

INTERNATIONAL STUDENT
PROSPECTUS 2018

Oakhill Education Group
Australia Pty Ltd. t/a



RGIT
australia

INTERNATIONAL COLLEGE

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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 you as our student with an environment that enables you to reach your full potential.

Our mentor-trainers provide quality training and relevant industry insight. We will equip you with the necessary skills for you to embark on your career. Graduate students 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 your academic needs fully, and are

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

Welcome to our institute - where an authentic Australian educational experience awaits.

Chandra Yonzon
Chief Executive Officer



Course Overview



RGIT Australia offers the following accredited and nationally recognised qualifications:

CRICOS code	National code	Qualifications	Duration (inc holidays)	Tuition Fees*	Campus M = Melbourne H = Hobart
BUSINESS AND MANAGEMENT					
086834B	BSB30115	Certificate III in Business	52 weeks	A\$10,000	M & H
086954E	BSB40215	Certificate IV in Business	27 weeks	A\$10,000	M & H
087225G	BSB50215	Diploma of Business	52 weeks	A\$20,000	M & H
091302K	BSB51915	Diploma of Leadership and Management	52 weeks	A\$15,000	M & H
087499D	BSB60215	Advanced Diploma of Business	78 weeks	A\$18,000	M & H
NURSING, CHILDCARE AND COMMUNITY SERVICES					
091411E	CHC30113	Certificate III in Early Childhood Education and Care	52 weeks	A\$10,000	M
091412D	CHC50113	Diploma of Early Childhood Education and Care	61 weeks	A\$16,000	M
096653B	CHC52015	Diploma of Community Services	72 weeks	A\$16,000	M & H
096780F	HLT54115	Diploma of Nursing	80 weeks	A\$24,000	M
INFORMATION TECHNOLOGY					
086482K	ICT20115	Certificate II in Information, Digital Media and Technology	39 weeks	A\$13,000	M & H
091408M	ICT30115	Certificate III in Information, Digital Media and Technology	52 weeks	A\$15,000	M & H
091409K	ICT40115	Certificate IV in Information Technology	52 weeks	A\$18,000	M & H
086700E	ICT50715	Diploma of Software Development	63 weeks	A\$18,000	M & H
086658B	ICT50415	Diploma of Information Technology Networking	63 weeks	A\$18,000	M & H
091410F	ICT60115	Advanced Diploma of Information Technology	64 weeks	A\$20,000	M & H
HOSPITALITY					
096059J	SIT31016	Certificate III in Patisserie	52 weeks	A\$18,000	M & H
096060E	SIT40716	Certificate IV in Patisserie	72 weeks	A\$24,000	M & H
096057M	SIT30816	Certificate III in Commercial Cookery	52 weeks	A\$18,000	M & H
096058K	SIT40516	Certificate IV in Commercial Cookery	72 weeks	A\$24,000	M & H
091443G	SIT30616	Certificate III in Hospitality	52 weeks	A\$10,000	M & H
096083J	SIT40416	Certificate IV in Hospitality	50 weeks	A\$18,000	M & H
091044A	SIT50416	Diploma of Hospitality Management	102 weeks	A\$28,000	M & H
091119J	SIT60316	Advanced Diploma of Hospitality Management	131 weeks	A\$32,000	M & H
ENGLISH					
092002C	-	General English (Starter-Advanced)	73 weeks	A\$19,040	M & H
072504B	-	English for Academic Purposes 1 (Intermediate)	12 weeks	A\$2,800	M & H
072505A	-	English for Academic Purposes 2 (Upper-intermediate)	12 weeks	A\$2,800	M & H
084570D	-	English for Academic Purposes 3 (Advanced)	12 weeks	A\$3,000	M & H
096651D	22250VIC	Certificate I in EAL (Access)	27 weeks	A\$6,250	M
096652C	22251VIC	Certificate II in EAL (Access)	27 weeks	A\$6,250	M
091298A	22253VIC	Certificate III in EAL (Access)	51 weeks	A\$12,000	M & H
091299M	22256VIC	Certificate IV in EAL (Access)	27 weeks	A\$6,000	M & H
092105G	-	IELTS Test Preparation Course	10 weeks	A\$2,400	M & H

* The course tuition fees above, quoted in Australian dollars, are valid for 2018 only and are subject to change. Please visit our website to download an electronic version of the prospectus. These prices are indicative only. Course information contained in this prospectus is current at the time of printing and is subject to change. Please refer to www.rgit.edu.au for the most current information. Students are encouraged to get more information from the National Training Register at www.training.gov.au or speak to an RGIT staff member for details. RGIT handles all superseded qualifications as per our Course Transition Policy and Procedures available from www.rgit.edu.au.

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.

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 an ELICOS course (up to 30 weeks) to be taken before the main VET course plus successful completion of RGIT's Language and Numeracy Test on completion of ELICOS program.

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'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 ELICOS or EAL program.

For further information on student visa assessment levels, refer to the Department of Immigration and Border Protection (DIBP) website (<http://www.border.gov.au>).

Please note: RGIT will also accept equivalent test results from the following specified English language tests - TOEFL iBT, PTE Academic, Cambridge English: Advanced (CAE) and TOEFL PBT.

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. Please refer to information on individual courses for course-specific requirements.

Level of Study - Academic Requirements
Certificate II & 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

Qualification Recognition

The qualifications offered by RGIT are based on the principles, guidelines and standards set by the Australian Qualifications Framework (AQF) and VET Quality Framework (VQF) and has national recognition.



Entry Requirements for Diploma of Nursing

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

1. be at least 18 years of age.
2. have successfully completed year 12 or Australian equivalent.
OR
have completed a relevant Australian Certificate III or IV qualification eg. Aged Care, Health Services Assistance.
3. have Police Clearance/Check Certificate (from Home country).

English Language Requirements:

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

1. Minimum IELTS (Academics) test score of 6.5 (with no individual band score less than 6.0) or equivalent for direct entry into a VET course, to be taken before the main VET course.
Results older than two years are not acceptable.
2. Undertake ACER Language & Literacy test with at least a working level 5/ exit level 4
3. If an ACER test or equivalent is successfully completed, attend an interview with the Nursing Course Coordinator and nursing trainer (on arrival in Australia)

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**

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 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.

RGIT provides preparation for nursing practice that is client focused, theoretical and hands-on.



Studying at RGIT Australia

Course Delivery

A number of approaches to course delivery are used by Institute staff. 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 role playing situations.

Course Assessment

A number of approaches to course assessment are used by Institute 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 redo 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:

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

the student needs to pay a reassessment administration fee to cover the costs of

employing a Reassessment Officer and/or purchasing cooking material.

Please refer to our Assessment Policy and Procedure for full details available on our website www.rgit.edu.au.

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 the Institute. All works submitted must be an accurate reflection of the student's level of competence.

To view the Plagiarism Policy and Procedure, please visit www.rgit.edu.au.

Unique Student Identifier (USI)

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to the Institute 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. Application forms for credit transfers are available on our website www.rgit.edu.au.

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. You 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. Application forms for RPL are available on our website www.rgit.edu.au.

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 are applicable. Recommended learning resources are also communicated to students by trainers. Students should obtain these resources at their own expense.

Change of Institution or Course

The National Code 2018 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course.

If students wish to apply for a permission to transfer to another institute, they will need to complete the application for release, available from the Institute. There is no cost attached to applying for a release; however students will need to contact Department of Immigration and Border Protection (DIBP) to seek advice on whether a new visa is required.

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

- RGIT has cancelled/ceased to offer the students program (letter from RGIT 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 Standard 8
- there is evidence of compassionate or compelling circumstances
- RGIT 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 or an education or migration agent, regarding RGIT 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 the Institute's Policy, Conditions of Enrolment, the Fee Payment and Refund Policy, 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 you wish to change your course within RGIT, after having received your Confirmation of Enrolment (CoE) notice, you will be required to pay a Change of CoE administration fee of \$50.

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 the Institute.

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

- Personal illness (eg. a hospital procedure)
- Bereavement (death of an immediate member of family)
- Serious illness to an immediate member of family

If you know that you will not be attending classes during the study period you should contact the Institute and arrange an appointment to discuss your circumstances. Subsequent to your meeting and after providing documented evidence supporting circumstances/reasons for seeking suspension or cancellation of enrolment you will be required to complete and submit an Application for Suspension or Cancellation of Enrolment form.

