



Barkly International College Pty Ltd

CRICOS NUMBER: 03136D

RTO NUMBER: 22238

STUDY AT
BARKLY
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We Ensure Competence. We Open Opportunities.
We Inspire Success.





Barkly International College

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COURSES, ENTRY REQUIREMENTS & FEES

Introduction

Barkly International College is a registered Training Organization and CRICOS Provider committed to deliver high quality education to its students, meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Federal, State and Territory Governments in Australia. The State Government registering authority monitors and subjects us to regular external audit to verify adherence to these standards.

Qualifications Offered

Barkly International College offers the following accredited and nationally recognized qualifications to local and overseas students:

AUR30405	Certificate III in Automotive Mechanical Technology	78 Weeks
BSB40207	Certificate IV in Business	26 Weeks
BSB50207	Diploma of Business	26 Weeks
21936VIC	Certificate I in ESL (Access)	26 Weeks
21932VIC	Certificate II in ESL (Access)	26 Weeks
21939VIC	Certificate III in ESL (Further Study)	26 Weeks
21940VIC	Certificate IV in ESL (Further Study)	26 Weeks

Student Recruitment, Selection and Enrolment Process

Applications for admission for students on a student visa must be made using the student application form. Students must complete the student application form and send the completed form to the College along with the application fee. Completed student application forms will be processed by the College and the application assessed on the basis of the information supplied. The participants for each program offered by the College will be selected in a manner that reflects access and equity principles. Completion of the student application form does not imply that the College will make an offer to the student automatically. When prospective students apply to enter the College to study, the following procedure applies to the processing of applications:

The College will assess the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.

These other factors may include:

- Mature age, and or proof of being 18 years or more at the proposed date of commencement.
- Work experience.
- Attitude and aptitude.
- Previous academic results.
- Attendance rate in the previous college.
- Ability and skills to function in an academic environment.
- Possibility to succeed in his/her academic endeavours.

If the applicant's educational qualifications do not meet the College's admission requirements, other factors may be considered at the discretion of the College. Verified evidence of these other factors must be included with the application.



Having arrived at an admission decision, the English language skills (language and literacy) will be assessed. If a student has a satisfactory IELTS score (listed under entry requirements), the applicant will be offered a place in the chosen course.

If an applicant cannot produce a satisfactory IELTS score, and there are doubts about the English language skills to cope up in an academic environment, the applicant will be advised to enrol in an English (ESL or ELICOS) course for an appropriate duration until the student achieves an IELTS score of overall minimum 5.5.

In a situation where the student can demonstrate that he or she can communicate in English but cannot produce any formal English qualification, as described above, then the student will be required to complete an IELTS test in Melbourne.

The College will send, to the successful applicants, an offer letter,

a written agreement and a request for payment from the student. Written agreements must be completed in full, signed by the applicant, dated and returned to the College.

Applicants wishing to accept the offer must pay the fee mentioned in the letter of offer, complete the written agreement and send it to the College. Once the completed written agreement and the fee is received (and cleared by the bank), an electronic confirmation of enrolment will be generated and sent to the Australian Student Visa Issuing Centre to facilitate the issuing of a student visa.

Applicants must then apply for a student visa at their Australian Student Visa Issuing Centre and make travel arrangements to arrive in Australia in time to commence their course.



FEES

AUR30405 Certificate III in Automotive Mechanical Technology	A\$15,650
BSB40207 Certificate IV in Business	\$4,000
BSB50207 Diploma of Business	\$4,000
21936VIC Certificate I in ESL (Access)	\$5,270
21932VIC Certificate II in ESL (Access)	\$5,270
21939VIC Certificate III in ESL (Further Study)	\$5,270
21940VIC Certificate IV in ESL (Further Study)	\$5,270
Application fee (non-refundable)	A\$100
Materials fee (non-refundable)	A\$300 for 6 months
RPL/Credit transfer fee	No charge.
Repeat unit fee	\$300 per unit.
Assessment resit fee (3 attempts)*	Nil.
Bank transfer fee	\$30
Home stay fee	Depends on specific arrangements.
Airport meeting	\$150
Uniform and Equipment(Automotive)	A\$300

Please send the application fee with the completed written agreement only.

A request for payment of tuition and other fees will be made if you receive an offer letter

Please make your payment by Bank Draft to Barkly International College. No obligation is created on Barkly International College until funds are cleared by the bank and credited to the College's bank account and an official receipt is issued.

College Contact Details

Street address	G/F 568-570 Lonsdale St Melbourne VIC - 3000
Postal address	G/F 568-570 Lonsdale St Melbourne VIC - 3000
Phone	61 3 9600 2996
Fax	61 3 8678 0671
Email	info@barklycollege.com
Web	http://www.barklycollege.com/

Please send all applications, agreements and supporting documents to the above address.

* Students are entitled to a maximum of three assessment attempts for each assessment. If after three assessment attempts, student's competence is "Not Yet Competent", they will be required to repeat the unit and pay any fees associated with repeating the unit.

Not attending for an assessment will be counted as one assessment attempt for each occurrence unless:

- The student can provide a certificate from a registered medical practitioner indicating that the student was medically unable to attend the assessment; or
- The student can provide independent evidence of exceptional compassionate circumstances beyond the student's control, such as serious illness or death of a close family member to explain the non-attendance at the assessment.

LANGUAGE LITERACY AND NUMERIC REQUIREMENTS

Students require language, literacy and numeracy capacity equivalent to the descriptions below:

Reading	Writing	Maths	Oral communication
Use a range of algebraic formulae and calculating tools to solve work based problems. For example, apply formulae to measure heights, 2 and 3 dimensional spaces or use memory/square root functions on calculator to solve multi-step problems.	Read and understand texts with some complex ideas & non-routine vocabulary. For example, read a workplace report recommending a change or read a memo providing new instructions on workplace health and safety writing.	Write texts which convey ideas beyond everyday concepts. For example write the minutes for a workplace meeting or write a memo to colleagues to inform them of a temporary change to the workplace routine.	Participate in oral exchanges that require control of non-routine language and structures. For example deliver a presentation about a new workplace practice to a group of colleagues or listen to a complicated customer complaint & be able to summaries The customer's concerns.

ENTRY REQUIREMENTS

Selection for enrolment in our courses will be approved for applicants who meet the qualification selection criteria. In line with Government policy, students with intellectual and physical disabilities are encouraged to participate in training.

Qualification level	Automotive Mechanical	Business
Certificate III	18 years or older. IELTS 5.5 or higher Satisfactorily completed year 12 or equivalent, or relevant and sufficient Work experience.	N.A.
Certificate IV	N.A.	18 years or older. IELTS 5.5 or higher Satisfactorily completed year 12 or equivalent, or relevant and sufficient Work experience.
Diploma	N.A.	18 years or older. IELTS 5.5 or higher Satisfactorily completed year 12 or equivalent, or relevant and sufficient Work experience.

* No minimum qualification required For ESL(I,II,III,IV) courses.





REFUND ARRANGEMENTS

If a visa is refused by the Australian Government

Where a prospective student is refused an initial student visa by the Australian Government, a full refund of fees will be made except the application fee. In order to receive the refund, students will have to provide authenticated evidence of the student visa refusal to the College and attach it to a completed refund application form which is available from the College and can be sent by post, fax or email. The refund application must be used to apply for refunds and must be addressed to the CEO of the College.

