

Course
Guide

BE ALL YOU
CAN BE



AUSTRALIAN NATIONAL COLLEGE OF ENGLISH
CRICOS: 03134F

nextcareers



A N I B T

Australian National Institute
of Business and Technology

CRICOS:02506B RTO:21368



MISSION & VISION

To provide students with quality, professional and outcome oriented training and services, to enable them to achieve optimal competency in their relevant fields.

To empower students with the skills to achieve their academic, life and personal goals.



Since 2003, **The Australian National Institute of Business and Technology (ANIBT)** has been shaping students' futures across its 2 campuses as a leading provider of quality education. We are an innovative and dynamic registered training provider that aims to empower our students through education and life-long learning.

ANIBT delivers a broad range of nationally recognized educational options, from Certificate III up to Advanced Diploma and Graduate Certificate level qualifications. We work closely with prominent universities in Victoria to provide excellent future academic pathways and opportunities. Some of our partners include Box Hill Institute and Holmesglen Institute, both of which are well-known, and have several degree pathways available with us.

Welcome



ANIBT is committed to providing exceptional educational outcomes for every client that joins it for their training journey. We offer flexible training programs and promote continuing education. ANIBT Management works closely with industry to create training programs and an environment that develops practical skills and personal attitudes that form a foundation for a student's future success. This ensures that our graduates are work-ready and able to meet industry needs.



Our highly competent and qualified staff are eager to assist, recognizing the diverse learning styles of students, and providing flexible options for students to achieve their academic and life goals. Our goal is to increase opportunities through education. We are committed to equality and diversity in both education and employment.

Since establishment in 2003, the institute has grown to become a leading private education facility, catering to both international and domestic students. We endeavour to provide quality and practical training to our clients, partnering with them in developing their full potential.

ANIBT is committed to integrating Access and Equity principles within all of the services provided to our clients. All staff recognize the rights of our clients and provide information, advice and support that is consistent with our Mission Statement and the Code of Practice.

Regardless of cultural background, gender, disability or age, you have the right to study in an environment that is free from discrimination and harassment; and to be treated in a fair manner while you are studying with us.

WELCOME TO YOUR
ANIBT JOURNEY,
AND MORE...



The **key to ANIBT's** success has been its ability to quickly adapt and respond to the ever changing educational and economic environment. By doing so, it has cemented itself as a market leader in the provision of practical, quality educational programs.

Why ANIBT?



ALL PROGRAMS ARE DESIGNED WITHIN INDUSTRY

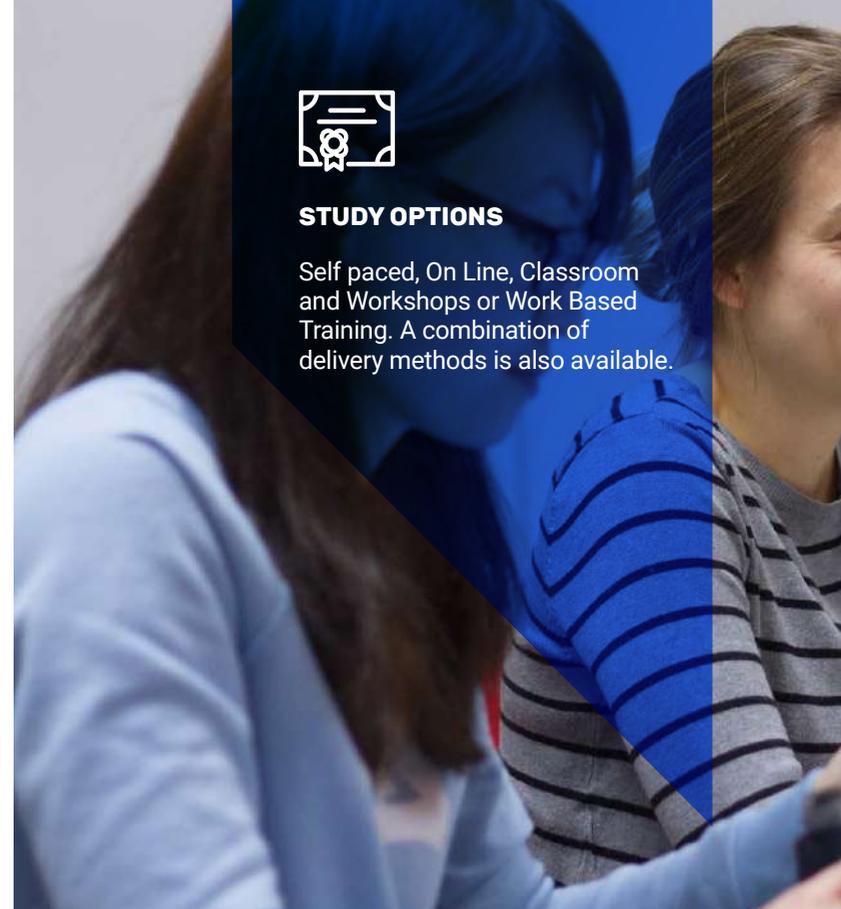
All programs are individually designed to meet industry specifics. At ANIBT our vocational programs are designed in consultation with industry.

Graduates gain skills specific to their industry, increasing their future employment opportunities.



STUDY OPTIONS

Self paced, On Line, Classroom and Workshops or Work Based Training. A combination of delivery methods is also available.



VOCATIONAL PATHWAYS

ANIBT provides a number of pathways from vocational programs that allow students to progress on to Bachelor and Masters programs with credits.

This enables students to complete their degree faster, through one of our university partners.



FACILITIES

ANIBT's training facilities are of a high standard including modern classrooms equipped with audio/visual technology for enhanced course delivery.





PRACTICAL/ HANDS-ON LEARNING



ANIBT understands that employers value students with practical experience. That is why ANIBT's vocational programs have been designed to give you practical, hands-on training that will ensure you are fully equipped to enter the workforce upon completion of your course.



WE HAVE SOME OF THE INDUSTRY'S BEST TRAINERS

When studying at ANIBT you can be assured that you are being trained by some of the best trainers in the industry. All our training staff are highly qualified, and also have extensive industry experience. This means instead of teaching you from a book, the trainers teach you based on real life experience.



OVER 15 YEARS EXPERIENCE IN EDUCATION

ANIBT has had a long history in providing educational opportunities to thousands of students from around the world.

We aim to continue this history by providing quality education across programs in English language and vocational education.



ALL OUR QUALIFICATIONS ARE HIGHLY RECOGNIZED



ANIBT maintains accreditation and industry recognition from many bodies within the English Language and Vocational sectors and industry including:

- Australian Skills Quality Authority (ASQA)
- Department of Education
- ACPI (Association of Career Professionals International)



ANIBT students come from many parts of the world. Being away from home may be a challenging start, therefore we ensure that they are warmly welcome and settled in Melbourne with minimum hassle. ANIBT provides the services required to assist students to begin and complete their course successfully.

Services to Help you SUCCEED



Airport Pickup Service

Airport Pickup is an optional service provided by ANIBT to meet international students at Melbourne Airport, deliver them to their chosen accommodation and ensure that their arrival in Australia is free from any anxieties. Students should contact ANIBT to confirm that airport pickup has been arranged at least 1 (one) week before they leave their home country. There is a fee for this service.



Registration Day

Attendance at Registration Day, which is the Thursday before term starts, is **COMPULSORY** for all ANIBT students. Orientation occurs on Registration Day on a stipulated date or on an individual basis.

Topics covered in orientation include course fees and refund policy, student visa conditions, Overseas Student Health Cover, budgeting and banking, health and nutrition, public and private transport, road and traffic laws, disciplinary policy, access and equity, occupational health and safety, privacy legislation and other student rights and responsibilities. Students will be briefed on the Australian Qualifications Framework. ANIBT academic policies (training and assessment) will also be explained. Students will be provided with an outline of competency based training and advised on how they can access flexible learning and assistance regarding academic matters – for example, language, literacy and numeracy. Orientation is also an opportunity for students to meet ANIBT staff.



Student Services

Student Services help students effectively resolve issues related to personal and academic welfare, accommodation matters, cultural adaptation and any other concerns that may arise. If necessary, students may be referred to professional counseling or other relevant services. ANIBT is committed to ensuring that student welfare is given the highest priority and that all students are treated equally and fairly.

SELECTION AND ADMISSION

ANIBT's selection and admission process complies with the equal opportunity obligations in Australia. In accordance with Australia's National Code of Practice for providers of education and training to overseas students, ANIBT's procedures for the selection process are based on the following:

- **Course counseling**
- **English language proficiency, in accordance with student visa requirements for language, literacy and numeracy**
- **Legislative and regulatory guidelines, including Australian Government's Education and Services for Over-seas Students (ESOS) Act**
- **Minimum academic qualifications**
- **Recognition of Prior Learning or Credit Transfer**

Students should read carefully the pre-enrollment information available from ANIBT brochures, authorized agents and the ANIBT website.

Living in MELBOURNE

Melbourne, crowned the world's most livable city via the Economist Intelligence Unit's survey, is the second largest city in Australia and is a multi-cultural society with a long history of welcoming foreign visitors and settlers. A major cultural, sporting and business centre, the city attracts thousands of international tourists and students.

ABOUT MELBOURNE

Dining out in this diverse city is a cosmopolitan experience with a representation of all international cuisines. Chinatown located in the central business district has hundreds of restaurants catering to different tastes with prices ranging from the very affordable to the extravagant. This scenario is duplicated in other areas of Melbourne. There are Greek, Italian, Vietnamese, Indian and Middle Eastern precincts to choose from. Southbank on the banks of the Yarra River is a popular eating and shopping precinct. Melbourne is a shopping paradise and can be a bargain hunter's delight, but if your taste is for branded items, the city is also home to the world's biggest names.

