



AUSTRAL COLLEGE OF TECHNOLOGY

INFORMATION PACK

LIVING AND STUDYING IN AUSTRALIA

Welcome to the most liveable city in the world, where education, research and development and entertainment rate highly!

Melbourne, the capital of the State of Victoria recorded 4.67 million in population in 2016 with a growth rate of 2.98%. This makes Melbourne the second largest city population the Australia next to Sydney.

Why choose to study here

Melbourne, Victoria: has an international reputation and globally recognised degrees offers research-led teaching and in-depth disciplinary knowledge has technologically advanced learning spaces and internationally renowned teaching staff educational and professional opportunities for you to pursue either within Australia or internationally.

Melbourne is a vibrant, cosmopolitan city of over three million people that enjoys clean fresh air and beautiful parks and gardens. A city of magnificent architecture, Melbourne prides itself on its spectacular combination of the old and the new. Glorious parks and gardens, elegant streetscapes, and warm ethnic communities combine to make Melbourne one of Australia's most popular destinations for migrants and tourists.

You can find lots of useful information about living and studying in Australia at www.studyinaustralia.gov.au. The web site also includes a useful guide about studying and living in Australia that you can download.

Student Support Services

We are committed to ensuring that you get all the support you need to adjust to life and study in Australia and to be successful in your studies.

During the orientation program the following are discussed:

- Details of internal and external support services available to assist in the transition into life and study in Australia. Such services include welfare services, accommodation services, academic and career advice, IT support, and student learning assistance, English language support and social inclusion activities.
- Legal, emergency and health services
- Facilities and resources
- Organizational policies and procedures including course progress, attendance monitoring, deferral, suspension and cancellation, course transfer and complaints and appeals.
- Any student visa conditions relating to course progress and attendance.

The Pre-training review and LLN test you complete will also help us to identify any support you need and depending on the course you are enrolling in and your support needs can also be discussed during the orientation.

Contact us at any time on **03 9088 1668** to discuss your support needs.

For more information on living in Australia visit <http://www.studymelbourne.vic.gov.au/>

CPC30211 Certificate III in Carpentry

Qualification overview

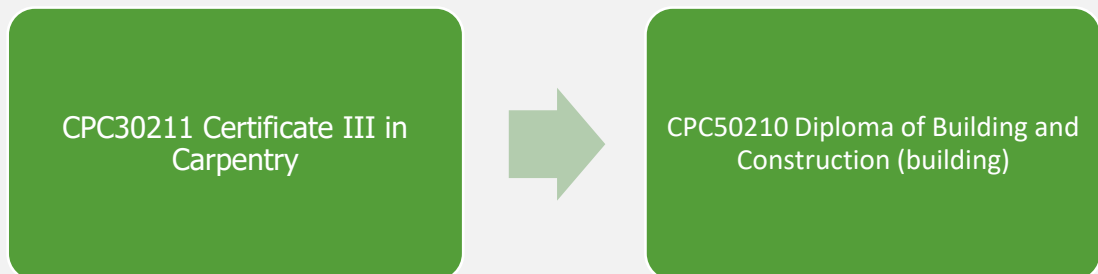
The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as a specialist field of work.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

Learning and employment pathway

Training pathway



Employment Pathway

Carpenter
Carpenter and Joiner
Carpenter and Joiner (Installation)
Carpenter and Joiner (Stairs)
Stair Builder
Roof tiler

And any other related industry sectors such as:

Building and Construction
Building Trades
Construction and Property
Surveying
Construction Services

For more information visit <http://www.myskills.gov.au/courses/details?Code=CPC30211>

How to apply:

Contact our office at 03 9088 1668 or email us to: admin@australcollege.vic.edu.au

Rights and obligations

Refer to Austral College of Technology Student handbook. It is strongly recommended you read the student hand book before commencement of training

Locations

Training locations:

Theory training: Level 2, 382 Lonsdale St Melbourne, VIC, 3000

Simulated training and assessment: 10 – 12 Steel St North Melbourne, VIC, 3051

Workplace training and assessment – Refer to Host agreement

Office location: Level 2, 382 Lonsdale St Melbourne, VIC, 3000

Academic support	All students at induction must sit a LLN test (Foundation Skills Assessment Tool - LLN Robot https://quiz.llnrobot.com.au/) to ensure the best academic support is provided to assist with each student's individualised plan prior to commencement of training	
Duration	This course will be delivered over 93 weeks (24 months) which comprises of 90 weeks training and assessment activity INCLUDING work placement and 3 weeks term breaks (holidays)	
Units	Unit Code	Unit Title
	<i>Prerequisite - CPCCOHS2001A is a prerequisite for all units marked with a *. CHCCOHS2001A must be deemed competent before units with an * can commence</i>	
	Term 1	
	Pre-requisite – Safety first	
	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
	Group 1 Communicate effectively and Work safely	
	CPCCCM1012A	Work effectively and sustainably in the construction industry
	*CPCCCM2010B	Work safely at heights
	CPCCCM1014A	Conduct workplace communication
	Group 2 Planning and setting out	
	CPCCCM1013A	Plan and organise work
	CPCCCM1015A	Carry out measurements and calculations
	CPCCCM2001A	Read and interpret plans and specifications
	Group 3 Preparation	
	*CPCCCA2011A	Handle carpentry material
	*CPCCCA3002A	Carry out setting out
	*CPCCCM2008B	Erect and dismantle restricted height scaffolding
	END OF TERM 1 – 1 WEEK TERM BREAK	
	Term 2	
	Group 4 Tools and equipment	
	*CPCCCA2002B	Use carpentry tools and equipment
	*CPCCCA3001A	Carry out general demolition of minor building structures
	*CPCCCM2007B	Use explosive power tools
*CPCCCA2002B	Use carpentry tools and equipment	
Group 5 Concrete and foundations		
*CPCCCA3023A	Carry out levelling operations	
*CPCCCM2002A	Carry out excavation	
*CPCCCO2013A	Carry out concreting to simple forms	
*CPCCSF2004A	Place and fix reinforcement materials	
Group 6 Walls and floors		
*CPCCCA3003A	Install flooring systems	
*CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground	
END OF TERM 2 – 1 WEEK TERM BREAK		

	Term 3
	Group 7 Framing
	*CPCCCA3004A Construct wall frames
	*CPCCCA3005B Construct ceiling frames
	*CPCCCA3014A Construct bulkheads
	Group 8 Roofing
	*CPCCCA3006B Erect roof trusses
	*CPCCCA3007C Construct pitched roofs
	*CPCCCA3008B Construct eaves
	Group 9 External features
	*CPCCCA3016A Construct timber external stairs
	*CPCCCA3017B Install exterior cladding
	Group 10 Fixtures and Fittings
	*CPCCCA3010A Install and replace windows and doors
	*CPCCCA3012A Frame and fit wet area fixtures
	*CPCCCA3011A Refurbish timber sashes to window frames
	END OF TERM 3 – 1 WEEK TERM BREAK
Delivery methods	Blended combination of classroom, simulated and workplace– includes face to face simulated/theory instruction, self-directed learning, simulated training, workplace supervised tasks (work placement), final assessment
How will I be assessed for this qualification?	All units within the qualification have assessment tasks, with set due dates for completion. Each unit of competency will vary however the following methods can be used but are not limited to the below: <ul style="list-style-type: none"> • face to face instruction • self-directed learning • Simulated projects/tasks • On the job observation assessment
Award	Certificate awarded. To be eligible for the award of the CPC30211 Certificate III in Carpentry learners must successfully complete a total of 30 units listed in this document. 22 core units and 8 elective units Students who successfully complete this nationally recognised qualification will be awarded a certificate for: CPC30211 Certificate III in Carpentry Statement of Attainment if partial completion only achieved. A Statement of Attainment will be issued for any unit of competency completed and deemed competent if the full qualification is not completed. Awards will be generated after successful completion of this course and full payment and a verified USI has been received
Fees	Fee for Service – No Government Subsidies Application Fee: \$200 Inc. GST Material Fee: \$700 Inc. GST Tuition Fee: \$19,000 Total Payable: \$19,900 Tuition Fee: Instalment plan monthly divided by minimum duration. For example, \$19,000/93Weeks = \$830 per month (No GST on tuition fee)
Materials include	Materials Include: Austral College of Technology will provide the following resources at no extra cost:

- PowerPoint handouts
- Unit learner guide
- Learner activity workbook
- Learning journal – Used to guide self-directed learning
- Handouts/Supplementary learning resources
- Student Program guide
- Workplace/Placement Workbook includes Reflective Journal/log book and Third party (supervisor report)
- Handouts/Supplementary learning resources

Materials incurring a cost include:

Uniform*:

Utility Safety Boot	\$129.00
Cargo Pants	\$59.95
Cargo Pants Short	\$49.99
Hi Vis Short Sleeve Polo	\$15.00

Student Toolbox*:

Cordless Hammer Drill Kit	\$129.00
Cordless Reciprocating Saw	\$55.00
Tool Back Pack	\$30
Tool Belt	\$22.65
Safety Glasses	\$2.65
Respirator Kit	\$47.35
Ear Muffs	\$14.98
Welders Apron	\$18.95
Carpenter's Pencils	\$7.95
Tape Measure	\$4.95
Chalk Reel Line	\$16.98
Carpenters Square	\$15.99
Combination Square	\$9.98
Sliding Bevel	\$22.98
Marking Gauge	\$15.95
Spirit Level	\$14.98
Plumb Bob	\$5.45
Brickline	\$5.00
Tie Wire Reel	\$49.80
Tie Wire Pack	\$6.99
Steel T Peg x 8	\$32.00
Claw Hammer	\$19.98
Retractable Knife	\$5.98
Wood Chisel	\$16.75
Carpenter's Pincer Plier	\$11.98
Combination Pliers	\$9.90
Tin Snips	\$24.98
Crimping Tool	\$46.00

Tube Spanner Set	\$8.90
Spanner Set	\$6.15
Socket Set	\$9.95
Hook and Pick Set	\$9.98
Hex Key Set	\$6.98
Screwdriver Set	\$10.00
Driver Bit Set	\$7.98
Drill Bit Set	\$7.98
Spade Drill Bit Set	\$7.98
Masonry Drill Bit Set	\$7.90
Bullet Head Nail Pack	\$14.00

Materials incurring an extra cost include:

Nail Gun:

Cordless Framing & Finish Nail Gun Kit	\$1,149
Cordless Brad Nail Gun	\$599

Textbook:

Advanced Construction And Carpentry Skills Blended Learning Package (1st Edition)	\$62.36
Carpentry and Construction (6th Edition)	\$87.36
Basic Building And Construction Skills (5th Edition)	\$62.95
Site Establishment, Formwork and Framing (3rd Edition)	\$63.96
Practical Australian Carpentry (Book 1 + 2)	\$149.95

Note:

- *Can be bought from any Bunnings Warehouse. Austral College of Technology is registered with Bunnings Trade PowerPass program. It gives Austral College of Technology students access to all the great benefits of Bunnings Trade PowerPass.
- Textbook, uniform and student toolbox costs are subject to change at the time of purchase. You will be notified of all costs as per your letter of offer at the time of enrolment.

RPL/Credit Transfer

Recognition of Prior Learning (RPL)

An assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification (Source: AQF)

If recognition applies the student's overall duration will alter and a schedule of exemptions will be provided

Credit Transfer

If a certificate or statement of results is produced and verified, a credit transfer process will be initiated by Austral College of Technology in relation to the units as per the training plan.

"Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content

	<p>and learning outcomes between matched or equivalent units of competency.” (Source: AQF)</p>
<p>Entrance level</p>	<p>There are no formal prerequisites required to enter the Certificate IV in Leadership and Management. However, students must have:</p> <ul style="list-style-type: none"> • Satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications. Refer to source document policy: Entry requirements policy for Australian year 12 equivalents http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivals/equivalentquals.aspx <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years’ experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae (CV) submitted will be considered. <p>To demonstrate English proficiency you must provide as evidence one of the following: https://www.education.gov.au/ and http://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements</p> <ul style="list-style-type: none"> • IELTS band score of overall 5.5 (Academic or General) or equivalent in line with the Department of Education and DHA regulations (For International Students) for specific countries. • IELTS overall band score of 5 when packaged with at least 10 weeks’ English Language Intensive Course for Overseas Students (ELICOS), or • IELTS overall band score of 4.5 when packaged with at least 20 weeks’ ELICOS • Pearson Test of English Academic – Score 42 • Cambridge English: Advanced CAE from Cambridge ESOL Test Scores • TOEFL Test of English as a Foreign Language paper based test • CELS (all skills) Upper intermediate (English for Academic purposes) certificate from recognised English language centre • Senior secondary Certificate of Education completed in Australia • Certificate IV or higher completed in Australia • Tertiary studies in medium of English <p style="text-align: center;">OR</p> <p>Using pre-course English language assessment for Listening, Speaking, Reading and Writing competencies within the Framework an assessment is made to determine applicant’s appropriate course placement as per their level of proficiency in the English language. Applicant’s learning and pathway building needs are also considered using LLN Robot https://quiz.llnrobot.com.au/ aligned to ACSF level 3 or higher for Certificate IV level courses and ACSF level 4 or higher for Diploma and Advanced Diploma level courses</p> <p>Students must also hold a current and valid passport, a valid study visa that covers the duration of study for the course</p>

CPC50210 Diploma of Building and Construction (Building)

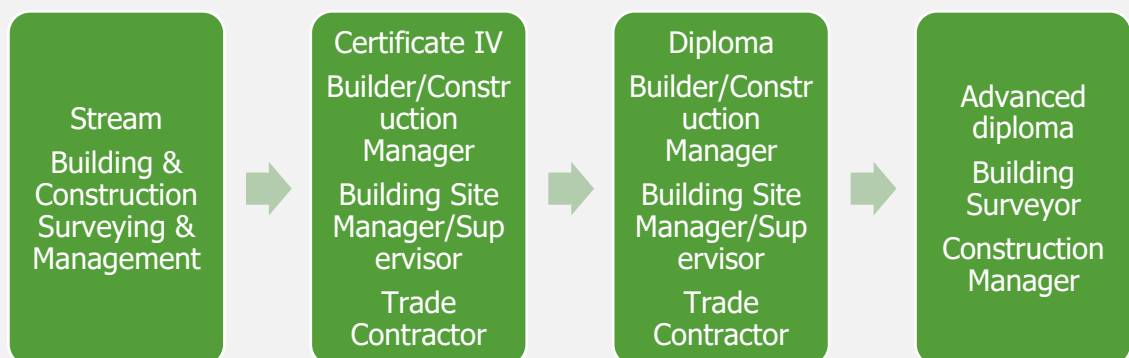
Qualification overview

This qualification is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with clients. The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Builder licensing varies across States and Territories and additional requirements to attainment of this qualification may be required. Occupational title may include "Builder".

The qualification has core unit of competency requirements that cover common skills for the construction industry. The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all included units of competency to be delivered in this context. Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement. Additional units of competency may be required to meet builder registration requirements in various States and Territories.

