AUSTRALIAN ACADEMY
OF BUSINESS & TECHNOLOGY, MELBOURNE AUSTRALIA

Australian Academy of Business and Technology

Prospectus

Introduction to Australian Academy of Business and Technology:

I am pleased to welcome you to Australian Academy of Business and Technology located in the heart of Melbourne. We offer business, human resources, accounting, Information technology and Hospitality qualifications that will meet the current demands of the international job market where there is tremendous growth in the outsourcing of business operations and information technology services globally.

The contemporary globalisation trends have modernised the mechanisms of delivering services and adhering to international standards and corporate obligations. These trends have created a vacuum of skilled and competent personnel in the workforce leading to a demand for quality, internationally recognised training and education.

Australian Academy of Business and Technology welcomes you to gain an internationally recognised qualification that will make you a valuable contributor to these global development trends characterising our society and economy. Get ready to contribute to globalisation.

Mission Statement:

The Australian Academy of Business and Technology's mission is to provide a sustainable future for students to participate in global business development and contribute to the Australian economy.

What makes Australian Academy of Business and Technology Different?

The Australian Academy of Business and Technology provides end to end solutions for students to develop their skills set and knowledge to participate in the ever developing global market.

Australian Academy of Business and Technology Location

Australian Academy of Business and Technology is located at Level 3, 382 Lonsdale Street Melbourne, which is in the heart of city. Students living in any suburb of Melbourne will be able to get directly to the campus by any form of public transport as it is in walking distance from Melbourne central Station and many city bus stops.

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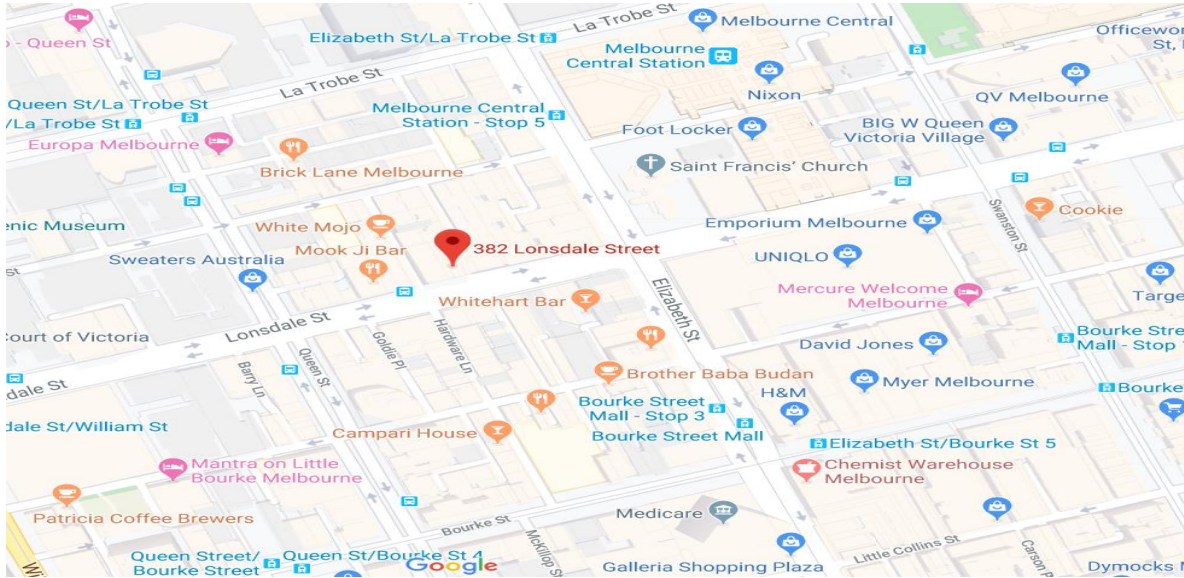
Australian Academy of Business and Technology Responsibility for Delivering Australian Qualifications:

The Australian Government oversees Registered Training Organisations to ensure that quality standards of education and awarding qualifications meet the requirements of the Australian Qualifications Framework. Therefore, The Australian Academy of Business and Technology is responsible for the quality of training and assessment, student support services and the issuance of Australian Qualifications Framework certification on completion of a course.

Australian Academy of Business and Technology AQF Courses
The following Australian Academy of Business and Technology courses are delivered and assessed under the Australian Qualifications Framework to ensure quality training and assessment. The following AQF courses are listed on the National Register at www.training.gov.au and CRICOS http://cricos.education.gov.au

NATIONALLY RECOGNISED TRAINING

BSB40120 Certificate IV in Business

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
BSB40120	107605D	52 weeks including 12 weeks of Break/Holidays	$ AU 11,500	$AU 11,000
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	

$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face

Course Description:

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Course Structure and Content:

To be awarded BSB40120 Certificate IV in Business qualification, learners must be deemed competent in 12 units of competency, which includes: 6 Core Units and 6 Elective Units.

The units offered by AABT are listed below.

Unit Code	Unit Title
Core Unit	
BSBCRT411	Apply critical thinking to work practices
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBTWK401	Build and maintain business relationships
BSBXCM401	Apply communication strategies in the workplace
BSBWRT411	Write complex documents
BSBTEC404	Use digital technologies to collaborate in a work environment
Elective Units	
BSBCMM411	Make a presentation
BSBHRM413	Support the learning and development of teams and individuals
BSBPEF401	Manage personal health and wellbeing
BSBPEF402	Develop personal work priorities
BSBSTR402	Implement continuous improvement
BSBLDR411	Demonstrate leadership in the workplace

<u>Entry Requirements</u>:

There are no entry requirements stated in the Training Package rules for BSB40120 Certificate IV in Business. The RTO has the following entry requirements in place for entry into this qualification to ensure that students can successfully achieve the qualification.

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements

- Year 12 or equivalent or Certificate III or higher qualification, **and**

English Language Entry Requirements:

I. Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
    or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
    Results more than two years are not acceptable.
    OR
II. Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.
    OR
III. Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

*On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement for Student visa purposes. Only TOEFL iBT scores from a test taken on or before 25 July 2023 are accepted for Student visa purposes.

**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.
Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

In addition, it is the policy of AABT that during initial engagement with the prospective student that our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

Graduates may work in the following occupations:

Administrator

Personal Assistant

Office Administrator

Project Officer

Exit Point/Award

Students that successfully complete all 12 units of competency as stated in the Course Structure will be issued with BSB40210 Certificate IV in Business. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

BSB40420 Certificate IV in Human Resource Management

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
BSB40420	107607B	52 weeks including 12 weeks of Break/Holidays	$ AU 11,500	$AU 11,000

Material Fee	Enrolment Fee	Location	Delivery Mode	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer. Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

Course Structure and Content:

To be awarded BSB40420 Certificate IV in Human Resource Management qualification, learners must be deemed competent in 12 units of competency, which includes: 6 Core Units and 6 Elective Units.
The units offered by AABT are listed below:

Unit Code	Unit Title
Core Unit	
BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resource functions and processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs

Elective Units	
BSBHRM528	Coordinate remuneration and employee benefits
BSBHRM416	Process payroll
BSBCMM411	Make presentations
BSBTWK401	Build and maintain business relationships
BSBWRT411	Write complex documents
BSBHRM529	Coordinate separation and termination processes

Entry Requirements:

There are no stated entry requirements in the Training Package for entry into BSB40420 Certificate IV in Human Resource Management.

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

I.   Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.
II.   International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate III or higher qualification.

English Language Entry Requirements:

I.   Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
 or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
Results more than two years are not acceptable.
                      OR
II.   Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.
                      OR
III.   Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

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**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.
Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:
- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

In addition, it is the policy of AABT that during initial engagement with the prospective student that our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology

Target Occupations:

Graduates may work in the following occupations:

- Human Resources Assistant
- Human Resources Coordinator
- Human Resources Administrators
- Human Resources Officer

Exit Point/Award

Students that successfully complete all 12 units of competency as stated in the Course Structure will be issued with BSB40420 Certificate IV in Human Resource Management. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

BSB50120 Diploma of Business

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
BSB50120	107606C	52 weeks including 12 weeks of Break/Holidays	$ AU 13,500	$AU13,000

Material Fee	Enrolment Fee	Location	Delivery Mode	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Course Structure and Content

To be awarded BSB50120 Diploma of Business qualification, learners must be deemed competent in12 units of competency, 5 Core Units and 7 Elective Units.

