



INTERNATIONAL STUDENT
PROSPECTUS 2023

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Welcome to RGIT Australia

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Welcome to RGIT Australia, one of Australia's leading vocational education and training colleges.

At RGIT Australia, our students are our priority, and we take pride in their achievements. Our fundamental objective is to provide students with an environment that enables them to reach their full potential.

Our mentor-trainers provide quality training and relevant industry insight, equipping students with the necessary skills for them to embark on their career.

Graduates will have the opportunity to enter either the relevant workforce arena or pursue further studies at university to achieve their career goals.

We fully understand the challenges students may experience while studying away from their home country. Our dedicated and professional staff support students' academic needs fully, and

are committed to looking after students' personal welfare and wellbeing. Students can speak with any of our staff members for assistance. Our purpose-built training facilities and our dedicated training and administration teams speak for themselves.

Welcome to RGIT Australia, where an authentic Australian educational experience awaits.

Chandra Yonzon

Chief Executive Officer (CEO), Founder and Director



Course Overview

RGIT Australia offers the following accredited and nationally recognised qualifications:*

CRICOS Code	National Code	Qualifications	Duration (Incl. Holidays)	Tuition Fees†	Campus M = Melbourne H = Hobart
BUSINESS AND MANAGEMENT					
106386G	BSB30120	Certificate III in Business	52 Weeks	\$15,000	M & H
106387F	BSB40120	Certificate IV in Business	52 Weeks	\$15,000	M & H
106385H	BSB50120	Diploma of Business	52 Weeks	\$15,000	M & H
104200E	BSB50420	Diploma of Leadership and Management	52 Weeks	\$15,000	M & H
106384J	BSB60120	Advanced Diploma of Business	78 Weeks	\$22,500	M & H
0106388E	BSB80120	Graduate Diploma of Management (Learning)	52 Weeks	\$16,000	M & H
NURSING, CHILDCARE AND COMMUNITY SERVICES					
0101994	CHC33015	Certificate III in Individual Support	52 Weeks	\$15,000	M & H
108503B	CHC30121	Certificate III in Early Childhood Education and Care	52 Weeks	\$15,000	M & H
108504A	CHC50121	Diploma of Early Childhood Education and Care	78 Weeks	\$22,500	M & H
096653B	CHC52015	Diploma of Community Services	72 Weeks	\$22,500	M & H
108786H	CHC51015	Diploma of Counselling	52 weeks	\$15,950	M & H
108787G	CHC53315	Diploma of Mental Health	52 weeks	\$15,950	M & H
096780F	HLT54115	Diploma of Nursing*	80 Weeks	\$37,500	M
111317M	CHC62015	Advanced Diploma of Community Sector Management	52 Weeks	\$25,500	M & H
INFORMATION TECHNOLOGY					
106554G	ICT50220	Diploma of Information Technology	52 Weeks	\$18,500	M & H
106555F	ICT60220	Advanced Diploma of Information Technology	52 Weeks	\$22,500	M & H
HOSPITALITY					
109735M	SIT31021	Certificate III in Patisserie	52 Weeks	\$22,500	M & H
109469B	SIT40721	Certificate IV in Patisserie	72 Weeks	\$22,500	M & H
109207M	SIT30821	Certificate III in Commercial Cookery	52 Weeks	\$15,000	M & H
096058K	SIT40516	Certificate IV in Commercial Cookery	72 Weeks	\$22,500	M & H
110953B	SIT30622	Certificate III in Hospitality	52 Weeks	\$15,000	M & H
096083J	SIT40416	Certificate IV in Hospitality	50 Weeks	\$22,500	M & H
110952C	SIT50422	Diploma of Hospitality Management	102 Weeks	\$28,000	M & H
1109510	SIT60322	Advanced Diploma of Hospitality Management	131 Weeks	\$37,500	M & H
ENGLISH					
092002C	-	General English (Starter-Advanced)	73 Weeks	\$19,040	M & H
072504B	-	English for Academic Purposes I (Intermediate)	12 Weeks	\$2,800	M & H
072505A	-	English for Academic Purposes II (Upper-intermediate)	12 Weeks	\$2,800	M & H
084570D	-	English for Academic Purposes III (Advanced)	12 Weeks	\$3,000	M & H

*Course information is subject to change. Download an electronic version of RGIT Australia's international student prospectus at www.rgit.edu.au/InternationalStudentProspectus. Students can find further information at National Training Register at www.training.gov.au or speak with an RGIT Australia staff member for details. RGIT Australia handles all superseded qualifications as per our Course Transition Policy and Procedure available at www.rgit.edu.au/policies.

*For HLT54115 Diploma of Nursing, please contact marketing@rgit.edu.au

†Course tuition fees are quoted in Australian dollars (AUD), are valid for 2023 and are subject to change.

Entry Requirements

Age Requirements

All international students must be at least 18 years of age or above at the time of the course commencement to study at RGIT Australia. Student visa applicants under the age of 18 will be accepted where they demonstrate that they will be accompanied by a parent, legal custodian or a suitable relative who is aged 21 or over. This arrangement requires the approval of the Department of Home Affairs. For more information visit Department of Home Affairs' webpage, 'Welfare Requirements for Student Visa Applicants Under 18' at www.homeaffairs.gov.au/trav/stud/more/welfare-arrangements-under18.

English Language Requirements

International students, applying either off-shore or on-shore will require:

- i) Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course, or IELTS score of 4.5 or equivalent with a General English (ELICOS) course (up to 30 weeks) to be taken before the main VET course plus successful completion of RGIT Australia's Language and Numeracy Test on completion of General English (ELICOS) program.

Note: A minimum IELTS (General) test score of 6.0 or equivalent is required for BSB80515 Graduate Certificate and BSB80615 Graduate Diploma in Management (Learning).

Results older than two years are not acceptable.

OR

- ii) Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States

OR

- iii) Evidence that, within two years of their

application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

OR

- iv) Applicants originating from students visa assessment levels 1 and 2 (countries) without the required IELTS score must undertake an English Placement Test conducted at RGIT Australia's campus as part of the enrolment process.

If there are concerns about the applicants' English language proficiency, they will be required to undertake a suitable General English (ELICOS) or EAL program. For further information on student visa assessment levels visit Department of Home Affairs' website at www.homeaffairs.gov.au.

Please note: RGIT Australia will also accept equivalent test results from the following specified English language tests:

- Test of English as a Foreign Language (TOEFL) iBT
- Test of English as a Foreign Language (TOEFL) PBT
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE)

Pre-Training Review

All students are required to undertake a pre-training review which aims to identify their training needs through questions on previous education or training, relevance of the courses to learner, and relevant experience.

Language, Literacy and Numeracy test (LLN)

Students undertaking RGIT Australia VET courses must possess sound language, literacy and numeracy (LLN) skills to successfully complete the course. All

students are required to undertake a language, literacy and numeracy (LLN) test conducted by RGIT Australia. If students do not meet English and LLN requirements, learners will be asked to take further language, literacy and numeracy training e.g. English Language Intensive Course for Overseas Learners (ELICOS) programs with RGIT Australia.

Additional Entry Requirements for Specific Courses

Community Services / Individual Support

Requirements prior to the start of Work-Based Training (WBT) components for Community Services include:

1. A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate
2. A satisfactory and valid Working with Children Check

Early Childhood Education and Care

Requirements prior to the start of Work-Based Training (WBT) components for Early Childhood Education and Care include a satisfactory and valid Working With Children Check.

Graduate Certificate and Graduate Diploma in Management (Learning)

Prospective students will require a minimum IELTS (General) test score of 6.0 or equivalent for BSB80515 Graduate Certificate and BSB80120 Graduate Diploma in Management (Learning).

Academic Requirements

International students applying either off-shore or on-shore must meet a minimum academic requirement to get admission to RGIT Australia courses. The table below summarises the academic entry requirements. Refer to information on individual courses for course-specific requirements.

Level of Study - Academic Requirements

Certificate III - Satisfactory completion of the equivalent of Australian Year 11 or higher

Certificate IV - Satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher

Diploma - Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher

Advanced Diploma - Satisfactory completion of the equivalent of Australian Year 12 or Diploma or higher

Graduate Certificate of Management (Learning) - Satisfactory completion of the equivalent of Diploma or higher in relevant field of education or work

Graduate Diploma of Management (Learning) (52 weeks) - Satisfactory completion of the equivalent of Diploma or higher in relevant field of education or work

Entry Requirements for Diploma of Nursing

International students who are seeking to enrol into HLT54115 Diploma of Nursing must:

1. be at least 18 years of age at the time of enrolment
2. have successfully completed year 12 or Australian equivalent.
OR
have completed a relevant Australian Certificate III or IV qualification, i.e. Aged Care, Health Services Assistance.
3. Undertake ACER Language & Literacy test with at least a working level 4/ exit level 3
4. If an ACER test or equivalent is successfully completed, attend an interview with the Nursing Coordinator and nursing trainer (on arrival to Australia)

English Language Requirements:

From 1 July 2018, all students are required by Nursing and Midwifery Board of Australia (NMBA) to provide a formal English language skills test prior to the commencement of the Diploma of Nursing and prior to applying for registration. This can be demonstrated by:

1. Having attended and satisfactorily completed at least six years of primary and secondary education (for at least two years between years 7 and 12), taught and assessed in English in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

Please note: At the time of applying for NMBA registration as a program graduate, the applicant will have completed an NMBA approved Enrolled Nursing program and will therefore have a qualification that has been taught and assessed solely in English.

OR

At the time of applying for NMBA registration as a program graduate, the applicant will be able to demonstrate having completed 6 years (full time equivalent) of studies taught and assessed in English that includes a combination of secondary, vocational or tertiary studies (or tertiary education alone), and evidence of a minimum of one year fulltime equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

OR

Has formal English language test score results showing:

- i. IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking)

Please note: Only accepting test results:

1. from one test sitting, or
2. a maximum of two test sittings in a six month period only if:
 - a. a minimum overall score of 7 is achieved in each sitting, and
 - b. you achieve a minimum score of 7 in each of the communicative skills across the two sittings, and
 - c. no score in any of the communicative skills is below 6.5

OR

- ii. the OET with a minimum score of B in each of the four components (listening, reading, writing and speaking).

Please note:

Only accepting test results:

1. from one test sitting, or
2. a maximum of two test sittings in a six month period only if:
 - a. as tested in all four components in each sitting, and
 - b. achieved a minimum score of B in each component across the two sittings, and
 - c. no score in any component of the test is below C

OR

- iii. PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

Please note:

Only accepting test results

1. from one test sitting, or
2. a maximum of two test sittings in a six month period only if:
 - a. a minimum overall score of 65 is achieved in each sitting, and
 - b. you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and
 - c. no score in any of the communicative skills is below 58

OR

- iv. the TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:

- 24 for listening,
- 24 for reading,
- 27 for writing, and
- 23 for speaking.

Please note: Only accepting test results:

1. from one test sitting, or

2. a maximum of two test sittings in a six month period only if:

- a. a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and
- b. no score in any of the sections is below:
 - 20 for listening
 - 19 for reading
 - 24 for writing, and
 - 20 for speaking

OR

Other English language tests approved by the NMBA as published on the Board's website with the required minimum scores

Other Requirements

1. Computer skills (ability to conduct research online and undertake some online studies to meet unit requirements).
2. Fitness Requirements for Professional Experience Placement (PEP)

Requirements prior to start of Professional Experience Placement (PEP)

1. A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate (AFP) issued 3 months prior to PEP.
2. A satisfactory and valid Working with Children Check.
3. Immunisation records (recommended to have immunisation records from home country for international students).
4. Hold a current first aid certificate.

Registration requirements as a Nursing student

Under National Law all students enrolled in the Diploma of Nursing course must be registered as students with the Australian Health Practitioner Registration Agency (AHPRA) and Nursing and Midwifery Board of Australia (NMBA). Students must be registered prior to the commencement of the course and will remain registered for the duration of the course or until no longer enrolled in the course. It is the responsibility of RGIT Australia to ensure all students enrolled in the Diploma of Nursing course are registered with AHPRA/NMBA.

Recognition of Prior Learning or Credit Transfer

Course related work, prior study and/or life experience relevant to this course may entitle you to subject credits or recognition.

Studying at RGIT Australia

Course Delivery

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

Course Assessment

A number of approaches to course assessment are used by RGIT Australia staff. Assessment approaches may include observation of performance in class, practical demonstrations, workshops, undertaking case studies, projects, assignments, presentations, role plays, written tests or exams and work-based assessments.

Students who have obtained Not Yet Competent (NYC) in a unit may re-do failed assessments without a need to see a Reassessment Officer, if they have attended at least 70 percent of scheduled classes for that unit and they complete the unit within the term in which it was offered.

However, if a student:

- i. has attended less than 70 percent of scheduled classes for a unit and failed an assessment in that unit,
- OR
- ii. has NYC units carried over from earlier terms,
- OR
- iii. has failed a practical cooking class,

the student will need to pay a reassessment administration fee to cover the costs of employing a Reassessment Officer and/or purchasing cooking material.

See RGIT Australia's Assessment Policy and Procedure for further details at www.rgit.edu.au/policies.

Plagiarism

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment and will result in a written warning and repeating the VET unit of competency, as well as incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from RGIT Australia. All works submitted must be an accurate reflection of

the student's level of competence.

See RGIT Australia's Plagiarism and Cheating Policy and Procedure visit www.rgit.edu.au/policies.

Unique Student Identifier (USI)

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to RGIT Australia during the enrolment process. If students do not provide USI, RGIT Australia will not be able to issue a Certificate, Statement of Attainment or Transcript for the training. For details on USI visit www.usi.gov.au. Student Administration staff can assist you to obtain your USI on request.

Credit Transfer

Students who have completed equivalent units from their course at other institutions can be given credit on presentation of a verified transcript, Award or Statement of Attainment. An application for credit transfer must be lodged in writing. RGIT Australia's Credit Transfer Application form is available at www.rgit.edu.au/downloads/important-forms.

Recognition of Prior Learning (RPL)

Students who believe they already have some of the competencies in the course they wish to study may apply for RPL. An essential requirement of RPL is proof of competency. This may involve providing copies of your resume and/or work performance appraisals, job position descriptions and any certificates of inhouse or formal training. Students may be asked for contact details of people who can vouch for your skill level such as supervisors from current or previous workplaces, clients, or personal character references from the community. Examples of other useful records include letters from employers and records of your professional development sessions. An application for RPL must be lodged in writing by completing RGIT Australia's RPL Application Form available at www.rgit.edu.au/downloads/important-forms.

Qualification Recognition

Qualifications offered by RGIT Australia

are based on the principles, guidelines and standards set by Australian Qualifications Framework (AQF) and VET Quality Framework (VQF) and are nationally recognised.

Materials and Equipment

RGIT Australia supplies each student with one complete set of learning materials including workbooks, assessment records and textbooks as applicable. Material fees may be applicable. Recommended learning resources are also communicated to students by trainers. Students must obtain these resources at their own expense.

Change of Institution or Course

National Code of Practice for Providers of Education and Training to Overseas Students 2018 ("National Code 2018") restricts the capacity of students to transfer to other providers prior to completing six months of their principal course.

Students who wish to apply for a permission to transfer to another institute must complete RGIT Australia's Application for Letter of Release from available at www.rgit.edu.au/downloads/important-forms. There is no cost associated with applying for a release, however, students must contact Department of Home Affairs to seek advice on whether a new visa is required.

