INTERNATIONAL PROSPECTUS
PARRAMATTA (SYDNEY)
NEW SOUTH WALES

Business
Marketing
Leadership And Management
Accounting
Course Prospectus
Copyright © 2015
Australian Vocational Learning Centre Pty Ltd

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Parramatta NSW 2150

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ABN: 24 136 522 506
ACN: 136 522 506

Registered Provider Number: 91683
CRICOS Provider 03195D

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Australian Vocational Learning Centre and the courses offered by the Australian Vocational Learning Centre are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)(cricos.education.gov.au ). Provider registration code: 03195D.
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MESSAGE
FROM THE DESK OF THE
CHIEF EXECUTIVE OFFICER

Thank you for choosing Australian Vocational Learning Centre (AVLC) we are a registered training organisation to assist you in achieving your learning goals.

The decision to undertake study is an important one. Whether you are seeking to update or upgrade existing skills, or embarking on a new career, our team of friendly and dedicated staff is available to make your learning experience unique.

The Australian Vocational Learning Centre offers a range of Vocational Education and Training (VET) programs in the fields of Business, Leadership and Management, Marketing and Accounting. These vocational education programs at the Australian Vocational Learning Centre provide you with a pathway into Higher Education.

To guide you through your study we have developed a Student Handbook that should be read in conjunction with this prospectus. The handbook sets out a range of processes and procedures that have been put in place to guarantee consistency and quality of training provided. We aim to provide you with the best facilities, trainers and support services to ensure that you’re learning experience meets and exceeds your expectations and prepares you for Higher Education.

On behalf of the Australian Vocational Learning Centre team and myself we wish you an enjoyable and rewarding study experience and look forward to seeing you in class.
As a Registered Training Organisation (RTO) AVLC must ensure that:

- Assessments, resources and learning materials are of a high standard and suit the needs of all students.
- Trainers and assessors can demonstrate competence in each unit and their industry skills and knowledge is current.
- All aspects of AVLC’s operations are regularly evaluated, examined and continually improved.
- Industry consultation takes place regularly to ensure courses meet the needs of the workplace and industry.

AVLC courses also include a number of value-added benefits to ensure a well-rounded employability skill set, which are:

- Writing for business purposes
- Effective research and referencing techniques
- Industry case studies
- Practical training
- Personalised training

AVLC offers a range of qualifications on a full-time basis across a number of industry sectors.

**BUSINESS**

BSB40215 Certificate IV in Business (086973B)
BSB50215 Diploma of Business (087908C)
BSB60215 Advanced Diploma of Business (087522K)
2 Year Double Diploma
BSB60215 Advanced Diploma of Business (087522K)
1 Year Diploma

**MARKETING**

BSB41315 Certificate IV in Marketing (087112F)
BSB51215 Diploma of Marketing (087417M)
BSB60515 Advanced Diploma of Marketing (087587D)
BSB51215 Diploma of Marketing (087417M)/ BSB60515 Advanced Diploma of Marketing (087587D) – 2 Year Double Diploma

**LEADERSHIP AND MANAGEMENT**

BSB51915 Diploma of Leadership and Management (087908C)
BSB61015 Advanced Diploma of Leadership and Management (087909B)
BSB61015 Advanced Diploma of Leadership and Management (087909B) – 3 Year Double Diploma

**ACCOUNTING**

FNS40615 Certificate IV in Accounting (087247M)
FNS50215 Diploma of Accounting (087995K)
FNS60215 Advanced Diploma of Accounting (087994M)
Australian Vocational Learning Centre (AVLC) was established in 2009.

CEO and owner of AVLC, Neil Chapple, identified a niche in the Vocational Education and Training (VET) marketplace for a quality college that teaches recognised and current skills and knowledge while applying ethical business principles in the growing region of Western Sydney.

AVLC’s team of very experienced and talented teachers, combined with its leading edge educational resources, make AVLC a college of choice and a centre of excellence within the VET sector. Our students gain skills and knowledge to call on in work and throughout their lives.

AVLC is a Registered Training Organisation (RTO) registered by the Australian Skills Quality Authority (ASQA).

AVLC offers:
• A modern, well-equipped facility extending over nearly two floors with a combined student kitchen and large breakout area
• An extensive range of up to date textbooks, reference books and educational support materials
• Classrooms with dedicated computers with up to date software and fast internet access
• Student access to the internet whilst on campus via the internet student Wi-Fi for those with tablets and own laptops
• 24/7 access via the student portal providing information on current academic progress and attendance and a number of other areas including being able to update student details

Supporting the educational experience of students is the efficient and student-focused AVLC student administration team who:
• Manage the AVLC online student services system (online student portal) that enables students to update their own details, access results and have communication with teachers and support staff
• Fully answer all enquiries from future and current students
• Record course progress and retain all records to comply with ASQA and DIBP requirements
• Issue certificates and arrange graduations

The AVLC campus is located at:
Level 2, 16–18 Wentworth Street Parramatta NSW 2150

AVLC is a short 5-minute walk from the Parramatta Transport Interchange, Westfield Parramatta Shopping Centre and the various business services of the Parramatta CBD.

The DIBP office is located directly across the street from AVLC.

ABOUT PARRAMATTA
Located in the heart of Sydney Metropolitan region, 24 km from the Sydney CBD and 6 Km from Sydney Olympic Park, Parramatta offers a rich mix of dining, cultural, entertainment, retail and leisure experiences. From its world-class cafes and restaurants to its vibrant nightlife of theatres, cinemas and clubs, Parramatta has something on offer for everyone.

As the geographical, commercial and cultural capital of Western Sydney, Parramatta is the second largest CBD in Sydney, the second oldest European settlement on the Australian mainland and the sixth largest in the country.

With an $14-billion-dollar economy, Parramatta is a major provider of business and government services including the headquarters for the New South Wales Police Force and Sydney Water.

Getting to Parramatta is very easy by car. Parramatta is located next to the M4 motorway and it is well signposted from the motorway. Surrounding suburbs also have signposted exits from both the city and the outer western suburbs.

Parramatta is well served by Western Line trains to Central Sydney, the North Shore and the Central Coast. Trains run at least every 15 minutes and take 30 minutes for the trip into the City. From the City, fares cost $4.00 one way for an adult, with Opal cards costing $3.37 off-peak and $4.82 during peak; alternatively, a MyMulti-2 will cover train trips to and from Parramatta.

Penrith, Blacktown, Richmond and Strathfield are also on the Western Line, making trips to these centres quick and simple. Trains to and from the Blue Mountains on the Blue Mountains Line also stop at Parramatta.

Connections to Campbelltown and Liverpool can be made by changing at Granville outside peak times. In peak hours, there are three services on the Cumberland Line which travels
directly to Campbelltown and Liverpool. Sydney Olympic Park can be reached by changing at Lidcombe for the “Olympic Sprint” train.

Parramatta is a hub for many buses, which operate from a bus interchange near the station. If you are coming from the city, or near a train station, the train will usually be quicker than the bus. Any MyMulti ticket (including a MyMulti-1) will cover a bus trip to and from Parramatta (although a train trip requires a MyMulti-2).

- Metrobus M52 operate every 10-20 from Circular Quay via George St and Victoria Road. The trip takes over an hour end-to-end.
- The 545 bus offers a frequent service to Chatswood via North Ryde, but again, if you are doing the entire trip from Chatswood, probably quicker to get the train.
- Metrobus M92, M91 connect to Hurstville in Southern Sydney and Sutherland.
- Metrobus M60 connect the Hills District and Hornsby.

Parramatta celebrates the traditions and festivals of the diverse, multicultural community that call this city home, with 52,206 residents coming from a non-English speaking background. Parramatta local government’s top five ethnic groups include Lebanese, English, Chinese, Indian and New Zealanders.

The Loop is the City Council’s free bus. The bus runs every ten minutes around a loop that covers most areas of the city, indicator boards on the bus make it easy to find your stop.

