



INSTITUTE OF TECHNOLOGY AUSTRALIA

International Student Prospectus

RTO: 40295
CRICOS CODE: 03042K
ABN: 68 126 522 870



WWW.IOTA.EDU.AU



INFO@IOTA.EDU.AU



(08) 8212 6799

ENTRY REQUIREMENTS

English Proficiency

English Proficiency (Either one below)

- IELTS score 6 (all bands must be 5.5 or above)
- PTE score 50 (all bands must be 42 or above)
- TOEFL 530 (paper-based) / 197 (computer-based)
- ELT accredited CRICOS Providers with Intermediate level
- Combined Universities Language test (CULT) 60 or more
- Cambridge FCE – First Certificate in English

Minimum Age

Minimum age is 18 years

International Student Who does not meet the English entry requirements

Required to register in the appropriate English Course.

Learners who are unable to provide evidence of English proficiency are required to complete the Institute of Technology Australia Placement Test to determine their level of proficiency and suitability for entry into the course. Candidates will be provisionally accepted into the course prior to arrive at the Institute. Candidates may be required to study in a General English program based on their final English proficiency assessment on arrival.

Required Documents

Original or certified copies of all documentation must be submitted with application. Further details for these requirements can be found at www.homeaffairs.gov.au

Intakes

Every Month

Hours (Full Time)

20 hours per week

Study Mode

Face to face in a classroom

Assessment

All vocational courses are assessed through a combination of assessment methods and may include case studies, written questions, presentations, project work, role plays, self-reflection and/or oral questioning.

VISA Status

Subclass 500

Learning Materials

You will need specific resources to complete this course. Following is an example of resources that the student will require to complete the training:

- Laptop or Digital Device
- Browser, Word processing / Presentation software
- Access to Internet

These additional learning materials are not covered in your course fees



OUR LOCATION

OUR CAMPUS LOCATION

The ITA facility is situated in the heart of the Adelaide Central Business District at Level 3, 97 Pirie Street Adelaide SA 5000, Australia

- 5 Minute walk to the Westpac,NAB, ANZ bank
- 5 minutes walk to Rundle Mall (Adelaide Commercial Centre)
- 10 Minutes walk to the South Australia's state Library
- 12 Minute walk to the South Australia's Art Gallery
- 10 Minutes walk to Adelaide University Library
- 10 Minutes walk to the Adelaide central market
- 12 Minutes walk to Central Railway station.



OUR FACILITIES

- Very central of Adelaide
- Impressive simulated workplace environment based for delivering training to all learners
- iMac (wireless) with high quality infrastructure to learners
- Central control air-conditioner for every classroom
- Computers with high-speed internet access, installed with popular software
- High-speed free wireless internet access throughout the campus
- Projectors (connects to computers equipment) for training
- Small library for students.
- Group work area for project discussion
- Student counselling room
- E-Library of resources online for students to complete in their further learning programme
- Photocopier with multiple functions
- Modern kitchen with all necessary equipments
- Refreshment and lunch area for student to enjoy their meal



Certificate III in Painting and Decorating



NATIONALLY
RECOGNISED
TRAINING

Australian
Qualifications
Framework

CORE

CPCCCM2008* Erect and dismantle restricted height scaffolding
CPCCCM2012* Work safely at heights
CPCCCM3001 Operate elevated work platforms up to 11 metres
CPCCCM3005 Calculate costs of construction work
CPCCOM1012 Work effectively and sustainably in the construction industry
CPCCOM1013 Plan and organise work
CPCCOM1014 Conduct workplace communication
CPCCOM1015 Carry out measurements and calculations
CPCCOM2001* Read and interpret plans and specifications
CPCCPB3026* Erect and maintain trestle and plank systems
CPCCPD2011* Handle and store painting and decorating materials
CPCCPD2012* Use painting and decorating tools and equipment
CPCCPD2013* Remove and replace doors and door and window components
CPCCPD3021* Prepare existing coated surface for painting
CPCCPD3022* Apply paint by brush and roller
CPCCPD3023* Apply texture coat paint finishes by brush, roller and spray
CPCCPD3024* Apply paint by spray
CPCCPD3025* Match specific paint colours
CPCCPD3026* Apply stains and clear timber finishes
CPCCPD3027* Remove and apply wallpaper
CPCCPD3028* Apply decorative paint finishes
CPCCPD3030* Apply protective paint coating systems
CPCCPD3031* Work safely with lead-painted surfaces in the painting industry
CPCCPD3035* Prepare uncoated surfaces for painting
CPCCPD3036* Work safely to encapsulate non-friable asbestos in the painting industry
CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry

ELECTIVE

BSBESB301 Investigate business opportunities
BSBESB303 Organise finances for new business venture
MSFID4016 Design colour schemes for interior and exterior spaces

(*) against a unit code below indicates that there is a prerequisite requirement

COURSE CODE: CPC30620

CRICOS CODE: 116806J

DURATION: 112 WEEKS (INCLUDING HOLIDAYS)

HOURS (FULL TIME): 20 HOURS PER WEEK

ENROLMENT FEES: AUD \$250

MATERIAL FEES: AUD \$1,700

TUTION FEES: AUD \$36,000



Certificate III in Carpentry



Australian
Qualifications
Framework

CORE 34 Units

CPCCCA2002* Use carpentry tools and equipment
CPCCCA2011* Handle carpentry materials
CPCCCA3001* Carry out general demolition of minor building structures
CPCCCA3002* Carry out setting out
CPCCCA3003* Install flooring systems
CPCCCA3004* Construct and erect wall frames
CPCCCA3005* Construct ceiling frames
CPCCCA3006* Erect roof trusses
CPCCCA3007* Construct pitched roofs
CPCCCA3008* Construct eaves
CPCCCA3010* Install windows and doors
CPCCCA3016* Construct, assemble and install timber external stairs
CPCCCA3017* Install exterior cladding
CPCCCA3024* Install lining, panelling and moulding
CPCCCA3025* Read and interpret plans, specifications and drawings for carpentry work
CPCCCA3028* Erect and dismantle formwork for footings and slabs on ground
CPCCCM2006 Apply basic levelling procedures
CPCCCM2008* Erect and dismantle restricted height scaffolding
CPCCCM2012* Work safely at heights
CPCCCO2013* Carry out concreting to simple forms
CPCCOM1012 Work effectively and sustainably in the construction industry
CPCCOM1014 Conduct workplace communication
CPCCOM1015 Carry out measurements and calculations
CPCCOM3001 Perform construction calculations to determine carpentry material requirements
CPCCOM3006 Carry out levelling operations
CPCWHS2001 Apply WHS requirements, policies and procedures in the construction industry
CPCWHS3001 Identify construction work hazards and select risk control strategies