The units offered by AABT are listed below:

Unit Code	Unit Title
Core Units	

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
Elective Units	
BSBOPS504	Manage business risk
BSBPMG430	Undertake project work
BSBTWK503	Manage meetings
BSBSTR503	Develop organisational policy
BSBLDR522	Manage people performance
BSBMKG550	Promote products and services to international markets
BSBTWK401	Build and maintain business relationships

Entry Requirements:

There are no stated entry requirements in the Training Package for entry into BSB50120 Diploma of Business.

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

Academic requirements

- Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.
- International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.

English Language Entry Requirements:

I.   Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
 or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
Results more than two years are not acceptable.
           OR
II. Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.

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OR

III.   Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

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Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.
Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

Graduates may work in the following occupations:

- Executive Officers
- Program Consultants
- Program Coordinators

Exit Point/Award

Students that successfully complete all 12 units of competency as stated in the Course Structure will be issued with BSB50120 Diploma of Business. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

BSB50320 Diploma of Human Resource Management

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
BSB50320	107608A	52 weeks including 12 weeks of Break/Holidays	$ AU 13,500	$AU 13,000

Material Fee	Enrolment Fee	Location	Delivery Mode	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

Course Structure and Content

To be awarded BSB50320 Diploma of Human Resource Management qualification, learners must be deemed competent in 12 units of competency, which are: 7Core units and 5 Elective Units.

The units offered by AABT are listed below:

Unit Code	Unit Title
Core Units	
BSBHRM521	Facilitate performance development processes
BSBHRM522	Manage employee and industrial relations
BSBHRM523	Coordinate the learning and development of teams and individuals
BSBHRM524	Coordinate workforce plan implementation
BSBHRM527	Coordinate human resource functions and processes
BSBOPS504	Manage business risk
BSBWHS411	Implement and monitor WHS policies, procedures and programs
Elective Units	
BSBFIN501	Manage budgets and financial plans
BSBHRM525	Manage recruitment and onboarding
BSBHRM526	Manage payroll
BSBPEF501	Manage personal and professional development
BSBWHS521	Ensure a safe workplace for a work area

Entry Requirements:

Academic requirements

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

I. Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.
II. International students applying for Diploma level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher qualification.
III. Have completed the following units (or equivalent competencies): BSBHRM411 Administer performance development processes; BSBHRM412 Support employee and industrial relations; BSBHRM415 Coordinate recruitment and onboarding; and

BSBHRM417 Support human resource functions and processes. Equivalent competencies are predecessors to these units, which have been mapped as equivalent.
or
Have two years equivalent full-time relevant work experience.

English Language Entry Requirements:

I. Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
Results more than two years are not acceptable.
OR
II. Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.
OR
III. Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

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Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.

Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

Graduates may work in the following occupations:

Human Resources Manager

Human Resources Advisor

Human Resources Consultant

Human Resources and Change Manager

Senior Human Resources Officer

Exit Point/Award

Students that successfully complete all 12 units of competency as stated in the Course Structure will be issued with BSB50320 Diploma of Human Resource Management. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

FNS40222 Certificate IV in Accounting and Bookkeeping

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
FNS40222	110814B	52 weeks including 12 weeks of Break/Holidays	$ AU 12,500	$AU 12,000
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

Licensing, legislative, regulatory or certification considerations:

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Course Structure and Content

To be awarded FNS40222 Certificate IV in Accounting and Bookkeeping, learners must be deemed competent in 13 units of competency, which includes: 10 Core Units and 3 Elective Units.
The units offered by AABT are listed below:

Unit Code	Unit Title

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Core Units	
BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
Elective Units	
FNSACC413	Make decisions in a legal context
BSBPEF501	Manage personal and professional development
BSBWRT311	Write simple documents
All electives were chosen based on the feedback of industry experts during industry consultation session. It was agreed that all the units chosen for electives provide knowledge base to perform a range of financial function in the industry.	

Entry Requirements:

Academic requirements

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

I.   Prospective AABT international students are required to demonstrate their capacity tocomplete the course successfully.

II.   International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate III orhigher qualification.

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English Language Entry Requirements:

I.   Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course;
     or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
     or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
     Results more than two years are not acceptable.
                    OR
II. Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.
                    OR
III. Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.

Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

Graduates may work in the following occupations:

- Working with computerised accounting systems
- Completing BSA and other financial statements
- Producing non-complex management reports including compiling budget information
- Supervising the operation of computer-based financial systems
- General administration

AABT does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways

Students who successfully complete this course may further pursue Diploma level qualifications within the Financial Services Training Package.

Pathways from the qualification:

- FNS50222 Diploma of Accounting

Exit Point/Award

Students that successfully complete all 13 units of competency as stated in the Course Structure will be issued with FNS40222 Certificate IV in Accounting and Bookkeeping. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

FNS50222 Diploma of Accounting

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
FNS50222	112866G	52 weeks including 12 weeks of Break/Holidays	$ AU 13,500	$AU 13,000
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

This qualification reflects accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

Licensing, legislative, regulatory or certification considerations:

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Course Structure and Content

To be awarded FNS50222 Diploma of Accounting, learners must be deemed competent in 11 units of competency, which includes: 7 Core Units and 4 Elective Units.
The units offered by AABT are listed below:

Unit Code	Unit Title
Core Units	
BSBTEC402	Design and produce complex spreadsheets

FNSACC521	Provide financial and business information
FNSACC527	Provide management accounting information
FNSACC526	Implement and maintain internal control procedures
FNSACC524	Prepare financial reports for corporate entities
FNSACC523	Manage budgets and forecasts
FNSACC522	Prepare tax documentation for individuals
Elective Units	
BSBLDR413	Lead effective workplace relationships
FNSACC505	Establish and maintain accounting information systems
BSBWRT411	Write complex documents
BSBWHS411	Implement and monitor WHS policies,

Entry Requirements:

Academic requirements

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

1. Prospective AABT international students are required to demonstrate their capacity tocomplete the course successfully.
2. International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV orhigher qualification.

    And

Prior to commencing this qualification an individual must have completed the following units of competency (or equivalent).

- FNSACC321 Process financial transactions and extract interim reports
- FNSACC322 Administer subsidiary accounts and ledgers
- FNSACC418 Work effectively in the accounting and bookkeeping industry
- FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).

These competencies may have been achieved through completion of the following (or their equivalent):

- FNSSS00014 Accounting Principles Skill Set

or
- FNS40222 Certificate IV in Accounting and Bookkeeping.

English Language Entry Requirements:

I.   Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
Results more than two years are not acceptable.
      OR

II.   Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.
      OR

III.   Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

*On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement for Student visa purposes. Only TOEFL iBT scores from a test taken on or before 25 July 2023 are accepted for Student visa purposes.

**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.

Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

Graduates may work in the following occupations:

Students who complete this course will typically be able to perform professional accounting job roles in financial services and other industries e.g. as Tax agent if completed other law units required to meet TPB requirements, accounts payable team leader or payroll team leader etc.

However, no specific employment outcomes are linked to this qualification and AABT does not commit any misleading claim or job guarantee or advertise any employment outcome with this course. See licensing and registration information below for accounting professions.

AABT does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways

Students who successfully complete this course may further pursue Diploma level qualifications within the Financial Services Training Package.

Pathways from the qualification:

- FNS60222 Advanced Diploma of Accounting

Exit Point/Award

Students that successfully complete all 11 units of competency as stated in the Course Structure will be issued with FNS50222 Diploma of Accounting. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

ICT50220 Diploma of Information Technology

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
ICT50220	110119C	52 weeks including 12 weeks of Break/Holidays	$ AU 14,500	$AU 14,000
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor).

Licensing, legislative, regulatory or certification considerations:

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Course Structure and Content

To be awarded ICT50220 Diploma of Information Technology, learners must be deemed competent in 20 units of competency, which includes: 6 Core Units and 14 Elective Units.

The units offered by AABT are listed below:

Unit Code	Unit Title
Core Units	
BSBCRT512	Originate and develop concepts
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBXTW401	Lead and facilitate a team
ICTICT517	Match ICT needs with the strategic direction of the organization

ICTICT532	Apply IP, ethics and privacy policies in ICT environments
ICTSAS527	Manage client problems
Elective Units	
ICTICT519	Develop detailed component specifications from project specifications
ICTNWK423	Manage network and data integrity
ICTPMG505	Manage ICT projects
ICTNWK541	Configure, verify and troubleshoot WAN links and IP services
ICTTEN519	Design network building projects
ICTWEB519	Develop complex web page layouts
ICTWEB520	Develop complex cascading style sheets
ICTICT523	Gather data to identify business requirements
ICTWEB514	Create dynamic web pages
ICTICT518	Research and review hardware technology options for organisations
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTNWK540	Design, build and test network servers
ICTNWK546	Manage network security
ICTNWK559	Install an enterprise virtual computing environment

Entry Requirements:

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

1. Prospective AABT international students are required to demonstrate their capacity tocomplete the course successfully.
2. International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV orhigher qualification.

