AUSTRALIAN COLLEGE
OF THE PROFESSIONS

RTO 41201   CRICOS 03608K

INTERNATIONAL STUDENT INFORMATION BOOK

https://acpcollege.edu.au

ZHOUAND INSTITUTE PTY. LTD.
TRADING AS AUSTRALIAN COLLEGE OF THE PROFESSIONS

AUSTRALIAN COLLEGE
OF THE PROFESSIONS

Challenge Yourself,

Take it to The NEXT LEVEL!

Our mix mode courses enables you to create a balance in your work and life.

With a choice of face to face classroom and practical learning, you'll be able to enhance your learning experience with hands-on industry education and training, mentoring, and career development.

ACP CODE OF CONDUCT

The code outlines students' rights and responsibilities in regard to their participation at Australian College of the Professions programs.

All students have the right to:

- Be treated fairly and with respect by all students and staff
- Not be harassed, victimised or discriminated against on any basis
- Learn in a supportive environment, which is free from harassment, discrimination and victimisation
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimised
- Receive training and assessment that is in accordance with the requirements of the accredited course and endorsed Training Package
- Be issued with qualifications and/or statements of attainment when a program of study has been successfully completed
- Access the information Australian College of the Professions holds about them by providing reasonable time-frame
- Have their complaints dealt with fairly, promptly, confidentially and without retribution
- Make appeals about procedural and assessment decisions
- Be given clear and accurate information about their course, training and assessment arrangements and their progress
- Provide feedback to Australian College of the Professions on the student services, training, assessments and support services they receive

All students, throughout their training and involvement with Australian College of the Professions, have the responsibility and are expected to:

- Treat all staff and other students and their property with respect and value their cultural diversity
- Respect the opinions and backgrounds of others
- Not harass, victimise, discriminate against or disrupt others
- Follow all safety policies and procedures as directed by staff
- Report any perceived safety risks as they become known
- Respect school's facilities and resources and follow relevant policies and procedures
- Not to bring any articles or items that may threaten the safety of self or others
- Notify RTO's administration staff as soon as possible in writing if any of their personal or contact details change
- Refrain from using mobile phones or other technology devices when advised by the trainer/assessor during class and/or during assessment/exam activities
- Attend all training/placement on time and ensure that behaviour meets both the expectations of Australian College of the Professions and the requirements of the particular workplace facility
- Follow Training Plan and complete all assessment tasks, learning activities and assignments honestly
- and without plagiarism and cheating
- Make regular contact with their Trainer/Assessor and submit all assessment tasks, assignments and other evidence of their work in original and on time
  (please make a copy of your assessments before submitting originals)
- Notify the trainer if they are unable to attend the training session for any reason at least 24 hours prior to the commencement of the activity
- Refrain from smoking at training/placement venues and on the premises of Australian College of the Professions
- Provide up-to-date, accurate and timely information when required

STUDYING AT ACP

Our Obligation to You

Australian College of the Professions is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations 2015, and for the issuance of the AQF certification documentation.

This means that the Institution is obligated to deliver and assess students in accordance with the course requirements and to issue appropriate credentials to students who have met the assessment requirements and have been assessed as competent in any units of competency.

Course Delivery

A number of approaches to course delivery are used by our experienced professional trainers. 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.

The duration of the course specified in the course information includes only formal training. Students may be required to spend up to of 20 hours per week for individual study (including self-paced learning, research, learning activities and assessment activities) in additional to their scheduled timetable.
Please refer to individual course information to see any work placement requirements.

Course Assessment

A number of approaches to course assessment are taught by experienced industry professionals at Australian College of the Professions.

Assessment approaches may be undertaken by practical tasks, case studies, projects, assignments, presentations, role plays, written tests, quizzes, verbal questioning, observations and research tasks.

For details: https://acpcollege.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 Institution preferably at the time of enrolment.

Australian College of the Professions will issue a Certificate, a Statement of Attainment or an academic transcript when a USI has been provided.

For details on USI: www.usi.gov.au.

COURSES OFFERED

	CRICOS Code	Duration (Weeks)
01 Leadership & Management		
BSB50420 Diploma of Leadership and Management	104330F	78 Weeks
BSB60420 Advanced Diploma of Leadership and Management	106377H	75 Weeks
02 Early Childhood Education		
CHC30121 Certificate III in Early Childhood Education & Care	108495H	52 Weeks
CHC50121 Diploma of Early Childhood Education & Care	108494J	52 Weeks
03 Hospitality / Cookery		
SIT40521 Certificate IV in Kitchen Management	109539D	78 Weeks
SIT50422 Diploma of Hospitality Management	113103J	52 Weeks
04 Aged Care & Disability		
CHC33021 Certificate III In Individual Support (Ageing & Disability)	113442A	52 Weeks
CHC43015 Certificate IV In Ageing Support	103194F	78 Weeks
05 Mental Health		
CHC53315 Diploma Of Mental Health	103196D	78 Weeks
06 Information & Technology		
ICT50220 Diploma of Information Technology	105967E	78 Weeks
ICT60220 Advanced Diploma ofInformation Technology	105968D	78 Weeks

NON TUITION FEE

Re-issuing of Certificate, Transcript & Statement of attainment	$ 100
Request for Fee Payment Plan	$ 100
Change of eCoE	$ 50
Re-assessment Fee	$ 180
Re-issuance of offer letter fee	$ 50

SCHOOL OF ENGLISH - ELICOS

ELICOS: English Language Intensive Courses for Overseas Students

Why study English with the Austrlian College of the Professions?

At ACP, our goal is to make your learning experience in Sydney as rewarding and practical as possible by giving you premium resources and excellent student support.

- **Expert Teachers**
  our staff focus on supporting and motivating students to reach their full English language potential. ACP is registered with CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students), and our teachers are fully qualified and experienced.

- **Prime Location**
  ACP is in the heart of the Sydney CBD and 200 metres from Central Railway Station.

- **Exceptional Student Support**
  ACP offers well-planned and immediate support for international students. We can advise on essentials such as accommodation, student welfare, and legal and work rights.

Entry Requirements

Students are at least 16 years old to enrol in and there is no study duration. Students can study any duration of the program in accordance with their needs and goals. You are not required to have any previous knowledge of English, as you can begin at General English beginner level.

