



Southbank
Institute of Technology

Education for aspiring minds
CRICOS Provider No: 03020E

2009/2010 International student prospectus

Your essential guide to program information and study options



**Southbank Institute
of Technology**

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INT26



Queensland Government
Department of Education, Training and the Arts



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At Southbank Institute of Technology we deliver the latest educational programs, with the up-to-the-minute information and skills demanded by industry



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All information is correct at the time of printing but is subject to change without notice as program content is reviewed and updated. Please see the Southbank Institute of Technology's international website for the latest information. www.sbi.net.au The publication was issued January 2009.

Welcome



'At Southbank Institute of Technology, we are working to continually develop opportunities for our students in a world which is rapidly changing'

From the Institute Director

Industries throughout the world are demanding highly skilled workers who have the hands-on training to make a significant contribution to their growth and development.

Recognising those needs, Southbank Institute of Technology has developed an innovative suite of programs. Our qualifications are recognised worldwide with graduates filling senior and exciting positions in international industries ranging from health services to hospitality and tourism, engineering to business services.

As well as a range of diploma, advanced diploma and associate degree programs which may lead to a career or further study at university, we have recently introduced vocational graduate qualifications to appeal to people who already have a university qualification, or significant industry experience, and want to upgrade their practical skills to succeed.

These accredited graduate qualifications have been developed in response to industry demands and include architectural digital illustration, project management, biotechnology and adult literacy and numeracy training.

No matter what level of qualification you are planning to undertake, the training provided at Southbank Institute of Technology is always industry-relevant and recognised worldwide, thanks to our relationship with industry, which gives us continual feedback on the relevance of our quality curriculum.

This guide contains details of programs designed to challenge you, prepare you for further study and give you the practical skills you need for the international workplace. We look forward to welcoming you to Southbank and setting you on the pathway to a very bright future.

Craig Sherrin

B.Sc., B. Ed. St., M. Ed. St.

Institute Director and CEO,
Southbank Institute of Technology

From the International Team

Southbank Institute of Technology is a leading institute in Queensland, Australia. We have over 24,000 enrolled students making Southbank Institute of Technology the largest government tertiary education and training system in Queensland.

Southbank Institute of Technology offers English language, diploma, advanced diploma and associate degree qualifications as well as vocational postgraduate certificate/diploma qualifications.

International students studying with us can gain unprecedented entry and credit towards university programs and degree courses right across Queensland and Australia.

Go to our website and apply online.

Visit www.sbi.net.au

Southbank Institute of Technology has long been one of Brisbane's leading education centres, with 24,000 students enrolled in more than 400 programs



Our main focus is on delivering progressive, high-quality education in a wide variety of disciplines. We are continually assessing and developing the programs we deliver for services experiencing high demand for qualified personnel, including health services, biotechnology, engineering, multimedia, e-business, hospitality and tourism, creative industries and business services.

Purpose-built facilities, including a \$550 million redevelopment, offer students hands-on experience that can be translated to the workplace.

As well as working to ensure graduates are employment-ready, Southbank Institute of Technology prides itself on delivering programs that provide a pathway to university study, in addition to offering options for those already hold a university degree but who require a practical qualification.

Southbank Institute is now also the driving force behind a range of vocational graduate certificates and diplomas that have been designed to appeal to those who already have a university qualification or significant industry experience and want to upgrade their practical hands-on skills to succeed.

Well serviced by public transport (train, bus and ferry), Southbank Institute of Technology's main campus is located a short distance from Brisbane's central business district, in South Bank, the heart of the city's cultural centre.

Established links to Australia's best universities

More students are enrolled at Southbank as a pathway to further study than at any other vocational training provider in Queensland¹



For those students who want a university degree, an increasing number of our programs offer a direct pathway to university.

The launch of the Queensland Skills Plan by the Queensland Government in March 2006, which publicly identified Southbank Institute of Technology as being the State's leading organisation responsible for providing associate degrees, university pathways and credit arrangements further cemented the Institute's ability to deliver a seamless transition into university study.

Southbank has partnered with major Queensland universities to give diploma and advanced diploma graduates recognition for the quality of education and training they receive at Southbank Institute. This process is called articulation.