The reasons under which a student will be released are if:

- RGIT Australia has cancelled/ceased to offer the students program (letter from RGIT Australia supplied)
- the overseas student is reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with that registered provider's intervention strategy to assist the overseas student in accordance with National Code 2018 Standard 8
- there is evidence of compassionate or compelling circumstances
- RGIT Australia has failed to deliver the course as outlined in the written agreement
- there is evidence that the overseas student's reasonable expectations about their current course are not being met
- there is evidence that the overseas student was misled by RGIT Australia or an

education or migration agent, regarding RGIT Australia or its course, and the course is therefore unsuitable to their needs and/or study objectives

All applications will be assessed on the basis of RGIT Australia's policies including Enrolment Procedure, and Fees Payment and Refund Policy (International Students) (available at www.rgit.edu.au/policies) and the study plan and declaration submitted by the student in their application. Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application.

If students wish to change their course at RGIT Australia after receiving their Confirmation of Enrolment (CoE), they will be required to pay a Change of CoE administration fee of \$100.

Deferred or Suspended Studies

(Including leave of absence for any length greater than 5 days)

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer or suspend the commencement of studies must apply to do so in writing to RGIT Australia.

Reasons for suspending your enrolment are limited to extenuating circumstances such as:

- Personal illness, i.e. a hospital procedure
- Bereavement, i.e. the death of an immediate member of family
- Serious illness to an immediate member of family

If students know that they will not be attending classes during the study period they must contact RGIT Australia and arrange an appointment to discuss their circumstances. Subsequent to their meeting and after providing documented evidence supporting the circumstances/reasons for seeking suspension or cancellation of enrolment, they will be required to complete and submit the Application for Suspension of Studies, Deferral and/or Leave form available at www.rgit.edu.au/downloads/important-forms.

RGIT Australia may decide to suspend or cancel a student's enrolment on its own initiative as a response to:

- Student misbehaviour
- The student's failure to pay an amount he or she was required to pay to RGIT Australia to undertake or continue the course as stated in the written agreement
- Breach of course progress or attendance requirements by the overseas student, which must occur in accordance with National Code 2018 Standard 9

RGIT Australia may defer an enrolment where the course is not being offered at the proposed date, site, or other reasons where it is necessary to cancel the course. In such cases a refund shall be processed as required or alternative courses offered.

Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be reported to Department of Home Affairs by RGIT Australia and this may affect the status of a student visa. View Deferring, Suspending or Cancelling the Students' Enrolment Policy & Procedure available at www.rgit.edu.au/policies.

Qualifications Issued

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment for completed competencies.

RGIT Australia does not guarantee a training product can be completed in a manner which does not meet Clause 1.1 of the Standards for RTOs 2015 (i.e. the RTO's training and assessment strategies and practices, including the amount of training provided) and Clause 1.2 (i.e. the amount of training provided to each learner with regard to: a) the existing skills, knowledge and the experience of the learner; and b) the mode of delivery.)

Completion of courses does not guarantee an employment outcome. Formal requirements other than educational qualifications (e.g. licensing, professional registration etc.) may apply to some occupations and locations.

How to Apply

At RGIT Australia we want to ensure that the course in which students enrol is the most appropriate course for them. We will discuss with applicants their ambitions and future plans. We will review any work experience which applicants may have, and any study which they may have completed. We will take into account applicants' existing skills and competencies during the application process. Based on this information we will recommend the most appropriate course for them.

To apply for a course, applicants must complete International Student Application Form available at www.rgit.edu.au/downloads/important-forms.

Melbourne: Scan and return the application form along with certified copies of supporting documents by email to marketing@rgit.edu.au, post it to RGIT Australia GPO Box 5466, Melbourne, VIC, 3001, or bring it to

RGIT Australia, Main Campus, Student Administration Level 2, 28-32 Elizabeth Street, Melbourne.

Hobart: Scan and return the application form along with certified copies of supporting documents by email to adminhobart@rgit.edu.au, post or bring documents to RGIT Australia, Hobart Campus, Level 3, 162 Macquarie Street, Hobart, 7000.

Scholarships

RGIT Australia offers scholarships to students based on academic merit. Scholarships waive tuition fees to a level that is decided by the Scholarship Committee, which meets quarterly to evaluate applications. Students who intend to study a VET course can apply for a scholarship at www.rgit.edu.au/students/international/scholarship.

Pathways to Higher Education

RGIT Australia graduates may seek credits to relevant degree programs in Australian universities. RGIT Australia has no special arrangements with any Australian university and there is no guaranteed entry into university programs. As a general rule students with high marks will have the best chance of being accepted by a university.

Work-Based Training

Some courses require a work-based training (WBT) component. Please refer to individual course descriptions for details.

WBT practical placement refers to any structured workplace learning that is part of a written agreement between RGIT Australia as the training organisation and a host employer for vocational or further education courses or programs. It is designed to include work observation, work experience and other forms of workplace learning. WBT is an essential component of many vocational and further education programs.

WBT practical placement is designed to give students a chance to perform tasks relating to their course in an appropriate industry setting and ensure that the skills they are learning are transferable and can be demonstrated within a real industry work environment.

Work placement involves assessment in the workplace by RGIT Australia assessors and will also include supervisor reports.

Where it is to be Completed

RGIT Australia is responsible for ensuring the workplace complies with course requirements.

RGIT Australia will only find one host work place per student. In the event the student is not able to complete their placement with the host arranged by RGIT Australia, or prefers to find their own, the student will be liable to find their own, and RGIT Australia will conduct checks to ensure its suitability. In extreme circumstances, i.e. medical condition or other matters, a second placement can be organised by RGIT Australia for the student's benefit.

Real Industry Workplace

The workplace must be approved by RGIT Australia's Work-Based Training Coordinator.

Benefits to Learners

For learners, WBT is an opportunity to:

- learn in a workplace that reflects current

industry needs and standards

- interact with experienced workers who will pass on valuable skills and knowledge
- gain a sense of what working with their qualification will be like
- have an opportunity to practise and demonstrate their hands-on skills and underpin knowledge in a structured way
- gain recognition for their skills and knowledge by demonstrating and recording of evidence
- ask questions and learn about the industry and workers
- demonstrate their attributes for future employment possibilities.

WBT Information Sessions

Information session on WBT is conducted at the time of orientation and a detailed induction session is conducted before the commencement of work placement.

During the session, students will receive information on:

- Their responsibilities and requirements
- The role of the Work-Based Training Coordinator
- Students' special needs (if applicable)
- Workplace Health & Safety (WHS) issues
- Equal opportunity issues
- Relevant policies related to the workplace
- Roles of the host employer and workplace supervisor
- Safety in the workplace
- Availability of a suitable induction program for students

Host Employers

RGIT Australia sources host employers through a variety of means:

- Existing employers of RGIT Australia's student(s) and when RGIT Australia has screened to ensure that the employer and

site are suitable for WBT.

- Students may find suitable practical work placement opportunities themselves and should liaise with the course coordinator or WBT Coordinator to ensure that the host employer is provided with the appropriate information and agreement and that the site meets WBT requirements.
- RGIT Australia industry network partners, including employees of RGIT Australia such as trainers. Initial contact with the host employers is usually made by the WBT Coordinator who can ensure that the site meets the WBT criteria, and provide the information necessary for the host employer(s).
- Approach industry and target new opportunities. Initial contact with the host employers is usually made by the WBT Coordinator who can explain the benefits, responsibilities and requirements of participating in the program.

RGIT Australia staff, students and Host Employers involved in the WBT program are required to follow a clear set of guidelines and procedures.

Pre-Placement Checks Requirements for Nursing, Individual Support, Early Childhood Education and Care and Community Services Courses

In order to complete the requirements of this course, students are required to fulfil certain pre-placement check requirements. For example, police checks, working with children check, uniforms, etc. Students are required to produce evidence of pre-placement check requirements or are able to demonstrate their willingness to obtain them before enrolment. Contact WBT Coordinator for more information.

For more details about RGIT Australia's WBT requirements see Work-Based Training Policy and Procedure at www.rgit.edu.au/policies.



Melbourne Campus Facilities

Campus Locations

RGIT Australia has two campuses located in Melbourne's Central Business District (CBD). Main Campus is located at 28-32 Elizabeth Street, and Victoria House campus is located at 43-45 Elizabeth Street.

Training Kitchen

The purpose-built training kitchen, which is fully equipped to commercial kitchen standards, is located on Level 1 of the campus at 28-32 Elizabeth Street, Melbourne. A second state-of-the-art training kitchen facility is made available depending upon student numbers, and students will be informed of its location prior to study commencement.

Classrooms

RGIT Australia's modern, air-conditioned facilities are well-equipped for effective learning.

Student Administration and Support Services

Student Administration and Student Support Services located at Main Campus Level 2 serves as students' first point of contact for any queries.

Nursing Lab

RGIT Australia focuses on theoretical as well as practical training in our simulated Nursing Lab, located at our Victoria House campus in the heart of Melbourne's CBD. Our training facilities are designed to offer practical training in a realistic setting to make students confident in their knowledge and work-ready.

Simulated Childcare Room

RGIT Australia's simulated childcare environment consists of everything the modern day care childcare facility would have. Students will demonstrate their theoretical and practical knowledge as they learn in the simulated childcare room.

Student Cafe

A vegetarian cafe is located on Level 1 of Main Campus, where students can relax and meet with others.

Student Library & Resource Centre

Our librarian can direct students to useful online resources relevant to their course and regularly updates library materials. The library is equipped with daily newspapers, textbooks, magazines, periodicals, self-paced learning CDs, free Wi-Fi internet access, DVDs and offers printing and photocopying facilities for students. Student notice boards outside the library offer information on rooms available to rent/share and other general information related to campus life and, for international students living in Australia.

Computer Rooms

RGIT Australia has two computer labs. One is a general computer room for use by all students and the other is a dedicated facility for students undertaking Information Technology (IT) studies at RGIT Australia.

Hobart Campus Facilities

Campus Location

Our Hobart Campus at Level 3, 162 Macquarie Street, Hobart, TAS 7000, is located in the centre of Hobart's CBD, close to the shopping precinct of City Mall, the main retail strip and many cafes. It is easy walking distance to the Post Office and State Library and city apartments for student accommodation are also nearby.

Training Kitchen

A training kitchen is located on-campus at 162 Macquarie Street, Hobart.

Classrooms

Our air-conditioned classrooms are modern with natural light and captivating views of Mount Wellington and Hobart surrounds.

Lunchroom

A lunchroom is provided for students which has comfortable seating, a kitchenette, microwave, fridge, television and coffee-making facilities.

Computer Access

Our computer room is available for use by all students and has free Wi-Fi.



Student Rights as a Consumer

As a consumer, a student has the right to receive factual and accurate information about the courses offered by RGIT Australia before making an enrolment decision. To ensure this, RGIT Australia has stringent policies and procedures in place.

It is very important that students read RGIT Australia's International Student Prospectus 2018 and visit RGIT Australia's website at www.rgit.edu.au before applying at RGIT Australia to ensure that the course meets their requirements and that they fully understand student fees and obligations.

The Fees Payment and Refund Policy and the Complaints and Appeals Policy and Procedure (available at www.rgit.edu.au/policies) do

not affect the rights of the student to take action under Australian Consumer Law if it applies.

Media Consent

The International Student Application Form gives students the opportunity to decline permission for RGIT Australia to use any representation of students for promotional purposes.

From time to time, RGIT Australia staff may request to take photographs/videos or verbal/written interviews/testimonials of students at RGIT Australia or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job

work activities or could be published by RGIT Australia in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral or third party advertisements and/or publications. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes.

Students have a right to refuse use of their image or work for such creations, and may also reverse their decision to decline Media Consent by signing a Media Consent Form at the time of any such request.



Business and Management

Certificate III in Business



NATIONALLY RECOGNISED
TRAINING

National Code: BSB30120

CRICOS Course Code: 106386G

Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$15,000

Material Fee: AU \$250

Course Description

Certificate III in Business will provide students with a wide range of competencies using business discretion, judgment and relevant theoretical knowledge. Students will develop skills to provide technical advice and support to a team.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Clerk (Accounts/Accounts Receivable/General), Customer Service Adviser, Office Assistant, Receptionist.

Course Structure

Students will need to complete 13 units in total. 6 core units plus 7 elective units of competency to attain the qualification.

Core Units

- BSBCRT311 - Apply critical thinking skills in a team environment
- BSBPEF201 - Support personal wellbeing in the workplace
- BSBSUS211 - Participate in sustainable work practices
- BSBTWK301 - Use inclusive work practices
- BSBWHS311 - Assist with maintaining workplace safety
- BSBXCM301 - Engage in workplace communication

Elective Units*

- BSBTEC301 - Design and produce business documents
- BSBOPS405 - Organise business meetings
- BSBTEC303 - Create electronic presentations
- BSBTEC404 - Use digital technologies to collaborate in a work environment
- BSBWRT311 - Write simple documents
- BSBESB302 - Develop and present business proposals
- BSBPEF301 - Organise personal work priorities

*Elective units for this qualification are current at the time of publication and are subject to change.

Certificate IV in Business



NATIONALLY RECOGNISED
TRAINING

National Code: BSB40120

CRICOS Course Code: 106387F

Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements : Refer to page 5

Delivery Mode : Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$15,000

Material Fee: AU \$250

Course Description

Certificate IV in Business reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. Students will learn to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. The course will encourage students to gain an understanding of the appropriate business work practices required to competently undertake their roles and responsibilities in the business workplace. Students 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, Executive Personal Assistant, Office Administrator, Project Officer, Sales Account Assistant, Sales Agent, Small Business Manager (Franchise/Retail) and Team Leader.

Course Structure

Students will need to complete total 12 units includes (6 core units plus 6 elective) units:

Core Units

- BSBCRT411 - Apply critical thinking to work practices
- BSBTEC404 - Use digital technologies to collaborate in a work environment
- BSBTWK401 - Build and maintain business relationships
- BSBWHS411 - Implement and monitor WHS policies, procedures and programs
- BSBWRT411 - Write complex documents
- BSBXCM401 - Apply communication strategies in the workplace

Elective Units*

- BSBCMM411 - Make presentations
- BSBMKG434 - Promote products and services
- BSBOPS402 - Coordinate business operational plans
- BSBPEF403 - Lead personal development
- BSBSTR402 - Implement continuous improvement
- BSBOPS403 - Apply business risk management processes

Diploma of Leadership and Management



NATIONALLY RECOGNISED
TRAINING

National Code: BSB50420

CRICOS Course Code: 104200E

Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$15,000

Material Fee: AU \$0

Course Description

Diploma of Leadership and Management will provide students with the knowledge, practical skills and experience in leadership and management across a wide range of enterprise and industry contexts. Students will develop skills in displaying initiative and judgement in planning, organising, implementing and monitoring your own workload and the workload of others. Students will learn communication skills to support individuals and teams to meet organisational or enterprise requirements.

Career Opportunities

Possible job roles relevant to this qualification include: Business Manager, Human Resources Manager, Sales Team Manager.

Course Structure

Students will need to complete 6 core units and 6 elective units of competency to attain the qualification.

Core Units

- BSBOPS502 - Manage business operational plans
- BSBLDR523 - Lead and manage effective workplace relationships
- SBTWK502 - Manage team effectiveness
- BSBPEF502 - Develop and use emotional intelligence
- BSBCMM511 - Communicate with influence
- BSBCRT511 - Develop critical thinking in others

Elective Units*

- BSBSTR502 - Facilitate continuous improvement
- SBTWK503 - Manage meetings
- BSBLDR522 - Manage people performance
- BSBSTR501 - Establish innovative work environments

- BSBSTR503 - Develop organisational policy
- BSBSUS511 - Develop workplace policies and procedures for sustainability

*Elective units for this qualification are current at the time of publication and are subject to change.