CULTURE

Melbourne is often known as the sporting and cultural capital of Australia, with a wide variety of sporting events and numerous festivals throughout the year. The Formula One Grand Prix, Australian Open Tennis Championships, International Cricket, Spring Racing Carnival and the Australian Football League Grand Final are all annual sporting events. Film, drama, dance, music and art are all well represented. Melbourne takes pride in its diverse ethnic population and is home to thousands of students including 50,000 international students. For the past decade Melbourne has been ranked in the top 5 cities of the world for quality of life and education services and liveability (Holding most liveable city in the world until dropping to number 2 in 2018).

CLIMATE

Melbourne's weather can be unpredictable and is known to occasionally provide four seasons in one day. A range of clothing to suit the variable weather is therefore recommended for anyone planning to visit or study in Melbourne. In general, the climate presents a cool winter with snow falls in the mountains during this time. Summer is hot and dry. The beaches entice surfers and holiday makers for seaside recreation. Spring and autumn are particularly pleasant; the parklands beautiful and ideal for relaxation.





COST OF LIVING

Students should note the following guide to costs when they study in Australia. The cost of accommodation, food, transport, clothing, entertainment, books, stationery and other necessary expenses is about AUD\$18,000 - AUD\$20,000 per year. A 10% Goods and Services Tax (GST) is included in most retail items. Students should have at least AUD\$4,000 – AUD\$5,000 to cover the initial costs of settling into Melbourne.



ACCOMMODATION

You can choose homestay with a host family who usually provides three meals a day – an excellent way to experience Australian culture and practice speaking English. Homestays cost about AUD\$300 per week. ANIBT can arrange homestay for you. A rental apartment or house may be a cheaper option if you share it with other students. The cost ranges from AUD\$80 to AUD \$300 per week depending on its location, the type of property and the number of people sharing it.

WORK OPPORTUNITIES

International students are permitted to work 40 hours per fortnight while studying, and full time during study breaks or Christmas/New Year holiday periods. However they must ensure that work does not interfere with their scheduled classes and academic progress.

TRADING HOURS

Normal shopping hours are 9:00 AM to 5:00 PM Monday to Wednesday. Most large retail shops and shopping centers are open until 9:00 PM on Thursday and Friday. Supermarkets are usually open to 12:00 AM every day. On Saturday most shops close early afternoon. Sunday trading hours are normally 11:00 AM to 5:00 PM. Most convenience stores open 24 hours daily – these however tend to

be more expensive than shopping centers and have a limited range of goods.

PUBLIC TRANSPORT

Melbourne's public transport is clean, efficient and provides good value for money. Trams, trains and buses interconnect within the city and with the suburbs.



General Policies & Procedures

Access and Equity

ANIBT is committed to promoting full and equal participation to all students, and providing them with fair and unprejudiced access to the activities and learning environment. ANIBT fosters a study and work environment which is free from discrimination and harassment. Its aim is to promote the principles and spirit of legislation related to human rights, equal opportunity and non-discrimination. Refer to <http://www.anibt.edu.au> for further details.

Appeals

ANIBT will act promptly on complaints from students. ANIBT has an open and fair policy which is accessible on <http://www.anibt.edu.au>. Appeals will be heard internally and outcomes will be recorded in writing, and are subject to external appeal. Details of policies and procedures on appeals and grievances are also available from the Student Handbook.

Disciplinary Measures

Students are expected to maintain appropriate behavior while studying at ANIBT. Inappropriate behavior will

result in ANIBT enforcing disciplinary measures as outlined in the Institutes Health, Safety and Respect regulations available on <http://www.anibt.edu.au> and in the Student Handbook. This information will also be presented during Orientation Day.

Flexible Learning and Assessment

Courses offered at ANIBT take into account the diverse learning styles and needs of students. Course delivery and assessments are designed to be flexible, fair, reliable and valid. ANIBT recognizes qualifications within the Australian Qualifications Framework (AQF) issued by other Registered Training Organizations (RTOs). ANIBT will also consider formal learning outside the AQF.

Orientation

An introduction to ANIBT is conducted during Orientation. This may occur during Registration Day which is the Thursday before term starts or on an individual basis. Orientation is compulsory and introduces students to ANIBT policies and procedures,

rules and regulations, facilities and general information on living in Melbourne. It is a chance to meet ANIBT staff and ask questions. Each student will receive a Student Handbook outlining students' rights and obligations, as well as fees, charges, refund policy and directions for resolving complaints and grievances.

Recognition of Prior Learning (RPL) and Credit Transfer

Students may apply for RPL or Credit Transfer prior to admissions. Further information on RPL is available on <http://www.anibt.edu.au> or via ANIBT Administration. Applicants will need to provide evidence to support their claim of prior learning or requests for exemptions before beginning their courses. International students granted RPL or Credit Transfer are required to study 20 (twenty) hours per week until they begin the last semester of their course.

Attendance and Academic Progress

Students are required to attend all relevant classes and complete their

course assignments within the set time frame. They must abide by all ANIBT's rules and regulations that are in force at any time. ANIBT is obliged to report to the Australian Government any students who are not making satisfactory progress in their studies. These students may be asked to leave Australia by the Department of Home Affairs.

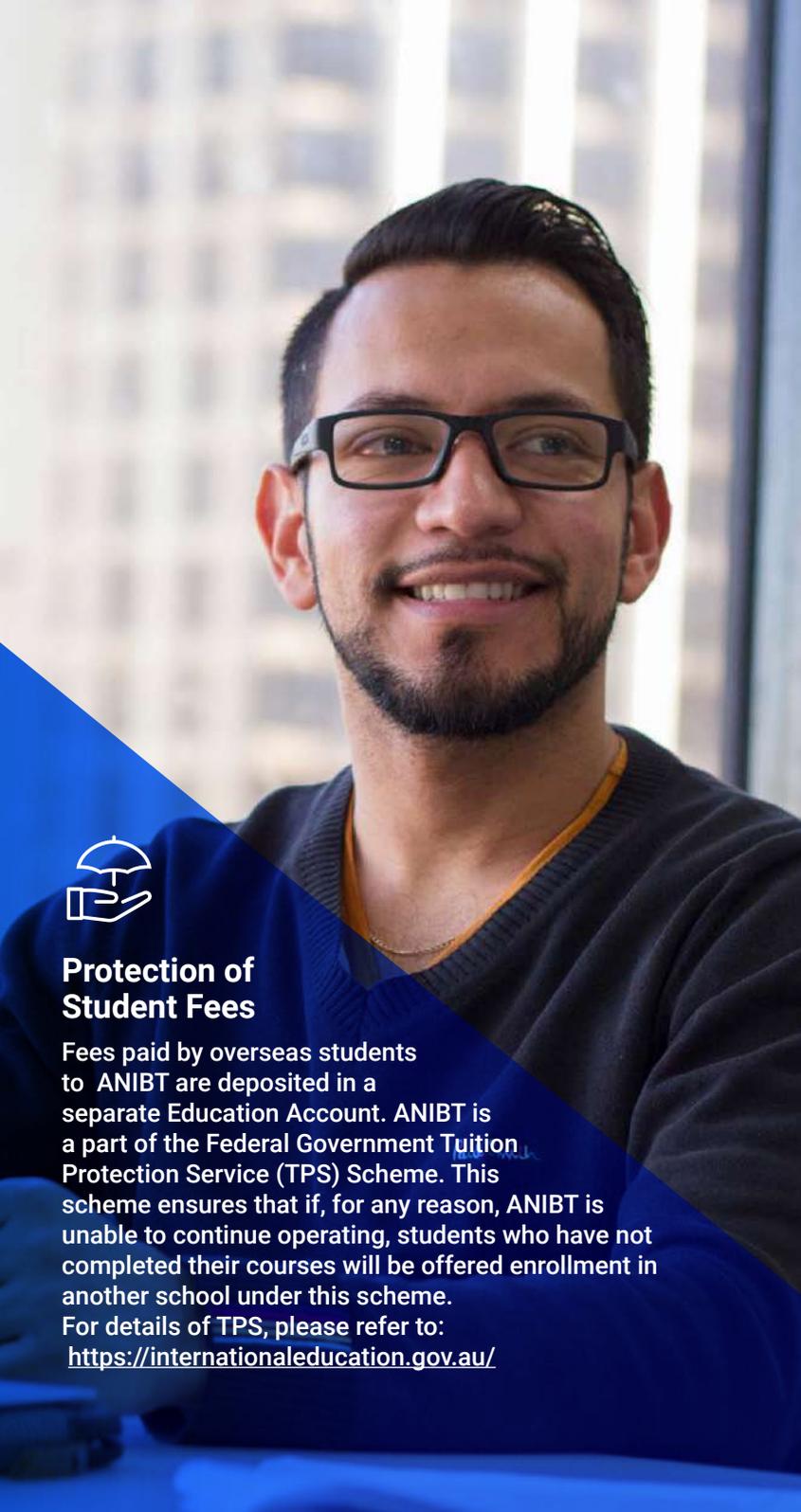
Conditions attached to overseas student visas

Under Australian Government regulations, international students must be enrolled for and engaged in full-time study. Before accepting an enrollment offer from ANIBT you should ensure that you fully understand the conditions attached to an overseas student visa as stipulated in the DHA regulations; available on:

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

Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is compulsory for all international students while studying in Australia. OSHC does not



Protection of Student Fees

Fees paid by overseas students to ANIBT are deposited in a separate Education Account. ANIBT is a part of the Federal Government Tuition Protection Service (TPS) Scheme. This scheme ensures that if, for any reason, ANIBT is unable to continue operating, students who have not completed their courses will be offered enrollment in another school under this scheme.