More information can be found:
- https://en.wikipedia.org/wiki/Parramatta
- http://www.discoverparramatta.com
## Qualifications and Fees

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<th>Duration (weeks)</th>
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<td>Certificate IV in Accounting</td>
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### General Fees

- Application Fee (also known as Enrolment Fee): $200
- Change of COE details: $20
- Course Material Fees for all Business, Marketing and Leadership & Management Qualifications: $200
- Course Material Fees for all Accounting Qualifications: $600
- Interim academic transcript: No Charge
- Interim attendance letter: No Charge
- Overdue tuition fee – 10 working days: $400
- Overdue tuition fee – 5 working days: $200
- Re-Assessment of unit: $100
- Re-enrolment fee: $250
- Refund processing fee: No Charge
- Re-issue of final documents: No Charge
- Re-issue of Learning and Assessment Materials: No Charge
- Re-issue of Photo ID Card: $25
- Release Letter: No Charge
- Re-sit single whole subject: $250
- Re-Submission of unit (within 10 days of unit completion): No Charge
- RPL fee per unit: $125
- Student Letter by request: No Charge
- Replacement Certificate: $20
### BSB40215 - CERTIFICATE IV IN BUSINESS

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<td>086973B</td>
<td>52 Weeks</td>
<td>$12,000</td>
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**ENTRY REQUIREMENTS**
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet

**DESCRIPTION**
The purpose of this qualification reflect the role of individuals working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources.

They may provide leadership and guidance to others with some limited responsibility for the output of others.

**CAREER OPPORTUNITIES**
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Administrator, Office Manager or Project Officer.

**PATHWAYS**
This qualification will provide a pathway to BSB50215 Diploma of Business or other Diploma level qualifications.

**DELIVERY AND ASSESSMENT METHODS**
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written test, role-plays, case studies, and projects.

**COURSE CONTENTS**
- BSBADM405 Organise meetings
- BSBREL401 Establish networks
- BSBADM409 Coordinate business resources
- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBLED401 Develop teams and individuals
- BSBMKG413 Promote products and services
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBCCM401 Make a presentation
- BSBCUS402 Address customer needs
- BSBADM407 Administer projects

### BSB50215 - DIPLOMA IN BUSINESS

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**ENTRY REQUIREMENTS**
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet

**DESCRIPTION**
The purpose of this qualification reflect the role of individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

**CAREER OPPORTUNITIES**
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Executive Officer, Program Consultant or Program Coordinator.

**PATHWAYS**
This qualification will provide a pathway to BSB60215 Advanced Diploma of Business or other Advanced Diploma level qualifications.

**DELIVERY AND ASSESSMENT METHODS**
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written questioning, role-plays, case studies, and research reports.

**COURSE CONTENTS**
- BSBINN502 Build and sustain an innovative work environment
- BSBADM506 Manage business document design and development
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBPMG522 Undertake project work
- BSBFIM502 Manage payroll
- BSBWRT501 Write a persuasive copy
- BSBCUS402 Address customer needs
- BSBCCM401 Make a presentation
BSB60215 - ADVANCED DIPLOMA OF BUSINESS

CRICOS CODE  DURATION  TUITION FEES
087522K  52 Weeks  $12,000

ENTRY REQUIREMENTS
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet

DESCRIPTION
The purpose of this qualification is for people with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

CAREER OPPORTUNITIES
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Senior Administrator, Senior Executive and Executive Officer.

PATHWAYS
This qualification will provide a pathway to business qualifications in Higher Education Institutions.

DELIVERY AND ASSESSMENT METHODS
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written test, role-plays, case studies, and projects.

EXIT POINTS
Student undertaking this qualification can exit at any point during the qualification. Students exiting this qualification at the completion of the first 52 weeks will receive a BSB50215 Diploma of Business. If exiting after 52 weeks and who do not complete the entire 104 weeks will also receive a statement of attainment for units completed in the Advanced Diploma of Business.

COURSE CONTENTS
- BSBMKG609 Develop a marketing plan
- BSBADV602 Develop an advertising campaign
- BSBMGT615 Contribute to organisation development
- BSBINM601 Manage knowledge and information
- BSBMKG603 Manage the marketing process
- BSBINN601 Lead and manage organisational change
- BSBMGT617 Develop and implement a business plan
- BSBFIM601 Manage finances

BSB60215 - ADVANCED DIPLOMA OF BUSINESS

CRICOS CODE  DURATION  TUITION FEES
087522K  104 Weeks  $24,000

ENTRY REQUIREMENTS
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet

DESCRIPTION
The purpose of this qualification is for people with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

CAREER OPPORTUNITIES
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Senior Administrator, Senior Executive and Executive Officer, Program Consultant or Program Coordinator.

PATHWAYS
This qualification will provide a pathway to business qualifications in Higher Education Institutions.

DELIVERY AND ASSESSMENT METHODS
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written questioning, role-plays, case studies, and research reports.

EXIT POINTS
Student undertaking this qualification can exit at any point during the qualification. Students exiting this qualification at the completion of the first 52 weeks will receive a BSB50215 Diploma of Business. If exiting after 52 weeks and who do not complete the entire 104 weeks will also receive a statement of attainment for units completed in the Advanced Diploma of Business.

COURSE CONTENTS
- BSBINN502 Build and sustain an innovative work environment
- BSBADM506 Manage business document design and development
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBPMG522 Undertake project work
- BSBFIM502 Manage payroll
- BSBDWRT501 Write a persuasive copy
- BSBCUS402 Address customer needs
- BSBCCM401 Make a presentation
- BSBMKG609 Develop a marketing plan
- BSBADV602 Develop an advertising campaign
- BSBMGT615 Contribute to organisation development
- BSBINM601 Manage knowledge and information
- BSBMKG603 Manage the marketing process
- BSBINN601 Lead and manage organisational change
- BSBMGT617 Develop and implement a business plan
- BSBFIM601 Manage finances

1 This qualification is offered as a Double Diploma combination of Diploma of Business and Advanced Diploma of Business
BSB40215 - CERTIFICATE IV IN MARKETING

CRICOS CODE  DURATION  TUITION FEES
087112F  52 Weeks  $12,000

ENTRY REQUIREMENTS
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet

DESCRIPTION
The purpose of this qualification reflect the role of individuals who use well-developed marketing skills across a variety of contexts. Job titles might include direct marketing officers, market research assistants, marketing coordinators, marketing officers and public relations officers.

They are often adept problem solvers, can analyse information well and may have some limited responsibility for others. In most cases, individuals would usually report to a more senior marketing practitioner.

CAREER OPPORTUNITIES
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include general marketing roles in the business services and other industries, Direct marketing officer, Market research assistant, Marketing coordinator, Marketing officer or Public relations officer.

PATHWAYS
This qualification will provide a pathway to BSB51215 Diploma of Marketing.

DELIVERY AND ASSESSMENT METHODS
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written test, role-plays, case studies, and projects.

COURSE CONTENTS
BSBMKG402 Analyse consumer behaviour for specific markets
BSBMKG401 Profile the market
BSBMKG408 Conduct market research
BSBCMM401 Make a presentation
BSBMKG409 Design direct response offers
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities
BSBREL401 Establish networks
BSBSLS407 Identify and plan sales prospects
BSBSLS408 Present, secure and support sales solutions

BSB51215 - DIPLOMA IN MARKETING

CRICOS CODE  DURATION  TUITION FEES
087417M  52 Weeks  $12,000

ENTRY REQUIREMENTS
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet
- Able to read and comprehend course requirements

DESCRIPTION
The purpose of this qualification is for those who are working in a variety of marketing roles across different industry sectors that possess a sound theoretical knowledge base and demonstrate a range of managerial skills.

Typically, they would have responsibility for the work of other staff and lead teams in conducting marketing campaigns

CAREER OPPORTUNITIES
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Marketing Manager, Marketing Team Leader or Product Manager.

PATHWAYS
This qualification will provide a pathway to BSB60515 Advanced Diploma of Marketing.

DELIVERY AND ASSESSMENT METHODS
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written questioning, role-plays, case studies, and research reports.

COURSE CONTENTS
BSBMKG501 Identify and evaluate marketing opportunities
BSBMKG502 Establish and adjust the marketing mix
BSBMKG506 Plan market research
BSBMKG507 Interpret market trends and developments
BSBMKG514 Implement and monitor marketing activities
BSBADV507 Develop a media plan
BSBSLS501 Develop a sales plan
BSBMKG409 Design direct response offers
**BSB60515 - ADVANCED DIPLOMA OF MARKETING**

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**ENTRY REQUIREMENTS**
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet
- Able to read and comprehend course requirements
- May have previously completed a Certificate IV in Marketing or Diploma of Marketing or similar qualification prior to enrolment

**DESCRIPTION**
This course is for people who want to acquire knowledge and skills to pursue employment and/or further training in a range of marketing areas who provide leadership and strategic direction in the marketing activities of an organisation.

They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies. Their knowledge base may be highly specialised or broad within the marketing field. These individuals are often accountable for group outcomes and for the overall performance of the marketing function of an organisation.

**CAREER OPPORTUNITIES**
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include general marketing management roles in the business services and other industries, Marketing Director, Marketing Strategist, National, Regional or Global Marketing Manager.