ELECTIVE 7 Units

Choose from the options provided at the time of enrolment

(*) against a unit code below indicates that there is a prerequisite requirement

COURSE CODE: CPC30220
CRICOS CODE: 119001M
DURATION: 104 WEEKS (INCLUDING HOLIDAYS)
HOURS (FULL TIME): 20 HOURS PER WEEK
ENROLMENT FEES: AUD \$250
MATERIAL FEES: AUD \$2,250
TUTION FEES: AUD \$36,000



Certificate III in Engineering – Fabrication



NATIONALLY
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CORE Units

- MEM13015 Work safely and effectively in manufacturing and engineering
- MEM16006 Organise and communicate information
- MSMENV272 Participate in environmentally sustainable work practices
- MEM11011 Undertake manual handling
- MEM12023 Perform engineering measurements
- MEM12024 Perform computations
- MEM16008 Interact with computing technology
- MEM14006 Plan work activities
- MEM17003 Assist in the provision of on-the-job training
- MEM18001 Use hand tools
- MEM18002 Use power tools/hand held operations
- MEM09002 Interpret technical drawing

ELECTIVE 7 Units

- MEM05085 Select welding processes
- MEM05052 Apply safe welding practices
- MEM05006 Perform brazing and/or silver soldering
- MEM05012 Perform routine manual metal arc welding
- MEM05057 Perform routine submerged arc welding
- MEM05049 Perform routine gas tungsten arc welding
- MEM05004 Perform routine oxy fuel gas welding
- MEM05089 Assemble fabricated components
- MEM05005 Carry out mechanical cutting
- MEM05007 Perform manual heating and thermal cutting
- MEM05090 Weld using manual metal arc welding process
- MEM05065 Maintain weld records
- MEM05072 Perform advanced welding using manual metal arc welding process
- MEM06003 Carry out heat treatment
- MEM18055 Dismantle, replace and assemble engineering components
- MEM05010 Apply fabrication, forming and shaping techniques
- MEM05037 Perform geometric development

COURSE CODE: CPC30220

CRICOS CODE: 118984H

DURATION: 104 WEEKS (INCLUDING HOLIDAYS)

HOURS (FULL TIME): 20 HOURS PER WEEK

ENROLMENT FEES: AUD \$250

MATERIAL FEES: AUD \$4,750

TUTION FEES: AUD \$30,000



Diploma of Leadership and Management



NATIONALLY
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Australian
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Framework

COURSE DETAILS

COURSE CODE: BSB50420

CRICOS CODE: 104208H

DURATION: 72 WEEKS (INCLUDING HOLIDAYS)

HOURS (FULL TIME): 20 HOURS PER WEEK

ENROLMENT FEES: AUD \$250

MATERIAL FEES: AUD \$500

TUTION FEES: AUD \$16,000

CORE

BSBCRT511 - DEVELOP CRITICAL THINKING IN OTHERS

BSBCMM511 - COMMUNICATE WITH INFLUENCE

BSBLDR523 - LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

BSBPPEF502 - DEVELOP AND USE EMOTIONAL INTELLIGENCE

BSBOPS502 - MANAGE BUSINESS OPERATIONAL PLANS

BSBTWK502 - MANAGE TEAM EFFECTIVENESS

ELECTIVE

BSBPPEF501 -MANAGE PERSONAL AND PROFESSIONAL DEVELOPMENT

BSBWHS521 - ENSURE A SAFE WORKPLACE FOR A WORK AREA

BSBOPS505 - MANAGE ORGANISATIONAL CUSTOMER SERVICE

BSBSUS511 - DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY

BSBSTR502 - FACILITATE CONTINUOUS IMPROVEMENT

BSBTWK503 - MANAGE MEETINGS

Pathway into qualification: Candidates enter the qualification through a number of entry points including: BSB40520 Certificate IV in Leadership and Management or other relevant qualification or with vocational but without formal supervision or management

Pathway from the qualification: After achieving this qualification, candidates may choose to undertake BSB60420 Advanced Diploma of Leadership and Management or a range of other Advanced Diploma qualifications



Advanced Diploma of Human Resource Management



COURSE CODE: BSB60320

CRICOS CODE: 105716B

DURATION: 104 WEEKS (INCLUDING HOLIDAYS)

HOURS (FULL TIME): 20 HOURS PER WEEK

ENROLMENT FEES: AUD \$250

MATERIAL FEES: AUD \$500

TUTION FEES: AUD \$20,000

CORE

BSBCRT611 - APPLY CRITICAL THINKING FOR COMPLEX PROBLEM SOLVING

BSBFIN601 - MANAGE ORGANISATIONAL FINANCES

BSBHRM611 - CONTRIBUTE TO ORGANISATIONAL PREFORMANCE DEVELOPMENT

BSBHRM612 - CONTRIBUTE TO THE DEVELOPMENT OF EMPLOYEE AND INDUSTRIAL RELATIONS STRATEGIES

BSBHRM614 - CONTRIBUTE TO STRATEGIC WORKFORCE PLANNING

BSBLDR601 - LEAD AND MANAGE ORGANISATIONAL CHANGE

ELECTIVE

BSBOPS504 - MANAGE BUSINESS RISK

BSBSTR601 - MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

BSBTEC601 - REVIEW ORGANISATIONAL DIGITAL STRATEGY

BSBWHS521 - ENSURE A SAFE WORKPLACE FOR A WORK AREA

Pathway into qualification: Candidates enter the qualification through a number of entry points including: BSB40520 Certificate IV in Leadership and Management or other relevant qualification or with vocational but without formal supervision or management

Pathway from the qualification: After achieving this qualification, candidates may choose to undertake BSB60420 Advanced Diploma of Leadership and Management or a range of other Advanced Diploma qualifications



Diploma of Information Technology



COURSE CODE: ICT50220

CRICOS CODE: 105134B

DURATION: 104 WEEKS (INCLUDING HOLIDAYS)

