



PROSPECTUS

INTERNATIONAL STUDENT

BSB50215 Diploma of Business

CRICOS Course Code: 095331F

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Welcome Message

I would like to take this opportunity in extending you my warmest welcome to Training Organisation NSW Pty Ltd trading as Australian National Institute of Management and Technology (ANIMT).

We are proud and excited to be able to provide high quality vocational qualifications to students from several different countries. As an International student, you will bring your own culture and life experience in the campus life and add new colours to the already diverse mix of cultures - taking it to a new height of cooperation and integration.

ANIMT is committed to providing professional adult education in a relaxed, informal and supportive environment as we prepare students to embrace the challenges of globalisation and a globalised workforce. We provide educational programs and pathways that develop the skills needed for the international marketplace by developing high quality, industry ready graduates and workforce professionals.

Our College is an Australian Registered Training Organisation (RTO) operating under the National VET Framework and we are regulated by the Australian Skills Quality Authority (ASQA). The qualifications we deliver are taken from Australian National Training Packages and are recognised Australia wide and internationally.

We will provide you with important pre-arrival information and information to assist you to settle into life in Sydney and our College. We also include advice on the cultural and social differences you may experience during your stay and provide other practical information to ensure your day to day experiences are positive ones for you.

This information booklet is designed to provide you with information about the services provided by ANIMT and our approach to provide you a safe, fair and supportive learning environment.

We wish you every success in your future endeavours!

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Joan Stone'.

Joan Stone
Chief Executive Officer

About ANIMT

Training Organisation NSW Pty Ltd is an Australian Registered Training Organisation (RTO) operating under the National Vocational Education and Training (VET) Quality Framework. This is a regulated framework which is administered by the Australian Skills Quality Authority (ASQA). Our registration details can be located on the National Register for VET.

Training Organisation NSW Pty Ltd was first registered to provide educational services in 2015 and is extending its educational services to International Students at Parramatta, Sydney from 2017. Its trading name is Australian National Institute of Management and Technology (ANIMT).

We are required to maintain registration with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to offer services to international student visa holders. All CRICOS registered training providers are regulated by ASQA under the The Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

We deliver Australian Qualifications Framework (AQF) qualification which are drawn from Australian National Training Packages and recognised within Australia and internationally. National training Package qualification are developed by Industry Reference Committees and Australian Industry Skills Committee in consultation with industry bodies, regulators, training providers and other stakeholders.

ANIMT specialises in business and management training and maintain close professional links to industry within Australia to ensure our training is at the leading edge of industry developments.

ANIMT provides training and assessment services in support of Diploma of Business (BSB50215).

We are located in a strategic place in Sydney, surrounded by take away shops, cafes, restaurants and public transports.

Our qualified staff have many years of experience and recognised qualifications in their relevant areas of study. They provide students with a friendly and supportive learning environment.

Why Study at ANIMT

With ANIMT you will receive quality education to gain your required knowledge and skill sets. We support our students on the path to achieve their goals and aspirations by developing practical and academic skills, knowledge and capability.

At ANIMT, we believe that the key to success is to:

- Empower our students through education and training
- Provide progressive and innovative qualifications to enable our students to strive for excellence
- Help our students achieve their personal best in gaining a Business Education
- Ensure small class numbers so as to give students individual attention
- Provide students with qualified, experienced and committed trainers who have the knowledge and expertise in their field



Living in Australia

Being an international student in Australia means that you can rely on receiving world-class education, as Australia continues to be one of the top destinations for students from all over the globe. Many graduates express their wonderful experience that they had during their stay and some have in fact chose to settle here or are still regularly visiting Australia for business or leisure.

Australia is home to many colleges that offer a 360-degree approach to education and student accommodation. Many have their own international student program and we recommend that you carefully evaluate the options before final selection.

Sydney, Brisbane, Melbourne, Perth and other Australian cities have a European / North America way of life, offering every kind of service, work, and fun. Quality of life is even better thanks to a lower population density than most cities, low pollution levels and a modern and efficient infrastructure.

Australian society is very multicultural, young and open-minded. The average age is 37. It's a place where people from all over the world come to share and contribute to a modern nation living experience.

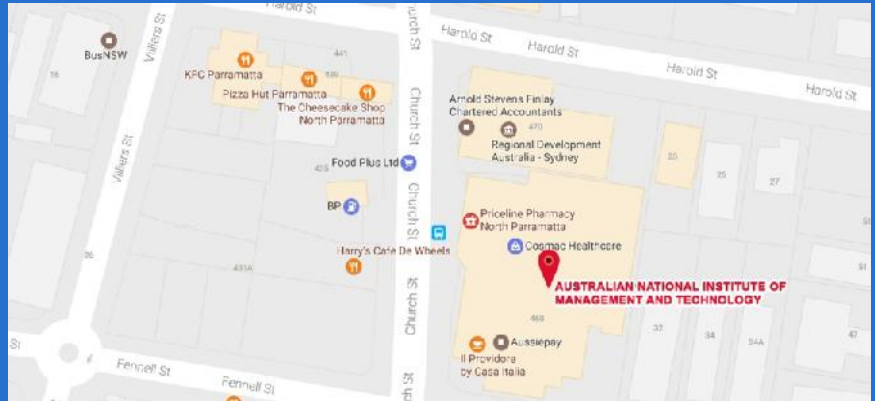
Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Students can currently work 20 hours per week during the Institute study time and full-time during breaks. However, work is not always easy to find out and under no circumstances can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

Parking

Whilst you are attending our site by vehicle, you will have to park in the side streets that are adjacent to our premises.

Public Transport

Parramatta railway station is located on the Main Western line, serving the Sydney suburb of Parramatta. It is served by Sydney Trains T1 Western Line and T5 Cumberland Line services and NSW TrainLink Blue Mountains Line, Central West XPT and Outback Xplorer services.



Level 6, 460 Church Street, Parramatta, NSW 2150

Campus Location

ANIMT campus is a hub of learning, diversity and community spirit. Our campus location place our students at the heart of bustling commerce precincts. Our campus location support not only our students' studies but also their lives off-campus.

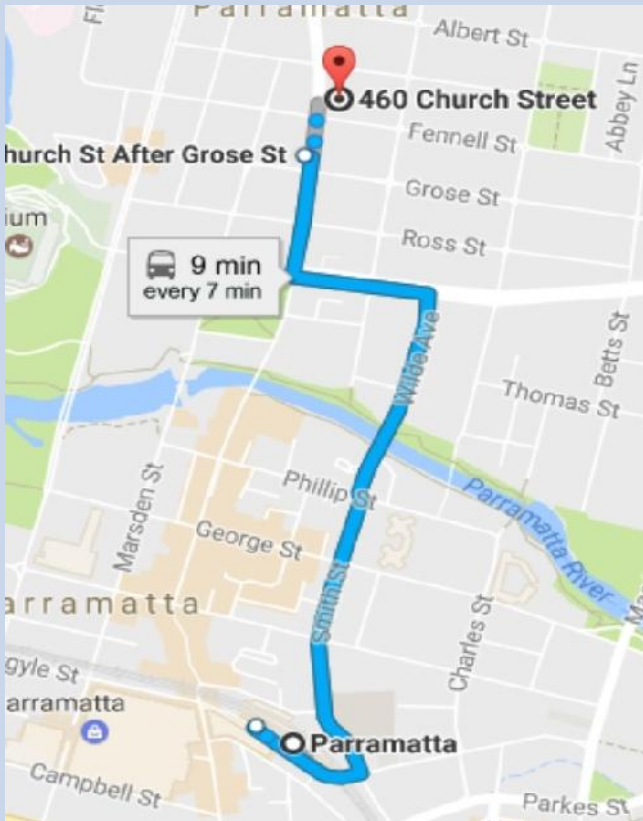
ANIMT campus is in Parramatta, Central-Western Sydney, 23 kilometres west of the Sydney central business district on the banks of the Parramatta River. Parramatta is a major business and commercial centre, and the second largest CBD in the State of New South Wales. New South Wales is Australia's oldest and most populated state. It was originally settled as a penal colony on the shores of Port Jackson where the bustling capital city of Sydney now stands. More than a third of Australians live in New South Wales, and Sydney is the nation's largest city.

Parramatta is also serviced by a major bus interchange located on the south eastern side of the railway station. The interchange is served by buses utilising the North West T-Way to Rouse Hill and the Liverpool-Parramatta T-way to Liverpool. Parramatta is also serviced by five high-frequency Metrobus services:

M52 – Parramatta to City via Victoria Road (Sydney Buses)

M54 – Parramatta to Macquarie Park via Carlingford and Epping (Sydney Buses)

M60 – Parramatta to Hornsby via Baulkham Hills, Castle Hill, Cherrybrook, Pennant Hills, Thornleigh and Normanhurst (Hillsbus)



M91 – Parramatta to Hurstville via Granville, Bankstown and Peakhurst (Transdev)

M92 – Parramatta to Sutherland via Lidcombe, Bankstown and Padstow (Transdev)

A free bus Route 900 is operated by Parramatta City Council in conjunction with the state government. Route 900 circles Parramatta CBD, which can be used to reach the college on reaching Parramatta railway station or bus station.