For details of TPS, please refer to:
<https://internationaleducation.gov.au/>

cover optometry, dental services or pre-existing conditions (i.e. prior to entry into Australia). It covers up to 85% of the Australian Government scheduled fee.

Privacy

ANIBT complies with Commonwealth and State legislation regarding privacy. International students should be aware that information provided to ANIBT may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2018 for Registration Authorities and Providers of Education and Training to International Students.

Language, Literacy and Numeracy Requirements

International students must meet the minimum English language proficiency requirement for entry into a course. English proficiency may be tested and, if the test reveals that the English language skills are insufficient, the student will be required to improve his/her proficiency by enrolling in an English language program before commencement of studies. Specific English language requirement for each course can be found on <http://www.anibt.edu.au>. All students will be required to sit an LLN test during their registration process; this is to identify any areas where the student may require additional support or assistance. Additional

support for English is available on request from Australian National College of English (<http://www.ance.vic.edu.au>), the ELICOS (English Language Intensive Courses for Overseas Students) arm of ANIBT.

Processing your application for enrollment

Processing your application will commence as soon as it is received by ANIBT. If your application is successful a Letter of Offer (of placement) together with an Offer Acceptance form will be sent to you. You must then sign the Offer Acceptance form and send it back to ANIBT to formalize your enrollment. Upon receipt of your payment of the course fees, ANIBT will send an electronic Confirmation of Enrollment (eCOE) Form that you will need to present to the Australian Embassy or High Commission with the application for your visa.

Enrollment Terms & Conditions

Students may apply for enrollment through one of our authorized agents or may apply directly to ANIBT. Students applying directly to ANIBT should follow this procedure:

- Read all pre-enrollment information
- Select your preferred course
- Complete the application form and attach all relevant transcripts and records
- Students applying for Recognition of Prior Learning or Credit Transfer must supply the relevant information.
- Paperwork in languages other than English must be translated into English by an accredited translator.
- International students must provide proof of English language proficiency
- Forward the signed completed form to

ANIBT Admissions

Level 7, 474 Flinders Street
Melbourne VIC 3000, Australia
Facsimile: +613 9620 2933
Telephone: +613 9620 2922
Email: admissions@anibt.edu.au



Conditions of Enrollment

1 ANIBT reserves the right to accept or reject any application for enrollment at its discretion. If an applicant accepts a place offered by ANIBT and pays the fees it constitutes a binding contract between the student and ANIBT.

2 ANIBT may by written notice amend the conditions of enrollment as deemed necessary to comply with any legislative requirements of the Commonwealth of Australia and the State of Victoria.

3 All fees, charges and accounts will be payable in advance as determined by ANIBT following policies under TPS. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees, charges or accounts are paid. Any payments not made by the due date will incur a late payment penalty of AUD\$200 and after another two weeks will accrue a further penalty of AUD\$50 per week or part week until the full amount has been paid.

4 Students requiring improved Language, Literacy and Numeracy skills to manage vocational training courses successfully will be assessed and offered arrangements for support.

Refund information, Policies and Procedures

For details of ANIBT's refund policies and procedures, please refer to the relevant section in the Application for Enrollment form or at ANIBT website: www.anibt.edu.au.



- Orientation and access to support services to help you study and adjust to life in Australia.
- Who the contact officer or officers are for overseas students
- If you can apply for course credit
- When your enrollment can be deferred, suspended or cancelled
- What your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well if attendance will be monitored for your course
- A complaints and appeals process

One of the standards does not allow another provider to enroll a student who wants to transfer to another course but who has not completed six months of the final course of study in Australia. If you want to transfer before you have completed six months of your final course you need your provider's permission.

The ESOS framework

Providing quality education and protecting your rights the Australian government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's Laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.

The ESOS framework sets out the standards Australian providers offering education and training services to overseas students must meet. These standards cover a range of information you have a right to know and services that must be offered to you, including:

Your responsibilities

As an overseas student on a student visa, you have responsibilities to

- Satisfy your student visa conditions
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- Meet the terms of the written agreement with your education provider
- Inform your provider if you change your address
- Maintain satisfactory course progress
- If attendance is recorded for your course, follow your provider's attendance policy.

Contact details Who? Why? How?

For policies and procedures that affect you and for further information go to www.education.gov.au

For your ESOS rights and responsibilities <https://internationaleducation.gov.au>

ESOS Helpline +61 2 6240 5069

Department of Home Affairs For visa matters: <https://www.homeaffairs.gov.au>

Achieve a Solid Qualification in Business and Management

Qualifications

BSB42618* - Certificate IV in New Small Business

BSB50215* - Diploma of Business

BSB51918* - Diploma of Leadership and Management

BSB51415* - Diploma of Project Management

BSB61015* - Advanced Diploma of Leadership and Management

Study Business Management with ANIBT and you will have the chance to choose from a wide range of exciting roles in either small or large organisations or you will have the knowledge to start your own business.

These courses offered by ANIBT will enable you to achieve what you've always wanted to do in the world of business and management. They will equip you with the skills and knowledge to manage strategic and operational areas of any organisation. A vast array of opportunities exists across all facets of business and government for people with professional managerial skills. Professionals across a broad range of corporate and government sectors are increasingly required to manage multiple priorities and be disciplined in their approach to project based activities within their organizations.

These nationally recognised qualifications reflect the role of individuals who possess a sound theoretical knowledge base and use a range of

specialised, technical or managerial competencies to plan, carry out, and evaluate their own work and/or the work of a team.

Whether you are aspiring to own and manage your own business or are currently working your way up the ladder within an existing business and looking to formalise your skills, these would be ideal qualifications to complete.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on + 61 3 9620 2922 to discuss your previous experience and we will be able to guide you through the RPL process.

**This course can be offered to international students.*

BSB80515

Graduate Certificate Of Management

(Learning)



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.

Subjects

The Graduate Certificate of Management (Learning) qualification offered by ANIBT is made up of 4 units of competency from the BSB Business Services Training Package Services Training Package. The units ANIBT have selected to deliver and for students to complete to be eligible for this qualification are:

Graduate Certificate of Management (Learning)	
BSBLDR801	Lead personal and strategic transformation
BSBLED802	Lead learning strategy implementation
BSBLED807	Establish career development services
BSBLDR803	Develop and cultivate collaborative partnerships and relationships

Please note that it is possible to select alternative elective units subject to specific employer requirements and with the agreement of ANIBT.

Delivery Mode Varied:

Face to Face Classroom;
Workshop; Computer generated supervised learning

CRICOS Code

0101698

ANIBT Course Code

GCML_BSB80515

Course Duration

6 Months full time
12 months part time

Nominal Study Hours

400 Hours

Qualification Level

Graduate Certificate

Nationally Recognised

Yes

BSB80615

Graduate Diploma Of Management

(Learning)



Delivery Mode Varied:

Varied: Face to Face Classroom; Workshop; Computer generated supervised learning

CRICOS Code

0101699201

ANIBT Course Code

GDML_BSB80615

Course Duration

12 Months full time

24 months part time

Nominal Study Hours

800 Hours

Qualification Level

Graduate Diploma

Nationally Recognised

Yes

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.

A myriad of opportunities exist across all facets of business and government for people with professional business and marketing skills.

Subjects

The Graduate Diploma of Management (Learning) qualification offered by ANIBT is made up of 8 units of competency from the BSB Business Services Training Package Services Training Package. The units ANIBT have selected to deliver and for students to complete to be eligible for this qualification are:

Please note that it is possible to select alternative elective units subject to specific employer requirements and with the agreement of ANIBT.

Graduate Diploma of Management (Learning)

BSBINN801	Lead innovative thinking and practice
BSBRES801	Initiate and lead applied research
BSBINN601	Lead and manage organisational change
BSBLDR801	Lead personal and strategic transformation
BSBLED802	Lead learning strategy implementation
BSBLED805	Plan and implement a mentoring program
BSBLED807	Establish career development services
BSBLDR803	Develop and cultivate collaborative partnerships and relationships

Become Qualified in Career Services



Studying with ANIBT for any course in Career Services will benefit anyone with a strong desire to help others through delivery of employment / vocational training services or offering broad career advice and planning / assessment skills.

The nationally recognised qualification in Graduate Certificate in Career Development Practice is geared to help our students in exploring their interests, values, and skills in a wide range of occupations. They also enable students to deepen their understanding of career entry, training/assessment, career transition, employment services, and career management.

A wide range of opportunities exist across the private and public sectors for people qualified in career services courses including (but not limited to) senior

case manager, senior employment consultant, employment services branch manager, team leader, program manager, human resources manager, career information officer, or career & transition services coordinator.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on + 61 3 9620 2922 to discuss your previous experience and we will be able to guide you through the RPL process.

