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Welcome to RGIT Australia

Welcome to RGIT Australia, one of the leading vocational education and training colleges in Australia.

At RGIT Australia, we care about our students and take pride in your achievements. Our fundamental objective is to provide an environment that enables our students to reach their potential. Our mentor-trainers provide quality training and relevant industry insight. We will equip you with the necessary skills to embark on your work direction. Graduating students will have the opportunity to enter into either relevant workforce arenas or to 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, but are also committed to looking after your personal welfare and wellbeing. You can speak to any of our staff members at any time to ask for assistance.

Our purpose-built training facilities and our dedicated training and administration team speak for themselves. Welcome to our Institute and to our special attention to detail.

Chandra Yonzon
Chief Executive Officer
RGIT Australia offers the following accredited and nationally recognised qualifications:

<table>
<thead>
<tr>
<th>CRICOS code</th>
<th>National code</th>
<th>Qualifications</th>
<th>Duration (inc holidays)</th>
<th>Tuition Fees*</th>
<th>Campus</th>
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<td><strong>BUSINESS AND MANAGEMENT</strong></td>
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<tr>
<td>086834B</td>
<td>BSB30115</td>
<td>Certificate III in Business</td>
<td>27 weeks</td>
<td>A$10,000</td>
<td>M &amp; H</td>
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<td>086954E</td>
<td>BSB40215</td>
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<td>087225G</td>
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<td>091320K</td>
<td>BSB51915</td>
<td>Diploma of Leadership and Management</td>
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<td>087499D</td>
<td>BSB60215</td>
<td>Advanced Diploma of Business</td>
<td>26 weeks</td>
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<td><strong>HEALTH SCIENCES</strong></td>
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<tr>
<td>091410E</td>
<td>CHC30113</td>
<td>Certificate III in Early Childhood Education and Care</td>
<td>52 weeks</td>
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<td>64 weeks</td>
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<td>091300A</td>
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<td>A$18,000</td>
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<td>091301M</td>
<td>SIT40713</td>
<td>Certificate IV in Patisserie</td>
<td>79 weeks</td>
<td>A$24,000</td>
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<td>Operations</td>
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<td>081911A</td>
<td>SIT30713</td>
<td>Certificate III in Hospitality</td>
<td>27 weeks</td>
<td>A$10,000</td>
<td>M &amp; H</td>
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<td>081912M</td>
<td>SIT40313</td>
<td>Certificate IV in Hospitality</td>
<td>50 weeks</td>
<td>A$18,000</td>
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<tr>
<td>081918E</td>
<td>SIT60313</td>
<td>Advanced Diploma of Hospitality</td>
<td>102 weeks</td>
<td>A$32,000</td>
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<td>SIT30813</td>
<td>Certificate III in Commercial Cookery</td>
<td>50 weeks</td>
<td>A$18,000</td>
<td>M &amp; H</td>
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<td>SIT40413</td>
<td>Certificate IV in Commercial Cookery</td>
<td>79 weeks</td>
<td>A$24,000</td>
<td>M &amp; H</td>
</tr>
<tr>
<td>081915G</td>
<td>SIT50313</td>
<td>Diploma of Hospitality (Commercial Cookery)</td>
<td>102 weeks</td>
<td>A$28,000</td>
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<td>081918E</td>
<td>SIT60313</td>
<td>Advanced Diploma of Hospitality (Commercial Cookery)</td>
<td>131 weeks</td>
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<td>092002C</td>
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<td>General English (Starter-Advanced)</td>
<td>73 weeks</td>
<td>A$19,040</td>
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<td>072504B</td>
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<td>12 weeks</td>
<td>A$2,800</td>
<td>M &amp; H</td>
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<td>072505A</td>
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<td>English for Academic Purposes 2 (Upper-intermediate)</td>
<td>12 weeks</td>
<td>A$2,800</td>
<td>M &amp; H</td>
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<td>084570D</td>
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<td>A$3,000</td>
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<tr>
<td>091298A</td>
<td>22253VIC</td>
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<td>22256VIC</td>
<td>Certificate IV in EAL (Access)</td>
<td>27 weeks</td>
<td>A$6,000</td>
<td>M &amp; H</td>
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<tr>
<td>092105G</td>
<td>-</td>
<td>IELTS Test Preparation Course</td>
<td>10 weeks</td>
<td>A$2,400</td>
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</tbody>
</table>

* The course tuition fees above, quoted in Australian dollars, are valid for 2016 only and are subject to change. Please visit our website to download an electronic version of the prospectus. These prices are indicative only.
Entry Requirements

Age Requirement
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) For students from Visa Assessment Level 1 and 2 countries only, successful completion of RGIT’s Language and Numeracy Test conducted on RGIT’s campus (for onshore international students ONLY).

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.

<table>
<thead>
<tr>
<th>Level of Study</th>
<th>Academic Requirements</th>
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<td>Certificate II &amp; III</td>
<td>Satisfactory completion of the equivalent of Australian Year 11 or higher</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>Satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher</td>
</tr>
<tr>
<td>Diploma</td>
<td>Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>Satisfactory completion of the equivalent of Australian Year 12 or Diploma or higher</td>
</tr>
</tbody>
</table>

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.
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.

Volume of Learning: The duration of course specified in the course information only includes formal training. Students are required to spend a minimum of 20 hours per week on individual study (including self-pace learning, research, learning activities and assessment activities) in addition to their scheduled training plan.

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 or laboratories, undertaking case studies, projects, assignments, presentations, role plays, written tests or exams and work-based assessment.

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.

USI - Unique Student Identifier
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 identical units from their course at other institutions will be given recognition/credit on presentation of a verified transcript, Award or Statement of Attainment. Application for credit transfer must be lodged in writing. Application forms for credit transfers are available on our website www.rgit.edu.au.

Work-Based Assessment
Certificates III & IV in Hospitality and Commercial Cookery require work-based assessment. Also referred to as practical placement or “holistic”, this is a compulsory requirement for completing hospitality qualifications at RGIT Australia. Work-based assessment involves students working in a commercial enterprise to demonstrate their hospitality skills and to complete assessment requirements. RGIT Australia will arrange practical placement at a commercial enterprise for students.

