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Disclaimer
Please note that the information given is intended as a guide for current and prospective students or interested persons. At the time of printing (December 2016), the information in this document was correct. However, changes may have occurred since printing. Accredited qualifications are subject to changes in training package specifications. Please contact your nearest SuniTAFE campus should you have any questions.
CEO’s Message
Welcome to Sunraysia Institute of TAFE. Our Institute is in the far north-west corner of Victoria and we are the largest government funded training provider in the region. We have nearly 8000 local students and many international students studying with us from 16 countries.

The major industries in the region are horticulture, health and welfare, retail, business, building and construction, and engineering. Growth industries are in mineral sands mining and renewable energy and SuniTAFE has preferred training status with companies in these sectors. Mildura is a popular tourism destination and training for this sector is also important. Skills in design, multimedia and information technology are in demand in the business sector.

There are many advantages to studying in a regional city. Mildura has a warm sunny climate, clear blue skies and provides students with a safe and unpolluted environment. We look forward to welcoming students to become part of our vibrant community. I look forward to seeing you at SuniTAFE in the future.

Mayor’s Message
Welcome to Australia and to the municipality of Mildura Rural City Council. Mildura is located in the north west of the state of Victoria and shares its borders with the states of South Australia and New South Wales.

Council acknowledges that it is situated on and incorporates the traditional lands of the Latji Latji and Barkindji people who have been custodians of this land for thousands of years, and accordingly pays its respects to the traditional owners both past and present.

Many migrants have settled here in Mildura from a multitude of countries and we welcome all who come to live here either permanently or temporarily with enthusiasm and tolerance. Our Visitor Information Centre proudly displays the flags of the many different nationalities who reside within the region.

Key industries of the municipality include dry land farming, irrigated horticulture (table grapes, wine grapes, dried fruit, citrus and vegetables), tourism, food and beverage manufacturing, transport and logistics, retail, health and community services. The area is also embracing emerging industries such as renewable energy generation, aquaculture, mineral sands mining and recycling.

The beautiful Murray River winds its way through much of the municipality and is a focal point for visitors and locals who call the region home. With our hot dry summers and mild winters there is an abundance of recreational and leisure pursuits on offer.

Traditional hospitality and goodwill combined with our lifestyle and fine foods ensure your time spent within our region will be both enjoyable and memorable.
Welcome to SuniTAFE!
Mildura - a great place to live and study

Sunraysia Institute of TAFE (SuniTAFE) is the leading provider of vocational education and training in north-west Victoria, Australia. SuniTAFE offers a wide range of nationally recognised qualifications with practical emphasis aimed to meet local industry demand.

SuniTAFE has a great mix of domestic and international students. Studying at SuniTAFE will provide you with a real Australian experience with students from a range of nationalities.

SuniTAFE staff are dedicated to providing you with a high quality educational experience. Our focus is to ensure that through SuniTAFE you are inspired to achieve your goals by providing you with a qualification and experience that sets you up for success wherever you may choose to go in the future.

We look forward to you becoming part of our vibrant community.

© Mildura Tourism
Award Winning Education

CISA – Council of International Students Australia

2016 International Student of the Year (VET/TAFE)
Giovanni Barbera

2015 International Student of the Year (VET/TAFE)
Vimal Ram

VIEA – Victorian International Education Awards

International Student of the Year (VET)
2016 Finalist Edgar Flores
2015 Finalist Lai Poh Lee
2014 Finalist Vimal Ram
2013 Winner Jenny Batnag

Victorian Training Awards

Finalist 2016 Apprentice of the Year
Elliott Grayling

Winner 2016 Koorie Student of the Year
Indi Clarke
Runner Up: Tracy Mollison

Winner 2015 Best School-based Apprentice

Winner 2013 Best VET Teacher

Winner 2013 Best School-based Apprentice

Finalist 2011-2014 Large Training Provider of the Year

Australian Training Awards

Winner 2016 – Aboriginal and Torres Strait Islander Student of the Year
Indi Clarke

Finalist 2015 – School-based Apprentice of the Year
Elliott Grayling

Winner 2013 – School-based Apprentice of the Year
Joel Schwarz

Learn more at sunitafe.edu.au
Choose SuniTAFE

9 Award winning training for both domestic and international students.
9 This Victorian Government TAFE provides quality education outcomes
9 Lower cost of living compared with larger cities
9 Packaged programs with Australian universities that offer direct entry without IELTS*
9 A unique Australian experience in a beautiful regional city
9 Job/employment sponsorship opportunities after completion of study
9 Friendly, vibrant, multi-cultural community
9 A large range of student support services
9 Warm, sunny weather
9 Easy transportation, with little traffic.

*on completion of an Australian Diploma.

Thanks to SuniTAFE for being my centre of education, my home and my family! Great place to study and great people to be with and if I have achieved what I have achieved it is mostly thanks to my experience as an international student at SuniTAFE.

Giovanni Barbera
CISA 2016 International Student of the Year

www.sunitafe.edu.au/study-australia-sunitafe/
About Mildura

The City
Mildura City is situated in the north-west and accounts for around 10 percent of the state area. It has a population of approximately 60,000 people which is culturally diverse, giving the region a cosmopolitan flavour.

From the Murray River to the Mallee National Parks, the dryland farming districts and the intensive horticultural farming, the region includes significant natural assets that are the hallmark of the district. Mildura is known as the centre of Food Bowl and is a major horticultural producer, supplying both the local and export markets.

Mildura has the busiest regional airport in Australia with many regular daily flights to Melbourne, Adelaide and Sydney readily connecting to other major cities. The region has become a key service and economic hub of inland Australia and is recognised as being one of the premier regions in the country.

The Campuses
Mildura Campus is located about 20 minutes walking distance from downtown Mildura and is close to public transport. The Campus is set amongst beautiful native Australian bush gardens and is close to public transport. The Campus is shared with La Trobe University Campus.

Local Industry
The Sunraysia region produces
- 20% of wine grapes
- 98% of dried fruit (grapes)
- 24% of citrus
- 75% of table grapes
- 68% of almonds

Average travelling times to major capital cities

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<th></th>
<th>Mildura to</th>
<th>Melbourne</th>
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<th>Sydney</th>
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<td></td>
<td>(557km)</td>
<td>(393km)</td>
<td>(1006km)</td>
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<tr>
<td>By air</td>
<td>1 hour</td>
<td>30 mins</td>
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<tr>
<td>By bus/train</td>
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Our Graduates

I am very lucky to meet with many excellent teachers at SuniTAFE to lead me to the successful completion of the course. I learned many skills and knowledge in Hospitality which gives me a great advantage in my current job today. I continued on to complete a Master’s Degree in Business in Australia after I graduated from SuniTAFE. I got a job with the Emirates Airline Company and am now flying all over the world.

The International office staff provided me endless help at the difficult time when I first arrived. They arranged a wonderful homestay for me which provided me a wonderful time in Mildura.

KeKe (Summer) Xia (China)
Hospitality

Originally from Malaysia, Lai Poh Lee began her study in Diploma of Hospitality and Certificate IV in Commercial Cookery with Sunraysia Institute of TAFE in 2013. She won SuniTAFE’s award for the International Student of the Year for 2014, as well as being awarded a State finalist in the Victorian International Education Awards 2015, presented at Government House in Melbourne.