Lunch Options

If you are looking to buy lunch whilst you are at our premises we have a large number of eateries around our Campus. We are located within walking distance of Eat Street, which is famous for take-away shops, cafes and restaurants- plenty to choose from.

Parramatta is home to Westfield Parramatta, which is the ninth largest shopping centre in Australia by gross leasable area.

BSB50215 - Diploma of Business

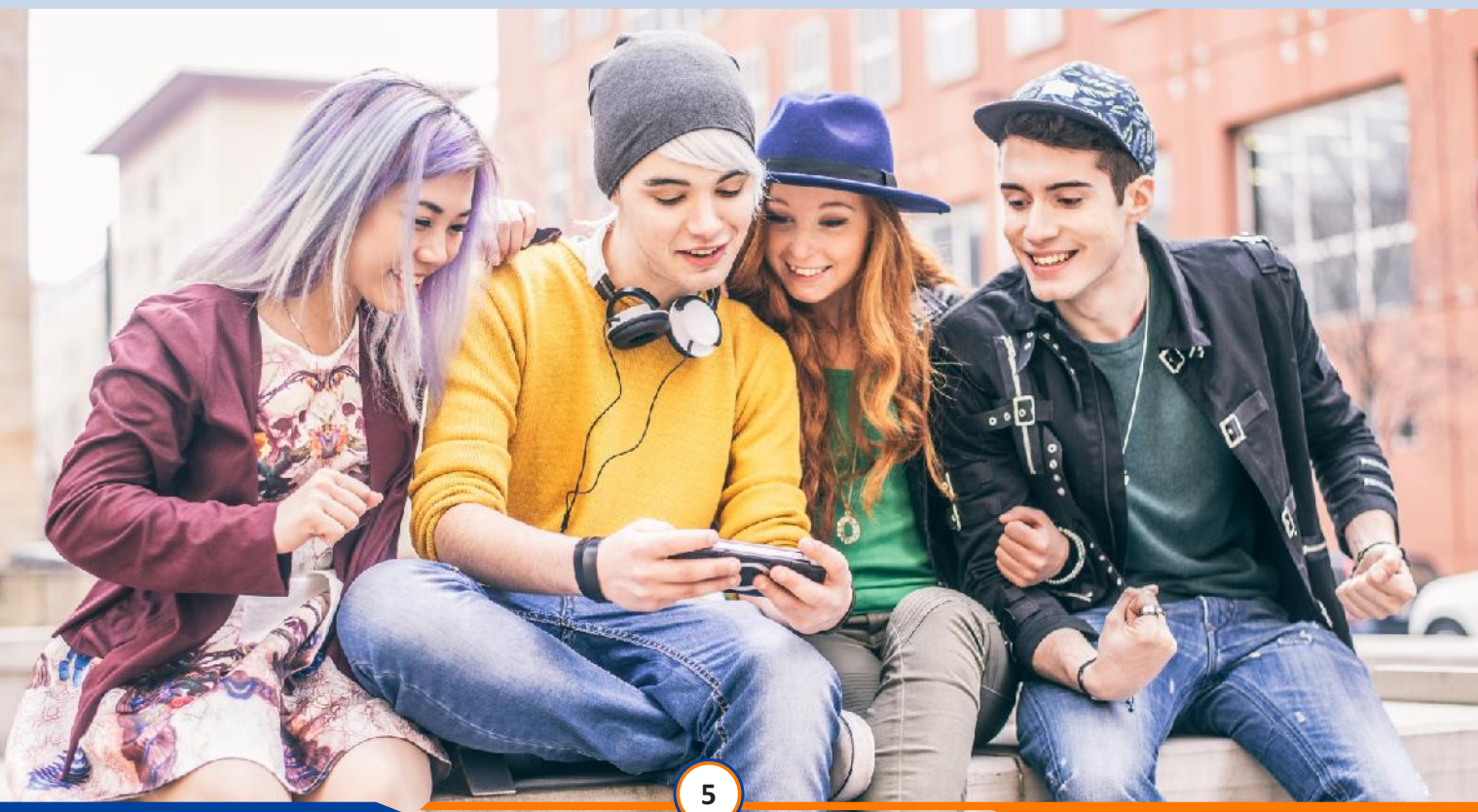
Qualification Award	:	Diploma of Business
Study Mode	:	Face to Face (Full Time)
Study Area	:	Business
Duration	:	68 Weeks
CRICOS Provider Code	:	03609J
CRICOS Course Code	:	095331F

Course Overview

This qualification is suitable for individuals wishing to gain a variety of business roles such as executive officers, program consultants and program coordinators.

Individuals may already possess substantial experience in a business role, but may be seeking to further develop their skills across a wide range of business functions.

Conversely, it may also be suitable to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop to create further educational and employment opportunities.



Entry Requirements

All international students applying to enter a course with ANIMT must:

- Be over the age of 18
- An overall IELTS band 5.5 or equivalent and above (Appendix 1- Acceptable English Test Score)
- Have completed Year-12 or equivalent school studies (Appendix -2)
- Meet the Student Visa 500 subclass requirements.
- Exceed minimum pass level in all three sections of Course Entry Requirement Test (CERT). For examples of questions, visit <https://www.lsac.org/> for logical reasoning , and <https://www.aitsl.edu.au/> for numeracy

If one of the following applies, you do not need to provide evidence of an English test score with your visa application:

- You are enrolled in full-time school studies as a principal course including in a secondary exchange programme, a postgraduate research course, a standalone English Language Intensive Course for Overseas Students (ELICOS), and Foreign Affairs or Defence sponsored students

Pathway Information

Pathways FROM the qualification

After achieving this qualification, students may progress to higher level qualifications within and/or across the business sector including:

- BSB60215 Advanced Diploma of Business
- Other Advanced Diploma qualifications.

- You have completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- You are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- In the two years before applying for the student visa, you completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa



Course Structure

The course consists of 8 elective units, all of which are relevant to the business work environment and the qualification, align with the AQF and contribute to a valid, industry-supported vocational outcome.

Course Fee and Payment method

	For Off-shore Students	For On-shore Students
Enrolment Application Fee	Not Applicable for Diploma of Business	Not Applicable for Diploma of Business
Tuition Fee	AUD 16,500.00	AUD 6,000.00
Total Course Fees	AUD 16,500.00	AUD 6,000.00
<i>Additional Costs</i>		
Assessment Re-sit Fee	AUD 100.00 per unit	AUD 100.00 per unit
Recommended resources from Australian Training Products (Purchase is not mandatory. Student can borrow from ANIMT Library)	AUD 296.00 (Directly Payable to Australian Training Products, if student decides to purchase)	AUD 296.00 (Directly Payable to Australian Training Products, if student decides to purchase)

ANIMT accepts payment for fees using:

- Credit Card
- Electronic Funds Transfer (account details available on request)
- Cheque (made payable to ANIMT)
- Payment in cash is not accepted.

Units of Competency

Term ONE	BSBHRM506	Manage recruitment, selection and induction processes	7 Weeks
	BSBADM502	Manage meetings	8 weeks
2 Weeks of Term Break			
Term TWO	BSBADM504	Plan and implement administrative systems	8 weeks
	BSBWHS501	Ensure a safe workplace	7 Week
2 Weeks of Term Break			
Term THREE	BSBWOR501	Manage personal work priorities and professional development	7 weeks
	BSBHRM501	Manage human resources services	8 weeks
2 Weeks of Term Break			
Term FOUR	BSBRISK501	Manage risk	7 weeks
	BSBADM506	Manage business document design and development	8 weeks
2 Weeks of Term Break			
Total Duration: 68 Weeks			

Application Process

Step 1 (Enquiry)

Student enquiries made via an Agent, website, email, phone, etc shall be provided with accurate and ethical marketing and pre-enrolment information, a copy of ANIMT Student Handbook, which contains important information for the student about the course entry requirements, enrolment process, visa eligibility requirements, living in Australia information, Refund Policy, Complaints and Appeals Policy etc and course brochure.

Step 2 (Enrolment Application)

If the student is interested to apply for a course with ANIMT, the agent or a representative from ANIMT or Student Support Manager shall provide Enrolment Application form. The student then will submit completed enrolment application form along with the evidence of IELTS proficiency (Average Score of 5.5 in Academic test) or equivalent, copies of Year-12 or equivalent school studies, qualifications/work experience and other relevant documents either to the agent, or ANIMT representative.