Qualifications

Graduate Certificate in Career Development Practice (CHC81315)

Achieve an Exciting Career in Hospitality



Qualifications

- SIT20316* - Certificate II in Hospitality
- SIT30616* - Certificate III in Hospitality
- SIT30816* - Certificate III in Commercial Cookery
- SIT31016* - Certificate III in Patisserie
- SIT40516* - Certificate IV in Commercial Cookery
- SIT40716* - Certificate IV in Patisserie
- SIT50416* - Diploma of Hospitality Management - Management Theory
- SIT50416* - Diploma of Hospitality Management - Culinary
- SIT50416* - Diploma of Hospitality - Hotel Operations
- SIT60316* - Advanced Diploma of Hospitality Management – Management Theory
- SIT60316* - Advanced Diploma of Hospitality - Culinary
- SIT60316* - Advanced Diploma of Hospitality - Hotel Operations

The hospitality industry provides a vast array of career opportunities across a broad range of sectors. Studying Hospitality with ANIBT opens the door to unlimited opportunities for your career that you can find anywhere in the world. These qualifications provide the skills and knowledge for an individual to be competent as a middle or senior manager in any hospitality functional area and in particular Patisserie, Commercial Cookery, or Catering Operations.

This individual would analyse, design, and execute judgments using wide-ranging technical, creative, conceptual, or managerial competencies. Their knowledge base may be specialised or broad and they are often accountable for group outcomes. Having these qualifications will allow you to perform roles including senior manager in a large hospitality enterprise or owning/managing a small hospitality enterprise.

The types of positions available also include Food and Beverage Manager, Operations Manager, Executive Chef, Café Owner or Manager, or

Motel Owner, or Manager. Typically, work would be undertaken in various hospitality enterprises where food is prepared and served including restaurants, hotels, or cafés.

Students who complete the Hotel Operations units would be working in the area of Rooms Division, Front Office, Guest Services and Housekeeping.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing. Please contact ANIBT directly on + 61 3 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process

Work - Based Training

Practical Placements - Student Information (See ANIBT website for full details)

*This course can be offered to international students.

10695NAT

Certificate IV in TESOL

(CRICOS Code: 099138G)



The intent purpose of this course is to provide participants with a range of knowledge, skills and generic and specific competencies to support them in gaining employment for the provision of teaching and assessing English as a Second Language (*ESL). Participants are immediately employable in a context of English language teaching that utilizes their skills and capabilities at a certificate IV level of competency.

To achieve the qualification Certificate IV in TESOL (Teaching English to Speakers of Other Languages) the learner must complete 10 units – 9 Core and 1 Elective.

Certificate IV in TESOL - 10695NAT (CRICOS Code: 099138G)		Core units (complete all)	
Unit Code	Unit Title	Pre-requisite	Contact Hours*
TESCIE001	Create a culturally inclusive learning environment	Nil	50
TESGAE001	Use the genre approach to teach English	Nil	50
TESTEG001	Teach English Grammar	Nil	50
TESTSP001	Teach Spelling and Pronunciation	Nil	50
TESTSE001	Teach Speaking	Nil	50
TESTLE001	Teach Listening	Nil	50
TESTRE001	Teach Reading	Nil	50
TESTWE001	Teach Writing	Nil	50
TESDRF001	Develop Resource Files	Nil	50

Certificate IV in TESOL - 10695NAT (CRICOS Code: 099138G)		Elective units (complete all)	
Unit Code	Unit Title	Pre-requisite	Contact Hours*
TESTAL001	Teach ESL to teenage Learners	Nil	50

Certificate IV in TESOL Total contact hours: 500

Entry Requirements

No previous teaching experience required.

Australian Year 12 certificate.

IELTS score of 6.0 or equivalent.

Duration

6 months full time or upto 12 months part time

Delivery Method

Varied: Face to Face Classroom; Workshop; Computer generated supervised learning

**Note: * the "Contact Hours" are NOT the number of hours of attendance in classes. Contact hours include in-class hours, self-study, preparation for assessment and Practice Teaching.*

10688NAT

Diploma of TESOL

(CRICOS Code: 099139G)



Entry Requirements

No previous teaching experience required.

Australian Year 12 certificate.

IELTS score of 6.0 or equivalent.

Duration

18 months full time or up to 36 months part time

Delivery Method

Varied: Face to Face Classroom, Workshop, Computer generated supervised learning

**Note: * the "Contact Hours" are NOT the number of hours of attendance in classes.*

Contact hours include in-class hours, self-study, preparation for assessment and Practice Teaching.

TESOL at ANIBT is a flexible learning course, with the purpose of providing participants with a range of knowledge, skills and competencies to support them in gaining employment teaching and assessing English as a Second Language (*ESL), at a greater depth and complexity than at a Certificate IV level.

To achieve the qualification Diploma of TESOL (Teaching English to Speakers of Other Languages) the learner must complete 14 units – 9 Core and 5 specialisation units.

Diploma of TESOL - 10688NAT (CRICOS Code: 099139G)			
			Core units (complete all)
Unit Code	Unit Title	Pre-requisite	Contact Hours*
TESCIE001	Create a culturally inclusive learning environment	Nil	50
TESGAE001	Use the genre approach to teach English	Nil	50
TESTEG001	Teach English Grammar	Nil	50
TESTSP001	Teach Spelling and Pronunciation	Nil	50
TESTSE001	Teach Speaking	Nil	50
TESTLE001	Teach Listening	Nil	50
TESTRE001	Teach Reading	Nil	50
TESTWE001	Teach Writing	Nil	50
TESDRF001	Develop Resource Files	Nil	50

Diploma of TESOL - 10688NAT (CRICOS Code: 099139G)			
			Specialisation units (complete all)
Unit Code	Unit Title	Pre-requisite	Contact Hours*
TESAMT001	Apply Approaches and Methods in TESOL	Nil	150
TESDTS001	Design and teach ESL Syllabus	Nil	150
TESAEL001	Assess ESL Learning	Nil	150
TESEAP001	Teach English for Academic Purposes	Nil	150
TESESP001	Teach English for Specific Purposes	Nil	150

Diploma of TESOL Total contact hours: 1200

Teaching English to Speakers of Other Languages

Learn the skills to teach English as a second language in our nationally accredited course, and gain a qualification that is accepted globally. Forge a career in ESL at an Australian institution, or break out into an international career.

Complete your practicals at ANCE

ANCE is a provider of quality English language training for International students. Your placement hours will be completed here, observing experienced ESL teachers, and practising teaching in real class situations.

You will learn the fundamentals of being an educator with teacher-mentors to give you constructive feedback, every step of the way.

Utilise Next Careers services

Next Careers is an established recruitment firm specialising in placing English Speaking Teachers into foreign schools abroad.

Working directly with schools and government agencies, Next Careers in partnership with ANIBT, will be providing direct overseas employment opportunities to eligible* ANIBT TESOL graduates

With a high demand for Foreign English Teachers abroad, Next Careers can provide you with the chance to work in a foreign country whilst taking the time to live and experiencing a different culture.

** must meet certain criteria*





A N I B T

Australian National Institute
of Business and Technology

CRICOS:02506B RTO:21368



AGED care

Courses

CHC33015

Certificate III in Individual Support

(CRICOS Code: 0102057)

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

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

Nominal Study Hours: 800 hours ONE SPECIALISATION / 1000 hours TWO SPECIALISATIONS
Work based Training: 120 PLUS hours

Mandatory Requirements All applicants are required to submit a Federal Police check before commencing work placement.

Applicants must be physically capable of doing general lifting and be prepared to be on their feet for long stretches of time.

Career Roles Care assistant / worker, Community / Disability support worker, In-home respite care worker / giver, Nursing assistant, Community Access Coordinator, Planned activity assistant, Accommodation Support Worker, Lifestyle Support Worker, School support officer (working with children with disabilities), Disability Service Officer, Transport Support Worker, Family Support Worker, Food Services Deliverer, Home care assistant , Field officer, Disability service officer

Please note these job roles depend on the specialisation undertaken by the learner

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

Delivery Mode Varied:

Varied : Face to Face; Classroom;
Computer generated supervised learning;
Work Based

CRICOS Code

0102057

ANIBT Course Code

C3IS_CHC33015

Course Duration

Up to 15 months

Qualification Level

Certificate III

Nationally Recognised

Yes

CHC43015

Certificate IV in Ageing Support

(CRICOS Code: 0102058)



Delivery Mode Varied:

Varied : Face to Face; Classroom;
Computer generated supervised learning;
Work Based

CRICOS Code

0102058

ANIBT Course Code

C4AS_CHC43015

Course Duration

Up to 18 months

Qualification Level

Certificate IV

Nationally Recognised

Yes

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

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

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

Nominal Study Hours: 1200 hours / 120 PLUS hours

Work based Training: 120 PLUS hours

Mandatory Requirements All applicants are required to submit a Federal Police check before commencing work placement.

Applicants must be physically capable of doing general lifting and be prepared to be on their feet for long stretches of time.

Career Roles Employment outcomes include varying roles in organisations, primarily in residential aged care and home and community care settings.

Job roles may include accommodation support worker, hostel supervisor, personal care worker, care supervisor, program coordinator - social programs, care team leader, residential care worker, day activity worker, support worker or home care worker.

Please note these job roles depend on the specialisation undertaken by the learner

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

CHC52015

Diploma of Community Services

(CRICOS Code: 0102059)



This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities.

At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

Note: that the Statutory & forensic child, youth & family welfare specialisation must be achieved in order to meet the minimum education requirements for child protection and youth justice practice in Victoria. In addition, to meet the minimum education requirements for entry into child protection practice in Victoria, diploma qualifications must be approved by the Australian Community Workers Association (ACWA)

To achieve this qualification, the candidate must have completed at least 100 hours of work as detailed in the Assessment Requirements of units of competency*

Nominal Study Hours: 1500 hours

Work based Training: 160 PLUS hours

Mandatory Requirements All applicants are required to submit a Federal Police check before commencing work placement.

Applicants must be physically capable of doing general lifting and be prepared to be on their feet for long stretches of time.