English Language Entry Requirements:

I. Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.

or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.

Results more than two years are not acceptable.

OR

II. Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.

OR

III. Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

*On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement for Student visa purposes. Only TOEFL iBT scores from a test taken on or before 25 July 2023 are accepted for Student visa purposes.

**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.

Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

Graduates may work in the following occupations:

After the successful completion of this qualification, there are several career pathways, which includes but not limited to:

- Network Technician
- Network and System Administrator
- Network Security Professional
- Help Desk Professional

AABT does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways
After achieving the ICT50220 - Diploma of Information Technology, students may wish to continue their education into higher education qualifications in ICT. For example: ICT60220 Advanced Diploma of Information Technology.

Exit Point/Award

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

> Students that successfully complete all 20 units of competency as stated in the Course Structure will be issued with ICT50220 Diploma of Information Technology. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

ICT60220 Advanced Diploma of Information Technology

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
ICT60220	110120K	52 weeks including 12 weeks of Break/Holidays	$ AU 29,000	$AU 28,000

Material Fee	Enrolment Fee	Location	Delivery Mode	
$AU 800	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

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

Licensing, legislative, regulatory or certification considerations:

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Course Structure and Content

To be awarded ICT60220 Advanced Diploma of Information Technology, learners must be deemed competent in 16 units of competency, which includes: 6 Core Units and 10 Elective Units.

The units offered by AABT are listed below:

Unit Code	Unit Title
Core Units	

BSBCRT611	Apply critical thinking for complex problem solving
BSBTWK502	Manage team effectiveness
BSBXCS402	Promote workplace cyber security awareness and best practices
ICTICT608	Interact with clients on a business level
ICTICT618	Manage IP, ethics and privacy in ICT environments
ICTSAD609	Plan and monitor business analysis activities in an ICT environment
Elective Units	
ICTTEN622	Produce ICT network architecture designs
BSBLDR523	Lead and manage effective workplace relationships
ICTCYS608	Perform cyber security risk assessments
ICTNWK560	Determine best-fit topologies for wide area networks
ICTNWK561	Design enterprise wireless local area networks
ICTNPL413	Evaluate networking regulations and legislation for the telecommunications industry
ICTPMG617	Plan and direct complex ICT projects
ICTNWK612	Plan and manage troubleshooting advanced integrated IP networks
ICTTEN615	Manage network traffic
ICTPMG613	Manage ICT project planning

Entry Requirements:

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

1. Prospective AABT international students are required to demonstrate their capacity tocomplete the course successfully.
2. International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate IV orhigher qualification.

English Language Entry Requirements:

I. Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.

or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.

Results more than two years are not acceptable.

OR

II.   Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.

OR

III.   Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

*On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement for Student visa purposes. Only TOEFL iBT scores from a test taken on or before 25 July 2023 are accepted for Student visa purposes.

**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.

Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:

- Students are required to provide their own Laptop and/or tablet that is compatible with Australian power voltage requirements to use in class
- Students are required to have intermediate level computer skills to participate in the online component of this qualification

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

Graduates may work in the following occupations:

After the successful completion of this qualification, there are several career pathways, which includes but not limited to:

- Analyst programmer
- Programming Developer
- Applications Programmer
- Software Developer
- Database Administrator
- Web Designer
- Network Support Coordinator
- Network Operations Analyst

AABT does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways
After achieving the ICT60220 - Advanced Diploma of Information Technology, students may wish to continue their education into higher education qualifications in ICT.

Exit Point/Award

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

Students that successfully complete all 16 units of competency as stated in the Course Structure will be issued with ICT60220 Advanced Diploma of Information Technology. This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

SIT30821 Certificate III in Commercial cookery

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
SIT30821	110703J	52 weeks including 12 weeks of Break/Holidays	$ AU 19,500	$AU 18,000
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 1300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Completion of this qualification contributes to recognition as a trade cook.

This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Course Structure and Content

To be awarded SIT30821 Certificate III in commercial cookery, learners must be deemed competent in 25 units of competency, which includes: 20 Core Units and 5 Elective Units.

The units offered by AABT are listed below:

Unit Code	Unit Title

Core Units	
SITHCCC031*#	Prepare vegetarian and vegan dishes
SITHCCC035*#	Prepare poultry dishes
SITHCCC036*#	Prepare meat dishes
SITXFSA005	Use hygienic practices for food safety
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC023*	Use food preparation equipment
SITXWHS005	Participate in safe work practices
SITHKOP009*	Clean kitchen premises and equipment
SITXHRM007	Coach others in job skills
SITXFSA006	Participate in safe food handling practices
SITHCCC029*	Prepare stocks, sauces and soups
SITXINV006*	Receive, store and maintain stock
SITHCCC037*#	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*#	Prepare food to meet special dietary requirements
SITHCCC028*	Prepare appetisers and salads
SITHCCC030*#	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHKOP010	Plan and cost recipes
SITHPAT016*	Produce desserts
SITHCCC043*#	Work effectively as a cook
Elective Units	
SITHCCC038*#	Produce and serve food for buffets
SITHCCC044*#	Prepare specialised food items
SITHCCC040*	Prepare and serve cheese

SITXCOM006	Source and present information
BSBSUS211	Participate in sustainable work practices

Note: Units marked with an * and *#asterisk have one or more prerequisites. Refer to individual units for details.

Entry Requirements:

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.

International students applying for Certificate III level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 11 or equivalent.

English Language Entry Requirements:

Language Entry Requirements:

I.   Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course;
or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
Results more than two years are not acceptable.
OR

II.   Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.
OR

III.   Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

*On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement

for Student visa purposes. Only TOEFL iBT scores from a test taken on or before 25 July 2023 are accepted for Student visa purposes.

**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.

Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make recipe cards and complete menu costing.

Digital Literacy Entry Requirements:

Student are required to have basic computer skills including operating MS-office. Learners who do not possess basic computing skills will be provided with digital support by AABT IT support officers.

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops.

AABT does not do any misleading claim or job guarantee or advertise any employment outcome with itscourses.

Pathways
Pathways into the qualification

Individuals may enter SIT30821 Certificate III in Commercial Cookery with limited or no vocational experience and without a lower level qualification.

Pathways from the qualification

After achieving SIT30821 Certificate III in Commercial Cookery, individuals could progress to SIT40521 - Certificate IV in Kitchen Management, or other Certificate IV qualifications within the Hospitality training package.

Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

SIT40521 Certificate IV in Kitchen Management

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
SIT40521	110704H	78 weeks including 18 weeks of Break/Holidays	$ AU 21,500	$AU 20,000
Material Fee	Enrolment Fee	Location	Delivery Mode	
$AU 1300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Course Structure and Content

To be awarded SIT40521 Certificate IV in Kitchen Management, learners must be deemed competent in 33 units of competency, which includes: 27 Core Units and 6 Elective Units.

The units offered by AABT are listed below:

Unit Code	Unit Title
Core Units	
SITXFSA005	Use hygienic practices for food safety
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC023*	Use food preparation equipment
SITXFSA006	Participate in safe food handling practices
SITHCCC029*	Prepare stocks, sauces and soups
SITXINV006*	Receive, store and maintain stock
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC042*	Prepare food to meet special dietary requirements

SITHCCC028*	Prepare appetisers and salads
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHKOP010	Plan and cost recipes
SITHPAT016*	Produce desserts
SITHCCC043*	Work effectively as a cook
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP015*	Design and cost menus
SITXCOM010	Manage conflict
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXFSA008*	Develop and implement a food safety program
SITHKOP013*	Plan cooking operations
SITXFIN009	Manage finances within a budget
SITXWHS007	Implement and monitor work health and safety practices
SITXMGT004	Monitor work operations
Elective Units	
BSBSUS211	Participate in sustainable work practices
SITXCOM006	Source and present information
SITXHRM007	Coach others in job skills
SITHCCC040*	Prepare and serve cheese
SITHCCC044*	Prepare specialised food items
SITHCCC038*	Produce and serve food for buffets

Note: Units marked with an * asterisk have one or more prerequisites. Refer to individual units for details.

Entry Requirements:

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.