Lai Poh also met the Governor of Victoria Linda Dessau and the Minister for Education and Skills, the honorary Steve Herbert. Lai Poh Lee successfully completed her study in Advanced Diploma of Hospitality Management in December 2015, and employed as a chef by a local restaurant of a club in Mildura, currently she is living and working in Mildura.

“I feel I am fortunate to be able to study at SuniTAFE. The teachers and staff are AMAZING! They are supportive, really care and are there to help you succeed. The facilities are great and well equipped. The multicultural environment makes study even more interesting.”

“I would highly recommend SuniTAFE to anyone looking to pursue a career in the hospitality industry. It’s never too late to start, just get on and do it!”

Lai Poh Lee (Malaysia)
Hospitality

Giovanni Barbera is from Italy. He began his study in Diploma of Hospitality and Certificate IV in Commercial Cookery with Sunraysia Institute of TAFE in July 2014. He won SuniTAFE International Student of the Year in 2015 and won the International Student of the Year from CISA in 2016, the Council of International Students Australia. He has completed his study successfully in July 2016 and now is working with a local famous restaurant in Mildura.

“SuniTAFE was not only my education centre but it also became my home and my family. The teachers are always very supportive and help you through your entire career. You can also find state-of-the-art equipment in the kitchen, so that a chef can learn all it takes to cook beautiful dishes...I have come to appreciate the value of studying in a small rural community as Mildura as that means less traffic, less stress, less distractions and a less expensive environment. Mildura is the perfect place to start your student adventure in Australia. A friendly community welcomed me and I felt at home from the very first day. I lived for over two years at the SuniTAFE Student Residence and I have met many wonderful friends, local and international. It is a well-managed and friendly environment, and all international students can certainly benefit from living on campus.”

Giovanni Barbera (Italy)
Hospitality
Living in Mildura

A General Guide to Planning the Cost of Your Stay
In addition to your tuition fees, you will be responsible for planning and budgeting your living costs. The Department of Immigration and Border Protection has financial requirements you must meet in order to receive a student visa for Australia. From 1 July 2016 the 12 month living cost is $19,830.

The table below provides an approximate comparison between the cost of living in Mildura and Melbourne, based on the average cost per week for a single person. Figures in the table below are indicative only and costs may vary depending on the student’s lifestyle. Significant savings can be made on rental costs, by choosing to live in Mildura, with most places in Mildura accessible by bicycle. Costs listed in this table do not include tuition fees, the cost of running a car, textbooks and printing/photocopying, health insurance, airfares/holiday travel costs and other additional costs associated with a more expensive lifestyle.

Students should ensure they arrive with easy access to at least AUD$2,500 to pay for expenses associated with establishing themselves in Mildura and should be prepared in case living costs are greater than the indicated figures. We recommend that students undertake their own research into the cost of living in Australia.

For additional information please refer to: 

Pre-Arrival Guide
Further information about living and studying in Mildura is available online at:

Accommodation
On Campus Accommodation
SuniTAFE Student Residences (Mildura) is an independent, communal living facility situated in a spacious garden setting with an outdoor BBQ and shady lawn area for students to enjoy.

Shared and single bedrooms are available with communal bathrooms. All rooms are fully furnished, carpeted, air-conditioned and heated and are serviced weekly. The complex is approximately a 20 minute walk or five minute drive from Mildura City Centre.

The student residence offers:
- Internet access
- 24 hour computer lab and study room
- Lounges and kitchens
- Coin operated laundry

The weekly rent is AUD$100 (pp) for shared rooms, AUD$150 for small single rooms and AUD$160 for large single rooms. These prices are subject to availability at time of booking.*

* Prices are subject to change.

Off Campus Accommodation
SuniTAFE provides a referral service to Real Estate Agencies to source privately rented accommodation for students wishing to live off campus.

This table shows estimated costs per week for one student. Costs are quoted in Australian dollars (excluding bills).

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<thead>
<tr>
<th>Item</th>
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<th>Melbourne</th>
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<tbody>
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<td>AUD$350</td>
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<tr>
<td>Student Residence (Includes bills)</td>
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<td>Other Expenses</td>
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<tr>
<td>Public Transportation</td>
<td>AUD$25</td>
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<td>Food and groceries</td>
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<tr>
<td>AUD$50 - $100</td>
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<tr>
<td>Telephone (may vary depending on the plan you have)</td>
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<tr>
<td>Spending money</td>
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<td>AUD$40 - $80</td>
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</table>

Working While Studying
Once you have commenced your course in Australia you are eligible to work up to 40 hours per fortnight during the term, and unlimited hours during term break. There are various casual employment opportunities in the Mildura region in Agriculture, Hospitality and Retail industries. The International Students Unit can provide guidance for students seeking part-time work but cannot guarantee employment.
University Pathways

Pathways to university

SuniTAFE courses can give your tertiary education a kick start allowing you to gradually begin higher education study in an excellent learning environment.

SuniTAFE’s diploma and advanced diploma graduates interested in higher education are able to apply to one of our university partners to pursue a degree and further their careers. Various levels of credits for SuniTAFE studies are available towards a degree, depending on the university articulation pathway in place. The level of credits available towards a degree program varies across each university.

On successful completion of a Diploma course, you are guaranteed entry into second year of the Bachelor program through a packaged offer with La Trobe University.

La Trobe

SuniTAFE and La Trobe University are business partners offering a pathway for international students from a SuniTAFE diploma to a La Trobe University degree.

SuniTAFE graduates who have completed a diploma in the areas of Accounting, IT, Hospitality, Horticulture, Conservation and Land Management or Leadership and Management are eligible for credit into a corresponding degree program at La Trobe University.

SuniTAFE and La Trobe University are located next door to each other in Mildura so students will know the university very well by the time they are ready to commence their degree. The two institutions work closely together to make sure your transition from TAFE to university is smooth.
Studying at SuniTAFE

Vocational Programs
SuniTAFE offers vocational courses to International students from AQF Level 3, 4, 5 and 6 (Certificate, Diploma and Advanced Diploma). These vocational courses are related to job or career skills. Vocational courses are specifically designed to prepare students with practical skills and knowledge required in a particular job. As such, these courses are more practical and less theoretical than university level courses. They also provide an insight into Australian regulations and education system as well as an opportunity to improve English language skills.

Tailored Study Tour Program
SuniTAFE can tailor a study tour program for a group of students with a focus on their particular study needs. Programs can include English language classes and/or vocational training and cultural activities.

Short Courses
SuniTAFE offers a range of short courses to follow a personal interest or upgrade your skills to further your career and gain accreditation to keep up with industry compliance and licensing requirements. The certificate gained from a short course can be used as credit towards a full qualification. Courses include Responsible Service of Alcohol (RSA), Responsible Service of Gambling (RSG), Coffee Making and Food Handling etc.

For more short course details visit: www.sunitafe.edu.au/short-courses

Working Holiday Makers
People on Working Holiday Visas are able to study any course full time or part time for up to 17 weeks.

Results and Certificates
Statements of Results become available after the completion of each semester. You may be required to undergo re-assessment during a period at the end of a semester. Your course will not be complete until you have completed all of the course requirements.