HOURS (FULL TIME): 20 HOURS PER WEEK

ENROLMENT FEES: AUD \$250

MATERIAL FEES: AUD \$500

TUTION FEES: AUD \$20,000

CORE

ICTICT517-MATCH ICT NEEDS WITH THE STRATEGIC DIRECTION OF THE ORGANISATION

ICTICT532- APPLY IP, ETHICS AND PRIVACY IN ICT ENVIRONMENTS

ICTSAS527- MANAGE CLIENT PROBLEMS

BSBCRT512- ORIGINATE AND DEVELOP CONCEPTS

BSBXTW401- LEAD AND FACILITATE A TEAM

BSBXCS402- PROMOTE WORKPLACE CYBER SECURITY AWARENESS AND BEST PRACTICES

ELECTIVE

ICTICT523-GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS

ICTICT525 - IDENTIFY AND MANAGE THE IMPLEMENTATION OF INDUSTRY SPECIFIC TECHNOLOGIES

ICTICT526- VERIFY CLIENT BUSINESS REQUIREMENTS

ICTWEB513- BUILD DYNAMIC WEBSITES

ICTWEB517- CREATE WEB-BASED PROGRAMS

ICTWEB514- CREATE DYNAMIC WEB PAGES

ICTWEB522- DEVELOP WEBSITE INFORMATION ARCHITECTURE

ICTWEB527- RESEARCH AND APPLY EMERGING WEB TECHNOLOGY TRENDS

ICTPMG505- MANAGE ICT PROJECTS

ICTSAS525- DEVELOP AND CONDUCT CLIENT ACCEPTANCE TESTS

ICTSAS526- REVIEW AND UPDATE DISASTER RECOVERY AND CONTINGENCY PLANS

BSBINS501- IMPLEMENT INFORMATION AND KNOWLEDGE MANAGEMENT SYSTEMS

BSBWH521- ENSURE A SAFE WORKPLACE IN A WORK AREA

BSBSUS511- DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY

Pathway into qualification: Candidates may enter the qualification through a number of entry points including: Certificate IV in Programming/networking/Website Development or other relevant qualification OR with vocational experience

Pathway from the qualification: After successful completion of ICT50220 Diploma of Information Technology, the preferred education pathway could be entry of other relevant Advanced Diploma qualifications.



Advanced Diploma of Information Technology



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TRAINING

Australian
Qualifications
Framework

COURSE DETAILS

COURSE CODE: ICT60220

CRICOS CODE: 107292E

DURATION: 104 WEEKS (INCLUDING HOLIDAYS)

HOURS (FULL TIME): 20 HOURS PER WEEK

ENROLMENT FEES: AUD \$250

MATERIAL FEES: AUD \$500

TUTION FEES: AUD \$25,000

CORE

BSBCRT611 - APPLY CRITICAL THINKING FOR COMPLEX PROBLEM SOLVING

BSBTWK502 - MANAGE TEAM EFFECTIVENESS

BSBXCS402 - PROMOTE WORKPLACE CYBER SECURITY AWARENESS AND BEST PRACTICES

ICTICT608 - INTERACT WITH CLIENTS ON A BUSINESS LEVEL

ICTICT618 - MANAGE IP, ETHICS AND PRIVACY IN ICT ENVIRONMENTS

ICTSAD609 - PLAN AND MONITOR BUSINESS ANALYSIS ACTIVITIES IN AN ICT ENVIRONMENT

ELECTIVE

ICTICT530 - DESIGN USER EXPERIENCE SOLUTIONS

ICTPRG535 - BUILD ADVANCED USER INTERFACES

ICTPRG553 - CREATE AND DEVELOP REST APIs

ICTSAD612 - IMPLEMENT AND MAINTAIN USES OF CONTAINERISATION

BSBLDR523 - LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS

BSBLDR601 - LEAD AND MANAGE ORGANISATIONAL CHANGE

BSBSTR601 - MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT

ICTSAS525 - DEVELOP AND CONDUCT CLIENT ACCEPTANCE TESTS

ICTSAS523 - REVIEW AND UPDATE DISASTER RECOVERY AND CONTINGENCY PLANS

ICTSAS527 - MANAGE CLIENT PROBLEMS

Pathway into qualification: Candidates may enter the qualification through a number of entry points including: Certificate IV in Programming/networking/Website Development or other relevant qualification OR with vocational experience

Pathway from the qualification: After successful completion of ICT50220 Diploma of Information Technology, the preferred education pathway could be entry of other relevant Advanced Diploma qualifications.



Diploma of Civil Construction Design



20 Electives

GROUP A

BSBOPS505 Manage organisational customer service
BSBPEF501 Manage personal and professional development
BSBPMG531 Manage project time
BSBPMG532 Manage project quality
BSBPMG536 Manage project risk
BSBPMG537 Manage project procurement
BSBSTR601 Manage innovation and continuous improvement
BSBTWK502 Manage team effectiveness
BSBINS501 Implement information and knowledge management systems

Group B

MEM30031A Operate computer-aided design (CAD) system to produce basic drawing elements
MEM30032A Produce basic engineering drawings
MEM30033A* Use computer-aided design (CAD) to create and display 3-D models

Group C

RIICWD533E Prepare detailed design of civil concrete structures
RIICWD534E Prepare detailed design of civil steel structures
RIICWD535E Prepare detailed design of civil timber structures
RIICWD511E Prepare detailed design of sub-divisions

Group D

RIILAT402E Provide leadership in the supervision of diverse work teams
CPPSIS5032 Capture new spatial data
CPPSIS5035 Obtain and validate spatial data
CPPSIS5036 Integrate spatial datasets

Pathway into qualification: Candidates may enter the qualification through a number of entry points including: Certificate IV in Programming/networking/Website Development or other relevant qualification OR with vocational experience

Pathway from the qualification: After successful completion of ICT50220 Diploma of Information Technology, the preferred education pathway could be entry of other relevant Advanced Diploma qualifications.

COURSE CODE: RII50520 **DURATION:** 104 WEEKS (INCLUDING HOLIDAYS)



Advance Diploma of Civil Construction Design



COURSE CODE: RII60520
CRICOS CODE: 105236G
DURATION: 104 WEEKS (INCLUDING HOLIDAYS)
HOURS (FULL TIME): 20 HOURS PER WEEK
ENROLMENT FEES: AUD \$250
MATERIAL FEES: AUD \$500
TUTION FEES: AUD \$25,000

CORE

BSBPMG632- MANAGE PROGRAM RISK

BSBTWK502- MANAGE TEAM EFFECTIVENESS

BSBWHS616- APPLY SAFE DESIGN PRINCIPLES TO CONTROL WHS RISKS

RIICWD601E- MANAGE CIVIL WORKS DESIGN PROCESSES

RIIQUA601E- ESTABLISH AND MAINTAIN A QUALITY SYSTEM

ELECTIVE

BSBPMG530- MANAGE PROJECT SCOPE

BSBPMG534- MANAGE PROJECT HUMAN RESOURCES

RIICWD533E- PREPARE DETAILED DESIGN OF CIVIL CONCRETE STRUCTURES

RIICWD534E- PREPARE DETAILED DESIGN OF CIVIL TIMBER STRUCTURES

RIICWD535E- PREPARE DETAILED DESIGN OF CIVIL TIMBER STRUCTURES

BSBHRM611- CONTRIBUTE TO ORGANISATIONAL PERFORMANCE DEVELOPMENT

BSBHRM612- CONTRIBUTE TO THE DEVELOPMENT OF EMPLOYEE AND INDUSTRIAL RELATIONS STRATEGIES

Pathway into qualification: Candidates may enter the qualification through a number of entry points including: Certificate IV in Civil design/ Management or other relevant qualification OR with vocational experience

Pathway from the qualification: After successful completion of this qualification, candidates may choose to undertake Diploma of Leadership and Management or any other relevant Advanced qualifications.