If the college defaults on delivery of qualifications

In the unlikely event that the College is unable to deliver a student's course in full, the student will be offered a refund of all the course money you have paid to date. The refund will be paid within 2 weeks of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by the College at no extra cost to the student. The student has the right to choose whether he/she would prefer a full refund of course fees, or to accept a place in another course. If the student chooses placement in another course, the College will ask the student to sign a document to indicate that the student accepts the placement. If the College is unable to provide a refund or place the student in an alternative course, College's Tuition Assurance Scheme (TAS) provided by ACPET will place the student in a suitable alternative course at no extra cost to the student. Finally, if ACPET cannot place the student in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place the student in a suitable alternative course or, if this is not possible, the student will be eligible for a refund as calculated by the Fund Manager. In the case of provider default, there is no requirement for a student to lodge a refund application form, as the College will initiate payment of the refund.

If a student defaults on their written agreement

If a student wants to withdraw from their course after fees have been paid, then refunds will be made in accordance with the written agreement that the student signs with the College. The written agreement will be sent to students who are accepted in a course and will not take effect until it is signed and dated by the applicant and received by the College.

Detailed Information is on Student handbook.

INFORMATION FOR STUDENTS

Course Assessment

A number of approaches to course assessment are used by College staff. Assessment approaches may include: observation of performance in class, workshops or laboratories, case studies, projects, assignments; presentations, role plays, written tests and exams, work experience or work placement.

Students will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for.

Students who are dissatisfied with their assessment outcome may apply for reassessment by contacting their trainer or assessor.

Students are entitled to a maximum of three assessment attempts for each assessment.

If after three assessment attempts, student's competence is "not yet competent", they will be required to repeat the unit and pay any fees associated with repeating the unit.

Not attending for an assessment will be counted as one assessment attempt for each occurrence unless:

- a) The student can provide a certificate from a registered medical practitioner indicating that the student was medically unable to attend the assessment. or
- b) The student can provide independent evidence of exceptional compassionate circumstances beyond the student's control, such as serious illness or death of a close family member to explain the non-attendance at the assessment.

Course Delivery

A number of approaches to course delivery are used by the College. Course delivery approaches may include teacher led classroom delivery, workshops, seminars, tutorials and supervised study. During class time students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

Credit Transfer

Credit transfer applies to situation where students have completed units identical to those they are currently enrolled for at another provider. Credit will be granted in accordance with the Credit Transfer procedure. To apply for credit transfer, students must complete the credit transfer application form and attach copies of verified documents to support the application.



Pathways

Graduates of the College may seek credits to the relevant degree programs in Australian Universities. The College has no special arrangements with any Australian University and there is no guaranteed entry into University programs.

Qualifications to Be Issued

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process designed to recognize previous formal or informal learning, work and life experiences that the student may have had to the extent that they are relevant to the course outcomes. The RPL process allows students to receive recognition under these circumstances and therefore enable them to focus more on areas they need to achieve competencies in order to gain their qualifications. Students who believe they already have some of the competencies in the course may apply for RPL. An essential requirement of RPL is that the student can prove that he/she currently had the required competencies. Application may only be made after enrolment and payment of fees and must be made using the RPL application form that will be provided during orientation. Students must attach verified copies of all relevant documents to the RPL application form.

Student Orientation

Orientation is conducted in the first week of the course. Its purpose is to fully inform new students of most aspects of life at the College and to provide an introduction to studying, Melbourne's cost of living, transportation, facilities, banking and accommodation. In addition, the students will be introduced to the College faculty, and a tour of the College and its surrounding local areas will be undertaken. The students will be encouraged to ask any questions to make themselves at ease with the College and its surroundings. It is essential that the students attend the orientation program otherwise they may miss out on important information which may affect their studies, visa or enjoyment opportunities during their stay in Australia.

Training Facilities

The training classrooms and administration of the Barkly International College is located at 568-570 Lonsdale St Melbourne VIC - 3000. This location is on a main road about 1.0 km from Melbourne city centre. It is easily accessible by train with

frequent services to Southern Cross Station which is an easy 5 minutes walk from the College.

Automotive

Commercial Automotive training Workshop:

15-17 Oven Street Brunswick. This facility is approximately 7.0 km west of Melbourne city centre and is easily accessible by public transport.

ESL/ Business

Head Office Address: 568-570 Lonsdale St Melbourne VIC - 3000 having classroom facilities for ESL. This facility is approximately 1.0 km of Melbourne city centre and is easily accessible by public transport.

Students will be given complete information about the location of facilities and travel between the facilities (including a guided trip between all facilities) during the orientation program run by the College.

STUDENT SUPPORT, WELFARE AND BEHAVIOR

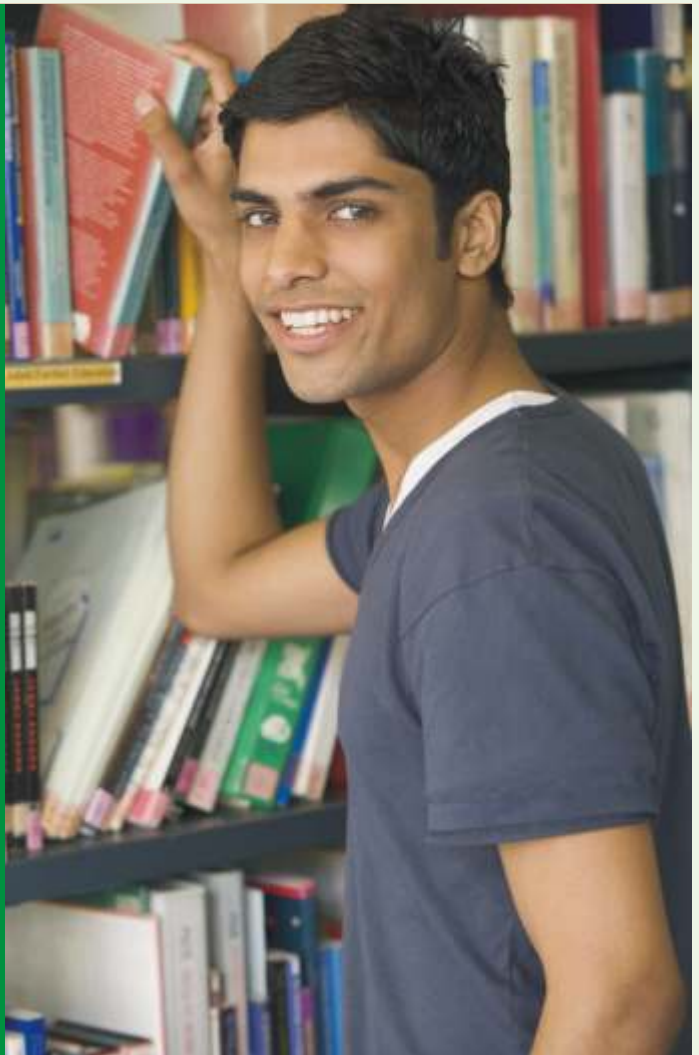
Access and Equity Policy

The College code of practice includes an access and equity policy. This document is available on request. It is the responsibility of all the College staff to ensure that the requirements of the access and equity policy are met at all times.