The number of hours that a student must work is determined by the course requirement. While working in the commercial enterprise, students will be
supervised by staff there, and by an RGIT Australia trainer. Students will be covered by WorkSafe insurance for the time they spend on work-based assessment.

For students completing the Hospitality course as Work-based Training, Assessment will be conducted at their workplace throughout the duration of the course by RGIT Australia staff.

**Work-based assessment applies to the following qualifications and units:**

**Qualifications**
- Certificate III in Hospitality - SIT30713
- Certificate IV in Hospitality - SIT40313
- Certificate III in Commercial Cookery - SIT30813
- Certificate IV in Commercial Cookery - SIT40413
- Diploma of Hospitality - SIT50313
- Advanced Diploma of Hospitality - SIT60313

**Key Units**
- Work effectively in hospitality service - SITHIND301
- Work effectively as a cook - SITHCCC309
- Coordinate cooking operations - SITHKOP403

As part of work-based assessment, students are required to maintain a log book that records their experience and attendance at both the commercial enterprise and RGIT Australia. The log book forms an essential part of course assessment and will be monitored regularly.

In situations where a student's log book does not show completion of the required workplace experience, the student must undertake additional work-based experience to meet the assessment requirements.

**Prior to Work Placement:** Students will receive induction training at both RGIT and their place of work before commencing work-based placement. Occupational Health and Safety training is part of RGIT course content and takes place at RGIT. RGIT trainers simulate workplace situations within the classroom so that students can practice their knowledge and skills. Induction at the workplace allows students to become familiar with the workplace, procedures and staff.

**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 Recognition of Prior Learning (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.

To apply for RPL, fill out the RPL application form provided during enrolment.

**Change of Institution or Course**

The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. RGIT Australia will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in their application.

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

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 to 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 the student. 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](http://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**

To enrol for your course, please fill out the International Student Application Form which you can download from our website [www.rgit.edu.au](http://www.rgit.edu.au) (Go to Download, Application Forms, International Form). 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 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](http://www.rgit.edu.au/scholarships).
Pathways to Higher Education

Stott’s Colleges is one of the oldest private business schools in Australia, delivering education since 1883. After completion of the following courses at RGIT, students will be able to study the Bachelor of Business (Accounting) & Bachelor of Business (General) programs at Stott’s Colleges and are eligible to receive the following exemptions:

The Bachelor of Business provides students with the knowledge, skills and values required to perform competently in the business world. Once students complete any one of the courses above at RGIT they are eligible for credit transfers into Stott’s Colleges.

**Benefits to RGIT Students**

RGIT students receive a competitive advantage as they are able to complete a Bachelor’s program in two years, depending on which course they choose.

**Post Study Work Visa**

Students will also be eligible for a post study work visa after completing the Bachelor’s program at Stott’s Colleges.
Articulation Opportunities

The qualifications obtained at RGIT Australia can provide up to one year’s credit at the following Higher Education Institutions.

**Qualifications**
- Diploma of Leadership and Management
- Diploma of Information Technology Networking

**Choice of Institutions**
- Bachelor of Business
- Bachelor of Business (Hotel, Tourism, Events, Real Estate, Property & Sport)
- Bachelor of Business Information Systems
- Bachelor of International Business

**Qualified for 1 year**
- Diploma of Information Technology Networking

**Qualified for 1 year**
- Bachelor of Computer Science
- Bachelor of Computer Studies (Business)
- Bachelor of IT (Business Services)
- Bachelor of Information Technology
Melbourne Campus Facilities

Campus Location
RGIT’s campus for international students is located in the heart of Melbourne’s Central Business District at 28-32 Elizabeth St, just 200m from the Bourke St Mall shopping mecca, pedestrian and tram precinct, and 50m from the transport hub of Flinders St Train station. The campus is spread across 7 floors of the 8-storey building. All floors can be accessed via lifts or staircase.

Training Kitchen
Our purpose-built training kitchen is fully equipped to commercial kitchen standards.

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.

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.

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.

Hobart Campus Facilities

Campus Location
Our Hobart campus is located in the Central Business District (CBD), just a 10-minute walk to the city’s vibrant shopping precincts that include the city mall, main retail strip, a multitude of cafes and the Post Office and State Library. The CBD also has substantial apartment properties for students who require long-term accommodation.

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 and tea-making facilities.

Computer Access
Our computer room is available for use by all students and has free Wi-Fi.
Certificate III in Business

National Code: BSB30115
CRICOS Code: 086834B
Duration: 27 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: A$10,000

Course Description
The course provides students with knowledge, understanding and employability skills required to guide their actions and perform their duties within a business workplace. A wide range of theories, methods and practical skills are delivered in this course. The relevant information will provide greater understanding when undertaking case studies, discussions and assessments of various work environments, which will prepare a student for employment in a business workplace. The course will encourage students to gain an understanding of the appropriate business work practices required to competently undertake their roles and responsibilities.

Career Opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Customer Service Advisor, Data Entry Operator, General Clerk, Payroll Officer, Typist, Word Processing Operator.

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
- BSBWRT301 - Write simple documents
- BSBITU304 - Produce spreadsheets
- BSBFIA301 - Maintain financial records
- BSBITU303 - Design and produce text documents
- BSBINN301 - Promote innovation in a team environment
- BSBPRO301 - Recommend products and services
- BSBINM301 - Organise workplace information
- BSBDIV301 - Work effectively with diversity
- BSBRES401 - Analyse and present research information
- BSBITU306 - Design and produce business documents
- BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Certificate IV in Business

National Code: BSB40215
CRICOS Code: 086954E
Duration: 27 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: A$10,000

Course Description
This qualification 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 Accounts Clerk, Clerk, Customer Service Advisor, E-business Practitioner, Legal/Medical Receptionist, Office Administration Assistant, Student Services Officer and Word Processing Operator.