Study Support
Regular meetings are held between teaching and support staff and students to review their progress and discuss any issues that may arise. Teachers can assist students during their adjustment to the Australian learning environment and will provide strategies associated with classroom participation, effective study and assessment techniques.

Student Counselling Services
Student Support Services can assist students with academic or personal issues causing stress or anxiety and help with time management. Student Counsellors also assist you in adjusting to living abroad and maintaining a good lifestyle in your new environment.

Timetable
Classes are usually held from Monday to Friday between 9am to 3pm. Student timetables will vary each semester depending on the subjects being studied.

Learning and Assessment
Assessment will be equitable for all students and will take into account cultural and linguistic needs. Successful completion of a course requires demonstration of competency to workplace standards as set out in the training qualification standards. Assessment is on-going throughout a course and not just at the end of a course. A range of assessment practices are used by our teachers to assess competency for courses including:

- Practical demonstrations in simulated work conditions
- Problem solving
- Assignments/folios
- Journals
- Presentations
- Case studies
- Projects
- Group activities
- Ongoing in-class testing

Orientation
To help make your transition to study at SuniTAFE easier we have a dedicated and supportive International Students Unit. On your arrival you are given an orientation program to familiarise yourself with your new learning environment.

Our staff at the International Students Unit will look after your needs from the time you make an enquiry to your arrival on campus. This includes assistance with finding accommodation, connecting to local services and community, and familiarising yourself with Mildura.

Learn more at sunitafe.edu.au
Our Facilities

Learning Resource Centre
The Learning Resource Centre offers students a range of resources and access to services to support their studies at SuniTAFE. Located at the Mildura Campus, the Learning Resource Centre is conveniently situated on level one, up the stairs from the central hub area. Access for persons with a disability is available via the elevator located off the central hub walkway.

Services offered include:
- Bookshop
- Library
- Printing & photocopying
- Computer room – access to a wide variety of online resources and Microsoft Office Software
- Internet access
- IT assistance

Wi-Fi
Our campuses are Wi-Fi connected, allowing students to access the wireless internet service on personal computers and devices.

Student Recreation Room
The SuniTAFE Mildura Campus has a recreation room available for use during selected days and times during the term. Students can enjoy a variety of activities with their friends and have the opportunity to meet people. Activities include playing pool, table tennis and board games and listening to music.

Canteen
The canteen serves delicious but economically priced hot food, snack food and a variety of hot and cold drinks. It is located next to the student hub and extends onto a large outdoor courtyard where you can enjoy your meals.

Chat and Chew Café
The Chat and Chew Café is a training café at the SuniTAFE Mildura Campus which provides students with refreshments on most Thursday afternoons during school terms.

Training Restaurant
The SuniTASTE Training Restaurant (Mildura Campus) is a training facility designed for our hospitality students in Kitchen Operations, Commercial Cookery and Hospitality Management. The restaurant provides a range of dining options to the general public on a regular basis.
Beauty Salon
SuniTAFE Beauty Salon is a training facility at the SuniTAFE Mildura Campus that also offers a range of services and treatments to students and the general public. Services are provided at reduced prices and include waxing, pedicures, manicures, make-up and enhancements, and facial treatments.

Hairdressing Salon
SuniTAFE Hair Salon is a training facility located at the Mildura Campus that offers students, staff and the general public a range of services at reduced prices. These services include haircuts, styling, colours and treatments.

Cardross Farm
SuniTAFE operates a 30 hectare commercial horticultural property at Cardross, near Mildura. The farm is used for student training in Horticulture and Conservation and Land Management.

Child Care Centre
TAFE Kids Inc. is a not-for-profit quality child care centre open to students, staff and the general public. The Centre caters for children from 6 weeks to 12 years and is located at the Mildura Campus.

High Quality Health Training Facilities
Opened in 2016, these specialised training facilities will accommodate ongoing growth in childcare, nursing and aged care courses. The state of the art nursing and aged care labs feature a simulated nursing clinical environment providing students with real life experiences to supplement the existing work placement components of the programs.
# Course Information

<table>
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<th>National Code</th>
<th>Courses</th>
<th>CRICOS Code</th>
<th>Duration (Weeks)</th>
<th>Fees per Semester (AUD$)</th>
<th>Total Fees (AUD$)</th>
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International Student Course Guide 2017
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<tr>
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<td>$6,224</td>
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<td>34</td>
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</tbody>
</table>

Scholarships
The Australian Government offers Australian Development Scholarships to students from participating countries. You should visit the AusAID website for further information on this program.

IMPORTANT
- Please check www.sunitafe.edu.au/international for current fee information.
- Fees are subject to an annual review and may increase each subsequent calendar year for the duration of the course.
- Semester fees have been rounded to the nearest whole dollar.
- Tuition Fees listed might not include textbooks, course equipment/ materials, uniform, excursions, health insurance or transport to classes etc.
- Course delivery and work placement may occur on weekends, evening classes or during term and/or semester break. The duration of a course includes periods for orientation and enrolment, teaching, assessment, structured learning support, intra-semester breaks, semester breaks and public holidays.
- Further course details are available from the SuniTAFE website www.sunitafe.edu.au
I think it is a great place to study. You can make good friends and it’s enjoyable to study there. I saw myself improve. Now I am better at speaking and understanding English.

Giuseppe Scoccimarro (Italy) ELICOS
English Language Courses

Courses are designed to improve your English fluency and language skills for study, social and work purposes. While you are learning about Australian culture you will take part in exercises to further develop and improve your English language skills in Listening, Speaking, Reading and Writing.

As part of these courses you will:
- develop and document a learning plan and portfolio;
- give oral presentations;
- read and write texts for research purposes;
- analyse and produce a range of texts relevant to further study;
- listen and take notes for research; and
- read and analyse instructional and/or advisory texts.

Courses
ELICOS - Pre-Intermediate (075450J)
ELICOS - Intermediate (075451G)
ELICOS - Upper Intermediate (075452G)
ELICOS - Advanced (075453F)

Course fee
AUD$290 per week

Course start
Jan, Apr, Jul, Oct

Entry requirements
Must be 18 years or older.

Assessment
Learner portfolio, activities, assignments, and verbal questioning.

Where to from here?
Can lead to further English study, VET courses, or higher education.

English Study Tour Program
SuniTAFE facilitates an annual student exchange program with their partner university in Wuhan, Hubei Province in China and sister city Dali in Yunnan.

Students participate in cultural courses and activities followed by a study placement in an area relevant to their study background.

The students stay with volunteer host families to increase the students’ understanding of Australian culture and to provide a supportive home environment.

The students, host families and organisations gain benefits from the eleven week program, which helps forge bonds on cultural and educational levels.

Learn more at sunitafe.edu.au
The facilities are clean and make you feel comfortable and welcome. I definitely had the best teacher (Paul Hartl), he not only tried everything so we could achieve good marks in the assessments but also treated us like friends.

Theresa Lienhart (Germany)
Accounting
Accounting

This qualification equips you to perform professional accounting job roles in financial services and other industries. You will acquire a wide range of skills including introducing and maintaining accounting systems; maintaining internal control systems; preparing financial statements for non-reporting entity; preparing tax returns; reporting on business performance; managing small teams; developing business plans; and preparing accounting reports for management. The Diploma of Accounting contributes to, but does not encompass, educational requirements for providing tax agent services.