Dispute Resolution Procedure

The College has a dispute resolution procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. The dispute resolution procedure includes a requirement that an independent mediator will be appointed at no expense to the student if the student is dissatisfied with the resolution process undertaken by the College. The College will make no charge to the student for its dispute resolution process or referral to the independent mediator. If any student has any complaint or appeal or suggestion, he/she should take the following steps:

- Contact the College to obtain a copy of the complaints and appeals procedure and the application form.
- Complete the application form and lodge it with the College.
- Follow up with the College.





HELPFUL CONTACTS

Fire, ambulance and police emergency	Phone 000
Translating and Interpreting Service	Phone 131 450
Life Line 24 hours Counselling Services	Phone 131 114
Doctor	Royal Melbourne Hospital?, Grattan St, Parkville, VIC 3050, Ph 03 9342 7000 Medical one, 23 QV Terrace, 292 Swanston St, Melbourne Vic 3000, Ph 03 8663 7000
Dentist	Swanston Clinic, Level 2, 55 Swanston St Melbourne Vic 3000, Ph 03 9654 9818 Melbourne city dental group, Ground floor, ACTU house 393 Swanston St Melbourne, Vic 3000 Ph 03 9662 2638
Community Health Centre	North and West Melbourne Neighbourhood Centre, 58 Errol St, North Melbourne Vic Ph 03 9328 4812
Physiotherapist	Collins Street Physiotherapist Level 7, 520 Collins St, Melbourne Vic Ph 03 9629 4299
Religious Institutions	The Anglican Diocese of Melbourne The Anglican Centre, 209 Flinders Lane, Melbourne 3000 St Francis Catholic Church (Melbourne) Cnr Lonsdale & Elizabeth St Melbourne 3000, Mosque 66-68 Jeffcott Street, Melbourne, Ph 03 9328 2067 Hindu Hindu Society of Victoria Shri Shiva Vishnu Temple 52 Boundary Rd Carrum Downs 3201 Buddhists Melbourne Buddhist Centre, 1 Pitt Street Brunswick
Immigration Agent/Lawyer	Easy Migration Student Services, Level 4,358 Lonsdale St Melbourne Vic 3000 Ph 03 9600 3001
Study in Australia	http://studyinaustralia.gov.au/Sia/en/Home.htm
Youth Central	http://www.youthcentral.vic.gov.au/

RELEVANT LEGISLATION

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites.

Occupational Health & Safety	http://www.business.channel.vic.gov.au/
Equal opportunity	http://www.eoc.vic.gov.au/
RTO & CRICOS registration	http://www.vrqa.vic.gov.au/
Educational services for overseas students	http://aei.dest.gov.au/aei/esos/default.htm
Department of Immigration and Citizenship	http://www.immi.gov.au/students/index.htm
Education and Training Reform Act	http://www.dms.dpc.vic.gov.au/

It is the responsibility of the College staff to ensure the requirements of relevant legislation are met at all times. Please make use of the websites indicated, or contact the General Manager International if any student requires further information.

There may be additional, course-specific, legislation that is relevant. Information about this legislation will be communicated during the course.

STUDENT CODE OF BEHAVIOR

The Student Code of Behaviour requires the following rights and expectations to be respected and adhered to at all times:

- ▶ The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- ▶ The right to be free from all forms of intimidation
- ▶ The right to work in a safe, clean, orderly and cooperative environment
- ▶ The right to have personal property (including computer files and student work) and the Registered Training Organisation property protected from damage or other misuse
- ▶ The right to have any disputes settled in a fair and rational manner (this is accomplished by the Grievance Procedure)
- ▶ The right to work and learn in a supportive environment without interference from others
- ▶ The right to express and share ideas and to ask questions
- ▶ The right to be treated with politeness and courteously at all times
- ▶ The expectation that students will not engage in cheating or plagiarism
- ▶ The expectation that students will submit work when required.
- ▶ The expectation that students will maintain consistent attendance by attending all required classes and assessments. The required level of attendance is 80% of scheduled sessions. Attendance will be reviewed at the end of each study period. This requirement is a student behaviour requirement and not a requirement under Standard 11 of the National Code.





Procedure for non-compliance with the Code of Conduct

The following procedure for discipline will be followed:

- ▶ A member of the Registered Training Organisation staff will contact students in the first instance to discuss the issue or behaviour and to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 1)
- ▶ Where the issue or behaviour continues, students will be invited for a personal interview with the Assistant Director to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 2)
- ▶ Should the issue or behaviour continue, the student would be provided with a final warning in writing and a time frame in which to rectify the issue (allowing the student to access college internal complaint and appeals process within 20 working days) A copy of this letter will be included on the student's personal file. (Step 3)
- ▶ After the three steps in the discipline procedure have been followed, should the issue or behaviour still continue, training services withdrawn and the student will be notified in writing that his/her enrolment has been suspended or cancelled.
- ▶ Suspension or cancellation of your enrolment has to be reported to DIAC and may affect the status of your VISA
- ▶ At any stage of this procedure, students are able to access the college complaints and appeals procedure to settle any disputes that may arise.

STUDENT SUPPORT/WELFARE SERVICES

The training manager, student contact officer, teaching staff and administrative staff of the College are available to provide general advice and assistance with matter such as studying, homework, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact the training manager or the student contact officer who may refer them to external support services, if required. The College will not charge for support services it provides for referring students to external support services. However, students will have to pay any fees charged by external support services that they use.

These services include but are not limited to:

Facilities

Barkly International College provided students with the range of facilities to enhance and support their learning experiences.

- ▶ Computer and Internet access
- ▶ Student Common Room
- ▶ Spacious air-conditioned classroom with modern technological capabilities
- ▶ Library access
- ▶ Current research based learning materials and learner friendly resources
- ▶ Commercial Workshop fully equipped to deliver the appropriate qualifications

Services

Barkly International College will support students throughout the duration of their course. Students are encouraged to ask to help so that they can assimilate and adjust to their new learning environment and life in Australia. Some of range of services we Provide include assistance with:

- ▶ Application and enrolment
- ▶ Seeking Work
- ▶ Student accommodation
- ▶ Airport reception
- ▶ Language and literacy support
- ▶ Transition and cultural support
- ▶ Personal Counseling
- ▶ Mentoring
- ▶ Career advice
- ▶ Referral to local community, health, financial, legal, migration or other services
- ▶ Sport and recreational clubs

Academic Study Skills Support

A free service is available to students. Students who wish to take advantage of this service should see their Course Co-ordinator. In particular, help is available with time management, assignment preparation, referencing and bibliographies, writing reports, reading skills, numeracy skills, giving presentations, library research and note taking. Students are also encouraged to seek assistance from their individual teachers and Course Co-ordinator

with all aspects of their studies to ensure successful completion of the course.

English language and literacy support

Help with oral and written English expression, reading comprehension and listening is available on an individual basis or as a part of a small group.

Counselling services

Regular workshops are run on campus to provide professional advice and assistance with a range of issues. Students can also book appointments on individual basis with the counsellor.

Student social activities

Students are given the opportunity to participate in a range of social activities organised by College.