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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
- BSBADM405 - Organise meetings
- BSBMKG414 - Undertake marketing activities
- BSBLED401 - Develop teams and individuals
- BSBMT401 - Show leadership in the workplace
- BSSCM401 - Make a presentation
- BSBRSK401 - Identify risk and apply risk management processes
- BSBMKG413 - Promote products and services
- BSBMT402 - Implement operational plan
- BSBUCS401 - Coordinate implementation of customer service strategies

Career Opportunities
Possible job roles relevant to this qualification include: Executive Officer, Program Consultant, Program Coordinator and Administrator.

Diploma of Leadership and Management
National Code : BSB51915
CRICOS Code : 091302K
Duration : 52 Weeks (inc holidays)
Intake Dates : Feb, Apr, July, Oct
Course Tuition Fee : A$15,000

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
- BSBRSK501 - Manage risk
- BSBADM506 - Manage business document design and development
- BSBHRM506 - Manage recruitment, selection and induction processes
- BSBWOR501 - Manage personal work priorities and professional development
- BSBSUS501 - Develop workplace policy and procedures for sustainability
- BSBMGT516 - Facilitate continuous improvement
- BSBWHS501 - Ensure a safe workplace

Course Description
The Diploma of Leadership and Management (BSB51915) provides you with the 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: Business Manager, Human Resources Manager, Manager, Sales Team Manager.
Advanced Diploma of Business

National Code: BSB60215
CRICOS Code: 087499D
Duration: 26 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: A$10,000

Course Description
This qualification reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge and who are seeking to develop expertise across a range of business functions. This qualification is also suited to the needs of individuals who possess considerable theoretical business skills and knowledge that they would like to further develop in order to create additional educational or employment opportunities.

Career Opportunities
Possible job roles relevant to this qualification include Business Manager, Senior Administrator and Senior Executive.

Course Structure
Students will need to complete 8 elective units of competency to attain the qualification.

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

Business Courses at RGIT Australia accelerate your rise to the top!
Certificate III in Early Childhood Education and Care

National Code: CHC30113
CRICOS Code: 091411E
Course Duration: 52 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: A$10,000

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.

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

Core Units
- CHCECE002 - Ensure the health and safety of children
- CHCECE004 - Promote and provide healthy food and drinks
- CHCPRT001 - Identify and respond to children and young people at risk
- HLTWHS001 - Participate workplace health and safety
- CHCECE005 - Provide care for babies & toddlers
- CHCECE003 - Provide care for children
- CHCECE007 - Develop positive and respectful relationships with children
- CHCECE001 - Develop cultural competence
- CHCECE010 - Support the holistic development of children in early childhood
- CHCECE009 - Use an approved learning framework to guide practice
- CHCECE013 - Use information about children to inform practice
- CHCECE011 - Provide experiences to support children’s play and learning
- CHCLEG001 - Work legally and ethically
- HLTaida004 - Provide an emergency first aid response in an education and care setting
- CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety

Elective Units
- CHCECE017 - Foster the holistic development and wellbeing of the child in early childhood
- CHCDIV001 - Work with diverse people
- BSBWOR301 - Organise personal work priorities and development
Diploma of Early Childhood Education and Care

National Code: CHC50113
CRICOS Code: 091412D
Course Duration: 61 weeks (incl holidays)
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: A$16,000

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.

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

Core Units
- CHCECE002 - Ensure the health and safety of children
- CHCECE004 - Promote and provide healthy food and drinks
- CHCPRT001 - Identify and respond to children and young people at risk
- HLTAID004 - Provide an emergency first aid response in an education and care setting
- CHCLEG001 - Work legally and ethically
- HLTWHS003 - Maintain work health and safety
- CHCECE025 - Embed sustainable practices in service operations
- CHCECE016 - Establish and maintain a safe and healthy environment for children
- CHCECE005 - Provide care for babies & toddlers
- CHCECE003 - Provide care for children
- CHCECE007 - Develop positive and respectful relationships with children
- CHCECE001 - Develop cultural competence
- CHCECE023 - Analyse information to inform learning
- CHCECE009 - Use an approved learning framework to guide practice
- CHCECE017 - Foster the holistic development and wellbeing of the child in early childhood
- CHCECE018 - Nurture creativity in children
- CHCECE024 - Design and implement the curriculum to foster children’s learning and development
- CHCECE020 - Establish and implement plans for developing cooperative behaviour
- CHCECE021 - Implement strategies for the inclusion of all children
- CHCECE026 - Work in partnership with families to provide appropriate education and care for children
- CHCECE022 - Promote children’s agency
- CHCECE019 - Facilitate compliance in an education and care service
- CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety

Elective Units
- CHCDIV001 - Work with diverse people
- CHCMGT003 - Lead the work team
- CHCOPR027B - Provide mentoring support to colleagues
- BSBMGT605 - Provide leadership across the organisation
- CHCPRP003 - Reflect on and improve own professional practice

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Information Technology

Certificate II in Information, Digital Media and Technology

National Code: ICT20115
CRICOS Code: 086482K
Course Duration: 39 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course 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, spreadsheet 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. The core units contain those basic ICT skills and knowledge required for effective entry into all Information Technology qualifications from Certificate III upwards.

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.

Certificate III in Information, Digital Media and Technology

National Code: ICT30115
CRICOS Code: 091408M
Course Duration: 52 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course 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
- BSBSSUS401 - 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
- ICTICT201 - Use computer operating systems and hardware
- ICTICT202 - Work and communicate effectively in an ICT environment
- ICTICT204 - Operate a digital media technology package
- ICTICT207 - Design basic organisational documents using computing packages
- ICTICT210 - Operate database applications
- ICTICT270 - Integrate commercial computing packages
- ICTICT208 - Operate accounting applications
- ICTICT211 - Identify and use basic current industry specific technologies

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

Core Units
- BSBWHS201 - Contribute to health and safety of self and others
- ICTICT203 - Operate application software packages

Elective Units
- ICTICT207 - Design basic organisational documents using computing packages
- ICTICT210 - Operate database applications
- ICTICT270 - Integrate commercial computing packages
- ICTICT208 - Operate accounting applications
- ICTICT211 - Identify and use basic current industry specific technologies

Applications
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.
Certificate IV in Information Technology

National Code: ICT40115
CRICOS Code: 091409K
Course Duration: 52 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course 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, no matter what your profession or longer-term career aspirations are.