**PATHWAYS**
This qualification will provide a pathway to marketing qualifications in Higher Education.

**DELIVERY AND ASSESSMENT METHODS**
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written test, role-plays, case studies, and projects.

**COURSE CONTENTS**
- BSMBKG607 Manage market research
- BSMBKG608 Develop organisational marketing objectives
- BSMBKG523 Design and develop an integrated marketing communication plan
- BSMBKG609 Develop a marketing plan
- BSMBKG603 Manage the marketing process
- BSMBKG605 Evaluate international marketing opportunities
- BSMBKG606 Manage international marketing programmes
- BSMBKG611 Manage measurement of marketing effectiveness

**BSB60515 - ADVANCED DIPLOMA OF MARKETING**

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**ENTRY REQUIREMENTS**
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- Have an intermediate to advanced level of understanding of computers and the internet
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- BSMBKG514 Implement and monitor marketing activities
- BSBADV507 Develop a media plan
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<tr>
<td>BSBMKG605</td>
<td>Evaluate international marketing opportunities</td>
</tr>
<tr>
<td>BSBMKG606</td>
<td>Manage international marketing programmes</td>
</tr>
<tr>
<td>BSBMKG611</td>
<td>Manage measurement of marketing effectiveness</td>
</tr>
</tbody>
</table>

2 Qualification is offered over 2 years as a Double Diploma combination of Diploma of Marketing and Advanced Diploma of Marketing
### BSB51915 Diploma of Leadership & Management

<table>
<thead>
<tr>
<th>CRICOS CODE</th>
<th>DURATION</th>
<th>TUITION FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>087908C</td>
<td>78 Weeks</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

**Entry Requirements**
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet
- Be able to read and comprehend course requirements

**Description**
This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting.

Typically, people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches.

The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

**Career Opportunities**
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification is Manager.

**Pathways**
This qualification will provide a pathway to BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications.

**Delivery and Assessment Methods**
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written test, role-plays, case studies, and projects.

**Course Contents**
- BSBLDR501 Develop and use emotional intelligence
- BSBWOR502 Lead and manage team effectiveness
- BSBLDR502 Lead and manage effective workplace relationships
- BSBMGT517 Manage Operational Plan
- BSBCUS501 Manage Quality Customer Service
- BSBFIM501 Manage budgets and financial plans
- BSBINN502 Build and sustain an innovative work environment
- BSBMGT502 Manage People Performance
- BSBMGT516 Facilitate Continuous Improvement
- BSBDIV501 Manage diversity in the workplace
- BSWHSS501 Ensure a safe workplace
- BSBWOR501 Manage Personal Work Priorities & Professional development

### BSB61015 Advanced Diploma of Leadership & Management

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>087909B</td>
<td>78 Weeks</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

**Entry Requirements**
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet
- Be able to read and comprehend course requirements

**Description**
This course is for those who have senior or managerial responsibilities. They desire the knowledge and skills to provide strategic leadership. Competencies developed include manage organisational change, provide leadership across the organisation as well as develop and implement strategic plans for an organisation.

**Career Opportunities**
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification is Area Manager, Department Manager or Regional Manager.

**Pathways**
This qualification will provide a pathway to management qualifications in Higher Education Institutions.

**Delivery and Assessment Methods**
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written questioning, role-plays, case studies, and research reports.

**Course Contents**
- BSBMGT605 Provide leadership across the organisation
- BSBINN601 Lead and manage organisational change
- BSBMGT615 Contribute to organisation development
- BSBMGT617 Develop and implement a business plan
- BSBFIM601 Manage finances
- BSBINM601 Manage knowledge and information
- BSBHRM602 Manage human resources strategic planning
- BSBMGT616 Develop and implement strategic plans
- BSBDIV601 Develop and Implement Diversity Policy
- BSBMGT608 Manage innovation and continuous improvement
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBRSK501 Manage risk
BSB61015 - ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

CRICOS CODE | DURATION | TUITION FEES
---|---|---
087908C | 104 Weeks | $24,000

ENTRY REQUIREMENTS
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet
- Be able to read and comprehend course requirements

DESCRIPTION
This course is for those who have senior or managerial responsibilities. They desire the knowledge and skills to provide strategic leadership. Competencies developed include manage organisational change, provide leadership across the organisation as well as develop and implement strategic plans for an organisation.

CAREER OPPORTUNITIES
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Area Manager, Department Manager or Regional Manager.

PATHWAYS
This qualification will provide a pathway to management qualifications in Higher Education Institutions.

DELIVERY AND ASSESSMENT METHODS
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written test, role-plays, case studies, and projects.

COURSE CONTENTS
- BSBFIM601 Manage finances
- BSBINN601 Lead and manage organisational change
- BSBMG605 Provide leadership across the organisation
- BSBMG617 Develop and implement a business plan
- BSBMG608A Manage innovation and continuous improvement
- BSBMK606 Manage international marketing programs
- BSBMG616 Develop and implement strategic plans
- BSBUS6501 Develop workplace policy and procedures for sustainability
- BSBDIV601 Develop and implement diversity policy
- BSBWH605 Develop implement and maintain WHS management systems
- BSBRSK601 Manage risk
- BSBINM601 Manage knowledge and information
- BSBINM501 Manage an information or knowledge management system
- BSBMG617 Manage operational plan
- BSBWOR602 Lead and manage team effectiveness
- BSBMG616 Facilitate Continuous Improvement

This qualification has been designed to offer students and enhanced version of the Advanced Diploma of Leadership & Management with extra units to extend its length to 2 years.
BSB61015 - ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

<table>
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<tr>
<th>CRICOS CODE</th>
<th>DURATION</th>
<th>TUITION FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>087909B</td>
<td>156 Weeks</td>
<td>$36,000</td>
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</table>

ENTRY REQUIREMENTS

- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet
- Be able to read and comprehend course requirements

DESCRIPTION

This course is for those who have senior or managerial responsibilities. They desire the knowledge and skills to provide strategic leadership. Competencies developed include manage organisational change, provide leadership across the organisation as well as develop and implement strategic plans for an organisation.

CAREER OPPORTUNITIES

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Area Manager, Department Manager or Regional Manager.

PATHWAYS

This qualification will provide a pathway to management qualifications in Higher Education Institutions.

DELIVERY AND ASSESSMENT METHODS

Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written questioning, role-plays, case studies, and research reports.

COURSE CONTENTS

- **BSBLDR501** Develop and use emotional intelligence
- **BSBWR502** Lead and manage team effectiveness
- **BSBLDR502** Lead and manage effective workplace relationships
- **BSBMGT517** Manage Operational Plan
- **BSBCUS501** Manage Quality Customer Service
- **BSBFIM501** Manage budgets and financial plans
- **BSBINN502** Build and sustain an innovative work environment
- **BSBMGT502** Manage People Performance
- **BSBMGT516** Facilitate Continuous Improvement
- **BSBDIV501** Manage diversity in the workplace
- **BSBWS501** Ensure a safe workplace
- **BSBWR501** Manage Personal Work Priorities & Professional development
- **BSBMGT605** Provide leadership across the organisation
- **BSBINN601** Lead and manage organisational change
- **BSBMGT615** Contribute to organisation development
- **BSBMGT617** Develop and implement a business plan
- **BSBFIM601** Manage finances
- **BSBINM601** Manage knowledge and information

4 Qualification is offered over 3 years as a Double Diploma combination of Diploma of Leadership & Management and the Advanced Diploma of Leadership & Management.
FNS40615 - CERTIFICATE IV IN ACCOUNTING

CRICOS CODE  DURATION  TUITION FEES
087910J  52 Weeks  $12,000

ENTRY REQUIREMENTS
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet
- Be able to read and comprehend course requirements
- May have completed Certificate III in Accounts Administration or similar

DESCRIPTION
This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Persons providing a BAS service for a fee or other reward (other than employees) must be registered by the Tax Practitioners Board (TPB).

CAREER OPPORTUNITIES
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification are Payroll Clerk, General Clerical Assistant, Bookkeeper, Account Receivable Clerk or Accounts Payable Clerk.

PATHWAYS
This qualification will provide a pathway to FNS50215 Diploma of Accounting and FNS60215 Advanced Diploma of Accounting.

DELIVERY AND ASSESSMENT METHODS
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written test, role-plays, case studies, and projects.

