



AUSTRALIA-INTERNATIONAL INSTITUTE OF WORKPLACE TRAINING



INTERNATIONAL STUDENT PROSPECTUS

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Welcome to Perth, one of the most beautiful cities in the world. AIWT has been around since 2003 and has been educating international students since 2006 when its CRICOS status was established.

AIWT has a range of CRICOS registered courses for international students to choose from. In the past, many students have completed a few qualifications with us over a period of a few years. By the time they leave, they have developed great friendships with their peers and staff of AIWT.

Your experiences are very familiar to us and we will endeavour to support and help you through your study journey at AIWT.

Tracy Hopkins, Director

DBA (current), MBA, MTD, PGDip.Soc.Sci (Dev Studies), B.Soc.Sci (Chd & Family Studies), CIVTAE, CELTA, LBP (Harvard Business School), AFAIM



Deciding to study in Perth, Western Australia and pursue a world class education is an exciting investment in your future. Australian qualifications are internationally recognised and can open a doorway for graduates to obtain employment anywhere in the world.

STUDENT SERVICES

Orientation

All students are invited to attend the Orientation program. This serves as an information session on the critical aspects of studying at AIWT and living in Australia. At AIWT we understand that living and studying in another country can be challenging for many students. The Orientation program provides students with an opportunity to better understand the study experience, meet the friendly staff of AIWT and minimise any "culture-shock" of living in Australia. In addition, the friendly AIWT staff can offer assistance to students with regards to:

- Overseas Student Health Cover
- Transport and parking information
- AIWT policies and procedures
- Campus tour and familiarisation

Student Administration Support

Our Student Administration Support team are specifically available to assist students with advice and information on a variety of topics and issues. These include visa/passport enquiries, course/study loads, various academic matters, payment of course fees and other student enquiries that can be addressed within AIWT's capabilities.

Teaching and Learning

AIWT delivers courses over a period of 20 hours per week, with a hands-on classroom and workshop training approach. Lectures and classroom contact include theoretical and practical content that meets industry expectations and is engaging and relevant to contemporary workplaces. AIWT teaching staff provide a learning environment that assists

students to excel and achieve greater outcomes in their chosen area of study. They bring a wealth of teaching experience to the classroom, including invaluable industry knowledge and a unique approach to delivering world class education and training.

Assessment

Assessments take advantage of different learning experiences to help students better understand the learning outcomes of their chosen course(s). Students undertake competency based training and assessment methods, and are assessed according to established industry standards that will equip them with the essential skills and knowledge to gain a firm footing in their chosen industry area.

FACILITIES

Modern Classrooms / Common Area

All of AIWT's classrooms are fitted with air conditioning, white boards, comfortable seating arrangements, projectors and ample lighting to promote the best learning environment possible. Two common seating areas offer students space to eat meals and socialise during study breaks. Other facilities available for students use include vending machines, a microwave, fridges and a BBQ area.

Computer Labs / Library

AIWT provides a high speed internet connection and students are welcome to use this facility during college hours. Students are more than welcome to utilise the fully stocked library, which has up-to-date books, journals and materials that aid students in completing assignments and undertaking further research.



- Voted 7th “most livable city” in the world
- Sunny blue skies and comfortable climate
- Multicultural environment

Perth, the capital city of Western Australia, has a population of two million people. It is cosmopolitan enough to offer all the variety and excitement an international student might need and yet intimate enough for the city to maintain its famously relaxed and friendly character.

ACCOMMODATION

Home Stay

Many international students take advantage of living in an English-speaking country by learning about its culture, customs and practicing language skills. There is no better way to do this than to live with a family in a typical Australian house. Students can have their own room and study area but will be able to part of the family's daily life. This is called a “home stay”. It means students will be included in family activities and have their meals provided.

Visit www.perthhomestay.org

Rental Properties

Various rental properties are available in Perth to suit any budget. We recommend suburbs close to the Malaga or City campuses (*depending on course*).

Visit www.reiwa.com.au/rent
or www.realestate.com.au

COST OF LIVING

One of Perth's main features is its safe, secure environment and its low cost of living when compared to Sydney, Brisbane or Melbourne

Note: All prices below are in Australian dollars. Figures are adapted from www.numbeo.com (correct at time of print)

Sample Weekly Budget

- Rent – shared accommodation (average): \$150
- Gas/water/electricity/phone (landline): \$50
- Food: \$100
- Public transport: \$40
- Clothing and entertainment: \$50–\$100

TOTAL: \$420–\$470

EDUCATION

Perth's educational institutions and courses are world class. School is compulsory for all children aged between five and seventeen in Western Australia. The government provides public schools. Churches and other groups provide private schooling. You will need to check with the WA Department of Education for the criteria and fee assessment for a public school. Fees are also payable for private schooling.

Note: Students holding temporary visas may be required to pay full school fees. Check with individual schools for details.

EMPLOYMENT

You cannot work in Australia until you have commenced your course. From this point you are permitted to work a maximum of 40 hours per fortnight when your course is in session, and unlimited hours when your course is not in session.

Dependent family members must not start work until the primary visa holder has commenced the course in Australia. Dependent family members can work up to 40 hours per fortnight at all times unless the primary visa holder has commenced a course towards a masters or doctoral degree, and holds a subclass 500 (Higher education, Postgraduate or AusAID/Defence sector) student visa. In this case there is no limit on the number of hours a dependent family member may work.

MONEY / BANKING

Students are advised not to carry large sums of money with them for safety reasons. Students may withdraw cash as needed from ATMs (Automatic Teller Machines) or from the major banks (ANZ, Commonwealth, Bankwest) that are conveniently

located around Malaga or in the City about five minutes' walk away. AIWT can offer assistance with helping students open a bank account. Please contact us for more information.