Students looking to study IELTS Preparation or EAP are required to establish that they have a achieved a minimum IELTS score of 5.0, or equivalent. General English students take a placement assessment test at the beginning of the course on their first day to establish their level of English language.

Course Duration & Delivery

The General English course has 6 levels, with 12 weeks per level, while the EAP and IELTS courses have 2 levels, also with 12 weeks per level. Classes are held face-to-face for 20 hours per week at the ACP campus in Sydney, Australia.

We have new enrolments every Monday, meaning you can begin your English studies at any time of the year.

Programs Description

Programs	Description
General English	GE is designed to develop autonomous learning through student-centred activities. Students will learn how to communicate accurately and clearly in everyday situations outside the classroom. The course effectively integrates the four macro-skills, which optimises the possibility of students reaching their learning potential.

SCHOOL OF ENGLISH - ELICOS

Programs Description

Programs	Description
English for Academic Purposes	EAP prepares students for the academic rigour of a degree course learning and assessment environment, with a focus on critical thinking, academic writing, and presentation skills. Students will learn to be able to participate in university lectures, lab classes and workshops confidently and effectively.
IELTS (International English Language Testing System) Preparation	IELTS course focuses on the four sections of the IELTS Test: Reading, Writing, Listening and Speaking. The course is intensive in nature, designed to accustom students to the sustained levels of skill, discipline and concentration that the test requires. We help students reach their IELTS score potential.

What You Will Learn

ACP ELICOS courses cater for all levels, from beginner to advanced.

Our courses will:

1) Develop Accuracy

- Students will practice language skills in verbal and written form.
- Feedback will be given regarding language errors.
- Areas of study include general sentence construction, pronunciation, spelling, verb usage, word definitions and comprehension.

2) Improve Fluency

- Students will practice thinking and speaking in various situations.
- Feedback will be given regarding how students can avoid problems that impede fluency.
- Areas of study include creative and critical thinking, public speaking and debating.

3) Provide Motivation

- Students will be engaged in relevant topics and issues.
- Students will be encouraged to have fun while learning.
- Teachers will develop a good rapport with their students.
- Teachers will focus on being aware of student needs and concerns.

4) Foster Confidence

- Students will study in an environment where they feel secure and comfortable.
- Students will develop the tools necessary to communicate effectively.
- Teachers will provide positive feedback whenever possible.
- Teachers will encourage all students to actively participate.

INTERNATIONAL COURSES ENTRY REQUIREMENTS

STUDENT needs

- Be at least 18 years and above.

- Have completed at least the equivalent of Year 12.

- Have an IELTS score of 5.5 or equivalent (test results must not be more than 2 years old).

- English language competence can also be demonstrated through documented evidence of any of the following:

  - Have been educated for 5 years in an English-speaking country.
  - Are a citizen and passport holders of UK, USA, Canada, New Zealand or the Republic of Ireland.
  - Have successfully completed the senior secondary certificate of education or study at Certificate IV level or higher in Australia within two years of applying for a student visa.
  - Foreign affairs or defence sponsored students.

ENGLISH LANGUAGE REQUIREMENT

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

English Language Test	MinimumTest Score	Minimum Test Score where combinedwith at least 10 weeks ELICOS	Minimum Test Score where combinedwith at least 20 weeks ELICOS
International English Language Testing System (IELTS)	5.5	5	4.5
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test**	Pass	Pass	Pass

- The TOEFL paper based test will only be accepted from limited countries.
- The occupational English test includes a mark between A and E. An A or B is considered a pass.
- The test must have been taken no more than two years before the student visa application is made.

Reference:
https://www.homeaffairs.gov.au/trav/stud/more/student-vi-sa-english-language-requirements

GENERAL INFORMATION

Welcome!

Welcome to the Australian College of the Professions. At the Australian College of the Professions we are committed to providing high quality vocational education and training.

Our pledge is to enrich your life, provide you learning in an attractive, fun and responsive environment assisting you to unlock a world of opportunity for you. Our training facility is located in Sydney's CBD which is a great place to study and easily accessible to students.

Student Orientation & Support Services

On the first day of your course, we will deliver an orientation session to you which includes an induction session. It's vital that you attend this as we will cover the following topics:

- Give detailed explanation on course information, facilities and resources available at our campus.

- Emergency evacuation procedures.

- Your rights and responsibilities as a student.

- Support services available.

- Legal, emergency and health services.

- Safety relevant to Australia and your environment.

- Critical incidents and critical incident reporting policies about course.

- Progress, attendance monitoring, deferral, suspension and cancellation, course transfer, complaints and appeals process.

- Student visa conditions related to course progress and attendance.

- Information about work rights.

- Assistance in creating your USI if you have not done so already.

- Question and answer session.

Living Costs In Australia

As of September 2023, the 12 month living costs are as follows:

- For students or guardians ⸱⸱⸱⸱⸱⸱⸱ **AUD $24,505**

- For partners coming with you ⸱⸱⸱⸱**AUD $7,362**

- For a child coming with you ⸱⸱⸱⸱⸱⸱⸱ **AUD $3,152**

For a specific breakdown of accommodation and other living costs, please refer to

http://www.studyaustralia.gov.au/en/ life-in-australia/living-and-education-costs/

Overseas Student Health Cover (OSHC)

You must have student healthcare cover before arriving in Australia and for the duration of time you are in Australia.

This is a visa requirement of the Department of Home Affairs. For further information about OSHC and other optional insurances visit.

https://www.health.gov.au/resources/ publications/overseas-student-health-cover- oshc-fact-sheet?language=en

More Information

For more information please refer to student handbook posted on.

https://acpcollege.edu.au

GENERAL INFORMATION

Working In Australia

Student visa holders can work up to 48 hours every two weeks (fortnight) during study terms and unlimited hours during school holiday breaks.

For more information on popular industries for students to work in, your rights and responsibilities, your employer's rights and information about Fair Work Ombudsman visit:

https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs.html

Unique Student Identifier (USI)

USI is the acronym for Unique Student Identifier. It is a reference number that creates an online record of your training and qualifications attained in Australia. If you don't have a USI, then you can't be awarded your qualification or statement of attainment.

Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrols in nationally recognised training from 2015. This means (unless you have an exemption issued by the USI registrar) that as a student you must provide with your USI.

For information about USI's including how to create, please refer to the link:

https://www.usi.gov.au

Support And Welfare

We all need a little extra support sometimes and when you are living and studying overseas – you may need a little bit more than you normally would. We are here to help you, don't ever be shy to let us know what you are going through and how we can help. We offer the following in relation to support and welfare.

One to one support from the trainer/assessor support with personal issues, access to additional learning resources, reasonable adjustment in assessment, social events, buddy program information about external sources of support among others.

Fee And Refunds

We want to make sure you understand all fees and charges associated with your course so please carefully read this section. You can find out about the fees for a course on the Course Brochure and in addition all fees associated with your course are included in the Student Agreement.

The Student Agreement also includes a detailed payment schedule and payment options, as well as your rights. We will also tell you about the potential for fees and charges to change over the duration of their course, although it is unlikely that fees and charges will change.

We protect your fees at all times by maintaining a sufficient amount in our account in order to repay all tuition fees already paid through our membership of Tuition Protection Scheme (TPS). The role of TPS is to assist international students where we are unable to fully deliver their course of study. TPS ensures that you are able to either complete your studies in another course or with another education provider or receive a refund of your unspent tuition fees.

GENERAL INFORMATION

Not requiring you to pay more than 50% of course fees prior to commencement, except where a course is less than 25 weeks. However, you may choose to pay your fees in full or a greater amount than 50%. Please contact us if you would like to pay more than is documented in your student agreement.

Please note that the following fees can apply in addition to the fees advertised in the Course Brochure.

Additional fees that may apply in addition to tuition and non-tuition fees include.

Additional fees that may apply

- Deferral fee ·· **$500**

- Re-assessment fee ································· **$180**
  (students have a total of 2 attempts and any attempt thereafter will incur the stated fee)

- Fees for late payment of course fees ··· **$100** per week for each week the payment or course fees is delayed

- Credit transfer ··· **$150**

- RPL ·· **$1500**

- Application fee of ·································· **$250**

Aboves fees are subject to academic previous results.

You are required to pay all fees and charges by the date indicated on the invoice. Where you are unable to make a payment by the specified date, please contact us to discuss alternative arrangements.

All payments are to be made into the account specified on the invoice. Where fees are overdue and you have not made alternative arrangements, a first warning, second warning and notice of intention to report regarding non-payment of fees will be sent to you as follows:

First warning letter
Failing to pay an invoice within 5 days of receipt or contacting us to make alternative arrangements.

Second warning letter
Failing to pay an invoice within 5 days of receipt of the first warning letter or contacting us to make alternative arrangements.

Notice of intention to report
Failing to pay an invoice within 5 days of receipt of the second warning letter or contacting us to make alternative arrangements.

Following cancellation of enrollment due to non-payment of fees, your debt will be referred to a debt collection agency.

Refunds

Please carefully read the following information about refunds.

All application fees are non-refundable except where we cancel a course before it has started. If we cancel a course either before or after it starts, you will receive an automatic refund and do not need to complete the Refund Application Form. The refund will be provided within 10 working days of the default.

In all other circumstances, you should complete and submit a Refund Application Form which can be accessed from our office. This form must be submitted within 10 working days of the event that led to the request for the refund. The outcome of the refund assessment will be forwarded to you within 20 working days, as well as any applicable refund.

Refunds will be paid to you or to the person or organisation who paid the course fees and will be paid in Australian Dollars.

The refund policy does not remove your right to take further action under Australian Consumer Law.

International student refunds

In addition to the above circumstances, refunds apply as per the handbook available in the website

https://acpcollege.edu.au

For all the other policies and procedures, please refer to the student handbook

https://acpcollege.edu.au/enrolment/ studenthandbook

CHALLENGE YOURSELF,
TAKE IT TO THE NEXT LEVEL!

Leadership & Management

National Code: BSB50420 | CRICOS Code: 104330F
Diploma of Leadership and Management

National Code: BSB60420 | CRICOS Code: 106377H
Advanced Diploma of Leadership and Management

Good leaders and managers are in constant demand. Our leadership & management programs develop specialised knowledge and skills in leadership & management to prepare our students as business leaders of the future.

We provide you with high-quality course materials, and excellent instruction and support services through highly skilled instructors and student advisers to help you whenever needed. We offer a BSB50420 Diploma of Leadership & Management and BSB60420 Advanced Diploma of Leadership and Management. Both of our Leadership & Management courses lead to qualifications that are recognised throughout Australia under the Australian Qualifications Framework. Our qualifications also satisfy the academic requirements for membership to the Australian Institute of Management.

Diploma of
Leadership and Management

National Code: BSB50420 | CRICOS Code: 104330F | 78 Weeks

Course Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organizing, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Pathways

After successfully completing this course, students may wish to apply for the
*   **BSB60420 – Advanced Diploma of Leadership and Management.**

Course Structure

To obtain this qualification, students must complete 12 units (6 core units and 6 elective).

- **Core Units**

BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

- **Elective Units**

BSBHRM522	Manage employee and industrial relations
BSBOPS501	Manage business resources
BSBLDR522	Manage people performance
BSBOPS504	Manage business risk
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBWHS521	Ensure a safe workplace for a work area

Advanced Diploma of Leadership and Management

National Code: BSB60420 | CRICOS Code: 106377H | 75 Weeks

Course Description

This qualification reflects the role of individuals who apply specialized knowledge and skills, together with experience in leadership andmanagement, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgment to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse, synthesize information from a variety of sources, and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Pathways

The preferred pathway into this qualification is from the BSB package. There are many pathways a graduating student could follow after achieving the BSB60420 Advanced Diploma of Leadership and Management.

Candidates may undertake further higher education studies or proceed with studies related to their vocation.

Course Structure

To obtain this qualification, students must complete 10 units (5 core units and 5 elective).