Diploma of Business



NATIONALLY RECOGNISED
TRAINING

National Code: BSB50120

CRICOS Course Code: 106385H

Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$15,000

Material Fee: AU \$250

Course Description

Diploma of Business will provide students with the knowledge, understanding of theories, methods and practical skills using case studies, discussions and assessments in various business related work environments.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Administration Manager, Executive Officer, Export Manager.

Course Structure

Students will need to complete Total 12 units includes 5 core units plus 7 elective units of competency to attain the qualification.

Core Units

BSBCRT511 - Develop critical thinking in others

- BSBFIN501 - Manage budgets and financial plans
- BSBOPS501 - Manage business resources
- BSBSUS511 - Develop workplace policies and procedures for sustainability
- BSBXCM501 - Lead communication in the workplace

Elective Units*

- BSBLDR523 - Lead and manage effective workplace relationships
- SBTWK501 - Lead diversity and inclusion

- BSBOPS504 - Manage business risk
- BSBOPS502 - Manage business operational plans
- BSBPEF501 - Manage personal and professional development
- BSBWHS521 - Ensure a safe workplace for a work area
- BSBLDR521 - Lead the development of diverse workforces

*Elective units for this qualification are current at the time of publication and are subject to change.

Advanced Diploma of Business



NATIONALLY RECOGNISED
TRAINING

National Code: BSB60120

CRICOS Course Code: 106384J

Duration: 78 Weeks (Incl. Holidays)

Holiday: 18 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$22,500

Material Fee: AU \$0

Course Description

Advanced Diploma of Business will provide students with the advanced skill set to thrive in a business setting. It delivers management skills and practical techniques that empower students with analytical and problem solving skills as well as project management across various industries.

Career Opportunities

Possible job roles relevant to this qualification include: Executive Manager or Director, Human Resources Manager (Strategy), Senior Executive.

Course Structure

Students will need to complete 5 core and 8 elective units of competency to attain the qualification.

Core Units

- BSBCRT611 - Apply critical thinking for complex problem solving
- BSBFIN601 - Manage organisational finances
- BSBOPS601 - Develop and implement business plans
- BSBSUS601 - Lead corporate social responsibility
- BSBTEC601 - Review organisational digital strategy

Elective Units*

- BSBINN601 - Lead and Manage organisational change
- BSBMGT617 - Develop and implement a business plan
- BSBFIM601 - Manage finances
- BSBMKG609 - Develop a marketing plan
- BSBHRM602 - Manage human resources strategic planning
- BSBMGT605 - Provide leadership across the organisation
- BSBINM601 - Manage knowledge and information
- BSBSUS501 - Develop workplace policy and procedures for sustainability

*Elective units for this qualification are current at the time of publication and are subject to change.

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Graduate Diploma of Management (Learning)



National Code: BSB80120

CRICOS Course Code: 106388E

Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements : Refer to page 5

Delivery Mode : Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$16,000

Material Fee: AU \$0

Course Description

Graduate Diploma of Management (Learning) qualification reflects the roles of individuals

who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

Career Opportunities

Possible job titles relevant to this qualification include learning and development consultant, manager/head of department, organisational learning and leadership manager, training manager, workforce capability development leader, workforce planner, educational professional, manager providing research or information related to career development.

Course Structure

Students will need to complete 3 core units and 5 elective units of competency to attain the qualification.

Core Units

- BSBHRM613 - Contribute to the

development of learning and development strategies

- BSBLDR811 - Lead strategic transformation
- TAELED803 - Implement improved learning practice

Elective Units*

- PSPMGT012 - Facilitate knowledge management
- BSBLDR601 - Lead and manage organisational change
- BSBLDR812 - Develop and cultivate collaborative partnerships and relationships
- BSBOPS601 - Develop and implement business plans
- BSBSTR801 - Lead innovative thinking and practice

*Elective units for this qualification are current at the time of publication and are subject to change.



Health, Childcare and Community Services



Certificate III in Individual Support



National Code: CHC33015

CRICOS Code: 0101994

Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Delivery Mode: Face-to-face

Intake Dates: Feb, Apr, Jul, Oct

Work-Based Training: Minimum 120 hours in a regulated Aged care industry (please refer to page 9 for details)..

Tuition Fee*: AU \$15,000

Material Fee: AU \$0

Course Description

Individual Support qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have

a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support. Students will possess a sound base in theoretical individual support industry skills and knowledge combined with 120 hours in a regulated Aged care industry that they would like to develop to enhance their educational and employment opportunities. Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning.

Career Opportunities

- Accommodation support worker
- Field officer
- Assistant in nursing
- Home care assistant
- Care assistant
- In-home respite worker
- Care service employees
- Nursing assistant
- Care worker
- Personal care assistant
- Community care worker
- Personal care giver
- Community house worker
- Personal care worker
- Community support worker
- Residential care worker

Delivery Mode

Mode of delivery available for this course is face-to-face learning along with a work placement.

Course Structure

Students will need to complete 7 core units and 6 elective units of competency to attain the qualification.

Core Units

- CHCCCS015 - Provide individualised support
- CHCCCS023 - Support independence and well being
- CHCCOM005 - Communicate and work in health or community services
- CHCDIV001 - Work with diverse people
- CHCLEG001 - Work legally and ethically
- HLTAAP001 - Recognise healthy body systems
- HLTWHS002 - Follow safe work practices for direct client care

Elective Units*

- CHCAGE001 - Facilitate the empowerment of older people
- CHCAGE005 - Provide support to people living with dementia
- HLTINF003 - Implement and monitor infection prevention and control policies and procedures
- HLTAID003 - Provide First Aid
- CHCHCS001 - Provide home and community support services
- CHCADV001 - Facilitate the interests and rights of clients

*Elective units for this qualification are current at the time of publication and are subject to change. children and young people.



Certificate III in Early Childhood Education and Care



NATIONALLY RECOGNISED
TRAINING

National Code: CHC30121

CRICOS Course Code: 108053B

Course Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Work-based Training: 120 hours in a regulated education and care service (please refer to page 9 for details).

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$15,000

Material Fee: AU \$0

Course Description

If students feel that they would love to assist in the education and learning development of babies, toddlers and children, then this program is for them. Qualifying as an early childhood professional, students will support the implementation of an approved learning

framework, and support children's wellbeing, learning and development.

Career Opportunities

Possible job roles include: Early Childhood Educator, Outside School Hours Care Assistant, Playgroup Supervisor, Recreation Assistant, Family Day Care Worker and Nanny.

Delivery Mode

Mode of delivery available for this course is face-to-face learning along with a work placement.

Course Structure

Students will need to complete 15 core units and 2 elective units of competency to attain the qualification.

Core Units

- CHCECE034 - Use an approved learning framework to guide practice
- CHCECE030 - Support inclusion and diversity
- HLTAID012 - Provide First Aid in an education and care setting
- CHCECE033 - Develop positive and respectful relationships with children
- CHCECE032 - Nurture babies and toddlers
- CHCECE031 - Support children's

health, safety and wellbeing

- HLTWHS001 - Participate in workplace health and safety
- CHCECE036 - Provide experiences to support children's play and learning
- CHCECE035 - Support the holistic learning and development of children
- CHCECE038 - Observe children to inform practice
- CHCECE037 - Support children to connect with the natural environment
- CHCECE054 - Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
- CHCECE055 - Meet legal and ethical obligations in children's education and care
- CHCECE056 - Work effectively in children's education and care
- CHCPR001 - Identify and respond to children and young people at risk

Elective Units*

- CHCDIV001 - Work with diverse people
- BSBSUS411 - Implement and monitor environmentally sustainable work practices

*Elective units for this qualification are current at the time of publication and are subject to change.

Diploma of Early Childhood Education and Care



National Code: CHC50121
CRICOS Course Code: 1080504A
Course Duration: 78 Weeks (Incl. Holidays)
Holiday: 18 Weeks
Entry Requirements: Refer to page 5
Delivery Mode: Face-to-Face
Work-based Training: 240 hours in a regulated education and care service (please refer to page 9 for details).
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: AU \$22,500
Material Fee: AU \$0

Course Description

Diploma of Early Childhood Education and Care is ideal for early childhood educators who are responsible for designing and implementing curriculum in early childhood

education and care services. In doing so, students will work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

Career Opportunities

Possible job roles include roles in Long Day Care, Kindergarten and Family Day Care. Roles may include Childhood Education Manager, Outside school hours coordinator

Delivery Mode

Mode of delivery available for this course is face-to-face based learning along with work placement.

Course Structure

Students will need to complete 12 core units and 3 elective units of competency to attain the qualification.

Core Units

- CHCECE041 - Maintain a safe and healthy environment for children
- CHCECE044 - Facilitate compliance in a children's education and care service
- CHCECE049 - Embed environmental responsibility in service operations
- CHCECE042 - Foster holistic early childhood learning, development and

wellbeing

- CHCECE043 - Nurture creativity in children
- CHCECE045 - Foster positive and respectful interactions and behaviour in children
- CHCECE048 - Plan and implement children's education and care curriculum
- CHCECE046 - Implement strategies for the inclusion of all children
- CHCECE047 - Analyse information to inform children's learning
- CHCECE050 - Work in partnership with children's families
- CHCPRP003 - Reflect on and improve own professional practice
- BSBTWK502 - Manage team effectiveness

Elective Units*

- CHCPOL003 - Research and Apply Evidence to Practice
- CHCMGT003 - Lead the work team
- CHCDIV003 - Manage and promote diversity

*Elective units for this qualification are current at the time of publication and are subject to change.





Diploma of Community Services



NATIONALLY RECOGNISED
TRAINING

National Code: CHC52015

CRICOS Course Code: 096653B

Course Duration: 72 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face to face along with a work placement

Intake Dates: Feb, Apr, July, Oct

Work-based Training: Minimum 100 hours in a Community setting environment (please refer to page 9 for details).

Tuition Fee: AU \$22,500

Material Fee: AU \$0

Course Description

Make a difference to someone's life! Diploma of Community Services is perfect for those who wish to work in the roles of community services, case management and social housing workers involved in the managing, coordinating or delivering of person-centered services to individuals, groups and communities. Get qualified for a broad range

of careers in the community services.

Career Opportunities

Career Opportunities may include Case coordinator, Case worker or manager, Community services worker, Family support worker, Group facilitator or coordinator, Pastoral care counsellor, Program coordinator or manager and Senior youth officer.

Course Structure

Students will need to complete 8 core units and 8 elective units of competency to attain the qualification.

Core Units

- CHCCCS007 - Develop and implement service programs
- CHCCOM003 - Develop workplace communication strategies
- CHCDEV002 - Analyse impacts of sociological factors on clients in community work and services
- CHCDIV003 - Manage and promote diversity
- CHCLEG003 - Manage legal and ethical compliance
- CHCMGT005 - Facilitate workplace debriefing and support processes
- CHCPRP003 - Reflect on and improve own professional practice
- HLTWHS004 - Manage work health and safety

Elective Units*

- CHCCSM005 – Develop, facilitate, and review all aspects of case management
- CHCCCS019 – Recognise and respond to crisis situations
- CHCADV002 – Provide advocacy and representation services
- CHCCCS004 – Assess co-existing needs
- CHCDIV002 – Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCPRP001 – Develop and maintain networks and collaborative partnerships
- CHCDIS003 – Support community participation and social inclusion
- CHCMHS001 – Work with people with mental health issues

*Elective units for this qualification are current at the time of publication and are subject to change.

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Diploma of Counselling



NATIONALLY RECOGNISED
TRAINING

National Code: CHC51015

CRICOS Course Code: 108786H

Course Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face to face along with a work placement

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$15,950

Material Fee: AU \$0

Course Description

Diploma of Counselling reflects the role of counsellors, who work with clients on personal and psychological issues using established counselling modalities. They use communication, micro-counselling and interviewing skills and draw on varied counselling therapies to assist clients. At this level, the counsellor will be working in defined and supported counselling roles in established agencies rather than in independent practice.

Student will be prepared to work as a counsellor, who works with clients on personal and psychological issues using established counselling modalities. They use communication, micro-counselling and interviewing skills and draw on varied counselling therapies to assist clients.

Career Opportunities

Career Opportunities may include

- Counsellor
- Welfare Support Workers

Course Structure

To achieve this qualification, the learner must demonstrate competency in 17 units (13 core units and 4 electives) of competency. Successful participants will be issued with a Certificate by RGIT Australia.

Core Units

- CHCCS019 - Recognise and respond to crisis situations
- CHCCSL001 - Establish and confirm the counselling relationship
- CHCCSL002 - Apply specialist interpersonal and counselling interview skills
- CHCCSL003 - Facilitate the counselling relationship and process
- CHCCSL004 - Research and apply personality and development theories
- CHCCSL005 - Apply learning theories in counselling
- CHCCSL006 - Select and use counselling therapies
- CHCCSL007 - Support counselling clients in decision-making processes
- CHCCSM005 - Develop, facilitate and review all aspects of case management
- CHCDIV001 - Work with diverse people
- CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCLEG001 - Work legally and ethically
- CHCPRP003 - Reflect on and improve own professional practice

Elective Units

- CHCMHS001 - Work with people with mental health issues
- CHCPRT001 - Identify and respond to children and young people at risk
- CHCLEG003 - Manage legal and ethical compliance
- HLTWHS004 - Manage work health and safety

*Elective units for this qualification are current at the time of publication and are subject to change.

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Diploma of Mental Health



National Code: CHC53315

CRICOS Course Code: 108787G

Course Duration: 72 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face to face along with work placement

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU\$15,950

Material Fee: AU \$0

Course Description

Diploma of Mental Health provides skills and knowledge needed for an individual to provide services to clients in relation to mental health issues. They can provide counselling, referral, advocacy and education/health promotion services. These workers are required to have high level specialist knowledge, skills and competencies especially in regard to laws affecting people with mental health issues, the range of services available to them and health issues related to mental health.

Career Opportunities

- Mental health worker
- Case Manager
- Mental Health Counsellor

- Community Rehabilitation and Support Worker
- Mental Health Outreach Worker

Course Structure

To achieve this qualification, the learner must demonstrate competency in 20 (15 Core and 5 Elective) units of competency. Successful participants will be issued with a Certificate by RGIT Australia

Core Units

- CHCDIV001 - Work with diverse people
- CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety
- HLTWHS004 - Manage work health and safety
- CHCADV005 - Provide systems advocacy services
- CHCMHS002 - Establish self-directed recovery relationships
- CHCMHS003 - Provide recovery oriented mental health services
- CHCMHS004 - Work collaboratively with the care network and other services
- CHCMHS005 - Provide services to people with co-existing mental health and alcohol and other drugs issues
- CHCMHS009 - Provide early intervention, health prevention and promotion programs
- CHCMHS011 - Assess and promote social, emotional and physical wellbeing
- CHCMHS010 - Implement recovery oriented approaches to complexity
- CHCMHS012 - Provide support to develop wellness plans and advanced

directives

- CHCMHS013 - Implement trauma informed care
- CHCPOL003 - Research and apply evidence to practice
- CHCPRP003 - Reflect on and improve own professional practice

Elective Units

- CHCAOD009 - Develop and review individual alcohol and other drugs treatment plans
- CHCCSL001 - Establish and confirm the counselling relationship
- BSBFIM501 - Manage budgets and financial plans
- BSBLDR502 - Lead and manage effective workplace relationships
- BSBWOR502 - Lead and manage team effectiveness

*Elective units for this qualification are current at the time of publication and are subject to change.