Job search and career advice

Regular workshops are run to assist students with career planning, interview preparation, resume writing, personal development, work experience and market information.

Accommodation assistance

Help is provided to students to select from the various housing options available to international students in Melbourne.

Student contact officer details are:

Name – Sarbjit Singh Brar

Phone – 03 9600 2996

Email – sarbjitbrar@barklycollege.com

Name – Rupinder Singh Brar

Phone – 03 9600 2996

Email – rupinderbrar@barklycollege.com





VISA REQUIREMENTS

The Department of Immigration and Citizenship publishes a full list of mandatory and discretionary student visa requirements at <http://www.immi.gov.au/students/visa-conditions-students.htm>.

Change of Address

Upon arriving in Australia, students are required to inform the College of their residential address and telephone number and of any subsequent changes to their residential address. This is extremely important. Under Section 20 of the Education Services for Overseas Students (ESOS) Act 2000, the College is obliged to serve a notice at student's last known address if a student breaches a student visa condition relating to attendance or academic performance. The College may also send warning notices to a student which are aimed at helping prevent breaches of student's visa conditions. It is student's responsibility and in his/her own interests to ensure that he/she always updates his/her address details at the College to ensure that the student receives important information about the study course, fees and possible breaches of student visa stipulations.

Additional information on student visa issues is available on the DIAC website at www.immi.gov.au.

Student Initiated Deferral or Suspension of Enrolment

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the College using the student deferral, suspension or cancellation application form or in writing by email, fax or post. Full details and documentary evidence of the compassionate or compelling circumstances must be included with the application for it to be considered.

If approved, the College will report your deferral of commencement or suspension of studies to DIAC which may affect the status of your visa. If you require more information as to how this action may affect your visa status contact your local DIAC office or phone the DIAC helpline 131 881.

Student Cancellation of Enrolment

Cancellation of enrolment will trigger the refund arrangements in the Written Agreement between the College and the student. Students who cancel their enrolment and think they are due for a refund must also apply for a refund. Refund applications must be made in writing to the College Training Manager. The student





refund application form, available from the College, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.

The College will report student's cancellation of studies to DIAC which may affect the status of student visa. If the student does not commence studies in a course when they are due to commence and they have not notified the Institute in writing within 14 days of the course commencement, and then student enrolment will be cancelled on the basis of Non Commencement of studies.

If the student has not completed his or her course and does not return to studies after a break and has not notified the Institute of any reason within 14 days. Under these circumstances, student has 'inactively' advised the Institute that they will not be continuing their studies and his or her enrolment will be cancelled.

If any student requires more information as to how this action may affect his/her visa status, please contact the concerned local DIAC office or phone the DIAC helpline 131 881.

College Deferral of Commencement

The College may also decide to defer the commencement of a course. If the College defers the commencement of a course, the provider default conditions in the Written Agreement between the College and the student will be triggered off and the College will be obliged to repay all course money within 14 days of the date of deferral unless alternative arrangements, acceptable to the students, are made .

If approved, the College will report its deferral of commencement to DEEWR which may affect the status of student's visa. If any student requires more information as to how this action may affect his/her visa status, please contact the concerned local DIAC office or phone the DIAC helpline 131 881.

Department of Immigration and Citizenship

According to the Dept of Immigration and Citizenship (DIAC), the student must provide evidence that satisfies the assessment factors applicable to the student to be granted a student visa. Assessment factors include student's financial ability, English proficiency, likely compliance with the conditions of student visa and any other matters considered relevant to assessing student's application. Additional information on student visa issues is available on DIMIA website at <http://www.immi.gov.au> and the Study in Australia at website: http://studyinaustralia.gov.au/Sia/en/WhatToStudy/howtoapply/visarequirements.htm#student_visa_sub-classes

COURSE PROGRESS REQUIREMENTS

The College has implemented the DEST and DIAC approved course progress policy and procedures and so will not be monitoring attendance under the requirements of Standard 11 of the National Code of Practice. However, the College has an attendance requirement in the Student Code of Behaviour and will be monitoring attendance. Students may have their enrolment suspended or cancelled by the College for breaches of the student code of behaviour. This includes breaches of the attendance requirement.

Uniform and Equipment (Automotive requirement)

- ▶ Mechanic Safety Jacket ▶ Mechanic Safety Trousers ▶ Workshop Safety Glasses
- ▶ Workshop Safety Shoes

Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is insurance that provides cover on the costs for medical and hospital care which international students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport. All international students studying in Australia must purchase an approved OSHC policy from a registered health benefits organization – commonly referred to as health funds before applying for your visa. A student will need to buy OSHC before he/she arrives in Australia, to cover the student from the date of his/her arrival in Australia. A student will also need to maintain OSHC throughout his/her stay in Australia. More information about purchasing OSHC can be found at <http://www.health.gov.au>

Satisfactory Progress

If a student does not have satisfactory academic progress, he/she will be reported to DIAC which may lead to cancellation of student's visa. Unsatisfactory academic progress is defined in the ESOS legislation as failing more than 50% of units in any two consecutive study periods. If this occurs, the College will report the student to DIAC. A study period is one term of study.

The College will monitor student's academic progress, identify students who are “at risk” of breaching this requirement and act to assist student who are “at risk” through meetings and counselling sessions.

Being “at risk” of not meeting satisfactory course progress requirements means:

- Failing more than 50% of units in a study period.
- Failing two or more core units in a study period.
- Failing key units in a study period.
- Being unable to complete a course within the expected duration of study as recorded on the CRICOS register after having their program reviewed by the Training Manager.
- Failing a unit means student has not attended or provided sufficient skills & knowledge evidence, so assessed as “Not Yet Competent”.

In order to have the best chance of maintaining satisfactory progress, a student must:

- Attend all theory and practical classes and pay attention to the work and activities undertaken in class.
- Study the theory and practice the skills that are taught in class.
- Ensure that students are present for all assessment activities scheduled by the teachers.
- Make an appointment with the Student Contact Officer if a student is having any difficulties with the studies.







School-aged Dependents

There are requirements for compulsory school attendance for children or dependents of international students. In Victoria, it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend school until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees in any school, college or university that they enrol in whilst in Australia.

Student Transfer

Under the ESOS framework, the College cannot enrol students seeking to transfer from another college before that student has completed 6 months of their principal course of study except in some circumstances. If a student wants to transfer before completing 6 months of the principal course, he/she needs to ask the College for a letter of release. The six months is calculated as six calendar months from the first day of student's principal course. The principal course is usually the final course of study a student will undertake. For example, if a student is studying ELICOS, followed by a Diploma program, the Diploma program is the principal course. If a student is considering requesting for a transfer before completing 6 months of the principal course of study, please contact the College administration for a copy of the transfer procedure and the application form.

Students do not need a letter of release if:

- They have completed more than 6 months of their principal course.
- They are government sponsored students, and their sponsor supports the transfer.
- Their current education provider or course has ceased to be registered or a sanction has been imposed that prevents their provider from continuing to deliver the principal course.

Use of Personal Information

Information is collected during student's enrolment for administrative purposes in order to meet the College obligations under the ESOS Act and the National Code 2007 to ensure students' compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about the students during their enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected during student's enrolment can be disclosed without student's consent where authorised or required by law.