- **Core Units**

BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement

- **Elective Units**

BSBHRM614	Contribute to strategic workforce planning
BSBPEF501	Manage personal and professional development
BSBPMG633	Provide leadership for the program
BSBSTR602	Develop organisational strategies
BSBXCM501	Lead communication in the workplace

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Early Childhood Education

National Code: CHC30121 | CRICOS Code: 108495H
Certificate III in Early Childhood Education & Care

National Code: CHC50121 | CRICOS Code: 108494J
Diploma of Early Childhood Education & Care

Certificate III in Early Childhood Education & Care

National Code: CHC30121 | CRICOS Code: 108495H | 52 Weeks

Course Description

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing and development in the context of an approved learning framework.

Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site. Early childhood educators work in long daycare centres, family daycare, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of at least 160 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Course Structure

To obtain this qualification, students must complete 17 units (15 core units and 2 elective units)

- **Core Units**

CHCECE030	Support inclusion and diversity
CHCECE031	Support children's health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHECEC033	Develop positive and respectful relationships with children
CHECEC034	Use an approved learning framework to guide practice
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE037	Support children to connect with the natural environment
CHCECE038	Observe children to inform practice
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' culture
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE056	Work effectively in children's education and care
CHCPRT001	Identify and respond to children and young people at risk
HLTAID012	Provide first aid in an education and care setting
HLTWHS001	Participate in workplace health and safety

- **Elective Units**

BSBPEF301	Organise personal work priorities
CHCDIV001	Work with diverse people

Course Delivery

Classroom - based – formal structured training and assessment delivered at our campus at
Level 5, 136 Chalmers Street Surry Hills, NSW 2010 and at workplace.

Location: 2 minutes walk from Central Station

Duration

12 months (52 weeks) including 12 weeks of holiday and 160 hours of work placement.

Career Opportunities

Employment outcomes resulting from the completion of this course may include the following roles:
Child Care worker in a range of industry areas. Student who complete this course may wish to continue
their education in business or management.

Diploma of
Early Childhood Education & Care

National Code: CHC50121 | CRICOS Code: 108494J | 52 Weeks

Course Description

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia.

Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators. Early childhood educators work in long daycare centres, family daycare, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of at least 280 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Course Structure

To obtain this qualification, students must complete 15 units (12 core units and 3 elective units)

- **Core Units**

BSBTWK502	Manage team effectiveness
CHCECE041	Maintain a safe and healthy environment for children
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE043	Nurture creativity in children
CHCECE044	Facilitate compliance in an education and care service
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE046	Implement strategies for the inclusion of all children
CHCECE047	Analyse information to inform learning
CHCECE048	Plan and implement children's education and care curriculum
CHCECE049	Embed environmental responsibility in service operations
CHCECE050	Work in partnership with children's families
CHCPRP003	Reflect on and improve own professional practice

- **Elective Units**

CHCMGT003	Lead the work team
CHCPOL002	Develop and implement policy
CHCPOL003	Research and apply evidence to practice

Course Delivery

Classroom - based – formal structured training and assessment delivered at our campus at Level 5, 136 Chalmers Street Surry Hills, NSW 2010 and at workplace.

Location: 2 minutes walk from Central Station

Duration

12 months (52 weeks) including 12 weeks of holiday and 280 hours of work placement.

Career Opportunities

Employment outcomes resulting from the completion of this course may include the following roles: Educator in an Early Childhood Education and Care setting. Student who complete this course may wish to continue their education into higher education qualifications in early childhood education and care.

Hospitality / Cookery

National Code: SIT40521 | CRICOS Code: 109539D
Certificate IV in Kitchen Management

National Code: SIT50422 | CRICOS Code: 113103J
Diploma of Hospitality Management

Hospitality has been one of the most successful industries in the world for decades. Our hospitality programs provide you with a thorough knowledge of the hospitality practices, and every other skill you need for a successful career in Hospitality. Our practical kitchen classes will be conducted at 558A Anzac Parade, Kingsford, NSW, 2032, Australia.

We provide you with high-quality course materials, and excellent instruction and support services through highly skilled instructors and student advisers to help you whenever needed. We offer a SIT40521 Certificate IV in Kitchen Management and SIT50422 Diploma of Hospitality Management.

All of our hospitality courses lead to qualifications that are recognised throughout Australia under the Australian Qualifications Framework.

Certificate IV in Kitchen Management

National Code: SIT40521 | CRICOS Code: 109539D | 78 Weeks

Course Description

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

Our practical kitchen classes will be conducted at 558A Anzac Parade, Kingsford, NSW, 2032, Australia. There will be 240 hours of practical kitchen classes which will be conducted during term time.

Course Structure

To obtain this qualification, students must complete 33 units (27 core units and 6 elective).

- **Core Units**

SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITHCCC027*	Prepare dishes using basic methods of cookery

- **Core Units**

SITHKOP010	Plan and cost recipes
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC023*	Use food preparation equipment
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces, and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC035*	Prepare poultry dishes
SITHKOP015*	Design and cost menus
SITHCCC041*	Produce cakes, pastries, and breads
SITXCOM010	Manage conflict
SITHPAT016*	Produce desserts
SITXHRM008	Roster staff
SITXMGT004	Monitor work operations
SITXFSA008*	Develop and implement a food safety program
SITXHRM009	Lead and manage people
SITXFIN009	Manage finances within a budget
SITXINV006*	Receive, store, and maintain stock
SITXWHS007	Implement and monitor work health and safety practices
SITHKOP012*	Develop recipes for special dietary requirements
SITHCCC043*	Work effectively as a cook
SITHKOP013*	Plan cooking operations

- **Elective Units**

SITHCCC032*	Produce cook-chill and cook-freeze foods
SITXINV008	Control stock
SITHPAT012*	Produce specialised cakes
SITHCCC038*	Produce and serve food for buffets
SITXINV007	Purchase goods
SITHCCC040*	Prepare and serve cheese

Diploma of Hospitality Management

National Code: 52 Weeks | CRICOS Code: 113103J | 52 Weeks

Course Description

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations.

They operate independently, have responsibility for others and make a range of operational business decisions.

Course Structure

To obtain this qualification, students must complete 28 units (11 core units and 17 elective).