COURSE CONTENTS

Core Units
- FNSACC301 Process financial transactions and extract interim reports
- FNSACC302 Administer subsidiary accounts & ledgers
- FNSACC402 Prepare operational budgets
- FNSACC404 Prepare financial statements for non-reporting entities
- FNSACC406 Set up and operate a computerised accounting system
- FNSBKG404 Carry out business activity and instalment activity statement tasks
- FNSBKG405 Establish and maintain a payroll system
- FNSINC401 Apply principles of professional practice to work in the financial services industry
- BSBFIA401 Prepare financial reports
- BSBITU306 Design and produce business documents

Elective Units
- FNSACC401 Process business tax requirements
- FNSACC403 Make decisions in a legal context
- FNSACM401 Evaluate and authorise payment requests

FNS50215 - DIPLOMA OF ACCOUNTING

CRICOS CODE  DURATION  TUITION FEES
087995K  78 Weeks  $18,000

ENTRY REQUIREMENTS
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet
- Be able to read and comprehend course requirements

DESCRIPTION
This qualification reflects professional accounting job roles in financial services and other industries. It contributes to, but does not encompass, educational requirements for providing tax agent services.

CAREER OPPORTUNITIES
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Accountant and Accounts Manager.

PATHWAYS
This qualification will provide a pathway to FNS60215 Advanced Diploma of Accounting or accounting qualifications in Higher Education Institutions.

DELIVERY AND ASSESSMENT METHODS
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written questioning, role-plays, case studies, and research reports.

COURSE CONTENTS

Core Units
- FNSACC501 Provide financial and business performance information
- FNSACC502 Prepare tax documentation for individuals
- FNSACC503 Manage budgets and forecasts
- FNSACC504 Prepare financial reports for corporate entities
- FNSACC505 Establish and maintain internal control procedures
- FNSACC506 Implement and maintain internal control procedures
- FNSACC507 Provide management accounting information
- BSBFIA401 Prepare financial reports
- BSBKG405 Establish and maintain a payroll system
- FNSACC406 Set up and operate computerised accounting system
- FNSACC505 Establish and maintain accounting information systems
- FNSACC301 Process financial transactions and extract interim reports

Completion of this qualification counts towards the registration requirements for the Taxation Practitioners Boards as a Registered Tax Agent.
FNS60215 - ADVANCED DIPLOMA OF ACCOUNTING

CRICOS CODE  | DURATION  | TUITION FEES
---|---|---
087994M  | 104 Weeks  | $24,000

ENTRY REQUIREMENTS
- Applicants must be 18 years or above
- Completed an overseas equivalent of Year 12
- A minimum level of IELTS 6.0 or equivalent
- Have an intermediate to advanced level of understanding of computers and the internet
- Be able to read and comprehend course requirements

DESCRIPTION
This qualification is designed to reflect the role of individuals working in accounting and seeking professional identification. Core industry competencies, commercial law, Australian taxation law, basic accounting principles and BAS agent registration are included in the entry requirement that contribute to, but do not encompass, educational requirements for providing tax agent services.

CAREER OPPORTUNITIES
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification are Senior Accounts Manager or Senior Accountant.

PATHWAYS
This qualification will provide a pathway to accounting qualifications in Higher Education Institutions.

DELIVERY AND ASSESSMENT METHODS
Delivery methods include classroom based training sessions based on theory classes and practical sessions involving small groups and individual activities. Assessment methods include written test, role-plays, case studies, and projects.

CREDIT TRANSFER
Students undertaking the Advanced Diploma of Accounting who have completed the pre-requisite units listed below will receive credit transfer for those units and the length of the qualification will be amended to match the units for which credit transfer has been granted.

Course Contents
Core Units
- FNSACC604 Monitor corporate governance activities
- FNSACC601 Apply economic principles to work in the financial services industry
- FNSINC602 Interpret and use financial statistics and tools
- FNSACC301 Process financial transactions and extract interim reports

- BSBFIA401 Prepare financial reports
- FNSACC501 Provide financial and business performance information
- FNSACC502 Prepare tax documentation for individuals
- FNSACC406 Set up and operate computerised accounting system
- FNSACC506 Implement and maintain internal control procedures
- FNSACC602 Audit and report on financial systems and records
- FNSACC601 Prepare and administer tax documentation for legal entities
- FNSACC603 Implement tax plan and evaluate tax obligation
- FNSACC609 Evaluate financial risk
- FNSACC608 Evaluate organisation’s financial performance
- BSBFIA401 Prepare financial reports
REFUND CONDITIONS

When a student applies for but is unable to obtain a Student Visa through no fault of their own, all tuition fees paid will be refunded in full.

Notification of withdrawal must be in writing. When a student withdraws from a course refunds will apply as follows:

- Notification at least 10 weeks before commencement date, 90% of tuition fees paid will be refunded.
- Notification at least five weeks before commencement date, 70% of fees paid will be refunded.
- Notification of four weeks before and after commencement of course there will be no refund.

If AVLC withdraws an offer, fails to provide the program offered or terminates an education service:

- Before the commencement date, all tuition fees paid will be refunded in full.
- After the commencement date, a refund, pro rata, of the unearned portion of the term’s fees paid.

If AVLC withdraws a student from an education service because the student has seriously breached the international student visa conditions or the rules of AVLC, no refund of the term’s fees paid will be given and not less than 50% of fees applicable to a subsequent term will be refunded.

This does not remove the right for the student to take further action under Australia’s consumer protection laws.

TUITION PROTECTION SERVICE FRAMEWORK

Protection of tuition fees paid in advance by student visa holders is undertaken in accordance with ESOS requirements and the Tuition Protection Service Framework.

AVLC receives no more than 50% of the total tuition fee for the course before the student commences the course that is more than 24 weeks (or 100% of the total tuition fee for short courses that fall within one study period of 24 weeks or less) and then, after the student commences the course, AVLC will not require the student to pay any further tuition fee until 2 weeks before the start of the second study period.

If a student pays more than 50% of the total tuition fee for the course that is more than 24 weeks before the student commences the course, AVLC will refund the overpaid amount within 4 weeks of receipt of a refund application.

In the unlikely event that AVLC is unable to deliver the student’s course in full, the student will be offered a refund of pre-paid tuition fee the student has not-utilised.

The refund will be paid to the student within 14 days of the day on which the course ceased being provided.

Alternatively, the student may be offered enrolment in an alternative course by AVLC at no extra cost to the student.

The student has the right to choose whether the student would prefer a refund of pre-paid tuition fees that has not been utilised or to accept a place in another course.

If the student chooses placement in another course, we will ask the student to sign a document to indicate that the student accepts the placement.

If AVLC is unable to provide a refund or place the student in an alternative course, the Tuition Protection Service will assist the student in finding an alternative course or to get a refund of the student’s unspent tuition fees if a suitable alternative is not found.

AVLC implements requirements for Provider Default - Part 5, Division 1, Subdivision A of the ESOS Act.

AVLC implements requirements for Student Default - Part 5, Division 2, Subdivision B of the ESOS Act.

Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
INTERNATIONAL STUDENT
1. APPLICATION
All applications must be submitted using the International Student Application Form and all relevant supporting documents attached. Incomplete applications cannot be processed and will be returned to you to complete and resubmit.

2. APPLICATION ASSESSMENT
The admissions team will assess your application against:
- English language entry requirements
- Academic entry requirements
- The Department of Immigration and Border Protection (DIBP) Genuine Temporary Entrant (GTE) and
- Genuine Student (GS) criteria

Meeting the minimum entry requirements for a course does not guarantee an offer to study.

A complete application is normally assessed within five business days. If successful at initial application assessment, your application will be forwarded for additional GTE/GS risk assessment.

3. OFFER
If your application is successful and your application is forwarded for GTE/GS risk assessment you will be sent the following:

Conditional Letter of Offer
- This letter of offer states you will be offered a place into your chosen qualification if you successfully pass the GTE/GS Risk Assessment.
- If your application is successfully passes the GTE/GS Risk Assessment, you will be sent the following:

Unconditional Letter of Offer
- This letter will have instructions on what you have to do next and on how to accept your offer.
- Do not use your letter of offer to apply for a student visa.

4. ACCEPTANCE OF OFFER
Accepting your offer generally includes the following steps:
- Paying the deposit outlined in the Unconditional Letter of Offer
- Signing and returning the letter of acceptance

AVLC will then issue you with a Confirmation of Enrolment (CoE) which you can use to apply for your Australian student visa.

5. VISA
Once you have received your Confirmation of Enrolment (CoE) you will be able to apply for your student visa.

The Department of Immigration and Border Protection (DIBP) is responsible for issuing visas to students who wish to study in Australia.