QUARANTINE

Australian Quarantine and Inspection Service (AQIS) have strict quarantine regulations in order to prevent any harm to the environment. Food, plant materials and animal products from overseas, including many common souvenirs, could be harmful and should be declared on arrival.

Visit www.agriculture.gov.au/

STUDENT SUPPORT SERVICES

Prior to course commencement, AIWT staff will provide an Orientation Program that is designed to provide information concerning the course students are enrolling in. AIWT staff remain available for any concerns that students may have with regards to study and/or education information.

Additional support services are available by contacting the International Student Manager, who is available to discuss and provide assistance in all areas of students' welfare including their accommodation needs and health cover. Students with visa enquiries will be directed to the Department of Education and the Department of Immigration and Border Patrol (DIBP).

TRANSPORT

Public Transport (Transperth)

Transperth has two types of ticketing, SmartRider and cash tickets.

SmartRider is Transperth's electronic ticketing system. We recommend SmartRider as it always ensures that you pay the appropriate and lowest fare. SmartRider cards have an initial purchase fee of \$10 for standard and \$5 for concession cards.

Cash tickets can be purchased from the driver on bus travel. If you are using train services, you can purchase tickets from the Ticket Vending Machines (TVMs) located at all stations. Ferry passengers can either purchase a ticket from the driver or use TVMs located at the jetty.

Visit www.transperth.wa.gov.au

Parking

The Malaga Campus has free parking. Paid parking is available at the City Campus but public transport is recommended due to the high level of accessibility.

VISAS

Students intending to study at AIWT must obtain a student visa from an Australian Diplomatic Mission or Consulate in their home country before travelling to Australia.

VISA Requirements

- Letter of Offer and Acceptance from AIWT
- Confirmation of Enrolment from AIWT
- For additional requirements, refer to the Document Checklist Tool on the DIBP website: www.border.gov.au

These requirements are intended as a guide only and may vary from country to country. For applicants from some countries a preliminary, pre-visa assessment may be required by the Australian Diplomatic Mission or Consulate in your country.

VISA Conditions

- A Student Visa is required for students wishing to study more than three months.
- Student Visa students are required to be enrolled on a full-time basis i.e. 20 hours a week.
- Student Visa students are required to attend a minimum of 80% of scheduled class time.
- Student Visa students are required to have overseas health cover throughout the duration of their course.
- Visas must not expire during period of study.
- If you have school aged dependents intending to be students, school fees may be incurred.

AIWT is obliged to report to the Australian Government (DIPB) any student who has unsatisfactory classroom attendance, lack of progress in their studies or late payment of fees. Such a student may be asked by the Government to leave the country.

Health Cover

It is a requirement that International students have Overseas Student Health Cover (OSHC). We can organise this cover through BUPA.

Visit www.bupa.com.au



RPL (Recognition of Prior Learning or competency)

1. If RPL is granted prior to visa approval, course duration will be adjusted accordingly.
2. If after a Student Visa is granted, RPL leads to a shorter course duration than stated on their COE, the student may choose to enrol in another full-time CRICOS registered course or will need to depart Australia immediately after course completion.

Students from most countries may apply for an extension within Australia, if required.

For further information about living, studying and working in Perth, visit www.aiwt.edu.au/perth



STEP 1

Select and engage an authorised AIWT student agent.

- A list of our agents can be found on the AIWT website at www.aiwt.edu.au under the International Students/ Education Agents menu.
- **Discuss with your Agent a suitable course and admission date.** You should consider enough time for AIWT to process your enrolment application and for Immigration to process your student visa application. An admission date that allows at least 2–3 months is advisable. Dates are available on the AIWT Website under International Students/Courses menu to assist you in your decision making.

STEP 2

Complete an AIWT Application Form with as much detail as possible.

Attach certified copies of the following:

- Educational qualifications
- English proficiency test results (TOEFL, IELTS, ISLPR, PTE Academic, Cambridge or equivalent)
- Passport bio page and one passport sized photo

NOTE – Copies can be certified by a Justice of the Peace, the Australian Embassy, the original issuer of the documents or an authorised representative of AIWT.

Do not forget to also attach copies of the following:

- C.V. or Resumé
- Current Student Visa (once approved)
- Financial Evidence
- GTE Evidence
- Overseas Student Health Cover
- RPL & Course Credit Transfer Form (if applicable, available on request)
- Signed Terms & Conditions Form

Online Bank Transfer Details

Bank: Westpac Swift Code: WPACAU2S
BSB: 036-082 Account no.: 474940

STEP 3

Accept the offer by signing and returning the Offer of Acceptance.

- Make the required payment by cash in person, cheque payable to AIWT Pty Ltd, credit card or bank transfer (see details mentioned in Step 2.)

STEP 4

On receipt of your payment, AIWT will provide a Confirmation of Enrolment letter.

STEP 5

Apply for a visa at the AUSTRALIAN EMBASSY in your country.

You may study for up to 12 weeks on a Visitor or Working Holiday Visa. For 12 weeks or more, you must apply for a Student Visa.

- **You will need:** Confirmation of Enrolment, receipt of your payment, Letter of Acceptance and medical examination results (this must remain sealed).

STEP 6

Once you have your student visa, you can arrange your travel plan.