It is a requirement of the Australian Quality Training

Framework that students can access personal information held by the College and may request corrections to information that is incorrect or out of date. Please apply in writing to the General Manager International if a student wishes to view his/her own records.

Working In Australia

Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Students can currently work 20 hours per week during the College study time and full-time during breaks. However, work is not always easy to find out and under no circumstances can students rely solely on income earned in Australia to pay tuition fees. Students are not permitted to work if it interferes with their study.

QUALIFICATION CONTENT, CORE AND ELECTIVE UNITS

AUR30405 Certificate III in Automotive Mechanical Technology

AURC270103A	Apply safe working practices
AURT366108A	Carry out diagnostic procedures
AURT271781A	Implement and monitor environmental regulations in the automotive mechanical industry
AURE218676A	Test, service and charge batteries
AURE320666A	Repair ignition systems
AURE321171A	Service and repair electronic spark ignition engine management systems
AURE218708A	Carry out repairs to single electrical circuits
AURT202166A	Repair cooling systems
AURT303166B	Repair petrol fuel systems
AURT304666A	Repair and replace emission control systems
AURT306170A	Inspect, service and/or repair clutch assemblies and associated operating system components
AURT310166A	Repair hydraulic braking systems
AURTLV301166A	Repair engines and associated engine components (light vehicle)
AURTLV306666A	Repair transmissions – manual (light vehicle)
AURTLV312666A	Repair final drive assemblies (light vehicle)
AURTLV313166A	Repair final drive – driveline (light vehicle)
AURTLV315166A	Repair steering systems (light vehicle)
AURTLV316166A	Repair suspension systems (light vehicle)
AURT217865A	Remove and refit wheel hubs and associated brake components
AURT213165A	Remove and refit driveline components
AURT210170A	Inspect and service braking systems
AURE318966A	Repair instruments and warning systems
AURT201170A	Inspect and service engines
AURT203170B	Service petrol fuel systems
AURT225667A	Use and maintain measuring equipment
AURT365508A	Carry out vehicle safety/roadworthy inspection
AURT217606A	Balance wheels and tyres
AURT217766A	Remove, inspect, repair and fit tyres and tubes (light)

Continued...



AUR30405 Certificate III in Automotive Mechanical Technology

AURE219531A	Install ancillary electrical components
AURC361230A	Inspect technical quality of work
AURC359350A	Conduct information sessions
AURE224008A	Carry out soldering of electrical wiring/circuits
AURT205166A	Repair exhaust system components
AURC270421A	Establish relations with customers
AURC251677A	Use numbers in the workplace
AURT365130A	Inspect vehicle systems & determine preferred repair action

BSB40207 – Certificate IV in Business

BSBOHS407A	Monitor a safe workplace
BSBADM405B	Organise meetings
BSBCMM401A	Make a presentation
BSBLED401A	Develop teams and individuals
BSBRES401A	Analyse and present research information
BSBWRT401A	Write complex documents
BSBHRM402A	Recruit, select and induct staff
BSBSMB404A	Undertake small business planning
BSBSMB402A	Plan small business finances
BSBMKG401B	Profile the market

BSB50207 – Diploma of Business

BSBADM502B	Manage meetings
BSBADM506B	Manage business document design and development
BSBADV512A	Develop and advertising strategy and brief
BSBHRM506A	Manage recruitment, selection and induction processes
BSBWOR501A	Manage personal work priorities & professional development
BSBRSK501A	Manage risk
BSBADV509A	Create mass print media advertisements
BSBADV507B	Develop a media plan





21936VIC – Certificate I in ESL (Access)

VPAU501	Plan language learning with support
VPAU493	Participate in short simple exchanges
VPAU494	Give and respond to simple verbal information
VPAU495	Read and write short simple messages and formatted texts
VPAU496	Read and write short simple informational and instructional texts
BSBCMM101A	Apply basic communication skills
BSBITU101A	Operate a personal computer
BSBITU102A	Develop keyboard skills

21932VIC – Certificate II in ESL (Access)

VBQU117	Develop and document a learning plan and portfolio with guidance
VPAU497	Participate in simple conversations and transactions
VPAU498	Give and respond to simple verbal information and directions
VPAU499	Read and write simple personal letters and formatted texts
VPAU500	Read and write simple routine informational & instructional texts
VPAM545	Australian Law
VPAM543	Australian Environment
BSBITU201A	Produce simple word processed documents

21939VIC – Certificate III in ESL (Further Study)

VBQU130	Develop and document a learning plan and portfolio
VPAU523	Give oral presentations for further study
VPAU524	Participate in a range of interactions for further study
VPAU525	Read and write straight forward texts for research purposes
VPAU526	Analyse and produce a range of straight-forward texts relevant to further study
VPAU527	Listen and take notes for research
VPAU528	Use language learning strategies and study skills
VPAU557	Use services in the local community
VPAU558	Locate information on driving and buying a car



21940VIC – Certificate IV in ESL (Further Study)

VBQU142	Research pathways and produce a learning plan and portfolio
VPAU529	Give complex presentations for further study
VPAU530	Analyse and participate in complex spoken discourse for further study
VPAU531	Read and write complex texts for research purposes
VPAU532	Read & write a range of complex texts for further study
VPAU533	Use a range of critical reading & writing skills for further study
VPAU534	Use language analysis skills to review own texts
VPAU517	Take notes from complex aural texts for further study
VPAM546	Education in Australia

Melbourne, once voted the world's 'most liveable city', enjoys clean fresh air and beautiful parks and gardens.

Melbourne is considered to be the shopping capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets.

One quarter of Melbourne's population was born overseas making it one of the world's most multicultural cities. There are now people from 140 nations living harmoniously together. This broad ethnic

mix has brought many benefits to the city including a wide range of cuisines and over 2,300 elegant restaurants, bistros and cafes. Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.

The population is approximately 4 million. Melbourne is a sprawling city with suburbs extending up to 50km from the centre of the city.

The city centre is on the banks of the Yarra River, 5km from Port Phillip Bay.

The city centre features world class:

- ▶ department stores
- ▶ historical architecture
- ▶ theatres, galleries and arts centres

Melbourne is only a short distance from many beautiful beaches as well as the Victorian mountain regions, where skiing is popular during winter.

The city and surrounding suburbs are well serviced by a public transport network of buses, trains and trams.

A multicultural city enriched by 170 ethnic groups. Sometimes called the culinary capital of Australia, Melbourne has a vast array of restaurants, offering a variety of international cuisine.

Bustling Chinatown in the heart of the city, serves up the finest of Asian cuisine and culture. Several other Melbourne streets are dedicated to Vietnamese, Japanese, Italian and Greek food - cuisine to suit every palate and many to suit a student's budget.

LIVING IN MELBOURNE

Australian

Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts.

One of the oldest continents, Australia is the only country to occupy an entire continent.

Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants, which are unique on the planet. The surface geology is typically old and flat with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

Victoria

About 36 per cent of Victoria is forest. The Murray is the State's longest river and there are a number of large inland lakes. Victoria's vast coastline extends over 1600 kilometres, bordering the Southern Ocean and Bass Strait and separating the Australian mainland from Tasmania.

Victoria is the most densely populated of Australia's 8 States and Territories. Some 26 per cent of all Australians live in Victoria and, of those, most reside in Melbourne, the nation's second largest city and capital of this state.