If the student is on shore, the documents must be provided to the Student Support Manager via email or post:

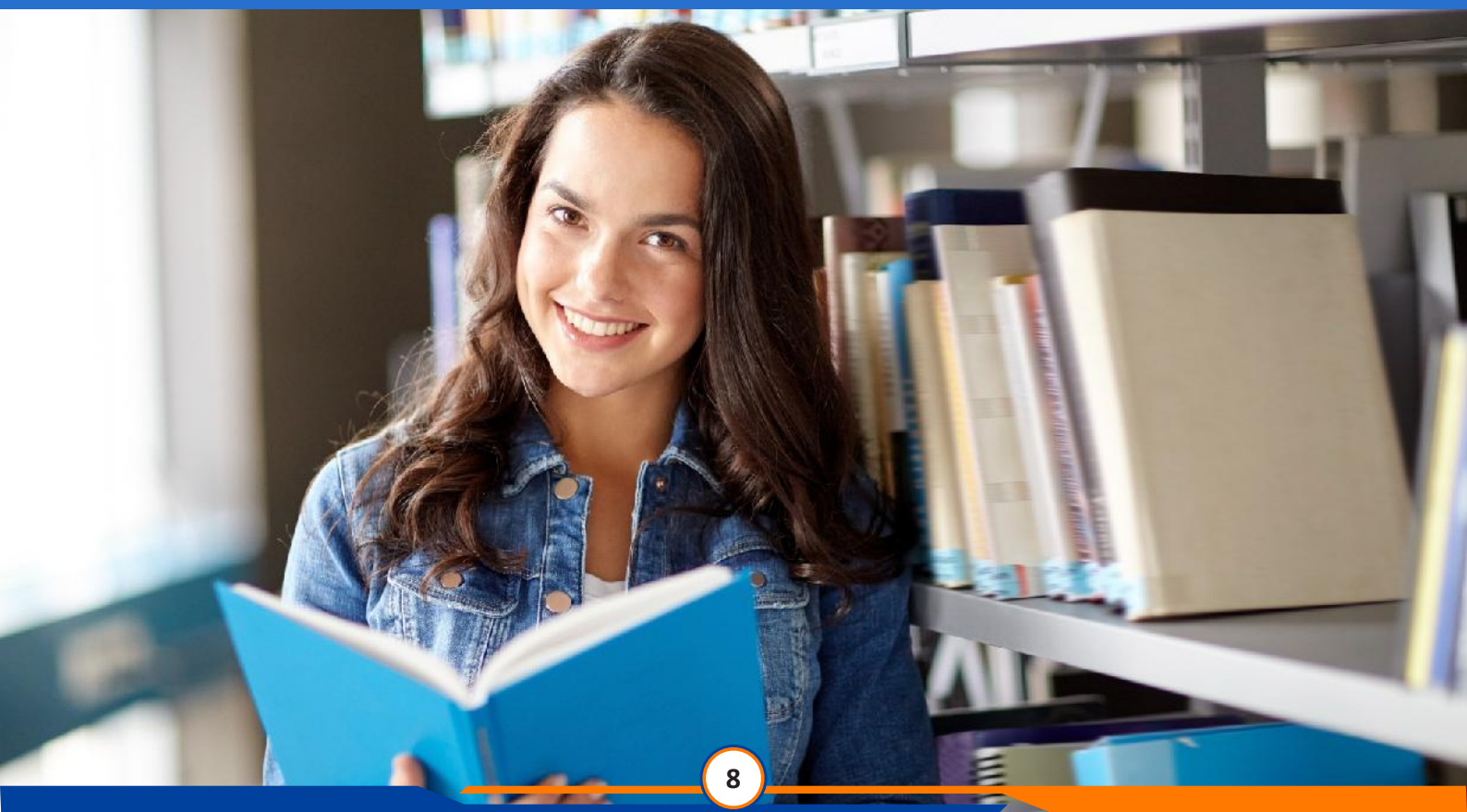
Student Support Manager
Australian National Institute of Management and Technology
Level 6, 460 Church Street, Parramatta, NSW 2150
Email: enrolment@animt.edu.au

Step 3 (Course Entry Requirement Test (CERT))

Once the student submitted completed enrolment application form along with evidence of IELTS proficiency (Average Score of 5.5 in Academic test) or equivalent, copies of High School Certificate or equivalent secondary schooling outcome, qualifications/work experience and supporting documents has been received, the agent or a representative from ANIMT shall interview the student either face-to-face or via telephone. This interview is designed to capture important information about the applicant and to personally inform them about their rights and obligations. Following the interview, Agent or representative from ANIMT shall conduct a Course Entry Requirement Test to assess the student's existing skills and knowledge. In case there are no agents nearby the student, then Student Support Manager will make arrangements with standard testing centres local to the student, so as to conduct CERT and inform students about it (however it will be considered on a case-to-case basis after financial considerations). Once the student has completed the CERT, the answer sheets must be forwarded (by the agent, if from agent's office) to the representative of ANIMT, (Student Support Manager) via email or post:

Student Support Manager
Australian National Institute of Management and Technology
Level 6, 460 Church Street, Parramatta, NSW 2150
Email: enrolment@animt.edu.au

For those applying onshore, Interview and CERT Test shall be conducted in ANIMT office by the Student Support Manager. The review of CERT tests along with improvement suggestions (if applicable) shall be notified to student via email. All applications shall be received either via post or email for offshore students. Onshore students can submit applications in person. Instead of attending interview, students can also submit a Statement of Purpose detailing why they want to study Diploma of Business.



Step 4 (Student Offer)

ANIMT will assess the application for enrolment, interview and Course Entry Requirement Test (CERT), and if found suitable, the applicant will be sent a Letter of Offer and Student Agreement with an invoice of \$1500.00 (refundable) to ensure the position for the student in the next batch. Letter of Offer is valid for 14 Calendar days only. After this date, the position will be offered to another applicant. It is important to note that the offer made by ANIMT is conditional based on the student meeting the minimum requirements for the course.

Step 5 (Confirmation of Enrolment)

To accept the offer, the student must complete the offer letter and Student Agreement and return it to the ANIMT. The signed agreement must be received before the student offer expires. The student is also required to provide payment of \$1500 (or amount as indicated in offer letter) from the total tuition fees for successful admission to a program. These documents must be submitted to agent or ANIMT representative. If the student is applying from within Australia, they are also required to supply a copy of their release letter/cancelled eCOE, personal details, student visa page(s) from their passport and a copy of their OSHC card, IF applicable.

Agent or ANIMT representative or on shore overseas students should submit the Student Agreement and supporting

documents by mail, or email with full invoiced payment to:

Student Support Manager
Australian National Institute of Management and Technology
Level 6, 460 Church Street, Parramatta, NSW 2150
Email: enrolment@animt.edu.au

Once all required documents and payment have been received, ANIMT will send the student the following items:

- a Confirmation of Enrolment form (eCOE)
- confirmation of course commencement details
- a tax invoice for the payment of tuition fees
- Overseas Student Health Cover (OSHC) information
- Student Visa / Travel / Accommodation Confirmation Form

These documents shall be sent to the student's nominated postal address. The student may also nominate to have these document sent to the agent.



Step 6 (Visa / Travel / Accommodation)

Once the student is in receipt of the Confirmation of Enrolment, they may apply for a Student Visa (subclass 500). The student applies for the visa at the Australian local Embassy or diplomatic mission within their country of origin. If the student is not successful in securing a visa, they must notify the ANIMT as soon as possible to access a applicable refund of their paid tuition fees (e.g. \$1500 of total tuition fees).

The student is also required to arrange their travel and temporary accommodation for their initial period in Australia (until permanent accommodation can be established). Once these arrangements have been made, the student is requested to notify the ANIMT of the following:

- Confirmation of Student Visa (subclass 500)
- Confirmation of temporary accommodation including address, Confirmation of travel booking and the planned arrival time, carrier, airport, etc.
- Phone number
- Contact details on arrival in Australia (must include a mobile phone where possible)

This information is to be provided in the ANIMT Student Visa/ Travel/ Accommodation Confirmation Form and submitted to

agent or ANIMT representative or Student Support Manager directly by mail or email to:

Student Support Manager
Australian National Institute of Management and Technology
Level 6, 460 Church Street, Parramatta, NSW 2150
Email: enrolment@animt.edu.au

Step 7 (Induction / Course Commencement)

The student shall be notified of the course commencement details at the point of confirmation of enrolment. On arrival at ANIMT (usually preceding Friday of class start date), the student will participate in an induction program. It is critical that the student's personal details are confirmed including the following:

- Accommodation details
- Contact details – mobile phone number and email address
- Next of kin details
- Overseas Student Health Cover (OSHC)
- Individual needs
- USI requirements



Fees and Refunds

Fees Payable

Fees are payable when a student has received a confirmation of enrolment. The fee payment must be within fourteen (14) calendar days of receiving an invoice from ANIMT. ANIMT may withdraw an offer of enrolment or discontinue training if fees are not paid in accordance with the agreed fee schedule.