Learning and employment pathway

Training pathway



Employment Pathway

Builder
Construction project Manager
Building and construction manager
Building Estimator/Scheduler
Building Site Manager/Supervisor
Contract Administrator

And any other related industry sectors such as:

Building and Construction
Building Trades
Construction and Property
Surveying Management
Construction Services

For more information visit <http://www.myskills.gov.au/courses/details?Code=CPC50210>

How to apply:	Contact our office at 03 9088 1668 or email us to: admin@australcollege.vic.edu.au	
Rights and obligations	Refer to Austral College of Technology Student handbook. It is strongly recommended you read the student hand book before commencement of training	
Locations	Theory, Simulated/Workplace assessment: 10 – 12 Steel St North Melbourne, VIC, 3051 Workplace Training and Assessment - Refer to Host Agreement Office location: Level 2, 382 Lonsdale St Melbourne, VIC, 3000	
Academic support	All students at induction must sit a LLN test (Foundation Skills Assessment Tool - LLN Robot https://quiz.llnrobot.com.au/) to ensure the best academic support is provided to assist with each student’s individualised plan prior to commencement of training	
Duration	The duration for this program is 64 weeks This course will be delivered over 64 weeks which comprises of 60 weeks training and assessment activity INCLUDING work placement and 4 weeks term breaks (holidays)	
Units	Unit Code	Unit Title
	Term 1	
	Group 1 – Project and Risk Management	
	BSBOHS504B	Apply principles of OHS risk management
	BSBPMG505A	Manage project quality
	BSBPMG508A	Manage project risk
	BSBPMG522	Undertake project work
	CPCBC5011A	Manage environmental management practices and processes in building and construction
	END OF TERM 1 - 1 WEEK TERM BREAK	
	Term 2	
	Group 2 Building Construction Management	
	CPCBC4003A	Select and prepare a construction contract
	CPCBC5004A	Supervise and apply quality standards to the selection of building and construction materials
	CPCBC5010B	Manage construction work
	CPCBC5003A	Supervise the planning of on-site medium rise building or construction work
	CPCBC4010B	Apply structural principles to residential low-rise constructions
CPCBC5018A	Apply structural principles to the construction of medium rise buildings	
END OF TERM 2 – 1 WEEK TERM BREAK		

	Term 3
	Group 3 - Undertake trade contracting -Estimating and tendering for building projects and Building Construction Economics
	CPCCBBC4013A Prepare and evaluate tender documentation
	CPCCBBC4004A Identify and produce estimated costs for building and construction projects
	CPCCBBC5007B Administer the legal obligations of a building or construction contractor
	CPCCBBC5002A Monitor costing systems on medium rise building and construction projects
	END OF TERM 3 – 1 WEEK TERM BREAK
	Term 4
	Group 4 - Undertake trade contracting -Estimating and tendering for building projects and Building Construction Economics
	CPCCBBC4011B Apply structural principles to commercial low-rise constructions
	CPCCBBC4001A Apply building codes and standards to the construction process for low rise building projects
	CPCCBBC5001B Apply building codes and standards to the construction process for medium rise building projects
	END OF TERM 4 – 1 WEEK TERM BREAK
Delivery methods	Blended combination of classroom and workplace– includes face to face simulated/theory instruction, self-directed learning, simulated training, workplace supervised tasks (work placement), final assessment
How will I be assessed for this qualification?	All units within the qualification have assessment tasks, with set due dates for completion. Each unit of competency will vary however the following methods can be used but are not limited to the below: <ul style="list-style-type: none"> • face to face instruction • self-directed learning • Simulated projects/tasks • On the job observation
Award	To be eligible for the award of the CPC50210 Diploma of Building and Construction (Building) learners must successfully complete a total of 18 units listed in this document. 13 core units and 5 electives Students who successfully complete this nationally recognised qualification will be awarded a certificate for: CPC50210 Diploma of Building and Construction (Building) Statement of Attainment if partial completion only achieved. A Statement of Attainment will be issued for any unit of competency completed and deemed competent if the full qualification is not completed. Awards will be generated after a successful completion of this course and a full payment and a verified USI has been received
Fees	Fee for Service – No Government Subsidies Application Fee: \$200 Inc. GST Material Fee: \$150 Inc. GST