Melbourne

Melbourne is the capital of the State of Victoria. It is situated on the Yarra River and around Port Phillip Bay with its beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places that Australian space and natural resources allow.

Melbourne is a world-renowned cultural, artistic, financial and communications centre served by an international airport, a cargo and passenger seaport, and rail links to neighbouring States.

Climate

Melbourne enjoys a temperate climate with four distinct seasons in the year: spring, summer, winter and autumn. Below is a guide to the average daily temperatures:

- ▶ Spring September - November 12-22 degrees C
- ▶ Summer December to February 28-32 degrees C
- ▶ Autumn March to May 12-20 degrees C
- ▶ Winter June to August 10-15 degrees C

Festivals

- ▶ International Comedy Festival
- ▶ International Festival of the Arts
- ▶ Chinese New Year Parade
- ▶ Moomba Festival.

International sporting events:

- ▶ Spring Racing Carnival (Melbourne Cup)
- ▶ Australian Open (Grand Slam tennis)
- ▶ Grand Prix Motor Racing
- ▶ World Series and Test cricket
- ▶ Bells Beach Surf Classic

Art

Australian contemporary arts reflect the world's oldest continuous cultural traditions and also a diverse, multicultural society. Our visual and performing arts communities receive international acclaim for their vibrancy, originality and cutting-edge work in the arts, literature, stage, cinema, dance, classical music and contemporary Australian rock music.

The National Museum of Australia opened as part of Australia's Centenary of Federation celebrations in 2001. It is co-located with the Australian Institute of Aboriginal and Torres Strait Islander Studies in the nation's capital city of Canberra and adds to more than 1000 museums throughout Australia.

Multi-culturalism

More than 100 ethnic groups are represented in Australia, making Australia one of the most culturally diverse countries in the world. Australia's dynamic multi-culturalism can be attributed to its unique combination of indigenous cultures, early European settlement and immigration from all parts of the world.

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campuses and our communities. We take great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

Language

Although English is the official language, a host of other languages are spoken in Australia. As one of the most culturally diverse countries in the world, many Australians are naturally fluent in other languages. More than 2.4 million Australians speak a language other than English at home. Within the education and training system, about 15 per cent of those studying for an educational qualification, have English as a second language. More than 800,000 Australians speak a European Union language, apart from English, in their home. Another 800,000 Australians speak an Asian language in their home.

In Australia not only is there the opportunity to improve your English through specialist study in an English-speaking environment but all sectors of Australian education and training provide tuition in many other languages as well.

English, as it is spoken in Australia, is very easily understood by nearly all people from other English-speaking nations. While there are some minor differences in accent between the cities and country areas, the difference is much less than in America, Britain and Canada. As you improve your English in Australia, you will learn some of our slang, and have much fun explaining the meanings to your friends and relatives at home.



Religion

Australia is predominantly a Christian country. However, all religions are represented in our multicultural society. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples and synagogues are located in most major cities. Some universities have their own spiritual groups on campus.

Clean, Safe, Cosmopolitan

Students from all over the world come to Australia to take advantage of our world-class education and enjoy our friendly hospitality and cultural diversity. Australia has low crime rates and strict gun control laws providing a safe environment in which to learn and travel. With one of the highest standards of living in the world, Australia offers modern transport systems, convenient telecommunications, cosmopolitan shopping complexes and excellent health services.

Visitors from many parts of the world are attracted by Australia's spectacular natural environment and the distinctive personality and friendliness of the Australian people. Australia is rich in the arts and is keen to preserve and display its diverse cultural heritage.

Australians are also environmentally conscious and keen to preserve the country's natural beauty and scenery. Our Clean Up Australia campaign is being adopted worldwide.

Health Care

Australia has a very good health care system. All Australians pay a Medicare levy (additional tax) to fund the public health system and ensure everyone gets access to public system doctors, hospitals and other health care services. People who pay extra into a private health insurance fund receive certain privileges when they use private health care services. As well as the usual services available in just about any Australian suburb or town, most Australian institutions also provide special health care services and advice for students.

International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa.

Food

Australia has a fantastic variety of food. Our top quality meat, fish, fruits and vegetables are exported to markets all around the

globe. There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the foods that you are used to at home.

You can sample almost every type of cuisine available throughout the world in our many restaurants. There are elegant restaurants or typical Aussie pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes. And for those who like takeaway, most of the major global fast food chains are well represented. The adventurous can try some of our 'bush tucker'.

Electricity

The electrical current in Australia is 240/250 volts AC, 50 cycles. The Australian three pin plug is extremely safe. Adaptors are usually required for most foreign appliances. A transformer may be required if you bring an appliance from overseas that operates on a different voltage.

Transport

With one of the highest standards of living in the world, Australia offers modern transport systems. Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines.

Metropolitan areas are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long. Tickets can be bought at train stations, on buses and trams and at news agencies.

Tourist students may drive in Australia on a valid overseas drivers licence but if the document is not in the English language the visitor must carry a translation with the permit. An international driving licence is not sufficient by itself.

Metered taxicabs operate in all major cities and towns. You will find taxi ranks at transport terminals, main hotels or shopping centres or you can hail taxis in the street. A light and sign on the roof indicates if a cab is vacant. There is a minimum charge on hiring and then a charge per kilometer traveled. Taxi drivers do not have to be tipped.



Telephones

Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Public telephones are available at all post offices, shopping centres and are often situated on street corners. Public pay phones accept a variety of coins and phone cards. Phone cards are pre-paid for use in public pay phones and can be bought at a large number of retail outlets in denominations of \$A5, \$A10, \$A20 and \$A50. Credit phones take most major credit cards such as American Express, Visa, MasterCard and Diners International and can be found at international and domestic airports, central city locations and hotels.

Mobile phones are very popular and can be purchased from a number of retailers.

Sports and Recreation

Australians are very keen on sport and outdoor activities and have gained worldwide reputation, both as individuals and as teams. Hosting the Year 2000 Olympic Games in Sydney highlights Australia as a leading destination for international events.

Australia has more than 120 national sporting organisations and thousands of state, regional and club bodies. It is estimated that 6.5 million people, about a third of the population, are registered sports participants. While there are over 120 sporting organisations, Australians also take part in bushwalking, fishing, boating and water sports.

Entertainment

Campuses offer spacious surroundings suitable for social, sporting and other outdoor activities. They are also centrally located for students to experience the sophistication of our cities and excitement of our entertainment facilities. There are plenty of opportunities for international students to have an enjoyable time with friends.

Travel

During semester breaks, you may like to venture beyond the capital cities to experience more of Australia's spectacular natural environment and great physical beauty—national parks, the Great Barrier Reef, Kakadu, Ultra and the Tasmanian Wilderness.

Money and Banks

Australian currency is the only legal tender in Australia. When you first arrive, money from other countries can be changed at the exchange facilities located at international airports, banks and major hotels. Traveller's cheques are easier to use if already in Australian dollars. However, banks will encash travellers cheques

in virtually any currency. Major hotels and some shops, depending on individual store policy, will encash travellers cheques.