Overseas students are required to pay a maximum \$1500 of tuition fees on successful admission to a program. The balance of fees payable should be paid according to the payment plan given in Student Offer Letter. Usually total payable is divided in 11-12 instalments and they are to be paid after every 5 weeks unless prior arrangements have been made and confirmed in writing.

Refunds

Refund applications must be made in writing to the Principal Executive Officer (through contact details of SSM). Refunds are expected be paid from college's end in AUD without any accrued interest within 28 working days (but not later than 90 calendar days of application, if any banking/technical reason make it delayed)) of receipt of a written application and will include a statement explaining how the refund was calculated. Student has to provide own bank account details or indicate the specified person in the designated section of this agreement to receive the refund.

Students may be charged a non-refundable application processing fee / enrolment fee which is outlined on the fee section. This fee is non-refundable except in the unlikely situation where Training Organisation NSW Pty. Ltd. is required to cancel a course for insufficient numbers, own inability to commence a course or for other unforeseen circumstances. In this case, students will receive a applicable refund of their application processing fee / enrolment fee.

Tuition Fee

(a) Visa refused

Total amount of Tuition fees received for the course less whichever is the lower amount of 5% of tuition fee or the sum of \$500.

If an international student is refused a visa (student default) but has already commenced their course, Application processing fees (and other Non-tuition fees, if any, collected by college or agent) will not be refunded. However, tuition fees will be refunded from the day of the student default as per Section 7 of the Education Services for Overseas Students (Calculation of Refund) Specification 2014.

(b) 100% refund of tuition fees

- Where a course does not start on the starting date outlined in the Letter of Offer
- If a student cannot commence the course because of illness, disability or where there is death of a close family member of the student (parent, sibling, spouse or child).
- At the discretion of Training Organisation NSW Pty. Ltd.'s CEO/PEO or approved representative, when other special or extenuating circumstances have prevented the student from

commencing their studies including political, civil or natural events.

- If an offer of a place is withdrawn by Training Organisation NSW Pty. Ltd. and this is not due to incorrect or incomplete information being provided by the student.

(c) 70% refund of tuition fees

Withdrawal notified in writing and received by Training Organisation NSW Pty. Ltd. 28 Calendar days or more prior to class commencement

(d) 50% refund of tuition fees

Withdrawal notified in writing and received by Training Organisation NSW Pty. Ltd. within less than 28 calendar days prior to class commencement

(e) No refund of current semester tuition fees.

Withdrawals notified in writing and received by Training Organisation NSW Pty. Ltd. on the commencement date or after the class commences

In the unlikely event that Training Organisation NSW Pty. Ltd. is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 28 working days of the day on which the course ceased being provided. If Training Organisation NSW Pty. Ltd. is unable to provide a refund or place you in an alternative course our Tuition Protection Service (TPS) will place you in a suitable alternative course at no extra cost to you. Finally, if TPS cannot place you in a suitable alternative course or if there are no suitable alternative courses or offers, you may apply for a refund of the amount of any unspent pre-paid tuition fees you have paid to Training Organisation NSW Pty. Ltd. These are any tuition fees you have already paid that are directly related to the course/training which you haven't yet received. In the case of provider default there is no requirement for a student to lodge a refund application form.

Education Services for Overseas Students (Calculation of Refund) Specification 2014 may be consulted for calculating amount of refund for provider default or student default, if needed.

Fees not listed in the refund section are not refundable. Prior to a student enrollment, tuition fees may be altered with or 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.

There may be grounds for refunds under "Exceptional Circumstances" and which may affect either a full or partial refund of a student's tuition fee, including:

- Death of a student or a close family member (parent, sibling, spouse or child)
- Political, civil or natural event

Where this policy does not adequately cover a particular circumstance, ANIMT may consider an individual's case. The final decision rests with the Chief Executive Officer of ANIMT or nominee.

Student cancellation

Students who cancel their enrolment part way through a training program must notify ANIMT in writing at the soonest opportunity if consideration of fee reimbursement is required. Once ANIMT is notified a refund will be issued for the component of training not commenced. ANIMT is entitled to retain fees for any component of the course completed up until the point of notification by the student cancellation. Education Services for Overseas Students (Calculation of Refund) Specification 2014 may be consulted for calculating amount of refund for provider default or student default, if needed.

Student complaints about fees or refunds

Students who are unhappy with ANIMT arrangements for the collection and refunding of tuition fees are entitled to lodge a complaint. This should occur in accordance with ANIMT complaints policy and procedure.

This refund policy, and the availability of our complaints and appeals processes, does not remove student rights to take further action under the Australian Consumer Protection laws.

Monitoring Student Progress

ANIMT records and assesses the progress of each student for each unit and cumulatively at the end of each study period. A study period is defined as a Term (15 weeks of study).

Satisfactory progress is achieved when a student successfully completes the assessment requirements for each unit or cluster of units within the timeframes specified in the course timetable/ information.

Where a student is identified at risk of not making satisfactory course progress ANIMT will contact the student and arrange meeting with DoS, to implement ANIMT's intervention strategies as outlined below.

Unsatisfactory course progress is defined as a student failing to successfully complete and achieve competency in at least 50% of the course requirements in that study period. At ANIMT each study period is a Term (15 weeks).

Where a student is assessed as having made unsatisfactory progress for two consecutive study periods even after implementation of the support/intervention strategy ANIMT will report the student to the Secretary of the Department of Education through PRISMS and the student's Confirmation of Enrolment (CoE) will be cancelled. This may also result in the cancellation of the student visa.

ANIMT records the attendance of all students in the course. Attendance is calculated as the percentage of the course scheduled contact hours for which a student is present and recorded as present in the attendance roll. The face-to-face contact hours for attendance for each week at ANIMT is 20 hours.



Recognition of existing skills and knowledge

In accordance with the requirements of the VET Quality Framework, ANIMT provides the opportunity for students to apply to have prior learning, skills and knowledge recognised, and counted in relation to the qualification or units of competence for which they are enrolled.

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. The recognition process assesses the existing skills and knowledge against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

Credit transfer for current competence

Credit Transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course, where those units can assist them in meeting the requirements for a qualification. It is important to note that credit transfer is not recognition of prior learning (RPL).

If the student believes that they have already attained units of competence from the BSB50215 Diploma of Business, they are encouraged to inform ANIMT after commencing the program and provide originals or verified copies of the relevant qualification(s)/ Statement of Attainment. RPL & Credit may result in shortening the duration of the course, and student visa.



Issuing Certificates and Outcomes

There are three types of AQF certificates that ANIMT can issue.

Statement of Attainment

A statement of attainment recognises that one or more accredited units has been achieved. A statement of attainment is generally issued when the student has achieved one or more units of competency as a result of completing a course which included units of competency only or where the student achieved one or more units of competency as part of an enrolment in a qualification based course but the student did not achieve all of the units of competency to receive the full qualification.

Qualification

An AQF qualification is the result of a student achieving the units of competency for a qualification outcome as specified in an endorsed training package or an accredited course. A qualification is a formal certification that a student has achieved learning outcomes as described in the AQF. Technically within the AQF a qualification is comprised of a testamur and a record of results. A testamur is the actual official certification document that confirms that a qualification has been awarded to an individual. In Australia a testamur may also be referred to as an 'award', 'parchment', 'laureate' or 'certificate'. Within this policy, it is referred to as a qualification or an AQF qualification.

Record of Results

A record of results is a record of all achieved units of competency leading to an AQF qualification. In Australia this may also be referred to as a 'transcript of results', 'academic transcript', 'record of achievement' or

'statement of results'. A record of results can be issued at any time during a student's enrolment and is often used to provide a student with a formal notification of their current progress in a course in which they are enrolled. A record of results is also issued with a testamur or AQF qualification to specify the units of competency that were issued to the student as part of the achievement of the qualification.

Making a complaint or appeal

ANIMT is committed to providing a fair and transparent complaints and appeals process that includes access to an independent external body if required. To make a complaint or an appeal, you are requested to complete one of the following forms:

- Complaint Form
- Request for Appeal of a Decision

These forms are available via our website at the following address: <http://www.animt.edu.au>

Once you have completed the required form you are requested to submit this to the Student Support Manager either in hard copy or electronically via the following contact details:

Student Support Manager
Australian National Institute of Management and Technology
Level 6, 460 Church Street, Parramatta, NSW 2150
Email: complaintsandappeals@animt.edu.au

If you are having any difficulty accessing the required form or submitting to us, please contact us at the following number: 1800 941 177

Further details are provided in Student Handbook.