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

- Misbehaviour by student
- The student's failure to pay an amount he or she was required to pay to RGIT 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 of National Code 2018 Standard 8.

RGIT 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 Immigration and Border Protection (DIBP) by the Institute and this may affect the status of a student visa. Please refer to our Deferral Suspension and Cancellation Policy at www.rgit.edu.au for details.

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.

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 Enrol

At RGIT we want to ensure that the course in which you enrol is the most appropriate course for you. We will discuss with you your ambitions and future plans. We will review any work experience which you have, and any study which you may have completed. We will take into account your existing skills and competence during the enrolment process. Based on this information we will recommend the most appropriate course for you.

To enrol for your course, please fill out the International Student Application Form which you can download from our website www.rgit.edu.au (Go to Download, Application Forms, International Form).

Melbourne: Scan and return the form along with certified copies of supporting documents by email to admin@rgit.edu.au, or post it to RGIT Australia, GPO Box 5466, Melbourne, VIC, 3001, or bring your documentation to Student Administration at RGIT Australia, Level 2, 28-32 Elizabeth Street, Melbourne.

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

Scholarship

RGIT 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 online at www.rgit.edu.au/scholarships.

Pathways to Higher Education

Graduates of RGIT may seek credits to the relevant degree programs in Australian universities. The Institute 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 assessors and will also include supervisor reports.

Where it is to be completed

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

RGIT 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, or prefers to find their own, the student will be liable to find their own, and RGIT 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 for the student's benefit.

Real industry workplace. The workplace must be approved by RGIT Australia's WBT 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 your qualification will be like
- have an opportunity to practise and demonstrate your hands-on skills and underpinning knowledge in a structured way
- gain recognition for your skills and knowledge by demonstration and recording of evidence
- ask questions and learn about the industry and workers
- demonstrate your attributes for future employment possibilities.

WBT Information Session

Information session on WBT is conducted within 5 weeks from the date of enrolment.

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 (see sample workplace safety checklist) and
- 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 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 RGIT Training Manager and 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 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, Early Childhood 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. Please contact the Work-based Training (WBT) Coordinator for more information..

For further details about RGIT's WBT requirements, please refer to the WBT Policy available at www.rgit.edu.au/policies.



Melbourne Campus Facilities

Campus Location

RGIT Australia has two campuses located in Melbourne's Central Business District. The head campus is the Main Campus located at 28-32 Elizabeth Street. The other campus is the Victoria House campus, located a short walk away at 51-53 Elizabeth Street. All levels can be accessed via elevator or stairs.

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

Our classrooms are modern, air-conditioned facilities that are well equipped for effective learning.

Student Administration and Support Services

Student Administration and Student Support Services are located on Level 2. Student Administration is your first point of contact for any queries.

Nursing Lab

RGIT 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 you confident in your knowledge and work ready.

Student Cafe

A vegetarian cafe is located on Level 1 of the building, 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 has two computer labs: one is a general computer room for use by all students, the other is a dedicated facility for students undertaking Information Technology studies at RGIT.

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 Central Business District (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 you read this Prospectus carefully before enrolling with RGIT Australia to ensure that the course meets your requirements and that you fully understand the fees and your obligations as a student.

The availability of the Fees Payment and Refund Policy and the Complaints and Appeals Policy and Procedure does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

If you change your mind:

Please refer to RGIT's refund policy at www.rgit.edu.au/students/international/policies for more details.

Media Consent

The Enrolment Form gives you the opportunity to decline permission for RGIT Australia to use any representation of your time here for promotional purposes. Please be sure to read this section of the Enrolment Form.

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. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes.

You have a right to refuse use of your image or work for such creations.

Students 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

National Code: BSB30115

CRICOS Code: 086834B

Duration: 52 weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements: Please refer to page 5

Delivery Mode: Face-to-face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: A\$10,000

Material Fee: A\$240

Course Description

The Certificate III in Business (BSB30115) will provide you with a wide range of competencies using business discretion, judgment and relevant theoretical knowledge. You 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 1 core unit and 11 elective units of competency to attain the qualification.

Core Units

- BSBWHS302 - Apply knowledge of WHS legislation in the workplace

Elective Units*

- BSBDIV301 - Work effectively with diversity
- BSBINN301 - Promote innovation in a team environment
- BSBINM301 - Organise workplace information
- BSBRES401 - Analyse and present research information
- BSBITU303 - Design and produce text documents
- BSBWRT301 - Write simple documents
- BSBITU304 - Produce spreadsheets
- BSBFIA301 - Maintain financial records
- BSBPRO301 - Recommend products and services
- BSBITU306 - Design and produce business documents

- BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

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

Certificate IV in Business

National Code: BSB40215

CRICOS Code: 086954E

Duration: 27 weeks (inc holidays)

Holiday: 7 weeks

Entry Requirements: Please refer to page 5

Delivery Mode: Face-to-face

Intake Dates: Feb, Apr, July, Oct

Tuition Fee: A\$10,000

Material Fee: A\$200

Course Description

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

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Administrator, 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 1 core and 9 elective units of competency to attain the qualification.

Core Units

- BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units*

- BSBMCM401 - Make a presentation
- BSBRSK401 - Identify risk and apply risk management processes
- BSBMKG413 - Promote products and services
- BSBMGT402 - Implement operational plan
- BSBUS401 - Co-ordinate implementation of customer service strategies
- BSBMKG414 - Undertake marketing activities
- BSBADM405 - Organise meetings
- BSBLED401 - Develop teams and individuals
- BSBMGT401 - Show leadership in the workplace

*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 is subject to change. Please refer to www.rgit.edu.au for the most current information. Students are encouraged to get more information from the National Training Register at www.training.gov.au or speak to an RGIT staff member for details. RGIT handles all superseded qualifications as per our Course Transition Policy and Procedures available from www.rgit.edu.au.

Diploma of Leadership and Management

National Code : BSB51915

CRICOS Code : 091302K

Duration : 52 Weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Tuition Fee : A\$15,000

Material Fee : A\$240

Course Description

The Diploma of Leadership and Management will provide you with knowledge, practical skills and experience in leadership and management across a wide range of enterprise and industry contexts. You will develop skills in displaying initiative and judgement in planning, organising, implementing and monitoring your own workload and the workload of others. You 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, Manager, Sales Team Manager.

Course Structure

Students will need to complete 4 core units and 8 elective units of competency to attain the qualification.

Core Units

- BSBLDR501 - Develop and use emotional intelligence
- BSBMGT517 - Manage operational plan
- BSBLDR502 - Lead and manage effective workplace relationships
- BSBWOR502 - Lead and manage team effectiveness

Elective Units*

- BSBWOR501 - Manage personal work priorities and professional development
- BSBWHS501 - Ensure a safe workplace
- BSBRSK501 - Manage risk
- BSBADM506 - Manage business document design and development
- BSBMGT516 - Facilitate continuous improvement
- BSBCUS501 - Manage quality customer service
- BSBHRM506 - Manage recruitment, selection and induction processes

- BSBDIV501 - Manage diversity in the workplace

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

Diploma of Business

National Code : BSB50215

CRICOS Code : 087225G

Duration: 52 weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 8

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Tuition Fee : A\$20,000

Material Fee : A\$160

Course Description

The Diploma of Business will provide you 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 8 elective units of competency to attain the qualification.

Elective Units*

- BSBADM506 - Manage business document design and development
- BSBSUS501 - Develop workplace policy and procedures for sustainability
- BSBHRM506 - Manage recruitment, selection and induction Process
- BSBDIV501 - Manage diversity in the workplace
- BSBRSK501 - Manage risk
- BSBMGT517 - Manage operational plan
- BSBWOR501 - Manage personal work priorities and professional development
- BSBHRM513 - Manage workforce planning

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

Advanced Diploma of Business

National Code : BSB60215

CRICOS Code : 087499D

Duration : 78 Weeks (inc holidays)

Holiday: 18 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Tuition Fee : A\$18,000

Material Fee : A\$160

Course Description

The Advanced Diploma of Business (BSB60215) provides you with the advanced skill set to thrive in a business setting. It delivers management skills and practical techniques that empower you 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 8 elective units of competency to attain the qualification.

Elective Units*

- BSBINN601 - 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
- BSBINN601 - 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.