More information on the visa application process can be found at www.immi.gov.au/e_visa/students.htm

5. ARRIVAL
AVLC will provide you with information on what you are required to do once you have arrived in Australia and information on our orientation process.
COURSE DELIVERY

A number of approaches to course delivery are utilised by trainers at AVLC. The delivery approaches may include trainer led classroom delivery; workshops; 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.

COURSE ASSESSMENT

As with course delivery a number of approaches to assessment are utilised by AVLC trainers. Assessment approaches may include: observation of performance in class, written projects; research activities, oral tests, written tests, presentations and role plays.

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 are offered the opportunity to re-sit an assessment task that they have not performed satisfactorily on. The student is offered two such opportunities. The first one is free of charge. The second re-sit incurs a fee.

Where a student has not achieved a satisfactory result in the third attempt of an assessment/assignment task and has therefore been deemed Not Yet Competent in the entire unit of competency the option of re-training and assessment for the entire unit of competency will be offered.

There are limited options available for the retraining and assessment of a unit. Students will be provided an individual plan of how this option will be delivered and, if acceptable to the student, the student will be required to sign off on the plan.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

At AVLC, we realise that many people have acquired knowledge and skills relevant to their study area through previous training or work experience. Through formal recognition of prior learning this can be counted as credit towards your qualification.

At AVLC we also recognise skills acquired and units achieved through completion of qualifications at other RTOs. Rather than repeating units, students may apply for exemption or gain recognition of these units through credit transfer.

PATHWAYS

AVLC has in place a number of articulation agreements in place with different universities including Charles Stuart University. However, there is no guaranteed entry into University programs.

QUALIFICATIONS ISSUED

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

STUDENT ORIENTATION

Student Services will organise your orientation to AVLC. On your first day at our college you will be welcomed and we will answer your questions and give you information about:

- Your stay in Australia
- Accommodation, finances and further study
- Requirements to receive a qualification
- Certificates issued on successful completion of the course
- How your skills, knowledge and attitudes will be assessed
- Recognition of prior learning or recognition of current competency
- How you can appeal if you don’t agree with your assessment outcome
- How you can complain if you are not satisfied with any part of the course
- How you can get extra help with your learning
- Course timetable
- Attendance and course progress requirements
- Course content
- Who your AVLC staff are and their roles
- Student portal access
- Fees and payment plans
- Emergency evacuation procedures
- Information on first aid and local medical facilities
- Your obligations as a student at AVLC including requirements for achieving satisfactory course progress

TRAINING FACILITIES

AVLC is maintained with lecture rooms. Facilities and equipment is set-up, checked and maintained regularly to ensure effective and efficient operation. Students have access to necessary instructional and assessment facilities, materials and equipment.

- Training facilities include:
  - Fully resourced lecture rooms
  - Suitable training equipment set up safely and securely
  - Adequate acoustics, ventilation and lighting
  - Amenities for meal breaks
  - Toilet facilities
  - Accessible references and resources
  - Computers with access to the Internet

In the event of a planned relocation of AVLC we will notify both ASQA and our students at least three weeks prior to the relocation-taking place. This notification will provide details of our new address, a map of how to get there and other details relevant to the relocation and student studies during this transition period.
STUDENT SUPPORT SERVICES

AVLC supports students to adjust to study in Australia, to achieve their learning goals and to achieve satisfactory progress towards meeting the learning outcomes of the course.

AVLC assists students to adjust to study and life in Australia, including through the provision of an age and culturally appropriate orientation program that includes information about:

- Legal services
- Emergency and health services
- Facilities and resources
- Complaints and appeals processes
- Any student visa condition relating to course progress and/or attendance as appropriate

AVLC provides the opportunity for students to participate in services, or provides services designed to assist students in meeting course requirements and maintaining their attendance.

AVLC provides the opportunity for students to access welfare related support services to assist with issues that may arise during their study, including course progress, attendance requirements and accommodation issues. These services are provided at no additional cost to the student. If AVLC refers a student to external support services, AVLC will not charge for a referral.

AVLC has a documented Critical Incident Policy together with procedures that covers the action to be taken in the event of a critical incident, required follow up to the incident, records of the incident and action taken.

AVLC will designate a member of staff or members of staff to be the official point of contact for students.

AVLC has sufficient staff personnel to meet the needs of the students enrolled in the College.

AVLC ensures that the staff members who interact directly with students are aware of the obligations of AVLC under the ESOS framework and the potential implications for students arising from the exercise of these obligations. This information is communicated to staff through inclusion in staff meetings and through inclusion of the policies in this policies and procedures manual.

OVERSEAS STUDENT HEALTH COVER

The Australian Government requires all international students and their dependents to obtain Overseas Student Health Cover (OSHC) for the duration of their visas. Visa-length cover must be paid with the first semester’s tuition fee. OSHC covers 85% of the government-scheduled fees for private doctors, pathology and x-rays. Students must make up the shortfall. OSHC will not cover any pre-existing conditions (i.e. those that existed within 18 months before you began your studies).

You can talk to Student Services if you need any help in regard to the arrangement of Overseas Student Health Cover. A number of providers are available including:

- Medibank Private www.medibank.com.au
- Australian Health Management (AHM) www.ahm.com.au
- Allianz Assistance www.oshcallianzassistance.com.au

ACCESS AND EQUITY

AVLC provides equal access to training and delivery services for local and international students. Where possible, we conduct flexible training to meet specific needs of individual students.

The student enrolment form requires students to self-assess their English language capabilities and to indicate any special needs for the course.

The learning support strategies used by trainers at AVLC include:

- Pre-teaching technical terminology.
- Demonstrating procedures.
- Providing opportunities for “hands-on” experience and practice.
- Ensuring individual support and advice to students.
- Encouraging students to work at their own pace.
- Where necessary inviting students to record training session on an audiotape.
- Providing written learning material and illustrations to reinforce the learning.
- Students with learning difficulties beyond our areas of expertise are referred to external specialist agencies.
- Recruitment to AVLC is carried out in an ethical manner in accordance with Access and Equity principles

Your trainers will:

- Recognise the cultural diversity of all students
- Ensure equal treatment of all students
- Encourage full participation and assisting all students to achieve course outcomes
- Provide equal access to resources
- Refer students with specific learning problems to appropriate agencies
COMPLAINTS & APPEALS

AVLC has a Complaints and Appeals Policy and Procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have.

The Complaints and Appeals 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 AVLC.

AVLC will not charge a student for its dispute resolution process or referral to the independent mediator. If you have a complaint or appeal you should take the following steps:

- Contact AVLC to obtain a copy of the Complaints and Appeals procedure and the Complaints and Appeals form
- Complete the form and lodge it with AVLC Student Services
- Follow up with AVLC on progress of your complaint or appeal

VISA REQUIREMENTS

The Department of Immigration and Border Protection (DIBP) publishes a full list of mandatory and discretionary student visa requirements on their website. This information can be found at http://www.immi.gov.au/students/visa-conditions-students.htm

CHANGE OF ADDRESS

Upon arriving in Australia you are required to advise AVLC of your residential address, email address and telephone number and of any subsequent changes to your residential address. This is extremely important as AVLC will need to be able to communicate with you for matters related to your study with us.

AVLC may also send warning letters to you which are aimed at helping prevent breaches of your visa conditions. It is your responsibility and in your own interests to ensure that you always update your address details with AVLC to ensure you receive important information about your course, fees and possible breaches of your student visa.

DIBP

According to the Department of Immigration and Border Protection (DIBP) you must provide evidence that satisfies the assessment factors applicable to you to be granted a student visa. Assessment factors include your financial ability, English proficiency, likely compliance with the conditions of your visa and any other matters considered relevant to assessing your application. Additional information on student visa issues is available on DIBP website on http://www.immi.gov.au and the Study in Australia website on http://www.studyinaustralia.gov.au/

FULL TIME STUDY

Australian law requires international students to study at a full time study load. A full-time study load is normally a minimum of 20 hours per week for 40 weeks each calendar year or continuous 12-month period.

COURSE PROGRESSION AND ATTENDANCE

Regular and punctual attendance is a requirement for all students. International students must attend a minimum of 80% of classes for the duration of their course. If students fail to meet this requirement their enrolment with AVLC will be cancelled and the student will be reported to DIBP and their visa may be cancelled.

If students do not make satisfactory course progress (more than 50%) they will have to attend counselling with Student Services. If the student fails to meet the progress subsequently they will be reported to DIBP and their visa may be cancelled.

STUDENT TRANSFER

Under the ESOS Framework, AVLC 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 you want to transfer before completing 6 months of your principal course, you will need apply to AVLC for a letter of release. The six months is calculated as six calendar month from the first day of your principal course. Your principal course is usually the final course of study you will undertake. For example, if you are studying Certificate IV followed by a Diploma program, the Diploma program is your principal course.