For further details contact:

**Australia-International Institute
of Workplace Training**

☎ +61 8 9249 9688 🌐 www.aiwt.edu.au
✉ PO Box 3426, Malaga, WA 6945 ✉ info@aiwt.edu.au

WORK HEALTH AND SAFETY

BSB41415
*Certificate IV in Work
Health and Safety*
CRICOS CODE: 087120F

COURSE
DURATION
26 weeks
Mon/Tue or Thu/Fri

TOTAL
COST
\$4,800

INSTALMENT PLAN
(incl. resource fee)
\$2,400 x2
payments

IELTS OR
EQUIVALENT
5.5

BSB51315
*Diploma of Work
Health and Safety*
CRICOS CODE: 087432A

COURSE
DURATION
52 weeks
Mon/Tue

TOTAL
COST
\$10,000

INSTALMENT PLAN
(incl. resource fee)
\$2,500 x4
payments

IELTS OR
EQUIVALENT
6.0

BSB60615
*Advanced Diploma of Work
Health and Safety*
CRICOS CODE: 087597B

COURSE
DURATION
78 weeks
Mon/Tue

TOTAL
COST
\$12,000

INSTALMENT PLAN
(incl. resource fee)
\$3,000 x4
payments

IELTS OR
EQUIVALENT
6.0

EARLY CHILDHOOD EDUCATION AND CARE

CHC30113
*Certificate III in Early Childhood
Education and Care*
CRICOS CODE: 080858J

COURSE
DURATION
52 weeks
Thu/Fri

TOTAL
COST
\$7,000

INSTALMENT PLAN
(incl. resource fee)
\$2,500 + \$1,500 x3
payments

IELTS OR
EQUIVALENT
5.5

CHC50113
*Diploma of Early Childhood
Education and Care*
CRICOS CODE: 080860D

COURSE
DURATION
52 weeks
Mon/Tue

TOTAL
COST
\$10,000

INSTALMENT PLAN
(incl. resource fee)
\$2,500 x4
payments

IELTS OR
EQUIVALENT
5.5

COMMUNITY SECTOR MANAGEMENT

CHC62015
*Advanced Diploma of
Community Sector Management*
CRICOS CODE: 091826D

COURSE
DURATION
78 weeks
Thu/Fri

TOTAL
COST
\$12,000

INSTALMENT PLAN
(incl. resource fee)
\$3,000 x4
payments

IELTS OR
EQUIVALENT
6.0

LEADERSHIP AND MANAGEMENT

BSB51915
*Diploma of Leadership
and Management*
CRICOS CODE: 088503E

COURSE
DURATION
52 weeks
Thu/Fri

TOTAL
COST
\$10,000

INSTALMENT PLAN
(incl. resource fee)
\$2,500 x4
payments

IELTS OR
EQUIVALENT
5.5

BSB61015
*Advanced Diploma of
Leadership and Management*
CRICOS CODE: 088504D

COURSE
DURATION
78 weeks
Thu/Fri

TOTAL
COST
\$12,000

INSTALMENT PLAN
(incl. resource fee)
\$3,000 x4
payments

IELTS OR
EQUIVALENT
6.0

TRANSLATING

PSP60816
*Advanced Diploma
of Translating
English to Chinese*
CRICOS CODE: 092523M

COURSE
DURATION
33 weeks
Mon/Tue

TOTAL
COST
\$8,500

INSTALMENT PLAN
(incl. resource fee)
\$2,500 x1
+ \$3,000 x2
payments

IELTS OR
EQUIVALENT
6.0

ALL COURSES ARE MINIMUM 20 CONTACT HOURS PER WEEK AND SUBJECT TO AN APPLICATION FEE OF \$200

Note: All fees/charges are payable in Australian dollars prior to commencement of the semester in accordance with the AIWT schedule of fees. Course information, class days (e.g. Wed is supervised self-study day) and fees listed are correct at the time of printing, but AIWT reserves the right to change this information at any time. AIWT reserves the right to recover from the student or pass on any government charges, including any GST that may be levied on services provided by AIWT. Course tuition fees are GST exempt. Version 130617

APPLY

Enrolment Application

GTE Assessment

International Student Enrolment Application

Version 130617

PERSONAL DETAILS

Family Name:		Given name(s):		How did you find out about AIWT?	
Date of Birth:		Place of Birth:		<input type="checkbox"/> Agent	<input type="checkbox"/> Magazine /newspaper
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Marital Status:		<input type="checkbox"/> AIWT website	<input type="checkbox"/> Friend or relative
Passport Number:		Passport Expiry Date:		<input type="checkbox"/> Social media	<input type="checkbox"/> Other (specify):
Do you have a Visa to study in Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Brochure	<input type="checkbox"/> Exhibition /seminar
Do you have Overseas Student Health Cover?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "No", would you like AIWT to organise it? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where will you be making your Student Visa application?		<input type="checkbox"/> Australia <input type="checkbox"/> Offshore:		Visa Expiry Date:	
Disabilities/ Medical Conditions:				I have attached a copy of my Insurance to this Application (tick to confirm) <input type="checkbox"/>	
Is English your first language?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you taken an English Language Proficiency test in the past 2 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
				If Yes, please attach evidence. Test score:	

COURSE SELECTION (please tick your choice)

Start date:

<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care	<input type="checkbox"/> CHC62015 Advanced Diploma of Community Sector Management
<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care	<input type="checkbox"/> BSB41415 Certificate IV in Work Health and Safety
<input type="checkbox"/> BSB51915 Diploma of Leadership and Management	<input type="checkbox"/> BSB51315 Diploma of Work Health and Safety
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management	<input type="checkbox"/> BSB60615 Advanced Diploma of Work Health and Safety
	<input type="checkbox"/> PSP60816 Advanced Diploma of Translating

PERMANENT ADDRESS:

Street Address:		Suburb:		State:		Postcode:	
Email Address:				Home Country:			
Phone (home):				Phone (mobile):			

EMERGENCY CONTACT IN AUSTRALIA:

Family Name:		Given Name(s):	
Phone (home):		Phone (work):	
Phone (mobile):		Relationship of this person to you?	