Health, Childcare and Community Services



Certificate III in Early Childhood Education and Care

National Code : CHC30113

CRICOS Code : 091411E

Course Duration : 52 weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements : Please 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 : A\$10,000

Material Fee : A\$300

Course Description

If you have felt that you would love to assist in the education and learning development of babies, toddlers and children then this program is for you. Qualifying as an early childhood professional you 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 classroom based learning along with a work placement.

Course Structure

Students will need to complete 15 core units and 3 elective units of competency to attain the qualification.

Core Units

- CHCLEG001 - Work legally and ethically
- CHCECE009 - Use an approved learning framework to guide practice
- CHCECE001 - Develop cultural competence
- CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety
- HLTAID004 - Provide an emergency first aid response in an education and care setting
- CHCECE002 - Ensure the health and safety of children

- CHCPRT001 - Identify and respond to children and young people at risk
- HLTWHS001 - Participate in work health and safety
- CHCECE003 - Provide care for children
- CHCECE004 - Promote and provide healthy food and drinks
- CHCECE005 - Provide care for babies and toddlers
- CHCECE011 - Provide experiences to support children's play and learning
- CHCECE010 - Support the holistic development of children in early childhood
- CHCECE013 - Use information about children to inform practice
- CHCECE007 - Develop positive and respectful relationships with children

Elective Units*

- BSBWOR301 - Organise personal work priorities and development
- CHCPRT003 - Work collaboratively to maintain and environment safe for children and young people
- CHCECE006 - Support behaviour of children and young people

*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 : CHC50113

CRICOS Code : 091412D

Course Duration : 61 weeks (inc holidays)

Holiday: 6 weeks

Entry Requirements : Please 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 : A\$16,000

Material Fee : A\$470

Course Description

This program is ideal for early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so you 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

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

Delivery Mode

Mode of delivery available for this course is classroom based learning along with a work placement.

Course Structure

Students will need to complete 23 core units and 5 elective units of competency to attain the qualification.

Core Units

- CHCLEG001 - Work legally and ethically
- CHCECE009 - Use an approved learning framework to guide practice
- CHCECE001 - Develop cultural competence
- CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety
- HLTAID004 - Provide an emergency first aid response in an education and care setting
- CHCECE002 - Ensure the health and safety of children

- CHCPRT001 - Identify and respond to children and young people at risk
- CHCECE005 - Provide care for babies and toddler
- CHCECE003 - Provide care for children
- CHCECE004 - Promote and provide healthy food and drinks
- HLTWHS003 - Maintain work health and safety
- CHCECE016 - Establish and maintain a safe and healthy environment for children
- CHCECE007 - Develop positive and respectful relationships with children
- CHCECE019 - Facilitate compliance in an education and care services
- CHCECE025 - Embed sustainable practices in service operations
- CHCECE017 - Foster the holistic development and wellbeing of the child in early childhood
- CHCECE018 - Nurture creativity in children
- CHCECE020 - Establish and implement plans for developing cooperative behaviour
- CHCECE022 - Promote children's agency
- CHCECE021 - Implement strategies for the inclusion of all children
- CHCECE023 - Analyse information to inform learning
- CHCECE026 - Work in partnership with families to provide appropriate education and care for children
- CHCECE024 - Design and implement the curriculum to foster children's learning and development

Elective Units*

- CHCPOL002 - Develop and implement policy
- CHCPOL003 Research and Apply Evidence to Practice
- CHCMGT003 Lead the work team
- BSBMGT605 Provide leadership across the organisation
- CHCPRP003 - Reflect on and improve own professional practice

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





Diploma of Community Services

National Code : CHC52015

CRICOS Code : 096653B

Course Duration : 72 Weeks (including holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Classroom-based learning along with a work placement

Intake Dates : Feb, Apr, July, Oct

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

Tuition Fee : \$16,000

Material Fee : \$320

Course Description

Make a difference to someone's life! The 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
- CHCCSL001 - Establish and confirm the counselling relationship
- CHCADV002 - Provide advocacy and representation services
- CHCMHS001 - Work with people with mental health issues
- CHCPR001 - Identify and respond to children and young people at risk
- CHCAOD009 - Develop and review individual alcohol and other drugs treatment plans
- CHCCCS004 - Assess co-existing needs

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

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Diploma of Nursing

National Code : HLT54115

CRICOS Code : 096780F

Course Duration : 80 Weeks (including holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 6

Delivery Mode : Classroom-based learning along with a work placement /Professional Experience Practice

Intake Dates : Feb, Apr, July, Oct

Professional Experience

Practice (PEP) : Minimum of 480 hours of Professional Experience Practice or work placement that is supervised by clinical teacher

Tuition Fee : \$24,000

Material Fee : \$1,500

Course Description

The Diploma of Nursing (HLT54115) 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

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
- TAEDEL402A - Plan, organize and facilitate learning in the workplace
- HLTENN020 - Conduct clinical assessments

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

Information Technology

Certificate II in Information, Digital Media and Technology

National Code: ICT20115

CRICOS Code: 086482K

Course Duration : 39 weeks (inc holidays)

Holiday: 9 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Tuition Fee : A\$13,000

Course Description

This course provides a foundation in Information and Communication Technologies (ICT) with a focus on working effectively in an IT environment, with intermediate skills development in word processing, spread sheet operations and using databases, in particular, the Microsoft Office programs. The course will develop skills and knowledge in relation to workplace safety procedures and provide an introduction to multimedia applications and general proficiency in hardware. The qualification has a fundamental ICT knowledge and skills base which is pivotal for all other qualifications within the IT training package.

Career Opportunities

The qualification provides a foundation in general computing and provides employment skills that enable participation in an information technology environment in any industry. On completion of this qualification, students are suited to undertake roles such as Office Assistant, Records Management Assistant, or office support at a junior level. It will also provide pathways for higher studies in Information Technology.

Course Structure

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

Core Units

- ICTICT204 - Operate a digital media technology package
- ICTWEB201 - Use social media tools for collaboration and engagement
- ICTICT202 - Work and communicate effectively in an ICT environment

- BSBSUS201 - Participate in environmentally sustainable work practices
- BSBWHS201 – Contribute to health and safety of self and others
- ICTICT201 - Use computer operating systems and hardware
- ICTICT203 - Operate application software packages

Elective Units*

- ICTICT205 - Design basic organisational documents using computing packages
- ICTICT206 - Install software applications
- ICTICT207 - Integrate commercial computing packages
- ICTICT208 - Operate accounting applications
- ICTICT210 - Operate database applications
- ICTICT211 - Identify and use basic current industry specific technologies
- ICTSAS203 - Connect hardware peripherals

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

Certificate III in Information, Digital Media and Technology

National Code: ICT30115

CRICOS Code: 091408M

Course Duration : 52 weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Tuition Fee : A\$15,000

Course Description

The Certificate III in Information, Digital Media and Technology qualification provides essential skills and knowledge for an individual to be competent in introductory to intermediate level ICT practical functions and is designed to develop information activities in the simulated workplace and to achieve a degree of self-sufficiency as an advanced ICT operator.

This qualification has a strong core ICT base

including customise packaged software applications for clients, build simple websites, produce digital images for the web, apply simple mark-up language, optimise operating system software, collaboration of social media tools and monitor environmentally sustainable work practices.

Career Opportunities

Possible job roles include : Client Support Officer, ICT User Support, Computer Operator, Help Desk Officer, PC Support Specialist.

Course Structure

Students will need to complete 6 core units and 11 elective units of competency to attain the qualification.

Core Units

- BSBWHS304 - Participate effectively in WHS communication and consultative processes
- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- ICTICT202 - Work and communicate effectively in an ICT environment
- ICTICT301 - Create user documentation
- ICTICT302 - Install and optimise operating system software
- ICTSAS301 - Run standard diagnostic tests

Elective Units*

- ICTICT203 - Operate application software packages
- BSBITU304 - Produce spreadsheets
- ICTICT307 - Customise packaged software applications for clients
- ICTWEB201 - Use social media tools for collaboration and engagement
- ICTICT308 - Use advanced features of computer applications
- BSBITU303 - Design and produce text documents
- ICTWEB301 - Create a simple mark-up language document
- ICTWEB302 - Build simple websites using commercial programs
- ICTWEB303 - Produce digital images for the web
- ICTICT409 - Develop macros and templates for clients using standard products
- ICTICT304 - Implement system software changes

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



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Certificate IV in Information Technology

National Code: ICT40115

CRICOS Code: 091409K

Course Duration: 52 weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Tuition Fee : A\$18,000

Course Description

The Certificate IV in Information Technology qualification provides intermediate skills and knowledge for an individual to be competent in a wide range of general to specific information and communications technology (ICT) and to support small to medium enterprises that require broader ICT supports, operations and applications.

