



WORKFORCE EDUCATION INSTITUTE

2023

Workforce.edu.au
RTO 51161
CRICOS 03963B



WELCOME

The team of Workforce Education would love to send a very warm welcome to all the student as a newly founded education institute in 2021, we are aiming to deliver a comprehensive commerce courses in diversity that provides students with the essential skills and entry opportunities in terms of further education receiving and job seeking.

As a well-organized and professional educational provider of commerce, Workforce Education focuses to offer good quality education and training on leadership management to students.

Our management and teaching staff are trained with current qualification, and their relevant industry experience also contribute to our commitment of providing quality education in excellence. With great confidence of providing the up-to-standard teaching aids and facilities in order to simulate and mirror a real working place condition, we are pursuing to provide the quality education and guarantee students an enjoyable studying environment.

Thank you for choosing Workforce Education, we are confident that you will equip yourselves with the capacity of seeking meaningful career opportunities. From now onwards, you are going to experience a new colorful life that will change you by providing the best opportunities and possibilities.

CHRISTINE LIU
CEO



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ENROLLMENT PROCEDURE

1.1 International Student Enrolment Procedure

As a student at Workforce Education, you are able to enroll in all the Leadership courses in monthly intake (15th every month).

You are encouraged to apply for enrolment as early as possible to allow for the time it takes to process your student visa. You should apply well before the intake commences to ensure the best opportunity of placement (the duration of this process depends on the country you apply from).

Early application is recommended to ensure places are available.

Please note intakes are subject to change so please enquire with our admission team for detailed information.

1.2 How to apply

Applications for admission by international students must be made using the student enrolment form. Enrolment forms are available upon request or you can download from our website.

Students must complete the student enrolment form and send the completed form to the institute together with certified copies of the following:

1. Passport
2. IELTS Score of 5.5 or equivalent
3. Evidence to show they are attained Year 12 or equivalent
4. Your Visa if applicable
5. Application Form



Completed student enrolment forms will be processed by the institute and the application assessed based on the information supplied. Workforce Education Institute (WEI) may request that the student provides a statement of purpose as to why they have selected the course of study. We may also request an interview with the applicant.

The participants for each program offered by the institute will be selected in a manner that reflects access and equity principles. You may speak to our staff or visit our website for more details.

Once your application to study at Workforce Education Institute (WEI) is approved you will be sent a Letter of Offer and Acceptance. The Letter of Offer and Acceptance will detail how to make your initial payment. Under the National Code 2018. International students are required to sign the Letter of Offer and Acceptance and keep a copy for their records.



1.3 Formalization of Enrolment

Letter of Offer and Acceptance Form

The student agreement will be in plain English:

- Outline the course or courses in which you are to be enrolled and any conditions on your enrolment.
- The expected course start and finish date
- The location at which the course will be delivered.
- The modes of study for the course, including compulsory online and/or face to face training and/or work based training, placements and/ or other community-based learning and/or collaborative research training arrangements.
- Outline the pre-requisites necessary to enter the course(s), including English language requirements
- Provide a payment plan of course money payable by the student and the periods to which tuition fees relate.
- That you may choose to pay more than 50% of fees before their course commencement.
- Provide details of any non-tuition fees you may incur, including as a result of having your study outcomes reassessed, Resources Fee, application fee, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply.

- Outline the complaints and appeals process.
- Set out the circumstances in which your personal information may be shared between the registered provider and the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.
- Advise the student of their obligation to notify the registered provider of a change of address, mobile number, email address and who to contact in an emergency while enrolled in the course and to keep a copy of the written agreement and receipts of payment.

Unique Student Identifier (USI)

www.usi.gov.au

All students undertaking a nationally recognised vocational training program are required to have a USI. You can apply for a USI directly or request that the college apply for a USI on your behalf.



ENTRY REQUIREMENTS

2.1 English Language Proficiency



As a student, you need to know that all classes at Workforce Education Institute (WEI) are conducted in English. In addition, many courses include complex terminology which are demanding even for fluent English speakers. Students from non-English-speaking backgrounds are required to show evidence that they will be able to successfully complete their course.

In receiving an enrolment enquiry or application Workforce Education Institute (WEI) shall enquire and assess whether your English language proficiency is appropriate for the course for which enrolment is sought. If the student has an IELTS score of 5.5 or equivalent the applicant will be admitted to his/her chosen course. To ensure that the English test score is current, the English test must have been taken either within two years before the application is made or within two years before the grant of the visa.

*Equivalent tests include:

- Upper Intermediate Certificate or higher
- Certificate IV level or higher qualification in Australia
- IELTS 5.5
- Workforce Education Institute (WEI) English Test
- TOEFL (Paper based) 527
- TOEFL (Internet based) 46
- Cambridge English: Advanced (CAE) 162
- Pearson Test of English Academic 42

If an applicant cannot produce a satisfactory IELTS score or equivalent, and there are doubts about English language skills to cope in an academic environment, the applicant will be advised to enroll in an English course at an ELICOS provider for an appropriate duration until the student achieves an IELTS score of 5.5 or equivalent.

2.2 Academic Requirements

Applicants must demonstrate to Workforce Education Institute (WEI) that they have completed Year 12 or equivalent or Certificate IV in Vocational Education, prior to enrolment.

*Determination of equivalency can be made via the Victorian Curriculum and Assessment Authority

<http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivalents/equiv-yr11.aspx>



3 Technology Requirements

Applicants are required to bring their own laptop or tablet that can be connected to the internet to participate in Workforce Education Institute (WEI) courses.

This qualification requires an intermediate understanding in the use of computers, the internet and technology skills, which include using Word, Excel or similar software to:

- Prepare written and graphic reports
- Develop professional development plan
- Develop Marketing plans and strategies
- Develop Sales plan
- Design, monitor and manage projects

COURSE INFORMATION

3.1 BSB40520 Certificate IV in Leadership and Management

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Course Entry Requirements:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Workforce Education Institute requires that students are able to provide evidence that they:

- Have demonstrated an IELTS

level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.

- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Workforce Education Institute is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Workforce Education Institute to identify student's needs for additional support during their study with Workforce Education Institute.



Program Delivery and Assessment

Additional entry requirements – Covid – 19 Variation to Delivery and Assessment Strategy

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).
- Student must have sound digital literacy.
- Where classroom visit is required to conduct the assessments in the compliant way and in accordance with Standard 1.8 of SRTO 2015, Workforce Education Institute would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.

During COVID-19 (coronavirus) outbreak, Workforce Education Institute will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Workforce Education Institute aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

Workforce Education Institute will seek student's consent of online delivery and assessment (where possible) prior to their enrolment during this Covid-19 outbreak.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in simulated environment will be managed.

We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.

Orientation:

New student Orientation will be done via phone, e-mail and Zoom. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions.