Career Opportunities

Course Structure
Students will need to complete 5 core units and 15 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
- ICTICT401 - Determine and confirm client business requirements
- ICTICT418 - Contribute to copyright, ethics and privacy in an ICT environment

Elective Units
- ICTPRG406 - Apply introductory object-oriented language skills
- ICTPRG414 - Apply introductory programming skills in another language
- ICTPRG418 - Apply intermediate programming skills in another language
- 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
- ICTICT406 - Build a graphical user interface
- ICTWEB411 - Produce basic client-side script for dynamic web pages
- ICTWEB415 - Produce server-side script for dynamic web pages
- ICTNWK401 - Install and manage a server
- ICTNWK408 - Configure a desktop environment
- ICTNWK410 - Install hardware to a network
- ICTNWK411 - Deploy software to networked computers

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Diploma of Information Technology Networking

National Code : ICT50415
CRICOS Code : 086658B
Course Duration : 83 weeks (inc holidays)
Intake Dates : Feb, Apr, July, Oct
Course Tuition Fee : A$18,000

Course Description
This 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. This course also provides a pathway for higher education in Information Technology.

Course Structure
Students will need to complete 5 core 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

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Diploma of Software Development

National Code: ICT50715
CRICOS Code: 086700E
Course Duration: 63 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: A$18,000

Course Description
This course provides the skills and knowledge for students to be competent in programming and software development. It covers all aspects necessary for such a career 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. It also provides pathways for higher studies in Information Technology for students.

Course Structure
Students will need to complete 10 core 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
- IICTPRG509 - Build using rapid application development
- ICTPRG550 - Build advanced user interface
- ICTICT509 - Gather data to identify business requirements
- ICTWEB501 - Build a dynamic website
- ICTWEB502 – Create dynamic web pages
- ICTDBS504 – Integrate database with a website
- ICTSUS601 - Integrate sustainability in ICT planning and design projects

Advanced Diploma of Information Technology

National Code: ICT60115
CRICOS Code: 091410F
Course Duration: 64 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course 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
- ICTICT600 - Interact with clients on a business level
- ICTICT610 - Manage copyright, ethics and privacy in an ICT environment
- ICTPMG609 - Plan and direct complex ICT projects
- BSBMGT605 - Provide leadership across the organisation
- ICTDBS504 – Integrate database with a website
- ICTICT604 - Identify and implement business innovation
- BSBMGT617 - Develop and implement a business plan
- ICTPMG606 - Manage ICT project quality
- BSBMGT608 - Manage innovation and continuous improvement
- BSBMGT601 - 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
Certificate III in Patisserie

National Code: SIT31113
CRICOS Code: 091300A
Course Duration: 52 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Tuition Fee: A$18,000

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 kitchen operations. 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 18 core units and 4 elective units to attain the qualification.

Core Units
- BSBSUS201 - Participate in environmentally sustainable work practices
- BSBWOR203 - Work effectively with others
- HLTAD003 - Provide first aid
- SITHCCC101 - Use food preparation equipment
- SITHCCC201 - Produce dishes using basic methods of cookery
- SITHCCC207 - Use cookery skills effectively
- SITHKOP101 - Clean kitchen premises and equipment
- SITHPAT301 - Produce cakes
- SITHPAT302 - Produce gateaux, torten and cakes
- SITHPAT303 - Produce pastries
- SITHPAT304 - Produce yeast based bakery products
- SITHPAT305 - Produce petits fours
- SITHPAT306 - Produce desserts
- SITXFSA101 - Use hygienic practices for food safety
- SITXFSA201 - Participate in safe food handling practices
- SITXHRM301 - Coach others in job skills
- SITXINV202 - Maintain the quality of perishable items
- SITXWHS101 - Participate in safe work practices

Elective units
- SITHCCC307 - Prepare food to meet special dietary requirements
- SITHFAB204 - Prepare and serve espresso coffee
- SITHKOP403 - Coordinate cooking operations
- SITHCCC304 - Produce and serve food for buffets
Certificate IV in Patisserie

National Code : SIT40713
CRICOS Code : 091301M
Course Duration : 79 weeks (inc holidays)
Intake Dates : Feb, Apr, July, Oct
Course Tuition Fee : A$24,000

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 Patissier.

Course Structure
Students will need to complete 27 core units and 5 elective units to attain the qualification.

Core Units
- BSBDIV501A - Manage diversity in the workplace
- BSSUSUS301A - Implement and monitor environmentally sustainable work practices
- HLTAID003 - Provide first aid
- SITHCCC101 - Use food preparation equipment
- SITHCCC201 - Produce dishes using basic methods of cookery
- SITHCCC207 - Use cookery skills effectively
- SITHCCC307 - Prepare food to meet special dietary requirements
- SITKOP403 - Coordinate cooking operations
- SITHPAT301 - Produce cakes
- SITHPAT302 - Produce gateaux, torten and cakes
- SITHPAT303 - Produce pastries
- SITHPAT304 - Produce yeast based bakery products
- SITHPAT305 - Produce petits fours
- SITHPAT306 - Produce desserts
- SITHPAT401 - Prepare and model marzipan
- SITHPAT402 - Produce chocolate confectionery
- SITHPAT403 - Model sugar based decorations
- SITHPAT404 - Design and produce sweet buffet showpieces
- SITXCOM401 - Manage conflict
- SITXFIN402 - Manage finances within a budget
- SITXFA101 - Use hygienic practices for food safety
- SITXFA201 - Participate in safe food handling practices
- SITXHRM301 - Coach others in job skills
- SITXHMRM402 - Lead and manage people
- SITXINV202 - Maintain the quality of perishable items
- SITXMG401 - Monitor work operations
- SITXWHS401 - Implement and monitor work health and safety practices

Elective Units
- BSBWOR203B - Work effectively with others
- SITFAB204 - Prepare and serve espresso coffee
- SITKOP101 - Clean kitchen premises and equipment
- SITXCCS401 - Enhance the customer service experience
- SITXWHS101 - Participate in safe work practices
Certificate III in Commercial Cookery

National Code : SIT30813
CRICOS Code : 081913K
Course Duration : 50 weeks (inc holidays)
Intake Dates : Feb, Apr, July, Oct
Tuition Fee : $18,000

Course Description
This course 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 theories, methods and practical skills are delivered in this course. The course includes knowledge and skills of 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 of 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 25 units of competency to attain the qualification. This includes 22 Core units and 3 Elective units.