This qualification has a strong core ICT base including introductory to intermediate programming skills, create basic databases, applications of SQL, website design, advance web site operations, design dynamic website, server side script, managing server operations and software system design.

You will also learn about workplace communication, safe work practices and other useful things that blend with a variety of other course outcomes.

Career Opportunities

Possible job roles include : Data Center Support Officer, Customer System Support, Web Designer, User Support Technician, Computer Network Operations Technician and Computer Programmer.

Course Structure

Students will need to complete 5 core units and 15 elective units of competency to attain the qualification.

Core Units

- ICTICT418 - Contribute to copyright, ethics and privacy in an IT environment
- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- BSBWHS304 - Participate effectively in WHS communication and consultative processes
- ICTICT202 - Work and communicate effectively in an IT environment
- ICTICT401 - Determine and confirm client business requirements

Elective Units*

- ICTPRG414 - Apply introductory programming skills in another language
- ICTPRG418 - Apply intermediate programming skills in another language
- ICTPRG406 - Apply introductory object-oriented language skills

- ICTPRG404 - Test applications
- ICTDBS403 - Create basic databases
- ICTPRG425 - Use structured query language
- ICTWEB401 - Design a website to meet technical requirements
- ICTWEB409 - Develop cascading style sheets
- ICTWEB411 - Produce basic client-side script for dynamic web pages
- ICTWEB415 - Produce server-side script for dynamic web pages
- ICTICT406 - Build a graphical user interface
- ICTNWK401 - Install and manage a server
- ICTNWK408 - Configure a desktop environment
- ICTNWK410 - Install hardware to a network
- ICTNWK411 - Deploy software to networked computers

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



Diploma of Information Technology Networking

National Code : ICT50415

CRICOS Code : 086658B

Course Duration : 63 weeks (inc holidays)

Holiday: 13 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Tuition Fee : A\$18,000

Course Description

The Diploma of Information Technology Networking course 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

Job titles applicable to this area 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

Students will need to complete 5 core units and 11 elective units of competency to attain the qualification.

Core Units

- ICTICT418 - Contribute to copyright, ethics and privacy in an ICT environment
- ICTICT511 - Match IT needs with the strategic direction of the enterprise
- ICTNWK529 - Install and manage complex ICT networks
- ICTSUS501 - Implement server virtualisation for a sustainable ICT system
- ICTTEN611 - Produce an ICT network architecture design

Elective Units*

- ICTNWK503 - Install and maintain valid authentication processes
- ICTNWK506 - Configure, verify and troubleshoot WAN links and IP services in a medium enterprise network
- ICTNWK507 - Install, operate and troubleshoot medium enterprise routers
- ICTNWK508 - Install, operate and troubleshoot medium enterprise switches
- ICTICT509 - Gather data to identify business requirements

- ICTNWK505 - Design, build and test a network server
- ICTTEN514 - Install, configure and test a server
- ICTNWK513 - Manage system security
- ICTNWK525 - Configure an enterprise virtual computing environment
- ICTNWK535 - Install an enterprise virtual computing environment
- ICTNWK527 - Manage an enterprise virtual computing environment

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

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Diploma of Software Development

National Code: ICT50715

CRICOS Code: 086700E

Course Duration : 63 weeks (inc holidays)

Holiday: 13 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Tuition Fee : A\$18,000

Course Description

The Diploma of Software Development provides the skills and knowledge for students to be competent in programming and software development. It covers all necessary aspects including programming, graphical user interfaces, object oriented programming, database programming, database design and systems analysis.

Career Opportunities

This course is designed for employment as Analyst Programmer Support, Assistant Programming Developer, Assistant Software Applications Programmer, Assistant Software Developer, Database Support Programmer, Web Support Programmer.

Course Structure

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

Core Units

- ICTICT418 - Contribute to copyright, ethics and privacy in an ICT environment
- ICTPRG418 - Apply intermediate programming skills in another language
- ICTPRG501 - Apply advanced object-oriented language skills
- ICTPRG502 - Manage a project using software management tools
- ICTPRG503 - Debug and monitor applications
- ICTPRG504 - Deploy an application to a production environment

- ICTPRG520 - Validate an application design against specifications
- ICTPRG523 - Apply advanced programming skills in another language
- ICTPRG527 - Apply intermediate object-oriented language skills
- ICTPRG529 - Apply testing techniques for software development

Elective Units*

- ICTPRG509 - Build using rapid application development
- ICTPRG505 - Build advanced user interface
- ICTICT509 - Gather data to identify business requirements
- ICTWEB 501 –Build a dynamic website
- ICTWEB502–Create dynamic web pages
- ICTDBS504–Integrate database with a website

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

Advanced Diploma of Information Technology

National Code: ICT60115

CRICOS Code: 091410F

Course Duration : 64 weeks (inc holidays)

Holiday: 14 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Tuition Fee : A\$20,000

Course Description

The Advanced Diploma of Information Technology qualification 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 develop 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

Students will need to complete 5 core units and 11 elective units of competency to attain the qualification.

Core Units

- BSBWOR502 - Lead and manage team effectiveness
- ICTICT608 - Interact with clients on a business level
- ICTICT610 - Manage copyright, ethics and privacy in an ICT environment
- ICTPMG609 - Plan and direct complex ICT projects

- ICTSUS601 - Integrate sustainability in ICT planning and design projects

Elective Units*

- BSBMGT605 - Provide leadership across the organisation
- ICTDBS501 - Monitor and improve knowledge management system
- ICTICT604 - Identify and implement business innovation
- BSBINN601 - Lead and manage organisational change
- ICTICT605 - Implement a knowledge management strategy
- ICTDBS601 - Build a data warehouse
- ICTDBS602 - Develop a knowledge management strategy
- BSBHRM602 - Manage human resources strategic planning
- BSBMGT617 - Develop and implement a business plan
- ICTPMG606 - Manage ICT project quality
- BSBMGT608 - Manage innovation and continuous improvement

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

Hospitality

Certificate III in Patisserie

National Code : SIT31016

CRICOS Code : 096059J

Course Duration : 52 weeks (inc holidays)

Holiday : 12 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Work-based Training (WBT) unit:

SITHCCC011 Use cookery skills effectively

Duration: 80 hours consisting minimum of 12 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. (please refer to page 9 for details)

Tuition Fee : A\$18,000

Material Fee : A\$1,040

Course Description

This entry level course 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: Chocolatier, 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
- SITXHRM001 Coach others in job skills
- SITXINV002 Maintain the quality of perishable items
- SITXWHS001 Participate in safe work practices

Elective Units*

- SITHKOP005 Coordinate cooking operations
- SITHFAB005 Prepare and serve espresso Coffee
- SITXCCS007 Enhance customer service
- SITHCCC018 Prepare food to meet special dietary requirements
- HLTAID003 Provide first aid

*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 : SIT40716

CRICOS Code : 096060E

Course Duration : 72 weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Delivery Mode : Face-to-face

Work-based Training (WBT) unit:

SITHCCC011 Use cookery skills effectively

Duration: 80 hours consisting minimum of 12 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.