If you have any questions regarding this process, please contact +61 (3) 8637 1718 or work4thedu@gmail.com. Please email or call the Student administration should you require any additional support.

Classes

During Covid-19, Workforce Education Institute will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class; or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment, student will notify their



trainer and assessor where trainer/assessor will provide them with further guidance.

Current Situation

In line with latest update (dated 2nd January 2021), access to Workforce Education Institute Campus is still restricted to those activity only which cannot be done at home. So, for mot student, they should continue to study remotely, unless it is required to visit the campus.

Guided by the government advice and our own assessment, we will begin permitting more essential learning, support sessions, delivery and assessment and other related activities back on campus in the coming weeks. Students will be advised from time to time. To ensure we are carefully managing the number of students, staff and trainers/assessors on campus, Workforce Education Institute will initially provide specific approval (on a case by case basis) for anyone to attend campus. For further details, please refer to:

<https://www.studyinaustralia.gov.au/English/Study-in-Australia-student-support/latest-information-and-updates-student-support>

<https://covid19.homeaffairs.gov.au/student-visa>

<https://www.studyinaustralia.gov.au/English/Study-in-Australia-student-support/travel-visas>

Online options

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

Assessment

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

Support

All staff at Workforce Education Institute will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Workforce Education Institute will also provide online academic and language support and student support staff are always here to help.

Pathway

Once students have successfully completed BSB40520 Certificate IV in Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- BSB50420 Diploma of Leadership and management
- Other Diploma or Advanced Diploma programs in related fields such as business, management, marketing.

Course Structure

A total of 12 Units (5 Core and 7 electives) must be completed and deemed competent to achieve the qualification BSB40520 Certificate IV in Leadership and Management. Participants who achieve competency in



Code	Title	Core/ Elective
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBSTR401	Promote innovation in team environments	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBPMG430	Undertake project work	Elective

any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Duration:

52 weeks, including 44 study weeks and 8 weeks of holidays

Study Load

20 hours per week in the classroom

Self-Study Hours

5 Hours per week (may be more or less depending on learner's pre-existing skills and knowledge)

Tuition Fee AUD 7,500

Resources Fee AUD 250

Application Fee AUD 250 (Non-refundable)

Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations



3.2 BSB50420 Diploma of Leadership and Management

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

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources

Course Entry Requirements:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Workforce Education Institute requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.

- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Workforce Education Institute is able to provide.

- Have successfully completed Australian year 12 or equivalent.

- Are at least at age of 18 on the date of course commencement.

- Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Workforce Education Institute to identify student's needs for additional support during their study with Workforce Education Institute.

Additional entry requirements – Covid - 19 Variation to Delivery and Assessment Strategy

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.

- Student must have access to working internet.

- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).

- Student must have sound digital literacy.

- Where classroom visit is required to conduct the assessments in the compliant way and in accordance with Standard 1.8 of SRT0 2015, Workforce Education Institute would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.

During COVID-19 (coronavirus) outbreak, Workforce Education Institute will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and



enrolled students will be notified accordingly. Workforce Education Institute aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

Workforce Education Institute will seek student's consent of online delivery and assessment (where possible) prior to their enrolment during this Covid-19 outbreak.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in simulated environment will be managed.

We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.

Orientation:

New student Orientation will be done via phone, e-mail and Zoom. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions.

If you have any questions regarding this process, please contact +61 (3) 8637 1718 or work4thedu@gmail.com. Please email or call the Student administration should you require any additional support.

Classes

During Covid-19, Workforce Education Institute will transition to an online learning environment, this means there

will be no face to classes running, unless required to be in simulated environment specifically in class; or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment, student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

Current Situation

In line with latest update (dated 2nd January 2021), access to Workforce Education Institute Campus is still restricted to those activity only which cannot be done at home. So, for mot student, they should continue to study remotely, unless it is required to visit the campus.

Guided by the government advice and our own assessment, we will begin permitting more essential learning, support sessions, delivery and assessment and other related activities back on campus in the coming weeks. Students will be advised from time to time. To ensure we are carefully managing the number of students, staff and trainers/assessors on campus, Workforce Education Institute will initially provide specific approval (on a case by case basis) for anyone to attend campus. For further details, please refer to:

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<https://covid19.homeaffairs.gov.au/student-visa>

<https://www.studyinaustralia.gov.au/English/Study-in-Australia-student-support/travel-visas>



Online options

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

Assessment

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

Support

All staff at Workforce Education Institute will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Workforce Education Institute will also provide online academic and language support and student support staff are always here to help.

Pathway

Once students have successfully completed BSB50420 Diploma of Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- BSB60420 Advanced Diploma of

Leadership and Management

- Other Diplomas, Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

Course Structure:

A total of 12 Units (6 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB50420

Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Duration:

52 weeks, including 44 study weeks and 8 weeks of holidays

Study Load

20 hours per week in the classroom

Self-Study Hours

5 Hours per week (may be more or less depending on learner's pre-existing skills and knowledge)

Tuition Fee AUD 7,500

Resources Fee AUD 250

Application Fee AUD 250 (Non-refundable)

Assessment Methodology

Assessment methods used are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include: Written questions, Projects, Presentations, report writing and Role Play/ Observations



Code	Title	Core/ Elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage operational business plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBOPS504	Manage business risk	Elective
BSBTWK503	Manage meetings	Elective
BSBLDR522	Manage people performance	Elective
BSBOPS503	Develop administrative systems	Elective
BSBCRT512	Originate and develop concepts	Elective
BSBXCM501	Lead communication in the workplace	Elective





3.3 BSB60420 Advanced Diploma of Leadership and Management

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

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Course Entry Requirements:

- Entry to this qualification is limited to those who:
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- or
- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- In addition to above:
- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete

course requirements with or without additional support that Workforce Education Institute is able to provide.

- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Workforce Education Institute to identify student's needs for additional support during their study with Workforce Education Institute.

Additional entry requirements – Covid – 19 Variation to Delivery and Assessment Strategy

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).
- Student must have sound digital literacy.
- Where classroom visit is required to conduct the assessments in the compliant way and in accordance with Standard 1.8 of SRT0 2015, Workforce Education Institute would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.

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flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Workforce Education Institute aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

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We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
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Orientation:

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<https://covid19.homeaffairs.gov.au/student-visa>



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<https://www.studyinaustralia.gov.au/English/Study-in-Australia-student-support/travel-visas>

Online options

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Assessment

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

Support

All staff at Workforce Education Institute will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Workforce Education Institute will also provide online academic and language support and student support staff are always here to help.

Pathway

• Once students have successfully completed BSB60420 Advanced Diploma of Leadership and management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma (AQF level 8) courses
- Other Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

Course Structure:

A total of 10 Units (5 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB60420 Advanced Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 10 units in the qualification. Students completing all the required units of competency will attain full qualification.