International students applying for this qualification either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or equivalent.

English Language Entry Requirements:

Language Entry Requirements:

I.   Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
Results more than two years are not acceptable.
OR

II.   Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.
OR

III. Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

*On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement for Student visa purposes. Only TOEFL iBT scores from a test taken on or before 25 July 2023 are accepted for Student visa purposes.

**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.

Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:

Student are required to have basic computer skills including operating MS-office. Learners who do not possess basic computing skills will be provided with digital support by AABT IT support officers.

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

AABT does not do any misleading claim or job guarantee or advertise any employment outcome with itscourses.

Pathways

Pathways into the qualification

Individuals may enter SIT40521 Certificate IV in Kitchen Management with limited or no vocational experience and without a lower level qualification.

Existing AABT students enrolled in to package course will enter this qualification through SIT30821 Certificate III in Commercial Cookery.

Pathways from the qualification

After achieving SIT40521 Certificate IV in Kitchen Management, individuals could progress to SIT50422 Diploma of hospitality.

Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

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SIT50422 Diploma of Hospitality Management

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
SIT50422	110705G	78 weeks including 18 weeks of Break/Holidays	$ AU 21,500	$AU 20,000
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 1300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Course Structure and Content

To be awarded SIT50422 Diploma of Hospitality Management, learners must be deemed competent in 28 units of competency, which includes: 11 Core Units and 17 Elective Units.

The units offered by AABT are listed below:

Unit Code	Unit Title
Core Units	
SITXWHS007	Implement and monitor work health and safety practices
SITXCOM010	Manage conflict

SITXFIN009	Manage finances within a budget
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMGT004	Monitor work operations
SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXMGT005	Establish and conduct business relationships
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
Elective Units	
SITXFSA005	Use hygienic practices for food safety
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC023*	Use food preparation equipment
SITXCOM006	Source and present information
SITHKOP010	Plan and cost recipes
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC028*	Prepare appetisers and salads
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC042*	Prepare food to meet special dietary requirements
SITHCCC038*	Produce and serve food for buffets
SITHCCC040*	Prepare and serve cheese
SITHCCC043*	Work effectively as a cook
BSBCMM411	Make presentations

Entry Requirements:

International students must be 18 years of age or above and provide evidence the following published entry requirements as stated below:

Academic Entry Requirements:

Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.

International students applying for this qualification either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or equivalent.

English Language Entry Requirements:

Language Entry Requirements:

    I.   Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
    or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
    Results more than two years are not acceptable.
                OR

    II.   Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.
                OR

    III.   Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

*On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement for Student visa purposes. Only TOEFL iBT scores from a test taken on or before 25 July 2023 are accepted for Student visa purposes.

**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting English language entry requirements.

Enrolment Interview

All student will be interviewed by AABT which aims to identify their training needs through questions on previous education or training, relevance of the courses to student, basic computing skills. Interview will be organised upon receiving student application both from onshore and offshore. Interview also aims to identify possible RPL opportunities, confirm oral communication skills.

Through interview student will demonstrate that they have necessary skills to successfully complete the course.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test to provide any additional support.
Candidate undertaking this course must possess sound Numeracy skills since it requires them to do calculations, make reports and graphs.

Digital Literacy Entry Requirements:

Student are required to have basic computer skills including operating MS-office. Learners who do not possess basic computing skills will be provided with digital support by AABT IT support officers.

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

Graduates may work in the following occupations:

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

AABT does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways

Pathways into the qualification

This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.
Individuals may enter SIT50422 Diploma of Management with limited or no vocational experience and without a lower level qualification.

Existing AABT students enrolled in to package course will enter this qualification through SIT40521 Certificate IV in Kitchen Management.

Pathways from the qualification

After achieving SIT50422 Diploma of Management, individuals could progress to SIT60322 Advanced Diploma of Hospitality Management.
Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

BSB80102 Graduate Diploma of Management (Learning)

National Code	CRICOS Course code	Duration	Course Fees	Tuition Fees
BSB80120	111533C	52 weeks including 12 weeks of Break/Holidays	$ AU 15.500	$AU 15,000
Material Fee	**Enrolment Fee**	**Location**	**Delivery Mode**	
$AU 300	$AU 200	VIC-Level 3 382 Lonsdale Street Melbourne	Face to Face	

Course Description:

This qualification reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

Licensing, legislative, regulatory or certification considerations:

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Course Structure and Content

To be awarded BSB80102 Graduate Diploma of Management (Learning), learners must be deemed competent in 8 units of competency, which includes: 3 Core Units and 5 Elective Units.

The units offered by AABT are listed below:

Unit Code	Unit Title
Core Units	
BSBHRM613	Contribute to the development of learning and development strategies
BSBLDR811	Lead strategic transformation
TAELED803	Implement improved learning practice
Elective Units	
BSBSTR801	Lead innovative thinking and practice
BSBLDR812	Develop and cultivate collaborative partnerships and relationships
BSBINS603	Initiate and lead applied research
PSPMGT006	Develop a business case
BSBHRM611	Contribute to organisational performance development

Entry Requirements:

English language requirements

To enrol into this course with AABT, international students, applying either off-shore or on-shore, must satisfy one of the following requirements:

Language Entry Requirements:

I. Either a minimum IELTS test score of 6 or equivalent for direct entry into a VET course; or, IELTS score of 5.5 or equivalent with and ELICOS course (up to 10 weeks) to be taken before the main VET course.
    or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course.
    Results more than two years are not acceptable.
             OR
II. Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States.
             OR
III. Evidence that, within two years of their application date, they have successfully completed in Australia and in the English language, either the senior secondary certificate of education or a substantial component of a course leading to a qualification from Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

OR

For assessment levels 1 and 2 country students' only, Successful completion of AABT Language and Numeracy Test conducted on AABT (for onshore international students only)

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

*On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement for Student visa purposes. Only TOEFL iBT scores from a test taken on or before 25 July 2023 are accepted for Student visa purposes.

**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

Academic requirements

Prospective AABT international students are required to demonstrate their capacity to complete the course successfully.

International students applying for this course either off-shore or on-shore will need satisfactory completion of the equivalent of Diploma qualification or higher in relevant field.

Language, Literacy and Numeracy test (LLN)

All students are required to undertake a language, literacy and numeracy (LLN) test conducted by Australian Academy of Business and Technology (AABT)

Candidate undertaking this course must possess sound numeracy skills since it requires them to do calculations, make reports and graphs.

Pre-training Review

All student will undertake pre-training review which aims to identify their training needs through questions on previous education or training, basic computing skills and interview conducted by AABT enrolment officer.

Interview also aims to identify possible RPL opportunities.

Through pre-training review student will demonstrate that they have necessary skills to successfully complete the course.

Basic computing skills

Student are required to have basic computer skills including operating MS-office and doing re-search on internet since course will require student to make reports in MS word, excel and power point presentation.

Materials and Equipment Required

Although Australian Academy of Business and Technology will provide access to computers/laptops with required resources during classroom hours however to work on assignments and tasks for self-study, all learners are expected to bring a laptop with the Windows 7 operating system or higher. Students must have an active email address for communication and be contactable by phone (mobile or landline) and by mail (postal address).

All learners are expected to have access to MS office application such as Microsoft Word, an email platform such as Microsoft.

In addition, it is the policy of AABT that during initial engagement with the prospective student that the agent or our representative must interview the student to capture important information about the applicant and to personally inform them about their rights and obligations. Included in this interview is a discussion to identify any educational and support needs that will need to be addressed with services provided by Australian Academy of Business and Technology.

Target Occupations:

Graduates may work in the following occupations:

After the successful completion of this qualification, there are several career pathways, which includes but not limited to:

- learning and development consultant
- RTO Manager
- organisational learning and leadership manager
- RTO Director
- workforce capability development leader
- workforce planner
- educational professional
- manager providing research or information related to career development

AABT does not do any misleading claim or job guarantee or advertise any employment outcome with itscourses.

Pathways
Further training pathways from this qualification may lead to a relevant Master Degree at University.

Exit Point/Award

Students that successfully complete all 8 units of competency as stated in the Course Structure will be issued with BSB80120 Graduate Diploma of Management (Learning). This qualification is recognised nationally under the Australian Qualifications Framework (AQF).

Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

Mode of Study:

All courses offered by Australian Academy of Business and Technology are delivered on campus full time with face to face classes for 20 hours per week during term time to meet the requirements for international students to study full time load of 20 hours per week

Shifts and Timetable

Australian Academy of Business and Technology conduct classes over 4 x 10 week terms each year. Face to face classes are scheduled for 16 hours per week plus integrated with 4 hours online. Students will be allocated to classes in one of the following shifts:

Shift 1: Monday - Sunday (8:30am to 12:30pm)
Shift 2: Monday - Sunday (1:00pm to 5:00pm)
Shift 3: Monday - Sunday (5:15pm to 9:15pm)

The annual academic calendar with the term dates is published on the Australian Institute of Business and Technology website at www.aabt.edu.au

Delivery Methods:

The training program is delivered using a blended mode which incorporates face to face classes, integrated online learning and self-study, so as to provide a rich and engaging learning experience.

This blended training program is offered full time only and students are required to:

- Attend classes 20 hours per week during term time.
- Complete approx 10 hours self-study per week during term time to absorb knowledge for practical application and research, prepare and complete assessments.

Students must attend all scheduled classes and they are expected to undertake reading and research activities through the online learning portal prior to the delivery of face-to-face theory and practical sessions.

Assessment Methods:

Students are required to undertake a range of theoretical and practical assessments for each unit of competency. The methods of assessment will vary according to the requirements of each unit of competence and these include but are not limited to:

- Projects
- Observation and demonstration
- Scenarios
- Portfolio of Evidence
- Presentations
- Practical
- Workplace performance (where required for mandatory work placement)
- Questioning

Case studies at the beginning of each term, students are provided with information for each unit of competency that clearly outlines the assessment tasks required including the criteria and due dates. Students that require reassessment will be required to pay a reassessment fee as published in the Schedule of Fees and Charges.

Materials, Resources and Library Access

Australian Academy of Business and Technology provides students with access to a comprehensive range of Student resources in Moodle. These materials are to be accessed for study use. There are identical hard copy resources for student to access on request. Students are reminded to return the borrowed material by due dates and observe copyright laws when using resources. Students will be required to pay for loss or damage to resources.

As students will be using the online portal, students will need to have their own computer or laptop, or have easy access to one. Australian Academy of Business and Technology will have some laptops that students may borrow on campus only.

Students will be required to pay a materials fee which will cover the cost of student resources, allocated textbook for the course and materials provided for the course. Refer to the Schedule of Fees and Charges

Credit Transfer:

Relevant Australian Qualifications and Statements of Attainments that have been issued by any other Registered Training Organisation will be recognised by Australian Academy of Business and Technology. To apply for Credit Transfer students must be able to present their original Qualification /Statement of Attainment or certified copies of the qualifications, with National codes and titles that match the current course in which the student is enrolled.

Where course credit is granted to individual overseas students the Australian Academy of Business and Technology will notify Department of Home Affairs of the change to the duration of study though PRISMS reporting.

Recognition of Prior Learning:

Australian Academy of Business and Technology recognises the skills and knowledge that students may have gained through previous studies and workplace and life experiences. Students may be entitled to gain recognition prior or after commencing the course that will exempt them from attending one or more units.

Students who believe they already have the skills and knowledge required to demonstrate competency can request RPL and should request a copy of the RPL Kit. All students are made aware of RPL during orientation and through International Student Handbook on Australian Academy of Business and Technology website.

Students are provided with information about the evidence required for each qualification and must provide valid, sufficient, current and authentic evidence to demonstrate competency. The assessor may require the student to undergo a challenge test/s. The cost for RPL is to be borne by the student.

Where RPL is granted to individual overseas students the Australian Academy of Business and Technology will notify Department of Home Affairs of the change to the duration of study though PRISMS.

Vocational Training and Future Employment

While Australian Academy of Business and Technology works closely with a number of significant industry organisations, there is no guarantee of employment for Australian Academy of Business and Technology students or graduates.

Australian Academy of Business and Technology Facilities & Services:

Facilities:

Australian Academy of Business and Technology is located in the heart of Melbourne offering the following facilities and services:

- modern well lit, air-conditioned and insulated classrooms
- computer access and private study room
- student break out area
- student kitchen
- online study resources

Student Support Services:

Australian Academy of Business and Technology ensures that you have the opportunity for your study and life experience in Australia to be positive and memorable. During this life experience there will be some exciting new life and learning experiences you want to embrace and others that may be culturally difficult for you to understand. Make sure you make the most of this opportunity and let us know if you need any other support that may not currently be offered.

To provide students with the right person to go to for help and support, the Australian Academy of Business and Technology have appointed the following staff as the official points of contact for students:

- Training Manager is the Point of Contact for academic and student welfare issues. The student may go to the Training Manager in all cases regarding their academic progression or hindrances and/or any matters related to supporting their personal welfare
- Office Manager is appointed as the Point of Contact for non-academic issues. The student may go to the Office Manager in all cases regarding non-academic issues such as administration, finance, facilities, accommodation etc.

Australian Academy of Business and Technology will use a combination of our own support services which are provided at no cost or we may refer you to external agencies for support.

Some of the support services we provide include but are not limited to:

- LLN Support
- Academic mentoring classes
- Difficulties related to studying and learning(online portals)

- Financial difficulties assistance
- Nervous anxiety disorder
- Disability or medical condition
- Visual impairment
- Workshops on finding and applying for part time employment
- Social programs to include any Australian cultural and celebratory events on the Melbourne calendar such as Harmony Day, Vivid Festival, and multicultural events to celebrate the multicultural celebrations of the student body

Some referral services we assist you with at no cost for referral include but are not limited to:

- counselling support
- Medical Services
- Legal Services
- Emergency services
- Housing/Accommodation Services referral

Some external support agencies may have a fee for the services they provide. The Training Manager or Office Manager will help you to find out about the external services available. In the event that an external support service requires payment of a fee for services, this will be paid by the student.

Refer to the Student Support Services Policy for more details about the educational and support services.

Conditions of Enrolment:

Applications

Prospective applicants seeking to enrol with Australian Academy of Business and Technology are required to submit acceptable evidence to demonstrate that they meet the published entry criteria for their chosen course.

- All applications submitted by an applicant or agent must include the following:
    a. Completed Enrolment form with applicant signature
    b. Academic entry requirement certification
    c. English language entry requirements certification
    d. Passport Photocopy – applicant details page (where available)
    e. Any other published entry requirements (where applicable)
- Incomplete applications will result in delays in the admission process.
- Successful applicants will receive a Letter of Offer with course details, conditions of study, payment of tuition and other fees, orientation date
- Unsuccessful applicants will receive formal notification that their application has been unsuccessful including the reason(s)

Verification of Documentation

Certified copies, together with English translations (where appropriate), of documentation included in an application for admission, must be appropriately verified, Persons eligible to certify documents are:

- Authorised officer from the institution that originally issued the certification/document

- Notary Public or Justice of the Peace

- Australian Academy of Business and Technology authorised officers

Where an application is submitted by an education agent on behalf of the prospective student, the education agent can verify that the original has been cited. To ensure authenticity, the student is still required to bring original entry documentation to orientation. Failure to provide original documentation or evidence of falsification may result in cancellation of the enrolment without refund. Such incidents will be reported to relevant Australian government bodies.

Where there are doubts about a student's claimed entry requirement documentation, Australian Academy of Business and Technology will contact the issuing institution for verification.

Deferral, Suspension and/or Cancellation of Enrolment

International students may apply to defer their studies if they are unable to commence their course on the scheduled commencement date or default start date for voluntary suspension of their studies if they are unable to commence or attend the course for a specified period of time under compassionate or compelling circumstances.

Compassionate or compelling circumstances include situations beyond the student's control and which are likely to have an impact upon the student's course progress or well-being and includes but is not limited to the following:

- Serious illness or injury, where a medical certificate states that the student will be unable to attend classes;
- Death or illness of close family member such as parents, or grandparents (where possible a doctor's or death certificate) The college will also recognise the death of siblings, children, spouses, uncles and aunts but requests documentary proof of both the death and relationship
- A major political upheaval or natural disaster in home country requiring emergency travel
- A critical incident
- A traumatic experience (supported by police or psychologists reports) such as:
    - Involvement in or witnessing a serious accident
    - Witnessing or being the victim of a serious crime
- Delays in gaining a student visa

If a student defers or suspends their studies for any other ground not stated above, the student must provide compelling documentary evidence to support their request.

Students must contact DHA regarding the effect any deferment or suspension of studies may have on their student visa prior to formally lodging an application to defer or voluntarily suspend their studies.