**Certificate IV in Accounting** 089741E (FNS40615)

- **Study Mode**: Full Time
- **Duration**: 26 weeks
- **Course Start**: Feb, Jul
- **Course Fee**: AUD$6,374
- **IELTS**: 5.5

**Diploma of Accounting** 089742D (FNS50215)

- **Study Mode**: Full Time
- **Duration**: 26 weeks
- **Course Start**: Feb, Jul
- **Course Fee**: AUD$6,284
- **IELTS**: 5.5

**Advanced Diploma of Accounting** 089743C (FNS60215)

- **Study Mode**: Full Time
- **Duration**: 26 weeks
- **Course Start**: Jul
- **Course Fee**: AUD$6,129
- **IELTS**: 5.5

**Career opportunities**

Employment in Accounting positions that may include duties such as: introducing and maintaining accounting systems; maintaining internal control systems; preparing financial statements for non-reporting entity; preparing tax returns; reporting on business performance; managing small teams; developing business plans; and preparing accounting reports for management.

**University Pathway**

1. Choose your relevant SuniTAFE course

   - **Diploma of Accounting**
     - 8 university subject credits
     - 1 year
   
   - **Advanced Diploma of Accounting**
     - 12 university subject credits
     - 1.5 years

2. Choose your relevant La Trobe degree

   - **Completion of Bachelor of Business (Accounting)**
     - 1.5 / 2 years
   
   - **Completion of Bachelor of Business**
     - 1.5 / 2 years

Learn more at [sunitafe.edu.au](http://sunitafe.edu.au)
It has been a great experience for me studying at SuniTAFE. The teachers and staff are friendly and approachable and I have met people from different nationalities. Studying the Diploma of Management has given me the skills and knowledge required to get into the workforce in my desired career. I strongly recommend studying at SuniTAFE as Mildura is a fantastic place to live and study.

Jean Reid (United Kingdom)
Diploma of Management
Leadership and Management

The Advanced Diploma of Management will be of particular interest to those aspiring to senior managerial roles in a large organisation and those who have a leadership role in smaller organisations. The course will focus on the management teams, departments and projects—the skills essential to be a successful manager. The program recognises that senior management and leadership are all about performance and change.

<table>
<thead>
<tr>
<th>Certificate IV in Leadership and Management</th>
<th>089738M (BSB42015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Mode</td>
<td>Duration</td>
</tr>
<tr>
<td>Full Time</td>
<td>26 weeks</td>
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<tr>
<td>Course Start</td>
<td>Course Fee</td>
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<td>AUD$5,926</td>
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<td>IELTS</td>
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<table>
<thead>
<tr>
<th>Diploma of Leadership and Management</th>
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</thead>
<tbody>
<tr>
<td>Study Mode</td>
<td>Duration</td>
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<td>Full Time</td>
<td>26 weeks</td>
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<tr>
<td>Course Start</td>
<td>Course Fee</td>
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<td>AUD$5,926</td>
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<td>IELTS</td>
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<table>
<thead>
<tr>
<th>Advanced Diploma of Leadership and Management</th>
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<tbody>
<tr>
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<td>Duration</td>
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<td>Full Time</td>
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<tr>
<td>Course Start</td>
<td>Course Fee</td>
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<td></td>
<td>IELTS</td>
</tr>
<tr>
<td></td>
<td>5.5</td>
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</tbody>
</table>

Career opportunities
- regional manager
- area manager
- department manager

University Pathway

1. Choose your relevant SuniTAFE course
2. Choose your relevant La Trobe degree

SuniTAFE
- Diploma of Leadership and Management
  7-8 university subject credits
  1 year

SuniTAFE
- Advanced Diploma of Leadership and Management
  10-12 university subject credits
  0.5 / 1.5 years

La Trobe University
- Completion of Bachelor of Business
  1 / 1.5 years

La Trobe University
- Completion of Bachelor of Business (Accounting)
  1 / 1.5 years

Learn more at sunitafe.edu.au
SuniTAFE to me is a fun and welcoming place to study. It is nothing at all like school for me. The teachers are very nice. They are very helpful and the courses are fun and cool to learn.

Sami Lunson
Certificate IV in Information Technology Networking
Information Technology

This qualification provides high level information and communications technology (ICT), process improvement and business skills and knowledge to enable an individual to be effective in senior ICT roles within organisations. The qualification builds on a base core of management competencies, with specialist and general elective choices to suit particular ICT and business needs, especially in the areas of knowledge management and systems development.

### Diploma of Information Technology Networking

<table>
<thead>
<tr>
<th>Study Mode</th>
<th>Duration</th>
<th>Course Start</th>
<th>Course Fee</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
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<td>AUD$11,780</td>
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### Advanced Diploma of Information Technology

<table>
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<th>Study Mode</th>
<th>Duration</th>
<th>Course Start</th>
<th>Course Fee</th>
<th>IELTS</th>
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</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>52 weeks</td>
<td>Feb, Jul</td>
<td>AUD$11,680</td>
<td>5.5</td>
</tr>
</tbody>
</table>

**Career opportunities**
Possible job titles relevant to this qualification include:
- network administrator
- IT administrator
- IT operations administrator
- network services administrator
- network support coordinator
- network operations analyst
- network security coordinator
- network e-business coordinator.

**University Pathway**

1. Choose your relevant SuniTAFE course

   - Diploma of Information Technology Networking
     - 6 university subject credits
     - 1 year

2. Choose your relevant La Trobe degree

   - Completion of Bachelor of Information Technology
     - 2 years

Learn more at sunitafe.edu.au
I graduated from the Diploma of Graphic Design at SuniTAFE in December. I then entered La Trobe University Bachelor of Creative Arts.

During the one year study with SuniTAFE, I learnt a lot of professional knowledge about Graphic Design, I also learnt the concept of creative thinking and learning. I like the practical work, and the teachers are very patient with me.

Bo Peng (China)
Diploma of Graphic Design
Creative Industries

This course provides the basic skills and knowledge required to begin a career in design, as a junior design assistant, or as a pathway to further training. The design sector is very broad and relates to graphic and digital design within specialty fields such as visual art and craft, engineering, building and interior design and system and product design. On completion of this qualification, you will have the skills to provide technical support to a creative team by assisting in the design process using a range of multimedia procedures and mediums. You will be able to research and produce design techniques using computer programs and to create design concepts from initial drawings through to production. This qualification will develop your skills in website updating and your ability to merge design with text and visuals, to produce a finished work.

Diploma of Graphic Design  
090466J (CUA50715)

<table>
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<tr>
<th>Study Mode</th>
<th>Duration</th>
<th>Course Start</th>
<th>Course Fee</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
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<td>52 weeks</td>
<td>Feb, Jul</td>
<td>AUD$11,667</td>
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</table>

Assessment
Project-focused learning including practical industry based case studies and assignments.

Career opportunities
Career outcomes include working as a Graphic Designer in junior or generalist roles. Work may include many different commercial and community contexts across both print and digital media. Worklinks to areas such as advertising and promotion, art direction, branding, corporate identity, instructional design, packaging, signage and web design.
“My experience here at SuniTAFE has been nothing short of life changing, in the sense that it has opened my eyes and made me see life at a different angle and perspective. I say this because this is my first time living outside my country and my lifestyle back home was very different.”