Legislative and Regulatory Responsibilities

ANIMT is required to operate in accordance with the laws of Australia. This means we comply with the requirements of legislative and regulatory requirements. The following legislation is a list of the Acts that ANIMT has recognised it has compliance responsibilities.

During your day-to-day work and when participating in training, you will need to be aware of the relevant legislation (Acts of Parliament) that may impact on you.

While ANIMT has an obligation to meet certain requirements of these Acts, you also should make yourself fully aware of the legislation that affects you.

Copies of State and Federal legislation can be found on the Internet at www.legislation.nsw.gov.au and www.comlaw.gov.au (Federal).

Following is a summary of the legislation that will generally apply to your day-to-day work and training.

Privacy Act 1988

An organisation must not collect personal information unless the information is necessary for one or more of its functions or activities.

An organisation must not use or disclose personal information about an individual for a purpose (the secondary purpose) other than the primary purpose of collection unless:

both of the following apply:

- the secondary purpose is related to the primary purpose of collection and, if the personal information

is sensitive information, directly related to the primary purpose of collection.

- the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose. OR
- the individual has consented to the use or disclosure.

Unique Student Identifier (USI)

If you're studying nationally recognised training in Australia, you will be required to have a Unique Student Identifier (USI). Your USI will link to an online account that will contain your training records and results (transcript) that you have completed.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life. You can access your USI account online from your computer, tablet or smart phone anytime. Fact sheets available to download Student Information for the USI

The ESOS Framework

The ANIMT is committed to providing quality education and protecting your rights.

The Australian Government requires 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 (ESOS) Act 2000 and the National Code.



National Vocational Education and Training Regulator Act 2011

This legislation provides that basis for the regulation of Registered Training Organisations in Australia. The legislation provides the basis for the establishment of the National VET Regulator who are the registration authority for RTOs. An core component of this legislation is that it defines the condition for the registration of an RTO which include:

- compliance with the VET Quality Framework
- satisfying Fit and Proper Person Requirements
- satisfying the Financial Viability Risk Assessment Requirements
- notifying National VET Regulator of important changes
- cooperating with National VET Regulator
- compliance with directions given by the National VET Regulator

Standards of Registered Training Organisation 2015

The Council of Australian Governments' (COAG) Industry and Skills Council is responsible for endorsing vocational

education and training (VET) standards. The Council consists of the Australian, state and territory ministers with responsibility for industry and/or skills within their jurisdiction. All registered training organisations (RTOs) in Australia are responsible for ensuring they fully comply with the Standards at all times as a condition of their registration. The Standards are enabled by the National Vocational Education and Training Regulator Act 2011 (NVR Act), which aims to:

- provide national consistency in regulation of the VET sector, using a standards-based quality framework and a risk-based approach
- promote quality, flexibility and innovation in VET
- promote Australia's reputation for VET locally and overseas
- promote a VET system that meets Australia's social and economic needs
- protect students undertaking or proposing to undertake VET in Australia, and
- ensure access to accurate information regarding the quality of VET

Changes to terms and conditions

ANIMT reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that effect the student's enrolment the student will be informed seven calendar days prior to changes taking effect. No changes will apply retrospectively.



Appendix 1- Acceptable English Test Score

Where evidence of English language is required, the following minimum English language test score from the following providers will be accepted:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test**	Pass	Pass	Pass

*The TOEFL paper based test will only be accepted from limited countries.

** The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

The test must have been taken no more than two years before the student visa application is made.

Where our online application system indicates that documentary evidence of English language proficiency is required, it is important for you to attach these documents to your visa application before lodging your application. Failure to do so may result in visa refusal.

Reference: <https://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements>



Appendix 2- Academic entry requirement equivalents*

Country	VET	Country	VET
Bangladesh	Higher Secondary Certificate / vocational higher secondary certificate (Minimum CGPA is 3.5 or 60% in HSC / First Division pass) or	Myanmar	GCE A-Level examination with an aggregate score of 7
Cambodia	Successful completion of the Diploma of Upper Secondary Education with an B grade average	Nepal	Successful completion of the Nepalese Higher Secondary Certificate with an average grade of 60% in the final year results.
China	Completion of the Senior Middle 3 with 60% average in 3 years National Entrance Examination (Gao Kao)	Nigeria	Successful completion of the Senior Secondary Certificate with an aggregate grade of 20 based on the best 6 subjects
Colombia	Completion of the Bachiller / Bachillero / Bachillerato with an average grade of 65%	Pakistan	Successful completion of Higher School Certificate or Intermediate Certificate with a First Division pass and an overall average of 60%
Egypt	National School Certificate of General Education (Year 11) 50%	Philippines	Successful completion of a recognised foundation studies program, one year of university studies
Fiji	Successful completion of Form 7 with an average of 55% for best 4 subjects	Russia	Successful completion of Attestat o Srednem (Polnom) Obschem Obrazovanii (Certificate of [Complete] Education) with a GPA of 3.5
Indonesia	SMU 3 or Secondary School Certificate of Graduation (SKHUN / STK) with an average of 60%	Saudi Arabia	Successful completion of the General Secondary Education Certificate (Tawjihiyya) with an overall achievement of 60% -
India	All India Senior School Certificate or the Indian School Certificate, or Higher Secondary Certificate with a pass of 60% in best 4 academic subjects	Sri Lanka	Edexcel GCE A-Level examination with an aggregate score of 7
Iran	Successful completion of the Pre-University Certificate (Peeshdaneshgahe) with an overall GPA of 10 out of 20	Thailand	Successful completion of the Certificate of Secondary Education or Matayom 5 with 4 passes (academic subjects only) GPA 3.0
Iraq	Completion of Iraqi Certificate of Preparatory Studies or 6th form Baccalaureate	Vietnam	Successful completion of the Bang Tot Nghiep Trung Hoc Chuyen Nghiep (Secondary Vocational School Certificate) or a Diploma of General Education (Bang Tot Nghiep Trung Hoc Pho Thong) with a grade of 6.5
Jordan	Successful completion of the General Secondary Education Certificate (Al-Tawjihiyah or Shadet Alderasa athnawia) with an overall achievement of 55%-	Zimbabwe	Successful completion of the ZIMSEC A Level Certificate with a minimum 2 passes in principal subjects
Kenya	Successful completion of the Kenya Certificate of Secondary Education (KCSE) awarded with D grade average or higher		
Lebanon	Successful completion of the Baccalaureat Libanais with a minimum overall grade of 9		

*<http://www.studyintafe.edu.au>

Appendix 3- Pre- Enrolment Information



Introduction to Australia

Covering a total area of 7.69 million square kilometers, mainland Australia is the world's largest island - but smallest continent.

In distance, the continent stretches about 3700 kilometers from north to south and 4000 kilometers from east to west, making it the sixth-largest nation after Russia, Canada, China, the United States and Brazil.

Australia is also the only continent that is governed as a single country. It is sometimes informally referred to as an 'island' continent, surrounded by oceans.

Our ocean territory is also the third-largest in the world, spanning three oceans and covering around 12 million square kilometers. We also have one of the most urbanised and coast-dwelling populations in the world, with more than 80 per cent of residents living within 100 kilometers of the coastline. Australia currently has a population of almost 23 million people.

Cities, states and territories

Australia is divided into six states and two territories.

Canberra is the national capital and the centre of government. It is located approximately 290 kilometres south of Sydney in the Australian Capital Territory (ACT).

Queensland is Australia's second-largest state in size. The state capital is Sydney, the third most populated city in Australia.

New South Wales is Australia's oldest and most populated state. It was originally settled as a penal colony on the shores of Port Jackson where the bustling capital city of Sydney now stands. More than a third of Australians live in New South Wales, and Sydney is the nation's largest city.