Duration:

78 weeks, including 66 study weeks and 12 weeks of holidays

Study Load

20 hours per week in the classroom

Self-Study Hours

5 Hours per week (may be more or less depending on learner's pre-existing skills and knowledge)

Tuition Fee AUD 12,000

Resources Fee AUD 250

Application Fee AUD 250 (Non-refundable)

Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:



Code	Title	Core/ Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBOPS601	Develop and implement business plans	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBFIN601	Manage organisational finances	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBSTR602	Develop organisational strategies	Elective
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBSTR801	Lead innovative thinking and practices	Elective

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.





INTERNATIONAL STUDENT PROSPECTUS

RTO 51161 CRICOS 03963B



3.4 Education Agents

Where Workforce Education Institute (WEI) engages an Education Agent to formally represent them, they will enter into a written agreement with the education agent ensuring that the requirements in the National Code are complied with.

3.5 Orientation

Workforce Education Institute (WEI) will conduct an orientation and induction program for all new international students prior to course commencement. The orientation and induction program will cover expectations of the training and assessment program, important policies, and procedures as well as student responsibilities in meeting their visa conditions. The program will also outline the student support services and resources available to students, as well as legal and emergency services and our facilities.

3.6 Campus Location and General Facilities

Campus

Workforce Campus is located at LEVEL 1 382 Lonsdale St Melbourne VIC



Building on the excellent multiculturalism that Melbourne boasts, you will study in a genuinely inclusive and friendly environment when you undertake your program with us. Our boutique campus provides you with exposure to real start-up environment.

Melbourne CBD IS THE CORE OF Greater Melbourne's metropolitan area and is a major financial center in Australia. It encompasses a number of places of significance, which include the, Federation square, Melbourne Aquarium, Melbourne Town Hall, State Library of Victoria, state Parliament of Victoria and Supreme Court of Victoria.

Our campus is also near cafes, restaurants, shops, gym, New Quay and Etihad Stadium. You could not ask for a better location to get started in this inspiring and forward-looking city.

Transport to Workforce Education:

Train	Tram
Melbourne Centro Station	Melbourne Centro Stop 5 Number: 19,57,59
Bus	Bicycle
200,207,250,251, 302,303,304,305, 309,318,350,905, 906,907,908	Spots available on Lonsdale street



Facilities

Facilities include but are not limited to:

Modern Classroom	Fully equipped with multimedia technology projector , white board, tables and chairs	Internet	Free Wi-Fi access
Colour Printers and Photocopy	Machines available and included in Resources Fees/no extra charge	Library / Study	The library includes course related books , resources and area to study
Student Kitchen area	With microwave and hot water, fridge, tables and chairs	Computer Lab	Computer provided with Microsoft office software and Internet

Melbourne CBD

The campus is about 900 meters away from Melbourne Centro

- A. QV
- B. Emporium
- C. Melbourne Centro Station
- D. Bourke Street Mall
- E. Flagstaff Station
- F. China Town
- G. Restaurants and Cafes

For more info:
<https://www.melbournecentral.com.au/centre-info/about>





3.7 Class Allocations

At its discretion, Workforce Education Institute (WEI) will allocate students to classes from term to term. Students accept their allocated classes based on their schedule. Workforce Education Institute (WEI) will not allow students to change/choose classes.

3.8 Enrolment Transfer

Requests from students for a transfer between registered providers can be made after the first six months of study of your principal Course. On receipt of an application for transfer of enrolment (Transfer Request Form) the RTO Admin Manager shall ensure that you have completed at least six months of your principal course.

3.9 Consumer Guarantee

Workforce Education Institute (WEI) guarantees that the services provided by Workforce Education Institute (WEI) will be:

- Provided with due care and skill
- Fit for any specified purpose (express or implied)
- Provided within a reasonable time (when no timeframe is set for the training).

The Letter of Offer and Acceptance states the commencement and completion dates. If the Letter of Offer and Acceptance does not include the dates, i.e. for RPL, Workforce Education Institute (WEI) guarantees to deliver the training and assessment within a reasonable timeframe. What is 'reasonable' will depend on the nature of the training and other relevant factors such as the students' ability to complete the training and assessment.

What happens if this guarantee is not met?

In the first instance, the student should submit a complaint to Workforce Education Institute (WEI) identifying where Workforce Education Institute (WEI) has not met its requirements against the Consumer Guarantee. Please refer to the Complaints and Appeals policy for how to submit a complaint.

If a student believes that Workforce Education Institute (WEI) has failed to meet one or more of the consumer guarantees, he/she is entitled to a remedy – for example, a refund, a further service to rectify the problem and in some circumstances compensation for consequential loss. In line with the Complaints and Appeals process, Workforce Education Institute (WEI) will provide the appropriate remedy.

If the problem is minor and can be fixed, Workforce Education Institute (WEI) will choose how to fix the problem.





3.10 Protection for Overseas Students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at www.cricos.education.gov.au. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. In 2011, changes to the Education Services for Overseas Students (ESOS) Act further strengthened protections for international students through the introduction of the Tuition Protection Service (TPS).

Tuition Protection Service (TPS)

www.tps.gov.au
<https://tps.gov.au/StaticContent/Get/StudentInformation>

The TPS is a government initiative protecting international students in the event that an education provider is unable to fulfil their obligation to deliver the agreed course of study. The TPS ensures that international students are able to complete their studies in another course or at another education provider, or that they get a refund of their unspent tuition fees.

FEES

4.1 Indicative Fees

Workforce Education Institute (WEI) cannot accept course money from you until you have signed or otherwise accepted the Letter of Offer and Acceptance



Workforce Education Institute

RTO Number: 51161 CRICOS 03963B
 Trading as Workforce Education Institute
 Address: Level 1, 382 Lonsdale Street Melbourne VIC 3000

Letter of Offer

Dear Xxxxx,

Thank you for your application for admission to the Workforce Education Institute. I am pleased to advise that Workforce Education Institute offers you a place as an international student at Melbourne Campus subject to the following courses:

DATE OF BIRTH: DD-MM-YYYY
 ISSUE DATE: DD-MM-YYYY
 STUDY MODE: FULL TIME

COURSE CODE	COURSE NAME	CRICOS COURSE CODE	START DATE	END DATE

COURSE CODE	COURSE NAME	TOTAL COURSE DURATION	STUDY WEEKS	BREAKS



4.2 Fee Due Dates

Workforce Education Institute (WEI) accept payment of course tuition fees for the term on enrolment. Further payments are made prior to the commencement of each term. You may choose to pay full fees if you wish to, however you are not required to pay more than 50 percent up front.

Unless stated otherwise in your letter of offer and acceptance, each term's fees are due no later than 2 weeks before the starting date of each term. For clarity:

- The starting date of each term is the first day of term as published and not the first day of class that may be later than this date.