If you are considering requesting a transfer before completing 6 months of your principal course of study, please contact AVLC student services for a copy of the Student 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 a government sponsored student, and their sponsor supports a transfer
- Their current education provider or course has ceased to be registered or a sanction has been imposed that prevents your provider from continuing to deliver your principal course

USE OF PERSONAL INFORMATION

Information is collected during your enrolment in order to meet AVLC obligations under the ESOS Act 2000 and the National Code 2007; to ensure student 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 you during your enrolment can be provided, in certain circumstances, to the Australian government and designated authorities. In other instances, information collected during your enrolment can be disclosed without your consent where authorised or required by law.
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 40 hours per fortnight during AVLC study time and full-time during breaks. However, work is not always easy to find and under no circumstances can students rely on income earned in Australia to pay tuition fees. Students are not permitted to work if it interferes with their study.

LIVING IN AUSTRALIA
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.

NEW SOUTH WALES
New South Wales is a state on the east coast of Australia. It borders Queensland to the north, Victoria to the south, South Australia to the West, the Tasman Sea to the east and surrounds the whole of the Australian Capital Territory. The state has various areas from cool temperate areas on the far south coast to subtropical areas near the Queensland border. There are numerous forests in New South Wales. The Great Dividing Range extends from Victoria in the south through New South Wales to Queensland, parallel to the narrow coastal plain. Just under two-thirds of the state’s population live in the Greater Sydney area.

SYDNEY
Sydney is the capital of the State of New South Wales (NSW). It is the most populous city in Australia. The city is built on hills surrounding Port Jackson, which is commonly known as Sydney Harbour, where the iconic Sydney Opera House and the Harbour Bridge are prominent structures. It is a beautiful city with all the parks, sporting venues, scenic places and beaches including the famous Bondi and Manly beaches. Sydney has hosted multiple major international sporting events, including the 2000 Summer Olympics and the final of the 2003 Rugby World Cup. The main airport serving Sydney is Sydney (Kingsford Smith) Airport and its main port is Port Botany.

As the financial and economic hub of Australia, Sydney has grown to become a wealthy and prosperous city. The largest economic sectors in Sydney, as measured by the number of people employed, include property and business services, retail, and health and community services.

Sydney offers variety of shopping complexes, some of which are in the shopping district in the city centre, a place to find major international brand name labels. Chinatown, which includes Paddys Markets, which is Sydney’s city markets, is a place for bargain hunting. Sydney also offers Chinese, Vietnamese, Indian, Japanese, Italian and Greek food – cuisine to suit every palate and many to suite a student’s budget. Sydney has an excellent public transport system which is a comprehensive network of train, bus and ferry services. Light rail lines, airport links, sightseeing buses and taxi services complement the network. The population is approximately 4.7 million.

PARRAMATTA
Located in the heart of Sydney Metropolitan region, 24 km from the Sydney CBD and 6 Km from Sydney Olympic Park, Parramatta offers a rich mix of dining, cultural, entertainment, retail and leisure experiences. From its world-class cafes and restaurants to its vibrant nightlife of theatres, cinemas and clubs, Parramatta has something on offer for everyone.

As the geographical, commercial and cultural capital of Western Sydney, Parramatta is the second largest CBD in Sydney, the second oldest European settlement on the Australian mainland and the sixth largest in the country.

Parramatta is home to one of the top National Rugby Leagues teams the Parramatta Eels and also to one of the Southern Hemispheres largest indoor shopping complexes, Westfield Parramatta, which has hundreds of different shops and a multiplex cinema complex.

With an $14-billion-dollar economy, Parramatta is a major provider of business and government services including the headquarters for the New South Wales Police Force and Sydney Water.

With an advanced transport infrastructure system, Parramatta plays a key regional role in the transporting millions of people every day through its integrated network of rail, road, bus and ferry services. Its central location means that Parramatta is an important hub for medical, legal, financial, educational and professional services.

CLIMATE
Sydney has a temperate climate with warm summers and cool winters, with rainfall spread throughout the year. Below is a guide to the average daily temperatures.

<table>
<thead>
<tr>
<th>Season</th>
<th>Period</th>
<th>Average Temperatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>September – November</td>
<td>(11 - 24 degrees Celsius)</td>
</tr>
<tr>
<td>Summer</td>
<td>December – February</td>
<td>(17 - 26 degrees Celsius)</td>
</tr>
<tr>
<td>Autumn</td>
<td>March – May</td>
<td>(17 - 24 degrees Celsius)</td>
</tr>
<tr>
<td>Winter</td>
<td>June – August</td>
<td>(11 - 16 degrees Celsius)</td>
</tr>
</tbody>
</table>

FESTIVALS

SYDNEY
- Sydney Festival
- Sydney Mardi Gras
- Sydney Comedy Festival
- Big Day Out
- International sporting events

PARRAMATTA
- KS for Kids
- Parramasala - Australian Festival of South Asian Arts
- Variety of Film Festivals
- Golden Slipper Carnival
- Parramatta Festival
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. 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. 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.

MULTICULTURALISM
Australia is one of the most culturally diverse countries in the world. Australia’s dynamic multiculturalism 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.

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 specialist 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’.

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 driver’s 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 kilometre travelled. Taxi drivers do not have to be tipped.

TRAVEL
During term breaks, you may like to venture beyond the Sydney Metropolitan area to experience more of Australia’s spectacular natural environment and great physical beauty—national parks, The Great Barrier Reef, Kakadu, Uluru and the Tasmanian Wilderness.

Australia welcomes overseas students. Overseas students are welcomed 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.

PHONES
Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Mobile phones are very popular and can be purchased from a number of retailers including JB Hi-Fi and Dick Smith.

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.
Cost of Living

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. Travellers cheques are easier to use if already in Australian dollars; however, banks will cash travellers’ cheques in virtually any currency. Major hotels and some shops, depending on individual store policy, will cash 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://www.studyinaustralia.gov.au.

Normal bank trading hours
9.30 am – 4.00 pm Monday to Thursday
9.30 am – 5.00 pm Friday
Some banks including St. George and BankWest are open Saturday mornings

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 cents, 20 cents and 50 cents 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 recyclability set an example for the world to follow.

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.

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.

ACCOMMODATION
The following types of accommodation are available for International students:
1. Full Board (Homestay) AU$200 - AU$270 per week
2. Student house AU$150 - AU$200 per week
3. Half Board AU$150 - AU$200 per week (plus expenses).
4. Leasing a House/Flat AU$200 - AU$350 per week (unfurnished)

Some useful internet sites for housing are:
2. Share Accommodation on http://www.findstudentaccommodation.com/?gclid=Ci2th4T7iJACFSK9YAoddizqrw

COST OF LIVING
Sydney has a moderately high cost of living that is justified by the fact that Sydney is one of the best cities in the world. Students will need about $19,000 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.

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 AU$5,000 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.

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 $2.00
Bread 1 Loaf $2.50
Apples 1 kg $4.00
Potatoes 1 kg $10.00
Beefsteak 1kg $15.00
Eggs 1 Dozen $4.00
Cereal 1 kg $3.00
Fruit Juice 2 Litres $4.00
Rice 1 kg $2.00

Personal Effects/Services
Shoes 1 pair $70.00
Jeans 1 pair $80.00
Toothpaste 140g $2.50
Shampoo 500ml $3.00
T-shirt $20.00
Hairdresser $20.00 to $40.00
Newspaper $2.00
Cinema ticket $18.00

Public transport city and inner suburbs (Opal Card) $15.00 maximum per day.

For more information about Study in Australia, please visit http://www.studyinaustralia.gov.au/en
ESOS Framework

THE ESOS FRAMEWORK – PROVIDING QUALITY EDUCATION AND PROTECTING YOUR RIGHTS
The Australian Government wants 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 Services for Overseas Students (ESOS) Act 2000 and the National Code 2007.

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 Courses for Overseas Students (CRICOS) at http://cricos.education.gov.au.

CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course including its location and match the information on CRICOS.

YOUR RIGHTS
The ESOS framework protects 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’s agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
• your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.