- **Core Units**

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict

- **Core Units**

SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXMGT005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices

- **Elective Units**

SITXHRM012	Monitor staff performance
SITHIND006	Source and use information on the hospitality industry
SITHCCC038	Produce and serve food for buffets
BSBOPS504	Mange business risk
BSBOPS502	Manage business operational plans
BSBTWK503	Manage Meetings
SITHCCC040	Prepare and serve cheese
SITXFSA005	Use hygienic practices for food safety
SITHCCC043	Work effectively as a cook
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITXFSA006	Participate in safe food handling practice
SITXFSA008	Develop and implement a food safety program
SITHKOP012	Develop recipes for special dietary requirements
SITHKOP015	Design and cost menus
SITHPAT016	Produce desserts
SITHCCC032	Produce cook-chill and cook-freeze food

**AUSTRALIAN COLLEGE
OF THE PROFESSIONS**
RTO 41201　CRICOS 03608K

Aged Care & Disability

National Code: CHC33021 | CRICOS Code: 113442A
Certificate III In Individual Support (Ageing & Disability)

National Code: CHC43015 | CRICOS Code: 103194F
Certificate IV In Ageing Support

Australia has an ageing population and the need for aged care services continues to grow. Australian College of the Professions has two courses in aged care:

- CHC33021 Certificate III in Individual Support (Ageing & Disability)
- CHC43015 Certificate IV in Ageing Support.

The courses can be studied individually or as a packaged program.

The Certificate III in Individual Support (Ageing & Disability) and the Certificate IV in Ageing Support are recognised by employers throughout Australia as part of the Australian Qualifications Framework.

Certificate III in Individual Support (Ageing & Disability)

National Code: CHC33021 | CRICOS Code: 113442A | 52 Weeks

Course Description

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

Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

Course Structure

To obtain this qualification, students must complete 15 units (12 core units and 3 elective units)

- **Core Units**

CHCCCS031	Provide individualised support
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and wellbeing
CHCCCS041	Recognise healthy body systems
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care

- **Elective Units**

CHCAGE011	Provide support to people living with dementia Elective
CHCAGE013	Work effectively in aged care
CHCPAL003	Deliver care services using a palliative approach
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach
CHCDIS012	Support community participation and social inclusion
CHCDIS020	Work effectively in disability support

Certificate IV in Ageing Support

National Code: CHC43015 | CRICOS Code: 103194F | 78 Weeks

Course Description

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

Course Structure

To obtain this qualification, students must complete 18 units (15 core units and 3 elective units)

- **Core Units**

CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and wellbeing
CHCCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

- **Elective Units**

CHCAGE002	Implement falls prevention strategies
BSBINM201	Process and maintain workplace information
HLTAID003	Provide first aid course

Mental Health

National Code: CHC53315 | CRICOS Code: 103196D
Diploma of Mental Health

Health care is the fastest growing employment sector in Australia and indeed globally. Demand for mental health care services in hospitals and the community outstrips the supply of skilled staff. Australian College of the Professions has the CHC53315 Diploma of Mental Health which provides a practical skills base for work in a variety of mental health care settings.

Diploma of Mental Health is recognised by employers throughout Australia as part of the Australian Qualifications Framework.

Diploma of Mental Health

National Code: CHC53315 | CRICOS Code: 103196D | 78 Weeks

Course Description

This qualification reflects the role of workers who provide services to clients in relation to mental health issues. They can provide counselling, referral, advocacy and education/health promotion services. These workers are required to have high level specialist knowledge, skills and competencies especially in regard to laws affecting people with mental health issues, the range of services available to them and health issues related to mental health.

To achieve this qualification, the candidate must have completed at least 160 hours of work as detailed in the Assessment Requirements of units of competency.

Course Structure

To obtain this qualification, students must complete 20 units (15 core units and 5 elective units)

- **Core Units**

CHCADV005	Provide systems advocacy services
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCMHS002	Establish self-directed recovery relationships
CHCMHS003	Provide recovery oriented mental health services
CHCMHS004	Work collaboratively with the care network and other services
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues
CHCMHS009	Provide early intervention, health prevention and promotion programs
CHCMHS010	Implement recovery oriented approaches to complexity
CHCMHS011	Assess and promote social, emotional and physical wellbeing
CHCMHS012	Provide support to develop wellness plans and advanced directives
CHCMHS013	Implement trauma informed care
CHCPOL003	Research and apply evidence to practice
CHCPRP003	Reflect on and improve own professional practice
HLTWHS004	Manage work health and safety

- **Elective Units**

CHCAOD009	Develop and review individual alcohol and other drugs treatment plans
CHCAOD007	Develop strategies for alcohol and other drugs relapse prevention and management
CHCMHS006	Facilitate the recovery process with the person, family and carers
CHCAOD004	Assess needs of clients with alcohol and other drugs issues
HLTWHS006	Manage personal stressors in the work environment course
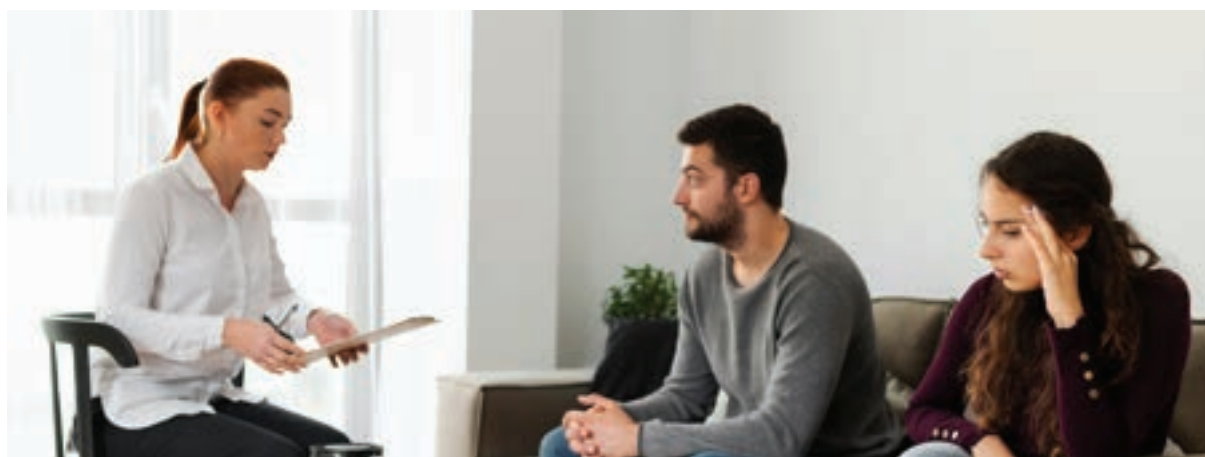
AUSTRALIAN COLLEGE OF THE PROFESSIONS
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Information & Technology