Manny Miranda (Philippines)
Automotive Technology
Automotive Trades

SuniTAFE is a key provider of automotive training for north-western Victoria. SuniTAFE automotive teachers are selected for their strong industry background and are recognised as experts in their field.

<table>
<thead>
<tr>
<th>Certificate III in Light Vehicle Mechanical Technology</th>
<th>091600M (AUR30616)</th>
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<tbody>
<tr>
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<td>Duration</td>
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<td>Full Time</td>
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<table>
<thead>
<tr>
<th>Certificate IV in Automotive Mechanical Overhauling</th>
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<table>
<thead>
<tr>
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<td>Study Mode</td>
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<td>Full Time</td>
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**Assessment**

Assignments, demonstration of practical skills to demonstrate competence within this curriculum.

**Career opportunities**

Possible job roles include: Automotive Tradesperson in light vehicle, Heavy Stream Road Transport Technician, Heavy Stream Agricultural Technician, Heavy Stream Earth Moving Technician or Motorcycle Technician.

**Where to from here?**

Leads to further studies in Bachelor of Automotive Engineering.
Respect and communication are very important things at SuniTAFE. There are lots of students who come from different countries. We have different backgrounds, cultures and languages.

Shilan (Nicole) Gao
(China)
Diploma of Early Childhood Education
Early Childhood Education

This qualification is designed to prepare you to be responsible for the planning and implementation of quality programs for children to best meet their developmental needs. Get the skills to take your career further. Learn to lead and manage others, to work within an industry framework and to plan and deliver quality programs.

### Diploma of Early Childhood Education and Care 085878J (CHC50113)

<table>
<thead>
<tr>
<th>Study Mode</th>
<th>Duration</th>
<th>Course Start</th>
<th>Course Fee</th>
<th>IELTS</th>
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**Entry requirements**

IELTS 5.5 or equivalent. Complete Year 12 or Country equivalent.

**Extra requirements**

Working with Children Check and Victorian Police Check clearance prior to Work Based Training.

**Assessment**

A combination of demonstration, assignments, projects, case studies, log books practical assessment and test.

**Career opportunities**

Possible job titles include Child Care Worker, Assistant Supervisor, Centre Manager or Director in the Children’s Services sector.

**Where to from here?**

Leads to further studies in the Bachelor of Education Services, Bachelor of Business, Bachelor of Health Sciences and the Bachelor of Early Childhood Education.
Aged Care

This qualification gives you the skills to work more effectively in the aged care sector, primarily in residential facilities. You will gain the skills to enable you to provide services to clients with complex needs and to work with groups of older people. Take the next step in your caring career.

**Certificate III in Individual Support**

<table>
<thead>
<tr>
<th>Study Mode</th>
<th>Duration</th>
<th>Course Start</th>
<th>Course Fee</th>
<th>IELTS</th>
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**Entry requirements**
IELTS 5.5 or equivalent. Complete Year 12 or Country equivalent.

**Extra requirements**
Victorian Police Check clearance prior to Work Based Training.

**Assessment**
Assignments, demonstration of practical skills to demonstrate competence within this curriculum.

**Career opportunities**
This qualification could lead to employment as an Accommodation Support Worker, Care Team Leader, Day Activity Worker, Program Coordinator - Social Programs or Support Worker.
Every classmate has their own thinking about the questions teachers mentioned in the class. They would have their opinions and discuss with the teacher. The positive attitude of classmates affected me.

Ya-Hsu (Jason) Tsa
(Taiwan)
Diploma of Horticulture
**Horticulture**

This qualification gives you the skills you need to start your horticulture career. You will learn technical skills and theory as well as the safety, communication and workplace skills you need to succeed in the vibrant ornamental horticulture industry.

### Certificate III in Horticulture

<table>
<thead>
<tr>
<th>Study Mode</th>
<th>Duration</th>
<th>Course Start</th>
<th>Course Fee</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>52 weeks</td>
<td>Feb, Jul</td>
<td>AUD$11,630</td>
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### Diploma of Horticulture

<table>
<thead>
<tr>
<th>Study Mode</th>
<th>Duration</th>
<th>Course Start</th>
<th>Course Fee</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
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<td>52 weeks</td>
<td>Feb, Jul</td>
<td>AUD$11,580</td>
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</table>

**Entry requirements**  
IELTS 5.5 or equivalent. Complete Year 12 or country equivalent.

**Assessment**  
Assignments, case studies, tests, and practicals and skills based assessment.

**Career opportunities**  
Possible job roles include: Gardener in private or public gardens, positions in plant propagation nurseries or roles in a broad range of fresh food production industries.
“Through the teamwork activities I learned how to express my ideas and listen to other person’s opinion. At the same time I know more about teamwork skills and spirit, I think that is helpful for my future study.”

Zheng (Otto) Chen (China)
Diploma of Conservation and Land Management
Conservation and Land Management

This qualification is your entry point into the landcare industry. Learn the basics of this exciting industry including flora and fauna identification, cultural heritage, natural area restoration, water sampling and monitoring, GPS technology, map reading and land management.

Certificate III in Conservation and Land Management 092556B (AHC31416)

<table>
<thead>
<tr>
<th>Study Mode</th>
<th>Duration</th>
<th>Course Start</th>
<th>Course Fee</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>52 weeks</td>
<td>Feb, Jul</td>
<td>AUD$11,700</td>
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Diploma of Conservation and Land Management 092607G (AHC51116)

<table>
<thead>
<tr>
<th>Study Mode</th>
<th>Duration</th>
<th>Course Start</th>
<th>Course Fee</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>52 weeks</td>
<td>Feb, Jul</td>
<td>AUD$11,495</td>
<td>5.5</td>
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</tbody>
</table>

Entry requirements
IELTS 5.5 or equivalent. Complete Year 12 or country equivalent.

Assessment
Assignments, practicals and skills based assessment.

Career opportunities
Possible job outcomes include a career in Indigenous land management, lands, parks and wildlife or natural area management.
It is an exciting journey. The facilities are always up to date and the teachers are awesome. The classes encourage us to become imaginative and creative chefs.

Julita Collao (Philippines)
Diploma of Hospitality
Chef/Restaurant Manager

This qualification provides you with the knowledge and skills to work as a qualified chef or cook in a team leading or supervisory role. You will learn the technical, theoretical and creative aspects of food preparation as well as the safety, communication and leadership skills you will need to succeed in this rewarding industry.

<table>
<thead>
<tr>
<th>Certificate IV in Commercial Cookery</th>
<th>093946B (SIT40516)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Mode</td>
<td>Duration</td>
</tr>
<tr>
<td>Full Time</td>
<td>78 weeks</td>
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</tbody>
</table>

**Entry requirements**

IELTS 5.5 or equivalent. Complete Year 12 or country equivalent.

**Assessment**

Practical demonstration, questioning, discussion, written and oral tests, assignments / projects, case studies and participation in class activities.

**Career opportunities**

Possible job roles include; Chef, Chef de Partie or Kitchen Operations Supervision.

**Where to from here?**

Leads to further studies in the Diploma of Hospitality Management. On completion of this qualification, you can continue on for a further 6 months to complete the Advanced Diploma of Hospitality Management.
Being at SuniTAFE is the best experience I have ever had, it’s like my second home. Everyone is so friendly. Mildura is the best place to be. It’s peaceful and quiet. There are lots of interesting things to do.