Core Units
- SITXWHS101 - Participate in safe work practices
- SITXFSA101 - Use hygienic practices for food safety
- SITXFSA201 - Participate in safe food handling practices
- SITXINV202 - Maintain the quality of perishable items
- SITHKOP101 - Clean kitchen premises and equipment
- SITHCCC101 - Use food preparation equipment
- SITHCCC201 - Produce dishes using basic methods of cookery
- SITHCCC202 - Produce appetisers and salads
- SITHCCC203 - Produce stocks, sauces and soups
- SITHCCC204 - Produce vegetable, fruit, egg and farinaceous dishes
- SITHCCC308 - Produce cakes, pastries and breads
- SITHPAT306 - Produce desserts
- SITHCCC301 - Produce poultry dishes
- SITHCCC302 - Produce seafood dishes
- SITHCCC303 - Produce meat dishes
- SITHCCC307 - Prepare food to meet special dietary requirements
- SITHCCC309 - Work effectively as a cook

Elective units
- BSBSUS201A - Participate in environmentally sustainable work practices
- SITHKOP302 - Plan and cost basic menus
- SITXHRM301 - Coach others in job skills
- HLTAD003 - Provide first aid
- BSBWOR203B - Work effectively with others

I have become more adventurous to try out dishes from different countries. I believe I made a good decision as I get to learn from experienced teachers. My family is involved in restaurant business in Colombia and now I am confident that I can continue the legacy of family business.

Carolina Herrada
Certificate III in Commercial Cookery
Certificate IV in Commercial Cookery

National Code: SIT40413
CRICOS Code: 081914J
Course Duration: 79 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: $24,000

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 33 units of competency to attain the qualification. This includes 27 Core units and 6 Elective units.

Core Units
- SITXFSA101 - Use hygienic practices for food safety
- SITXFSA201 - Participate in safe food handling practices
- SITXINV202 - Maintain the quality of perishable items
- SITHCCC101 - Use food preparation equipment
- SITHCCC201 - Produce dishes using basic methods of cookery
- SITHCCC202 - Produce appetisers and salads
- SITHCCC203 - Produce stocks, sauces and soups
- SITHCCC204 - Produce vegetable, fruit, egg and farinaceous dishes
- SITHCCC308 - Produce cakes, pastries and breads
- SITHPAT306 - Produce desserts
- SITHCCC301 - Produce poultry dishes
- SITHCCC302 - Produce seafood dishes
- SITHCCC303 - Produce meat dishes
- SITHCCC307 - Prepare food to meet special dietary requirements
- SITHCCC309 - Work effectively as a cook
- SITXMG401 - Monitor work operations
- SITXCOM401 - Manage conflict
- SITHKOP402 - Develop menus for special dietary requirements
- BSBSUS301A - Implement and monitor environmentally sustainable work practices

Elective Units
- SITXWHS101 - Participate in safe work practices
- SITKOP101 - Clean kitchen premises and equipment
- SITCCS401 - Enhance the customer service experience
- BSBWOR203B - Work effectively with others
- BSBSUS201A - Participate in environmentally sustainable work practices
- SITHCCC304 - Produce and serve food for buffets
- SITXFNM402 - Manage finances within a budget
- SITXWHS401 - Implement and monitor work health and safety practices
- BSBDIV501A - Manage diversity in the workplace
- SITHKOP403 - Coordinate cooking operations
- SITHKOP302 - Plan and cost basic menus
- SITXHLM301 - Coach others in job skills
- SITXHLM402 - Lead and manage people
- HLTAID003 - Provide first aid

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“...It’s not just about cooking, but having control of everything around the kitchen. In the kitchen when you work there is always pressure. This course has helped me remain focused and manage pressure.”

Ignacio Hernandez Cruanes
Certificate IV in Commercial Cookery
Certificate III in Hospitality

National Code: SIT30713
CRICOS Code: 081911A
Course Duration: 27 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: $10,000

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

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

Course Structure
Students will need to complete 15 units of competency to attain the qualification. This includes 7 Core units and 8 Elective units. Students may choose electives units other than the ones listed below.

Core Units
- SITXWHS101 - Participate in safe work practices
- BSBWOR203B - Work effectively with others
- SITXHRM301 - Coach others in job skills
- SITHIND201 - Source and use information in the hospitality industry
- SITXCOM201 - Show social and cultural sensitivity
- SITHIND301 - Work effectively in hospitality service
- SITXCCS303 - Provide service to customers

Elective Units
- SITHFAB204 - Prepare and serve espresso coffee
- SITHFAB203 - Prepare and serve non-alcoholic beverages
- SITHFAB201 - Provide responsible service of alcohol
- SITHFAB202 - Operate a bar
- SITXFIN201 - Process financial transactions
- SITXMPR402 - Create a promotional display or stand
- SITXSA101 - Use hygienic practices for food safety

Certificate IV in Hospitality

National Code: SIT40313
CRICOS Code: 081912M
Course Duration: 50 weeks (inc holidays)
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: $18,000

Course Description
This course 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, coffee shops and catering operations. Students will need to complete 21 units of competency to attain the qualification.

Career Opportunities
This course is designed to provide employment in areas such as kitchen supervisor, front desk or reception supervisor, food and beverage supervisor, bar supervisor, supervision of catering operations, hospitality business operations, and allows the student to undertake higher studies in commercial cookery at diploma and degree levels.

Course Structure
Students will need to complete 9 Core units and 12 Elective units. Students may choose elective units other than the ones listed below.