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Diploma of Nursing



NATIONALLY RECOGNISED
TRAINING

National Code: HLT54115

CRICOS Course Code: 096780F

Course Duration: 80 Weeks (Incl. Holidays)

Holiday: 10 Weeks

Entry Requirements: Refer to page 6

Delivery Mode: Classroom-based and simulation learning along with Professional Experience Placement (PEP)

Intake Dates: Feb, Apr, July, Oct

Professional Experience

Placement (PEP): Minimum of 480 hours of PEP or work placement is supervised by clinical teacher

Tuition Fee: AU \$37,500

Material Fee: AU \$0

Course Description

Diploma of Nursing aims to prepare competent, knowledgeable, professional graduates who are able to apply for registration as an enrolled Nurse with Australian Health Practitioners Registration Agency: Nursing and Midwifery Board Australia (NMBA). Additionally, the course has a specific aim and commitment to preparing graduates who are competent for beginning level Diploma of Nursing graduate practice.

Career Opportunities

It reflects the role of an enrolled nurse working under supervision of a registered

nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units. Further information on registration is available at Nursing and Midwifery Board of Australia's website at www.nursingmidwiferyboard.gov.au.

Course Structure

Students will need to complete 20 core units and 5 elective units of competency to attain the qualification.

Core Units

- CHCDIV001 - Work with diverse people
- CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCPRP003 - Reflect on and improve own professional practice
- HLTAAP002 - Confirm physical health status
- HLTAAP003 - Analyse and respond to client health information
- HLTENN001 - Practice nursing within Australian health care system
- HLTENN002 - Apply communication skills in nursing practice
- HLTENN003 - Perform clinical assessment and contribute to planning nursing care
- HLTENN004 - Implement, monitor and evaluate nursing care plans
- HLTENN005 - Contribute to nursing care of a person with complex needs
- HLTENN006 - Apply principles of wound management in the clinical environment

- HLTENN007 - Administer and monitor medicines and intravenous therapy
 - HLTENN008 - Apply legal and ethical parameters to nursing practice
 - HLTENN009 - Implement and monitor care for a person with mental health conditions
 - HLTENN011 - Implement and monitor care for a person with acute health problems
 - HLTENN012 - Implement and monitor care for a person with chronic health problems
 - HLTENN013 - Implement and monitor care for the older person
 - HLTENN015 - Apply nursing practice in the primary health care setting
 - HLTINF001 - Comply with infection prevention and control policies and procedures
 - HLTWHS002 - Follow safe work practices for direct client care
- Elective Units***
- CHCAGE005 - Provide support to people living with dementia
 - CHCPOL003 - Research and apply evidence to practice
 - HLTAID003 - Provide first aid
 - HLTENN010 - Apply a palliative approach in nursing practice
 - HLTINF003 - Implement and monitor infection prevention and control policies and procedures
- *Elective units for this qualification are current at the time of publication and are subject to change.



Advanced Diploma of Community Sector Management



NATIONALLY RECOGNISED
TRAINING

National Code: CHC62015

CRICOS Course Code: 108787G

Course Duration: 72 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face to face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$25,500

Material Fee: AU \$0

Course Description

This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals and strategic directions.

At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role. This may include management of a specific program or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

Career Opportunities

- Area Manager
- Centre Director
- Coordinator (large organisation)
- Community Care Manager
- Community Development Manager
- Program Area Manager
- Community Education Manager
- Project Manager
- Community Services Manager
- Volunteer Program Manager

Course Structure

To achieve this qualification, the learner must demonstrate competency in 13 (8 Core and 5 Elective) units of competency. Successful participants will be issued with a Certificate by RGIT Australia,

Core Units

- CHCDIV003 - Manage and promote diversity
- CHCLEG003 - Manage legal and ethical compliance
- CHCMGT001 - Develop, implement and

review quality framework

- CHCMGT003 - Lead the work team
- BSBFIM601 - Manage finances
- BSBINN601 - Lead and manage organisational change
- BSBMGT608 - Manage innovation and continuous improvement
- BSBRSK501 - Manage risk

Elective Units

- BSBINM601 - Manage knowledge and information
- BSBMGT605 - Provide leadership across the organisation
- BSBMGT615 - Contribute to organisation development
- CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety
- BBSUS601 - Lead corporate social responsibility

*Elective units for this qualification are current at the time of publication and are subject to change.

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Why study Mental Health, Counselling, Individual support, Community services or Nursing at RGIT Australia?



Choose from a range of Individual Support, Nursing and Community services courses available at our Melbourne and Hobart Campuses, and make a difference in people's lives.

RGIT Australia has state-of-the-art simulated learning environments aimed at complimenting classroom learning to provide students with practical, hands-on training. Complete Work-Based-Training (WBT) or Professional Experience Placement (PEP) at one of our partnered childcare, aged care or health facility partners and enter the health industry with experience and confidence.

Information Technology



Diploma of Information Technology



National Code: ICT50220

CRICOS Course Code: 106554G

Course Duration: 52 Weeks (Incl. Holidays)

Holiday: 13 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$15,000

Material Fee: AU \$250

Course Description

Diploma of Information Technology provides the skills and knowledge for an individual to be competent in high-level networking and System Administration. Areas of study include networking, system administration, system analysis and design and project management.

Career Opportunities

Possible job roles include Network

Administrator, IT Administrator, IT Operations Administrator, Network Services Administrator, Network Support Coordinator, Network Operations Analyst, Network Security Coordinator, Network E-Business Coordinator.

Course Structure

Course Structure Students will need to complete 6 core units and 14 elective units of competency to attain the qualification.

Core Units

- BSBCRT512 - Originate and develop concepts
- BSBXCS402 - Promote workplace cyber security awareness and best practices
- BSBXTW401 - Lead and facilitate a team
- ICTICT517 - Match ICT needs with the strategic direction of the organisation
- ICTICT532 - Apply IP, ethics and privacy policies in ICT environments
- ICTSAS527 - Manage client problems

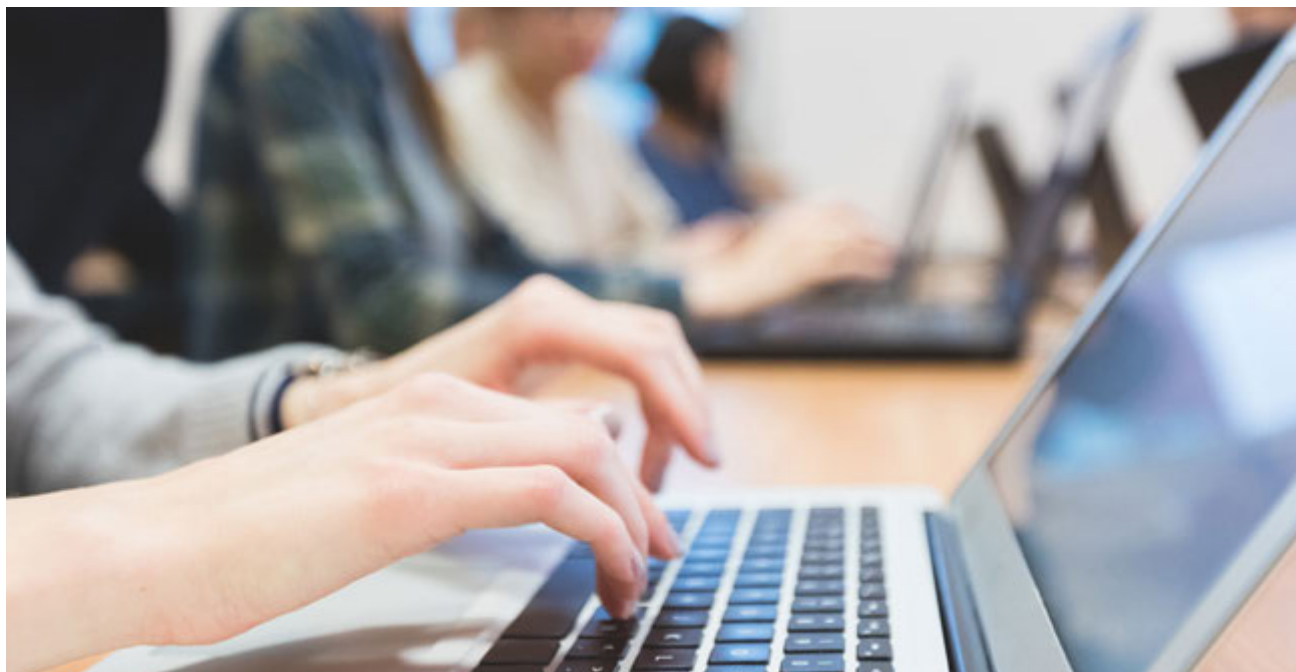
Elective Units*

- ICTCYS407 - Gather, analyse and interpret threat data
- ICTCYS610 - Protect critical infrastructure for organisations
- ICTCYS613 - Utilise design methodologies for security architecture
- ICTSAS524 - Develop, implement and evaluate an incident response plan
- ICTSAS526 - Review and update

disaster recovery and contingency plans

- ICTNWK538 - Install and maintain valid authentication processes
- ICTNWK541 - Configure, verify and troubleshoot WAN links and IP services
- ICTNWK547 - Manage system security on operational systems
- ICTICT523 - Gather data to identify business requirements
- ICTNWK529 - Install and manage complex ICT networks
- ICTNWK540 - Design, build and test network servers
- ICTTEN611 - Produce an ICT network architecture design
- ICTNWK546 - Manage network security
- ICTSUS501 - Implement server virtualisation for a sustainable ICT system

*Elective units for this qualification are current at the time of publication and are subject to change.



Advanced Diploma of Information Technology



NATIONALLY RECOGNISED
TRAINING

National Code: ICT60220

CRICOS Course Code: 106555F

Course Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: AU \$15,500

Material Fee: AU \$250

Course Description

Advanced Diploma of Information Technology provides intermediate to advance skills and knowledge for an individual to be competent to plan, design, implement, manage and monitor an enterprise information and communications technology (ICT) system as an independent ICT specialist or as part of a project team responsible for advanced ICT systems with a strong business oriented emphasis.

This qualification has a strong core ICT base including developing a knowledge management strategy, building a data warehouse, implement a knowledge management strategy, direct complex ICT projects, interact with clients on a business level and manage innovation with continuous improvement.

Career Opportunities

Possible job roles include Analyst Programmer, Programming Developer, Applications Programmer, Software Developer, Database Administrator and Web Designer.

Course Structure

Course Structure Students will need to complete 6 core units and 10 elective units of competency to attain the qualification.

Core Units

- BSBCRT611 - Apply critical thinking for complex problem solving
- BSBTWK502 - Manage team effectiveness
- BSBXCS402 - Promote workplace cyber security awareness and best practices
- ICTICT608 - Interact with clients on a business level
- ICTICT618 - Manage IP, ethics and privacy in ICT environments
- ICTSAD609 - Plan and monitor business

analysis activities in an ICT environment

Elective Units*

ICTNPL413 - Evaluate networking regulations and legislation for the telecommunications industry

- ICTNWK612 - Plan and manage troubleshooting advanced integrated IP networks
- ICTPMG613 - Manage ICT project planning
- ICTTEN615 - Manage network traffic
- ICTTEN622 - Produce ICT network architecture designs
- ICTNPL412 - Apply business acumen to network planning
- ICTNWK546 - Manage network security
- ICTNWK542 - Install, operate and troubleshoot medium enterprise routers
- ICTNWK543 - Install, operate and troubleshoot medium enterprise switches
- ICTICT523 - Gather data to identify business requirements*Elective units for this qualification are current at the time of publication and are subject to change.

Hospitality

Certificate III in Patisserie



NATIONALLY RECOGNISED
TRAINING

National Code: SIT31021

CRICOS Course Code: 109735M

Course Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Work-Based Training (WBT):

Duration: 160 hours consisting minimum of 24 complete service periods/shifts with combination of breakfast, lunch, dinner and special function.

Location: The training must be completed in an industry commercial kitchen with realistic ratios of kitchen staff to customers (refer to page 9 for details)..

Tuition Fee: AU \$22,500

Material Fee: AU \$0

Course Description

Certificate III in Patisserie provides students with the knowledge of patisserie skills necessary to become pastry chefs in a catering or restaurant type setting. Students will learn how to use discretion and judgement and have a sound knowledge of the hospitality industry. They will also learn how to work

independently and under supervision, and how to provide operational advice and support to team members.

Career Opportunities

Possible job roles include Confectioner, Dessert Chef, Pastry Cook and Patisserie Chef.

Course Structure

Students will need to complete 17 core units and 5 elective units of competency to attain the qualification.

Core Units

- BSBSUS201 - Participate in environmentally sustainable work practices
- BSBWOR203 - Work effectively with others
- SITHCCC001 - Use food preparation equipment
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC011 - Use cookery skills effectively
- SITHKOP001 - Clean kitchen premises and equipment
- SITHPAT001 - Produce cakes
- SITHPAT002 - Produce gateaux, torten and cakes
- SITHPAT003 - Produce pastries
- SITHPAT004 - Produce yeast-based bakery products
- SITHPAT005 - Produce petits fours

- SITHPAT006 - Produce desserts
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITHHRM001 - Coach others in job skills
- SITXINV002 - Maintain the quality of perishable items
- SITXWHS001 - Participate in safe work practices

Elective Units*

- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHFAB005 - Prepare and Serve Espresso coffee
- SITHIND002 - Source and use information on the hospitality industry
- SITHKOP005 - Coordinate cooking operations
- SITXCCS007 - Enhance customer service experiences

*Elective units for this qualification are current at the time of publication and are subject to change.

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Certificate IV in Patisserie



National Code: SIT40721

CRICOS Course Code: 109469B

Course Duration: 72 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Delivery Mode: Face-to-face

Work-Based Training (WBT):

Duration: 160 hours consisting minimum of 24 complete service periods/shifts with combination of: breakfast, lunch, dinner and special function.

Location: The training must be completed in an industry commercial kitchen with realistic ratios of kitchen staff to customers (refer to page 9 for details)..

Tuition Fee: AU \$22,500

Material Fee: AU \$0

Course Description

The Certificate IV in Patisserie reflects the role of pastry chefs who have a supervisory or team leading role in the kitchen. Students will learn how to operate independently or with limited guidance from others and use discretion to solve non-routine problems.

Career Opportunities

Possible job roles include: Chef De Partie and Chef Pâtissier.

Course Structure

Students will need to complete 26 core units and 6 elective units of competency to attain the qualification.

Core Units

- BSBDIV501 - Manage diversity in the workplace
- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- SITHCCC001 - Use food preparation equipment
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC011 - Use cookery skills effectively
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHKOP005 - Coordinate cooking operations
- SITHPAT001 - Produce cakes
- SITHPAT002 - Produce gateaux, torten and cakes
- SITHPAT003 - Produce Pastries
- SITHPAT004 - Produce yeast-based bakery products
- SITHPAT005 - Produce petits fours
- SITHPAT006 - Produce desserts
- SITHPAT007 - Prepare and model marzipan

- SITHPAT008 - Produce chocolate confectionery
- SITHPAT009 - Model sugar-based decorations
- SITHPAT010 - Design and produce sweet buffet showpieces
- SITXCOM005 - Manage conflict
- SITXFIN003 - Manage finances within a budget
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills
- SITXHRM003 - Lead and manage people
- SITXINV002 - Maintain the quality of perishable items
- SITXMG001 - Monitor work operations
- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units*

- SITXWHS001 - Participate in safe work practices
- BSBWOR203 - Work effectively with others
- SITHFAB005 - Prepare and Serve Espresso coffee
- SITHIND002 - Source and use information on the hospitality industry
- SITHKOP001 - Clean kitchen premises and equipment
- SITXCCS007 - Enhance customer service experiences

*Elective units for this qualification are current at the time of publication and are subject to change.