	<p>Tuition Fee: \$14,000 Total Payable: \$14,350 Tuition Fee: Instalment plan monthly divided by minimum duration. For example, \$14,000/64Weeks= \$940 per month (No GST on tuition fee)</p>																										
<p>Materials include</p>	<p>Materials Include: Austral College of Technology will provide the following resources at no extra cost:</p> <ul style="list-style-type: none"> - PowerPoint handouts - Unit learner guide - Learner activity workbook - Learning journal – Used to guide self-directed learning - Handouts/Supplementary learning resources - Student Program guide - Workplace/Placement Workbook includes Reflective Journal/log book and Third party (supervisor report) - Handouts/Supplementary learning resources <p>Materials incurring a cost include: Uniform*:</p> <table border="0" style="width: 100%;"> <tr> <td>Utility Safety Boot</td> <td style="text-align: right;">\$129.00</td> </tr> <tr> <td>Cargo Pants</td> <td style="text-align: right;">\$59.95</td> </tr> <tr> <td>Cargo Pants Short</td> <td style="text-align: right;">\$49.99</td> </tr> <tr> <td>Hi Vis Short Sleeve Polo</td> <td style="text-align: right;">\$15.00</td> </tr> </table> <p>Materials incurring an extra cost include: Textbook:</p> <table border="0" style="width: 100%;"> <tr> <td>Building Construction Handbook</td> <td style="text-align: right;">\$62.15</td> </tr> <tr> <td>Australian House Building Manual 8th Edition</td> <td style="text-align: right;">\$28.25</td> </tr> <tr> <td>Construction Jobsite Management</td> <td style="text-align: right;">\$121.35</td> </tr> <tr> <td>Estimating and Tendering for Building Projects (DVD)</td> <td style="text-align: right;">\$135.00</td> </tr> <tr> <td>New Homes Contract (HC-7)</td> <td style="text-align: right;">\$23.00</td> </tr> <tr> <td>Home Improvement Contract (HIC-6)</td> <td style="text-align: right;">\$23.00</td> </tr> <tr> <td>Cost Plus Contract (DCP-2)</td> <td style="text-align: right;">\$42.00</td> </tr> <tr> <td>Construction Management Contract (CM-2012)</td> <td style="text-align: right;">\$52.00</td> </tr> <tr> <td>The Premium Learning Pack - DBU</td> <td style="text-align: right;">\$1,079.10</td> </tr> </table> <p>Note:</p> <ul style="list-style-type: none"> • *Can be bought from any Bunnings Warehouse. Austral College of Technology is registered with Bunnings Trade PowerPass program. It gives Austral College of Technology students access to all the great benefits of Bunnings Trade PowerPass. • Textbook & uniform costs are subject to change at the time of purchase. You will be notified of all costs as per your letter of offer at the time of enrolment. 	Utility Safety Boot	\$129.00	Cargo Pants	\$59.95	Cargo Pants Short	\$49.99	Hi Vis Short Sleeve Polo	\$15.00	Building Construction Handbook	\$62.15	Australian House Building Manual 8th Edition	\$28.25	Construction Jobsite Management	\$121.35	Estimating and Tendering for Building Projects (DVD)	\$135.00	New Homes Contract (HC-7)	\$23.00	Home Improvement Contract (HIC-6)	\$23.00	Cost Plus Contract (DCP-2)	\$42.00	Construction Management Contract (CM-2012)	\$52.00	The Premium Learning Pack - DBU	\$1,079.10
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<p>RPL/Credit Transfer</p>	<p>Recognition of Prior Learning (RPL) An assessment process that assesses an individual’s non-formal and informal learning to determine the extent to which that individual has achieved the required learning</p>																										

outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification (Source: AQF)
If recognition applies the student's overall duration will alter and a schedule of exemptions will be provided

Credit Transfer

If a certificate or statement of results is produced and verified, a credit transfer process will be initiated by Austral College of Technology in relation to the units as per the training plan.

"Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched or equivalent units of competency." (Source: AQF)

Entrance level

There are no formal prerequisites required to enter the CPC50210 Diploma of Building and Construction (Building). However, students must have:

- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications. Refer to source document policy: Entry requirements policy for Australian year 12 equivalents
<http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivals/equivalentquals.aspx>
- OR**
- Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae (CV) submitted will be considered.

To demonstrate English proficiency you must provide as evidence one of the following:

<https://www.education.gov.au/> and
<http://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements>

- IELTS band score of overall 5.5 (Academic or General) or equivalent in line with the Department of Education and DHA regulations (For International Students) for specific countries.
- IELTS overall band score of 5 when packaged with at least 10 weeks' English Language Intensive Course for Overseas Students (ELICOS), or
- IELTS overall band score of 4.5 when packaged with at least 20 weeks' ELICOS
- Pearson Test of English Academic – Score 42
- Cambridge English: Advanced CAE from Cambridge ESOL Test Scores
- TOEFL Test of English as a Foreign Language paper based test
- CELS (all skills) Upper intermediate (English for Academic purposes) certificate from recognised English language centre
- Senior secondary Certificate of Education completed in Australia
- Certificate IV or higher completed in Australia
- Tertiary studies in medium of English

OR

Using pre-course English language assessment for Listening, Speaking, Reading and Writing competencies within the Framework an assessment is made to determine applicant's appropriate course placement as per their level of proficiency in the English language. Applicant's learning and pathway building needs are also considered using LLN Robot <https://quiz.llnrobot.com.au/> aligned to ACSF level 4

Students must also hold a current and valid passport, a valid study visa that covers the duration of study for the course

All students must be aged 18 years or over (International students) at the time of applying for admission to the College

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A or CPCCWHS1001 covers this requirement (referred to as a white card)

Note: A Nationally recognised statement of attainment or evidence of achievement of this unit of competency as part of a qualification

AUSTRAL COLLEGE OF TECHNOLOGY STUDENT JOURNEY



Step 1 - Student application for admission

Student agrees to enter into training services via referral from agent or direct (interest expressed via filling the "Application for Admission form"

Students/agents must return the form with the following relevant documents to Austral College of Technology Head Office.

- Certified true copies of student visa
- Certified true copies of student passport
- Certified true copies of student qualifications
- Certified true copies of student English proficiency
- copies of student relevant employment documentation
- other relevant documentation

The following attachments will be sent with the Application for Admission form:
International Student Handbook
Information pack
Course flyer



Step 2 - Letter of offer/Agreement of Acceptance

Entry requirement documentation received and confirmed

Applicants are considered on the basis of one or all of the following criteria:

- Must be at least 18 years of age or be turning 18 years of age prior to the commencement of their course of studies
- Provide evidence of their prior education as stated in the entry requirements for the course in the Information pack
- Meet the minimum English language proficiency requirements.
- Meet any other specific entry requirements as outlined in the entry requirements for the course in the Information Pack

Acceptance of the application

If the application is successful, a Letter of Offer and Acceptance Agreement-International Student will be sent to the applicant/ their agent/ representative (including details of tuition fees, commencement dates, OSHC and Visa information). Enrolment into a qualification is formalised by issuing a letter of offer and written agreement (Agreement Of Acceptance Form).