Delivery Mode Varied:

Varied : Face to Face; Classroom;
Computer generated supervised learning;
Work Based

CRICOS Code

0102059

ANIBT Course Code

DCS_CHC52015

Course Duration

Up to 18 months

Qualification Level

Diploma

Nationally Recognised

Yes

Accredited Short Courses

Responsible Service of Alcohol (VCGLR)

The Responsible Service of Alcohol Certificate is a requirement for licensees and staff who are selling, offering or serving liquor in the establishments with the general, on-premises, late night and packaged liquor license. In Victoria the Responsible Service of Alcohol Course must be a Victorian Commission for Gambling and Liquor Regulation (VCGLR) accredited course to obtain the required RSA certificate

The RSA course covers legal requirements of the sale and service of alcohol, harm minimisation and duty of care. This 4 hour course will cover:

- How to improve the atmosphere of your premises.
- Understand alcohol and the law.
- Understand the problems with excessive consumption.
- Know who is responsible for RSA.
- The facts about alcohol.
- Refusal of service
- Underage drinking
- Secondary supply

This RSA course is only recognised in Victoria

Accreditation: ANIBT is accredited by the Director of Victorian Commission for Gambling and Liquor Regulation (VCGLR), to deliver the Responsible Serving of Alcohol course in Victoria.

Food Handlers Certificate (level 1)

The Food Handlers Certificate Course will provide you with the Nationally Recognised Unit of Competence: SITXFSA001 – Use hygienic practices for food safety and complies with the legislative requirements for food safety and hygiene practices as outlined in the Australian Food Standards Code. This course is a legal requirement for all staff who work in the food industry within a range of businesses including hotels, cafés and restaurants, retail food outlets, temporary food events, aged care facilities, hospitals and community care services.

You will have the ability to follow workplace hygiene procedures, predetermined procedures, identify and control simple hazards and take particular hygiene measures to ensure the non contamination of food and other items that might risk the health and safety of customers, colleagues and yourself.

Food Handlers Certificate (level 2)

The Food Safety Supervisor Course will provide you with the Nationally Recognised Units of Competence: SITXFSA001 Use hygienic practices for food safety & SITXFSA002 Participate in Safe Food Handling Practices and complies with the legislative requirements for food safety and hygiene practices as outlined in the Australian Food Standards Code. A qualified Food Safety Supervisor is a legal requirement for all food industry businesses including hotels, cafés and restaurants, retail food outlets, temporary food events, aged care facilities, hospitals and community care services.

You will have the ability to identify risks associated with all stages of food preparation using HACCP procedures to minimise and control food safety hazards and risks as well as completing required documentation associated with the Food Safety Program.





Short Courses

Provide First Aid (Level 2)

The Provide First Aid Course will provide you with the Nationally Recognised Unit of Competence: HLTAID003 Provide First Aid and complies with the Australian Resuscitation Council (ARC) Guidelines relating to the provision of first aid.

You will have the ability to apply effective First Aid treatment to a range of situations and obtain life saving CPR skills. This Certificate is valid for 3 years with the CPR component to be updated every 12 months.

Prepare and Serve Espresso Coffee

SITHFAB005

This accredited course provides students with the opportunity to develop basic skills and knowledge required to make espresso coffees including café latte, cappuccino, flat white, mochachino, short and long macchiato & long blacks. You will learn how to set up, operate, maintain and clean coffee equipment

including the espresso machine and grinder. It is also a great course for those interested in making wonderful coffee at home. Areas covered will include:

- Organise and prepare work areas
- Select and grind coffee beans
- Advise customers and take espresso coffee orders
- Clean espresso equipment
- Extract and monitor quality of espresso
- Undertake milk texturing process
- Serve espresso coffee beverages

On successful completion of this course you will be issued with a national accredited certificate of attainment for the following 2 units:

- *SITHFAB005* Prepare and Serve Espresso Coffee
- *SITXFSA001* Use Hygiene Practices for Food Safety

Latte Art Master Class

This class is a hands-on training workshop focusing first on developing and refining the technique for steaming milk in order to pour latte art, and an introduction to the three basic latte art designs: Heart, Rosette and Tulip.

In small groups under the supervision of some of Melbourne’s best baristas, students have the opportunity to practice texturing milk and pour. The latte art technique takes hours of practice to perfect; accordingly students should not expect to master the latte art technique during class time, but will be prepared to practice effectively at their café to refine and develop latte art skills over time. On successful completion of this course you will be issued with a certificate of completion.

This class is highly recommended for experienced Barista’s looking to showcase additional skills or beginner barista’s who want to develop new skills.

ANIBT Pathways



Holmesglen (CRICOS: 00012G):

Study any Diploma and Advanced Diploma at ANIBT

Intakes: January, April, July, October

Complete your degree at Holmesglen in 1.5 – 2 years.

Bachelor of Business Administration
(course code V14333)
Intakes: March & July

Bachelor of Hospitality Management
(course code 089800K)
Intakes: February & July

Bachelor of Sport Business
(course code 092390G)
Intakes: February & July

La Trobe University (CRICOS: 00115M)

Study at ANIBT:

Certificate III in Hospitality
(Commercial Cookery/ Patisserie)
Certificate IV In Hospitality
(Patisserie)
Diploma of Hospitality
Advanced Diploma of Hospitality

Intakes: January, April, July, October

Complete Bachelor of Business
(Tourism and Hospitality/
Tourism Management and
Marketing)

Credit exemptions of up to 180 of
the 360 credit points in this
program subject to faculty
assessment at La Trobe
University)

Intakes: March & July

Box Hill Institute:

Study at ANIBT:

Diploma of Hospitality
Advanced Diploma of Hospitality

*Intakes: January, April, July,
October*

Complete Bachelor of
Hospitality Management and
Receive 1 – 1.5 years Credit
points transfer

Intakes: March & July Complete





Next Careers is a Career Service Centre that has been established to equip current ANIBT students and recent graduates with the skills and resources needed to succeed in the demanding workforce. Our comprehensive career service will show students the ins and outs of the job application and preparation process.

Ongoing career support during and after studies is important to help students to understand their strengths and identify how their skills and interests can be developed into a fulfilling career. We aim to provide all students with personalized tools, skills and confidence to drive their career and achieve their goals and ambitions at any stage of their journey.

Next Careers Student Career Support:



Build a profile

To be successful in any career you need to have a brand and you need to be able to market it. We can help students to identify and develop a brand and show them the best way to market themselves both in person and online.

Network

Networking has become one of the leading ways in which potential employers recruit staff. Find out the best way to network and how it works such as LinkedIn, forums and professional memberships.

Write Resumes

New job applications requires and new resume that meets the potential employers needs. Understanding what information should be included will put student's miles ahead of the rest.

Write Cover Letters

Not all cover letters are the same! The cover letter is like the front cover of a book. Learning how to format a winning cover letter is a must Prepare for Interviews Learning how to answer interviews questions is the final puzzle in the employment process. Different industries use different methods and understanding these methods could help you secure the position you are after.

Student Employment Support:



Your rights at work

We are here to provide students with information on their working rights including working conditions, wages and work place requirements

Vocational Placement Support

Assist and support students throughout their work placements which may be required as part of their studies.





ANCE

Key to Opportunity

AUSTRALIAN NATIONAL COLLEGE OF ENGLISH

CRICOS: 03134F



ADMISSION TO ELICOS AT ANCE

The ANCE selection process is conducted in a fair and ethical manner.

Minimum entry requirements are:

- ▶ Being at least 18 years of age
- ▶ Successful completion of Year 11 or equivalent or, if less, a demonstrated ability to succeed in the chosen course.

As part of the enrolment process, you will be interviewed by a member of the English staff and you may be required to do a short placement test.

Equal opportunities apply to entry into ANCE courses. Your gender, racial background, your religion and other such personal characteristics are not a barrier to study and training. Management and staff at ANCE are committed to promoting full and equal participation and access for all students to activities and to the learning environment.

TEACHING METHODOLOGY ANCE's approach takes account of the diverse learning styles and needs of our students.

Therefore, we incorporate a range of teaching and learning methods into our courses, including classroom instruction, practical demonstration, group and individual work, audio and visual presentations, problem-solving activities and field trips. Student are guided in developing the skills to manage their own learning. The ANCE teaching staff have experience teaching English in a wide range of contexts both in Australia and overseas.

COLLEGE FACILITIES The College provides modern classrooms with audio-visual aids, computer and Internet access in computer labs and by wireless, as well as kitchenette facilities. The campus is in the Central Business District, surrounded by cafes and restaurants, and easily accessible by trams, trains and buses within 5 minutes' walk.

STUDENT SUPPORT SERVICES New students are offered an orientation program which includes an introduction to the policies, procedures and practices of ANCE, students' rights and obligations, and information about living and studying in Melbourne. College staff can assist you with general advice on travel, accommodation, employment and other matters relating to personal welfare and academic progress. If the circumstances indicate that more professional counselling is needed, the Student Services Manager can refer you to an external counsellor at little or no cost to you.

STUDY PATHWAYS ANCE is affiliated with ANIBT, which provides vocational training for business, hospitality and technical areas of employment. ANCE and ANIBT staff have extensive experience in linking English training to other studies and can advise you about pathways through ELICOS to vocational training and/or higher education at ANIBT and other institutions. For enquiries, please contact marketing@ance.vic.edu.au

OTHER COURSES In addition to ELICOS, the College offers study tours for groups of high school students from overseas, IELTS test preparation, English for Academic purposes and Business English.