Certificate III in Commercial Cookery



NATIONALLY RECOGNISED
TRAINING

National Code: SIT30821

CRICOS Course Code: 109207M

Course Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Work-Based Training (WBT):

Duration: 360 hours consisting minimum of 60 complete service periods/shifts with combination of breakfast, lunch, dinner and special function.

Location: The training must be completed in a real industry commercial kitchen with realistic ratios of kitchen staff to customers (refer to page 9 for details)..

Tuition Fee: AU \$15,000

Material Fee: AU \$0

Course Description

Certificate III in Commercial Cookery provides students with the knowledge of food preparation, presentation and other skills necessary to become a proficient, qualified Commercial Cook. The course includes planning, preparing, presenting and serving food in a commercial kitchen environment.

A wide range of cooking techniques,

methods and practical skills are delivered in this course. The course includes current industry knowledge and skills, maintaining high standards of hygiene and safety in food preparation and the kitchen environment.

This course is designed to give an individual competence and confidence in planning, preparing and presenting food in a catering or restaurant type environment. With the successful completion of this course students will have the necessary skills to enter the workforce in the role as a professional cook.

Career Opportunities

This course is designed for employment as a chef/cook in hotels, restaurants, resorts, catering companies and/or to continue higher studies in commercial cookery at Certificate IV or Diploma levels.

Course Structure

Students will need to complete 21 core units and 4 elective units of competency to attain the qualification.

Core Units

- BSBSUS201 - Participate in environmentally sustainable work practices
- BSBWOR203 - Work effectively with others
- SITHCCC001- Use food preparation equipment
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC006 - Prepare appetisers and salads
- SITHCCC007 - Prepare stocks, sauces and soups

- SITHCCC008 - Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC012 - Prepare poultry dishes
- SITHCCC013 - Prepare seafood dishes
- SITHCCC014 - Prepare meat dishes
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHCCC019 - Produce Cakes, pastries and breads
- SITHCCC020 - Work effectively as a cook
- SITHKOP001 - Clean kitchen premises and equipment
- SITHKOP002 - Plan and cost basic menus
- SITHPAT006 - Produce desserts
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills
- SITXINV002 - Maintain the quality of perishable items
- SITXWHS001 - Participate in safe work practices

Elective Units*

- SITHIND002 - Source and use information on the hospitality industry
- SITXFSA004 - Develop and implement a food safety program
- SITXCCS007 - Enhance customer service experiences
- SITHKOP005 - Coordinate cooking operations

*Elective units for this qualification are current at the time of publication and are subject to change.





Certificate IV in Commercial Cookery



NATIONALLY RECOGNISED
TRAINING

National Code: SIT40516

CRICOS Course Code: 096058K

Course Duration: 72 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Work-based Training (WBT):

Duration: 280 hours consisting minimum of 60 complete service periods/shifts with combination of: breakfast, lunch, dinner and special function.

Location: The training must be completed in a real industry commercial kitchen with realistic ratios of kitchen staff to customers. (please refer to page 9 for details).

Tuition Fee: AU \$22,500

Material Fee: AU \$0

Course Description

Certificate IV in Commercial Cookery aims to provide training and skill development in kitchen operations and effective management and equips the student for the role of a qualified cook.

Students will learn a broad range of culinary skills designed for working successfully in the commercial kitchens of restaurants, hotels, motels, clubs, cafes, coffee shops and catering operations. The areas covered in this course develop an understanding of the various business streams within the Hospitality industry, working in a team,

communication and interpersonal skills, marketing and selling skills, business operational skills, menu and wage costing.

Career Opportunities

This course is designed for employment as a chef/cook in hotels, restaurants, resorts, catering companies and/or to continue higher studies in commercial cookery.

Course Structure

Students will need to complete 26 core units and 7 elective units of competency to attain the qualification.

Core Units

- SITXFSA001 - Use hygienic practices for food safety
- BSBDIV501 - Manage diversity in the workplace
- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- SITHCCC001 - Use food preparation equipment
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC006 - Prepare appetisers and salads
- SITHCCC007 - Prepare stocks, sauces and soups
- SITHCCC008 - Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC012 - Prepare poultry dishes
- SITHCCC013 - Prepare seafood dishes
- SITHCCC014 - Prepare meat dishes
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHCCC019 - Produce Cakes, pastries and breads
- SITHCCC020 - Work effectively as a cook

- SITHKOP002 - Plan and cost basic menus
- SITHKOP004 - Develop menus for special dietary requirements
- SITHKOP005 - Coordinate cooking operations
- SITHPAT006 - Produce desserts
- SITXCOM005 - Manage conflict
- SITXFIN003 - Manage finances within a budget
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills
- SITXHRM003 - Lead and manage people
- SITXINV002 - Maintain the quality of perishable items
- SITXMGTO01 - Monitor work operations
- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units*

- BSBSUS201 - Participate in environmentally sustainable work practices
- SITHIND002 - Source and use information on the hospitality industry
- SITHKOP001 - Clean kitchen premises and equipment
- BSBWOR203 - Work effectively with others
- SITXCCS007 - Enhance customer service experiences
- SITXFSA004 - Develop and implement a food safety program
- SITXWHS001 - Participate in safe work practices

*Elective units for this qualification are current at the time of publication and are subject to change.



Certificate III in Hospitality



NATIONALLY RECOGNISED
TRAINING

National Code: SIT30622

CRICOS Course Code: 110953B

Course Duration: 52 Weeks (Incl. Holidays)

Holiday: 12 Weeks

Entry Requirements: Refer to page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Work-Based Training (WBT):

Duration: 200 hours consisting minimum of 36 complete service periods/shifts

Location: The training must be completed in a real industry fully-operational hospitality environment with realistic ratios of staff to customers (please refer to page 9 for details)..

Tuition Fee: AU \$15,000

Material Fee: AU \$0

Course Description

Certificate III in Hospitality provides the skills and knowledge needed for an individual to work in many commercial hospitality settings such as restaurants, hotels, motels, clubs, cafes, coffee shops and catering operations. Students will be trained to have responsibility for others and to provide technical advice and support a team.

Career Opportunities

This course is designed for employment as kitchen assistants and supervisors, bar attendants, waiters, wine waiters, front of house assistants, assisting and supervising in restaurants and catering operations.

Course Structure

Students will need to complete 15 units of competency to attain the qualification.

- SITXFSA005 Use hygienic practices for food safety
- SITXCCS014 Provide service to customers
- SITHIND006 Source and use information on the hospitality industry

- SITXCOM007 Show social and cultural sensitivity
- SITXHRM007 Coach others in job skills
- SITHFAB025 Prepare and Serve Espresso Coffee
- SITHCCC031 Prepare vegetarian and vegan dishes
- SITXFIN008 Interpret Financial information
- SITXFIN008 Interpret Financial information
- SITHFAB036 Provide Advice on Food
- SITHFAB036 Provide Advice on Food
- SITHFAB021 Provide Responsible Service of Alcohol
- SITHFAB022 Clean and tidy bar areas
- SITHFAB023 Operate a Bar
- SITHFAB024 Prepare and serve non-alcoholic beverages
- SITHIND008 Work effectively in hospitality service

*Elective units for this qualification are current at the time of publication and are subject to change.



Certificate IV in Hospitality



NATIONALLY RECOGNISED
TRAINING

National Code: SIT40416

CRICOS Course Code: 096083J

Course Duration: 50 Weeks (Incl. Holidays)

Holiday: 10 Weeks

Entry Requirements: Refer to Page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Work-Based Training (WBT):

Duration: 200 hours consisting minimum of 36 complete service periods/shifts

Location: The training must be completed in a real industry fully-operational hospitality environment with realistic ratios of staff to customers (refer to page 9 for details).

Tuition Fee: AU \$22,500

Material Fee: AU \$0

Course Description

Certificate IV in Hospitality builds on the Certificate III skills and knowledge to move into areas of skilled operations, team leading or supervision in various hospitality settings

such as restaurants, hotels, motels, clubs, cafes, coffees shops and catering operations.

Please note: Students who wish to study Certificate IV in Hospitality at RGIT Australia must first successfully complete Certificate III in Hospitality.

Career Opportunities

This course is designed to provide employment in areas such as kitchen supervisor, front desk or reception supervision, food and beverage supervisor, supervision of catering operations and hospitality business operations.

Course Structure

Students will need to complete 9 core units and 12 elective units of competency to attain the qualification.

Core Units

- SITXHRM001 - Coach others in Job Skills
- SITHIND004 - Work effectively in hospitality service
- BSBDIV501 - Manage diversity in the workplace
- SITXCCS007 - Enhance customer service experiences
- SITXCOM005 - Manage Conflict
- SITXFIN003 - Manage Finances within a budget

- SITXHRM003 - Lead and Manage People
 - SITXMGTO01 - Monitor Work Operations
 - SITXWHS003 - Implement and monitor work health and safety practices
- Elective Units***
- SITXFSA001 - Use Hygienic Practices for food safety
 - SITHFAB002 - Provide Responsible Service of Alcohol
 - BSBWOR203 - Work effectively with others
 - SITHFAB001 - Clean and tidy bar areas
 - SITHFAB003 - Operate a bar
 - SITHFAB004 - Prepare and serve non-alcoholic beverages
 - SITHFAB005 - Prepare and Serve Espresso coffee
 - SITHFAB016 - Provide advice on food
 - SITHIND002 - Source and use information on the hospitality industry
 - SITXCCS006 - Provide Services to customers
 - SITXFIN002 - Interpret financial information
 - SITXWHS001 - Participate in safe work Practices

*Elective units for this qualification are current at the time of publication and are subject to change.

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Diploma of Hospitality Management



NATIONALLY RECOGNISED
TRAINING

National Code: SIT50422

CRICOS Course Code: 110952C

Course Duration: 102 Weeks (Incl. Holidays)

Holiday: 22 Weeks

Entry Requirements: Refer to Page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Work-Based Training (WBT):

Duration: 200 hours consisting minimum of 48 complete service periods/shifts

Location: The training must be completed in a real industry fully-operational hospitality environment with realistic ratios of staff to customers (refer to page 9 for details)..

Tuition Fee: AU \$28,000

Material Fee: AU \$0

Course Description

Diploma of Hospitality Management will provide the individual with a flexible career pathway in the role of Manager in a range of hospitality areas. The Diploma of Hospitality provides skills and knowledge for supervisory and entry level management skills in the hospitality industry. Through the study of marketing, financial management, human resource management, workplace diversity,

legal knowledge for a hospitality business, rostering staff and quality hospitality service, graduates will be qualified to seek employment in many areas of the industry.

Career Opportunities

The course is designed to provide employment opportunities in a variety of supervisory or management positions including Bar Manager, Reception Manager, Kitchen Manager, Food and Beverage Manager, or outlet managers in food and beverage establishments and departments.

Course Structure

Students will need to complete 13 core units and 15 elective units of competency to attain the qualification.

Core Units

- SITXHRM003- Lead and Manage People
- BSBDIV501- Manage diversity in the workplace
- BSBMGT517 - Manage Operational Plan
- SITXCCS007 - Enhance customer service experiences
- SITXCCS008 - Develop and manage quality customer service practices
- SITXCOM005 - Manage Conflict
- SITXFIN003 - Manage Finances within a budget
- SITXFIN004 - Prepare and Monitor Budgets
- SITXGLC001 - Research and comply with regulatory requirements
- SITXHRM002 - Roster staff
- SITXMG001 - Monitor Work

Operations

- SITXMG002 - Establish and conduct business relationships
- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units* (Commercial Cookery Specialization)

- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHIND002 - Source and use information on the hospitality industry
- SITXFSA004 - Develop and implement a food safety program
- SITHCCC007 - Prepare stocks, sauces and soups
- SITHCCC008 - Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC013 - Prepare seafood dishes
- SITHCCC014 - Prepare meat dishes
- SITHCCC006 - Prepare appetisers and salads
- SITHCCC012 - Prepare poultry dishes
- SITHCCC019 - Produce Cakes, pastries and breads
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHCCC020 - Work effectively as a cook
- SITHKOP004 - Develop menus for special dietary requirements

*Elective units for this qualification are current at the time of publication and are subject to change.



Elective Units* (Hospitality Specialization)

- SITXFSA001 - Use Hygienic Practices for food safety
- SITXWHS001 - Participate in safe work Practices
- SITXCCS006 - Provide Services to customers
- SITHIND002 - Source and use information on the hospitality industry
- SITXCOM002 - Show Social and Cultural Sensitivity
- SITXHRM001 - Coach others in Job Skills
- SITHFAB005 - Prepare and Serve Espresso coffee
- BSBWOR203 - Work effectively with others
- SITXFIN002 - Interpret financial information
- SITHFAB016 - Provide advice on food
- SITHFAB002 - Provide Responsible Service of Alcohol
- SITHFAB001 - Clean and tidy bar areas
- SITHFAB003 - Operate a bar
- SITHFAB004 - Prepare and serve non-alcoholic beverages
- SITHIND004 - Work effectively in hospitality service

*Elective units for this qualification are current at the time of publication and are subject to change.

Elective Units* (Patisserie Specialization)

- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC011 - Use cookery skills effectively
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITHIND002 - Source and use information on the hospitality industry
- SITHKOP005 - Coordinate cooking operations
- SITHPAT001 - Produce cakes
- SITHPAT002 - Produce gateaux, torten and cakes
- SITHPAT003 - Produce Pastries
- SITHPAT004 - Produce yeast-based bakery products
- SITHPAT005 - Produce petits fours
- SITHPAT006 - Produce desserts
- SITHPAT010 - Design and produce sweet buffet showpieces
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices

*Elective units for this qualification are current at the time of publication and are subject to change.



Advanced Diploma of Hospitality Management



NATIONALLY RECOGNISED
TRAINING

National Code: SIT60322

CRICOS Course Code: 110951D

Course Duration: 131 Weeks (Incl. Holidays)

Holiday: 31 Weeks

Entry Requirements: Refer to Page 5

Delivery Mode: Face-to-Face

Intake Dates: Feb, Apr, July, Oct

Work-Based Training (WBT):

Duration: 200 hours consisting minimum of 48 complete service periods/shifts

Location: The training must be completed in a real industry fully-operational hospitality environment with realistic ratios of staff to customers (refer to page 9 for details)..

Tuition Fee: AU \$37,500

Material Fee: AU \$0

Course Description

Advanced Diploma of Hospitality Management will build on the skills and knowledge of the Diploma program and reflects the role of a senior manager in a range of hospitality areas. Graduates of this program will benefit from a higher level of training and knowledge in the operations and management of a hospitality enterprise.

Individuals with this qualification are able to perform senior management roles in a large hospitality enterprise or pursue owner/manager roles in a hospitality enterprise.

Career Opportunities

This course is designed to equip the graduate for employment opportunities in a variety of supervisory or management positions including bar manager, catering manager or owner, reception manager, food and beverage manager, cafe owner or manager, motel owner or manager, area manager or operations manager in large hospitality organisations.

Course Structure

Students will need to complete 31 units of competency to attain the qualification.