It is a good idea to set up an Australian bank account. You will need to provide your visa and evidence of residency. Banking services in Australia are extremely competitive. Over 20 local and numerous international banking groups are represented in Australia. All major banks have a branch in cities and regional centres. Most shopping centres have Automatic Teller Machines (ATM) facilities.

These machines can be used for deposits and, in many instances,



withdrawals 24 hours a day. Many department stores, supermarkets and specialist shops have electronic transfer terminals (EFTPOS) where cash withdrawals can also be made in addition to purchasing goods. More information on banking is available at

<http://studyinaustralia.gov.au/sia/en/livinginaustralia/moneymatters>

Normal bank trading hours:

9.30 am – 4.00 pm Monday to Thursday

9.30 am – 5.00 pm Friday

Some banks are open Saturday mornings too.



Credit Cards

Credit cards are widely accepted around Australia. The most commonly accepted credit cards are American Express, Bankcard, Diners International, MasterCard, Visa and their affiliates.

Currency

Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are \$5, \$10, \$20, \$50 and \$100. Coins used are the silver coloured 5 cent, 10 cent, 20 cent and 50 cent and the gold coloured \$1 and \$2 coins.

Australia's development of the polymer (plastic) banknote heralds the introduction of advanced banknote technology for the new millennium and rewrites world standards in design. Not only does this leading-edge polymer technology offer immense security benefits but its concepts of cleanliness, environmental responsibility and recyclables set an example for the world to follow.

Tipping

Tipping is not the general custom in Australia and service charges

are not added to accounts by hotels and restaurants. In better-class restaurants, it is usual to tip food and drink waiters up to 10 per cent of the bill for good service.

Porters have set charges at railway terminals, but not at hotels. However, at any time, tipping is a matter of individual choice.

Accommodation

The following types of accommodation are available for International students:-

1. Full board (home stay) A\$150.00 - A\$170.00 per week
2. Student house A\$80.00 - A\$100.00 per week
3. Half board A\$ 70.00 - A\$ 100.00 per week (plus expenses)
4. Leasing a house/flat A\$200.00 - A\$300.00 per week (unfurnished)

This accommodation can be booked prior to arrival. Two weeks advance notice is required before you depart for Australia. Further details can be obtained from the International Student Welfare Officer.

Some useful internet sites for housing are:

<http://www.s-h-a.com.au/>

[Http://www.find-studentaccommodation.com/?gclid=Ci2th4T7iJACFSK9YAoddIzqrw](http://www.find-studentaccommodation.com/?gclid=Ci2th4T7iJACFSK9YAoddIzqrw)

<http://www.youthcentral.vic.gov.au/ViewPage.action?siteNodeId=13&languageId=1&contentId=-1&ref=neo>

[Http://studyinaustralia.gov.au/Sia/en/StudyCosts/Accommodation](http://studyinaustralia.gov.au/Sia/en/StudyCosts/Accommodation)

Transport

Australia has an efficient public transport system (buses, trains and trams) in all cities. Many students ride bicycles on campus and some even have their own car for longer travel. There are also train, bus and air services between cities and towns. Students using public transport can apply for a student concession card that entitles them to discounted fares.

Overseas Student Health Cover (OSHC)

International students are required by the Government to join a private health insurance scheme. The OSHC premium cover must be paid before a student visa is issued. You will need to pay the OSHC premium at the same time as the tuition fees. The OSHC entitles you to free hospital cover and 85% of standard doctor's fees.

More information can be found on www.health.gov.au

A Good Choice for Study

There are more than 50,000 overseas students studying in Australia and each year approximately 15,000 students from the Asia Pacific region arrive in Australia to continue their education.

They have chosen Australia for several reasons:

- ▶ Australia has a high quality education system, the equal of any country in the world.
- ▶ Australia offers traditional education in reputable schools, colleges and universities.
- ▶ Awards from Australian institutions of higher education are recognized internationally.
- ▶ Australian universities, colleges and schools have established networks of support to help overseas students.
- ▶ The Australian education system includes informality and accessibility of academic staff, the availability of computers, small group tutorials and close supervision.
- ▶ Living costs and tuition costs compare well with other countries and most overseas students are permitted to work part-time.
- ▶ Australia is a safe, stable country with a pleasant climate.
- ▶ Australia welcomes overseas students.
- ▶ Overseas students are welcome in Australia because they:
 - ▶ contribute to the development of people and institutions both in their home country and in Australia.
 - ▶ contribute to the Australia's research capability .
 - ▶ develop cultural, educational and economic links between Australians and people of other nations.
- ▶ Australia has a long history of involvement in international education development, staff and student exchange programs and scholarships.

Study Methods

In Australia, much emphasis is placed upon private (individual) study along the lines of assignments, on research and learning to analyse data and present arguments about subject matter, and on being willing to defend one's argument. All these involve heavy use of libraries, intensive note taking in lectures, and active participation in the learning process (as opposed to passive listening and remote learning).

To be a successful student in Australia, you will need to adapt to these methods of learning, but most education institutions in Australia are very willing to help as they offer counselling services and assistance to develop effective study skills. Many lecturers in

Australia have vast experience teaching overseas students, they understand the difficulties in getting used to different study methods and they will be patient in helping you to develop new skills.

Budgeting

You should work out a budget covering accommodation, food, transport, clothing and entertainment. Childcare, if applicable, should also be taken into account.

The average international student in Australia spends about \$360 per week on accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone and incidental costs. School students in Australia typically spend a little less – about \$265 a week – on accommodation and food, entertainment, transport and associated items. While this is a realistic guide, it is important to remember that individual circumstances will vary by location, course and lifestyle.

Cost of Living

Melbourne is a reasonably priced city providing good quality affordable living and abundant accommodation. Students will need about A\$18,000 per year (excluding tuition) to cover living expenses. According to the Government website: Study in Australia, Australia is a sophisticated, friendly and affordable country which enjoys one of the highest standards of living in the world. The average international student in Australia spends about \$360 per week on accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone, incidental costs etc.

The cost of living depends a lot on the kind of accommodation a student chooses. A married student with dependents will need approximately an additional A\$4,000 per year for each dependent.

The lifestyle in Australia is safe and friendly. Australians have a high standard of living. The climate is pleasant; there is plenty of food and the vast natural resources in Australia enable most people to live well.

Fruit, vegetables and meat are available fresh and at reasonable prices. Clothing and personal effects are usually good quality and available at a wide variety of prices.

Below is a price table of typical daily items. This is only a guide. Remember that you can shop around for items such as clothing and shoes to find a cheaper source.

Food

Milk 1 litre \$1.80	Eggs 1 dozen \$4.00
Bread 1 loaf \$2.50	Cereal 1kg \$3.00
Apples 1 kg \$4.00	Fruit Juice 2 litres \$4.00
Potatoes 1 kg \$1.00	Rice 1 kg \$2.00
Beefsteak 1 kg \$15.00	

Personal Effects/Services

Shoes 1 pair \$70.00	Hairdresser \$20.00 to \$40.00
Jeans 1 pair \$80.00	Newspaper \$2.00
Toothpaste 140g \$2.50	Cinema ticket \$15.00
Shampoo 500ml \$3.00	Public transport city an inner suburbs \$7.00 for a day pass
T-shirt \$20.00	



THE ESOS Framework

The Australia Government want overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the education service for education (ESOS) Act 2000 and the National Code.