APPLICATION FEE PAYMENT AUD\$200 (Non-refundable)

PAYMENT BY CREDIT CARD OR BANK TRANSFER

Bank: Westpac BSB: 036 082 Account Number: 474 940
SWIFT: WPACAU2S

CREDIT CARD PAYMENT:

Name on card:	
Card type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard
Card no.:	<input type="text"/>
Card expiry:	<input type="text"/> CCV Code: <input type="text"/>
Cardholder's Signature:	

CHECKLIST

Please attach the following documents with your application form:

- | | |
|--|--|
| <input type="checkbox"/> Passport Bio Page | <input type="checkbox"/> RPL & Course Credit Transfer Form (if applicable, available on request) |
| <input type="checkbox"/> Current Student Visa | <input type="checkbox"/> Evidence of English Language Testing |
| <input type="checkbox"/> GTE Evidence | <input type="checkbox"/> Financial Evidence |
| <input type="checkbox"/> Overseas Student Health Cover | <input type="checkbox"/> Signed Terms & Conditions Form |
| <input type="checkbox"/> CV or Resume | |
| <input type="checkbox"/> Qualifications | |

Applications will not be processed unless these documents are provided. Please see Document Checklist tool on www.border.gov.au for country specific details.

AGENT REPRESENTATIVE STAMP

AIWT OFFICE USE ONLY (Do Not Complete)

Date Approved:



Terms and Conditions of Enrolment

1. AGREEMENT BETWEEN THE APPLICANT AND AUSTRALIA-INTERNATIONAL INSTITUTE OF WORKPLACE TRAINING (AIWT)

a) Upon your acceptance of an offer of a place at AIWT, a binding contract is formed between the Applicant and AIWT.
b) The applicant undertakes to observe the Terms and Conditions contained here in and to pay all applicable fees and charges during the period of the applicant's enrolment at AIWT.

2. PRIVACY OF INFORMATION

a) Information is collected during your enrolment in order to meet our obligations under the NVR, ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally.
b) The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. For a broad outline of the ESOS framework please go to the Australian Government's Australian Education International web site:
<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
c) Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager.

3. PAYMENT OF FEES AND CHARGES

a) Your Application Fee is not refundable.
b) All fees and charges due for semester one are payable in Australian Dollars prior to the commencement of the course on the date specified by AIWT.
c) Fees and charges due for all subsequent semesters are also payable in Australian Dollars prior to each semester commencement date, as specified by AIWT, or where approved in advance and in writing on an Approved Payment Plan, on the dates specified on the Payment Plan.
d) AIWT reserves the right to withhold issuing your certificate or course materials if payment is not fully made upon completion of your course.
e) Failure to make any payment in a timely manner or in full may result in \$100 administration fee charge.
f) If payments are overdue, AIWT reserves the right to put classes on hold.
g) AIWT has the right to increase tuition fees and charges from time-to-time with notification. AIWT may increase tuition fees and charges from time-to-time and will provide 30 days notification prior to such changes coming into effect.

4. SAFEGUARDING TUITION FEES PAID IN ADVANCE

AIWT Management and staff are committed to safeguarding prepaid tuition fees in accordance with the ESOS Act 2000 and the ESOS Amendment (Tuition Protection Service and other measures) Act 2012 (TPS Act) and providing timely and accurate information on course related fee requirements to enrolling and enrolled students of AIWT.

5. OVERSEAS STUDENT HEALTH COVER (OSHC)

It is a student visa condition 8501 of the Department of Immigration and Border Protection (DIBP) that students must maintain Overseas Student Health Cover (OSHC) for the duration of your student visa. You will also be responsible for your own accident and property insurance.

6. ATTENDANCE

All students are expected to attend classes for 20 hours per week. Students must maintain a minimum of 80% attendance to meet their visa and study requirements.

7. CHANGE OF ADDRESS

During the period of your enrolment you are obliged as a condition of your Student Visa to inform AIWT of any change of address details within 7 days of the change in your accommodation arrangements. You are also obliged to inform the Department of Immigration and Border Protection (DIBP) of any change of address as soon as it occurs.

8. COURSE CREDIT / RECOGNITION OF PRIOR LEARNING

a) AIWT will only process applications for course credit or RPL prior to course commencement.
b) If you wish to receive course credit on the basis of previous studies, AIWT requires your academic transcripts with unit names, codes and your results clearly indicated.
c) If you wish to receive course credit on the basis of work or life experience, you will need to speak to your assessor to determine documentation required.

9. GRIEVANCE AND APPEALS

During the period of your enrolment you may access AIWT's Complaints and Appeals process should you be dissatisfied about the decisions that may be made concerning you by AIWT management. You should also be aware that this agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection law.

10. TRANSFERS

a) Transfers from AIWT to another provider will require you to have completed six months of your principal course of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.
b) Transfers from another registered provider will require you to have a valid Letter of Release. This is a letter authorising a student to be released from one registered provider so that they are able to enrol with another registered provider.

11. COURSE MONEY REFUND PROCEDURES

Where a student believes they have grounds for a course money refund, they should:
a) Submit a written request for course money refund to the International Student Manager.
b) State valid reasons for their course money refund application.
c) Allow 28 days for the application to be processed by AIWT Management.

When receiving a refund application the International Student Manager shall:

a) Present the application to AIWT Management
b) Provide to the student in writing the resulting decision of AIWT Management and how any refund of course money has been calculated.
c) Advise the student of their right to appeal* the decision of AIWT Management.
(*AIWT maintains a complaints and appeals process on the basis of natural justice)

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Refund Guidelines Where a written application is received for a Course Money Refund AIWT staff will follow the following guidelines:

a) AIWT refund will be less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses.
b) should AIWT Management withdraw its offer or fails to provide the program offered or terminates its course delivery before or after the study period commences AIWT will calculate the refund amount according to the specified method for working out the amount of unspent pre-paid fees.
c) should AIWT Management withdraw a student from a Course because the student has

seriously breached international student visa conditions or AIWT Student Disciplinary Policy and Procedures, no refund for tuition fees for the current study period will apply and a full refund of fees paid for any subsequent study period will also apply.