National Code: ICT50220 | CRICOS Code: 105967E
Diploma of Information Technology

National Code: ICT60220 | CRICOS Code: 105968D
Advanced Diploma of Information Technology

Diploma of Information Technology

National Code: ICT50220 | CRICOS Code: 105967E | 78 Weeks

Course Description

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function. Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

The skills required for these roles may include, but are not restricted to:

- **Advanced networking:** configuring and managing virtual computing environments, and security within ICT networks

- **Advanced programming:** applying intermediate and advanced programming skills, managing data and building advanced user interfaces to manage organisational requirements

- **Back end web development:** developing and maintaining website

- **Information architecture and data business analysis:** designing and implementing technical requirements,quality assurance processes and contingency plans for businesses

- **Cloud architecture:** developing, improving and designing cloud infrastructure, including disaster recovery plans

- **Cloud engineering:** building,implementing and managing cloud infrastructure and virtual networks

- **Cyber security:** protecting sensitive data and information through security architecture and developing disaster recovery and contingency plans

- **Database and data management:** creating, designing and monitoring systems that store data and optimise organisational knowledge management

- **Front end web development:** designing dynamic and complex websites, user experience solutions and documents using extensible markup languages

- **Game art and design:** creating complex 2D and 3D modelling and animation software through scripts and story boards

- **Game programming:** creating complex 2D and 3D interactive games and media, building graphical user interfaces and applying artificial intelligence in game development

- **Systems administration:** reviewing maintenance procedures and support to help trouble shoot system applications

- **Systems analysis:** modelling and testing data objects, data processes and preferred ICT system solutions telecommunications

- **Network engineering:** managing logistics, organisational specifications, regulations and legislative requirements across network projects.

Course Structure

To obtain this qualification, students must complete 18 units (15 core units and 3 elective units)

- **Core Units**

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

- **Elective Units: Group B Advanced programming specialisation**

ICTPRG535	Build advanced user interfaces
ICTPRG547	Apply advanced programming skills in another language
ICTPRG549	Apply intermediate object-oriented language skills
ICTPRG554	Manage data persistence using noSQL data stores
ICTPRG556	Implement and use a model view controller framework

- **Elective Units: Group G Cyber security specialisation**

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

- **Elective Units: Group I Front end web development specialisation**

ICTICT530	Design user experience solutions
ICTWEB513	Build dynamic websites
ICTWEB514	Create dynamic web pages
ICTWEB518	Build a document using extensible markup language

Information & Technology

Advanced Diploma of Information Technology

National Code: ICT60220 | CRICOS Code: 105968D | 78 Weeks

Course Description

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills. Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

The skills required for these roles may include, but are not restricted to:

- **Advanced data management information:** creating, designing and monitoring complex systems that store data, and optimising organisational knowledge management

- **Cyber security:** protecting sensitive data and information through security architecture, and developing disaster recovery and contingency plans

- **Full stack web development:** building advanced user interfaces, developing representational state transfer application program interfaces (REST APIs) and designing user experience solutions

- **Further programming:** applying advanced ICT languages to maintain security and manage data

- **IT strategy and organisational development:** managing and communicating strategic ICT business solutions

- **Systems development and analysis:** modelling and testing data objects, data processes and preferred ICT system solutions

- **Telecommunications network engineering:** managing logistics, organisational specifications, regulations and legislative requirements across network projects.

Course Structure

To obtain this qualification, students must complete 18 units (15 core units and 3 elective units)

- **Core Units**

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

- **Elective Units: Group B Cyber security specialisation**

ICTCYS604	Implement best practices for identity management
ICTCYS606	Evaluate an organisation's compliance with relevant cyber security standards and law
ICTCYS608	Perform cyber security risk assessments
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations

- **Elective Units: Group C Full stack web development specialisation**

ICTICT530	Design user experience solutions
ICTPRG535	Build advanced user interfaces
ICTPRG553	Create and develop REST APIs

- **Elective Units: Group C Full stack web development specialisation**

ICTPRG537	Implement security for applications
ICTPRG547	Apply advanced programming skills in another language
ICTPRG554	Manage data persistence using noSQL data stores

STUDENT SUPPORT SERVICES

Orientation

Orientation is conducted prior to the commencement of the course.

Its purpose is to fully inform new students of most aspects of life at the Institute and to provide an introduction to studying at Australian College of the Professions, Sydney's costs of living, transportation, facilities, banking and accommodation. It's a good opportunity to ask all your questions, to meet other students and Institute staff. If you are unable to attend the Orientation program, please ensure that you access the Orientation presentation prior to commencement at Australian College of the Professions.

All students will be photographed during orientation. A Student ID Card will be issued within 2 weeks and must be carried by student at all times.
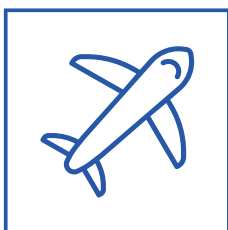
Arrival Assistance

- An airport pick-up service is available to arriving students, upon request.

  This is undertaken as part of a meet-and-greet service and usually requires at least two weeks' notice to the College.

Accommodation Assistance

- Australian College of the Professions does not have its own accommodation facilities.

  However accommodation assistance may be provided to students upon request.

Student Counselling

- Stress, financial difficulties, health, family, relationship issues and social issues can all affect your ability to settle into study. We offer (at no additional cost to student) confidential support service and external referral where necessary.
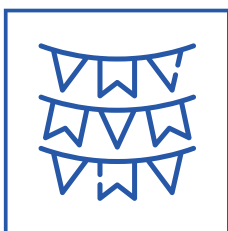
Student Activities

- Industry Day
- Christmas party

CAREER ENHANCEMENT PROGRAM

Australian College of the Professions (ACP) has developed a long-standing program for its international students to build a strong foundation to help start-up their careers.