- Successful applicants will be notified of their acceptance through a full or conditional Letter of Offer for Admission and Agreement of Acceptance Form
- Applicants are required to carefully read the Letter of Offer, complete, sign and date the Agreement of Acceptance Form
- The signed and dated Offer of Admission acceptance, certified supporting documentation and payment of initial fees (in \$AUD) are to be forwarded to Austral College of Technology head office

Step 3 - Confirmation of enrolment

Once the signed agreement of acceptance is received a Confirmation of Enrolment (COE) is generated and provided to the student

Upon receipt of the following documents the student will be provided with a Confirmation of Enrolment

- Signed and dated Offer of Admission acceptance
- Certified copies of supporting documentation
- Payment of initial fees in \$AUD
- OSHC Evidence (If not arranged by ACOT)

Once Austral College of Technology receives the Acceptance Agreement Form and course payment, a Confirmation of Enrolment (CoE) is sent to Department of Home Affairs (DHA). The Letter of Offer will indicate your proposed Title of Course, Provider Code, CRICOS Code, fees, commencement and Completion dates as well as a tax invoice with the amounts and dates for payments.

The next step is to apply for a Student Visa. Information about applying for a visa can be found at <http://www.border.gov.au/Trav/Stud>.

For further assistance, you may wish to obtain advice from a professional student visa agency.

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.

All completed applications are to be filed into the respective students' folders

Step 4 - Induction – refer to "Student Induction Checklist "also referred to as intake day conducted at the training and assessment registered site.



Note: Intakes are quarterly on the 30th of each month January, April, July, October

Induction session occurs a week before study starts. At this time students will meet other students, receive timetable, information about rules and regulations, meet some of their teacher/trainer and introduced to the course/ program. We also make sure that all matters relating to settling well in Melbourne are occurring.

Induction Session also comprises of:

Client has received, read and understood information regarding the course

Client has received, read and understood information regarding the learning environment

Client has received, read and understood and signed the record of assessment agreement document

Client has received, read and understood information regarding the RTO Policies

So, the information induction session includes but is not limited to:

- Complete the information checklist
- Student induction presentation
- Pre training review using the pre training review workbook
- RPL/Credit Transfer

- Program start dates, timetables provided
- References to Student international handbook
- Fees and charges and refund policy explained,
- Discuss applicable policies and procedures located in the student international handbook,
- Training requirements 20 hours per week
- Training and assessment plan and schedule
- Complete a language literacy numeracy test to determine your learning needs. This is a requirement prior to commencement of training and assessment.
- Educational support
- Practical training sessions and assessment requirements
- Learning and support materials
- Code of conduct and other applicable policies and procedures such as complaints and appeals, refund, training and assessment, durations etc. (refer to inductions checklist)
- Client has received, read and understood information regarding the course
- Client has received, read and understood information regarding the learning environment and the requirements of the site/s
- Client has received, read and understood information regarding the RTO Policies
- Fire and emergency information
- White card induction training arrangements

Academic support at induction

All students at induction must sit a LLN test (Foundation Skills Assessment Tool - LLN Robot <https://quiz.llnrobot.com.au/>) to ensure the best academic support is provided to assist with each student's individualised plan prior to commencement of training



on the first day

- Meet and greet
- Course materials provided on the first day
- Reiteration of timetables and schedules
- Reiteration of course progress/attendance
- Reiteration Assessment conditions and record of assessment agreement
- Reassessment process
- Reiteration of complaints and appeals
- Reiteration of student support/welfare services. The student should notify the trainer/assessor or student support/welfare officer asap if you experience any concerns



Training and assessment Requirements

Commence training upon meeting all pre-training requirements

Complete all your training requirements

Complete all your assessments

complete training program and assessed as competent

Testamur awarded OR Statement of attainment issued within 28 days of competency being awarded

All student with a verified USI and no outstanding fees must receive their award within 30 days

complete training program and assessed as competent
certificate awarded

OR



Statement of attainment if Partial completion only achieved

NOTE: the student must have a verified USI and fees are paid in full before a testamur or SOA will be issued which could delay the issuance of the award.

All student with a verified USI and no outstanding fees must receive their award within 30 days

**Contact us
for your
obligation
free
assessment**



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