The cut-off date is 2 weeks prior to the start of term; this is the final date for the payment of the first term fees. Fees must be paid on or before this date.

- Please note: Your letter of offer and acceptance will clearly outline the due date of course fees.
- If your fees are not paid in full by the cut-off date, the following will apply:
- Workforce Education Institute (WEI) automatically assumes you no longer wish to study with us and will suspend enrolment until you have taken action to either:
 - » Pay your fees (including any late fees)
 - » Enter an appeal within 20 days of receiving notification of non-payment of fees, where Workforce Education Institute (WEI) will maintain your enrolment during the 20-day appeals process.





- » You have a 20-day period to enter an appeal against a decision made by the provider. Workforce Education Institute (WEI) maintains your enrolment during this time.
- » If you take no action, Workforce Education Institute (WEI) will report you to Department of Immigration and Border Protection (DIBP) via Provider Registration and International Student Management System (PRISMS) for non-payment of tuition fees. This will cancel a Confirmation of Enrolment and could affect your visa.

4.3 Penalty Fees

Penalty fees for late payments

To continue with studies, tuition fees must be paid. Penalty fees are incurred for late payment, these will also be due. As a student, if you wish to continue studying, you will need to pay the full term's tuition fees plus a penalty fee of \$150.

You have 20 days, from the date of being notified that your fees are late, to make the tuition fee payment. Thereafter, Workforce Education Institute (WEI) considers that you no longer wish to study with us and will report you to DIBP via PRISMS for non-payment of tuition fees. This will cancel a Confirmation of Enrolment and could affect your visa.

Penalty fees

Other fees:

Recognition of Prior learning. This cost is per unit.	Free
Re-assessment (observation)*	\$220
Re-assessment (written task)*	\$100
Re-issue certificate	\$110
Repeat of entire unit	\$1000
Course Extension (10 weeks)	\$1250
Late Payment of Tuition Fees	\$150
Change of enrolment	\$100
Re-issue of student card	\$7

*Students will be provided with opportunity to re-submit assessments twice before a fee will be charged for re-assessments.

Fees are correct at time of publishing and may vary at any time without prior notice. Please confirm the fees information with the college before making any commitments.



REFUND

5.1 Refunds for International Students

Refund of monies paid to Workforce Education Institute (WEI) will be granted under the following circumstances in compliance with the Regulations stated in the ESOS (Education Services for Overseas Students) Act set by the Department of Immigration and Border Protection.

5.2 Refund Policy

This refund policy is provided in full to all students prior to any payment being made and is contained in the Formal Student Agreement Contract. This refund policy applies to all prepaid fees paid to the Institute and includes any money paid to an Education Agent to be remitted to the Institute. All fees should be paid directly to Workforce Education. Any additional fees requested by an agent should firstly be queried directly with the Institute before payment.

Please note: Fees for additional services (not covered by the Letter of Offer and Acceptance) and conducted by and paid to Education Agents by students are not covered by this refund policy.

The Application for Enrolment fee, is a non-refundable administration fee. The Resource Fee, currently \$300, is non-refundable. It is the policy of Workforce Education Institute (WEI) to ensure that all applications for refund of fees are considered.

A full refund of all unused tuition fees will be made if a CRICOS course is cancelled by Workforce Education Institute (WEI) for any reason. In this instance, a refund will be made in 2 weeks.

An application for refund of course fees must be made in writing on the Application for Refund Form to Workforce Education Institute (WEI) stating detailed reasons for the request. Any relevant evidence should also be attached for consideration.

Please note: Special consideration may be given to the refund of fees in extenuating circumstances (compassionate/compelling), following a written application to the CEO. We will not issue refunds under other circumstances including but not limited to:

- Changes occur in student work hours, student changes/leaves work.
- It becomes inconvenient for a student to travel to class.
- A student moves to a different location.
- A student enrolment is cancelled for misbehavior/breach of the Institute Code of Behavior, legislation or visa conditions.

Refunds will be considered on a pro-rata basis for students who fall ill or are injured to the extent that they can no longer undertake the course providing a supporting Medical Certificate is supplied to Workforce Education Institute (WEI) with the Medical Certificate deemed by Workforce Education Institute (WEI) as acceptable for the purposes of the student's ability to complete their course/s. Workforce Education Institute (WEI) will notify students of the outcome of the application for refund within 20 working days of receipt of a completed and signed application for refund and applicable evidence.

Refunds will be paid within 4 weeks after receipt of a written application for refund unless stated otherwise in this policy.



Refund Table

Refunds will be paid directly to the person who entered into the contract with Workforce Education unless we receive written direction to pay someone else from the applicant.

Refunds will be paid in Australian dollars (AUD). All bank fees/charges incurred in issuing the refund will be deducted from the refund amount.

Students are not permitted to transfer course fees to another student. Students are obligated to pay outstanding course fees and understand Workforce will pursue outstanding fees under Australian Law.

Workforce Education will not issue a Letter of Release if fees are owed for the current study period. The agreement, and the availability of complaints and appeals process, does not remove the right of a student to take action under Australia's consumer protection laws.

Students are obligated to pay outstanding course fees and understand Workforce Education will pursue outstanding fees under Australian Law.

The below table outlines the refunds that Workforce Education will pay on application from eligible students.

<p>Unsuccessful Visa application</p> <p>100% refund of all unused prepaid fees - excluding the Enrolment Fee \$250 and Resource Fee \$300.</p>
<p>Cancellation of enrolment more than 20 days prior to commencement date</p> <p>50% refund of tuition fees paid. The Enrolment Fee (\$250) and Resource Fee (\$300) will not be refunded. Cancellation of enrolment under these circumstances will incur a \$300 administration fee</p>
<p>Cancellation less than 20 days prior to commencement date</p> <p>0% refund of tuition fees paid. The Enrolment Fee (\$250) and Resource Fee (\$300) will not be refunded. Cancellation of enrolment under these circumstances will incur a \$300 administration fee</p>
<p>Cancellation after commencement date</p> <p>No refund. The student will be required to continue to pay their ongoing tuition fees up until the date of approved cancellation by the Institute. Cancellation of enrolment under these circumstances will incur a \$500 administration fee</p>
<p>Visa cancelled due to actions of student</p> <p>No refund</p>
<p>Course cancelled by Original campus (provider default)</p> <p>Full refund of unused tuition fees or offer for alternate course (if agreed to by student)</p>



Workforce Education Institute (WEI)(the provider) default cases

In the case where Workforce Education Institute (WEI) is unable to deliver a course in full or has decided to cancel a course before it commences, Workforce Education Institute (WEI) provides either one of the following guarantees so students can complete their training:

A full refund of tuition fees and administration fees to be used to pay for another course

A refund will be issued to the student based on unexpended tuition fees. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Any refund due to actions and default by Original Campus will involve Workforce Education Institute (WEI) being proactive in contacting the student to arrange the refund in line with the Refund Policy.