Tuition Fee : A\$24,000

Material Fee : A\$1,240

Course Description

This qualification 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

- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXINV002 - Maintain the quality of perishable items
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC001 - Use food preparation equipment
- SITHPAT001 - Produce cakes
- SITHPAT002 - Produce gateaux, torten and cakes
- SITHPAT005 - Produce petits fours
- SITHPAT006 - Produce desserts
- BSBSUS201 - Participate in environmentally sustainable work practices
- SITHPAT003 - Produce pastries
- SITHCCC011 - Use cookery skills effectively
- SITHKOP005 - Coordinate cooking operations
- SITHPAT004 - Produce yeast-based bakery products
- SITHCCC018 - Prepare food to meet special dietary requirements
- SITXHRM001 - Coach others in job skills
- SITHPAT008 - Produce chocolate confectionery

- SITHPAT007 - Prepare and model marzipan
- SITHPAT009 - Model sugar-based decorations
- SITHPAT010 - Design and produce sweet buffet showpieces
- SITXMGTO01 - Monitor work operations
- SITXHRM003 - Lead and manage people
- SITXCOM005 - Manage conflict
- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- SITXFIN003 - Manage finances within a budget
- BSBDIV501 - Manage diversity in the workplace
- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units*

- SITXWHS001 - Participate in safe work practices
- SITHKOP001 - Clean kitchen premises and equipment
- SITXCCS007 - Enhance customer service experiences
- BSBWOR203 - Work effectively with others
- HLTAID003 - Provide first aid
- SITFAB005 - Prepare and serve espresso coffee

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

Certificate III in Commercial Cookery

National Code : SIT30816

CRICOS Code : 096057M

Course Duration : 52 weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Work-based Training (WBT) unit:

SITHCCC020 Work effectively as a cook

Duration: 280 hours consisting minimum of 48 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 : A\$18,000

Material Fee : A\$1,120

Course Description

The 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, eggs 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*

- HLTAID003 - Provide first aid
- SITXCCS007 - Enhance customer service experiences
- SITHCCC015 - Produce and serve food for buffets
- 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

National Code : SIT40516

CRICOS Code : 096058K

Course Duration : 72 weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Work-based Training (WBT) unit:

SITHCCC020 Work effectively as a cook

Duration: 280 hours consisting minimum of 48 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 : A\$24,000

Material Fee : A\$1,240

Course Description

This course 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

- 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, eggs 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
- SITXFIM003 - 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
- SITXMGTO01 - Monitor work operations
- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units*

- BSBSUS201 - Participate in environmentally sustainable work practices
- BSBWOR203 - Work effectively with others
- HLTAID003 - Provide first aid
- SITHCCC015 - Produce and serve food for buffets
- SITHKOP001 - Clean kitchen premises and equipment
- SITXCCS007 - Enhance customer service experiences
- 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

National Code : SIT30616

CRICOS Code : 091443G

Course Duration : 52 weeks (inc holidays)

Holiday: 12 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Work-Based Training (WBT) unit:

SITHIND004 Work effectively in hospitality service

Duration: 80 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 : A\$10,000

Material Fee : A\$500

Course Description

This certificate 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 7 core units and 8 elective units of competency to attain the qualification.

Core Units

- BSBWOR203 - Work effectively with others
- SITXWHS001 - Participate in safe work practices
- SITHIND002 - Source and use information on the hospitality industry
- SITXCCS006 - Provide service to customers
- SITXHRM001 - Coach others in job skills
- SITXCOM002 - Show social and cultural sensitivity

- SITHIND004 - Work effectively in hospitality service

Elective Units*

- SITXFSA001 - Use hygienic practices for food safety
- SITHFAB002 - Provide responsible service of alcohol
- SITHFAB005 - Prepare and serve espresso coffee
- SITXFIN001 - Process financial transactions
- SITHFAB003 - Operate a bar
- SITHFAB001 - Clean and Tidy a bar
- SITHFAB004 - Prepare and serve non-alcoholic beverages
- BSBCMM201 - Communicate in the workplace

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



Certificate IV in Hospitality

National Code : SIT40416

CRICOS Code : 096083J

Course Duration : 50 weeks (inc holidays)

Holiday: 10 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Work-Based Training (WBT) unit:

SITHIND004 Work effectively in hospitality service

Duration: 80 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 : A\$18,000

Material Fee : A\$680

Course Description

This certificate 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.

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

- BSBDIV501 - Manage diversity in the workplace
- SITXHRM001 - Coach others in Job Skills
- SITXCCS007 - Enhance customer service experiences
- SITXMGT001 - Monitor Work Operations
- SITXCOM005 - Manage Conflict
- SITXFIN003 - Manage Finances within a budget
- SITXWHS003 - Implement and monitor work health and safety practices
- SITHIND004 - Work effectively in hospitality service
- SITXHRM003 - Lead and Manage People

Elective Units*

- SITXFSA001 - Use Hygienic Practices for food safety
- SITHFAB002 - Provide Responsible service of Alcohol
- SITXWHS001 - Participate in safe work Practices
- SITHFAB001 - Clean and tidy bar areas
- BSBWOR203 - Work effectively with others
- SITHIND002 - Source and use information on the hospitality industry
- SITXCOM002 - Show Social and Cultural Sensitivity
- SITFAB005 - Prepare and serve espresso coffee
- SITXFIN001 - Process financial transactions
- SITHFAB003 - Operate a bar
- SITHFAB004 - Prepare and serve non-alcoholic beverages
- SITHFAB016 - Provide advice on food

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



Diploma of Hospitality Management

National Code : SIT50416

CRICOS Code : 091044A

Course Duration : 102 weeks (inc holidays)

Holiday: 22 weeks

Entry Requirements : Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Work-based Training (WBT) unit:

Patisserie stream

SITHCCC011 Use cookery skills effectively

Duration: 80 hours consisting minimum of 12 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. (please refer to page 9 for details)

Commercial Cookery stream

SITHCCC020 Work effectively as a cook

Duration: 280 hours consisting minimum of 48 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 8 and 9 for details).

Hospitality stream

SITHIND004 Work effectively in hospitality service

Duration: 80 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 and 10 for details)

Tuition Fee : A\$28,000

Material Fee : A\$800 to A\$1,360

Course Description

This program 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

- BSBMGT517 - Manage operational plan
- SITXCCS008 - Develop and manage quality customer service practices
- SITXFIN004 - Prepare and monitor budgets
- SITXGLC001 - Research and comply with regulatory requirements
- SITXHRM002 - Roster staff
- SITXMG002 - Establish and conduct business relationships
- SITXCCS007 - Enhance customer service experiences
- SITXCOM005 - Manage conflict
- SITXHRM003 - Lead and manage people
- SITXMG001 - Monitor work operations
- BSBDIV501 - Manage diversity in the workplace
- SITXFIN003 - Manage finances within a budget

- SITXWHS003 - Implement and monitor work health and safety practices

Elective Units (Commercial Cookery)*

- HLTAID003 - Provide first aid
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITHCCC006 - Prepare appetisers and salads
- SITHCCC007 - Prepare stocks, sauces and soups
- SITHCCC008 - Prepare vegetable, fruit, eggs and farinaceous dishes
- SITHCCC013 - Prepare seafood dishes
- SITHCCC019 - Produce cakes, pastries and breads
- SITHCCC012 - Prepare poultry dishes
- SITHCCC014 - Prepare meat dishes
- SITHCCC015 - Produce and serve food for buffets
- 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)

- BSBWOR203 - Work effectively with others
- SITHFAB001 - Clean and tidy bar areas
- SITHFAB002 - Provide responsible service of alcohol
- 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
- SITHIND004 - Work effectively in hospitality service
- SITXCCS006 - Provide service to customers
- SITXFIN001 - Process financial transactions
- SITXFSA001 - Use hygienic practices for food safety
- SITXHRM001 - Coach others in job skills
- SITXMPR002 - Create a promotional display or stand
- SITXWHS001 - Participate in safe work practices

Elective Units* (Patisserie)

- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- HLTAID003 - Provide first aid
- 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
- 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

National Code : SIT60316

CRICOS Code : 091119J

Course Duration: 131 weeks (inc holidays)

Holiday: 31 weeks

Entry Requirements: Please refer to page 5

Delivery Mode : Face-to-face

Intake Dates : Feb, Apr, July, Oct

Work-based Training (WBT) unit:

Patisserie stream

SITHCCC011 Use cookery skills effectively

Duration: 80 hours consisting minimum of 12 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. (please refer to page 9 for details)

Commercial Cookery stream

SITHCCC020 Work effectively as a cook

Duration: 280 hours consisting minimum of 48 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 8 and 9 for details).

Hospitality stream

SITHIND004 Work effectively in hospitality service

Duration: 80 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 8 and 9 for details)

Tuition Fee : A\$32,000

Material Fee : A\$860 to A\$1,260

Course Description

This program 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 16 core units and 17 elective units of competency to attain the qualification.