Core Units
- SITHFAB101 - Clean and tidy bar areas
- SITHFAB202 - Operate a bar
- SITHFAB203 - Prepare and serve non-espresso coffee
- SITXCOM201 - Show social and cultural sensitivity
- BSBDIV501A - Manage diversity in the workplace
- SITXWHS401 - Implement and monitor health and safety practices for food safety

Elective Units
- SITXFIN402 - Manage finances within a budget
- SITXMTG7401 - Monitor work operations
- SITXWHS401 - Implement and monitor work health and safety practices
- BSBDIV501 - Manage diversity in the workplace
- SITXCCS401 - Enhance the customer service experience
- SITHFAB201 - Provide responsible service of alcohol
- SITHFAB203 - Prepare and serve non-alcoholic beverages
- SITHFAB204 - Prepare and serve alcoholic beverages
- SITHIND201 - Source and use information on the hospitality industry

Diploma of Hospitality

National Code: SIT50313
CRICOS Code: 081915G
Course Duration (inc holidays): 79 weeks
Intake Dates: Feb, Apr, July, Oct
Course Tuition Fee: $28,000

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 the following 28 units of competency to attain the qualification. This includes 13 Core units and 15 Elective units.

Core Units
- BSBMGT515A - Manage operational plan
- SITXCCS501 - Manage quality customer service
- SITXFIN501 - Prepare and monitor budgets
- SITXGLC501 - Research and comply with regulatory requirements
- SITXMG501 - Establish and conduct business relationships
- SITXHRM401 - Roster staff
- BSBDIV501A - Manage diversity in the workplace
- SITWXHS401 - Implement and monitor work, health and safety practices
- SITXFIN402 - Manage finances within a budget
- SITXCOM401 - Manage conflict
- SITXMGT401 - Monitor work operations
- SITXHRM402 - Lead and manage people
- SITXCCS401 - Enhance the customer service experience

Elective Units (Commercial Cookery)
- SITXFSA201 Participate in safe food handling practices
- SITXFSA101 Use hygienic practices for food safety
- SITHCCC309 Work effectively as a cook
- SITHCCC304 Produce and serve food for buffet
- SITHKOP402 Develop menus for special dietary requirements
- SITHCCC201 Produce dishes using basic methods of cookery
- SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes
- SITHCCC202 Produce appetisers and salads
- SITHCCC203 Produce stocks, sauces and soups
- SITHCCC301 Produce poultry dishes
- SITHCCC302 Produce seafood dishes
- SITHCCC303 Produce meat dishes
- SITHCCC308 Produce cakes, pastries and breads
- SITHCCC307 Prepare food to meet special dietary requirements
- HLTAID003 Provide first aid

Elective Units (Operations)
- SITWXHS101 Participate in safe work practices
- SITXHRM301 Coach others in job skills
- SITHFAB101 Clean and tidy bar areas
- SITXFIN201 Process financial transactions
- SITHFAB201 Provide responsible service of alcohol
- SITHFAB203 Prepare and serve non-alcoholic beverages
- SITHFAB309 Provide advice on food
- SITXFSA101 Use hygienic practices for food safety
- SITXMPR402 Create a promotional display or stand
- SITHIND201 Source and use information on the hospitality industry
- SITHFAB202 Operate a bar
- SITHFAB204 Prepare and serve espresso coffee
- SITXCCS303 Provide service to customers
- BSBWOR203B Work effectively with others
- SITHIND301 Work effectively in hospitality service

"I really enjoy cooking pastries but I didn’t know how to do basic things such as frying. I have learnt many useful, simple tips such as how to use knives. My trainer is very patient, thorough and clear and gives precise information in the kitchen."

Cinzia Quattrocchi
Diploma of Hospitality
Advanced Diploma of Hospitality

National Code: SIT60313
CRICOS Code: 081918E

Course Duration (inc holidays):
- Commercial Cookery: 131 weeks
- Operations: 102 weeks

Intake Dates: Feb, Apr, July, Oct

Course Tuition Fee: A$32,000

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 33 units of competency to attain the qualification. This includes 16 Core units and 17 Elective units.

Core Units
- BSBMGT515A - Manage operational plan
- SITXCCS501 - Manage quality customer service
- SITXFINS01 - Prepare and monitor budgets
- SITXGCS01 - Research and comply with regulatory requirements
- SITXMPR502 - Develop and implement marketing strategies
- BSBFIN601A - Manage finances
- BSBMGT617A - Develop and implement a business plan
- SITXFIN601 - Manage physical assets
- SITXRHM501 - Recruit, select and induct staff
- SITXRHM503 - Monitor staff performance
- SITXWHS601 - Establish and maintain a WHS system
- SITXMGT401 - Monitor work operations
- BSBDIV501A - Manage diversity in the workplace
- SITXFIN402 - Manage finances within a budget
- SITXRHM402 - Lead and manage people
- SITXMGT501 - Establish and conduct business relationships

Elective Units (Commercial Cookery)
- SITXFSA101 Use hygienic practices for food safety
- SITXFSA201 Participate in safe food handling practices
- SITHCCC309 Work effectively as a cook
- BSBUSUS031A Implement and monitor environmentally sustainable work practices
- SITHCCC201 Produce dishes using basic methods of cookery
- SITHCCC202 Produce appetisers and salads
- SITHCCC203 Produce stocks, sauces and soups
- SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes
- SITHPAT306 Produce desserts
- SITHCCC308 Produce cakes, pastries and breads
- SITHCCC304 Produce and serve food for buffets
- SITXWHS101 Participate in safe work practices
- SITHKOP302 Plan and cost basic menus
- BSBWOR203B Work effectively with others
- SITXHRM301 Coach others in job skills
- SITXCOM401 Manage conflict
- SITXHRM401 Roster staff
- SITXCOM201 Show social and cultural sensitivity
- SITHIND201 Source and use information on the hospitality industry
- SITXMPR402 Create a promotional display or stand
- SITXFINS101 Process financial transactions

Elective Units (Operations)
- SITXFSA101 Use hygienic practices for food safety
- SITHFAB202 Operate a bar
- SITHFAB309 Provide advice on food
- SITHFAB201 Provide responsible service of alcohol
- SITHFAB204 Prepare and serve espresso coffee
- SITHFAB203 Prepare and serve non-alcoholic beverages
- SITHCC203 Provide service to customers
- SITHIND301 Work effectively in hospitality service
- BSBWOR203B Work effectively with others
- SITXHRM301 Coach others in job skills
- SITXCOM401 Manage conflict
- SITXHRM401 Roster staff
- SITXCOM201 Show social and cultural sensitivity
- SITHIND201 Source and use information on the hospitality industry
- SITXMPR402 Create a promotional display or stand
- SITXFINS101 Process financial transactions