This program consists of a suite of modules designed to assist students with their career development and transition into professional employment.

C.E.P. assists students in enhancing their skills and knowledge in a new role, navigating organisational ladders, gaining personal insights into their strengths and development needs, and sharpening their ability for career advancement when the job opportunities arise.

Professional Training System	*Getting Confidence for Job Interview*

Qualified Job Opportunity	*Fluent Communication Skill*

WHAT IS C.E.P.

From the very first month a student enrols at ACP, Student Support team will discuss with the student their academic and professional experience as well as their future career goals.

This ongoing program will identify the strengths, weaknesses, opportunities and the needs of a candidate to start their entrance into the workforce.

Program Modules

01	Self-Understanding and discussion on future career goals and opportunities
02	Design of Resumes, Cover Letters and Portfolios to meet Australia's industry standards
03	Pre-interviews are conducted, tips and confidence build-up to ace an interview
04	Importance of effective teamwork and understanding diversity in the workplace
05	Increase industry network to increase job opportunities
06	Importance of effective workplace communication, ways to deal with language barrier
07	Other concerns or difficulties in finding work

At the completion of the CEP, the student will have increased his or her confidence, skills and knowledge ready to enter the workforce with ease.

HOW TO APPLY

To enrol a traning program at Australian College of the Professions (ACP), you will need to contact our head office in Sydney.

Australian College of the Professions will arrange for a representative to contact you to:

- Discuss your traning requirements
- Discuss undertaking a traning program including information of work-placement (if appicable)
- Confirm course fees and any Administration/Resources costs
- Conduct a Pre traning Review and Language, Literacy & Numeracy (LLN)
- Assessement to determine your learning needs
- Advise about the date of the mandatory orientation/induction session
- Organise course commencement

Australian College of the Professions (ACP) is committed to the enrolment of student when the organisation has the capacity to deliver the course for which the student is enrolling and where the student has:

Meets the selection requirements for the relevant course	*Provide all required information /documentation*	*Understand and agree to the organisation's policies, procedures and code of conduct*	*Pays the prescribed fees*

On enrolment day, Australian College of the Professions will collect your personal information such as your contact number, email ID, address etc. Under Privacy Act 2014, Australian College of the Professions cannot disclose the information to third parties without your written consent. However your personal information may be required to be made available by Australian College of the Professions to Commonwealth and State Government and other related authorities.

By signing the Australian College of the Professions enrolment form, you agree for Australian College of the Professions to disclose your personal information to Commonwealth and State Government authorities upon request.

HOW TO ENROL

01 Select the courses to study in Australia

- Check entry requirements of the courses
- Check the course outlines and details
- Complete international student application form

02 Submit the application form with supporting documents

- A certified copy of passport
- Australian Year 12 equivalent Academic Transcripts and Completion Certificates
- English proficiency statements (e.g. IELTS, PTE Academic, CAE, CPE, FCE, OET)
- C.V. (if applicable)
- Employment Reference (if applicable)
- Employment payment history (if applicable)

03 Send to Admissions Department, Australian College of the Professions

- Email: **admission@acpcollege.edu.au**
- Contact through ACP admission team

04 Letter of Offer

- Will be issued upon successful assessment of application

05 Payment & Insurance

- Pay tuition fee
- Organise OSHC (Oversea Student Health Cover)
- Submit Signed copy of Agreement

06 C.o.E

- Provide further GTE related documents e.g. Statement of Purpose, financials (if applicable)
- C.o.E. (Confirmation of Enrolment) will be issued

07 Apply

- Apply your International Student Visa

08 Ready for Study

- Study 'Pre-departure Information'
- Attend International Orientation

LIVE IN AUSTRALIA

Plan Your Departure To Australia

Once you have been accepted to study at Australian College of the Professions and have recived conformation of your student visa, the next step is to start planning for your arrival.

Here is a checklist to help you plan your departure:

1) Passport & Visa

- Check that your passport is valid for at least 6 months prior to your entry arrival in Australia, and that you have all your visa documentation. It is also a good idea to make copies of your passport in case you lose your passport.

2) Student enrolment & Orientation documents

- You will need your electroni Confirmation of Enrolment (eCoE) and student information pack, which you will have received from Australian College of the Professions.

3) Overseas Student Health Cover (OSHC)

- This is a requirement for entry to Australia, so make sure you have your health cover policy arranged before you leave home.

4) Travel Insurance

- You should also consider travel insurance, which covers things your OSHC may not - such as cancelled flights, lost documents, dental or optical care, etc.

5) Airfares

- Make sure you are aware of the date and time of your flight. Keep your flight details in a safe and secure place, with your passport and visa.

6) Contact details

- You may want to have a list of emergency contact details for family, as well as your embassy, accommodation and institution details. If you have used an education agent, keep their contact details on you, in case you need to contact them once you arrive in Australia.

7) Australian currency

- There are money exchange places available at Australian airports and in cities, but it is recommended to have some Australian currency on you prior to leaving your home country.

8) Transport from the airport

- Whether you are taking public transport, a taxi, or you are being picked up from the airport by the College, it is important that you have all the details including the time, the route and, if your travel has been arranged by the College, our contact details. If you need a map to assist you in getting to your accommodation from the airport, the information will be available at the airport, or you can print one prior to leaving.

9) Accommodation details

- Make sure you have the address of where you will be staying as well as their phone number and payment confirmation (if you have already paid for your accommodation).

INTERNATIONAL STUDENT INFORMATION

Student Visa Obligations

1) Full Time Study

- Australian law requires international students to study, 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 continuous 12-month period.

2) Attendance

- International students are expected to attend all classes. At Australian College of the Professions, we take attendance of students at campus very seriously. Strict action will be taken if student does not attend two classes for consecutively two weeks.

3) Academic Progress

- If students do not make satisfactory academic progress they may be reported to DOHA 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). 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 the theory and practical sessions and participate in the activities undertaken;
  - Study the theory and practice the skills that are taught in class;
  - Ensure that you are present for all scheduled assessment activities;
  - Make an appointment with the Student Support Officer if you are having any difficulties with your studies.