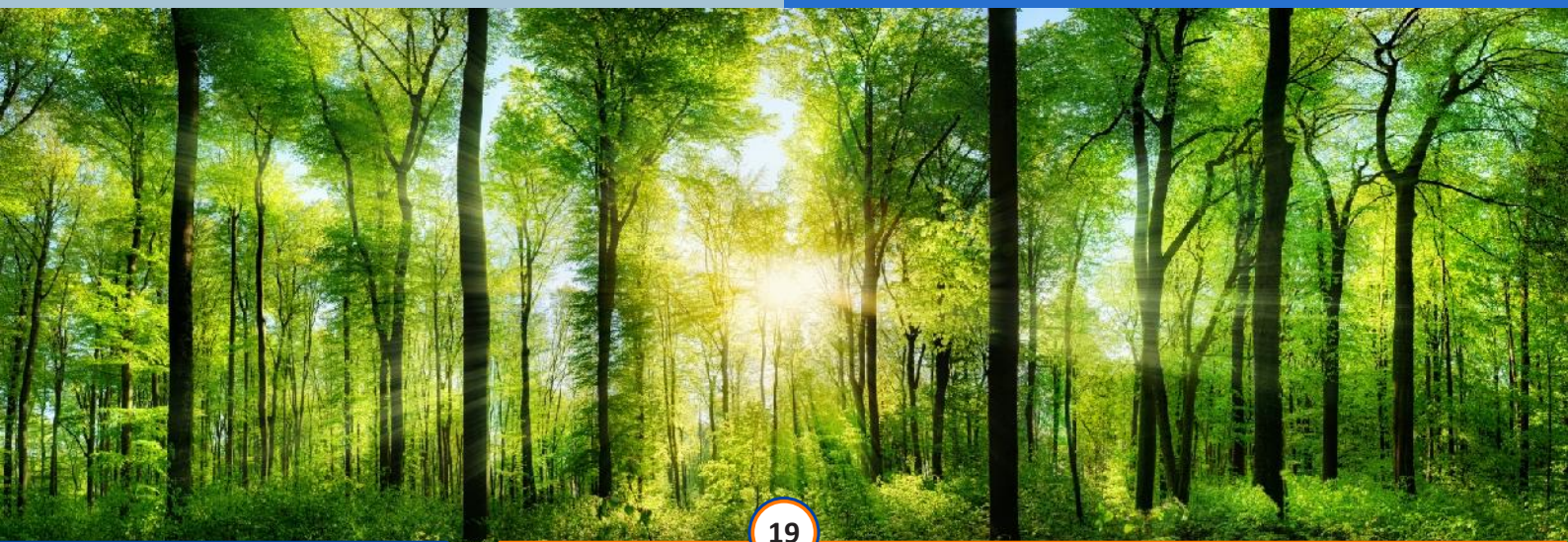
Victoria is the smallest of the mainland states in size but the second most populated. Melbourne is the capital and is Australia's second most populated city.

South Australia is a state in the southern central part of the country which covers some of the most arid parts of the continent. It is the fourth largest of Australia's states and shares its borders with all of the mainland states and the Northern Territory. The state capital is Adelaide, the fifth-largest city in Australia.

At the top end of Australia lies the Northern Territory. Darwin, on the northern coast, is the capital, and Alice Springs the principal inland town. Alice Springs is the physical heart of Australia, almost exactly at the nation's geographical centre.

Western Australia is Australia's largest state by area. About three-quarters of the state's population live in the capital Perth, which is the fourth most populated city in Australia.

Tasmania is separated from mainland Australia by Bass Strait and is the smallest state in Australia. The capital, Hobart, was founded in 1804.



Climate

Australia experiences temperate weather for most of the year but the climate can vary due to the size of our continent. The northern states typically experience warm weather much of the time, with the southern states experiencing cooler winters. Australia is also one of the driest continents on earth with an average annual rainfall of less than 600 millimetres. Like all countries in the southern hemisphere, Australia's seasons are opposite to those in the northern hemisphere. December to February is summer; March to May is autumn; June to August is winter; and September to November is spring.

Introducing Sydney

Sydney, capital of New South Wales and one of Australia's largest cities, is best known for its harbour front Sydney Opera House, with a distinctive sail-like design and Harbour Bridge. It's home to beautiful beaches, iconic buildings, historic landmarks, award-winning restaurants, and a vibrant culture.

Take a stroll along Circular Quay and soak up the atmosphere or visit Queen Victoria Building in the heart of Sydney's CBD. Sydney offers an array of cultural activities for people of all ages. Sydney is home to an abundance of cafes, canteens, restaurants, kiosks, gourmet food trucks, popup eateries etc. Sydney is a great place to access international brands and local designers whose wares can be found in shopping centres, outdoor strips and market-style popups throughout the city. Sydney's idyllic parks have garnered international attention for their natural beauty and unspoiled old world feel. You'll find plenty of things to see and do in Sydney. Sydney Harbour is a natural playground, and the views are world-class. There's a wide-ranging cultural life, a dynamic food scene and vibrant cityscape of outstanding contemporary and colonial architecture. Iconic beaches – most notably Bondi and Manly – and five major national parks deliver unforgettable outdoor experiences.

Source: <http://www.sydney.com/destinations/sydney>

Cost of Living

Where school aged children are included in the student visa application, schooling costs of AUD 9,000-11,000 per year for each child will need to be added to the amount of funds that is required. International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student visa. This includes funds to cover travel, tuition and living expenses. Students may have to demonstrate sufficient funds to cover these expenses for themselves and their accompanying family members while staying in Australia.

While international students are able to supplement their income with money earned through part-time work in Australia, the 'living costs' requirement helps to support the success of students in their studies by ensuring that they do not to rely on such work to meet all their expenses.

As per Department of Home Affairs - Student Visa Living Costs and Evidence of Funds, from 1st July 2016, Student visa students and their family members must have access to the following funds to meet the living costs requirements:

- \$20,290 per year for the main student
- \$7,100 per year for the student's partner / spouse
- \$3,040 per year for each of the student's children

Student must demonstrate that the funds they are relying upon to meet the costs of studying in Australia will be genuinely available to them during their stay in Australia.

While Department of Home Affairs, requires student visa student to possess above mentioned fund, cost of living in Sydney varies per student visa student's lifestyle. A general guide to costs of living (accommodation, groceries, eating out, gas, electricity, phone and internet, car (after purchase) and entertainment) per week can be found in <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>



Notifying change of address

You must tell ANIMT:

- the address where you live in Australia within seven calendar days of arriving in Australia.
- if you change the address where you live within seven calendar days of the change.

Visas

Most international students wanting to study in Australia require a student visa. Some other visa holders are also eligible to study as international students in Australia. Many students apply for a visa themselves on-line or via the Australian Diplomatic Mission in their country. The visa application process can be complicated and for students from some countries it may better to submit an application with the assistance of an accredited agent due their familiarity and experience in the field. You should check with the education provider in Australia for their accredited agents in your country.

In order to apply for a visa, you will need a valid passport, an electronic Confirmation of Enrolment (eCoE) and any other documentation required by the Australian diplomatic post with which you lodge your application. For example, if you are under 18 you must have a completed CAAW form to ensure your

accommodation and welfare is approved by your education provider.

You must ensure to allow enough time for processing between lodging your application and the start of your academic program, as it can be a lengthy process depending on your country of origin.

Visa Conditions

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to):

- Complete the course within the duration specific in the CoE
- Maintain satisfactory academic progress
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with the principal education provider for 6 calendar months, unless issued a letter of release from the provider to attend another institution
- Notify your training provider of your Australian address and any subsequent changes of address within seven calendar days.

For a full list of mandatory and discretionary student visa conditions please visit <https://www.homeaffairs.gov.au>



General Conditions of your visa

All international students applying to enter a training program being offered by ANIMT must:

- Be over the age of 18
- Demonstrate good command of written and spoken English
- Meet the following Student Visa 500 subclass requirements:
 - Be a genuine temporary entrant
 - Meet English language test score requirements
 - Demonstrate financial capacity
 - Hold Overseas Student Health Cover (OSHC)
 - Meet the personal health requirements
 - Be of good character

Under the simplified student visa framework arrangements introduced in July 2016 streamlined evidentiary requirements apply and the student visa student may be able to satisfy the Department of their financial capacity and English language proficiency by declaration only. This is dependent on the level of risk rating of each student visa application. This is determined by taking into account the risk rating allocated to the country from where the student originates combined with the risk rating allocated to ANIMT as a provider on the CRICOS register. The easiest way to determine the evidence required to satisfy the visa requirements is for the prospective international student to utilise the Document Checklist Tool provided with the Student Visa (subclass 500) requirements page. <https://www.homeaffairs.gov.au/Trav/Visa-1/500->

All students, regardless of the financial capacity and English language proficiency will continue to have to meet all other core visa criteria, such as the Genuine Temporary Entrant requirement and health and character criteria.

Department of Home Affairs

The Australian Government's Department of Home Affairs provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit <https://www.homeaffairs.gov.au/> for the latest information.

Education Agents

Education agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia. Most agents speak both English and the local language so this makes the application process a lot simpler and generally hassle free for students and parents. Most do not charge for their service as they collect a commission from the institution you choose to attend. However, some agents do charge small amounts or offer additional services for which they charge. You can check with your Australian education provider for contact details of agents they recommend.