Core Units

- BSBMGT617 - Develop and implement a business plan
- SITXHRM004 - Recruit, select and induct staff
- SITXMPR007 - Develop and implement marketing strategies
- BSBFIM601 - Manage finances
- SITXFIN005 - Manage physical assets
- SITXHRM006 - Monitor staff performance
- SITXWHS004 - Establish and maintain a work health and safety system
- BSBDIV501 - Manage diversity in the workplace
- BSBMGT517 - Manage operational plan
- SITXCCS008 - Develop and manage quality customer service practices
- SITXFIN003 - Manage finances within a budget
- SITXFIN004 - Prepare and monitor budgets
- SITXGLC001 - Research and comply with regulatory requirements
- SITXHRM003 - Lead and manage people
- SITXMGT001 - Monitor work operations
- SITXMGT002 - Establish and conduct business relationships

Elective Units (Commercial Cookery)

- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- BSBWOR203 - Work effectively with others
- HLTAID003 - Provide first aid
- SITHCCC005 - Prepare dishes using basic methods of cookery
- SITHCCC006 - Prepare appetisers and salads
- SITHCCC007 - Prepare stocks, sauces and soups
- SITHCCC008 - Prepare vegetable, fruit, eggs and farinaceous dishes
- SITHCCC015 - Produce and serve food for buffets
- SITHCCC019 - Produce cakes, pastries and breads
- SITHCCC020 - Work effectively as a cook
- SITHKOP002 - Plan and cost basic menus

- SITHPAT006 - Produce desserts
- SITXCOM005 - Manage conflict
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills
- SITXWHS001 - Participate in safe work practices

Elective Units* (Hospitality)

- BSBWOR203 - Work effectively with others
- SITHFAB002 - Provide responsible service of alcohol
- 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
- SITHIND004 - Work effectively in hospitality service
- SITXCCS006 - Provide service to customers
- SITXCOM002 - Show social and cultural sensitivity
- SITXCOM005 - Manage conflict
- SITXFIN001 - Process financial transactions
- SITXFSA001 - Use hygienic practices for food safety
- SITXHRM001 - Coach others in job skills
- SITXHRM002 - Roster staff
- SITXMPR002 - Create a promotional display or stand
- SITXWHS001 - Participate in safe work practices

Elective Units* (Patisserie)

- BSBSUS401 - Implement and monitor environmentally sustainable work practices
- BSBWOR203 - Work effectively with others
- HLTAID003 - Provide first aid
- 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
- SITHPAT010 - Design and produce sweet buffet showpieces
- SITXFSA001 - Use hygienic practices for food safety
- SITXFSA002 - Participate in safe food handling practices
- SITXHRM001 - Coach others in job skills

*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 is subject to change. Please refer to www.rgit.edu.au for the most current information. Students are encouraged to get more information from the National Training Register at www.training.gov.au or speak to an RGIT staff member for details. RGIT handles all superseded qualifications as per our Course Transition Policy and Procedures available from www.rgit.edu.au.

English Programs

GENERAL ENGLISH (Starter-Advanced)

CRICOS Code	: 092002C
Duration	: 73 weeks
Start Date	: Every Monday
Entry Requirements	: No minimum entry requirement*
Tuition Fee	: \$19,040

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

RGIT 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.

*Students must sit a placement test to determine which English level is best suited to their needs.

General English levels are:

Level	Study Duration	Course Hours
Starter	10 weeks	200
Elementary	12 weeks	240
Pre-Intermediate	12 weeks	240
Intermediate	12 weeks	240
Upper-Intermediate	12 weeks	240
Advanced	10 weeks	200



Course information contained in this prospectus is current at the time of printing and is subject to change. Please refer to www.rgit.edu.au for the most current information.





Certificate I in EAL (Access)

National Code	: 22250VIC
CRICOS Code	: 096651D
Course Duration	: 27 weeks (inc holidays)
Holiday	: 7 weeks
Start Date	: Feb, Apr, July, Oct
Entry Requirement	: Please refer to page 5
Delivery Mode	: Classroom-based
Tuition Fee	: A\$6,250

Course Structure

VU21454	Plan language learning with support
VU21451	Participate in short simple exchanges
VU21450	Give and respond to short, simple verbal instructions and information
VU21449	Read and write short simple messages and forms
VU21448	Read and write short, simple informational and instructional texts
VU21444	Identify Australian leisure activities
VU21443	Identify settlement options
VU21442	Identify and access basic legal information

CERTIFICATE II IN EAL (ACCESS)

National Code	: 22251VIC
CRICOS Code	: 096652C
Course Duration	: 27 weeks (inc holidays)
Holiday	: 7 weeks
Start Date	: Feb, Apr, July, Oct
Entry Requirement	: Please refer to page 5
Delivery Mode	: Classroom-based
Tuition Fee	: \$6,250

Course Structure

VU21297	Develop and document a learning plan and portfolio with guidance
VU21456	Participate in simple conversations and transactions
VU21457	Give and respond to simple verbal information and directions
VU21458	Read and write simple personal communications and transactional texts
VU21460	Read and write simple descriptive and narrative texts
VU21464	Examine current issues
VU21463	Explore transport options
VU21462	Explore community options

CERTIFICATE III IN EAL (ACCESS)

National Code	: 22253VIC
CRICOS Code	: 091298A
Level	: Intermediate
Duration	: 51 weeks (inc holidays)
Holiday	: 11 weeks
Start Date	: Feb, Apr, July, Oct
Entry Requirement	: Intermediate level score on RGIT's English Entry test or IELTS 4.5 or equivalent.
Tuition Fee	: \$12,000

Students focus on learning general English skills in reading, writing, speaking and listening. Classes help students to engage in casual conversations and read and write texts in various situations. This course is perfect for those looking to develop their English language skills.

This course is meant to help students overcome their language barrier and build up their confidence to initiate and carry forward conversations in various settings. It also helps student improve their comprehension and vocabulary levels.

Course Structure

VU21323	Develop and document a learning plan and portfolio
VU21465	Engage in casual conversations and straightforward transactions
VU21466	Give and respond to a range of straightforward information and instructions
VU21467	Read and write straightforward communications and transactional texts
VU21469	Read and write straightforward descriptive and narrative texts
VU21470	Investigate issues in the Australian environment
VU21472	Investigate features of the education system in Australia
VU21473	Investigate Australian art and culture

CERTIFICATE IV IN EAL (ACCESS)

National Code	: 22256VIC
CRICOS Code	: 091299M
Level	: Upper-Intermediate
Course Duration	: 27 weeks (inc holidays)
Holiday	: 7 weeks
Start Date	: Feb, Apr, July, Oct
Entry Requirement	: Upper Intermediate level score on RGIT's English Entry test or IELTS 5.0 or equivalent
Tuition Fee	: \$6,000

Students learn advanced English language reading, writing, speaking and listening skills. Students learn how to give a range of oral presentations, respond to situations and write complex creative texts. This course is perfect for those looking to develop their English language skills further and take it to the next level.

Course Structure

VU21353	Research pathways and produce a learning plan and portfolio
VU21474	Analyse and participate in complex conversations
VU21475	Give and respond to a wide range of oral presentations and instructions
VU21476	Read and write complex communications and transactional texts
VU21478	Read and write complex creative texts
VU21482	Research current issues
VU20746	Apply essential further study skills
VU21481	Research events in Australian history

ENGLISH FOR ACADEMIC PURPOSES I (EAP I)

CRICOS	: 072504B
Level	: Intermediate
Duration	: 12 weeks
Intake Date	: Feb, Apr, July, Oct
Entry Requirement	: IELTS 4.5 or successful completion of RGIT's English Entry Test
Tuition Fee	: \$2,800

This course is for students with little experience in using English for academic purposes. It introduces paragraph and essay writing skills, research skills and oral presentation skills.

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

ENGLISH FOR ACADEMIC PURPOSES II (EAP II)

CRICOS	: 072505A
Level	: Upper-Intermediate
Length	: 12 weeks
Start Date	: Feb, Apr, July, Oct
Entry Requirement	: IELTS 5.0 or successful completion of RGIT's English Entry Test
Tuition Fee	: \$2,800

This course focuses on developing students' use of English for academic purposes to an upper-intermediate level. Students learn skills in academic essay writing skills, research techniques and highly-developed presentation skills. The course also focuses on developing discussion skills.

ENGLISH FOR ACADEMIC PURPOSES III (EAP III)

CRICOS	: 084570D
Level	: Advanced
Duration	: 12 weeks
Start Date	: Feb, Apr, July, Oct
Entry Requirement	: IELTS 5.5 or successful completion of RGIT's English Entry Test
Tuition Fee	: \$3,000

This course focuses on helping students develop an advanced level academic skills needed for successful completion of tertiary studies in English. The course covers academic reading, writing, speaking and listening skills at an advanced level.



