is really interesting. They are also very motivational. We are enthused by the classes.

Hear from some of our current and former students about their experience studying at MACI.



Contact Us

Legal Name	Melbourne Advanced Commerce Institute (MACI)
RTO Number	32471
CRICOS Code	03490G
Address	Level 1, 382 Lonsdale Street, Melbourne VIC 3000
Phone	03 8640 8070
Email	info@maci.vic.edu.au
Website	www.maci.vic.edu.au
National Register	training.gov.au – search RTO 32471



Acknowledgement to Country

Melbourne Advanced Commerce Institute acknowledges the Traditional Custodians of the lands on which we live and work. We pay our respects to Elders past, present and emerging, and to all Aboriginal and Torres Strait Islander peoples who continue to care for their country, culture and people.

This brochure is produced in accordance with RTO Standards 2025, Australian Consumer Law, ESOS Act 2000 and National Code 2018. All information is accurate at the date of publication and subject to change. MACI's Quality Management System (QMS v1.0) governs all training, assessment and student support operations.

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