GENERAL ENGLISH COURSES

For students wishing to improve their general English ability for a variety of reasons, including later vocational education and training. The course caters for various levels and provides opportunities to improve language skills in managing a wide range of everyday activities and interactions. General English has four levels:

- ▶ Elementary at CFR Level A2
- ▶ Pre Intermediate at CFR Level B1
- ▶ Intermediate at CFR B1+
- ▶ Upper Intermediate at CFR level B2

Completion of any one level usually takes 15 weeks but may vary according to the individual student's rate of progress. IELTS test preparation is included at the higher levels of the course. There are no differential fees for different levels.



ENGLISH FOR ACADEMIC PURPOSES (EAP)

The rationale for the EAP Upper-Intermediate course is to provide systematic English learning to meet the needs of international students intending to go into

- ▶ Vocational training at diploma level or advanced diploma level
- ▶ Higher education at undergraduate level or postgraduate level (in some courses at some institutions)

The course operates at CEFR level B2, catering for learners at an upper intermediate level of proficiency by assisting them to improve the macro-skills of listening, speaking, reading and writing for use in academic contexts. The course also assists students to become aware of the key features of tertiary education in Australia and other English-speaking countries.

The EAP course aims to develop the learner's skills to effectively manage study in academic courses where English is the medium of communication, instruction, research and assessment. The content is based on several themes or topics in order to provide the learners with a fair range of contexts in which to develop and practice their English proficiency and study skills, as well as increase their motivation and confidence.

The course runs for 10 weeks (200 hours).

Prerequisite: Completion of Intermediate level English or equivalent. (IELTS 5.0)

IELTS TEST PREPARATION

ANCE offers two IELTS test preparation courses for Intermediate level students (B1/4.5-5.0) and Upper Intermediate students (B2/5.5-7.5). Each IELTS Test preparation course is of 10 weeks duration with fixed start dates. The course is intended for people who need to verify their English language proficiency in internationally recognised tests and is quite specifically designed to meet the learning needs of international students preparing to take the IELTS test. The course also includes information about the format of the IELTS test and how to register as a candidate.

- ▶ Intermediate at CFR level B1 (IELTS 4.5-5.0)
- ▶ Upper-Intermediate at CFR level B2 (IELTS 5.5-7.5)



SHORT COURSES (Run in conjunction with ANIBT)

Three short courses are available with ANCE enrollment. These are run in conjunction with our partner college, Australian National Institute of Business & Technology (ANIBT). These courses can be included with your ANCE enrollment.

Responsible Service of Alcohol (VCGLR)

The Responsible Service of Alcohol Certificate is a requirement for licensees and staff who are selling, offering or serving liquor in the establishments with the general, on-premises, late night and packaged liquor license. In Victoria

the Responsible Service of Alcohol Course must be a Victorian Commission for Gambling and Liquor, Regulation (VCGLR) accredited course to obtain the required RSA certificate. **(For more information, see page 22)**

Barista Basics

This course provides students with the opportunity to develop basic skills and knowledge required to make espresso coffees, including café lattes, cappuccino, flat whites, mochachinos, short and long macchiatos & long blacks. You will learn how to set up, operate, maintain and clean coffee equipment. **(For more information, see page 23)**

Food Handler's Certificate

SITXFSA001 – Use hygienic practices for food safety.

The completion of this course is a legal requirement for all staff who work in the food industry, including hotels, cafés and restaurants, retail food outlets, temporary food events, aged care facilities, hospitals and community care services. **(For more information, see page 22)**

Afternoon Free Classes

ANCE also provides some free afternoon classes for interested students to improve their practical English. These include: English for Hospitality; Understanding Australian Culture; Drama; English Conversation; Job Skills and others.

Excursions and Special Activities

Every 5 weeks students go on excursions to important places and cultural institutions. These are opportunities to experience Australian culture and practice the skills you are learning. Places include museums & art galleries, Old Melbourne Jail, Sealife Aquarium, St Kilda Beach, the MCG, Melbourne Laneways and many more.

Also, students celebrate special events and share in International Lunches, BBQs and other social gatherings.

BUSINESS ENGLISH

For international students wishing to improve both their general English skills and the language required in further business studies and work environments. The course also provides a means to add to their overall knowledge of international business.

Business English has two levels:

- ▶ Intermediate at CFR level B1
- ▶ Upper Intermediate at CFR level B2

The course can be used as preparation for the Cambridge Business English Certificate levels 1 (Preliminary) and 2 (Vantage),* and provides a pathway to mainstream business study courses in the vocational training and higher education sectors. Completing one level of Business English would usually take 10 weeks of study but may vary according to the individual student's rate of progress. There are no differential fees for different levels.

** ANCE has no direct association with Cambridge English Language Assessments.*

PLACEMENT AND ASSESSMENT IN COURSES

Placement in English language program levels is decided by evidence of English proficiency, and/or by a placement test and interview. Advancement through our courses depends on both a minimum of 80% attendance and on satisfactory progress as measured by assessments. Assessment is continuous during courses: there is no major final exam, but there are formal assessments every 5 weeks. ANCE assessment procedures are flexible, fair, reliable and valid. They include various combinations of class participation, discussion, portfolios, projects, role-plays, written assignments, tests, and oral presentations.

ANCE issues ELICOS Certificates of Achievement and/or Statements of Participation to students shortly after the completion of their course.



WHAT IS ELICOS?

English Language Intensive Courses for Overseas Students.

The ELICOS courses at ANCE are designed to provide students from language backgrounds other than English with practical opportunities to improve their English language proficiency in the four macro-skills of listening, speaking, reading and writing; thereby improving the opportunities and confidence in every individual's communication in English language.

COMMENCEMENT

ANCE is open for new student enrolment EVERY Monday. This means that you can start your ANCE program on any Monday morning of the year (except during the Christmas shutdown)

Please check our website www.ance.vic.edu.au for further details.

COURSE DURATION

ELICOS COURSES	HOURS	DURATION
GENERAL ENGLISH	20 hrs/week	15 weeks per level
BUSINESS ENGLISH	20 hrs/week	10 weeks
ENGLISH for ACADEMIC PURPOSES	20 hrs/week	10 weeks
IELTS TEST PREPARATION	20 hrs/week	10 weeks

TIMETABLE (Day-Time):

Monday to Thursday

- ▶ **Session 1:** 8:45 - 10:45 AM
- ▶ **Break:** 10:45 - 11:00 AM
- ▶ **Session 2:** 11:00 - 12:45 PM
- ▶ **Lunch Break:** 12:45 - 1:30 PM
- ▶ **Session 3:** 1:30 - 2:45 PM

TIMETABLE (Evening):

Monday to Friday

- ▶ **Session 1:** 5:00 - 7:00 PM
- ▶ **Break:** 7:00 - 7:30 PM
- ▶ **Session 2:** 7:30 - 9:30 PM

There are NO day classes on Fridays. It is an individual study day and social activities day.

** Timetables and prices are subject to change without notice. Please contact ANCE to check current prices.*



STUDY-TOUR PROGRAMS FOR SCHOOL STUDENTS

PROGRAM DESIGN

Over the last several years ANCE has welcomed many groups of school students from overseas on Study-Tour programs in Melbourne. Program duration ranges from a few days to a few weeks, and group sizes can be up to 40 or 50 students from the middle school or high school years. The program can include daily English lessons in-class as well as excursions to places of interest. Some examples of places of interest can be found on the following websites:

www.visitmelbourne.com
www.australia.com

The lessons cover English skills and key features of Australian culture. To suit the age and the English skill level of the students, ANCE teachers are able to modify the content of lessons and the style of teaching. For older students, we can include specific topics and activities such as Australian history, international travel study, preparation for international English tests, and English for academic contexts. If your Study-Tour is booked and confirmed well in advance, it may be possible to book a visit to a local school, where your group would be able to meet and interact with Australian students.*

ACCOMMODATION AND RECREATION

We can arrange accommodation for your group in an apartment building. However, most groups prefer accommodation in home stays, where the students are able to meet local people and experience the lifestyle of a country that is new and different to them.

LEARNING ENGLISH

Please note Study-Tours are not suitable for children under 12 years of age.

Please visit www.visitmelbourne.com for further information.

INFORMATION AND QUOTATION

To discuss your Study-Tour requirements and obtain a quotation for costs, please contact ANCE on info@ance.vic.edu.au or by telephone on +61 3 9620 1722

**Visits local schools are not normally available during exam periods and school holidays. For example, most schools in Australia are closed from before Christmas until the start of February.*

**Please note also that January and February are summer months in Melbourne and that hot weather sometimes makes outdoor activities impractical. ANCE needs to be flexible in implementing Study-Tour programs.*



Please print in boxes using only **BLOCK** letters; **TICK** boxes or **CIRCLE** where applicable

Personal Details

Title: _____ **Gender:** Male Female Unspecified

Family name: _____ **Given names:** _____

Nationality: _____ **Date of Birth** (dd/mm/yyyy): _____

Address (Home Country): _____

Phone: _____ **Email:** _____

Address in Australia (If Known): _____

Telephone: _____

Education Background

Highest Qualification Achieved: _____

Name of Institute: _____

English language proficiency score
(within last 2 years) i.e. IELTS or other: _____

Visa Type

Student Visitor Working Holiday Other (Please specify: _____)

Expire Date: _____ **Passport Number:** _____

Course Commencement

ANCE ELICOS courses start every MONDAY (except during the Christmas shutdown).
Please specify the date when you wish to begin your studies.

Date: _____ **Your intended course duration** _____ **weeks**

Please indicate which course area you are applying for

GENERAL ENGLISH

Elementary/Pre-Intermediate Intermediate level Upper intermediate level

Duration of Courses Per level

General English: 15 weeks (of 20 hours each week)

These durations are average and may vary according to the student's rate of progress in their course.