Graduate Diploma of Management (Learning)



COURSE CODE: BSB80120
CRICOS CODE: 110339B
DURATION: 104 WEEKS (INCLUDING HOLIDAYS)
HOURS (FULL TIME): 20 HOURS PER WEEK
ENROLMENT FEES: AUD \$250
MATERIAL FEES: AUD \$500
TUTION FEES: AUD \$20,000

CORE

BSBHRM613 - CONTRIBUTE TO THE DEVELOPMENT OF LEARNING AND DEVELOPMENT STRATEGIES

BSBLDR811- LEAD STRATEGIC TRANSFORMATION

TAELED803 - IMPLEMENT IMPROVED LEARNING PRACTICE

ELECTIVE

BSBCRT611- APPLY CRITICAL THINKING FOR COMPLEX PROBLEM SOLVING

BSBLDR601- LEAD AND MANAGE ORGANISATIONAL CHANGE

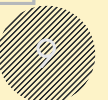
BSBSTR801- LEAD INNOVATIVE THINKING AND PRACTICE

PSPMGT012- FACILITATE KNOWLEDGE MANAGEMENT

BSBHRM611-CONTRIBUTE TO ORGANISATIONAL PERFORMANCE DEVELOPMENT

Pathway into qualification: Candidates may enter the qualification through a number of entry points including: Certificate IV in Leadership and Management or other relevant qualification OR with vocational experience

Pathway from the qualification: After successful completion of this qualification, candidates may choose to undertake Diploma of Leadership and Management or any other relevant Advanced qualifications.



LEARNING & ASSESSMENT

THE CLUSTERS ARE PLACED IN A LOGICAL FASHION TO ACHIEVE CRITICAL ASPECTS OF ASSESSMENTS FOR PROGRESSIVE DEVELOPMENT OF COMPETENCY ACHIEVED FROM PREVIOUS UNITS/CLUSTERS. UNITS WITHIN CLUSTERS HAVE MULTIPLE ASSESSMENT TOOLS TO SIMULATE/REFLECT REAL TIME WORKPLACE REQUIREMENTS.

THE QUALIFICATION COMBINES FACE-TO-FACE TRAINER LED THEORY/PRACTICAL CLASSES INVOLVING SMALL GROUPS/INDIVIDUAL ACTIVITIES, IN A SIMULATED ENVIRONMENT RESEMBLING THE WORKPLACE SETTING AS CLOSE AS POSSIBLE.

EVIDENCE-GATHERING TECHNIQUES/ASSESSMENT TOOLS

PRACTICAL TOOLS

- Demonstration
- Programming/Projects
- Diagrammatical Representation
- Design Algorithm
- Troubleshooting

WRITTEN TOOLS

- Report Writing
- Case Scenario-Problem Solving
- Research Documentation

OBSERVATION TOOLS

- Role Play
- Help Desk
- Presentation
- Discussion
- Oral Questioning

Combinations of these methods will be used for most situations (e.g.. observations and oral questioning)

An opportunity to attend industry professional development, networking and interact with industry professionals by offering membership options to the Australian Computer Society

Emphasis will be made to reflects real work situations in order to develop skills identified in the "employ-ability skills" for this qualification.

DELIVERY MODE

ITA ensures that the training delivered is to the standards of a real workplace environment and has implemented a variety of assessment tools that will be implemented during the course of the qualification. These assessment tools assess various elements of a real / actual workplace however in a simulated training environment.

SIMULATED WORKPLACE ENVIRONMENT AND INDUSTRY TRAINING



STUDENT ORIENTATION DAY

As many students find life in Australia quite different from life in their home country, Student's will be provided with a Student Orientation Session, which is a presentation that has been designed to help students become familiar with Australian culture and customs and to introduce students to the Institute and its services.

At the Student Orientation Day, a presentation will be delivered with key information about the following:

- Course structure and Timetable
- Student's Rights and Responsibilities
- International Student Handbook
- Key staff within the Institution
- Local shops, café's and restaurants
- Living in Australia including

- o Accommodation
- o Support Services
- o Visa compliance
- o Australian Culture
- o Visa requirements
- o Working in Australia
- o Living Costs
- o Health and Safety
- o Insurance
- o Banking
- o Phone and Internet
- o Public transport

All Students will be required to sign an Attendance Sheet for the Student Orientation Day and their attendance will be recorded within the Student Database.

COURSE ASSESSMENT

Assessment is a combination of written assignments, tests and practical application projects. In some courses, assessment is based on competency, i.e. the ability to perform specific skills and is done through a combination of observation, discussion, written assignments, tests, examinations and/or practical application/work related projects.

Students are required to attend in-class assessments as scheduled by Institute of Technology Australia

TEACHING METHODS

Teaching methods may comprise supervised classroom learning, online learning, lectures, tutorials, individual feedback sessions, supervised practical components, work experience/practical placement, language support and field trips.

Course information may also be provided to students via the use of the intranet.



LEARNING RESOURCES

A list of learning resources will be provided to students on commencement of their course. Students will be required to purchase books and other materials as part of their course. They should allow for additional payments per year for these materials. Some materials may be provided online and are made available through Institute of Technology Australia

In some courses, there are no specific learning resources except those provided by Institute of Technology Australia in hard and soft copy.

CHANGING EDUCATION PROVIDERS

Students who wish to study at another Education Provider must request a transfer between registered providers (Release Letter).

If they have not completed 6 calendar months of their principal course of study. Students must demonstrate exceptional circumstances justifying the change of provider.

Exceptional circumstances can include:

- Ongoing medical condition
- Loss or Bereavement
- Hardship/trauma
- Educational progression problems

CRITICAL INCIDENT

This policy relates to critical incidents directly involving students at ITA campus which impact not only on the individual but also on other members of the ITA community.