IELTS TEST PREPARATION

CRICOS	: 092105G
Duration	: 10 weeks
Start Date	: Feb, Apr, July, Oct
Entry Requirement	: IELTS 4.5 or equivalent or intermediate level score on RGIT's English Entry test.
Tuition Fee	: \$2,400

This course focuses on developing the various modules of IELTS test: reading, writing, speaking and listening.

Students will be taught different techniques to strengthen their skill sets to tackle each module and improve their standard of English regardless of their current level. They will also have extensive opportunities to test their newly acquired techniques under examination conditions. They receive continuous feedback from the trainers on their progress along with suggestions to help them overcome their weaknesses.



Student Support Services

Staff at RGIT Australia 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 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 you arrive. For Welcome Desk opening hours, visit studymelbourne.vic.gov.au.

Study Melbourne Student Centre (SMSC)

The 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.

Open: Monday-Friday 9:00am to 5:00pm, 599 Little Bourke St, Melbourne, 1800 056 449

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): Ring 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 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/ Lawyer:
 - The Institute of Arbitrators & Mediators Australia : Freecall 1800 651 650
 - 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

- Churches : www.australianchurches.net
- Mosques : www.living-in-melbourne.com/muslims-mosques-in-melbourne.html
- Temples Australia : www.hindu council.com.au

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 am, 7 days a week, all year)
- Direct Line (Drug and alcohol service): 1800 888 236
- Crisis Help: 1800 627 727
- Women's Domestic Violence Crisis: 1800 015 188 or (03) 9322 3555
- Direct Line (Drug and alcohol service): 1800 888 236
- Crisis Accommodation Information (Homelessness Help Services): 1800 627 727
- Women's Domestic Violence Crisis: 1800 015 188 or (03) 9322 3555
- The Gambling Help Line: 1800 858 858

● Helpful Contacts Hobart

- **Fire, ambulance, police** (life-threatening emergencies):
Ring 000
- **Missing persons** (Australian Federal Police, Tasmania):
6173 2606
- **Essential Services**
- **Service Tasmania: 1300 13 55 13** www.services.tas.gov.au
This is a portal to Tasmanian government transactions, services and information.
- **Water and Sewer Emergencies/TASWater:**
136992 www.taswater.com.au
- **Gas Emergency/Tas Gas:** 1802 111 www.tasgas.com.au
- **Electricity Emergency/Aurora Energy:**
13 2004 www.auroraenergy.com.au
- **Accommodation**
www.au.easyroommate.com
www.realstate.com.au
www.domain.com.au
www.gumtree.com.au
- **Medical Services**
 - **Local Health Services in Tasmania/National Health Services Directory**
 - **National Health Services Directory:** 1300 135 513, 1800 022 222
www.myhospitals.gov.au
www.dhhs.tas.gov.au
www.healthdirect.gov.au
 - **Royal Hobart Hospital** : 6222 8308
 - **Hobart Private Hospital** : 62143000
 - **Calvary Health Care Tasmania** : 62785333
 - **St Helen's Private Hospital** : 62216444
 - **Free After Hours GPs Helpline** : 1800 022 222
 - **Argyle Medical Centre (CBD)** : 62388222, 1800 022 222 (After Hours)
 - **North Hobart Medical Centre** : 62310318
 - **City Doctors and Travel Clinic** : 62313003
 - **Collins Street General Practice** : 62233355
 - **Davey Street General Practice** : 62236223
 - **Wellness Medical** : 62311555



Important Information

Work while you study

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 the Institute'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, please visit www.studyinaustralia.gov.au/english/live-in-australia/working/work-while-you-study

Provider default on delivery of qualification

In the unlikely event that the Institute is unable to deliver your course in full, you will be offered a refund of all fees paid to date. The refund will be paid to you within 14 days of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by the Institute at no extra cost. You have the right to choose whether you would prefer a full refund, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If the Institute is unable to provide a refund or place you in an alternative course, the Tuition Protection Service (TPS) will place you in a suitable alternative course at no extra cost to you. Please refer to our Fee Payments and Refund policy and Tuition Protection Service policy for details at www.rgit.edu.au.

Student complaints and appeals

The Institute has a Student Complaints and Appeals Policy and Procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. After completing RGIT's informal and formal 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. The Institute's complaints and appeals procedure can be obtained from Student Administration or viewed at www.rgit.edu.au.

Fee refund

Student must withdraw in writing and apply for a refund with RGIT by completing a Refund Application Form. Please refer to the table below for more information.

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

*Less administration fees

- Where the student defaults, including withdrawing from a course, after the course/term start date, there will be no refund of paid tuition fees.
- If the refund application is approved, refunds will be made available within 28 days (20 working days) of written notification and relevant forms duly signed by the student being received by the Institute.

Fee refund if visa is refused by the Australian Government

Where a prospective student is refused an initial student visa by the Australian Government a full refund of course tuition fees will be made less an administration fee no more than 5% or \$500 (whichever is the lesser). In order to receive the refund students have to provide to the Institute authenticated evidence of the student visa refusal.

Please read the Fee Payments and Refund Policy at www.rgit.edu.au/policies.

Student under 18 years of age

All international students studying at RGIT Australia must be at least 18 years of age at the time of arrival in Australia or else provide evidence that they will turn 18 when they arrive in 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.

School-aged dependents

There are requirements for compulsory school attendance for dependents of international students. In Victoria it is compulsory for children to attend school

until the age of 16. The choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend school until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees at any school, institute or university in which they enrol while in Australia.

Access and equity policy

The Institute Code of Practice includes an Access and Equity policy. It is the responsibility of all Institute staff to ensure the requirements of the Access and Equity policy are met at all times. You can review the policy at www.rgit.edu.au/students/international/policies.



ESOS 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 the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018. RGIT Australia is governed by the ESOS Framework and is committed to fulfil its obligations under the act.

For full description of ESOS Framework refer to:

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Relevant legislations

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.

- **The Victorian Equal Opportunity & Human Rights Commission**
www.humanrightscommission.vic.gov.au/index.php/the-workplace
- **Equal Opportunity Tasmania**
www.equalopportunity.tas.gov.au
- **VET Quality Framework**
www.asqa.gov.au

- **Education Services for Overseas Students Act 2000**

www.rgit.edu.au/esos-framework

- **Department of Immigration and Border Protection**

www.border.gov.au/Trav/Stud

- **Education and Training Reform Act**

www.education.vic.gov.au/about/departments/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 your enrolment in order to meet the Institute obligations under the ESOS Act 2000 and the National Code 2007 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 the ESOS Act 2000, the ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Information collected about you during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the

Tuition Protection Scheme. In other instances, information collected during your enrolment cannot be disclosed without your consent where authorised or required by law.

It is a requirement of the VET Quality Framework that students can access personal information held by the Institute and students may request corrections to information that is incorrect or out of date. Apply in writing to the Student Administration Manager if you wish to view your own records.

RGIT also collects student information for various marketing purposes. RGIT will always seek consent from the student before gathering and using such information and students always have a right to decline such requests. Your enrolment form contains a statement regarding Media Consent.

You can review the Privacy Policy and Procedure 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. The OSHC must be paid before a student visa is issued.

RGIT can organise cover for you through Allianz Global Assistance OSHC if you wish. Contact our Student Services enquiries@rgit.edu.au.

You can find out more about OSHC at www.health.gov.au or www.study.vic.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 the Department of Immigration and Border Protection (DIBP) only on the basis of unsatisfactory course progress (see Academic Progress).

International students studying ELICOS courses will be reported to DIBP if the students attend less than 80% of scheduled classes for their course. Please review the

Attendance Policy and Satisfactory Course Progress Policy and Procedure (ELICOS) at www.rgit.edu.au/policies.

Reporting a student to DIBP will result in the cancellation of the student's Confirmation of Enrolment and possibly the cancellation of their student visa.

Academic Progress

If students do not make satisfactory academic progress they will be reported to DIBP 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 the Institute 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 you 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 requirement, the Institute will implement counselling procedures and an intervention

strategy when your teachers think you 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 DIBP. Please review the Satisfactory Course Progress Policy and Procedure at www.rgit.edu.au/policies.

Change of Address

Upon arriving in Australia you are required to advise the Institute of your residential address, email address, mobile phone number and emergency contact details. Any changes to these details must be notified to RGIT within 7 days of the change. It is extremely important that students notify the Institute of a change of address as, under Section 20 of the ESOS Act 2000, the Institute is obliged to serve a notice at your last known address if you breach a student visa condition relating to attendance or academic performance. The Institute may also send warning notices to you to help prevent breaches of your visa conditions. As per Tuition Protection Service (TPS) update, international students are required to update their current address at least every six months. It is your responsibility and in your own interests to ensure that your address details are always up-to-date at the Institute.