Some Southbank Institute programs enable students to enrol in a dual-award program, allowing students

to continue their studies in a degree program on successful completion of their diploma. For example, students can complete a Southbank diploma (in selected programs) in one year. They are then guaranteed entry into a university bachelor program (with a partner university), which they can complete in a further two years. This enables students to earn two qualifications – a practical diploma and a more theoretical bachelor degree – in the three years it would normally take to earn the bachelor degree alone.

For those students who are studying towards a university degree, Southbank Institute provides an excellent transition into higher education, giving students the opportunity to learn study techniques and disciplines in an 'adult' environment, with the added advantage of small class sizes – translating into specialised individual attention from lecturers.

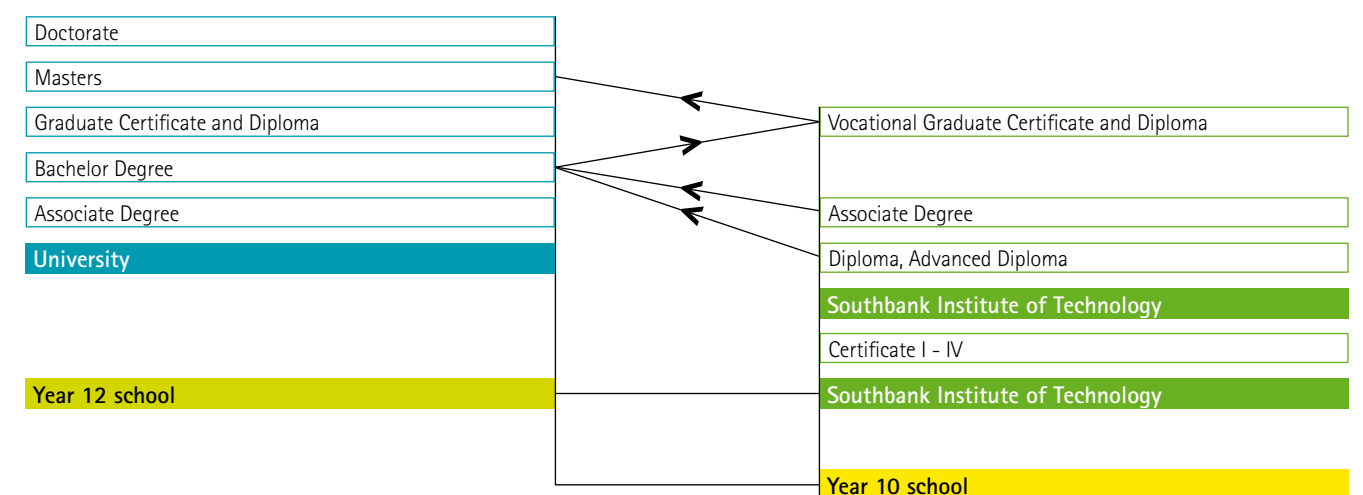
Graduates of Southbank Institute's Associate Degree in Civil Engineering receive substantial credit into related Bachelor of Engineering programs at QUT and Griffith University. It is also expected that graduates of Southbank Institute's newly developed vocational graduate certificates and vocational graduate diplomas will receive significant credit into relevant university graduate diplomas and masters programs.

As Southbank Institute's programs are constantly evolving, a number of arrangements for seamless pathways to university are under negotiation. Visit our website for the latest information on whether an articulation option is available in your chosen field.

¹NQVER Student Outcomes Survey 2005

Articulation

The chart below demonstrates how articulation works



Pathways to university

- ACU Australian Catholic University National
- GU Griffith University
- QUT Queensland University of Technology
- USC University of the Sunshine Coast