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English Programs (ELICOS)

GENERAL ENGLISH (Starter-Advanced)

CRICOS Code : 092002C
Length : 73 weeks
Start Date : Every Monday
Entry Requirements : No minimum entry requirement*

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:

<table>
<thead>
<tr>
<th>Level</th>
<th>Study Duration</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starter</td>
<td>10 weeks</td>
<td>200</td>
</tr>
<tr>
<td>Level 1 Elementary</td>
<td>12 weeks</td>
<td>240</td>
</tr>
<tr>
<td>Level 2 Pre-Intermediate</td>
<td>12 weeks</td>
<td>240</td>
</tr>
<tr>
<td>Level 3 Intermediate</td>
<td>12 weeks</td>
<td>240</td>
</tr>
<tr>
<td>Level 4 Upper-Intermediate</td>
<td>12 weeks</td>
<td>240</td>
</tr>
<tr>
<td>Advanced</td>
<td>10 weeks</td>
<td>200</td>
</tr>
</tbody>
</table>

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CERTIFICATE III IN EAL (ACCESS)

National Code : 22253VIC
CRICOS Code : 091298A
Level : Intermediate
Length : 51 weeks
Start Date : Feb, Apr, July, Oct
Entry Requirement : Intermediate level score on RGIT’s English Entry test or IELTS 4.5 or equivalent.

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 students improve their comprehension and vocabulary levels.

CERTIFICATE IV IN EAL (ACCESS)

National Code : 22256VIC
CRICOS Code : 091299M
Level : Upper-Intermediate
Length : 27 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

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

Core units
VU21323 Develop and document a learning plan and portfolio

Elective units
VU21343 Undertake a simple investigation of health and well being
VU21354 Implement and review a project
VU21465 Engage in casual conversations and straightforward transactions
VU21466 Give and respond to a range of straightforward information and instructions
VU21467 Read and write routine communications and transactional texts
VU21469 Read and write straightforward descriptive and narrative texts
VU21470 Investigate issues in the Australian environment

Course Structure

Core units
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

Elective units
VU21482 Research current issues
VU20746 Apply essential further study skills
VU21389 Design and review a project
ENGLISH FOR ACADEMIC PURPOSES I (EAP I)

CRICOS : 072504B  
Level : Intermediate  
Length : 12 weeks  
Intake Date : Feb, Apr, July, Oct  
Enter Requirement : IELTS 4.5 or successful completion of RGIT's English Entry Test

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  
Enter Requirement : IELTS 5.0 or successful completion of RGIT’s English Entry Test

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  
Length : 12 weeks  
Start Date : Feb, Apr, July, Oct  
Enter Requirement : IELTS 5.5 or successful completion of RGIT’s English Entry Test

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
Length : 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

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.
Orientation
Orientation is conducted prior to the commencement of all courses. Its purpose is to fully inform new students of most aspects of life at the Institute and to provide an introduction to studying at RGIT Australia, local costs of living, transportation, facilities, banking and accommodation. It’s a good opportunity to ask all your questions, to meet other 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 study.melbourne.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
• Temples Australia: www.hinducouncil.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

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.

Student Support Services
## 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

Working in Australia
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.

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 of $200. 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.

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.

Student under 18 years of age
All 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.

I’m impressed with RGIT. I like my course, it has helped me improve English and enjoy the various activities and creativity of our teacher. I have met a lot of new friends of different nationalities, which makes learning very enjoyable.”

Kanjana Kamphaengkaew
General English Level 1
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 2007. RGIT Australia is governed by the ESOS Framework and is committed to fulfilling its obligations under the act.

For full description of ESOS Framework refer to our website: rgit.edu.au/students/international/policies.

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
- VET Quality Framework
  www.asqa.gov.au
- Education Services for Overseas Students Act 2000
  www.rgit.edu.au/students/international/policies
- Department of Immigration and Border Protection
- Education and Training Reform Act

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

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.

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/students/international/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
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.

Academic Progress
If students do not make satisfactory academic progress they may 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 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 triggered by any of the following events:
• Failing key units in a study period
• Failing two or more core units in any study period.

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/students/international/policies.

Change of Address
Upon arriving in Australia you are required to advise the Institute of your residential address and telephone number and of any subsequent changes to your residential address. 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.

All my friends speak Spanish and I had no opportunity to practice English, but at RGIT, as students are from different countries, I could only communicate using English. My trainer always gave personalised inputs to my work. My vocabulary has improved and now I know many new expressions.”

Carlos Zambrano
General English Level 3
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 2.4 million Australians speak a language other than English at home; 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

**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

**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 (plus expenses)

**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.lestudent8.com](http://www.lestudent8.com)
- [http://www.find-studentaccommodation.com](http://www.find-studentaccommodation.com)

Useful rental accommodation websites are:

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](http://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

<table>
<thead>
<tr>
<th>Food Personal Effects/Services</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk 1 litre</td>
<td>$2.50</td>
</tr>
<tr>
<td>Bread 1 loaf</td>
<td>$2.50</td>
</tr>
<tr>
<td>Apples 1 kg</td>
<td>$4.00</td>
</tr>
<tr>
<td>Potatoes 1 kg</td>
<td>$1.00</td>
</tr>
<tr>
<td>Eggs 1 dozen</td>
<td>$5.50</td>
</tr>
<tr>
<td>Cereal 1kg</td>
<td>$4.50</td>
</tr>
<tr>
<td>Rice 1 kg</td>
<td>$4.00</td>
</tr>
<tr>
<td>Shoes 1 pair</td>
<td>$70.00</td>
</tr>
<tr>
<td>Jeans 1 pair</td>
<td>$80.00</td>
</tr>
<tr>
<td>Toothpaste 140g</td>
<td>$4.00</td>
</tr>
<tr>
<td>Shampoo 500ml</td>
<td>$8.00</td>
</tr>
<tr>
<td>Hairdresser</td>
<td>$25.00 to $85.00</td>
</tr>
<tr>
<td>T-shirt</td>
<td>$20.00</td>
</tr>
<tr>
<td>Public transport (zone 1+2, weekdays)</td>
<td>$7.52</td>
</tr>
</tbody>
</table>

Some useful supermarket websites:
- [www.iga.com](http://www.iga.com)
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, bistro and cafes.
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.