Additional information on student visa issues is available on the DIBP web site at www.border.gov.au.



Living in Australia

Multiculturalism

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

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campuses and communities. RGIT 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 4 million Australians speak a language other than English; more than 800,000 speak an Asian language, the most common being Mandarin, followed by Cantonese and Vietnamese, and another 800,000 speak a European Union language.

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 you improve your English, you 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.

You will find the usual healthcare services available in Australian suburbs including GPs (doctors), dentists, osteopaths, chiropractors, psychologists, counsellors and many complementary healthcare practitioners too (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, Student Visa Obligations, 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 Aussie 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 more than 120 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 below for more details.

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.

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. You 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 \$A5, \$A10, \$A20 and \$A50. 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 \$1.00 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. For more information on Living in Australia costs, visit www.studyinaustralia.gov.au.

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 parks and national parks (The Great Barrier Reef, Kakadu, Uluru), the 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

Australian currency is the only 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. You 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, 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.

More information on banking is available at www.studyinaustralia.gov.au.

Normal bank trading hours

Monday to Thursday - 9.30 am – 4.00 pm

Friday - 9.30 am – 5.00 pm

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.



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. You may need to compromise with living arrangements as you will need to fit in with the household's routines and expectations. You will need to think about the things that are important to you. You may need to ask about how adaptable meal times are in relation to your studies and other commitments. You may also want to consider how the other people will feel about your friends visiting, your music and the hours that you keep. There are different types of home stay arrangements:

Cost : A\$110.00 - A\$270.00 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.

Cost: A\$110.00 - A\$270.00 per week

Half Board:

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

Cost: A\$ 70.00 - A\$ 100.00 per week

Board in Exchange:

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

Cost: Free or low cost (below A\$70.00)

Lease/Rent: Renting an apartment or house is done through a real estate agent. You 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 you to private use of the property for the duration of the lease. The advantage of this is privacy and independence.

You must pay a bond (the equivalent of one month's rent, to cover any damage you may do to the premises). You are responsible

for paying all bills (except water and council rates), maintenance of the property and providing all your own furniture and household items.

If you 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.

Cost (shared accommodation):

A\$100.00 - A\$400.00 (unfurnished)

Useful internet sites for student housing are:

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

<http://www.lestudent8.com>

<http://www.find-studentaccommodation.com>

<http://www.youthcentral.vic.gov.au>

<http://homestaydirect.com.au>

<http://gumtree.com.au>

<http://flatmatefinders.com.au>

<http://www.studymelbourne.vic.gov.au>

<http://studyinaustralia.gov.au>

Useful rental accommodation websites are:

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.

According to the Australia Government website www.studyinaustralia.gov.au, the average international student in Australia spends about \$360 per week on accommodation, food, clothing, entertainment, transport, international and domestic travel and other incidental costs.

Students will need a minimum of A\$18,600 per year (excluding tuition) to cover living expenses. 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 A\$4,000 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	\$4.00
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	\$7.52 daily ticket (zone 1+2, weekdays)

Some useful supermarket websites:

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'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 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 <http://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. One of the oldest cities in Australia, it is nestled beneath Mount Wellington with the Derwent River flowing through it. It is a beautiful city and popular holiday destination among Australians that is 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 Fee - Please refer to individual course information
Enrolment Fee - \$250
Resources and Material Fee - Please refer to individual course information
Enrolment Variation Fee - \$100
Unit Repeat Fee - \$300
Reassessment fee - \$20
Overseas Bank Transfer Fee - \$30
RPL Fee - Varies for qualifications and units (contact Student Services for details)
Administration Fee - \$200
OSHC (Overseas Student Health Cover) Fee - To be advised upon application. - Students can also organise health cover on their own.
Airport Pickup Fee (optional) - \$100
Accommodation Placement Fee (optional) - \$100
Homestay for student (optional) - Depends on specific arrangements

All fees are quoted in Australian dollars and are subject to change without notice.

Policies

Please refer to www.rgit.edu.au/policies for all current policies regarding International Students which include:

- Attendance Policy
- Change of Address Policy
- Deferral, Suspension & Cancellation Policy
- Enrolment Procedure
- Fees, Payments & Refund Policy
- Reassessment Policy & Procedure
- Satisfactory Course Progress Policy
- Student Application & Selection Procedure
- Student Enrolment Procedure
- Student Transfer to Another Provider Policy
- Tuition Protection Service Policy
- Work-based Training Policy

INTERNATIONAL STUDENT APPLICATION 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): _____

Date of birth*: _____ Country of birth: _____
(dd/mm/yyyy)

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: _____ Country: Australia

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: _____

Do you have a valid Overseas Student Health Cover (OSHC)? ☐ Yes ☐ No

Are you currently in Australia: ☐ Yes ☐ No

If yes, state your visa type:

☐ Student, visa subclass: _____ ☐ Spouse ☐ Visitor

☐ Other: Please specify: _____

Have applied for permanent residency in Australia: ☐ 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	Commencement Date (eg: Feb 2017)

D CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Have you enrolled in a similar course elsewhere?

☐ Yes ☐ No

Have you been employed in the area covered by the course applied for?

☐ Yes ☐ No

If you've answered "Yes" to any of the questions above, you may be eligible for a Credit Transfer or Recognition of Prior Learning.

Please contact Student Administration for further information.

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

☐ 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 _____

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Responsibility: International Marketing

Last Reviewed: December 2017

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 (eg: IELTS, TOEFL): _____ Test score: _____
- ☐ I intend to complete an ELICOS 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. All courses require proficiency in English to the level of IELTS 5.5

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 (eg Mar 13 – Feb 14)	Name & Country of Employer (eg 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

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

☐ Weekdays

☐ Weekends

J MEDIA CONSENT

From time to time, RGIT 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 not consent to RGIT Australia using any of the above materials involving me for the purposes outlined above.

K STUDENT DECLARATION

I confirm that I have read RGIT Australia's current Student Prospectus or information on our website (www.rgit.edu.au) which details information about the ESOS framework, course requirements, fees payments and refund policy, including an explanation of what occurs, if for some unforeseen reason, the course is not delivered.

I confirm that I am fully aware of the fees and refund policy and conditions of enrolment set out on this prospectus (also available from our website www.rgit.edu.au) which I agree to abide by as a student at RGIT Australia.

I understand that I am not required to pay more than the initial tuition fee amount as stated on this offer letter (or 50% of the tuition fee) before the start of the course.

However, I am also aware that I have a choice to pay more than 50% of the tuition fees or the full course fees upfront if I choose to do so. Any amount of fees paid before the start of the course will be reflected in my Confirmation of Enrolment (CoE).

I understand that this agreement, and the availability of complaints and appeals processes, does not remove the right of the students to take action under Australia's consumer protection laws.

I declare that all information provided in this application is complete and correct. I understand that failure to provide correct information or documentation in relation to this application may result in cancellation of my enrolment.

Signature of Student*

Signature of Parent or Legal guardian*

Date (dd/mm/yyyy)

*Note: This application and declaration must be signed by a parent or legal guardian if the student is under 18 years of age at the time of application. Student must be at least 18 years of age at the time of arrival in Australia.

Please return this completed Student Application Form to:

Street Address: **28 -32 Elizabeth Street, Melbourne, VIC 3000, Australia**
Postal Address: **GPO Box 5466 Melbourne VIC 3001**
Phone: **+61 3 8639 9000** Fax: **+61 3 8639 9001**
Email: **international@rgit.edu.au** Web: **www.rgit.edu.au**

Office Use only

Student File No. : _____
Offer Number : _____
Application assessed by : _____

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Version: 7.5

Responsibility: International Marketing

Last Reviewed: December 2017



**Oakhill Education Group
Australia Pty Ltd. t/a**



INTERNATIONAL COLLEGE

Melbourne Campuses:

28-32 Elizabeth Street, Melbourne, VIC 3000, Australia

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

Email: study@rgit.edu.au

www.rgit.edu.au

51-53 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: hobart@rgit.edu.au

www.rgithobart.edu.au

Postal Address:

GPO Box 5466, Melbourne, VIC 3001, Australia