Kritika Devi (Fiji)
Diploma of Hospitality
Hotel Management

This qualification provides you with the skills and knowledge to perform management duties within any hospitality setting. You will gain a sound theoretical knowledge base to use a range of specialised, technical or managerial competencies to plan, carry out and evaluate your work and/or the work of your team. You will have the chance to participate in service at SuniTASTE Training Restaurant as part of your studies.

**Diploma of Hospitality Management**

- **Study Mode**: Full Time
- **Duration**: 26 weeks
- **Course Start**: Ongoing
- **Course Fee**: AUD$6,207
- **IELTS**: 5.5

**Advanced Diploma of Hospitality Management**

- **Study Mode**: Full Time
- **Duration**: 26 weeks
- **Course Start**: Ongoing
- **Course Fee**: AUD$6,224
- **IELTS**: 5.5

**Assessment**

Practical demonstration, questioning, discussion, written and oral tests, assignments / projects, case studies and participation in class activities.

**Career opportunities**

Possible job roles include; Restaurant Manager, Kitchen Manager, Front Office Manager, Housekeeper, Chef, Sous Chef, Gaming Manager, Motel Manager or Unit Manager (Catering Operations).

**University Pathway**

1. Choose your relevant SuniTAFE course
2. Choose your relevant La Trobe degree

<table>
<thead>
<tr>
<th><strong>SuniTAFE</strong></th>
<th><strong>La Trobe University</strong></th>
</tr>
</thead>
</table>
| Diploma of Hospitality Management 0.5 Years
  8 university subject credits
  1 year | Completion of Bachelor of Business
  1.5 / 2 years |
| Advanced Diploma of Hospitality Management 0.5 Years
  8-10 university subject credits
  1 year | Completion of Bachelor of Business (Accounting)
  1.5 / 2 years |
Admission Requirements

Admission to SuniTAFE is based on academic merit and demonstrated English language proficiency at a level sufficient to successfully undertake a course. There are certain requirements additional to these that you will be required to meet. They are:

1. Minimum Age
SuniTAFE requires that all applicants must be at least 18 years of age at the time of commencement of their study.

2. Academic Requirement
Australian Year 12 or equivalent is required. Refer to our website for further information regarding academic requirements: https://www.sunitafe.edu.au/apply-international-students/

3. IELTS
International students whose first language is not English, are required to meet an IELTS (academic) score of 5.5 to commence a diploma with SuniTAFE. Those with a current IELTS score of 5.0 would require a 10 week ELICOS program to improve their English to 5.5; a current IELTS score of 4.5 would require a 20 week ELICOS program.

*IELTS testing is available in Mildura at SuniTAFE. Book online: www.idp.com/australia/ielts

Your English Language Preparation
If you do not meet English language entry requirements, you can enrol in the English Language Intensive Course for Overseas Students (ELICOS) offered by SuniTAFE. After completing 21 hours a week of English language classes for the duration of your course and satisfactory completion of assessment tasks, you will then be able to progress to your academic studies.

The table below calculates the length of English study in ELICOS programs recommended by SuniTAFE. This is based on current IELTS scores and should only be used as a guide. Individual learning styles may affect the length of duration of the course.

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<tr>
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<td>20 weeks</td>
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How to Apply

You should aim to apply as early as possible to ensure that a place in your chosen course is available. You also need to keep in mind the time it takes to apply for your student visa.

1. Choose the course(s) that best suit your interests and career goals and read through this course guide thoroughly or talk to SuniTAFE for more information.

2. Submit your application. Complete the SuniTAFE application form at the back of this course guide. Please ensure you read the terms and conditions before applying.

   Submit the application form with required documents (in English) to: international@sunitafe.edu.au

   Attach certified copies of your education certificate and academic transcripts, a copy of IELTS or equivalent test scores and a copy of your passport page with your details.

3. Availability and entry requirements check. SuniTAFE will check placement availability for your chosen course and ensure that you have met the necessary entry requirements for the course you wish to study.

4. If your application is successful you will receive a Letter of Offer and Acceptance of Offer Agreement. The offer will detail:
   - The course/s you have been offered
   - The annual tuition payable
   - The course commencement date
   - The deposit required
   - The amount of Overseas Health Cover (OSHC) payable
   - Any conditions
   - Any additional information relevant to your program.

5. To accept your offer, and confirm your place, you are required to complete and return the signed Acceptance of Offer Agreement.


7. When we have received your fees, a welcome letter will be sent to you confirming your course and necessary details. Along with this welcome letter you will receive:
   - The Electronic Confirmation of Enrolment (eCOE) document which will be used to apply for your student visa.
   - Arrival Services form
   - Residences Application form.

Packaged Course
If you are offered two or more courses (a packaged course) an eCOE will be generated for each offer you accept. All eCOEs will need to be provided to the Department of Immigration and Border Protection (DIBP) or the Australian Diplomatic Mission where you apply for your student visa.

8. You will now need to apply for your visa to travel to Australia. Please see the Department of Immigration and Border Protection website for details www.immi.gov.au

9. Arrange your travel after your visa has been granted and return the Arrival Services and Residences Application forms at least 7 working days before your arrival.

10. Once you arrive at the campus you will be assisted through the process of orientation and enrolment.

If you need assistance with completing your application, please contact International Students Unit:
   international@sunitafe.edu.au or +61 3 5022 3703

Learn more at sunitafe.edu.au
Student Information

The Education Services for Overseas Students (ESOS) Framework
The Australian Government wants international students in Australia to have a safe, enjoyable and rewarding experience. The Education Services for Overseas Students (ESOS) Framework is a set of legal regulations related to your rights and responsibilities while studying in Australia on a student visa. It sets guidelines and minimum standards to protect you as a student as well as protecting Australia’s reputation for providing quality education and support services. It also provides tuition and financial assurance. For details please see https://international.education.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/esos-regulations/pages/default.aspx

Credit Transfer
International students may be eligible for credit from previous studies they have undertaken in Australia. Credit transfer may be granted on the basis of previous study of the same or similar modules/units of competency.

Recognition of Prior Learning (RPL)
You may be eligible for skills recognition based on your previous study and work history. You may enquire about the skills recognition application after commencing your training and education and will involve the collection of evidence for relevant experience so that competencies can be assessed. Applications for RPL can be made following commencement of your course; this will involve the collection of a range of evidence of your experience on which an assessment of competencies will be made.

Scholarships
The Australian Government offers international students educational development opportunities through Australian Awards. Further information on this program please visit www.australiaawards.gov.au

Student Visa Conditions
International students on a student visa (and their families) are required to comply with a number of visa conditions. Breaching a visa condition may result in the cancellation of your visa. For details please see www.immi.gov.au/students/visa-conditions.htm

Overseas Student Health Cover (OSHC)
International students are required to have OSHC for you (and any dependents) for the entire duration of your stay in Australia. The OSHC is designed to cover the costs for medical and hospital care that you may need while in Australia without causing you undue financial hardship. The fee for OSHC is included in your Letter of Offer. SuniTAFE will purchase OSHC on your behalf through Medibank Private. However, if you wish to purchase your OSHC through another provider please advise the International Students Unit of your membership details. OSHC will pay benefits towards medical and hospital treatments, ambulance service and most prescription medicines that you receive while studying in Australia. For more information visit www.medibank.com.au/oshc

Notification of Change of Provider
You must notify the SuniTAFE International Students Unit of your intention to move to another institution within seven days of issue of an eCoE by your new provider.