The maximum time allowed for a deferment or voluntary suspension of study is one term (10 weeks not including holidays)

Personal & Contact Details

Australian Academy of Business and Technology collects personal information from students for the purpose of training and assessment only and is required to report personal information to relevant Government Authorities without the express permission of the student. In all other cases, the requirements of the Privacy Act 1988 are adhered to.

Release of Personal Information

The information provided by the student to Australian Academy of Business and Technology, including personal and contact details, course enrolment details and changes, attendance and academic progress can be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2018.

Australian Academy of Business and Technology is obligated, under s19 of the ESOS Act 2000, to inform certain Government bodies about changes to the student's enrolment and the circumstances of any suspected breach by the student of a student visa condition relating to attendance or satisfactory academic performance without student consent or notification.

Personal information supplied, along with consent to being contacted, will only be used by Australian Academy of Business and Technology in connection with an application for a student to study at Australian Academy of Business and Technology or in the case where any outstanding fees payable need to be recovered by an external agency. Australian Academy of Business and Technology will only disclose personal information to outside parties if required by law, or if needed to prevent a serious threat to a person's health or safety. Personal information provided to Australian Academy of Business and Technology can be accessed & amended by contacting the Office Manager

Unique Student Identifier

Australian Academy of Business and Technology students are not permitted to commence training and assessment until they have provided Australian Academy of Business and Technology with their Unique Student Identifier. In cases where there the student experiences difficulty obtaining a student identifier, Australian Academy of Business and Technology will allow training and assessment to commence and follow the procedure for ascertaining a correct student identifier from The Registrar.

Fees & Timetable

1. The Schedule of Fees and Charges outlines all course fees and other fees and charges that students will need to pay and can be accessed either in hard copy or on the Australian Academy of Business and Technology website at www.aabt.edu.au
2. Australian Academy of Business and Technology reserves the right to vary its fees without notice;
3. Timetables may be subject to change

Payments

Students are not required to make payment until they have accepted the offer to study as per stated conditions in the Letter of Offer and International Student Acceptance Agreement. Once the student has signed these documents and returned to Australian Academy of Business and Technology. Students will then be issued an invoice as per Course Fees Breakdown in the Letter of Offer and International Student Acceptance Agreement:

- Payment may be made by bank cheque, bank draft or credit card

- 2% surcharge applies to credit card payment.

- Please make bank cheque and Draft payable to "Australian Academy of Business and Technology Pty Ltd".

- Personal cheques are not accepted.

- Please provide the invoice number and student ID number for EFT direct bank deposit

- Tuition fees are to be paid through EFT direct bank deposit to Australian Academy of Business and Technology. (Please see Bank details below)

- Australian Academy of Business and Technology will not be responsible for any monies paid to an agent or third party.

- Tuition fees do not include enrolment fee, materials, accommodation placement, excursions, airport pick up, living expenses, stationary and equipment.

- AABT may require students to pay up to 50% of the student's total tuition fee for a course before the student begins the course. AABT will not accept more than 50% of tuition fee upfront unless the course duration is 25 weeks or less.

Paying Fees

- On accepting the offer students must pay the first payment instalment as listed in the Course Fees Breakdown in the Letter of Offer and International Student Acceptance Agreement that includes:

  ➢ enrolment fee (non-refundable)

  ➢ first instalment - tuition fees, and

  ➢ materials fee

- First payment instalment must be paid in order to obtain an eCoE and to secure a place prior to course commencement date.

- The remaining tuition fees are paid in instalments and must be paid by the due date as listed in the Course Fees Breakdown in the Letter of Offer and International Student Acceptance Agreement.

- A late fee of 10% will be applied for all payments received after the scheduled due date on the Letter of Offer and International Student Acceptance Agreement

- Non-financial students will not be included on the class attendance sheet until outstanding fees have been paid.

- An additional fee is applicable when:

    i.   Students have to undergo reassessment after two additional attempts. (reassessment fee), or
    ii. Students have to repeat a subject (unit fee).

Cancellation and Refund Conditions – Student Default

Student Default applies in the case where the course starts on the agreed start date but the student does not start on the agreed start date and has not previously withdrawn from the course or advised of visa cancellations in writing within an agreed time period prior to the course start date or the student cancels or withdraws from the course either before or after the agreed starting date. The following refund conditions apply.

If a student visa application is refused prior to the course start date by the Australian Government, a refund of course fees, less enrolment, will be made and visa refusal refunds are calculated in accordance with the legislative instrument under subsection 47E (4).

The calculation under subsection 47E (4) is as follows: The amount of unspent pre-paid fees that the provider must refund the student for the purpose of subsection 47E(2) of the Act is the total amount of the pre-paid fees the provider received for the course in respect of the student less the following amount the lesser of:

(a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or

(b) the sum of $500. Whichever is lesser

Students must provide the Institute with substantiated evidence of their student visa refusal.

An international student currently in Australia has their student visa extension application refused by Department of Home Affairs after the commencement of their studies no refund will be paid for ongoing study period at the time of decision however student will be paid refund of unused tuition fee for future terms.

No refunds will be granted where, an international student currently in Australia has their student visa cancelled by the Department of Home Affairs for a breach of visa conditions.

80% refund of paid tuition fees applies if the student cancels 28 or more days before the course starts. Enrolment fee not refundable.

50% refund of paid tuition fees applies if the student cancels within 28 days before the commencement date. Enrolment fee not refundable.

No refund of tuition fees applies if the student cancels after course commencement date.

The agreed starting date is the date the course was scheduled to start or a later date agreed between Australian Academy of Business and Technology and the student. This does not apply to approved deferment and leave of absence when the student applies for refund after the application was approved.

Australian Academy of Business and Technology will make a refund only in Australian Dollars within 2 weeks of receiving a written claim by the student in accordance with the terms and Conditions as outlined in the Student Enrolment Form.

The enrolment fee is not refundable under any circumstances including visa refusal /rejection.

Where a student visa application refusal was due to fraudulent and or forged documents, no tuition fees will be refunded under any circumstances.

All refund considerations will be strictly limited to the monies Australian Academy of Business and Technology has received and will not include:

Overseas Student Health Cover (OSHC) if paid to Australian Academy of Business and Technology and which has been applied as a premium to OHSC provider on behalf of students;

Bank charges to be paid by students

The cost of materials for the course

Agent's commission - refunds that include agent the commission is repaid to the student by the agent

Australian Academy of Business and Technology will make the refund available to either the student or the student's representative as identified in the Student Enrolment Form as per the ESOS Act Regulation 3.19.

If the student enrols in more than one course, each course is considered as an independent course. Therefore, the refund policy will apply to each course within the courses applied for.

If the student, who has commenced the course and failed to complete the current course or failed some unit(s), the student will be required to repeat the same course or failed unit(s) and pay the fee applicable

Any pre-paid fees for the subsequent non-commenced higher-level course will not be transferrable to pay for the repeat of failed course or unit(s)

If the student decides not to progress and commence the next higher-level packaged course due to failing their current units or course, and then requests to cancel or withdraw from the courses, refund terms and conditions stated in point one will apply.

Course and other fees are not transferable to another student or institution.

Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.

All applications for refund must be made by the student in writing using the Refund Request Form and submitted to the receptionist.

If a student transfer to another provider is approved, he or she is subject to the normal refund policy conditions

Cancellation and Refund Conditions – Provider Default

If Australian Academy of Business and Technology defaults, that is, if the course does not start on the agreed starting date or the course ceases to be provided before it is completed,

Australian Academy of Business and Technology will make every effort to transfer the students' enrolment to another college or pay a refund of the unused portion of the course money received from the student.

Refunds in situations of Provider Default are covered by the provisions of The Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012 and apply if:

- Australian Academy of Business and Technology does not offer a course on the advertised start date or

- terminates a course after the course start date or before the course completion date or

- does not provide a course as advertised due to sanctions by any authority or

- does not provide a course in full

In such a case Australian Academy of Business and Technology will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default if an alternative placement with another provider cannot be found to the student's satisfaction. Such refunds will be made within 2 weeks following the default date with a statement explaining how the refund amount has been calculated.

Tuition Protection Service (TPS)

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

- complete their studies in another course or with another education provider or

- receive a refund of their unspent tuition fees

In the unlikely event Australian Academy of Business and Technology is unable to deliver a course where fees have been paid in advance and it does not meet its obligations to either offer the student an alternative course that is accepted or pay the student a refund of the unspent prepaid tuition fees, the TPS will assist the student in finding an alternative course or offer a refund if a suitable alternative is not found.