Please Note: Education Agents are NOT licensed to provide migration advice. Please check the ANIMT website for a full list of agents.



Working in Australia

If you have been granted your student visa, you will receive permission to work with your visa grant. This will also apply to any family member travelling with you on your student visa. You are not allowed to work until your course has started and you can work up to 20 hours a week while your course is in session (not counting any work undertaken as a registered component of your course of study). However, you can work more than 20 hours per week during recognised vacation periods offered by RTO Name and scheduled during the course. Your family members are not allowed to work until you begin the scheduled course. Family members are allowed to work up to 20 hours per week at all times after your course has commenced.

Further information about student visa conditions can be found at the Department of Home Affairs:
<https://www.homeaffairs.gov.au/>

Tax file number

You must obtain a Tax File Number to be able to work in Australia. This is available from the Australian Tax Office
<https://www.ato.gov.au/Individuals/Tax-file-number/>

Arranging Travel

You will need to make your own travel arrangements to Australia. Please try to arrive at least 1-2 weeks before the start of International Student Orientation to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag. If you are travelling with your family you will need to include their documents as well. Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with family and sent to you.

Keeping in Contact

Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them.) Once you have arrived in Australia, you should then let your family and friends know that you have arrived safely. It is important to ALWAYS let someone know where you are and how to contact you by phone or by post.

Documents

You should prepare a folder of official documents to bring with you to Australia, including:

- Valid passport with Student Visa
- Offer of a place / admission letter from ANIMT
- Confirmation of Enrolment (CoE) issued by ANIMT
- Receipts of payments (e.g. tuition fees, OSHC, bank statements etc.)
- Insurance policies
- Original or certified copies of your academic transcripts and qualifications
- Other personal identification documents, e.g. birth certificate, ID card, driver's licence
- Medical records and/or prescriptions
- CAAW if you are under 18 years of age



On Your Flight

Wear comfortable, layered clothing so that you can adjust per the local weather. Remember – if you are flying from a northern hemisphere winter into the Australian summer it will be very HOT so wear light weight clothing underneath, and have a pair of sandals or lighter shoes in your hand luggage if you need cooler footwear. Alternatively, extra clothing may be required on-hand if flying into the Australian winter season.

Before landing in Australia passengers are given an Incoming Passenger Card to fill in. This is a legal document. You must tick YES if you are carrying any food, plant material including wooden souvenirs, or animal products. This includes fruit given to you during your flight. If you have items you don't wish to declare, you can dispose of them in quarantine bins in the airport terminal. Don't be afraid to ask airline staff if you have any questions.

If you are carrying more than \$10,000 in cash, you must also declare this on your Incoming Passenger Card. It is strongly recommended however, that you do not carry large sums of cash but arrange for an electronic transfer of funds into your Australian bank account once it has been opened.

What to bring to Australia

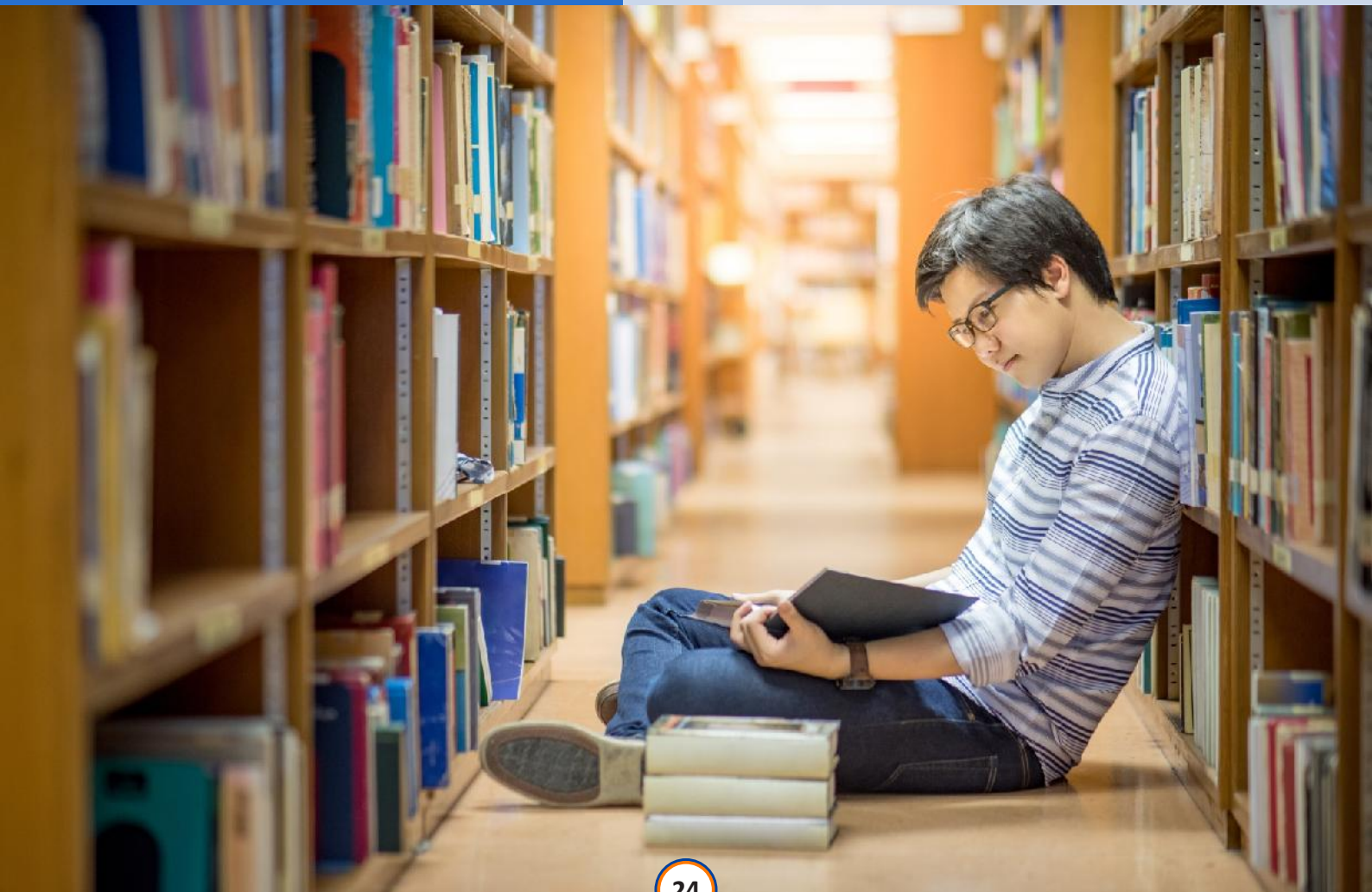
You might need to include (most can also be purchased in Australia):

- alarm clock
- bath towels, bed sheets, pillow cases
- dictionary (bilingual)
- small sewing kit
- music CDs or iPod
- sporting equipment
- toiletries
- umbrella
- scientific or graphics calculator
- camera
- micro recorder for lectures
- spare spectacles or contact lenses
- your optical prescription
- photos of friends and family
- swimming costume
- small gifts from home

The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.



Note: In the picture, the red dot indicates that the switch is on and power is flowing through that socket.





Clothing

If you arrive in June or July, the coldest months of the year, you may need to bring or buy winter clothing and blankets. You may also need to purchase a heating appliance once you arrive.

On most campuses, students usually dress informally. Jeans or slacks with t-shirts or blouses, sneakers or “running shoes” are almost standard dress. Shorts are often worn during the summer months and sandals are the most common footwear. It is acceptable for both men and women to wear shorts and sleeveless t-shirts. This is common during the hotter months.

Bringing Goods

Bringing a PC or laptop into Australia may be a little more complicated. Laptop computers and other similar electronic equipment for personal use may be brought in duty free provided the Department is satisfied these goods would be taken back on departure. However, if there is no intention to re-export the laptop on departure from Australia, any applicable Customs duty and GST will be payable if passenger concession has been exceeded.

General goods such as gifts, souvenirs, cameras, electronic equipment, leather goods, perfume concentrates, jewellery, watches and sporting equipment worth AUD900.00 is allowed for people aged 18 years and above. For people below 18 years, the concession is limited to AUD 450.00.

Personal goods owned and used for more than 12 months prior to arrival are allowed in tax-free. Proof of the date of purchase and purchase price may be required.

Refer <https://www.homeaffairs.gov.au/Trav/Ente> for further details.

Entry into Australia

Australian Immigration

When you first arrive in Australia you will be required to make your way through Australian Immigration (follow the signs for Arriving Passengers as you leave the plane). An Immigration Officer will ask to see your completed Incoming Passenger Card (given to you on the plane) along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.