This policy outlines ITA policy, support mechanism and procedures for managing a critical incident. This policy will ensure that the ITA:

- Takes all reasonable steps in order to prevent the development of post traumatic stress syndrome or harm to the learning environment.
- Provides appropriate support and counselling services to those affected, and
- Provides appropriate training and information resources for staff.



STUDENT LIFE

LIVING IN AUSTRALIA

AVERAGE WEEKLY COSTS IN ADELAIDE

ACCOMMODATION (SHARED/SINGLE)	\$220-480
TELEPHONE/POSTAGE	\$30-60
FOOD COOKED AT HOME	\$230-260
TRANSPORT	\$20-40
ELECTRICITY/GAS	\$50-75
CLOTHES/ENTERTAINMENT	\$50+
BOWL OF NOODLES	\$9.50-\$11
INSTANT COFFEE	\$4-\$6.50
LOAF OF BREAD	\$3.50
1L OF MILK	\$3.85
1L WATER	\$3-5
1L WATER	\$3.48
CHOCOLATE	\$5-8
MOVIE TICKET	\$15
BUS/TRAIN/TRAM TICKET	\$2.10-\$4.90

Adelaide hosts over 35,000 international students and is known locally as the twenty minute city. It takes only twenty minutes from the city to get to the beaches or to the Adelaide hills. Students receive a discount on public transport fares. A ten trip multi tickets costs about \$17.00. The Adelaide Free bus service provides a convenient link within the city. It runs regular services between the Hospitals, Universities and various shopping precincts. Also available more details on student services link at <http://www.iota.edu.au>

It is important to note that alongside your living costs will be other pre-arrival costs such as overseas student health cover (OSHC) and your student visa.

STUDY IN AUSTRALIA

Use the Studying in Australia website (<http://www.studyinaustralia.gov.au/>) to make an informed decision about studying in Australia. The website has information for international students studying and living in Australia, including:

- Accommodation
- Support Services
- Visa compliance
- Australian Culture
- Visa requirements
- Working in Australia
- Living Costs
- Health and Safety
- Insurance
- Banking
- Phone and Internet
- Public transport



REGULAR PURCHASED ITEMS IN ADELAIDE

COST OF ADELAIDE

Accommodation costs can vary significantly based on location, type and arrangement. For example, centrally-located accommodation generally costs more than in outer suburbs. Similarly, students can lower their accommodation cost by sharing with other students—the lower end of the price range is mostly shared accommodation.

Gas and electricity are often include in University-managed accommodation.

This should be viewed as a guide only for a single student costs can vary enormously from one student to another. These are basic living costs and do not include program tuition fees, costs for textbooks, other study related needs, running a car, medical expenses, or any luxuries.

COST OF LIVING

Adelaide regularly achieves an excellent ranking as Australia's most affordable mainland capital city. In particular, the costs of accommodation and transportation are significantly less than in Sydney or Melbourne.⁸

*The Economics Intelligence Unit's (External Link) annual World Wide Cost of Living Survey.

19% less to live in Adelaide compared to Sydney and Melbourne* 7% less to live in Adelaide compared to Brisbane and Perth* Ranked #1 in Australia (out of 16 Institutions) for living costs. *Based on information from Study Adelaide studyadelaide.com **International Student Barometer 2017.



STUDENT SERVICE & SUPPORT

COURSE ADVICE AND ENROLMENT ASSISTANCE

Students are introduced to the academic staff and to their Course Coordinator at Orientation. Students will also be provided with course advice and assistance at enrolment.

COUNSELLING SERVICES



Counsellors are available to assist international students with personal and study problems and to provide educational and vocational counselling. Students receive full assistance to achieve their study goals in Australia.

Counselling service charges will be determined by the service provider. Full support services list with contacts can be obtained through Institute of Technology Australia head office.

ACCOMMODATION OPTIONS



Several options are available for students including rental accommodation, shared accommodation and home stay. Most international students prefer to share rental accommodation to reduce costs. We can assist students to find accommodation. The beginning of each term is a busy time, students should request assistance to find accommodation at least two weeks prior to arrival. For further information contact us at info@iota.edu.au. Students are required to make a request for this service at least two weeks in advance.

AIRPORT RECEPTION SERVICES



The Institute can make arrangements to pick you up at the airport upon request. All students requiring assistance with airport reception services MUST inform the Institute of their flight details at least ONE WEEK prior to their arrival to ensure suitable accommodation and airport reception can be arranged. Please contact the Institute for more information.

STUDENT BANKING



International Students can open a bank account before they arrive in Australia. The Commonwealth Bank is one of Australia's leading financial institutions, offering a comprehensive range of personal, business and institutional banking products and services under one roof. By choosing the bank more Australians choose, you can rest assured your money is in safe hands. This is a free service.

For further information on how to open a bank account online, simply visit www.commbank.com.au/movingtoaustralia



OVERSEAS STUDENT HEALTH COVER



As an international student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health whilst studying in Australia.

For more information on Overseas Student Health Cover:

<http://www.health.gov.au/internet/main/publishing.nsf/content/overseas+student+health+cover+faq-1>

MEDICAL SERVICES



National Health Services Directory is an online search engine whereby you can search the directory to find health services near you. The website provides information about General Practice Doctors, pharmacies, hospitals and emergency departments.

<http://www.nhsd.com.au/>

Emergency Services

In the event of an emergency, where there is a danger to life or a crime is in progress, you should call 000. This number will give you access to Police, Fire or Ambulance. This is a free call.

LEGAL SERVICES



International students can seek legal advice in relation to immigration (Visa's), discrimination and many other matters. Legal advice and assistance can be obtained for free or at a minimal cost.

For further information go to: <http://www.legalaid.nsw.gov.au/>

BEACH SAFETY



Be careful when swimming in Australian water. Some parts of the coast have powerful currents and tides. Shark attacks are rare, but sometimes do occur. It is safest to swim at beaches that are supervised by Surf Lifeguards, these are beaches that are marked by red and yellow flags.



STUDENT VISA OBLIGATION



VISA

If you have a problem or question about your visa talk to the Student Support Officer or the Principal or you can talk to the Department of Home Affairs (DHA) about your visa or other immigration matters. <https://www.homeaffairs.gov.au/>

Under the ESOS framework as an overseas student on a student visa you have responsibilities to: Satisfy your student visa conditions, maintain your Overseas Student Health Cover (OSHC) for the period of your stay, inform your provider if you change your address, maintain satisfactory course progress and maintain satisfactory attendance.

ESOS FRAMEWORK

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you.

You can find out more about the framework at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>.