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:

<table>
<thead>
<tr>
<th>Season</th>
<th>September to November</th>
<th>December to February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>12-22°C</td>
<td>28-32°C</td>
</tr>
<tr>
<td>Autumn</td>
<td>March to May</td>
<td>12-20°C</td>
</tr>
<tr>
<td>Winter</td>
<td>June to August</td>
<td>10 - 15°C</td>
</tr>
</tbody>
</table>

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.

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
Refunds Policy

1. All refund requests are conditional on the following:
   a. The Institute must have received funds in order for any refunds to be made available (i.e. cheques are cleared, telegraphic transfers have been received);
   b. Any debts to the Institute must be paid in full or the outstanding amounts will be deducted from the refund.

2. If the Australian Government refuses visa
   If the student visa application or visa renewal is refused by the Australian Government, a full refund of course fees less the administration fees will be made. In order to receive the refund students will have to provide authenticated evidence of the student visa refusal to the Institute.

   However, no refunds will be granted where:
   a. An international student, currently in Australia, has their student visa cancelled by the Department of Immigration and Border Protection (DIBP) for a breach of visa conditions; or
   b. An international student, currently in Australia, has their student visa extension application refused by the Department of Immigration and Border Protection (DIBP) after the commencement of their studies, for not meeting visa requirements.

3. If the Institute defaults
   a. In the unlikely event that the Institute is unable to start or deliver the course (known as an Institute Default), the Student can choose to accept either:
      i. a refund of the course fees, which will be issued to the Student within 14 days; or
      ii. to be placed in an alternative course with the Institute or with another provider. If the Student chooses placement in an alternative course, the Student must sign a new written agreement to indicate that the student accepted the placement.
   b. If the student chooses to receive a refund of the course fees, the Institute will calculate the unspent portion of the tuition fees paid for tuition that has not yet been delivered. The refund will be paid within 14 days after cessation of the course.
   c. If the Institute is unable to provide a refund or place the student in an alternative course, the Tuition Protection Service (TPS) will provide the student with options for suitable alternative courses (if any such courses are available) or if this is not possible, the student will be eligible for a refund as calculated by the TPS Director.
4. Withdrawal from the course
   a. Where written notice of withdrawal is received by the Institute before the start date of the course, the Institute will refund the fees as per the table below less any administration fees.
   b. Where the student defaults, including withdrawal of the course, after the start date, there will be no refund of the tuition fees.
   c. If the refund application is approved, refunds will be made available within 28 days (20 working days) of written notification being received by the Institute.

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

6. Refund procedure
   a. The Student must complete an Application for Refund Form to apply for a refund and attach all evidences and supporting documentations. Such document may include, but not limited to:
      i. a completed course withdrawal form provided by the Institute
      ii. a letter from DIBP advising of a rejection of the student visa application or a refusal to extend a student visa; or
      iii. proof of extenuating circumstances of a compassionate nature; or
      iv. an unconditional offer letter from another institution along with a DIBP approved letter to transfer
   b. For an Institute default on the agreement, refunds will be made within 14 days of the default date.
   c. All other refunds will be made within 28 days (20 working days) of written notification from the student being received by the Institute.
   d. The Chief Financial Officer or approved designated staff member must approve student refunds.
   e. Refunds will be paid to the student or to the person nominated by the student on the refund application in Australian Dollars
   f. Details of refunds provided will be maintained in individual student files.

7. Payment of Refunds
   a. Payment of refunds to the applicant will be made in Australian dollars by a bank draft or telegraphic or electronic transfer (or other approved payment options).

8. Student’s Right to Appeal
   a. Any student who is refused a refund by the Institute may appeal within 14 days in writing to the Student Administration Manager.
   b. The Institute’s appeal process does not limit the student’s right to pursue other legal remedies.
   c. This agreement, and the availability of the institute’s Complaints and Appeal Policy and Procedure, does not remove the right of the student to take action under Australia’s consumer protection laws.

Policies
Please refer to www.rgit.edu.au 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.

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 Your Home Country: ___________________________________________

Family name: _________________________________________________________
Country: ______________________

Address in Australia (if known)

Street Address: __________________________________________________________

Suburb: _________________________________________________________________

State: _______________________ Postcode: ______________ Country: Australia

Telephone: (          ) ______________________________________________________
Mobile: ___________________________
Fax: (         ) __________________________
E-mail: __________________________________________________________________

Address in Australia (if different)

Street address: __________________________________________________________

Suburb: ___________________________ State: _______Postcode: ___________

Telephone: (          ) ______________________________________________________
Mobile: ___________________________
Fax: (         ) __________________________
E-mail: __________________________________________________________________

Do you have a Unique Student Identifier Number? ☐ Yes ☐ No

If ‘Yes’, please specify: __________________________________________________________________

Do you have any disabilities or medical conditions? ☐ Yes ☐ No

If ‘Yes’, please specify: _____________________________________________________

Will it impact your ability to study? ☐ Yes ☐ No

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

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: _______________

C COURSE OF STUDY

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

<table>
<thead>
<tr>
<th>CRICOS Code</th>
<th>Name of the Course</th>
<th>Course Duration</th>
<th>Commencement Date (eg: Feb 2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

Tell us the reason you want to study your chosen course

□ Career □ Academic □ Personal □ Other. Please specify: _______________

Where did you hear about us? □ Website □ Agents/ Seminars □ Advertisements □ Friends □ Other: ____________

My referring agent/ consultant is _________________________________________________________
Please provide details and documentation of your past education including the highest qualification reached or completed.

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

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

<table>
<thead>
<tr>
<th>Date Employed</th>
<th>Name &amp; Country of Employer</th>
<th>Position</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

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

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

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

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 : __________________