- In addition to the above minimum requirements, the College may implement counselling procedures and an intervention strategy when your trainers 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 may be reported to DOHA.

4) Change of Address

- You are obliged to notify Australian College of the Professions of any change of your address at least every 6 months while enrolled at the institute. This is to ensure that any notifications sent to you of visa breaches are sent to your current address. Failure to update your contact details to ACP means you may not receive important information which may affect your course, your enrolment or your visa.

INTERNATIONAL STUDENT INFORMATION

Student Visa Obligations

5) UNIQUE STUDENT IDENTIFIER (USI)

- From 1 January 2015 if you are undertaking nationally recognised training delivered by a Registered Training Organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

  A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards.

  It is free and easy to create your own USI online. Follow simple steps by visiting www.usi.gov.au or give your written consent to ACP to create your USI on your behalf.

  Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

6) LANGUAGE, LITERACY AND NUMERACY (LLN) ASSISTANCE

- At ACP, all courses are delivered in the English language with a number of written assessments and research assignments. ACP makes every effort to ensure that all students have equal understanding of the assessment requirements.

  Regarding LLN, ACP will ensure that:

- Appropriate LLN assessment is undertaken, which may include oral questioning, demonstration, reading, writing and numeracy.
- The LLN assessment does not involve assessing higher level of LLN skills than those required for the applied qualification.
- Existing LLN skills are taken into account
- In cases where you may need further assistance with LLN, your trainer will endeavour to guide you to the most appropriate service and/or resource that may be of assistance to you.

INTERNATIONAL STUDENT INFORMATION

Student Visa Obligations

7) TUITION PROTECTION SERVICE

- The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

  - complete their studies in another course or with another education provider or
  - receive a refund of their unspent tuition fees.

  Australia has a well established international education sector with over 1200 education providers delivering a high quality education to international students. For many years now Australia has been a world leader in protecting the tuition fees of international students studying in Australia on a student visa. Recent changes to the Education Services for Overseas Students (ESOS) Act have further strengthened protections for international students through the introduction of the Tuition Protection Service (TPS).

8) OVERSEAS STUDENT HEALTH COVER

- International students undertaking formal studies in Australia, and their dependents (for example, spouses and children under 18 years old), must obtain OSHC. It includes cover for visits to the doctor, some hospital treatment, ambulance cover and limited pharmaceuticals (medicines).

  OSHC insurers can provide a range of different OSHC products. These may range from a basic product which covers only the compulsory minimum services to comprehensive products which cover, in addition to the compulsory minimum services, extra services as specified under the particular policy. Learn more about OSHC, including a list of the providers at www.privatehealth.gov.au/.

  The Department of Home Affairs requires overseas students to maintain OSHC for the duration of time they are in Australia. For further information please visit the Department of Home Affairs website.

  https://www.homeaffairs.gov.au/

WHY AUSTRALIA!

Australia is one of the world's top study destinations for international students.

For many years, Australian universities have ranked among the best in the world for quality of education, student satisfaction and overall global reputation.

Australian universities are also ranked in the top 50 worldwide in the study areas of Engineering and Technologies, Life Sciences and Medicine, Arts and Humanities, Natural Sciences, and Social Sciences and Management in the QS World University Rankings by Subject 2023.

Globally recognised qualifications

Your Australian qualification can open up global career opportunities.

Graduates from Australian courses are in demand. Employers in Australia and around the world know that Australian qualifications are current, industry-relevant and of a world-class standard.

An exciting history of innovation

Australian education providers encourage their students to think big and achieve their goals.

Among Australia's international alumni are leading scientists, designers, educators, entrepreneurs, artists and humanitarians. Some have become world leaders in groundbreaking research and development and have helped to change the world for the better.

In fact, the work of researchers at Australian institutions has benefited millions worldwide, from the discovery of penicillin, to the development of the cervical cancer vaccine, Wi-Fi, the Cochlear implant and so many more life-changing innovations.

Quality education standards

Australia's international education system is strictly regulated to protect your rights and care for your welfare.

In Australia there is a system of quality control and government accreditation to ensure you have the best study experience. This system has been specially designed for international students.

- The Australian Qualifications Framework (AQF) regulates courses delivered by Australian education and training providers. It also enables different countries to recognise your qualification and issue a comparable qualification.

- Every course offered to international students by an Australian higher education provider, vocational education and training provider, Foundation college, ELICOS provider or school must meet the Australian Government's strict quality standards.

- All higher education providers in Australia must complete a demanding accreditation process so that they can deliver the highest standard of teaching and learning. They must also go through regular, formal reviews to make sure they keep meeting these standards.

Protection for you and your study experience

Australia has a set of laws and regulations to protect the rights of all international students.

Special laws in Australia protect the rights of international students. These are covered in the Education Services for Overseas Students Act 2000 (ESOS Act). The ESOS Act helps to ensure international students in Australia receive a high quality education in a safe and fair environment.

WHY AUSTRALIA!

Support while you study

The Australian Government and education providers work together to ensure international students have a great student experience.

Australian education providers at all levels have dedicated staff members whose job is to look after your welfare and wellbeing as an international student.

WHY SYDNEY!

Sydney is Australia's most famous city and it's easy to see why!

Set on the iconic Sydney Harbour and surrounded by some of the country's best beaches, it is a visual feast, full of activities, places to see and great food and drink. Sydney is known as the 'city of villages', with no two suburbs the same. Just as varied as the suburbs are the people who occupy them; the city is a cultural melting pot complete with diverse communities, great food and events.

https://www.cityofsydney.nsw.gov.au/guides/studying-and-working-in-sydney

https://insiderguides.com.au/destination/studying-in-sydney/

Study Australia Industry Experience Program (SAIEP)

The Study Australia Industry Experience Program (SAIEP) provides an opportunity for current Australian international students, who are studying in Australia, in their home country or online, to engage in real world industry projects with the end goal to improve post-study employment prospects. This free program connects international students directly with employers in Australia and internationally, while integrating with domestic Australian students within peer-to-peer communities.

https://www.studyaustralia.gov.au/en/work-in-australia/getting-work-and-industry-experience/study-australia-industry-experience-program-saiep