Following is a link to a fact sheet that contains essential information for student visa holders about living and studying in Australia, including your consumer rights and responsibilities as an international student and key things you should know before and during your study. <https://docs.education.gov.au/node/39586>

CHANGE OF ADDRESS

It is a requirement of your visa to notify Institute of Technology Australia of any changes to your address whilst living in Australia. This is essential to ensure that your Student Records are true and correct and to enable the Institute to maintain contact with you whilst enrolled with the Institute. If you have a student visa, you must also advise the Department of Home Affairs of the change of address.



WORKING IN AUSTRALIA

IF YOU ARE A STUDENT VISA HOLDER, YOU AND YOUR DEPENDENT FAMILY MEMBERS HAVE PERMISSION TO WORK INCLUDED WITH YOUR VISA. YOU AND YOUR FAMILY MEMBERS MUST NOT BREACH THE WORK CONDITIONS THAT APPLY TO THEIR STUDENT VISA. STUDENTS AND THEIR FAMILIES MUST NOT BREACH THE WORK CONDITIONS THAT APPLY TO THEIR STUDENT VISA.

PERMISSION TO WORK

You cannot work until you have commenced your course in Australia. Once your course has commenced you are permitted to work a maximum of 40 hours per fortnight when your course is in session, and unlimited hours when your course is not in session.

Work that is a formal registered part of your course is not included in the limit of 40 hours per fortnight.

Voluntary, unpaid work, is not included in the limit of 40 hours per fortnight if it:

- is of benefit to the community
- is for a non-profit organisation

-is genuinely voluntary (that is, you are not paid either in cash or other—board and lodging is acceptable).

If the voluntary work could have been undertaken by an Australian resident who would have received a wage, then this is included in the 40 hours.

FAMILY MEMBERS GRANTED PERMISSION TO WORK

Family members:

- must not start work until the primary visa holder has commenced their course in Australia
- can work up to 40 hours per fortnight at all times unless the primary visa holder has commenced a course towards a masters or doctoral degree and holds a Student visa (subclass 500).
In this case there is no limit on the number of hours a family member might work.

ADDITIONAL INFORMATION ABOUT STUDENT VISA WORK CONDITIONS

You can view your visa online using Visa Entitlement Verification Online (VEVO) [http://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](http://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo)). VEVO is a free internet service available 24 hours a day, seven days a week. It allows you, and your employer or education provider, to view your visa details online.

TAX FILE NUMBER

You must obtain a Australian Tax File Number to be able to work in Australia. This is available from the Australian Tax Office. <https://taxfilenumbersaustralia.com.au>

TAX FILE AT YOUR WORKPLACE RIGHTS

Workers in Australia – including visa holders with permission to work – have rights under Australian workplace law.

The Fair Work Ombudsman Pay and Conditions Tool (PACT) provides information on pay rates, shift calculations, leave arrangements and notice and redundancy entitlements.

More information is available about Workplace rights – for all visa holders working in Australia. <https://www.studyinaustralia.gov.au/english/live-in-australia/working>



APPLICATION PROCESS

IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR ENROLMENT
APPLICATION FORM

PLEASE READ THIS INFORMATION CAREFULLY, COMPLETE ALL SECTIONS AND
ENSURE THAT CERTIFIED COPIES OF YOUR ACADEMIC TRANSCRIPTS AND ENGLISH
LANGUAGE ASSESSMENTS ARE ATTACHED.

ENROLMENT APPLICATION FORM

Before completing the Enrolment Application Form you should have read the information contained in this prospectus. In particular, you should ensure that you fully understand the Institute's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures which are outlined on the Enrolment Application Form.

You must attach to your application certified copies of your academic results including your English language assessment.

You are required to confirm and consent to important items at the end of the Enrolment Application Form – under the heading "Declaration". Please read them carefully before you sign the Enrolment Application Form.

APPLICATION FEE

Applications will only be considered when they are accompanied by a non-refundable Application Fee of AUD \$250.

This fee covers the administrative process for Institute of Technology Australia to review your application.

Applicants who are applying through accredited agents and IDP Education offices are exempt from paying this application fee.

PROVISIONAL ACCEPTANCE / REJECTION

Upon receipt of your application the Institute will notify you whether you have been accepted.

If you are NOT accepted, your application fee will be refunded.

If you are accepted, Institute of Technology Australia will forward to you a Letter of Offer and the Fee Schedule.



CONFIRMATION OF ENROLMENT FORMS / VISAS

On receipt of your tuition fees Institute of Technology Australia will forward you an official Electronic Confirmation of Enrolment (eCOE) which will allow you to apply at Australian Embassies and Consulates abroad for a student visa to enter Australia.

LETTER OF OFFER/WRITTEN ACCEPTANCE

Students who are successful in their enrolment with Institute of Technology Australia will be notified in writing through a formal Letter of Offer.

In line with the requirements of Department of Home Affairs (DHA), the letter of offer includes the following information to support student Visa applications:

- Qualification Code and Title or Unit Code and Title
- Break down of units (for full qualifications only)
- Fees including course fees, administration fees, material fees and any other charges
- Re-assessment fees (where applicable)
- Course refunds policies
- Terms and conditions of enrolment
- Written agreement with the student, confirming that they agree with the terms and conditions of enrolment

PACKAGED COURSES

You can apply to undertake two or more courses on your Student Visa (subclass 500) where there is a clear progression from one course to another. This is known as course packaging.

You will need to provide a Confirmation of Enrolment (CoE) or prove that a CoE is not required for each intended course with your visa application.

The final course that you will undertake as part of your package of courses is your main (or principal) course of study. Your main course of study will be used to determine your financial and English language evidentiary requirements.



ABOUT ADELAIDE

THE ITA FACILITY IS SITUATED IN THE HEART OF THE ADELAIDE CENTRAL BUSINESS DISTRICT AT LEVEL 10, 90 KING WILLIAM ST ADELAIDE SA 5000, AUSTRALIA

CYCLING



Adelaide Cycleways has all the information you need to get you riding on a bike, including maps, tips and many more resources. There's even a list of bike hire options, so you don't have to worry if you haven't brought your own bike!

PUBLIC TRANSPORT



Our area features a comprehensive public transport network of train, bus and ferry services. Light rail, sightseeing buses and taxis complement the network.

WALKING



Walking is one of the best ways to get around our area. All the city's villages are within walking distance or just a short commute to the city centre.

PUBLIC TOILETS

Adelaide has a large network of public toilets, some of which are coin-operated.

SHOPPING AND BUSINESS HOURS

Most major shops and department stores are open 7 days a week. Late night shopping takes place on Thursday evenings, with many stores open until 9pm.