Placement or movement into a level is dependent on your English proficiency as indicated by any or all of the following:

- ▶ Formal evidence (e.g. recent IELTS/TOEFL/PTE- Ac score)
- ▶ An initial placement test
- ▶ Interview with a member of the ANCE teaching staff
- ▶ Continuous and periodic assessments in class.

TOTAL OF THE COURSE FEE	For	WEEKS
COURSE MATERIALS Per 15 weeks:		

Airport Pickup

Do you require airport reception and transfer?

Yes No

Accommodation

Do you require ANCE to arrange accommodation?

Yes No

If Yes, what type of accommodation?

Homestay Hostel Serviced Apartment

Note that there are non-refundable fees payable to ANCE for processing applications, for the airport pick-up service and for the homestay placement service.

Health & Medical Insurance

For students on student visas, Overseas Health Cover (OSHC) is compulsory. Do you require ANCE to arrange OSHC for you?

Yes No If Yes, for what period of cover? _____ months

TERMS & CONDITIONS OF ENROLMENT

- ▶ You must be at least 18 years of age.
- ▶ ANCE reserves the right to accept or reject any application for enrollment at its discretion. If you accept a place offered by ANCE and pay the fees, that means a binding contract is created between you (the student) and ANCE.
- ▶ All fees and charges will be payable in advance as determined by ANCE. You will not be permitted to commence or continue your course until all outstanding fees and charges are paid.
- ▶ Any payments not made by the due date will incur a late payment penalty of A\$200. After a further two weeks a penalty of A\$50 per week or part thereof will be payable until the full amount has been paid.
- ▶ Current course fees and other charges are shown in this form and will be included in the payment agreement to be signed on enrolment. Fees and charges, while correct at the time of printing, are subject to change without prior notice.

Policy On Refunds

- ▶ If ANCE defaults (i.e. the course does not start on the agreed date, the course ceases to be provided before it is completed, or the course is not provided in full to the student), the student is entitled to a full refund. In this case the refund will be paid within 14 days after the occurrence of these events.
- ▶ In these instances, the refund is covered by the ESOS Act 2000 and not by a refund agreement.

Refund Agreement

- ▶ Application fees, Accommodation Placement fees and Airport Pickup fees are non-refundable.
- ▶ All tuition fees will be refunded if the application for an initial visa is rejected. Proof of refusal must be provided no later than four weeks after the date of refusal, otherwise normal cancellation fees will be charged.
- ▶ Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to non-compliance on the part of the student with the rules and regulations set by the Australian government.
- ▶ No reduction in tuition fees for students who arrive after course commencement will be considered. If an applicant accepts a place offered by ANCE and pays the fees it constitutes a binding contract between ANCE and the student.
- ▶ Notification of cancellation/withdrawal from or deferral from a course of study must be made in writing to ANCE. A refund will be paid within 28 days after receiving the written notice and a statement explaining how the refund was calculated will be included.
- ▶ In the case of cancellation/withdrawal, a cancellation fee as outlined below will be applied:

Cancellation Before Commencement Date

More than 10 weeks before: A\$500

Between 4 weeks and 10 weeks: 50 % of course fee

Less than 4 weeks before: 70 % of course fee

Cancellation After Commencement Date

2 weeks or less after: A\$500 + 70% of course fee

More than 2 weeks after: 100% of course fee

- ▶ Exemptions to the above mentioned cases may only occur where there are extenuating or compassionate grounds, as determined by the CEO of ANCE.
- ▶ A student whose enrolment is terminated by ANCE will not be entitled to any refund of fees. Any fee refund is wholly at the discretion of ANCE.
- ▶ In the event of any disagreement between the parties, this agreement and the availability of ANCE's complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws.

Fees Payable By Bank Cheque/Draft/Telegraphic Transfer To:

Account name: Australian National College of English

BANK: Commonwealth Bank **ACCOUNT NUMBER:** 11541050

BSB:063182

SWIFT CODE: CTBAAU2S

BRANCH ADDRESS: 28-32 Kings Way, Glen Waverley Vic 3150, Australia

Application Checklist:

 Check that you have:

Completed all sections of the Application for Admission

Read and understood the Conditions of Enrolment and the Refund Policy

Included a passport photo and a photocopy of your passport ID.

APPLICANT'S DECLARATION

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. During my enrolment I will notify ANCE of any change of address or other personal contact details. I have read and understood the published course information in the brochure or website and I have sufficient information about ANCE to enrol I understand that any information gathered by ANCE relating to me may be made available to Commonwealth and State Government agencies and to the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code 2007. I accept liability for payment of all fees. I have read and understood the conditions of enrolment on this form and the refund policy of ANCE, which is also on this form. I agree to abide by all of the above terms and conditions.

Signature

Date:



AUSTRALIAN NATIONAL COLLEGE OF ENGLISH
CRICOS: 09134F

Level 8, 474 Flinders Street, Melbourne VIC 3000, Australia
E: info@ance.vic.edu.au / W: www.ance.vic.edu.au
T: +613 9620 1722 / ANCE is an official UNICEF fundraiser

REPRESENTATIVE'S STAMP



How to Complete this Form

- Please print in boxes using only **BLOCK** letters; **TICK** boxes or **CIRCLE** where applicable
- **Attach supporting documents** to this form including certified English translation copies if required.
- Supporting documents must be **certified true copies from the originals**.
- Incomplete applications may incur in **applications postponement**.

Application for Enrollment Form

For International Student Use Only

1. COURSE COMMENCEMENT

___ February ___ April ___ July ___ October ___ Other _____ Year: 20 _____

2. COURSE SELECTION Please indicate course area you are applying for:

SELECT	CRICOS CODE	COURSE NAME
AGED CARE		
	0102057	Certificate III in Individual Support
	0102058	Certificate IV in Ageing Support
	0102059	Diploma of Community Services
HOSPITALITY		
	SIT20316	Certificate II Hospitality
	SIT30616	Certificate III in Hospitality
	SIT31016	Certificate III in Patisserie
	SIT40716	Certificate IV in Patisserie
	SIT30816	Certificate III in Commercial Cookery
	SIT40516	Certificate IV in Commercial Cookery
	SIT50416	Diploma of Hospitality Management <i>(Culinary)</i>
	SIT50416	Diploma of Hospitality Management <i>(Hotel Operations)</i>
	SIT50416	Diploma of Hospitality Management
	SIT60316	Advanced Diploma of Hospitality Management <i>(Culinary)</i>
	SIT60316	Advanced Diploma of Hospitality Management <i>(Hotel Operations)</i>
	SIT60316	Advanced Diploma of Hospitality Management

SELECT	CRICOS CODE	COURSE NAME
BUSINESS & MANAGEMENT		
	BSB42618	Certificate IV in New Small Business
	BSB50215	Diploma of Business
	BSB51918	Diploma of Leadership & Management
	BSB51415	Diploma of Project Management
	BSB61015	Advanced Diploma of Leadership & Management
	BSB80515	Graduate Certificate in Management <i>(Learning)</i>
	BSB80615	Graduate Diploma in Management <i>(Learning)</i>
TESOL		
	099138G	Certificate IV in TESOL
	099139G	Diploma of TESOL

3. PERSONAL DETAILS (As Shown In Passport)

Title : _____ Gender : Male Female Unspecified

Given Name(s): _____ Last Name : _____
Date of Birth (dd/mm/yyyy): _____ Country of Birth : _____
Nationality : _____ First Language : _____
Passport Number : _____ Expiry Date (dd/mm/yyyy): _____

4. CONTACT DETAILS

Address (Home Country) : _____
City : _____ Country : _____ Postcode : _____
Address (if in Australia) : _____
Suburb : _____ State : _____ Postcode : _____
Mobile (Home Country) : _____ Mobile : _____
Email Address : _____
USI Number (if available): _____ VSN (if available): _____

5. EMERGENCY CONTACT DETAILS

Contact Name: _____
Phone: _____

6. OSHC (Overseas Student Health Cover)

Would you like ANIBT to apply for OSHC? Yes (Single) Yes (Family) No

7. VISA TYPE

Student Visitor Working Holiday Other (Please specify: _____)
Expire Date: _____

8. AIRPORT PICKUP

Do you require Airport reception and transfer? Yes No

9. ACCOMMODATION

Do you require accommodation assistance? Yes No

If yes, what type of accommodation? Homestay Hostel Temporary accommodation

10. EDUCATION BACKGROUND



Highest Qualification Achieved:

Year 12 or Equal Diploma
 Certificate II Advanced Diploma
 Certificate III Bachelor
 Certificate IV Masters

Other _____

Are you currently studying with another provider?

Name: _____

Date commenced: _____

11. ENGLISH LANGUAGE PROFICIENCY SCORE:

IELTS Academic General
 PTE Academic General
 OET
 TOEFL iBT® Self-Score:

Date Achieved : _____ Beginner
 Intermediate
Overall Score : _____ Advanced

12. EXEMPTIONS

Are you applying for exemptions?

Yes *Attach copies of transcripts and unit outlines must be certified in your home country by a duly authorized official.* No

Have you completed part or all of an Australian Government recognized qualification and require credit transfers?