Baggage Claim

Once you have passed through the immigration checks you will move to baggage claim (follow the signs) and collect your luggage. Check that nothing is missing or damaged. If something is missing or damaged go to the Baggage Counter and advise them of your problem. Staff at the Baggage Counter will help you to find your belongings or lodge a claim for damage.

Detector Dogs

You may see a Quarantine Detector Dog at the baggage carousel or while waiting in line to pass through immigration, screening luggage for food, plant material or animal products. If you see a detector dog working close to you, please place your bags on the floor for inspection. These dogs are not dangerous to humans and are trained to detect odours. Sometimes a dog will sit next to your bag if it sniffs a target odour. Sometimes dogs will detect odours left from food you have had in the bag previously. A quarantine officer may ask about the contents of your bag and check you are not carrying items that present a quarantine risk to Australia.

Australian Customs and Quarantine

Once you have your luggage you will go through Customs. Be careful about what you bring into Australia. Some items you might bring from overseas can carry pests and diseases that Australia doesn't have. You must declare ALL food, meat, fruit, plants, seeds, wooden souvenirs, animal or plant materials or their derivatives.

Australia has strict quarantine laws and tough on-the-spot fines. Every piece of luggage is now screened or x-rayed by quarantine officers, detector dog teams and x-ray machines. If you fail to declare or dispose of any quarantine items, or make a false declaration, you will get caught. In addition to on-the-spot fines, you could be prosecuted and fined more than AU\$60,000 and risk 10 years in prison. All international mail is also screened.

Some products may require treatment to make them safe. Items that are restricted because of the risk of pests and disease will be seized and destroyed by the Australian Quarantine and Inspection Service (AQIS).

For more detailed information about bringing in food, animals, plants, animal or plant materials or their derivatives visit <https://www.australia.gov.au/information-and-services/passports-and-travel/customs-and-quarantine>

Getting from the Airport

Train

Airport Link is a fast and convenient way to reach the centre of Sydney. Catching train to Parramatta which is 30 minutes from Sydney CBD. Trains run approximately every 10 minutes and the journey to the city takes only 13 minutes. The international and domestic rail stations link directly to the City Circle line, which means most city destinations are within a short walk of stations. You shall require an Opal Card to travel via Sydney's train, bus and ferry system. You can get an Adult or Child/Youth Opal Card from the Airport Train Station, Relay and WH Smith. Train Ticket fares and other details are available at www.opal.com.au

More details are available on <https://www.sydneyairport.com.au/info-sheet/book-transport>

Taxis

Each terminal has its own sheltered taxi rank with supervisors on hand during peak times to ensure a smooth flow of taxis for travellers.

Taxi rank locations, taxi fares and few taxi companies are available on <https://www.sydneyairport.com.au/info-sheet/by-taxi-and-rideshare-international>



Accessing Money

You should read this section carefully, and discuss the issues raised in this section with the bank or financial institution in your home country before you leave. All banks operate differently and you should be aware of all fees, charges, ease of access to your funds, and safety of the way in which you will access those funds.

How Much to Bring

You will need to make sure you have enough funds to support you when you first arrive. It is recommended that you have approximately AU\$2000 to AU\$5000 available for the first two to three weeks to pay for temporary accommodation and transport. You should bring most of this money as either Traveller's Cheques or on an international credit card. Traveller's cheques can be cashed at any bank or currency exchange in Australia.

Please note that it is not safe to bring large sums of money with you! Lost credit cards or traveller's cheques can be replaced, but very few travel insurance companies will replace lost or stolen cash. Do not ask someone you have just met to handle your cash for you or to take your cash to make payments for you. Not even someone who may indicate they are studying at the same education institution.

Currency Exchange

Only Australian currency can be used in Australia. If you have not brought some with you, you will need to do so as soon as possible after arrival. You can do this at the airport. Once you have arrived in Sydney, you can also change money at any bank or at currency exchanges at Major Shopping Centres.

Electronic Transfer

You can transfer money into Australia by electronic telegraph or telegraphic transfer at any time. This is a fast option and will take approximately 48 hours, but the bank will charge a fee on every transaction.

ATMs

Automatic Teller Machines are located everywhere (including at the airport) and you can immediately withdraw cash from your overseas bank account at ATMs displaying the Cirrus Logo. Check this with your financial institution before leaving home.

Credit Cards

All major international credit cards are accepted in Australia but you must remember that repayments to many of these cards can only be made in the country where they were issued. Do not rely on being able to get a credit card once you arrive in Australia because this is very difficult due to credit and identification laws.

Temporary Accommodation

Hotels, Motels & Backpackers



Generally, the price you pay for accommodation will determine its quality. However, it can be expensive to stay in a good quality motel or hotel for a long period. Backpacker accommodation is relatively inexpensive but you may need to bring your own pillow and sleeping bag if you choose this option.

Staying with Friends or Family

If you know someone in Australia, this is a great way to settle-in to life here. Your friends or family can provide advice, support and encouragement in your first days in Australia. However, if you are under the age of 18 you must obtain approval from your education provider first.

Bringing My Family

Most student visas allow you to bring your family members to Australia as your dependants (check your individual circumstances with the Department of Home Affairs). Family members include your spouse, and you and your spouse's dependent children. Before bringing your spouse

or children to Australia, you must prove that you can support them financially. The cost of supporting a family in Australia is very high.

Issues to Consider

Rather than bringing your family together with you to Australia, some students may find it useful to arrive first, settle into studies, find appropriate accommodation, adjust to living in Australia and then arrange for their family to join them.

Before deciding to bring your family to Australia it is important to consider the following issues:

- The cost of airfares for your family to and from Australia;
- Possible higher rent for a larger home;
- Limited employment opportunities for your spouse;
- Extra costs for food, clothing and other necessities;
- The effect on you and your studies if your family is not happy in Australia;
- Whether your children will adjust to school in Australia;
- Waiting lists for child care centres; and
- Whether to come alone to Australia first and arrange things for your family or to all come at the same time.

For more information visit the Department of Home Affairs (<https://www.homeaffairs.gov.au/>).



Child Care

Finding suitable childcare in Australia requires patience and planning. Waiting lists for places in most childcare centres are long. Many schools offer before- and after-school care programs (usually 7:30am-8:45am and 3:30pm-6:00pm). Children who need these programs must be registered with the school.

Schools

In Australia children must attend school from five years of age until the completion of Year 10. Young people that have completed Year 10 must participate in full-time education, training or employment, (at least 25 hours per week) or a combination of these activities until they reach 17 years of age.

If you have school age dependents you will need to make arrangements for your children to enter school in Australia. Students from countries around the world enrol in New South Wales government, independent and private schools every year. NSW government schools are recognised for their excellent quality education programs.

You can choose from a wide range of schools close to where you will be living. The New South Wales government provide:

- An excellent, world-class standard of education from the largest education provider in Australia
- The opportunity to study alongside Australian students in a friendly, safe, multicultural environment
- A wide range of subjects, sporting and creative arts programs, leadership programs
- Professional, university trained teachers
- An environment that encourages students to express themselves, develop independent learning skills and to interact in the classroom and in the community
- Intensive English Language support for students of non-English speaking background

To assist you to locate a school suitable for your needs, the following web-links will provide a wealth of information about schooling options:

- Public Schools:
<https://online.det.nsw.edu.au/schoolfind/locator/>
- International Student Program:
<http://www.decinternational.nsw.edu.au/study/schools>

Further information about living in Australia is available at <https://www.homeaffairs.gov.au/LifeinAustralia/>

The Department also published The Life in Australia booklet in several language. This publication is filled with helpful information and is recommended reading. The booklet is available online at:
https://www.homeaffairs.gov.au/LifeinAustralia/Documents/lia_english_full.pdf

Before Leaving Home

Things to do:

- Apply for passport
- Arrange student visa
- Make contact with ANIMT
- Arrange for immunisations and medications from my doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Advise institution of travel details
- Arrange accommodation
- Arrange transport from airport to accommodation
- Arrange Overseas Student Health Cover (OSHC) Insurance

Pack bags being sure to include the following:

- Name and contact details of an institution representative
- Enough currency for taxis, buses, phone calls etc.
- Important documents:
 - International Student Handbook
 - Passport
 - Letter of offer
 - Confirmation of Enrolment
 - Certified copies of qualifications & certificates
 - Travel insurance policy
 - ID cards, drivers licence, birth certificate (or copy)

Upon Arrival in Australia

- Call home
- Settle into accommodation
- Contact ANIMT
- Purchase household items and food
- Enrol children in school (if applicable)
- Attend International Student Orientation
- Get student ID card
- Advise health insurance company of address & get OSHC card
- Open a bank account
- Get textbooks
- Start classes
- Apply for tax file number if seeking work
- Get involved in student life and associations (E.g. music, sporting and cultural clubs).



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