Accept a place in another course

The student may be offered enrolment in an alternative course of the same value by Original Campus at no extra cost to the student. Alternatively, the student can choose to accept a place in a course of greater value and pay to difference of tuition fee. If the student chooses a placement in another course, the student is required to sign a document to indicate acceptance of the placement.

International students will have a level of protection under the Government introduced Tuition Protection Scheme (TPS). The TPS is a placement and refund service for international students only.

5.3 What if I am no longer eligible for a refund?

If you are no longer eligible for a refund, you may like to consider the following options:

- Request a deferment or suspension of studies.
- Request a cancellation of remaining liabilities (payment plan students).

Please refer the Workforce Education Institute (WEI) Deferment, Cancellation and Extension Policy.

5.4 Meaning of 'Course Money' (extracted from the ESOS Act)

Course money means money a provider receives, directly or indirectly, from:

- An overseas student or intending overseas student
- Another person who pays the money on behalf of an overseas student or intending overseas student; for a course that the provider is providing, or offering to provide, to the student.

Money received for a course includes:

- Tuition fees
- Any amount received by the provider that the provider is to pay, on behalf of the student, to a registered health benefits organization (within the meaning of the National Health Act 1953)
- Any other amount that the student had to pay the provider, directly or indirectly, in order to undertake the course.



5.5 Deferring, Suspending or Cancelling Student Enrolments

Only in certain limited circumstances Workforce Education Institute (WEI) may enable students to either:

- Defer commencement of the study.
- Temporarily suspend their studies, including granting a leave of absence.

The national code allows Workforce Education Institute (WEI) to grant deferral of commencement of studies or suspension of studies for students who request such a change to their enrolment status on the grounds of compassionate or compelling circumstances.

THE ESOS FRAMEWORK

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality of service 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 standards cover a range of information you have a right to know about and the services that must be offered to you by Australian education providers.

For more information about the ESOS framework, go to:
www.internationaleducation.gov.au
<https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf>

The national code also allows Workforce Education Institute (WEI) to defer or temporarily suspend the enrolment of students due to misbehaviour of the students. Misbehaviour of students can also be grounds for the cancellation of studies if the student was informed of this prior to enrolment.

In all cases, Workforce Education Institute (WEI) must notify DET through PRISMS of deferment, suspension, and cancellation of enrolment.





LIVING IN AUSTRALIA

7.1

support Services

Workforce Education Institute (WEI) will support you in achieving successful qualification outcomes as well as preparing you for further study. Also, in order to support students adjusting to life in Australia, Workforce Education Institute (WEI) can provide access to support services and resources to enhance the outcomes for students facing a range of life issues including:

- Accommodation arrangements
- Airports pick up
- Career and course selection support
- Homework and academic support
- English as an additional language training
- Resume writing and interview skills development
- Orientation & welfare services
- Special assistance in dealing with issues of language and cultural differences
- Emergency Services
- Financial and personal counselling
- Medical Services

Workforce Education Institute (WEI) always has a Student Support Officer available to students.

7.2 Australia



Source:

<http://www.mapsofworld.com/australia/tourism/>

Australia is officially called the Commonwealth of Australia.

For about 50,000 years before the first British settlement in the late 18th century, Australia was inhabited by indigenous Australians, who spoke in approximately 250 different languages. After the European discovery of the continent by Dutch explorers in 1606, Australia's eastern half was claimed by Great Britain in 1770 and initially settled through penal transportation to the colony of New South Wales from 26 January 1788. The population grew steadily in subsequent decades; the continent was explored, and an additional five self-governing crown colonies were established.



On 1 January 1901, the six colonies federated, forming the Commonwealth of Australia. Since federation, Australia has maintained a stable liberal democratic political system that functions as a democracy and constitutional monarchy comprising six states and several territories. The population of 23.6 million is highly urbanized and heavily concentrated in the eastern states and on the coast.

Accommodation



When it comes to finding accommodation, you have many options to choose from. Your choice of options ranges from finding your own apartment, to homestays, to short term rental accommodation.

It is typical that most students will find their own apartment or find an apartment to share with others. Homestays allow you to have accommodation with carefully selected homestay families. These offer you a safe, friendly, and caring “home away from home” environment, as well as the opportunity to practice your English in real-life situations.

Travel and Transport

There are many travel agents providing great deals on flights such as:

Student Flights

www.studentflights.com.au

Public transport in Australia is very accessible with trains, buses, trams and taxis being available throughout major cities.

For information on public transport: Trains, trams & buses: www.ptv.vic.gov.au

For information on public transport ticketing: www.ptv.vic.gov.au/tickets/myki/



Key facts and statistics

- Australia is one of the wealthiest countries in the world, with the world's 12th-largest economy.
- Australia ranks highly in many international comparisons of national performance, such as quality of life, health, education, economic freedom, and the protection of civil liberties and political rights
- Sydney is Australia's largest city.
- Canberra is Australia's capital.
- English is Australia's national language.
- The most popular Australian sports are Australian Rules Football (Aussie rules), Rugby League, cricket and soccer.

For more information about Australia go to:
<https://en.wikipedia.org/wiki/Australia>



Climate

Australia enjoys a temperate climate which enables residents to enjoy outdoor activities all year round. Summer temperatures are usually between 25 and 30 degrees Celsius. February is usually the hottest summer month, so if you are arriving during this month to commence your studies, make sure you wear light clothing under any coat or jacket you take on the plane with you. Winters are usually cool, with temperatures averaging about 15 degrees Celsius. During winter, the nighttime temperature can drop to around 7 degrees Celsius, so either plan to bring warm clothing with you or budget to buy winter clothes during your first year of studies.

Multiculturalism

More than 100 ethnic groups are represented in Australia, making Australia 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.

Although English is the official language, a host of other languages are spoken in Australia. As one of the most culturally diverse countries in the world, many Australians are naturally fluent in other languages. More than 2.4 million Australians speak a language other than English at home.

Money and banks

One of the first things you may wish to do when you arrive in Australia is to open a bank account in which to deposit money, so you can pay for things in the local currency. If you intend to work while you are studying your employer will be able to pay you directly into your account if you open an Australian bank account.

Banks

- Commonwealth Bank: www.commbank.com.au
- ANZ: www.anz.com
- Westpac: www.westpac.com.au
- Bendigo Bank: www.bendigobank.com.au
- NAB: www.nab.com.au (and many more)

Credit cards and ATMs

Credit cards are widely accepted around Australia. The most accepted credit cards are MasterCard, Visa, American Express, and Diners International. Most shopping centers have Automatic Teller Machines (ATMs). Some ATMs charge a fee for withdrawal if you do not have an account with that bank.