Process for Claiming a Refund

1. Students who request a refund must contact the receptionist and ask for a Refund Request Form

2. The student completes the Refund Request Form including any attached evidence where required

3. The receptionist passes the Refund Request Form to the Account Manager who will undertake initial assessment against the conditions stated in the Fees and Refund Policy

4. The Account Manager will present the Refund Request Form along with the initial assessment for the Chief Executive Officer approval or rejection (including signature)

5. The Account Manager will either personally or delegate the receptionist to contact the student and provide feedback as to whether the refund request was granted or rejected and the grounds the decision was made

6. In the event that the refund has been granted, the money will be transferred to the designated student bank account within 2 weeks

7. In the event that the refund request was not granted, the student may appeal directly to the Chief Executive Officer for reconsideration

8. There may be special circumstances that the student may want to present to the Chief Executive Officer for consideration. However, the conditions of the published Fees and Refund Policy will determine the outcome of any decision made.

9. The student may undertake the appeals process as per Appeals Handling Policy

Complaints Handling

Students are entitled to have a personal representative present at any stage during the complaints handling procedure. If the student's problem cannot be resolved by Australian Academy of Business and Technology published complaints handling process, students can seek external assistance for appeal. Please refer to policies and procedure section on our website wwwaabt.edu.au.

External options available to students include

- ASQA (http://www.asqa.gov.au/complaints/making-a-complaint.html)
- Department of Fair Trading (http://www.fairtrading.nsw.gov.au)
- Administrative Appeals Tribunal (http://www.aat.gov.au)
- Overseas Students Ombudsman (http://www.oso.gov.au/making-a-complaint)

Consumer Rights

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.

Termination:

Australian Academy of Business and Technology reserves the right to terminate students for any serious breaches including but not limited to:

- academic misconduct
- non-academic misconduct
- failure to achieve satisfactory academic progress as per intervention strategy

Student Rights:

In the unlikely event Australian Academy of Business and Technology ceases to operate as a Registered Training Organisation, students will be assisted to transfer to another Registered Training Organisation that offers the same qualification.

In the event Australian Academy of Business and Technology is not able to provide an agreed services that results in arrangement being terminated early, students will be refunded the appropriate amount of fees paid upon agreement of training and assessment services provided. Australian Academy of Business and Technology will notify students of any changes to the agreed services as soon as possible or within 14 days.

LIVING IN AUSTRALIA

Multiculturalism

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

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campuses and communities. AABT takes great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

Language

Although English is the official language, more than 4 million Australians speak a language other than English; more than 800,000 speak an Asian language, the most common being Mandarin, followed by Cantonese and Vietnamese, and another 800,000 speak a European Union language. English, as it is spoken in Australia, is easily understood by nearly all people from other English-speaking nations. While there are some minor differences in accent between the cities and country areas, the differences are much less than those found in America, Britain and Canada. As you improve your English, you will learn some of Australia's colorful and often humorous slang, and have fun explaining the meanings to friends and relatives.

Religion

Australia is predominantly a Christian country however; all religions are represented. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples and synagogues are located in most major cities.

Healthcare

Australia has a very good healthcare system. All Australians pay a Medicare levy (additional tax) to fund the public health system to ensure that everyone has access to public-system doctors, hospitals and other healthcare services. People who pay extra into private health insurance funds receive extra privileges when using private healthcare services. You will find the usual healthcare services available in Australian suburbs including GPs (doctors), dentists,

osteopaths, chiropractors, psychologists, counsellors and many complementary healthcare practitioners too (Traditional Chinese Medicine, naturopathy, acupuncture, kinesiology etc.). International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa (See, Student Visa Obligations, in this section).

Food

Australia has a fantastic variety of food. Its top-quality meat, fish, fruits and vegetables are exported to markets worldwide. There is a large range of fruit and vegetables available at Australian produce markets. Students should have no difficulty finding the foods that they are used to at home. Students can sample almost every type of cuisine in Australia's many restaurants and cafés. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros, cafés and Aussie pubs. For those who like takeaway, most of the major global fast food chains are well represented. The adventurous might want to sample Australia's bush tucker and national specialties like Kangaroo (available in supermarkets) and Crocodile (available in some restaurants)

Sports and Recreation

Australians are very keen on sport and outdoor activities and have gained a worldwide reputation as tough competitors in individual and team sporting events. Australia has more than 120 national sporting organizations and thousands of state and regional sporting bodies. Australians are also enthusiastic about bushwalking, fishing, boating and water sports.

Electricity

The electrical current in Australia is 240/250 volts AC, 50 cycles. The Australian three-pin plug is absolutely safe. Adaptors are usually required for most foreign appliances. A transformer may be required if students bring an appliance from overseas that operates on a different voltage

Transport

Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines. See Living in Melbourne below for more details.

Driving: Tourist students may drive in Australia on a valid Overseas Driver's License, but if the document is not in English, the visitor must carry a translation with the permit. An International Driver's License alone is not sufficient. Students need to get Victorian driving License after certain period of stay in Australia. Please vic roads website for more details.

Taxis: Metered taxicabs operate in all major cities and towns. Students can find taxi ranks at transport terminals, main hotels or shopping centers or can hail taxis in the street. A light and sign on the roof indicates if a taxi is vacant. There is a minimum charge on hiring and then a charge per kilometer travelled. You do not need to tip taxi drivers. Uber service is also available

at airport and there is designated pick up place available outside airport for Uber customers. You need to download Uber app on your mobile phone to order Uber pick up.

Telephone

Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Public telephones are run by Australia's largest telecommunications company, Telstra, and are available at all post offices, shopping centers and are often situated on street corners. Credit phones take most major credit cards such as Visa and Mastercard and can be found at international and domestic airports, central city locations and hotels. Mobile phones are very popular and can be purchased from a number of retailers including Vodafone, Optus, and Virgin mobile.

Budgeting

Students should work out a budget that covers accommodation, food, transport, clothing and entertainment. Childcare, if applicable, should also be taken into account. For more information on Living in Australia costs, visit www.studyinaustralia.gov.au

Travel

During term breaks, students may like to venture beyond Melbourne to experience more of Australia's spectacular natural environment and great physical beauty, such as great ocean road, marine parks and national parks (The Great Barrier Reef, Kakadu, Uluru), the Queensland rainforests and the pristine countryside and mountains of Tasmania. Student and backpacker travel agents in metropolitan cities offer cheap flights and package deals

Money and Banks

Australian currency is the only legal tender in Australia. When students first arrive, money from other countries can be changed at the exchange facilities located at international airports, banks and major hotels. Travelers' cheques are easier to use if already in Australian dollars, however, banks will cash travelers' cheques in virtually any currency. Major hotels and some shops, depending on individual store policy, will also cash travelers' cheques.

It is a good idea to set up an Australian bank account. You will need to provide visa details and evidence of residency. Banking services in Australia are extremely competitive. All major banks have branches in cities and regional centers. Major banks include ANZ, Westpac, National Bank, Commonwealth Bank. Community banks, like Bendigo Bank, are a popular alternative.

Most shopping centers have Automatic Teller Machines (ATM) facilities. These machines can be used for deposits and, in many instances, withdrawals 24-hours-a-day. Many department stores, supermarkets and specialist shops have electronic transfer terminals (EFTPOS) where cash withdrawals can also be made in addition to purchasing goods. More information on banking is available at www.studyinaustralia.gov.au

Normal bank trading hours Monday to Thursday - 9.30 am – 4.00 pm Friday - 9.30 am – 5.00 pm. Some banks are open Saturday mornings.

Credit Cards

Credit cards are widely accepted around Australia. The most commonly accepted credit cards are Visa, MasterCard, AMEX and Diners Club.

Currency

Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are $5, $10, $20, $50 and $100. Coins used are the silver-colored 5 cent, 10 cent, 20 cent and 50 cent coins and the gold-colored $1 and $2 coins.

Tipping

Tipping is not the general custom in Australia and service charges are not added to accounts by hotels and restaurants. In good quality restaurants however, it is usual to tip food and drink waiters up to 10% of the bill for good service. Porters have set charges at railway terminals, but not at hotels. However, tipping is a matter of individual choice.

Accommodation

The following types of accommodation are available for international students.