AIWT staff shall ensure that students who dispute AIWT's student default or refund procedures are provided with the access to the AIWT Complaints and Appeals procedure.

AIWT's Refund policy and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Course Money Refunds Following Provider Default AIWT will provide a total refund of Course Money paid in advance where:

a) the course does not start on the agreed starting day.
b) the course ceases to be provided at any time after it starts but before it is completed; or
c) the course is not provided in full to the student because a sanction has been imposed on the registered provider under part 6 (ESOS Act).

All AIWT refunds will be less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses.

Course Money Refunds Following Student Default An overseas student or intending overseas student defaults, in relation to a course provided by AIWT at any AIWT educational location, if:

a) the course starts at the location on the agreed starting day, but the student does not start the course on that day and has not previously withdrawn; or
b) the student withdraws from the course at the location either before or after the agreed starting day; or
c) AIWT refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
i) the student failed to pay an amount he or she was liable to pay AIWT, directly or indirectly, in order to undertake the course;
ii) the student breached a condition of his or her student visa;
iii) misbehaviour by the student.

An overseas student or intending overseas student does not default in relation to a course at a AIWT location if the student does not start that course because AIWT defaults in relation to the provision of the course at the AIWT location.

An overseas student or intending overseas student does not default for reasons of misbehaviour unless AIWT accords the student natural justice before refusing to provide, or continue providing, the course to the student at the AIWT location (natural justice is accorded to all students of AIWT through the provision of AIWT's complaints and appeals process).

Please note the following refund circumstances of student withdrawal represents a fair and equitable refund approach which may be adjusted by a provider during up take of this letter of offer.

Course Money Refund for Student Withdrawal (Student Default) An enrolled student will be eligible for a tuition fees refund if they provide a written 'Request for course withdrawal' notice to AIWT Management within 4 weeks of the day of course commencement. The refund will in respect to the total amount of tuition fees paid by the student for the current study period and will be less the spent tuition fees provided to the student from course commencement to the default day and less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses. Tuition fee refunds will be calculated on a similar basis for subsequent study periods that are commenced by a student and in which a student withdraws.

In all student withdrawal refunds, subsequent study periods with tuition fees paid for in advance will be refunded in full.

No tuition fees for a current study period will be refunded to a student where a student fails to provide a written 'Request for course withdrawal' notice within 4 weeks of study period commencement. However subsequent study periods with tuition fees paid for in advance will be refunded in full.

12. AIWT RULES AND REGULATIONS

a) Access and Equity AIWT is committed to a policy of equal opportunity. The policy has been introduced to protect students and staff from harassment on the grounds of gender, marital status, pregnancy, race, age, sexual orientation, disability, literacy difficulties, family responsibility or family status. Please advise AIWT of any special needs you may have prior to commencement of the training. Students may access their personal records during the course.

b) Welfare and Guidance Services AIWT staff are available to assist you in choosing your course or assist with your educational, vocational and personal needs. We may refer you to other support groups or agencies if it is beyond our capability to assist (Refer to international student handbook for more information).

c) Plagiarism It is not permissible to attempt to submit another person's work and ideas as one's own. To do so constitutes plagiarism and will result in penalties, including exclusion from the unit or cancellation of enrolment. All attempts at plagiarism will be treated extremely seriously.

e) Language Literacy and Numeracy Assistance Should a student encounter learning difficulties during the course, AIWT facilitators will assist as much as possible. However, if it is beyond their area of proficiency, the student may be referred to a specialist at their own expense.

f) Accidents and Hazards All accidents and hazards must be reported immediately to your facilitator, the manager or any AIWT staff.

g) Discipline AIWT expects students to behave appropriately in class. Students are expected to abide by the AIWT Code of Conduct Policy. Student behaviour and conduct is subject to the student disciplinary policy and procedures.

h) Facilities AIWT is well stocked with the most up to date books, journals and magazines. Computers are available with internet connections for student use during AIWT office hours. AIWT's kitchen has a fridge and microwave, which students are welcome to use.

i) Orientation All international students must participate in an orientation program before your course commences in order to familiarise with the AIWT's International student hand book, policies and procedures. AIWT has staff on site that will assist and support you through your studies and living in Perth, Western Australia.

DECLARATION

I (print full name) _____ confirm that

I have read, understood and agreed to: Terms and Conditions of Enrolment, Refund Policy, AIWT rules & regulations and read the info at www.aiwt.edu.au/perth

I understand that all upfront fees and charges stated in the invoice must be paid prior to the commencement of my course unless I have a fee arrangement with AIWT.

Failure to make any payment in a timely manner or in full may result in \$100 administration fee charge.

Signed _____ Date _____

Genuine Temporary Entrant Assessment Form

Version 260517

Dear Student, thank you for applying to study at AIWT. Please provide a written statement to the questions below with attached evidence to support your answers. Please return this with your Application Form and all other Checklist documents.

THIS FORM IS FOR STUDENT USE ONLY. FORMS COMPLETED BY AGENTS WILL NOT BE ACCEPTED

Family name:	Given name(s):
Country of origin:	Country of application:

1. Why have you chosen this course(s) to study in Australia rather than your home country?

OFFICE USE ONLY

 Yes
 No
 M/I

2. Explain the reasons you have chosen AIWT as your education provider.

 Yes
 No
 M/I

3. Explain how this course(s) of study will benefit you in your future career plans.

 Yes
 No
 M/I

4. What ties do you have to your home country?

 Yes
 No
 M/I

5. Do you have immediate family members (e.g. children, parents, spouse) who will remain in your home country while you are in Australia?