Banks and post offices open on Monday to Friday. Some post offices even open on Saturday mornings.

TIME ZONE

Adelaide is located within Australian Eastern Standard Time (AEST).

LINKS



www.homeaffairs.gov.au
www.studyinaustralia.gov.au



TERMS & CONDITIONS OF ENROLMENT

STUDENT RESPONSIBILITIES - VET

- a) Students must satisfy entry requirements for course of enrolment.
- b) If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given a third and final opportunity for reassessment.
- c) If a student is required to be reassessed at any time, they will be provided with further guidance from their trainer prior to reassessment.
- d) If after three attempts the student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued.
- e) All students will undergo an induction with the Institute, which will include the student's rights and responsibilities against the relevant Australian Commonwealth, State or Territory legislation and regulatory requirements.
- f) Students are issued with a Student Handbook & International Student Handbook, which includes the Student's rights and responsibilities that will affect their participation in training.
- g) The student acknowledges that they must observe the Institute's policies and procedures, according to State and Federal Government legislative and regulatory requirements and the Student Visa requirements, as set out in the Student Handbook and the International Student Handbook.

VISA REQUIREMENTS

According to Visa requirements, all students are required to undertake full-time study workload and must attend a minimum of at least 80% of classes in their course, as per the duration stated in their Confirmation of Enrolment (CoE). Failure to meet the minimum attendance requirements may result in the student being reported to the Department of Home Affairs (DHA) for unsatisfactory attendance, which may result in the cancellation of their student visa. If a student does not commence studies on the agreed commencement date, after 14 days the Institute will cancel the student's CoE unless a new starting date has been agreed to. Any student who does not commence studies will be reported to the DHA, and this may result in the cancellation of the student's visa.

Students are required to have in place, prior to commencement of studies, Overseas Student Health Cover (OSHC)

throughout the duration of their course of studies. Our organisation has agreements in place with OSHC providers and can assist you with accessing health cover.

ENROLMENT & SELECTION

- a) This form is just for registering your initial interest into training with the Institute and is not confirmation of your enrolment into the Institute. The purpose of the form is to gather information from the student to determine their suitability into their course of choice.
- b) All programs consist of a minimum of 20 hours face-to-face scheduled course contact hours per week.
- c) The student is responsible for notifying the Institute if they have a medical condition or disability or require assistance in their training.
- d) An Enrolment Application Fee must accompany enrolment to enable the students' application to be processed.
- e) It is the student's responsibility to note the date, time and location of the course as advertised.



TERMS & CONDITIONS OF ENROLMENT

- f) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- g) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
- h) If you are unable to complete your course, due to changed personal circumstances, the Institute will make every effort to ensure you are placed into an alternative pre-scheduled course.
- i) Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
- j) The Institute reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
- k) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. the Institute's students are covered by public liability insurance whilst studying on campus.
- l) Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- m) Completing the Enrolment Application Form does not guarantee a place with the Institute.
- n) The Institute reserves the right to decline an application.
- o) Students from assessment level 3 and 4 countries are advised to apply through the Institutes representative (International Student Agent).
- p) Applications will be processed when all required documents and the non-refundable enrolment fee are received by the Institute.
- q) Accommodation arrangement/Homestay replacement fee and airport pickup service arrangement fee is payable every time the arrangement request is made.
- r) When the duration of studies at the Institute needs to be extended to complete the course, the student is required to pay additional fees for this extension.
- s) The student is responsible for keeping a copy of the letter of offer, as provided by Institute of Technology Australia .

COURSE FEES AND PAYMENTS

- a) Please refer to the International Student Prospectus and the Letter of Offer for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
- b) Fees must be paid in Australian dollars by bank cheque or bank transfer to the Institute's bank account. The Institute will not be responsible for any money paid to agents.
- c) The Institute reserves the right to vary fees.
- d) Enrolment and course fees do not cover personal costs, such as the cost of accommodation, living expenses, social activities, stationary or other equipment that the student may like to purchase.
- e) The Enrolment Application Fee is non-refundable in any circumstances.
- f) Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
- g) Fees not paid by the due date will incur a late fee of 5% of the total fee due.
- h) The student puts at risk their CoE being cancelled if their course fees are not paid by the due date. If a student has any problem paying fees on time, it is the student's responsibility to discuss alternative arrangements with the Institute administration, before the due date.
- i) The student is responsible for retaining a copy of the receipts received for all payments made
- j) An Enrolment Application Fee of \$250 is required to be paid with this Enrolment Application which is non-refundable



TERMS & CONDITIONS OF ENROLMENT

- k) Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of \$80 will be charged.
- l) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
- m) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.
- n) The Institute is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation

REFUND POLICY

- a) If a student's visa application is rejected the student will be refunded the full tuition fees, (this does not include the Enrolment Application Fee, any accommodation arrangement fee and/or airport pickup service fee), upon evidence being provided by the student that their Visa has been refused.
- b) Students are also eligible for a Refund if the Institute cancels the enrolled course or the Principal course **application has been denied**.
- c) Requests for withdrawal for reasons other than those mentioned above, will be eligible for a refund as follows:
 - i. If a student withdraws from a course more than 28 days prior to course commencement, 80% of the initial tuition fees will be refunded.
 - ii. If a student withdraws from a course prior to commencement of study, but less than 28 days prior to the course commencement, 50% of tuition fees paid (up to 24 weeks) and 100% for the remaining fees will be refunded.
- d) There will be no refund issued following commencement of studies
- e) All Enrolment Application fees, accommodation arrangement fees and airport pickup service fees are non-refundable.
- f) If a student breaches visa conditions, resulting in studies being cancelled, there will be no refund.
- g) If the Institute cancels the course. 100% of fees paid will be refunded. (This includes the tuition fees, accommodation fee, Overseas Student Health Cover fees, Enrolment Application Fee, accommodation arrangement fee and airport pickup service fee)
- h) The Institute is not responsible for the agency fee you paid to the Education Agency (EA).
- i) When a refund is applicable and the student has paid the course fee through an agent, the commission deducted from the course fee by the EA will be refunded by the EA as part of the total refund.
- j) The Institute is only responsible for the refund of the commission received by the student's EA.
- k) To request a refund, the student will need to complete the Refund Request Form. The request will be processed within 4 weeks from the date of application.
- l) Any arrangement fee (including arrangements for Accommodation, Airport Transfers and Homestay fees) are non-refundable after the arrangement has been made.
- m) Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of Institute of Technology Australia .
- n) No refund or transfer will be made to third parties.
- o) This policy may be waived by the Institute in exceptional circumstances at its absolute discretion and the decision of the Institute is final.
- p) If a student disagrees with this process they have the right to submit a Complaint and Appeal Form to appeal the decision.
- q) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.