- SITXFSA005 Use hygienic practices for food safety
- SITXFSA006 Participate in safe food handling practices
- SITXWHS005 Participate in safe work practices
- SITHCCC027 Prepare dishes using basic methods of cookery
- SITXHRM007 Coach others in job skills
- BSBTWK201 Work effectively with others
- SITHIND006 Source and use information on the hospitality industry
- SITHCCC029 Prepare stocks, sauces and soups
- SITHCCC030 Prepare vegetable, fruit, egg and farinaceous dishes
- SITHCCC028 Prepare appetisers and salads
- SITXFSA008 Develop and implement a food safety program
- SITHKOP015 Design and cost menus
- SITHPAT016 Produce desserts

- SITHCCC041 Produce Cakes, pastries and breads
- SITHCCC043 Work effectively as a cook
- SITXMGT004 Monitor work operations
- SITXCOM010 Manage conflict
- BSBSUS411 Implement and monitor environmentally sustainable work practices
- SITXHRM009 Lead and manage people
- SITXFIN009 Manage finances within a budget
- BSBTWK501 Lead diversity and inclusion
- BSBOPS502 Manage business operational plans
- SITXFIN010 Prepare and Monitor Budgets
- SITXCCS016 Develop and manage quality customer service practices
- SITXGLC002 Identify and manage legal risks and comply with law
- SITXMGT005 Establish and conduct business relationships
- BSBFIN601 Manage organisational finances
- SITXFIN011 Manage Physical Assets
- SITXHRM012 Monitor staff performance
- SITXWHS008 Establish and maintain work health and safety system
- SITXMPR014 Develop and implement marketing strategies
- SITXHRM010 Recruit, select and induct staff
- BSBOPS601 Develop and implement a business plan

*Elective units for this qualification are current at the time of publication and are subject to change.

Course information contained in this prospectus is current at the time of printing and subject to change. Download an electronic version of this prospectus at www.rgit.edu.au/about-us/publications or visit www.rgit.edu.au for the most current information. Students can find further information at National Training Register at www.training.gov.au or speak with an RGIT Australia staff member for details. RGIT Australia handles all superseded qualifications as per our Course Transition Policy and Procedure available at www.rgit.edu.au/policies.



English

GENERAL ENGLISH (Starter-Advanced)

CRICOS Course Code: 092002C

Duration: Up to 73 Weeks (Incl. Holidays)

Intake Dates: Weekly

Entry Requirements: No Minimum Entry Requirement*

Tuition Fee: AU \$19,040[§]

Material Fee: AU \$0[†]

Students focus on developing their reading, writing, speaking and listening skills for personal, social, work and study purposes.

RGIT Australia caters to students of every level, and the starter level is perfect for students who are just beginning to learn English!

Homework, weekly tests, teacher feedback and friendly classes help students to improve English quickly. Students also participate in excursions that help them integrate into the local culture, understand accents and engage with local residents and businesses.

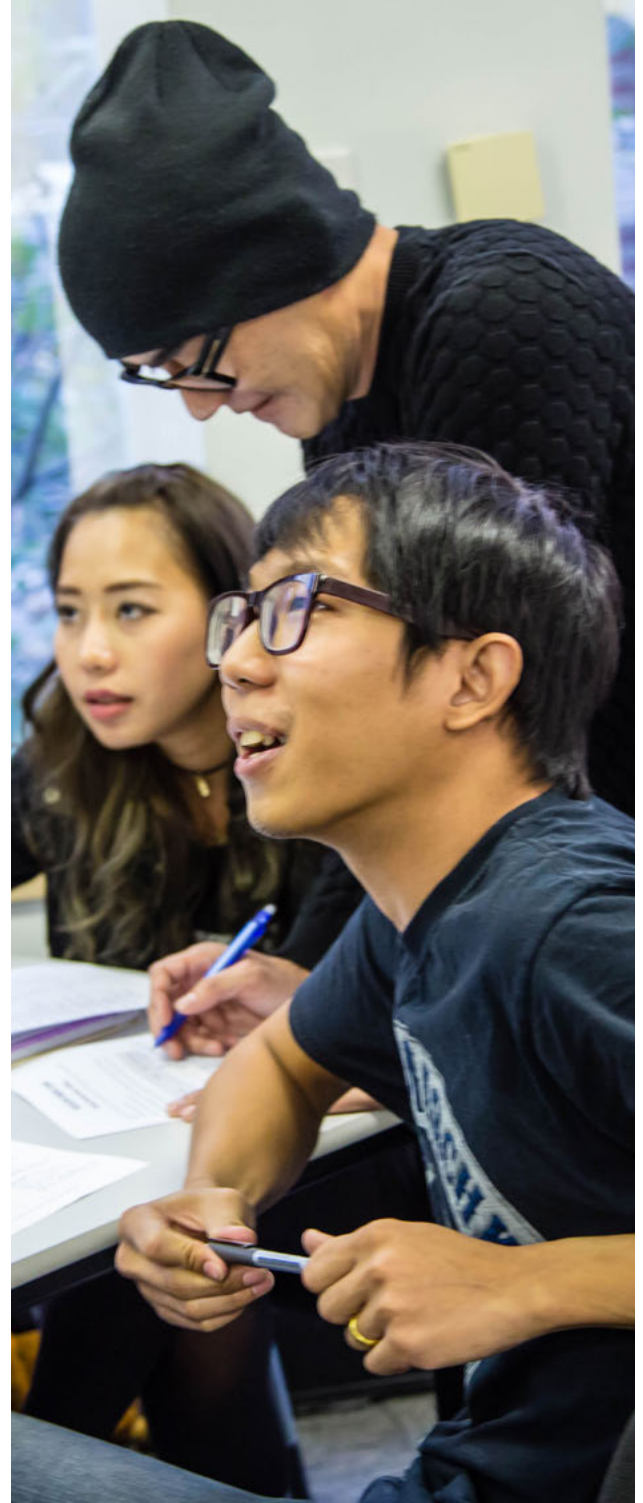
*There are no specific prerequisites to enter General English. Students will be given a placement test to determine which English level is best suited to their needs.

[§]Special promotional fees may be applicable.

[†]Note: RGIT Australia will not charge students materials fees. However, it is compulsory for students to buy their own books.

General English levels are:

Level	Study Duration	Course Hours
Starter	12 weeks	240
Elementary	12 weeks	240
Pre-Intermediate	12 weeks	240
Intermediate	12 weeks	240
Upper-Intermediate	12 weeks	240
Advanced	12 weeks	240



Course information contained in this prospectus is current at the time of printing and subject to change. Download an electronic version of this prospectus at www.rgit.edu.au/about-us/publications or visit www.rgit.edu.au for the most current information. Students can find further information at National Training Register at www.training.gov.au or speak with an RGIT Australia staff member for details. RGIT Australia handles all superseded qualifications as per our Course Transition Policy and Procedure available at www.rgit.edu.au/policies.



Why Study General English at RGIT Australia?



Subsidised Excursions

- Sovereign Hill
- Werribee Zoo
- Melbourne Cricket Ground (MCG)
- Great Ocean Road
- Puffing Billy
- Artvo - Immersive
- Art Gallery
- Old Melbourne Gaol
- Scienceworks
- Healesville
- Sanctuary



Modern Classrooms

- Projectors
- Free Wi-Fi
- Air-Conditioned
- Convenient CBD
- Location
- Computer Labs
- Recreation Rooms
- Bright and Spacious



Free Classes

- Australian Slang
- CV Writing
- Grammar Drills
- Vocabulary Building

Subsidised Excursions

- *SITHFAB002 - Responsible Service of Alcohol
- **Barista Course
- **Coffee Art Course
- SITXFSA001 Use hygienic practices for food safety
- HLTAID003 Provide first aid
- HLTAID012 Provide First Aid in an education and care setting



*On successful completion of satisfying the respective requirements, students will receive a Statement of Attainment and/or a VGCCC branded RSA certificate.

**Non-accredited training, whereby the student will receive a completed certificate (non-AQF) issued on successful completion.

Learn English with us!

RGIT
australia
ROYAL GURKHAS INSTITUTE OF TECHNOLOGY

Pre-Intermediate



DO YOU STUDY IN AUSTRALIA?

WHY DO YOU STUDY IN AUSTRALIA?



English

ENGLISH FOR ACADEMIC PURPOSES I (EAP I)

CRICOS Course Code: 072504B

Level: Intermediate

Duration: 12 Weeks

Intake Dates: Feb, Apr, Jul, Oct

Entry Requirements: IELTS 4.5 or successful completion of RGIT Australia's English Entry Test

Tuition Fee: AU \$2,800*

Material Fee: AU \$0

RGIT Australia's English for Academic Purposes I (EAP I) course is for students with little experience in using English in academic contexts. It introduces paragraph and essay writing skills, research skills and oral presentation skills.

It helps students to understand the basics of paragraph formulation and overall writing structure.

ENGLISH FOR ACADEMIC PURPOSES II (EAP II)

CRICOS Course Code: 072505A

Level: Upper-Intermediate

Duration: 12 Weeks

Intake Dates: Feb, Apr, Jul, Oct

Entry Requirements: IELTS 5.0 or successful completion of RGIT Australia's English Entry Test

Tuition Fee: AU \$2,800*

Material Fee: AU \$0

RGIT Australia's English for Academic Purposes II (EAP II) (Upper Intermediate) course focuses on developing students' use of English in academic contexts at an upper-intermediate level. Students learn skills in academic essay writing, research techniques, formal presentations and discussion development.

It helps students to understand the basics of paragraph formulation and overall writing structure.

*Special promotional fees may be applicable.

For further information call RGIT Australia Sales & Marketing Department on

(+61) 3 8639 9000 (Melbourne),

(+61) 3 6217 9000 (Hobart) or

email marketing@rgit.edu.au.

ENGLISH FOR ACADEMIC PURPOSES III (EAP III)

CRICOS Course Code: 084570D

Level: Advanced

Duration: 12 Weeks

Intake Dates: Feb, Apr, Jul, Oct

Entry Requirements: IELTS 5.5 or successful completion of RGIT Australia's English Entry Test

Tuition Fee: AU \$3,000*

Material Fee: AU \$0

RGIT Australia's English for Academic Purposes III (EAP III) (Advanced) course focuses on helping students to develop an advanced level of academic skills needed for successful entry into tertiary studies where English is the primary medium of instruction. This course covers academic reading, writing, speaking and listening skills at an advanced level.





Student Support Services

RGIT Australia staff are available to provide advice and assistance with matters such as studying, assessment, accommodation and English language problems and a counsellor is also available for personal difficulties.

Orientation

Orientation is conducted prior to the commencement of all courses. The objective is to fully inform new students of all aspects of life at the Institute. It also provides an introduction to studying at RGIT Australia, local costs of living, transportation, facilities, banking and accommodation. It is a good opportunity to ask questions, meet fellow students and RGIT Australia staff.

Arrival Assistance

The Student Welcome Desk at Melbourne airport, run by the government, is open at key student arrival times and offers information, advice and a Welcome Pack when students arrive. For Welcome Desk opening hours visit www.studymelbourne.vic.gov.au.

Study Melbourne Student Centre (SMSC)

SMSC offers a wide range of free support services and referrals for international students on health matters, general wellbeing, legal services, accommodation, financial management and safety issues. Interpreters are available on request. SMSC can assist students through personal difficulties by providing emotional and practical support that is sensitive to their circumstances. Support staff can be contacted via a 24-hour free phone line on 1800 056 449.

Open Monday-Friday, 9:00am to 5:00pm at 599 Little Bourke Street, Melbourne.

Student Counselling

Stress, financial difficulties, health, family, relationship issues and social issues can all affect your ability to settle into study. Our student counsellors offer a confidential support service and external referral where necessary. Students requiring special or intensive assistance must contact Student Administration who will refer them to one of our counsellors or to external support services if required.

Helpful Contacts Melbourne

- **Fire, Ambulance, Police (Life-Threatening Emergencies): Call 000**
- **Hospitals and Medical Issues:**
The Alfred: (03) 9076 2000
Austin Hospital: (03) 9496 5000
Royal Children's Hospital: (03) 9345 5522
Royal Women's Hospital: (03) 8345 2000
Royal Melbourne Hospital: (03) 9342 7000
St Vincent's Hospital: (03) 9411 7111
Refer to Yellow Pages at www.yellowpages.com.au for services near you.
- **The National Translating and Interpreting Service: 131 450**
- **Life Line 24 hour Counselling Services: 131 114**
- **Solicitors/Lawyers:**
Resolution Institute: Freecall 1800 651 650; www.iama.org.au
Victoria Legal Aid: www.legalaid.vic.gov.au
- **Study in Australia: www.studyinaustralia.gov.au**
- **Youth Central: www.youthcentral.vic.gov.au**

Places of Worship

- Australian Churches: www.australianchurches.net
- Living in Melbourne (Mosques): www.living-in-melbourne.com/muslims-mosques-in-melbourne.html
- Hindu Council of Australia: www.hinducouncil.com.au
- Jewish Australia: www.jewishaustralia.com/prayer.htm

Other Support Services

The following support services are free. They are able to provide you with referrals to help you deal with the issue you are facing.

- Lifeline: 13 11 14 (24 hour counselling service)
- Mensline Australia: 1300 78 99 78
- Griefline (Telephone Counselling Service): 1300 845 745 (12 noon - 3:00am, 7 Days a Week)
- Crisis Help: 1800 627 727
- Direct Line (Drug and Alcohol Use): 1800 888 236
- Crisis Contact Service (Homelessness Help Services): 1800 627 727
- Safe Steps: Family Violence Response Centre: 1800 015 188
- Gambling Help Online: 1800 858 858

● Helpful Contacts Hobart

- **Fire, Ambulance, Police** (Life-Threatening Emergencies): Ring 000
- Tasmania Police (Missing Persons): 131 444
- **Service Tasmania** (Tasmanian Government Services and information): 1300 13 55 13, +61 3 6169 9017 (Overseas), visit www.services.tas.gov.au
- **TASWater (Water and Sewer Emergencies)**: 136992, visit www.taswater.com.au
- **Tas Gas (Gas Emergency)**: 1802 438 427, visit www.tasgas.com.au
- **Aurora Energy: (Power Outage)** 13 2004, (Gas Emergency) 1802111, visit www.auroraenergy.com.au
- **Accommodation:**
www.au.easyroommate.com
www.realstate.com.au
www.domain.com.au
www.gumtree.com.au
- **Medical Services:**
 - **National Health Services Directory (NHSD) by Healthdirect Australia:** 1300 135 513, 1800 022 222
www.myhospitals.gov.au
www.dhhs.tas.gov.au
www.healthdirect.gov.au
 - **Royal Hobart Hospital:** 6166 8308
 - **Hobart Private Hospital:** 6214 3000
 - **Calvary Lenah Valley Hospital - Calvary Health Care:** 6278 5333
 - **St Helen's Private Hospital :** 62216444
 - **Argyle Medical General Practice:** 6238 8222, 1800 022 222 (After Hours)
 - **North Hobart Medical Centre (Health Direct):** 62310318
 - **City Doctors & Travel Clinic:** 6231 3003
 - **Collins Street General Practice:** 6223 3355
 - **Davey Street Medical Centre:** 6223 6223
 - **Wellness Medical:** 62311555



Important Information

Fee Refund

Fee Refund in Case of Student Withdrawal

Student must withdraw in writing and apply for a refund with RGIT Australia by completing a Withdrawal and Refund Application Form at www.rgit.edu.au/downloads/important-forms. Where written notice of withdrawal is received by RGIT Australia before the start date of the course or term, RGIT Australia will refund the fees as per the tables below, less administration fees, in accordance with Fees Payment and Refund Policy (International Students) available at www.rgit.edu.au/FeesPaymentandRefundPolicyInternationalStudents.