If yes, please state their name(s) and relationship to you.

 Yes No

 Yes
 No
 M/I

6. Do you have any family members who will accompany you to Australia?

If yes, please state their name(s) and relationship to you.

 Yes No

 Yes
 No
 M/I

7. What do you expect your cost will be for one year of study and stay in Australia?

SELF:	
Tuition	\$AUD <input type="text"/>
Living expenses	\$AUD <input type="text"/>
Travel	\$AUD <input type="text"/>

DEPENDENTS:	
Living expenses	\$AUD <input type="text"/>
Travel	\$AUD <input type="text"/>

 Yes
 No
 M/I

8. Who will pay for your tuition, living and travel expenses? Please state their relationship to you.
Please attach evidence of funds (e.g. bank statements for the past three months from a suitable source)

[Empty text box for question 8]

OFFICE USE ONLY

- Yes
 No
 M/I

9. If you are changing your area of study from your previous studies and work experience, explain why.
Please attach evidence of previous course(s) studied and list below.

[Empty text box for question 9]

- Yes
 No
 M/I

10. What are the key aspects of this course(s) that are of interest to you?

[Empty text box for question 10]

- Yes
 No
 M/I

11. Is there a gap between the time you finished your previous studies and when you wish to recommence your studies with AIWT?

- Yes No

If yes, please explain the reason for your gap in studies.

[Empty text box for question 11]

- Yes
 No
 M/I

12. Have you applied for any other visas previously?

- Yes No

If you have been refused a visa, please state more information.

If yes, list the type of visa: [Empty text box]

[Empty text box for question 12]

- Yes
 No
 M/I

13. Have you ever studied in another Australian educational institution?

- Yes No

If yes, please state where.

[Empty text box for question 13]

- Yes
 No
 M/I

I am currently studying here (please select if this is the case)

STUDENT DECLARATION

I (print full name) _____ declare that

- The evidence I have provided in this Assessment Form is true and correct, and I acknowledge that my application may be refused if any information is found to be incorrect, false or misleading.
 I understand that by completing this form, I am giving consent to AIWT to independently verify the information supplied by me in this form and request further documents as required.

Signed _____ Date _____

If the student is under the age of 18, a parent or guardian must sign.*

Parent/guardian Print name _____

Parent/guardian Signature _____

AGENT DECLARATION

I (print full name) _____ declare that

- I have interviewed the applicant and, based on the information supplied to me verbally and in this assessment form, I believe their statement and evidence will meet the requirements by immigration for GTE.

Signed _____ Date _____

AIWT OFFICE USE ONLY (Do Not Complete)

Staff name _____ Date _____

Staff signature _____

- Approved Not approved More evidence required

Please forward completed application and certified true copies of documents to info@aiwt.edu.au

COURSES

Community Sector Management

Early Childhood Education and Care

Leadership and Management

Translating

Work Health and Safety

COMMUNITY SECTOR MANAGEMENT



CHC62015

Advanced Diploma of Community Sector Management



This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals and strategic directions. At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role. This may include management of a specific program or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

ADVANCED DIPLOMA COURSE UNITS CRICOS CODE: 091826D

CODE	DESCRIPTION
Core units:	
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT608	Manage innovation and continuous improvement
BSBR501	Manage risk
CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT001	Develop, implement and review quality framework
CHCMGT003	Lead the work team
Electives:	
BSBDIV601	Develop and implement diversity policy
CHCADV005	Provide systems advocacy services
CHCCOM004	Present information to stakeholder groups
CHCCOM006	Establish and manage client relationships
CHCPOL003	Research and apply evidence to practice

ENTRY REQUIREMENTS

Nil.

ADMISSION CRITERIA

International students must hold a Diploma in the Community Services sector.

All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications.

Students must also meet AIWTs standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

- Academic IELTS (International English Language Testing System) overall band score: 5.5
- TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band: 46
- PTE Academic (Pearson Test of English) test score band: 42
- CAE (Cambridge English Advanced) test score band: 47
- OET (Occupational English Test) test score band: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by AIWT as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Advanced Diploma course.

DURATION

78 weeks at **City Campus**
20 contact hours per week

INVESTMENT

Full course: \$12,000 (\$3,000 payments x4)

CAREER PROSPECTS

May include: management of a specific program or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

EARLY CHILDHOOD EDUCATION AND CARE



CHC30113

Certificate III in Early Childhood Education and Care



This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

CERTIFICATE III COURSE UNITS CRICOS CODE: 080858J

CODE	DESCRIPTION
Core units:	
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS001	Participate in work health and safety
Electives:	
BSBWOR301	Organise personal work priorities and development
CHCECE006	Support behaviour of children and young people
CHCPRT003	Work collaboratively to maintain an environment safe for children and young people

DURATION



52 weeks at **Malaga Campus**
20 contact hours per week
120 hours minimum work placement

INVESTMENT



Full course: \$7,000 (\$2,500 + \$1,500 payments x3)

CAREER PROSPECTS



May include: Early Childhood Educator, Playgroup supervisor, Family day care Educator, Nanny

ENTRY REQUIREMENTS



Nil.

ADMISSION CRITERIA



All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

Students must also meet AIWTs standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

Academic IELTS (International English Language Testing System) overall band score: 5.5

TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band: 46

PTE Academic (Pearson Test of English) test score band: 42

CAE (Cambridge English Advanced) test score band: 47

OET (Occupational English Test) test score band: Pass

TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by AIWT as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Certificate III course.