Policies and Procedures
SuniTAFE policies and procedures for international students can be reviewed at www.sunitafe.edu.au/about/documents.aspx

<table>
<thead>
<tr>
<th>Other Fees and Charges</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telegraphic Transfer of Tuition AUD$30.00 fees</td>
<td>AUD$30</td>
</tr>
<tr>
<td>(audit for overcharges will be made against next semester tuition fees if TT fee is less than AUD$20.00)</td>
<td></td>
</tr>
<tr>
<td>No show for pre-booked arrival reception service</td>
<td>AUD$100</td>
</tr>
<tr>
<td>Penalty for late tuition fee payment</td>
<td>AUD$50</td>
</tr>
</tbody>
</table>

Term Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>30/01/2017 - 31/03/2017</td>
</tr>
<tr>
<td>Term 2</td>
<td>18/04/2017 - 30/06/2017</td>
</tr>
<tr>
<td>Term 3</td>
<td>17/07/2017 - 22/09/2017</td>
</tr>
<tr>
<td>Term 4</td>
<td>09/10/2017 - 22/12/2017</td>
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</table>

Public Holidays

<table>
<thead>
<tr>
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<th>2017</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>01/01/2017</td>
</tr>
<tr>
<td>Australia Day</td>
<td>26/01/2017</td>
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<tr>
<td>Labour Day</td>
<td>13/03/2017</td>
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<tr>
<td>Good Friday</td>
<td>14/04/2017</td>
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<tr>
<td>Easter Monday</td>
<td>17/04/2017</td>
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<tr>
<td>ANZAC Day</td>
<td>25/04/2017</td>
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<tr>
<td>Queen’s Birthday</td>
<td>12/06/2017</td>
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<tr>
<td>Melbourne Cup</td>
<td>07/11/2017</td>
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<tr>
<td>Christmas Day</td>
<td>25/12/2017</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>26/12/2017</td>
</tr>
</tbody>
</table>
Enrolment Terms and Conditions

Please retain a copy of the terms and conditions for your records.

1. General Terms & Conditions

1.1. Rules & Policies: All SuniTAFE students are subject to the policies of SuniTAFE as published on the website. For full details, including our Compliants and Appeals Policy please refer to our website: www.sunitafe.edu.au

1.2. Late arrivals, classes missed & vacation: No refund or substitutions will be made for late arrival, classes missed & vacation. Classes are not held on public holidays and some campus facilities may be closed. All published course dates start on a Monday, but if the Monday is a public Holiday, the course start will fall on the next day (Tuesday).

1.3. Absences: No refund is given for time missed due to absences. Periods of absence will not be replaced by a free extension of any course and will be subject to the Student Intervention Strategy (S.1.4).

1.4. Intervention Strategy: In accordance with the National Code and ESOS Act, SuniTAFE will implement its intervention strategy in a number of circumstances, including: where a student is identified as being at Risk of not meeting the institutes attendance requirements; where compassionate or compelling circumstances require such assistance.

1.5. The aim of the intervention policy is to design a support plan which meets the needs of individual students and addresses the problems they are experiencing so that they are able to get the most out of their study experience.

1.6. Campus Facilities: Students are advised that campus facilities may not be available during study break. Details are available from the International Students Unit.

1.7. Placement: SuniTAFE reserves the right to place a student into the most appropriate class and to cancel classes at short notice where there is an insufficient number of students for that class. The minimum number for most classes is 10 students. Please refer to our Refund Policy for more information.

1.8. Course Changes: SuniTAFE has the right to change course dates, course curricula, teachers and unit outlines at any time, at its discretion. In cases where the course is rescheduled prior to the commencement of the course and the new date is unacceptable to the student, all fees will be refunded.

1.9. Tuition Fees: SuniTAFE may adjust tuition fees at the beginning of each calendar year to take into account increase in program delivery costs. Tuition fees do not include OSHC, administrative charges, books, equipment and other material required to undertake the program or compulsory activities where relevant. SuniTAFE reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding.

Students who pay the total tuition fees in advance are exempt from future fee increases.

1.10. Additional services: Any additional services (travel, telephone costs, excursions, medical insurance, and enrolment amendments etc) are not included in any fees.

1.11. Suspension: Any student who violates the SuniTAFE Student Code of Conduct or visa conditions or failed to pay an amount he or she is directly or indirectly liable to pay in order to undertake the course may be suspended from studies. No refund of tuition fees will be given and the Immigration authorities (DIBP) may be notified.

1.12. Visa & Travel: It is the responsibility of the student to have a valid passport and arrange a suitable visa to travel to Australia. Confirmation of Enrolment will not be issued by SuniTAFE until a deposit has been received.

1.13. Conditions of Student Visas: A student who breached one or more of the following conditions of their Student Visa risk having his or her visa cancelled by DIBP: (a) attendance level falling below 80%, or (b) not making satisfactory progress in each term of study.

1.14. Code of Practice: The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia’s laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework. SuniTAFE has agreed to observe and be bound by the Education Services for Overseas Students Act 2000 (ESOS), The Education Services for Overseas Students (Registration Charges) Legislative Amendment (Tuition Protection Services) Act 2012 and National Code 2007.

1.15. Overseas Student Health Cover: The Australian government requires all students on Student Visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Payment from AUD$45.50/month as at 20/12/2016 for compulsory OSHC for the duration of the student’s visa must be made before a visa can be issued.

1.16. Privacy: Information regarding student’s personal contact details, enrolment details and changes, course progress and circumstances of any suspected breach of any visa condition by the student, may be shared with the Australian Government and designated authorities. Student’s parents and/or agents (unless specifically excluded).

1.17. School-aged dependants: Any school-aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non government school.

1.18. Living Expenses: Australian Government requires international students to demonstrate that they can contribute to their cost of living and studying.
in Australia. Guidelines state prospective student visa applicants must have access to AUD $19,830 a year living costs for the main student (evidence of additional funds required for student’s partner and dependents).

1.19. Please refer to www.sunitafe.edu.au for a copy of the Australian ESOS framework and for further information regarding your studies and stay in Australia with SuniTAFE.

2. Deferral and Suspension Policy
2.1. A student may apply to defer their studies on the grounds of compelling or compassionate circumstances as outlined in the ESOS Act. All applications for deferral of studies must be made using the Deferral Form available from SuniTAFE. An Administration fee of AUD $250 is required for processing a deferral application. If you defer your course, you will be required to pay the fees applicable at your new commencement date.

2.2. A student may apply to temporarily suspend their studies, including granting a leave of absence on the grounds of compelling or compassionate circumstances as outlined in the ESOS Act. DIBP will be notified and you will be required to return to your home country. The maximum period is six months and you may need to apply for a new visa to recommence your studies at SuniTAFE. You will also be required to pay the applicable fees at your new commencement date.