TERMS & CONDITIONS OF ENROLMENT

DEFERRING, SUSPENDING OR CANCELLING ENROLMENT

Students need written permission from Institute of Technology Australia to defer their course. In cases where permission is granted, DHA will be advised via PRISMS. Student enrolments will be deferred or temporarily suspended by the institute when there are compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or misbehavior by the student.

The full policy and procedure pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available within the International Student Handbook. Institute of Technology Australia is required to advise DHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which will affect his or her student visa.

Students who are unable to arrive on time may be given up to one week to commence. After one week, the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home or placed in an English language program until the next available commencement date for the course. Evidence of assessment of applications for deferment or suspension of enrolment will be retained on student files. Institute of Technology Australia will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access Institute of Technology Australia's internal Complaints and Appeals procedure.

ACCOMMODATION AND AIRPORT PICKUP SERVICE

If you require assistance with making arrangements for Accommodation and/or Airport Pickup Service, the Institute will require a minimum 28 days notice to arrange accommodation and 14 days for airport pick-up service. If the student has requested an Airport Pickup Service, on arrival the student will be accompanied from the airport by an approved delegate of the Institute.

STUDENTS CONTACT DETAILS

All international students are required to inform the Institute of their Australian residential address within seven (7) days of arrival in Australia and must advise any changes of address or other contact details such as contact number, email address, etc, within five (5) working days.

TERMINATION

Institute of Technology Australia reserves the right to expel a student for breaching enrolment or/and visa conditions. Fees will not be refunded and the CoE will be cancelled immediately after the student is notified. This may result in cancellation of the student's visa.



TERMS & CONDITIONS OF ENROLMENT

PRIVACY PROTECTION

Institute of Technology Australia respects the importance of securing any form of personal information which is collected from the student(s) and/or other Stakeholders. Information collected from students is only utilised for the purpose gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password **protected database**.

Institute of Technology Australia has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's and/or the National Code. No student files will be removed from the Institute's site, unless a student is notified beforehand.

Students have a right to access and alter their personal information. The Institute has the right to all the media images

taken by the Institute during the student's studies at the Institute, this includes photographs, video and DVD images.

CHANGES TO AGREED SERVICES

Where there are any changes to the agreed services that will affect the learner, including in the event of Institute of Technology Australia closing down, the Institute will advise the learner in writing as soon as practicable, this includes changes to any new third party arrangements or a change of ownership or any changes to existing third party arrangements.

The registered provider will notify the designated authority (ASQA) and the students enrolled with the registered provider of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

CONSUMER GUARANTEE

The Institute guarantees that the services provided by the Institute will be:

- Provided with due care and skill
- Fit for any specified purpose (express or implied)
- Provided within a reasonable time (when no timeframe is set for the training).



TERMS & CONDITIONS **OF ENROLMENT**

COOLING OFF PERIOD

The Institute protects the rights of the learner including but limited to the Statutory requirements for cooling-off periods.

Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the Academic Manager (a letter or email is acceptable) within 10 business days of enrolment, unless the student has already commenced the training. Please refer to the Refund policy for process on acquiring a refund.

COMPLAINTS AND APPEALS

If a student is experiencing any difficulties, they are encouraged to discuss their concerns with the Academic Manager. The Institute's administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.

If a Staff member or Student wishes to make a formal complaint they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook. Once the form has been completed, the form should be submitted to the Institute for actioning. Please refer to the Student Handbook for more details on the complaints and appeals process.

CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING

The Institute recognizes the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organization. Credit Transfer will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled. Evidence of competences achieved must be supplied for recognition to be processed (i.e. presentation of original certificate or transcript). Please refer to the Student Handbook or contact the office for the procedure on how to apply for a Credit Transfer/Recognition of Prior Learning. CT will be granted subject to meeting the requirements of Standard 9 of the National Code - completion within the expected duration of study. Refer to <https://internationaleducation.gov.au/Pages/default.aspx>

The acknowledgement of skills and knowledge that have been gained through training, work or life experience into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required i.e. a certificate where the code do not match but are of similar skills and knowledge would require an ability to assess the learning the outcomes against the learning outcomes of the current courses.

Until you have received notification that you have been granted CT/RPL, you must attend all classes.

There is no refund of fees for any credit granted. If you are granted CT/RPL, you will be allowed to enroll in additional subjects, subject to places being available. In this way, you may be able to complete your course in a shorter amount of time.



TERMS & CONDITIONS OF ENROLMENT

LANGUAGE, LITERACY AND NUMERACY (LLN)

LLN support is available to provide students with advice and support services in the provision of language, literacy and numeracy assessment services. Students needing assistance with their learning is to be identified upon enrolment. Trainers and staff within the Institute can provide students with support to assist the student throughout the learning process.

Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students' are required to have basic skills in:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure

All students are required to meet English language skills as part of their enrolment, but may be required to undertake

further LLN assessment if identified as being required by the Institute.

SUPPORT SERVICES

The Institute caters to diverse client learning needs and aims to identify and respond to the learning needs of all clients. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion, through their trainer or Student Support Officer.

The Institute is committed to providing clients requiring additional support, advice or assistance while training. Please see the Student Handbook on the types of support provided by the Institute. To achieve this and to ensure the quality delivery of training and education, the Institute provides client vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the Institute for further counselling and/or assistance.

LEGISLATIVE AND REGULATORY REQUIREMENTS

All students will undergo an induction with the Institute, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with an International Student Handbook and Student Handbook, which also includes the Student's rights and responsibilities that will affect their participation in vocational education and training. The student acknowledges that they must observe the Institute's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

AGE DEPENDENTS

Should the student be accompanied by school age dependents, the student must accept responsibility for any primary or secondary school fees. The dependents are not eligible to attend government schools free of charge. Any school age dependent of a student must be enrolled and attending school during the period that the student is studying with the Institute.

INSTITUTE OF TECHNOLOGY AUSTRALIA CONTACT HOURS

Office Hours are 9:00 AM to 5:00 PM by appointment only. Email correspondence is made during weekdays only and not weekends and public holidays. The Institute does not take calls or reply to emails outside of office hours, weekends and public holidays.

PRE-DEPARTURE INFORMATION

If this is your first time studying in Australia, we recommend that you visit the following website:

<https://www.studyinaustralia.gov.au/english/live-in-australia> , which provides useful information regarding travelling and living in Australia.