EARLY CHILDHOOD EDUCATION AND CARE



CHC50113

Diploma of Early Childhood Education and Care



This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

DIPLOMA COURSE UNITS CRICOS CODE: **080860D**

CODE	DESCRIPTION
Core units:	
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE018	Nurture creativity in children
CHCECE019	Facilitate compliance in an education and care service
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE022	Promote children's agency
CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE025	Embed sustainable practices in service operations
CHCECE026	Work in partnership with families to provide appropriate education and care for children
HLTWHS003	Maintain work health and safety
Electives:	
BSBMGT605	Provide leadership across the organisation
CHCMGT003	Lead the work team
CHCPRP003	Reflect on and improve own professional practice
CHCPOL002	Develop and implement policy
CHCPOL003	Research and apply evidence to practice

DURATION



52 weeks at **Malaga Campus**
20 contact hours per week
240 hours minimum work placement

INVESTMENT



Full course: \$10,000 (\$2,500 payments x4)

CAREER PROSPECTS



May include: qualified child care educator, family day care scheme director/manager, ECEC team leader.

ENTRY REQUIREMENTS



Nil.

ADMISSION CRITERIA



All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

Students must also meet AIWTs standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

Academic IELTS (International English Language Testing System) overall band score: 5.5

TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band: 46

PTE Academic (Pearson Test of English) test score band: 42

CAE (Cambridge English Advanced) test score band: 47

OET (Occupational English Test) test score band: Pass

TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by AIWT as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma course.

LEADERSHIP AND MANAGEMENT



BSB51915

Diploma of Leadership and Management



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.

DIPLOMA COURSE UNITS CRICOS CODE: **088503E**

CODE	DESCRIPTION
Core units:	
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
Electives:	
BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT502	Manage people performance
BSBRISK501	Manage risk
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBHRM513	Manage workforce planning
BSBINM501	Manage an information or knowledge management system
BSBLED501	Develop a workplace learning environment

ADMISSION CRITERIA



All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

Students must also meet AIWTs standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

Academic IELTS (International English Language Testing System) overall band score: 5.5

TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band: 46

PTE Academic (Pearson Test of English) test score band: 42

CAE (Cambridge English Advanced) test score band: 47

OET (Occupational English Test) test score band: Pass

TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by AIWT as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma course.

DURATION



52 weeks at **City Campus**

20 contact hours per week

INVESTMENT



Full course: \$10,000 (\$2,500 payments x4)

CAREER PROSPECTS



Leadership and Management positions in various industries.

ENTRY REQUIREMENTS



Nil.

LEADERSHIP AND MANAGEMENT



BSB61015

Advanced Diploma of Leadership and Management



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

ADVANCED DIPLOMA COURSE UNITS CRICOS CODE: 088504D

CODE	DESCRIPTION
Core units:	
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan
Electives:	
BSBHRM602	Manage human resources strategic planning
BSBINM601	Manage knowledge and information
BSBMKG609	Develop a marketing plan
BSBMGT608	Manage innovation and continuous improvement
BSBMGT615	Contribute to organisation development
BSBMGT616	Develop and implement strategic plans
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWHS607	Apply ergonomics to manage WHS risk

ADMISSION CRITERIA



International students must hold a Diploma qualification in a similar discipline.

All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

Students must also meet AIWTs standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

Academic IELTS (International English Language Testing System) overall band score: 5.5

TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band: 46

PTE Academic (Pearson Test of English) test score band: 42

CAE (Cambridge English Advanced) test score band: 47

OET (Occupational English Test) test score band: Pass

TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by AIWT as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Advanced Diploma course.

DURATION



78 weeks at **City Campus**

20 contact hours per week

INVESTMENT



Full course: \$12,000 (\$3,000 payments x4)

CAREER PROSPECTS



Leadership and Management positions in various industries.

ENTRY REQUIREMENTS



Nil.

TRANSLATING



PSP60816

Advanced Diploma of Translating English to Chinese



This qualification covers the competencies required to translate special purpose texts from one language to another, to convey written information using specific terminology for a specific audience in functionally equivalent translated texts that are accurate and appropriate to the context, target audience and end use.

ADVANCED DIPLOMA COURSE UNITS CRICOS CODE: **092523M**

CODE	DESCRIPTION
Core units:	
CUAWRT401	Edit texts
PSPTIS060	Analyse text types for translation of special purpose texts (LOTE-English)
PSPTIS061	Quality assure translations
PSPTIS100	Apply codes and standards to professional judgement
PSPTIS101	Negotiate translating and interpreting assignments
Electives:	
PSPTIS002	Build glossaries for translating and interpreting assignments
PSPTIS021	Translate and certify non-narrative texts
PSPTIS062	Translate special purpose texts from English to LOTE
PSPTIS064	Read and analyse special purpose English texts to be translated
PSPTIS070	Prepare translated transcripts
PSPTIS071	Translate multimedia source material
PSPTIS072	Use translation technology
SITXLAN006	Read and write documents in a language other than English (Mandarin)

DURATION

 33 weeks at **City Campus**
20 contact hours per week

INVESTMENT

 Full course: \$8,500 (\$2,500 x1 + \$3,000 x2 payments)

CAREER PROSPECTS

 May include: freelance translator, communications officer, localisation specialist, linguist or contract work with translating agencies.

ENTRY REQUIREMENTS

 N/A

ADMISSION CRITERIA

 Applicants must be 18 years or older.
All applicants must demonstrate proficiency in English with an overall IELTS academic score of 6.0, with a reading score of 6.5.

Fluency in the Chinese language. May be required to demonstrate knowledge prior to entry into the program.

RECOMMENDED RESOURCE (OPTIONAL):

We recommend the CASIO E-A/B/C/D, or any e-dictionary with the English-Chinese Dictionary, Second Edition compiled by Mr Gusun Lu.



WORK HEALTH AND SAFETY



BSB41415

Certificate IV in Work Health and Safety



This qualification is suitable for people working in a Work Health and Safety (WHS) role who work to provide leadership and guidance to others and have some limited responsibility for the output of others. The qualification reflects the role of workers who apply a broad knowledge base and well developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators.