Telephones and mobile phones

Public telephones are available at Post Offices and shopping centers. Public pay phones accept a variety of coins and phone cards. Phone cards are pre-paid for use in public pay phones and can be bought at any Newsagent. While in Australia, you may wish to purchase a mobile phone. You will be able to purchase pre-paid mobile phone cards, which will add a certain amount of credit to your phone.



Post offices

The opening hours are usually 9am - 5pm Monday to Friday, sometimes Saturdays. Post Offices can help you with mailing letters and packages, buying gifts and greeting cards, and even paying your bills online. To find the nearest post office to your accommodation visit their website www.auspost.com.au or phone 13 13 18.

Living costs

Before you decide to study with Workforce Education, you should consider whether you have enough money for your stay in Australia. Personal student and living expenses are not included in the tuition fees quoted and are therefore your responsibility.

During your stay in Australia, you will need to consider the following costs:

- Accommodation.
- Airfares.
- Tuition fees.
- Overseas student health cover (OSHC).
- All general expenses.

As a general guide, your accommodation, food, transport, and general expenses will cost you around \$20,000 - \$25,000AUD a year, depending on your lifestyle and your accommodation choice. Living costs will increase if family members and/or school- aged dependents accompany you in Australia.

When you apply for a student visa you must also provide evidence that you have enough money to pay your tuition fees, return air fares and living costs while you are living in Australia.

The cost of living in Australia will vary depending on your choice of accommodation and the suburb. The following information indicates the weekly costs you may incur.

This is only a guide and all amounts are in Australian dollars.

Weekly Costs (\$AUS): Example

Accommodation and Rent	\$200- 300 per week
Travel (weekly bus ticket)	\$0- 50 per week
Telephone / Mobile phone	\$20- 40 per week
Groceries e.g., food, toiletries etc.	\$80- 130 per week
Accommodation and Rent	\$200- 300 per week
Total	\$350- 500 per week

Working While Studying in Australia

Immigration laws allow students to work for a limited number of hours, currently 40 hours per fortnight during school terms. However, work is not easy to find and under no circumstances can students rely on income earned in Australia to pay tuition fees.

For visa enquiries please refer to the Department of Home Affairs.





Bringing Family

Most student visas allow you to bring your family members to Australia as your dependent (check your individual circumstance on the DIBP website). Family members include your spouse, and you and your spouse's dependent children. Before bringing your spouse or children to Australia, you will have to prove that you can support them financially. The cost of supporting a family in Australia is high. You may have to consider and discuss many issues with your family.

Before deciding to bring your family with to you Australia, it is important to consider the following issues:

- The cost of airfares for your family to and from Australia
- Possible higher rent for a larger home
- Limited employment opportunities for your spouse
- Extra costs for food, clothing, and other necessities
- The effect on you and your studies if your family is not happy in Australia
- Whether your children will adjust to school in Australia
- Waiting lists for childcare centers
- Whether to come alone to Australia first and arrange things for your family, or to all come at the same time.

School Aged Dependents

If you are bringing school aged children with you when you study in Australia, you will need to arrange for them to attend school. The requirements for enrolling students and school fees vary across Australian states and territories, and across schools. Where school aged children are included in your student visa application, schooling costs of AUD 8,000 per year for each child will need to be added to the amount of funds that is required. This amount is the minimum required for a visa application only and you are responsible for researching schooling costs, which may vary widely between states, territories, and schools in Australia.

Additional costs for dependent children will usually depend on their age. As a general guide, the living costs could vary anywhere between AUD 3,000 to AUD 10,000 depending on the age of the child.

The above information does not include any costs for special needs, such as medical costs, or other lifestyle choices related to recreation, entertainment, and sport.



7.3 Victoria



Source: "Victoria in Australia" by TUBS. Wikipedia

Victoria (abbreviated as VIC) is a state in the south-east of Australia. Most of Victoria's population is concentrated in the area surrounding Port Phillip Bay, which includes the metropolitan area of its capital and largest city, Melbourne, Australia's second-largest city.

Prior to European settlement, the area now constituting Victoria was inhabited by many Aboriginal peoples, collectively known as the Koori.

Victoria officially became a separate colony in 1851 and achieved self-government in 1855.

The Victorian gold rush in the 1850s and 1860s significantly increased both the population and wealth of the colony.



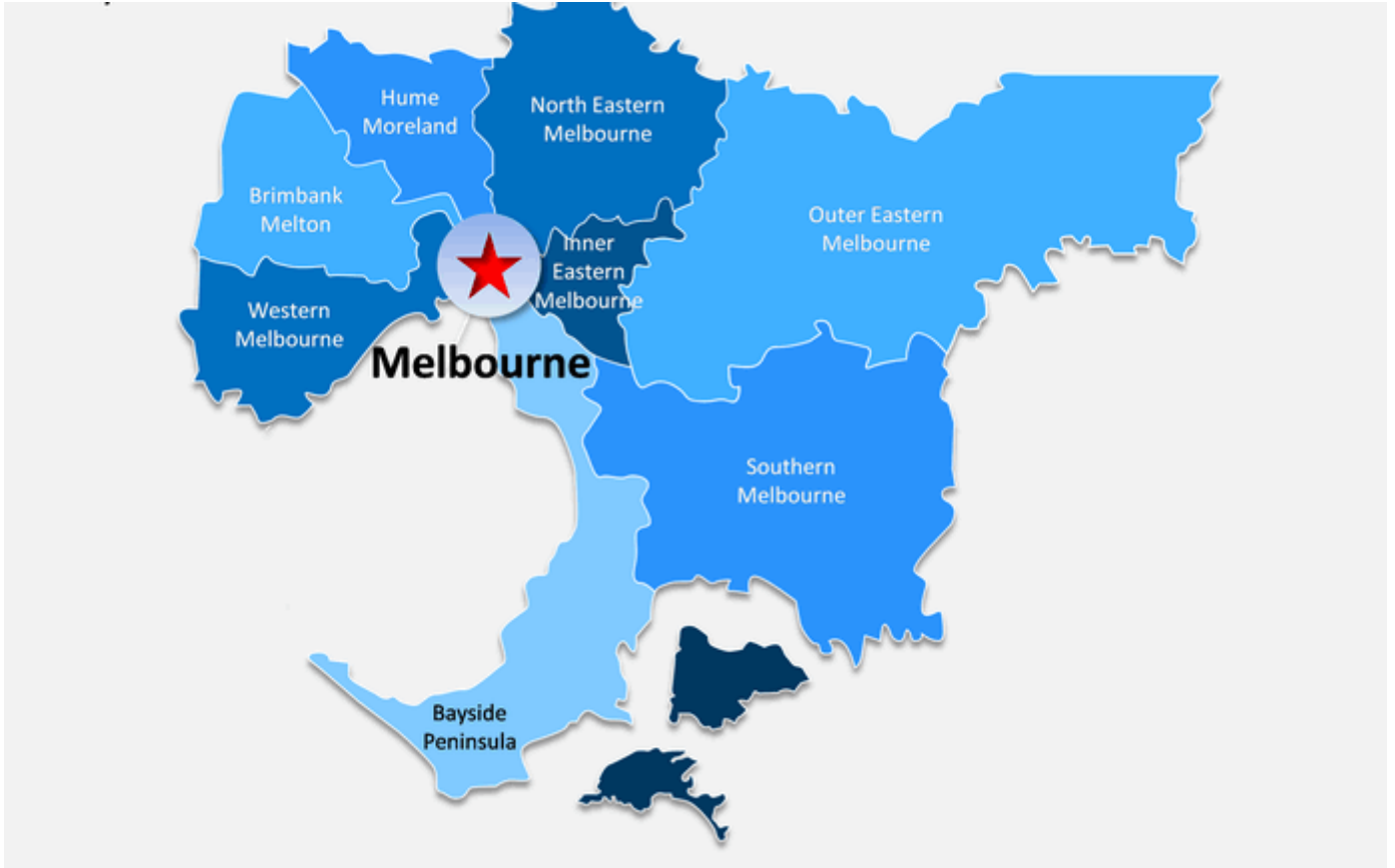
Source: "Autumn in the Dandenong Ranges" by Adrian Mohedano. Wikipedia