3. Refund Policy
3.1. In all cases, service fees are nonrefundable. Tuition fees are not transferable to other students. SuniTAFE will refund course fees pre-paid by the student in the event that the course is cancelled or the commencement of the course is postponed for more than four weeks or the course is full.

3.2. In the unlikely event that SuniTAFE is unable to deliver the course in full, the student will be offered the unexpended prepaid tuition fees paid to date. The refund will be paid within 2 weeks of the day on which the course ceased to be provided. Alternatively, SuniTAFE may offer enrolment in an alternative program of study. The student has the right to choose either a refund of unexpended program fees or to accept a place in another program. If choosing placement in another program, the student will be required to sign a document indicating that they have accepted the new offer of place. Any refund due to a default of SuniTAFE as the registered provider is covered by the provisions of the Education Services of Overseas Students Act 2000 (the ESOS Act).

3.3. SuniTAFE will refund all course fees pre-paid by the student less the AUD $250 administration fee in the event that the student is refused a visa to study in Australia or the student is prevented from entering a course by reasons beyond the student’s control, including but not limited to Acts of God, Acts of Government Authorities, civil strife and riots or a student withdrew from the course and returns home before a course commences because of exceptional and extenuating circumstances of a compassionate nature.

3.4. If the student visa application is rejected or cancelled by DIBP after program commencement, and study has been undertaken, SuniTAFE will charge pro-rata tuition fees for the period of study in addition to the administration charge of AUD $250. The refund application must be supported by a copy of the visa rejection or cancellation letter from DIBP.

3.5. Refunds on Notice of Withdrawal Where an international student sends written notice of withdrawal (for reasons other than listed above):
   - More than 28 days before course commencement: 80% of tuition fees will be refunded
   - Less than 28 days before course commencement: no refund
   - After course has commenced: no refund

3.6. Students requesting a refund are required to do so using the SuniTAFE Refund form. All refund requests will be responded to in writing, and approved refunds will be paid within 4 weeks of written notification.

3.7. Refund Dispute
   - In the event of a dispute between SuniTAFE and the student, the dispute will be resolved in accordance with the Complaints Policy. Where an international student requires an interpreter, an interpreter will be provided.
   - SuniTAFE dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.

3.8. Consumer Protection Rights. This agreement does not remove the right of an international student or intending international student to take further action or seek other legal remedies under Australian law.
Application Form for International Students

Please complete all sections and ensure that supporting (certified) documents are attached and submit your application by email to international@sunitafe.edu.au

Please write in BLOCKLETTERS and use BLACK or BLUE pen.

**Student Details** (As indicated in Passport) (ISU Office use only) **Student ID/Reference no:**

- **Title:** [ ] Mr  [ ] Mrs  [ ] Ms  [ ] Miss  [ ] Other: ____________
- **Gender:** [ ] Male  [ ] Female
- **Date of Birth:** __/__/____

**Family Name:** ________________________________________________

**First Name:** ________________________________________________

**Email Address:** ________________________________________________

**Postal Address:** (Street address for courier delivery)

- **Number / Street:** ________________________________________________
- **Suburb / City:** ________________________________________________
- **Country:** ________________________________________________
- **Postcode / ZIP Code:** ________________________________________________

**Telephone:** ________________________________________________

- **Mobile Phone Number:** ________________________________________________
- **Home Phone Number:** ________________________________________________

**Country of Birth:** ________________________________________________

**Country of Citizenship:** ________________________________________________

**Passport Number:** ________________________________________________

**Agent:** ________________________________________________

-----------------------------------------------------------------------------------

**Course Preference/s** (Name the program/s you wish to apply for)

- **Course 1:** ________________________________________________
- **Course 2:** ________________________________________________
- **Course 3:** ________________________________________________

**When do you wish to commence your studies?** ☐ Feb  ☐ Apr  ☐ Jul  ☐ Oct  ☐ Year: ________________

* Subject to course availabilities at the time of application and is used as an indicative guide for preferred start to studies.

-----------------------------------------------------------------------------------

**English Language Proficiency**

Have you taken an English proficiency test within the last 12 months? ☐ Yes  ☐ No  

**Date of Test:** __/__/____

If yes, please attach a copy of your results, or submit a copy as soon as possible.

**Test type (if known - e.g. IELTS):** ________________________________________________

**Result:** ________________________________________________

Do you intend to undertake English language studies (ELICOS) at SuniTAFE? ☐ Yes  ☐ No

If yes, ELICOS will be included in your offer prior commencement of your Certificate or Diploma course. The length of your ELICOS program will depend on your current level of English - either 10 weeks, 20 weeks, 30 weeks or 40 weeks (ELICOS) at SuniTAFE.

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**Visa and Overseas Student Health Cover (OSHC)**

Do you hold a current Australian Student Visa? ☐ Yes  ☐ No  

**Expiry Date:** __/__/____

Do you already have OSHC cover? ☐ Yes  ☐ No  

If no, the type of OSHC that you require:  ☐ Single  ☐ Family

Continued overleaf...
Education Details

A certified copy of original transcripts of all official results, translated in English, must accompany this application. Please include grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete.

Highest Academic qualification studied: ____________________________

Name of institution: ____________________________________________

Country: ______________________________________________________

Completed: □ Yes □ No  Year awarded: __________________________

Language of instruction: ________________________________________

Do you wish to apply for Credit or Recognition of Prior Learning (RPL)? □ Yes □ No

If yes, you must attach a detailed course or unit (subject) syllabus.

Checklist

Please make sure the following are attached:

□ Copy of passport (photo page and relevant visa page if applicable)

□ Certified academic transcripts with grading system in English translation

□ Certified English proficiency test results

□ Curriculum vitae (résumé)

□ Portfolio if you are applying for Diploma of Graphic Design

□ Course or unit syllabus, if you are applying for exemptions (credit transfer or RPL)

Applicant’s Declaration

1. I declare that the information submitted with this application is correct and complete.

2. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.

3. I acknowledge that the Institute reserves the right to alter any course, subject, admission requirement or fee without prior notice.

4. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of progressing my application.

5. I acknowledge that I have read and understand the description of the program/s that I am applying for on SuniTAFE’s course guide and website.

6. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements. (http://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant)

7. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.

8. I have read, understood and agree to abide by the SuniTAFE policies relating to International student terms and conditions of enrolment, including refund conditions. For further information go to www.sunitafe.edu.au/international/about-sunitafe.aspx

Signed: ____________________________  Name in Print: ____________________________

Date: □□□□/ □□/ □□□□

Representative Information

Agent name / contact person: ____________________________

Country: __________________________________________________

Email: _____________________________________________________

Telephone: ________________________________________________
Registration
SuniTAFE is a Registered Training Organisation (National Code: 4693) under the Australian Government’s AQTF, providing education services for Australian students. The Victorian Government’s Education and Training Reform Act 2006 also governs SuniTAFE’s operations. SuniTAFE is registered to provide education and training to international students (CRICOS Provider Code 01985A). SuniTAFE operates in full compliance with the ESOS Act 2000 and the National Code. All courses in this guide are courses for which SuniTAFE is the registered provider. Victorian Government: www.vic.gov.au CRICOS: cricos.deewr.gov.au

Published by Sunraysia Institute of TAFE
Information published in this course guide was accurate at the time of printing. Refer to our website for current course information at www.sunitafe.edu.au/international