Protection for Overseas Students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Course for Overseas Students (CRICOS) at <http://cricos.dest.gov.au>. CRICOS registration guarantees that course and the education provider which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course, including its location, match the information on CRICOS.

Your Rights

The ESOC framework protect your rights, including:

- ▶ Your right to receive, before enrolling, current and accurate information about the courses, fees modes of study and other information from your provider and your provider agent's. If you are under 18 to ensure your safety, you will be granted visas only if there are arrangements in place for your accommodation, support and welfare.
- ▶ Your right to sign a written agreement with your provider before as you pay fees, setting out the service to be provider, fees payable and information about refunds of coarse money. You should keep a copy of your written agreements.

- ▶ Your right to get the education you payed for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another coarse if your provider is unable to teach your course.

Your right to know:

- ▶ How to use your provider's student support service.
- ▶ Who the contact officer or officers are for overseas students;
- ▶ If you can apply for coarse credit.
- ▶ When your enrolment can be deferred, suspended or cancelled.
- ▶ What your provider's requirements are for satisfactory progress in the courses you study.
- ▶ If attendance will be monitored for those courses.
- ▶ What will happen if you want to change providers.
- ▶ How to use your provider's complaints and appeals process.

Your Responsibilities

As an overseas student on a student visa, you have responsibilities to:

- ▶ Satisfy your students visa conditions.
- ▶ Maintain your overseas students health cover (OSHC) for the period of your stay.
- ▶ Meet the terms of the written agreement with your provider.
- ▶ Inform your provider if you change your address.
- ▶ Maintain satisfactory course progress.
- ▶ If attendance is recorded for your course, follow your provider's attendance policy.
- ▶ If you are under 18, maintain your approved accommodation, support and general welfare arrangement



STUDY AT
BARKLY



G/F 568-570 Lonsdale St Melbourne VIC - 3000

Phone: 61 3 9600 2996, 61 3 9606 0568

Fax: 61 3 8678 0671

Email: info@barklycollege.com

Web: <http://www.barklycollege.com/>

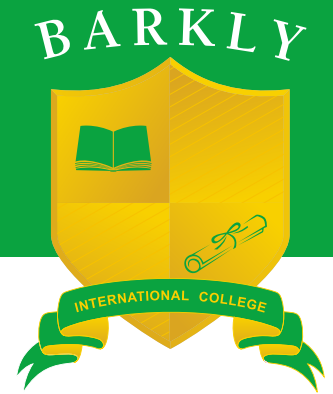
CRICOS CODE 03136D (VIC) | RTO PROVIDER NUMBER 22238

24 hour Emergency Contact Number: 0431474252

APPLICATION FORM

BARKLY INTERNATIONAL COLLEGE

A TRADING NAME OF BARKLY INTERNATIONAL COLLEGE PTY LTD.
CRICOS PROVIDER NUMBER 03136D (VIC)
RTO PROVIDER NUMBER 22238



PART A - APPLICATION INFORMATION

SELECT COURSE	NTIS CODE	QUALIFICATION	COURSE DURATION	PREFERRED INTAKE
<input type="checkbox"/>	AUR30405	Certificate III in Automotive Mechanical Technology	78 weeks	
<input type="checkbox"/>	BSB40207	Certificate IV in Business	26 weeks	
<input type="checkbox"/>	BSB50207	Diploma of Business	26 weeks	
<input type="checkbox"/>	21936VIC	Certificate I in ESL (Access)	26 weeks	
<input type="checkbox"/>	21932VIC	Certificate II in ESL (Access)	26 weeks	
<input type="checkbox"/>	21939VIC	Certificate III in ESL (Further Study)	26 weeks	
<input type="checkbox"/>	21940VIC	Certificate IV in ESL (Further Study)	26 weeks	

Applicant Details

Name (Family) _____ Given Name _____

Nationality _____ Sex Male Female

If you are aged 24 or below at time of enrolment, Please provide your Victorian Student Number(VSN): _____

Are you new to the Victorian Education System or do not have Victorian Student Number ?

Yes, I am new to the Victorian Education System. I have never attended a Victorian school, TAFE or other training provider.

Date of Birth / / (All students must of the age of 18 years or over at the time of applying for admission at College)

Are you of Aboriginal or Torres Strait Islander origin? Yes Aboriginal Yes Strait Islander No

Australian Contact Details (if known): Address _____

Telephone _____ Mobile _____ Fax _____ Email _____

Home Country Contact Details: Address _____

Telephone _____ Mobile _____ Fax _____ Email _____

Passport Number _____

Postal Address: Address _____

Person to Contact in an Emergency

Name _____ Relationship _____

Address _____

Telephone _____ Mobile _____

Fax _____ Email _____

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

(If yes, please specify) _____

Do you require Overseas Student Health Cover? Yes No (If yes, please specify) Single Family

PART B – EDUCATION AND EXPERIENCE

Qualifications

(You must attach verified copies of all qualifications)

Do you hold a certificate of English proficiency (e.g. IELTS, TOEFL or GCE 'O' levels in English)? Yes No

(If yes, please attach verified copies of English language results, for example IELTS)

Have you enrolled in the same or a similar course elsewhere? Yes No

(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Training Manager for further information. You must attach verified copies of documents to support a credit transfer or RPL application)

Have you been employed in the area covered by the course applied for? Yes No

(If you have you may be eligible for Recognition of Prior Learning – contact the Training Manager for further information You must attach verified copies of documents to support an RPL application)

Own assessment of English level Elementary Intermediate Advanced

Language spoken at home Other languages spoken _____

Tell us the reason you want to take our course Career Academic Personal

Where did you hear about us? _____

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the student information section of the prospectus.

PART C – OTHER FEES

Application Fee (not refundable)	A\$100	Materials fee (not refundable)	A\$300 (Per Semester)
Assessment resit fee(3 Attempts)*	nil	Repeat unit fee	\$300 per unit
Bank Transfer Fee	\$30	Airport meeting	\$150.00
Home Stay Fee	Depends on specific arrangements		

Please make your fees payment by bank cheque, or telegraphic transfer

Our Bank Details: Bank name - ANZ Bank | Account Name - Barkly International College Pty Ltd

BSB - 013-312 | Account number - 481823111 | SWIFT CODE ANZBAU3M

PART D – COLLEGE CONTACT DETAILS

Street Address: 568-570 Lonsdale St Melbourne 3000	Postal Address: 568-570 Lonsdale St Melbourne 3000
Phone: 03 9600 2996	Fax: 03 8678 0671
Email: info@barklycollege.com	Web: www.barklycollege.com

Send the completed application form along with the application fee to the above address.

Student Name _____ Student Signature _____ Date _____

Part E – Provider Offer (for office use only)

Name of the authorised College employee approving / rejecting an offer _____

Signed _____ Date ____/____/____

Checklist - Have you attached: Documentary evidence of English Proficiency? | Certified copies of passport and visa? | Certified copies of academic record plus English translation, if any? | Completed fully all sections of the application? Read and signed the application form?

*Students are entitled to 3 assessment attempts for each assessment. If the student is unsuccessful after 3 assessment attempts they will be required to repeat the unit and pay the repeat unit fee. More details are in the Student prospectus and the Student Handbook.