For more information about Victoria, go to:
[en.wikipedia.org/wiki/Victoria_\(Australia\)](https://en.wikipedia.org/wiki/Victoria_(Australia))



7.4 Melbourne



SOURCED FROM: <https://www.sketchbubble.com/en/presentation-melbourne-map.html>

Established in 1835, Melbourne is the second biggest city in Australia, behind Sydney. It has a population of 3,707,530 (as of 2016) and its inhabitants are called Melbournians.

Melbourne is the capital of Victoria, one of eight Australian states and territories.

Melbourne rates highly in education, entertainment, health care, research and development, tourism and sport, making it the world's most liveable city—for the seventh year in a row in 2017, according to the Economist Intelligence Unit



<https://www.telegraph.co.uk/travel/destinations/oceania/australia/victoria/melbourne/articles/melbourne-travel-guide/>



Referred to as Australia's "cultural capital", Melbourne is the birthplace of:

- Australian rules football
- Australian film and television

industries.

It is recognized as a UNESCO City of Literature and a major center for street art, music and theatre.

It is home to many of Australia's largest and oldest cultural institutions such as the:

- Australian Centre for the Moving Image
- Melbourne Cricket Ground
- National Gallery of Victoria
- State Library of Victoria
- UNESCO World Heritage-listed Royal Exhibition Building.

Public Libraries

- State Library of Victoria
 - » 328 Swanston Street, Melbourne:
www.slv.vic.gov.au
- Melbourne City Library
 - » 253 Flinders Lane, Melbourne:
www.citylibrary.org.au

Activities

For what to do in Melbourne visit:
www.thatsmelbourne.com.au

For more information about Melbourne, go to:
<https://en.wikipedia.org/wiki/Melbourne>



STUDENT VISA REQUIREMENTS

Workforce Education Institute (WEI) is required to systematically monitor International students' compliance with student visa conditions relating to course progress and must report students under Section 19 of the ESOS Act who have breached the course progress requirements.

Workforce Education Institute (WEI) will ensure that the expected duration of study specified in the Student's CoE does not exceed the CRICOS registered duration.



STUDENT VISA INFORMATION

10.1 Applying for a Student Visa

If you are interested in studying in Australia and applying for a student visa, you must first apply for admission to Workforce Education.

Once your application has been successful with Workforce Education Institute (WEI) and you have paid your student fees, you will get a Confirmation of Enrolment (CoE) from us. This CoE must then be used when you apply and submit your visa application.

A student is issued a CoE based on the registered duration of a course (or a shorter duration if the student has already completed part of the course).

Workforce Education Institute (WEI) systematically monitors international students and their workload to ensure they complete the course within the duration specified in their CoE as required by Standard 8 of the National Code.

OTHER POLICIES AND PROCEDURES

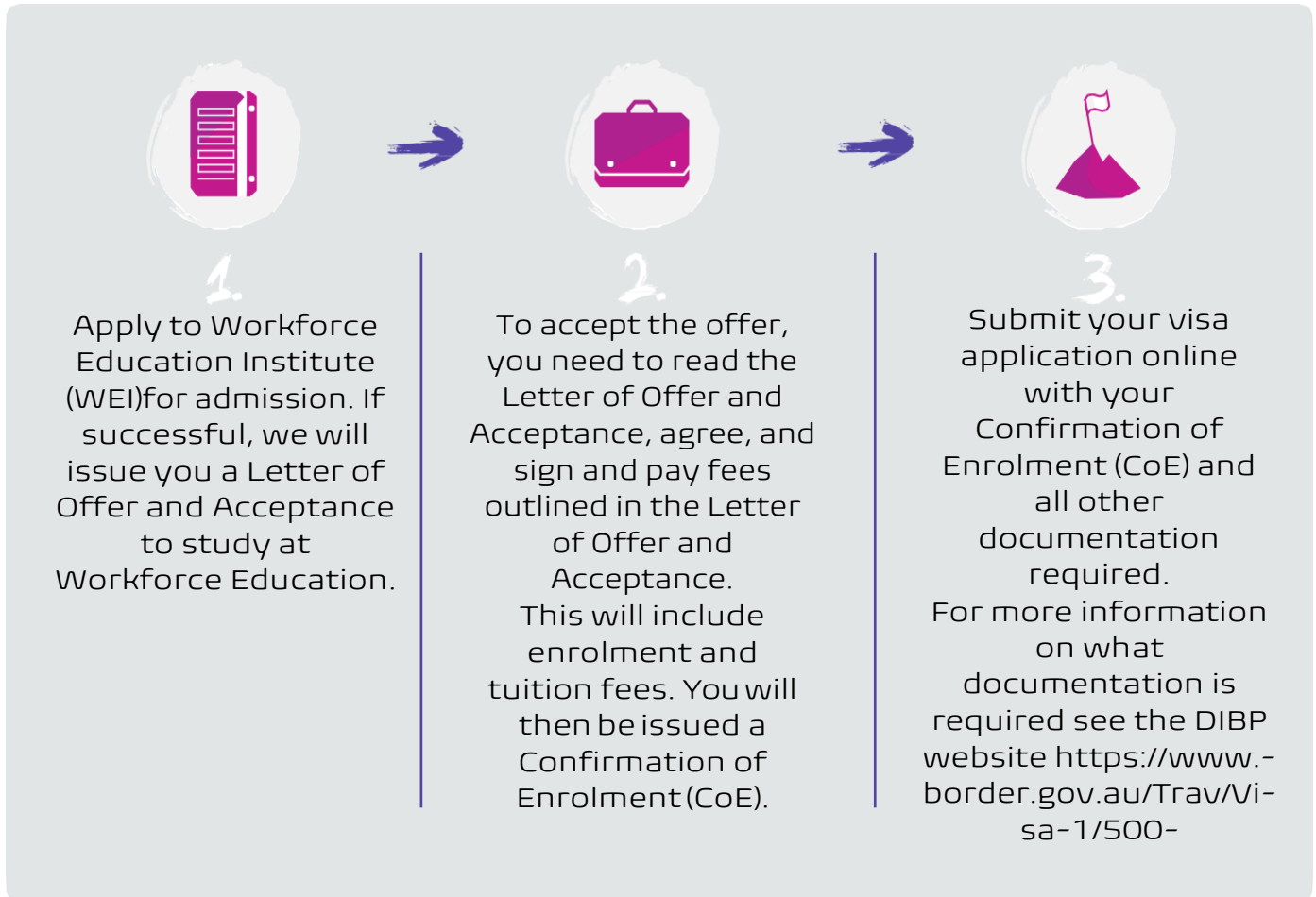
Please visit our website or review the Student Handbook for all the Workforce Education Institute (WEI) policies and procedures including:

- Complaints and Appeals
- Fees and Refunds

- Course Credits
- Critical Incident
- Student Visa Requirements
- Student Transfers
- Deferring, suspending or cancellation of student enrolment



How to apply for a visa



You must satisfy that you have a genuine intention to stay in Australia temporarily. This is done through the completion of the Genuine Temporary Entrant Requirement.

For more information on this see the DIBP website <https://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>.

You must also meet other core visa criteria: These include:

- Financial Capacity Requirement
- English Language Requirement
- Health Requirements
- Character Requirements

For further and complete information on your student visa requirements please visit: <https://www.border.gov.au>

Students must notify the institute of changes of address, telephone number, and email address within 7 days of the change, which is a requirement of visa conditions.

Additional information on student visas are available from: www.border.gov.au

10.2 Student Visa Conditions and Responsibilities

Once you obtain a student visa there are several conditions that must be followed. Your visa conditions are set out in the letter of approval you receive with your visa or on your visa label. It is important that you are familiar with and follow these conditions.



If you break these conditions:

- Your visa may be cancelled, and you may be required to leave Australia
- You may also be prevented from returning to Australia for an extended period after your visa is cancelled.

The main conditions are that you must:

- Maintain satisfactory attendance
- Achieve satisfactory academic results
- Continue to be enrolled in a registered course
- Notify your education provider of your address (or change in address) within 7 days
- Notify your original education provider if you change to a new education provider within seven days of obtaining your new certificate of enrolment
- Maintain health insurance cover.

Overseas Student Health Cover (OSHC)

Overseas student health cover (OSHC) is insurance that provides cover for the costs for medical and hospital care which international students may need while in Australia. If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits organization

– commonly referred to as a health fund before applying for your visa.

The Department of Immigration and Border Protection requires you to maintain OSHC cover for the duration of your time on a student visa in Australia. OSHC can be arranged through Workforce Education Institute (WEI) upon request via OSHC providers like BUPA, AHM or Medibank Private. Prior to making an application for OSHC, students must read the rules. Please visit their website for policy and procedures and further details.





10.3 Student Visa frequently asked questions (FAQs)

Question	Answer
<p>Where can I get help with filling out a visa application?</p>	<p>The visa application forms are designed so that you can complete them easily. You will be applying for a Student Visa Sub-class 500 - Vocational Education and Training (VET). Student visa applications must be completed online, after you have collected all the required documents to support your application, create an account and apply for your student visa the online application system.</p> <p>You might need to undergo health examinations as part of the visa application process. The health assessment process can take several weeks to complete. To help avoid delays, you can choose to undertake your health examination prior to lodging your visa application.</p> <p>For more information on the Department of Immigration and Border Protection (DIBP), go to: https://www.border.gov.au</p>
<p>What does Genuine Temporary Entrant mean?</p>	<p>The GTE requirement applies to all student visa applicants. The officer assessing your visa application will consider whether your circumstances indicate that your intention is for a temporary stay in Australia. You must satisfy that you have a genuine intention to stay in Australia temporarily.</p>
<p>Why do I need to provide details about my financial status when applying for a visa?</p>	<p>As an international student you are required to provide DIBP with details of your financial status upon applying for a student visa. This is to ensure that you can finance your studies and your living expenses during your time in Australia.</p>

Workforce Education Institute (WEI) reserves the right to Discontinue, Change or Remove any Course, Subjects, Units of Competency, Fees, Admission Requirements, Staffing or other arrangements where practicable. Therefore, any users of this information should confirm the currency of the information with the college before making any commitments.



<p>Do I need to study a full-time registered course to be granted a student visa?</p>	<p>Yes. You can only be granted a student visa if you intend to study a registered course or part of a registered course on a full-time basis.</p>
<p>What happens if my application is successful?</p>	<p>If your application is successful, you will be issued with a Multiple Entry Visa allowing you to travel backwards and forwards to Australia within the period for which the visa has been granted. That period will depend on the course for which you have been accepted. Your visa can be cancelled if you discontinue your studies or fail to meet the conditions of your visa.</p>
<p>Do I pay my course fees before applying for my student visa?</p>	<p>Yes. You will be required to pay tuition fees as outlined in your Letter of Offer and Acceptance before Workforce Education Institute (WEI) will issue you a Confirmation of Enrolment (CoE). You will need the CoE to apply for your visa.</p>
<p>What if my student visa application is not successful?</p>	<p>If your application is not successful, you will be told the reasons in writing. The decision not to grant a student visa cannot be reviewed if you applied from outside Australia.</p> <p>Before re-applying for a student visa, you should carefully consider what evidence you can provide to satisfy the decision maker that you meet all the student visa requirements.</p> <p>If you apply in Australia and are refused a student visa, then you may apply for a review of the decision. You will be notified of your review rights in writing and the time limits for lodging such an appeal.</p> <p>If you have paid your fees and your student visa application is unsuccessful you are eligible for a full refund of monies paid to Workforce Education, less any non-refundable administration fees indicated in our Refunds Policy.</p>
<p>Where can I obtain further information about student visas?</p>	<p>For more information about applying for a student visa, go to:</p> <ul style="list-style-type: none">• Study in Australia at: www.studyinaustralia.gov.au• Your nearest Australian Embassy, Consulate, High Commission• DIBP, if you are already in Australia.



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