The Tuition Protection Service (TPS) is a placement and refund service for international students, which is activated in the event that your provider is unable to teach your course. Visit the TPS website for more information, at www.tps.gov.au

The ESOS framework sets out the standards Australian providers offering education and training services to overseas students must meet. These standards cover a range of information you have a right to know and services that must be offered to you, including:
• Orientation and access to support services to help you study and adjust to life in Australia
• Who the contact officer or officers is for overseas students
• If you can apply for course credit
• When your enrolment can be deferred, suspended or cancelled
• What your provider’s requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
• If attendance will be monitored for your course
• A complaints and appeals process

One of the standards does not allow another provider to enrol a student who wants to transfer to another course but who has not completed six months of the final course of study in Australia. If you want to transfer before you have completed six months of your final course you need your provider’s permission.

YOUR RESPONSIBILITIES
As an overseas student on a student visa, you have responsibilities to:
• Satisfy your student visa conditions
• Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
• Meet the terms of the written agreement with your education 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, and
• If you are under 18, maintain your approved accommodation, support and general welfare arrangements

ESOS CONTACT DETAILS

<table>
<thead>
<tr>
<th>Who</th>
<th>Why</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Provider</td>
<td>For policies &amp; procedures that affect you</td>
<td>Go to your provider’s website</td>
</tr>
<tr>
<td>Department of Education</td>
<td>For your ESOS rights &amp; responsibilities</td>
<td><a href="http://www.aei.gov.au">www.aei.gov.au</a> ESOS Helpline +61 2 6240 5069</td>
</tr>
<tr>
<td>Department of Immigration &amp; Border Protection (DIBP)</td>
<td>For visa matters</td>
<td><a href="http://www.immi.gov.au">www.immi.gov.au</a> Phone 131 881 in Australia. Contact DIBP office in your country</td>
</tr>
</tbody>
</table>

# International Student Application Form

**PERSONAL CONTACT DETAILS** (Details must be same as your passport)

<table>
<thead>
<tr>
<th>Title (Please circle)</th>
<th>Mr</th>
<th>Mrs</th>
<th>Miss</th>
<th>Ms</th>
</tr>
</thead>
</table>

First Name _________________________________  Middle Name(s) _________________________  Surname ____________________

**CONTACT DETAILS (Home Country)**

| Street Address ________________________________________________________________ | Town/Suburb ______________________ |
| State ______________________________________ | Post Code ___________________ | Country _____________________________ |
| Home/Work Phone __________________________ | Mobile Phone ____________________ |
| Email __________________________________________________________________________ |

**CONTACT DETAILS (In Australia)**

| Street Address ________________________________________________________________ | Town/Suburb ______________________ |
| State ______________________________________ | Post Code ___________________ | Country _____________________________ |
| Home/Work Phone __________________________ | Mobile Phone ____________________ |
| Email __________________________________________________________________________ |

**EMERGENCY CONTACT DETAILS (Next of Kin)**

| Name ________________________________ | Relationship ______________________________________ |
| Street Address ________________________________________________________________ | Town/Suburb ______________________ |
| State ______________________________________ | Post Code ___________________ | Country _____________________________ |
| Home/Work Phone __________________________ | Mobile Phone ____________________ |
| Email __________________________________________________________________________ |

Gender  □ Male  □ Female  Relationship Status  □ Single  □ Married  □ De Facto  □ Divorced  □ Separated

Date of Birth __________________________  Country of Birth ________________________  Nationality ___________________________

Citizenship ____________________________________________________________________

Passport Number _______________________  Country of Issue __________________________

Date of Issue _________________________  Date of Expiry __________________________

Do you hold a current Visa to be in Australia?  □ Yes  □ No

If yes please provide details of Visa type, number, expiry date and conditions
__________________________________________________________________________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________________________________________________________________________

**SPOUSE AND DEPENDENTS**

Will you be accompanied by your spouse and or children during your studies in Australia?  □ Yes  □ No

Does your spouse or children intend to study in Australia for more than 3 months?  □ Yes  □ No

Have you any school aged dependents (i.e. those who have turned 5 but are not yet 18), who intend to accompany you to Australia and who have already been enrolled in a school in Australia?  □ Yes  □ No

*If yes, you will need to complete the Details of Applicant’s Relatives form attached to this application form*
**EMPLOYMENT STATUS**

Which best describes your current employment (Tick)

- [ ] Full time Employee
- [ ] Part time Employee
- [ ] Self-employed
- [ ] Employer
- [ ] Employed – Unpaid worker
- [ ] Unemployed – seeking full-time work
- [ ] Unemployed – seeking part-time work
- [ ] Not employed – not seeking employment

**REASONS FOR UNDERTAKING COURSE**

Of the following categories, which best describes your main reason for undertaking this course?

- [ ] To get a job
- [ ] To develop my existing business
- [ ] To start my own business
- [ ] To try for a different career
- [ ] To get a better job or promotion
- [ ] It was a requirement of my job
- [ ] I wanted extra skills for my job
- [ ] To get into another course of study
- [ ] For personal interest or self-development
- [ ] Other reasons

**EQUITY AND DISABILITY**

Do you have any disability, impairment or long-term condition that may affect your studies?  □Yes  □No

If Yes, please select the area(s) in the following list:

- [ ] Hearing/deaf
- [ ] Physical
- [ ] Intellectual
- [ ] Learning
- [ ] Mental illness
- [ ] Vision
- [ ] Medical condition
- [ ] Acquired brain impairment
- [ ] Other (please specify below)

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

**ACADEMIC QUALIFICATIONS**

Are you still attending secondary school?  □Yes □No

What is your highest level of secondary school completed?

- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent
- [ ] Year 8 or below

What year did you complete that school level? __________

Have you successfully completed a Degree, Diploma of Certificate?  □Yes □No

If yes, please tick below

- [ ] Bachelor Degree or Higher
- [ ] Advanced Diploma or Associate Degree
- [ ] Certificate IV or Advanced Certificate
- [ ] Certificate III or Trade Certificate
- [ ] Certificate other than above

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete

<table>
<thead>
<tr>
<th>Name of Qualification/Course</th>
<th>Name of Institution/School</th>
<th>State/Country</th>
<th>Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Do you wish to apply for Credit Transfer or Recognition of Prior Learning  □Yes □No □

If Yes please you must notify us prior to the commencement of your course
ENGLISH LANGUAGE PROFICIENCY

How well do you speak English? □ Very Well □ Well □ Not Well □ Not at all

What is the main language spoken at home? _______________________________________

Please tick the appropriate box to indicate any English test you have completed within the last two years.

□ TOEFL □ IELTS □ other _____________________________

Result: _____________ Minimum Band Score: ________________

Do you consider you have sufficient English ability to complete the course applying for? □ Yes □ No

COURSE(S) APPLYING FOR (please tick and note intake date)

□ BSB40215 (086973B) Certificate IV in Business
□ BSB50215 (087257M) Diploma of Business
□ BSB60215 (0087522K) Advanced Diploma of Business
□ BSB51915 (087908C) Diploma of Leadership & Management
□ BSB61015 (087909B) Advanced Diploma of Leadership & Management
□ FNS40615 (087910J) Certificate IV in Accounting
□ FNS50215 (087995K) Diploma of Accounting
□ FNS60215 (087994M) Advanced Diploma of Accounting
□ BSB41315 (087112F) Certificate IV in Marketing
□ BSB51215 (087417M) Diploma of Marketing
□ BSB60515 (087587D) Advanced Diploma of Marketing

Available enrolment dates are:
18/01/16 11/04/16 04/07/16 26/09/16 14/01/17 08/04/17 01/07/17
22/02/16 16/05/16 08/08/16 31/10/16 18/02/17 13/05/17 05/08/17

FINANCIAL REQUIREMENTS

International students are required to demonstrate and/or declare that they have access to sufficient funds to be granted a Student visa. The Australian Government estimates the following financial expenses per year.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Per Person</th>
<th>Amount required in AUD $</th>
<th>Expenses</th>
<th>Per Person</th>
<th>Amount required in AUD $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Applicant</td>
<td>Return air fare to Australia</td>
<td>Applicant</td>
<td>Partner</td>
<td>AUD 18,610 per year</td>
</tr>
<tr>
<td></td>
<td>Family members</td>
<td>One return air fare to Australia per person</td>
<td></td>
<td></td>
<td>AUD 6,515 per year</td>
</tr>
<tr>
<td>Tuition</td>
<td>Applicant</td>
<td>Course fees</td>
<td>First child</td>
<td>AUD 3,720 per year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>School-age children aged 5-18</td>
<td>AUD 8,000 per year</td>
<td>Each other child</td>
<td>AUD 2,790 per year</td>
<td></td>
</tr>
</tbody>
</table>

Do you have access to sufficient funds for your first year of expenses from the table above? □ Yes □ No

REQUESTED INTAKE DATE: ____/____/______

VISA HISTORY

Have you or any other dependent listed above previously applied for any type of Australian visa? □ Yes □ No