Home Stay

This option is an opportunity for students to live in a private home, with a local family, couple or single person and learn about Australian life. You may need to compromise with living arrangements as you will need to fit in with the household's routines and expectations. You will need to think about the things that are important to you. You may need to ask about how adaptable meal times are in relation to your studies and other commitments. You may also want to consider how the other people will feel about your friends visiting, your music and the hours that you keep. There are different types of home stay arrangements:
Cost: A$110.00 - A$235 to $325 per week

Full Board

Usually includes a furnished room (bed, desk, lamp, wardrobe), three meals per day and bills (electricity, gas and water, but not telephone and internet). Some homestay providers may even do your laundry.
Cost: A$300 - A$450 per week

Half Board

Usually includes a furnished room (bed, desk, lamp, wardrobe) and bills (electricity, gas and water, but not telephone and internet). You can use the cooking and laundry facilities in the house.
Cost: A$225 - A$350 per week

Board in Exchange

Usually means free, or low cost, accommodation (including bills), in return for household duties such as cleaning, or childcare.
Cost: Free or low cost (below A$100)

Lease/Rent

Renting an apartment or house is done through a real estate agent. You must sign a contract called a "lease" to rent the house, either month-by-month, or sometimes a 6-month, 12-month or 2-year lease is required. The lease entitles you to private use of the property for the duration of the lease. The advantage of this is privacy and independence.

You must pay a bond (the equivalent of one month's rent, to cover any damage you may do to the premises). You are responsible for paying all bills (except water and council rates), maintenance of the property and providing all your own furniture and household items.

If you choose a house or apartment in a popular area, there will be much competition. The real estate agent selects the tenants who they believe are the most stable and able to meet the requirements of the lease.

Cost (shared accommodation): A$100.00 - A$400.00 (unfurnished)

Useful internet sites for student housing are:
http://homestaydirect.com.au
http://gumtree.com.au
http://flatmatefinders.com.au
http://www.find-studentaccommodation.com
http://www.youthcentral.vic.gov.au
http://www.studymelbourne.vic.gov.au
http://studyinaustralia.gov.au

Useful rental accommodation websites are:
www.realestate.com.au
www.domain.com.au
www.realestateview.com.au

Cost of Living

Australia is a sophisticated, friendly country that enjoys one of the highest standards of living in the world. Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia (all costs are in Australian dollars).
The costs below are an approximate guide only. Students should be aware that these costs can vary depending on your study location in Australia.
Accommodation
Hostels and Guesthouses - $230 to $285 per week
Shared Rental - $200 to $240 per week
On campus - $425 to $695 per week
Homestay - $235 to $360 per week
Rental - $285 to $440 per week
Boarding schools - $24,500 to $37,500 a year

Other living expenses
Groceries and eating out - $140 to $280 per week
Gas, electricity - $60 to $80 per week
Phone and Internet - $15 to $55 per week
Public transport - $30 to $70 per week
Car (after purchase) - $200 to $300 per week
Entertainment - $80 to $150 per week

Below is a price table of typical daily items. This is only a guide.
Food (All price are approximate, although you can still find items at cheaper rate)

Milk 1L	AU$ 2.50
Bread 1 Loaf	AU$ 4.50
Apple 1Kg	AU$ 4.00
Potato 1Kg	AU$ 2.00
Beefsteak 1kg	AU$ 25.00
Eggs 1 Dozen	AU$ 5.50
Cereal 1Kg	AU$ 3.00
Rice 1Kg	AU$ 3.00
Fruit Juice	AU$ 4.00
Shoes 1 Pair	AU$ 70.00
Jeans 1 pair	AU$ 80.00
Toothpaste 140g	AU$ 4.00
Shampoo 500ml	AU$ 6.00
T-Shirt AU	AU$ 25.00
Hairdresser	AU$ 20.00- AU$ 40.00

Newspaper	AU$ 3.00
Cinema Ticket	AU$ 22.00
Public transport Day pass	AU$ 10.60

Minimum Cost of Living

As of 10 May 2024 the 12-month living costs are;

- For a primary applicant - AUD$29,710
- For a spouse or de facto partner of the primary applicant - AUD$10,394
- For a dependent child - AUD$4,449
- Boarding school costs- AUD$24,500 to AUD$37,500

Personal annual income if there is no secondary applicant- AUD$ 72,465

Personal annual income if there is a secondary applicant- AUD$84,543

For a full summary of costs for 2024 please refer to;

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

If your children are travelling with you as dependants on your student visa, you will have to pay fees for them to go to any Australian school (regardless of whether the school is state or private). School fees vary according to the age of your children and the state or territory that you live in but expect fees of around A$7800 to A$30000 per year, per child.

Schooling for dependants

In Australia children must attend school from five years of age until the completion of Year 10. Young people that have completed Year 10 must participate in full-time education, training or employment, (at least 25 hours per week) or a combination of these activities until they reach 17 years of age.

If you have school age dependents you will need to make arrangements for your children to enter school in Australia. Students from countries around the world enrol in Victorian government, independent and private schools every year. Victorian government schools are recognised for their excellent quality education programs.

All costs are per year in Australian dollars. To convert to your own currency, visit http://www.xe.com/(opens in a new window).
The Australian Government provides information and guidance on managing your finances. You can read more at www.moneysmart.gov.au(opens in a new window)
If you experience financial trouble while in Australia, talk institution's student support staff for assistance.

LIVING IN MELBOURNE

Melbourne

Melbourne is the capital city of the State of Victoria. It is situated on the banks of Yarra River and around the beautiful beaches of Port Phillip Bay. It is an attractive, spacious city with an abundance of parks, gardens, sporting venues and scenic places. Melbourne is also a sprawling city with suburbs extending up to 60km from the city center.

Melbourne is a truly multicultural city. The population is approximately 5 million. There are now people from over 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and more than 2,300 elegant and cosmopolitan restaurants, bistros and cafés.

Melbourne is considered to be the fashion (and shopping) capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets.
Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs. For more information please visit www.studymelbourne.vic.gov.au.

Climate

Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Below is a guide to average daily temperatures: Spring - September to November - 12-27˚C Summer - December to February - 28-36˚C Autumn - March to May - 12 - 20˚C Winter - June to August - 10 - 15˚C.
Melbourne does not have a specific wet season; it can rain at any time of the year.

Festival City

Known as Australia's festival city, Melbourne provides lively festival entertainment every month. Major festivals include: Melbourne International Comedy Festival, Chinese New Year Parade, Moomba Parade, Melbourne International Arts Festival, Melbourne Food and Wine Festival, Melbourne International Film Festival, Spring Fashion Week and the Melbourne Fringe Festival.
 Melbourne's primary community venue, Federation Square, hosts a great many multicultural festivals throughout the year such as the Indian Film Festival, Diwali Indian Festival of Light, Buddha's Day, Nepal Festival, Thai Culture and Food Festival and Fiesta Malaysia.
 Melbourne's music festivals are many ranging from indie music events that attract popular international acts to jazz festivals. Some of the International sporting events include Spring Racing Carnival (Melbourne Cup), Australian Open (Grand Slam tennis), Grand Prix Motor Racing, World Series and Test cricket and Bells Beach Surf Classic

Entertainment

Being located close to Melbourne's Central Business District (CBD), our campus is close to a great array of entertainment options from ten-pin bowling, cinemas and karaoke, to sophisticated art galleries, theatre and dance events, as well the usual bars and clubs. Melbourne is Australia's festival capital, with free events held in city and community venues each month. The city's beautiful green and spacious surrounds are very attractive for social, sporting and other outdoor activities. There are plenty of opportunities for international students to have an enjoyable time with friends.

Public Transport Ticket

Tickets for Melbourne's Myki public transport ticketing system, which covers trams, trains and buses, must be purchased prior to travel at train stations, some tram stops or retail outlets such as 7Eleven. Tickets are not available on public transport. For more information, visit: www.myki.com.au. Fare evasion attracts steep fines. There is free tram zone in the CBD area (effective 1 Jan 2015). If your tram journey starts or finishes outside the Free Tram Zone, you need to touch on to ensure you have a valid ticket. Visit www.myki.com.au and Public Transport Victoria at http://ptv.vic.gov.au/ for more details. Cost: approximately $25- $38 a week.

Cost of living

See 'Living in Australia'.

ESOS Framework:

The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the regulation of education and training institutions offering courses to international students in Australia on a student visa. In particular ESOS provides tuition protection for international students. Following recent changes to the ESOS Act, fact sheets for students and providers are now available on the Department of Education website at the following link:

https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx

Contact Details and Location:

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Trading Name	Australian Academy of Business and Technology
Location	Level 3, 382 Lonsdale Street Melbourne VIC 3000
Telephone	(03) 90160603
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ABN	78 618 605 600
RTO ID	45457
CRICOS Provider Code	03734D