Yes *Attach copies of transcripts or statement of attainment.* No

AGENT INFORMATION

Agent Name: _____

Email: _____

Phone: _____

PAYMENT DETAILS

Account Name: Australia National Institute of Business and Technology Pty Ltd

Name of Bank: Commonwealth Bank

Bank Address: 28-32 Kings Way, Glen Waverley Vic 3150, Australia

BSB: 063182

Account Number: 11541034

Swift Code: CTBAAU2S

REFUND INFORMATION

1. ANIBT reserves the right to cancel or postpone any courses prior to the scheduled commencement date as deemed necessary.
2. If ANIBT defaults: (a) the course does not start on the agreed date, or (b) the course ceases to be provided before it is completed, or (b) the course is not provided in full to the student; the student is entitled to a full refund. Under these circumstances, a refund will be paid within 14 days after the occurrence of these events.
3. In situations 1 and 2, the refund is covered by the ESOS Act 2000 and not by ANIBT's refund/cancellation fees agreement.

TERMS & CONDITIONS

1. ANIBT reserves the right to accept or reject any application for enrollment at its discretion. If an applicant accepts a place offered by ANIBT and pays the fees, it constitutes a binding contract between ANIBT and the student.
2. All fees, charges and accounts will be payable in advance as determined by ANIBT. Students will not be permitted to commence or continue their course, at the beginning of any semester, until all outstanding fees, charges or accounts are paid.
3. Any payments not made by the due date will incur a late payment penalty of A\$200. After a further two weeks, a penalty of A\$50 per week or part thereof will be payable until the full amount has been paid.
4. Subject to staff availability there is no guarantee that every unit will be offered in any particular semester. All units are subject to change through the processes of regular course revision.
5. Fees and charges, while correct at the time of printing, are subject to change without prior notice.

REFUND AND CANCELLATION FEES

1. Administration fees, Accommodation Placement fees and Airport Pickup fees are non-refundable.
2. All tuition fees less A\$200.00 will be refunded if the application for an initial student visa is rejected where the student is not yet studying at ANIBT. Proof of refusal must be provided no later than two weeks after the date of refusal, otherwise, normal cancellation fees will be charged.
3. Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to the provision of fraudulent documents or non-compliance on the part of the student with the rules and regulations set by the Australian government. This applies where the student is already enrolled and studying at ANIBT.
4. No reduction in tuition fees for students who arrive after course commencement will be considered, however, the students CoE will be adjusted to reflect the new finish date and the student will complete the missed units at the end of their study period.
5. A student whose enrollment is terminated by ANIBT will not be entitled to any fee refund.
6. Notification of cancellation/withdrawal from unit/s, withdrawal or deferral from a course of study must be made in writing to ANIBT. Under these circumstances cancellation fees will be applied – please refer to clause 9 for details of cancellation/withdrawal fees.
7. Where applicable, a refund will be paid within 20 working days after receiving a written notice from the student; and a statement explaining how the refund is calculated will be included upon request.
8. Material fees are NON-REFUNDABLE after Course Commencement Date.
9. Extract from ANIBT Fees, Payments, and Refund Policy and Procedure.



9.1 Before course commencement date of course

More than 10 weeks - A\$250.00.

Between 4 and 10 weeks - A\$250.00 plus 50% of tuition paid as per the individual's student agreement

Less than 4 weeks - A\$250.00 plus 75% of tuition paid as per the individual's student agreement

9.2 After Course Commencement date of course

During the 1st term of course - A\$250.00 plus 100% of tuition paid as per the individual's student agreement

During the 2nd term of course before the close of business week 8 - A\$250.00 plus 100% of tuition paid as per the individual's student agreement

After the close of business week 8 of the 2nd term of course - A\$250.00 plus 100% of 3rd term tuition fees.

Before the close of business week 8 of subsequent terms - A\$250.00 plus the remainder of current terms tuition fees.

10. If a new international student is unable to secure an Australian student visa and has notified the Institute of the same prior to the census date, the student will receive 100% refund of any tuition fees paid. A\$200 Administration Fee is non-refundable.
11. Exemptions to Clauses 1 – 10 may only occur where there are extenuating or compassionate grounds, as determined by the CEO of ANIBT.
12. In the event of any disagreement between the parties, the dispute resolution process of ANIBT does not circumscribe the student's right to pursue other legal remedies.
13. This agreement does not remove the right to take further action under Australia's consumer protection laws.

APPLICATION CHECKLIST

Check that you have:

- Completed all sections of the Application form.
- Read and understood the Conditions of Enrollment and Refund Policy

Check that you have included:

- Certified copies of your academic qualifications eg. school, college or university transcripts (translated into English if necessary).
- Evidence of your English Language ability if required.
- A copy of your passport, visa or birth certificate if required.
- Any relevant employment documentation

APPLICANT'S STATEMENT

- I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrollment. I have read and understood the published course information in the brochure or website and I have sufficient information about ANIBT to enroll.
- I give ANIBT permission to obtain official records from any educational institution attended by me.
- I understand that any information gathered by ANIBT relating to me "may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code".
- I accept liability for payment of all fees.
- I have read and understood the refund policy of ANIBT.

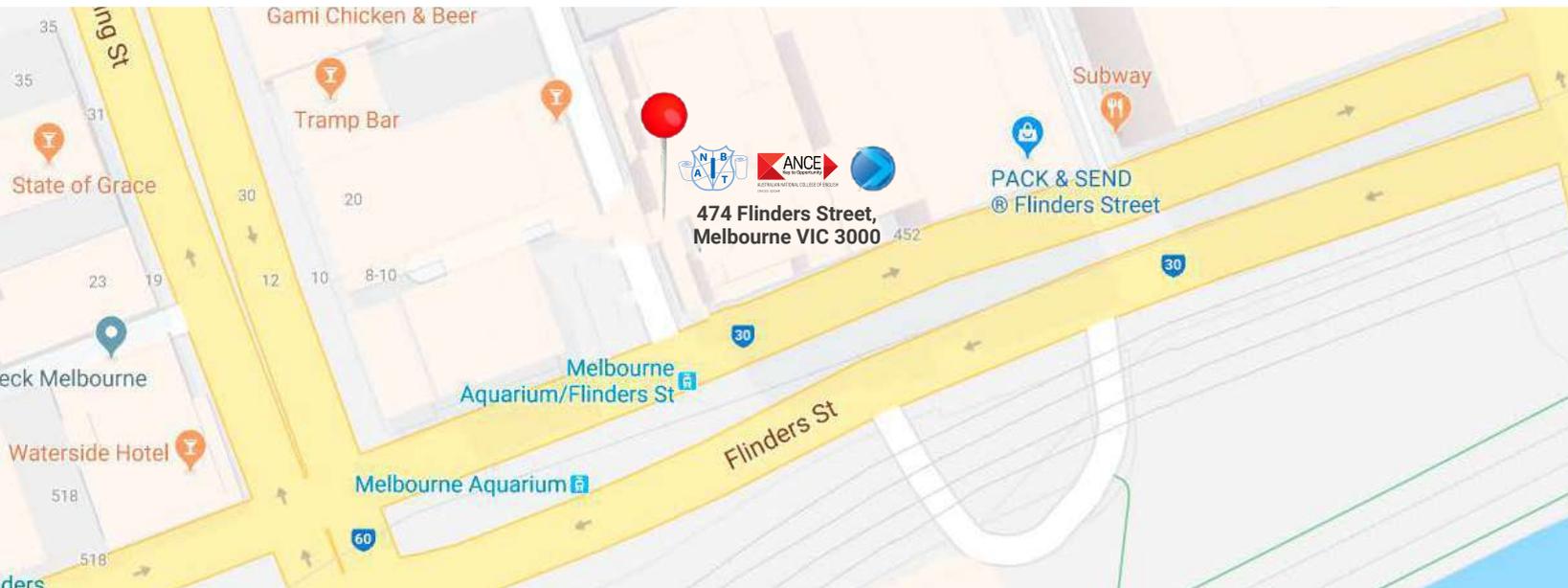
I agree to abide by the above TERMS AND CONDITIONS. Yes No

Student Signature: _____

Date: _____

REPRESENTATIVE'S STAMP

Other Information



Location

Head Office Level 7.
474 Flinders Street, Melbourne VIC 3000 / Tel: 61 3 9620 2922

City Campus Levels 7, 8 and 13.
474 Flinders Street, Melbourne VIC 3000 / Tel: 61 3 9620 2922

Brunswick Campus: Unit 2-4.
306 Albert Street, Brunswick VIC 3056 / Tel: 61 3 9388 0402

www.anibt.edu.au



www.ance.vic.edu.au





ANIBT

Australian National Institute
of Business and Technology

CRICOS:02506B RTO:21368

📍 Level 7, 474 Flinders Street,
Melbourne VIC 3000, Australia

📍 Units 2-4, 306 Albert St
Brunswick VIC 3056, Australia

☎ Tel: +61 3 9620 2922
Fax: +61 3 9620 2933

✉ admissions@anibt.edu.au
info@anibt.edu.au
www.anibt.edu.au



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CRICOS: 03134F

📍 Level 8, 474 Flinders Street,
Melbourne VIC 3000, Australia

☎ Tel: +61 3 9620 1722
Fax: +61 3 9620 2933

✉ info@ance.vic.edu.au
www.ance.vic.edu.au

nextcareers

📍 Level 13, 474 Flinders Street,
Melbourne VIC 3000, Australia

☎ Tel: +61 3 9620 1722
Fax: +61 3 9620 2933

✉ matthew.g@nextcareers.com.au

This publication is an information document for prospective students for ANIBT and ANCE. Every reasonable effort was made to ensure that the information in this document was correct at the date of printing. ANIBT and ANCE reserves the right to alter any program, course, fee, admission requirement, staffing, or any other arrangement, without prior notice.

Date of Issue: April 2020