If Yes, please provide details including details of the name the visa application was in, the type of visa, place of issue, date of issue, whether the application was invalid, withdrawn, refused, awaiting decision or granted

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
Are you currently awaiting a decision on another Australian visa application? □ Yes □ No

If yes, please provide details including details of the name the visa application was in, the type of visa, place of issue, date of issue, whether the application was invalid, withdrawn, refused, awaiting decision or granted

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Have you or any other dependent ever been in Australia and not complied with visa conditions or departed Australia outside your authorised period of stay? If yes please provide details

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Have you or any other dependent ever had an application for entry to Australia refused or had a visa for Australia cancelled? If yes, please provide details

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Have you or any other dependent ever had any visa approvals, refusals or cancellation for any other countries? if yes, please provide details

____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

CHARACTER DECLARATION

Have you or any of your dependents that you have listed as part of this application (If yes please provide details below)

Been convicted of a crime or offence in any country? □ Yes □ No

Been charged with any offence that is awaiting legal action? □ Yes □ No

Been removed or deported from any country (including Australia)? □ Yes □ No

Committed or been involved in the commission of war crimes or crimes against humanity or human rights? □ Yes □ No

Had any outstanding debts to the Australian Government or any public authority in Australia? □ Yes □ No

Been involved in any activity or been convicted of any offence relating to the illegal movement of people to any country (including Australia)? □ Yes □ No
AGENT INFORMATION AND AGENT STAMP

Contact Details (Home Country)

Agency Name: _____________________________________________________________________________

Agency Contact Person: _____________________________________________________________________

Street Address: ____________________________________________________________________________

Town/Suburb: ___________________ State: ___________ Postcode: ________ Country: _____________

Work Phone: _____________________ Mobile Phone: ______________________

Email address: _______________________

Insert Agency Company Stamp Below

HOW DID YOU HEAR ABOUT AVLC?

AVLC would like to find out how you heard about us. Please tick how you heard about us. Thank you.

☐ Press or Media

☐ Family or Friends

☐ Internet

☐ Agent (please print) _________________________

☐ Other (please specify) _________________________
STUDENT DECLARATION

I declare that the information provided by me on this form is true and correct. I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where AVLC is legally obliged to do so.

I understand giving false or misleading information is a serious offence under state and/or federal law in Australia. I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my agent or sponsor.

I agree to advise the AVLC immediately if there is any change to the information I have provided in this application.

I understand that AVLC has the right to vary or reverse any assessment made on the basis of incorrect, incomplete, false or misleading information which I have provided.

I understand that by completing and signing this application, I am giving written consent to AVLC to independently verify the information supplied by me in this application.

I declare that I have access to the funds required to study at AVLC for the length of my course including course/tuition fees and living expenses for myself and my dependents.

I declare that I am a Genuine Temporary Entrant and a Genuine Student and that where I enter Australia under Streamlined Visa Processing, I am required to return home upon completion of my studies at AVLC or upon completion of the applicable Post Study Work period.

I understand that when enrolling at AVLC we agree that the staff of AVLC can access the personal information contained in your student file without written consent being obtained. I further agree that representatives of Government Departments such as the Department of Immigration and Boarder Protection (DIBP) and Australian Skills Quality Authority (ASQA) and other departments can have access to my student file.

The information requested in this form will be used by the relevant government departments for research, statistical and internal management purposes only. In supplying the requested information, I understand that I have consented the use of this information for those purposes.

During your training there may be circumstances that will require an AVLC trainer or assessor to discuss your progress with an authorised third party. Also there will be the need to examine documentation samples for the purpose of assessment. All discussions will be strictly confidential.

I (print name) _______________________________ authorise the training representative from AVLC to discuss my training program development and / or view appropriate evidence with my agent/ trainer. Further, I declare that I have read and understood the Fees schedule, Refund policy and the student induction handbook.

SIGNED : __________________________________________________ DATE : ________________

NAME : __________________________________________________
GTE STATEMENT OF PURPOSE

Answer the following Genuine Temporary Entrant Statement of Purpose questions for assessment

Have you been known by any other names (including name at birth, previous married names, aliases)? If yes, please provide details
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Have you ever used a different date of birth? If yes, give other date of birth
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What are your career goals for your next 10 years?
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How will the course/s that you wish to enrol in match with these goals?
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Why have you chosen Australia as your preferred destination over your home or other countries to study?
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Have you considered any institutions other than AVLC to achieve these goals? If yes, please provide details of the institution/s and programs.

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Have you previously studied at Bachelor or Master level before, if yes where, when, what course?  
[ ] Yes  [ ] No

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How will the course you have applied for demonstrate it is consistent with your current level of education (as stated in previous question) and how it will help you gain employment in your home country?

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Give a short statement on how the course/s you have applied for will assist you in your future?

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For more information on AVLC such as our student handbook, fee structure, course information and meeting our team please visit our website www.avlc.edu.au
## GTE AND GS DOCUMENTARY REQUIREMENTS FOR APPLICATIONS

The following documentation must be supplied in addition to the answers you provided above. If you have already supplied some of the documentation in your admission application, you do not need to supply this again. A Condition Letter of Offer may be issued if your application meets the criteria.

<table>
<thead>
<tr>
<th>Documents Supplied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attested copies of all pages of the primary applicant’s passport. If relevant, the same must be supplied for the applicant’s dependents’ whether they are planning to apply to accompany the primary applicant or not.</td>
</tr>
<tr>
<td>Attested copies and official English translations of the following documents, where applicable:</td>
</tr>
<tr>
<td>• Acceptable and current IELTS, TOEFL, CAE or PTE English language proficiency test results</td>
</tr>
<tr>
<td>• Proof of Date of Birth (e.g. birth certificate, Year 10 certificate, passport, official family tree)</td>
</tr>
<tr>
<td>• Year 10 and Year 12 transcripts and award certificates, or equivalent</td>
</tr>
<tr>
<td>• Technical, vocational and professional course official transcripts and award certificates</td>
</tr>
<tr>
<td>• Undergraduate degree transcripts and award certificates</td>
</tr>
<tr>
<td>• Detailed Course syllabus or unit outlines if credit for prior learning is being sought</td>
</tr>
<tr>
<td>• Resume/bio-data, SOP and two academic references, if requested by Education Provider</td>
</tr>
<tr>
<td>• Proof of employment history including all appointment letters and formal work experience references, where possible</td>
</tr>
<tr>
<td>• Marriage Certificate and Birth Certificate/s of any children of that marriage</td>
</tr>
</tbody>
</table>

**Married applicants must supply evidence of the ‘genuine and continuing’ nature of their relationship with their spouse. For example:**

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Original wedding invitation clearly indicating the date of the marriage; and wedding album showing celebrant and both sets of parents with bride and groom</td>
</tr>
<tr>
<td>• Officially attested ‘Family Tree’ showing photograph’s and DOB of applicant’s direct family which includes their dependents’ photograph and DOB, if relevant</td>
</tr>
<tr>
<td>• Evidence of cohabitation after marriage date (primarily for offshore applicants apply for an Australian student visa/student dependent visa for the first time)</td>
</tr>
<tr>
<td>• Evidence of contact between applicant &amp; spouse such as phone &amp; emails records and records of other forms of social media primarily for subsequent dependent applications made by onshore applicants</td>
</tr>
<tr>
<td>• Evidence of the social nature of the relationship such as photos together in various places and with both sets of parents, statements from friends/family members</td>
</tr>
<tr>
<td>• Evidence of joint financial assets or liabilities such as joint ownership of property or joint bank accounts and any other evidence that indicates the marital relationship is genuine and continuing</td>
</tr>
</tbody>
</table>

**Additional information required to issue unconditional letter of offer**

<table>
<thead>
<tr>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of socio-economic status of the primary applicant (and their spouse, if relevant) and their parents and other sponsors, including:</td>
</tr>
<tr>
<td>• Proof of relationship with parents and sponsor/s – e.g.: birth certificate, passport, official family tree</td>
</tr>
<tr>
<td>• Evidence of parents/sponsors education, current occupation, income and overall assets</td>
</tr>
<tr>
<td>• Parents/sponsors Income Tax Returns or equivalent</td>
</tr>
<tr>
<td>• Parents/sponsors Current Bank Statement/s/Transactions (including Fixed Deposits, etc)</td>
</tr>
</tbody>
</table>

Evidence of immigration history – documentary evidence of any previous visa refusals or visa cancellations from Australia and/or any other country received by the primary applicant and their spouse, if relevant.