CERTIFICATE IV COURSE UNITS CRICOS CODE: **087120F**

CODE	DESCRIPTION
Core units:	
BSBWHS402	Assist with compliance with WHS law
BSBWHS403	Contribute to implementing and maintaining WHS consultation and participation processes
BSBWHS404	Contribute to WHS hazard identification, risk assessment and risk control
BSBWHS405	Contribute to implementing and maintaining WHS management systems
BSBWHS406	Assist with responding to incidents
Electives:	
BSBCMM401	Make a presentation
BSBWHS407	Assist with claims management, rehabilitation and return-to-work programs
BSBWHS410	Contribute to work-related health and safety measures and initiatives
BSBWRT401	Write complex documents
BSBLDR403	Lead team effectiveness

ADMISSION CRITERIA



All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

Students must also meet AIWTs standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

Academic IELTS (International English Language Testing System) overall band score: 5.5

TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band: 46

PTE Academic (Pearson Test of English) test score band: 42

CAE (Cambridge English Advanced) test score band: 47

OET (Occupational English Test) test score band: Pass

TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by AIWT as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Certificate IV course.

DURATION



26 weeks at **Malaga Campus**
20 contact hours per week

INVESTMENT



Full course: \$4,800 (\$2,400 payments x2)

CAREER PROSPECTS



May include: WHS Officer, WHS Representative, WHS Coordinator.

ENTRY REQUIREMENTS



Nil.

WORK HEALTH AND SAFETY



BSB51315

Diploma of Work Health and Safety



This qualification is suitable for people who coordinate and maintain the Work Health and Safety (WHS) program in an organisation. It reflects the role of practitioners who apply a substantial knowledge base and well-developed skills in a wide variety of WHS contexts.

DIPLOMA COURSE UNITS CRICOS CODE: **087432A**

CODE	DESCRIPTION
Core units:	
BSBWHS502	Manage effective WHS consultation and participation processes
BSBWHS503	Contribute to the systematic management of WHS risk
BSBWHS504	Manage WHS risks
BSBWHS505	Investigate WHS incidents
BSBWHS506	Contribute to developing, implementing and maintaining WHS management systems
Electives:	
BSBWHS507	Contribute to managing WHS information systems
BSBWHS510	Contribute to implementing emergency procedures
BSBWHS509	Facilitate the development and use of risk-management tools
BSBMGT502	Manage people performance

ADMISSION CRITERIA



All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications

Students must also meet AIWTs standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

Academic IELTS (International English Language Testing System) overall band score: 5.5

TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band: 46

PTE Academic (Pearson Test of English) test score band: 42

CAE (Cambridge English Advanced) test score band: 47

OET (Occupational English Test) test score band: Pass

TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by AIWT as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Diploma course.

DURATION



52 weeks at **Malaga Campus**

20 contact hours per week

3 class days per week

INVESTMENT



Full course: \$10,000 (\$2,500 payments x4)

CAREER PROSPECTS



May include: WHS Manager, WHS Advisor, WHS Inspector.

ENTRY REQUIREMENTS



All core units in BSB41415 Certificate IV in Work Health and Safety or equivalent competencies.

WORK HEALTH AND SAFETY



BSB60615

Advanced Diploma of Work Health and Safety



This qualification is suitable for people who apply advanced practical knowledge to coordinate, facilitate and maintain the Work Health and Safety (WHS) program in one or more fields of work in an organisation, such as a WHS practitioner or HR practitioner. They may work under the guidance of an occupational health and safety professional.

ADVANCED DIPLOMA COURSE UNITS CRICOS CODE: **087597B**

CODE	DESCRIPTION
Core units:	
BSBWHS601	Apply legislative frameworks for WHS
BSBWHS602	Facilitate WHS activities
BSBWHS603	Implement WHS risk management
BSBWHS604	Evaluate the WHS performance of organisations
BSBWHS605	Develop, implement and maintain WHS management systems
Electives:	
BSBINN601	Lead and manage organisational change
BSBWHS606	Conduct a WHS audit
BSBWHS609	Advise on the application of safe design principles to control WHS risks

ADMISSION CRITERIA



Diploma of Work Health and Safety or equivalent competencies. All students must be aged 18 or above and have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications. Students must also meet AIWTs standards for English Proficiency. In order to demonstrate possession of adequate English language proficiency, students must provide valid evidence of attainment of at least one of the following:

- Academic IELTS (International English Language Testing System) overall band score: 5.5
- TOEFL iBT (Test of English as a Foreign Language Internet-Based test) test score band: 46
- PTE Academic (Pearson Test of English) test score band: 42
- CAE (Cambridge English Advanced) test score band: 47
- OET (Occupational English Test) test score band: Pass
- TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) test score band: 527

Overseas students who are unable to meet any of the above English language proficiency requirements may undertake further study on a NEAS-approved course of English for Academic Purposes designed to raise students English proficiency to an equivalent level to IELTS 5.5. Production of proof of successful completion of such a course will be accepted by AIWT as meeting the English language proficiency admission requirement.

For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the Advanced Diploma course.

DURATION



78 weeks at **Malaga Campus**
20 contact hours per week

INVESTMENT



Full course: \$12,000 (\$3,000 payments x4)

CAREER PROSPECTS



May include: WHS manager, WHS practitioner, senior WHS officer, WHS auditor and consultant.

ENTRY REQUIREMENTS



All core units from BSB51315 Diploma of Work Health and Safety or equivalent competencies.



AUSTRALIA-INTERNATIONAL INSTITUTE
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📺 aiwt.training

CRICOS Provider No: 02645B National Provider: 51174