Table A: Course Withdrawal (VET)

Written notice of withdrawal received	Refund of fees paid (term withdrawing)	Refund of fees paid (future terms)	Refund of material fees
28 days or more before the course/term start date	80%	80%	100%
15 to 27 days before the course/term start date	70%	80%	100%
Within 14 days before the course/term start date, as well as from the day course/term started	No refund	80%	100%

Table B: Course Withdrawal (ELICOS)

Written notice of withdrawal received	Refund of fees paid for initial 12 weeks	Refund of fees paid for subsequent weeks
28 days or more before the course start date	80%	80%
15 to 27 days before the course start date	70%	80%
Within 14 days before the course start date	No refund	80%

Fee Refund if Visa is Refused by the Australian Government

If a student visa application or visa renewal is refused by the Australian Government, a full refund of course fees, less administration fees, will be made. The administration fee is \$500 or 5% of the total paid tuition fees, whichever is lesser. RGIT Australia will process the refund within 28 days (20 working days) from the day the student visa is refused by the Department of Home Affairs. For more information see Fees Payment and Refund Policy (International Students) at www.rgit.edu.au/FeesPaymentandRefundPolicyInternationalStudents.

Provider Default on Delivery of Qualification

In the unlikely event that the Institute is unable to start or deliver the course (known as Institute default), the student can choose to accept either:

- a refund of course fees, which will be issued to the student within 14 days; or
- be placed in an alternative course with the Institute or another provider. If the student chooses this option, they must sign a new written agreement to indicate they have accepted the placement.

For more information see Fees Payment and Refund Policy (International Students) and Tuition Protection Service Policy at www.rgit.edu.au/policies.

Special Circumstances

Where a student withdraws from the course and returns home because of exceptional and extenuating circumstances of a compassionate nature, such as a death or severe illness in the immediate family, 100% of all the unspent fees paid, less any administration fees, will be refunded.

Working While Studying

Australian immigration laws allow students to work for a limited number of hours while studying on a student visa in Australia. Students can currently work 40 hours per fortnight during RGIT Australia's study periods and work 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. For more information visit

www.studyinaustralia.gov.au/english/live-in-australia/working/work-while-you-study

Students Under 18 Years of Age

All international students must be at least 18 years of age or above at the time of the course commencement to study at RGIT Australia. Prospective students applying for a course, who are under 18 years of age at the time of application, must have their application signed by their parents or legal guardian in order for their application to be considered.

Student Complaints and Appeals

RGIT Australia's Complaints and Appeals Policy and Procedure provides students with a fair and equitable process for resolving any disputes or complaints they may have. After completing RGIT Australia's formal and informal complaints processes, a student dissatisfied with the outcome may launch an internal appeal. If dissatisfied with this outcome, the student may request mediation through the Overseas Student Ombudsman. For more information visit www.ombudsman.gov.au/about/overseas-students. RGIT Australia's Complaints and Appeals Policy and Procedure can be obtained at Student Administration or viewed at www.rgit.edu.au/policies.

School-Aged Dependents

There are requirements for compulsory school attendance for dependents of international students. In Victoria and Tasmania, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. The choice of schools includes public schools, private schools and religious schools. Dependents of persons holding a student visa may be required to pay full fees at any school, institute or university in which they enrol while in Australia.

Access and Equity Policy

RGIT Australia promotes, encourages and values equity and diversity and ensures that services are provided in a fair and equitable manner to all students, free from bias. It is the responsibility of all RGIT Australia staff to ensure the requirements of Access and Equity Policy and Procedure are met at all times. Access and Equity Policy and Procedure is available at www.rgit.edu.au/policies.

ESOS Legislative Framework

The Australian Government wants overseas students to have a safe, enjoyable and rewarding study experience and has put in place laws which promote quality education and consumer protection for overseas students. These laws are known as ESOS legislative framework and they include The Education Services for Overseas Students Act 2000 ("ESOS Act 2000") and National Code 2018. RGIT Australia is governed by the ESOS legislative framework and is committed to fulfilling its obligations under the framework.

For more information on ESOS legislative framework visit www.internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx.

Relevant Legislation

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

- **Victorian Equal Opportunity & Human Rights Commission**
www.humanrightscscommission.vic.gov.au/index.php/the-workplace
- **Equal Opportunity Tasmania**
www.equalopportunity.tas.gov.au
- **VET Quality Framework**
www.asqa.gov.au/about/australias-vet-sector/vet-quality-framework
- **Education Services for Overseas Students Act 2000**
www.rgit.edu.au/esos-framework
- **Department of Home Affairs**
www.homeaffairs.gov.au
- **Education and Training Reform Act 2006**
www.education.vic.gov.au/about/department/legislation/Pages/act2006.aspx

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

Use of Personal Information

Information is collected during students' enrolment in order to meet RGIT Australia's obligations under ESOS Act 2000 and National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in ESOS Act 2000, Education Services for Overseas Students Regulations 2001 ("ESOS Regulations 2001") and National Code 2018.

Under the Data Provision Requirements 2012, RGIT Australia is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Students' personal information may be used or disclosed by RGIT Australia for statistical, regulatory and research purposes. RGIT Australia may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers

In other instances, information collected during students' enrolment cannot be disclosed without students' consent where authorised or required by law. Students information will also be provided to Tuition Protection Service (TPS).

It is a requirement of VET Quality Framework that students can access personal information held by RGIT Australia and students may request corrections to information that is incorrect or out of date. Students can apply in writing to Student Administration if they wish to view their records.

RGIT Australia also collects student information for various marketing purposes. RGIT Australia will always seek consent from students before collecting and using such information. Students always have a right to decline such requests. International Student Application Form contains a statement regarding Media Consent.

For more information for the use of personal information see Privacy Policy and Procedure and Complaints and Appeals Policy and Procedure available at www.rgit.edu.au/policies.

Student Visa Obligations

Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is a health insurance that covers the cost of visits to the doctor, some hospital treatment, ambulance cover, and some pharmaceuticals. International students must have OSHC while in Australia for the duration of their course of study. OSHC must be paid before a student visa is issued.

RGIT Australia can organise cover for students through Allianz Global Assistance OSHC on request. Contact Student Services at admin@rgit.edu.au and read more about OSHC at Department of Health's website at www.health.gov.au

Full Time Study

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

Attendance

International students studying VET courses are expected to attend all classes. However, students in VET courses will be reported to Department of Home Affairs only on the basis of unsatisfactory course progress (see Academic Progress). For further information see International Student Attendance Policy & Procedure (VET) at www.rgit.edu.au/policies.

International students studying General English (ELICOS) will be reported to Department of Home Affairs if they attend less than 80% of scheduled classes for

their course. For further information see International Student Attendance Policy & Procedure (ELICOS) and Satisfactory Course Progress Policy and Procedures (ELICOS) at www.rgit.edu.au/policies.

Reporting a student to Department of Home Affairs will result in the cancellation of the student's Confirmation of Enrolment (CoE) and the possible cancellation of their student visa.

Academic Progress

If students do not make satisfactory academic progress they will be reported to Department of Home Affairs which may lead to cancellation of their visa. Unsatisfactory academic progress is defined as failing more than 50% of units in the same course in any two consecutive study periods (one study period equals one term). A failure in more than 50% of units in one study period will trigger a review of academic progress by RGIT Australia and the implementation of an intervention strategy. Failing a unit means being assessed as 'Not Yet Competent (NYC)' for a completed unit. In order to have the best chance of maintaining satisfactory progress students must:

- Attend all theory and practical classes
- Pay attention to the work and activities undertaken in class
- Study the theory and practice the skills that are taught in class
- Ensure that you are present for all assessment activities scheduled by trainers
- Make an appointment with the Student Support Officer if you are having any difficulties with your studies.

In addition to the above minimum requirements, RGIT Australia will implement counselling procedures and an intervention strategy when students' trainers think that they may be in danger of not meeting the requirements. Counselling and intervention may be conducted more frequently.

If students fail to meet the requirements of satisfactory course progress, they will be reported to Department of Home Affairs. See Satisfactory Course Progress Policy and Procedures (VET) and Satisfactory Course Progress Policy and Procedures (ELICOS) at www.rgit.edu.au/policies.

Change of Address

Upon arriving in Australia students are required to advise RGIT Australia of their residential address, email address, mobile phone number and emergency contact details. It is a condition of students' visa that any changes to their address must be notified to RGIT Australia within 7 days of the change. It is extremely important that students notify RGIT Australia of a change of address. RGIT Australia is obliged to serve a notice at your last known address if students breach their student visa condition relating to attendance or academic performance. RGIT Australia may also send warning notices to students to help prevent breaches of their visa conditions. International students are required to update their current address at least every six months in line with Tuition Protection Service (TPS). It is students' responsibility and in their best interests to ensure that their address details are always up-to-date at RGIT Australia.

Additional information on student visa issues is available at Department of Home Affairs website at www.homeaffairs.gov.au.



Living in Australia

Multiculturalism

Australia is one of the world's most culturally diverse countries. 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 its campuses and communities. RGIT Australia takes great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

Language

Although English is the official language, more than 20 per cent of Australians speak a language other than English. English, as it is spoken in Australia, is easily understood by nearly all people from other English-speaking nations. While there are some minor differences in accent between the cities and country areas, the differences are much less than those found in America, Britain and Canada. As students improve their English, they will learn some of Australia's colourful and often humorous slang, and have fun explaining the meanings to friends and relatives.

Religion

Australia is predominantly a Christian country, however all religions are represented. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples and synagogues are located in most major cities.

Healthcare

Australia has a very good healthcare system. All Australians pay a Medicare levy (additional tax) to fund the public health system to ensure that everyone has access to public-system doctors, hospitals and other healthcare services. People who pay extra into private health insurance funds receive extra privileges when using private healthcare services.

Students will find the usual healthcare services available in Australian suburbs including general practitioners (GPs) (medical doctors), dentists, osteopaths, chiropractors,

psychologists, counsellors and many complementary healthcare practitioners such as traditional Chinese medicine, naturopathy, acupuncture, kinesiology etc. International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa (see Overseas Student Health Cover in this section).

Food

Australia has a fantastic variety of food. Its top quality meat, fish, fruits and vegetables are exported to markets worldwide. There is a large range of fruit and vegetables available at Australian produce markets. Students should have no difficulty finding the foods that they are used to at home.

Students can sample almost every type of cuisine in Australia's many restaurants and cafés. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros, cafés and pubs. For those who like takeaway, most of the major global fast food chains are well represented. The adventurous might want to sample Australia's bush tucker and national specialties like kangaroo (available in supermarkets) and crocodile (available in some restaurants).

Sports and Recreation

Australians are very keen on sport and outdoor activities and have gained a worldwide reputation as tough competitors in individual and team sporting events. Australia has over 100 national sporting organisations and thousands of state and regional sporting bodies. Australians are also enthusiastic about bushwalking, fishing, boating and water sports.

Electricity

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

Transport

Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a

number of regional airlines. See Living in Melbourne and Living in Hobart on pages 44 and 45.

Driving: Tourist students may drive in Australia on a valid overseas driver's licence, but if the document is not in English, the visitor must carry a translation with the permit. An international driver's licence alone is not sufficient.

For more information (Victoria) visit www.vicroads.vic.gov.au/licences/renew-replace-or-update/new-to-victoria/overseas-drivers. (Tasmania) www.transport.tas.gov.au/licensing/newtotas/overseas.

Taxis: Metered taxicabs operate in all major cities and towns. Students can find taxi ranks at transport terminals, main hotels or shopping centres or can hail taxis in the street. A light and sign on the roof indicates if a taxi is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. Students do not need to tip taxi drivers.

Telephones

Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Public telephones are run by Australia's largest telecommunications company, Telstra, and are available at all post offices, shopping centres and are often situated on street corners. Telstra public pay phones accept a variety of coins and Telstra phonecards. Phonecards are pre-paid for use in public pay phones and can be bought at a large number of retail outlets such as post offices and newsagents in denominations of \$5, \$10, \$20 and \$50. Credit phones take most major credit cards such as Visa and Mastercard and can be found at international and domestic airports, central city locations and hotels. Mobile phones are very popular and can be purchased from a number of retailers. A local call from a payphone costs \$0.50c. Calls interstate (STD) cost between \$0.50c and \$0.75c per minute. Calls to mobiles cost \$1 per minute.

Budgeting

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

Living in Australia

For more information on costs associated with living in Australia visit www.studyinaustralia/english/live-in-australia/living-costs.

Travel

During term breaks, students may like to venture beyond Melbourne or Hobart to experience more of Australia's spectacular natural environment and great physical beauty, such as its marine and national parks including The Great Barrier Reef, Kakadu, Uluru, Queensland rainforests and the pristine countryside and mountains of Tasmania. Student and backpacker travel agents in metropolitan cities offer cheap flights and package deals.

Money and Banks

The Australian Dollars (AUD) is the legal tender in Australia. When students 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 also cash travellers' cheques.

It is a good idea to set up an Australian bank account. Students will need to provide visa details and evidence of residency. Banking services in Australia are extremely competitive. All major banks have branches in cities and regional centres. Major banks include ANZ, Westpac, National Bank and Commonwealth Bank. Community banks, like Bendigo Bank, are a popular alternative.

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.

Normal Bank Trading Hours

Mondays to Thursdays - 9.30am - 4.00pm

Fridays - 9.30am - 5.00pm

Some banks are open Saturday mornings.

Credit Cards

Credit cards are widely accepted around Australia. The most commonly accepted credit cards are Visa and MasterCard.

Currency

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

Tipping

Tipping is not the general custom in Australia and service charges are not added to accounts by hotels and restaurants. In good quality restaurants however, it is usual to tip food and drink waiters up to 10% of the bill for good service.

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



Living in Australia

Finding Accommodation

The following types of accommodation are available for international students.

Home Stay:

This option is an opportunity for students to live in a private home, with a local family, couple or single person and learn about Australian life. Students may need to compromise with living arrangements as students will need to fit in with the household's routines and expectations. Students will need to think about the things that are important to them. Students may need to ask about how adaptable meal times are in relation to your studies and other commitments. Students may also want to consider how other people will feel about their friends visiting, their music and the hours that students keep. There are different types of home stay arrangements ranging from AU \$235.00 to \$325.00 per week.

Full Board:

Usually includes a furnished room (bed, desk, lamp, wardrobe), three meals per day and bills (electricity, gas and water, but not telephone and internet). Some homestay providers may even do your laundry.

Half Board:

Half board usually includes a furnished room (bed, desk, lamp, wardrobe) and bills (electricity, gas and water, but not telephone and internet). Students have the use of the cooking and laundry facilities in the house.

Board in Exchange:

Board in exchange usually means free, or low cost, accommodation (including bills), in return for household duties such as cleaning, or childcare.

Lease/Rent: Renting an apartment or house is done through a real estate agent. Students must sign a contract called a "lease" to rent the house, either month-by-month, or sometimes a 6-month, 12-month or 2-year lease is required. The lease entitles tenants to private use of the property for the duration of the lease. The advantage of this is privacy and independence.

Students must pay a bond (the equivalent of one month's rent, to cover any damage they may do to the premises). Students are responsible for paying all bills (except water and council rates), maintenance of the

property and providing all their own furniture and household items.

If students choose a house or apartment in a popular area, there will be much competition. The real estate agent selects the tenants who they believe are the most stable and able to meet the requirements of the lease. Costs associated with shared accommodation range from AU \$85.00 to \$215.00

Useful internet sites for student housing are:

www.lestudent8.com
www.roomeez.com/en
www.youthcentral.vic.gov.au
www.homestaydirect.com.au
www.gumtree.com.au
www.flatmatefinders.com.au
www.studymelbourne.vic.gov.au
www.studyinaustralia.gov.au

For more information about rental accommodation visit:

www.realestate.com.au
www.domain.com.au
www.realestateview.com.au

Cost of Living

Australia is a sophisticated, friendly country that enjoys one of the highest standards of living in the world.

Students will need a minimum of AU \$21,041 per year (excluding tuition) to cover living expenses such as accommodation, food, clothing, entertainment, transport, international and domestic travel and other incidental costs. The cost of living, however, depends a lot on the kind of accommodation a student chooses. A married student with dependents will need approximately an additional AU \$7,362 per year for each dependent.

Below is a price table of typical daily items. This is only a guide. Remember that you can shop around for items, such as clothing and shoes, to find a cheaper source. For more information, please visit www.studyinaustralia.gov.au/english/live-in-australia/living-costs/living-costs-in-australia

Food Personal Effects/Services

Milk 1 litre	\$2.50	Shoes 1 pair	\$70.00
Bread 1 loaf	\$2.50	Jeans 1 pair	\$80.00
Apples 1 kg	\$4.00	Toothpaste 140g	\$5.00
Potatoes 1 kg	\$1.00	Shampoo 500ml	\$8.00
Eggs 1 dozen	\$5.50	Hairdresser	\$25.00 to \$85.00
Cereal 1kg	\$4.50	T-shirt	\$20.00
Rice 1 kg	\$4.00	Public transport	For more information on costs associated with public transport refer to Public Transport Victoria's website at www.ptv.vic.gov.au (Melbourne) and Metro Tasmania's website at www.metrotas.com.au .

The above prices are indicative only and may vary. For more information, some useful supermarket websites include:

www.woolworths.com.au
www.coles.com.au
www.aldi.com.au
www.iga.com

Living in Melbourne

Melbourne

Melbourne is the capital city of the State of Victoria. It is situated on the banks of Yarra River and around the beautiful beaches of Port Phillip Bay. It is an attractive, spacious city with an abundance of parks, gardens, sporting venues and scenic places. Melbourne is also a sprawling city with suburbs extending up to 60km from the city centre.

Melbourne is a truly multicultural city. The population is approximately 4 million. There are now people from over 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and more than 2,300 elegant and cosmopolitan restaurants, bistros and cafés.

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

Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs. For more information please visit www.studymelbourne.vic.gov.au.

Climate

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

Spring - September to November - 12-22°C

Summer - December to February - 28-32°C

Autumn - March to May - 12 - 20°C

Winter - June to August - 10 - 15°C

Melbourne does not have a specific wet season; it can rain at any time of the year.

Festival City

Known as Australia's festival city, Melbourne provides lively festival entertainment every month. Major festivals include: Melbourne International Comedy Festival, Chinese New Year Parade, Moomba Parade, Melbourne International Arts Festival, Melbourne Food and Wine Festival, Melbourne International Film Festival, Spring Fashion Week and the Melbourne Fringe Festival.

Melbourne's primary community venue, Federation Square, hosts a great many multicultural festivals throughout the year such as the Indian Film Festival, Diwali Indian Festival of Light, Buddha's Day, Nepal Festival, Thai Culture and Food Festival and Fiesta Malaysia.

Melbourne's music festivals are many ranging from indie music events that attract popular international acts to jazz festivals. Some of the International sporting events include Spring Racing Carnival (Melbourne Cup), Australian Open (Grand Slam tennis), Grand Prix Motor Racing, World Series and Test cricket and Bells Beach Surf Classic.

Entertainment

Being centrally located in Melbourne's Central Business District (CBD), RGIT Australia's campus is close to a great array of entertainment options from ten-pin bowling, cinemas and karaoke, to sophisticated art

galleries, theatre and dance events, as well the usual bars and clubs. Melbourne is Australia's festival capital, with free events held in city and community venues each month. The city's beautiful green and spacious surrounds are very attractive for social, sporting and other outdoor activities. There are plenty of opportunities for international students to have an enjoyable time with friends.

Public Transport Tickets

Tickets for Melbourne's Myki public transport ticketing system, which covers trams, trains and buses, must be purchased prior to travel at train stations, some tram stops or retail outlets such as 7Eleven. Tickets are not available on public transport. For more information, visit: www.myki.com.au. Fare evasion attracts steep fines.

Melbourne is divided into travel zones and your ticket type and cost depends on which zone you are going to travel in and for how long. RGIT Australia is located in the free tram zone in the CBD area (effective 1 Jan 2015). If your tram journey starts or finishes outside the Free Tram Zone, you need to touch on to ensure you have a valid ticket. Visit www.myki.com.au and Public Transport Victoria at www.ptv.vic.gov.au for more details.

Cost: approximately \$25- \$38 a week.

Cost of Living

See 'Living in Australia'.



Living in Hobart

Most of the Living in Melbourne information also applies to life in Hobart. Below are some of the differences. For more information please visit www.studytasmania.tas.gov.au.

Hobart

Hobart is the capital city of the State of Tasmania, an island state situated off the southern coast of Australia. It is nestled beneath Mount Wellington with the Derwent River owing through it. It is a beautiful city, and popular holiday destination among Australians. Renowned for its heritage buildings, rich maritime history, beautiful parks, fine restaurants, the Salamanca Market, vibrant arts scene and its festivals.

Greater Hobart has a population of approximately 217,000 with around 13 percent of the population born overseas.

Climate

The Hobart climate overall is a temperate maritime climate. This means that the summers are not too hot and winters are not too cold.

It experiences 4 distinct seasons-summer, winter, spring and autumn.

Daily average temperatures given below:

Summer: December-February (10-23°C)

Autumn: March-May (4-20°C)

Winter: June-August (3-12°C)

Spring: September-November (7-18°C)

The weather can be unpredictable and one can experience four seasons in a day. It is not uncommon to see snowfall at Mount Wellington during summertime!

Festivals and Entertainment

There are plenty of festivals happening around Hobart year-round to entertain the locals as well as visitors from interstate or other countries. Major events include: the Sydney to Hobart Yacht Race, Dark MOFO, Royal Hobart Regatta, Sustainable Living Festival, Taste of Tasmania, Ten days on the Island, MONA FOMA, Cygnet Folk Festival, Festival of Voices, Hobart International Tennis, Tasmanian International Arts Festival.

Public Transport

Public transportation: Tasmania has no train or tram services. The primary bus service

for Hobart urban areas is Metro Tasmania. For details on prices and routes visit www.metrotas.com.au. Regional connections around the state are provided by private bus operators such as Tassielink. The main bus terminal is located just 500m from RGIT Hobart campus.

Travel

During semester breaks, students can experience Tasmania's many natural wonders which include Freycinet Bay, Wineglass Bay, Cradle Mountain, Cataract Gorge, Launceston, Port Arthur Historic site and many extraordinary nature walks in Tasmania's southern landscape.

Cost Of Living

See Living in Australia. However accommodation and public transport tends to be cheaper in Tasmania.

Accommodation (private or boarding): \$120 - \$300 per week

Public transport: \$15 - \$20 per week



Fees and Policies

Fees and Charges

Tuition Fees - Refer to individual course information

Enrolment Fees (Non-refundable) - \$250

Resources and Material Fees - Refer to individual course information

Enrolment Variation Fee - \$100

Unit Repeat Fee (VET courses only) - \$300

Reassessment fee (VET courses only) - Subject to reassessment policy

Overseas Bank Transfer Fee - Up to \$30

RPL Fee - Subject to qualifications and units (for more information contact Student Services)

Administration Fee - \$200 (In case of visa refusal, \$500 or 5% whichever is lesser)

Overseas Student Health Cover (OSHC) Fee - To be advised upon application

Airport Pickup Fee (optional) - \$100

Accommodation Placement Fee (optional) - \$100

Homestay Fee (optional) - Depends on specific arrangements

All fees are quoted in Australian dollars and are subject to change without notice. For more information on fees payment and refund policy refer to Fees Payment and Refund Policy at www.rgit.edu.au/policies, or speak with RGIT Australia staff.

Policies

To view a comprehensive list of RGIT Australia's policies visit www.rgit.edu.au/policies.

All Students

- Access and Equity Policy and Procedure
- Assessment Policy and Procedure
- Computer and Internet Usage Policy (Students)
- Complaints and Appeals Policy and Procedure
- Course Transition Policy and Procedure
- Credit Transfer Policy and Procedure
- Fee Payment and Refund Policy (Domestic Full-Fee Paying Students)
- Identifying and Supporting Student Learning Needs Policy and Procedure
- Issuing Certificates and Statements of Attainment Policy and Procedure
- Language Literacy and Numeracy Policy
- Library Collection Development Policy and Procedure
- Marketing and Student Recruitment Policy
- Plagiarism and Cheating Policy and Procedure
- Recognition of Prior Learning Policy and Procedure
- Privacy Policy and Procedure
- Student Code of Behaviour and Discipline Policy and Procedure (Staff, Students)
- Student Records Archiving Policy
- Student Support Services Policy and Procedure
- Student Safety and Security Policy
- Student Selection and Admission Policy
- Tuition Protection Service Policy
- Work Based Training Policy and Procedure

International Students

- Change of Address
- Course Completion with Expected Duration Policy & Procedure
- Deferment, Suspension, Withdrawal and Cancellation Policy and Procedure
- ESOS (Education Services for Overseas Students Act) Framework Factsheet
- Enrolment Policy and Procedure
- International Student Attendance Policy & Procedure (VET ONLY)
- Fees Payment and Refund Policy (International Students)
- Letter of Offer and Student Agreement and Acceptance
- OSHC Schedule
- Reassessment Policy and Procedures
- Satisfactory Course Progress Policy and Procedures (VET)
- Transfer of Students between Providers Policy & Procedure

General English (ELICOS) Students

- Attendance Monitoring Policy & Procedure
- Copyright Policy
- Course Evaluation and Review Policy
- Satisfactory Course Progress Policy and Procedures
- Student Induction and Placement Policy
- Teaching and Assessment Policy

EXPRESSION OF INTEREST FORM

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

Agent Code/Stamp



Campus Location: Melbourne Hobart

A PERSONAL DETAILS

Family name: _____
(as stated in your passport)
Given name (s): _____
Nationality: _____
Date of birth*: _____ Country of birth: _____
(dd/mm/yyyy) City of Birth: _____
Gender: Male Female
First Language: _____
Languages spoken at home: _____
*Student must be at least 18 years of age at the time of arrival in Australia.

Address in Australia (if known)

Street Address: _____
Suburb: _____
State: _____ Postcode: _____
Telephone: () _____
Mobile: _____ Fax: () _____
E-mail: _____

Do you have a Unique Student Identifier Number? Yes, please specify
 No If 'No', I will create myself (please visit www.usi.gov.au)

Address in Your Home Country: _____
Country: _____
Telephone: () _____ Mobile: _____
Fax: () _____ E-mail: _____

Mailing Address in Australia (if different)

Street address: _____
Suburb: _____ State: _____ Postcode: _____
Telephone: () _____
Mobile: _____ Fax: () _____
E-mail: _____

Do you have any disabilities or medical conditions? Yes No
If 'Yes', please specify: _____
Will it impact your ability to study? Yes No

 I authorise RGIT to create on my behalf (please fill USI Consent Form)

B PASSPORT AND VISA DETAILS

Passport number: _____
Expiry date: _____
(dd/mm/yyyy)
Country of citizenship: _____

Are you currently in Australia: Yes No
If yes, state your visa type:
 Student, visa subclass: _____ Spouse Visitor
 Other: Please specify: _____

Do you have a valid Overseas Student Health Cover (OSHC)? Yes No
Have you applied any Australian visa in the past? Yes No
Have you applied for permanent residency in Australia? Yes No
Have you had your visa refused in the past? Yes No

C COURSE OF STUDY

Please list the course/s you are applying for to study at RGIT Australia.

CRICOS Code	Name of the Course	Course Duration	Proposed Commencement Date (e.g. July 2019)

D REASON FOR CHOOSING THIS COURSE/S (please Tick one only)

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

Where did you hear about us? Website Agents/Seminars Advertisements Friends Other: _____
My referring agent/ consultant is _____

E Overseas Student Health Cover

Do you want RGIT to organise your Overseas Student Health Cover – **this is a compulsory visa requirement**

YES (complete part B) NO (complete part A)

Part A – Insurer Details

Name of Insurer: _____

Member Number: _____

Date of Expiry: _____

Part B – Royal Greenhill Institute of Technology (RGIT) Australia to arrange

Cover Type – Single: The length of your OSHC MUST cover the total length of your course(s)

Cover Type – Single: The length of your OSHC MUST cover the total length of your course(s)

Cover Type – Family: The length of your OSHC MUST cover the total length of your course(s)

1. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC).

F ENGLISH LANGUAGE PROFICIENCY

Please tick (✓) which of the following applies to you. Attach relevant evidences/ documentation to support your selections.

- English is my first language. English was the language of instruction in my secondary/tertiary studies.
 I have completed a recognised English language test. Name of the test (e.g. IELTS, TOEFL): _____ Test score: _____
 I intend to complete an ELCOS course in Australia. Other (Please specify) _____

Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student prospectus. From 1 July 2018, students applying for HLT54115 Diploma of Nursing, would be required by the NMBA to provide a formal English language skills test when applying for registration and must provide a formal English language test result demonstrating achievement of the NMBA specified level of English language skills, prior to commencing the program (www.nursingmidwiferyboard.gov.au).

G EDUCATION HISTORY

Please provide details and documentation of your past education including the highest qualification reached or completed.

Year Completed	Name of School/Institution	State/Country	Name of Qualification	Course Duration
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

H EMPLOYMENT HISTORY

Please provide details and documents of your relevant employment. Attach a separate page if necessary.

Date Employed (e.g. Mar 13 – Feb 14)	Name & Country of Employer (e.g. Sheraton Pty Ltd, Australia)	Position	Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I REQUESTS AND PREFERENCES

Do you want RGIT Australia to organise your accommodation?

Yes No

If yes, what type of accommodation do you need?

Homestay

Sharing with others

Apartments, units and flats

Would you like RGIT Australia to provide you an airport pick-up?

Yes No

Please indicate your preferred timetable choices for classes

Weekdays

Weekends

(This Time-table choice is not guaranteed. RGIT Australia will do their best to meet this request!)

J MEDIA CONSENT

From time to time, RGIT Australia staff may request to take photographs/videos or verbal/written interviews/testimonials of students at RGIT or at places where the student is involved in an activity. These creations may be used in a classroom or on-the-job work activities or could be published by RGIT in print, digital or broadcast media such as documents, student magazine, website, RGIT TV, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request students provide any of the above of the students' own creation for the same purposes.

I do consent to RGIT Australia using any of the above materials involving me for the purposes outlined above.

I do not consent to RGIT Australia using any of the above materials involving me for the purposes outlined above.



Royal Greenhill Institute of Technology

Melbourne Campuses:

28-32 Elizabeth Street, Melbourne VIC 3000, Australia

Phone: (+61 3) 8639 9000 | Fax: (+61 3) 8639 9001

Email: admin@rgit.edu.au

www.rgit.edu.au

43-45 Elizabeth Street, Melbourne VIC 3000, Australia

Phone: (+61 3) 9662 8022 | Fax: (+61 3) 8639 9001

Hobart Campus:

162 Macquarie Street, Hobart, TAS 7000, Australia

Phone: (+61 3) 6217 9000

Email: adminhobart@rgit.edu.au

www.rgithobart.edu.au

Postal Address:

GPO Box 5466, Melbourne VIC 3001, Australia



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