| year 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|--|--|---|---|---|---|
| Semester 1 | | | | | | | |
| Diploma of Accounting | | | GU Bachelor of Commerce (Accounting) ¹ | | | | |
| | | | QUT Bachelor of Business (Accountancy)* | | | | |
| Diploma of Business | | GU Bachelor of Business | | | | | |
| | | QUT Bachelor of Business* | | | | | |
| | | QUT Bachelor of Corporate Systems Management ¹ | | | | | |
| Diploma of Business Management | | GU Bachelor of Business (Management) ¹ | | | | | |
| | | QUT Bachelor of Business* | | | | | |
| Diploma of Business (Marketing) | | GU Bachelor of Business (Marketing) ¹ | | | | | |
| | | QUT Bachelor of Business* | | | | | |
| Diploma of Business Studies | | GU Bachelor of Business ¹ | | | | | |
| | | GU Bachelor of International Business ¹ | | | | | |
| | | GU Bachelor of Commerce ¹ | | | | | |
| | | QUT Bachelor of Corporate Systems Management ¹ | | | | | |
| | | QUT Bachelor of Business ¹ * | | | | | |
| Diploma of Children's Services | | | GU Bachelor of Human Services – Child & Family Studies ¹ | | | | |
| Associate Degree in Civil Engineering | | | QUT Bachelor of Engineering (Civil) ¹ (Continues into Sem 9) | | | | |
| Diploma of Community Welfare Work | | | GU Bachelor of Human Services | | | | |
| Diploma of Event Management | | | GU Bachelor of Business (Event Management) ¹ | | | | |
| Diploma of Graphic Design | | GU Bachelor of Design ² | | | | | |
| Diploma of Hospitality Management | | | GU Nathan – Bachelor of Business (Hotel Management) | | | | |
| Diploma of Hospitality Management | | | GU Gold Coast – Bachelor of Business (Hotel, Tourism, Leisure and Sport) | | | | |
| Diploma of International Business | | QUT Bachelor of Business (International Business) ¹ | | | | | |
| | | GU Bachelor of International Business | | | | | |
| Diploma of Information Technology (Networking) | | QUT Bachelor of Information Technology ¹ | | | | | |
| | | QUT Bachelor of Corporate Systems Management ¹ | | | | | |
| | | QUT Bachelor of Games and Interactive Entertainment ¹ | | | | | |
| | | GU Bachelor of Information Technology ¹ | | | | | |
| Diploma of Information Technology (Website Development) | | QUT Bachelor of Information Technology ¹ | | | | | |
| | | QUT Bachelor of Corporate Systems Management ¹ | | | | | |
| | | QUT Bachelor of Games and Interactive Entertainment ¹ | | | | | |
| | | GU Bachelor of Information Technology ¹ | | | | | |
| Semester 1 | | | | | | | |

| year 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|---|--|--|---|---|---|---|
| Semester 1 | | | | | | | |
| Diploma of Multimedia | | GU Bachelor of Multimedia | | | | | |
| Diploma of Multimedia (Games) | | QUT Bachelor of Games and Interactive Entertainment ¹ | | | | | |
| Diploma of Nursing Care (Pre-enrolment) | | | ACU National Bachelor of Nursing | | | | |
| | | | GU Bachelor of Nursing | | | | |
| | | | QUT Bachelor of Nursing ¹ | | | | |
| | | | USC Bachelor of Nursing ¹ | | | | |
| Diploma of Photoimaging | | GU Bachelor of Photography ² | | | | | |
| Diploma of Screen (Animation) | | GU Bachelor of Animation ² | | | | | |
| Diploma of Tourism (Operations Management) | | | GU Bachelor of Business (Hotel, Tourism, Event, Real Estate and Property, Sport) | | | | |
| Diploma of Visual Arts | | | GU Bachelor of Fine Arts | | | | |
| Semester 1 | | | | | | | |

¹ Dual or Triple Award- entry into university is guaranteed, based on the successful completion of all subjects specified in the credit arrangement between Southbank Institute of Technology and the respective universities.

² Students who meet certain requirements at the end of year 1 of the diploma are eligible to commence concurrent study at Southbank Institute of Technology and Griffith University. Students will obtain the diploma at the end of year 2 and the degree at the end of year 3.

* GPA 4 is required for entry to QUT. QUT's Bachelor of Business has the following specialisations: Accountancy, Advertising, Banking & Finance, Economics, Electronic Business, Human Resource Management, International Business, Management, Marketing, Public Relations.

Education and schooling in Australia



Study tours

Experience the culture, learn and have fun. Southbank Institute of Technology combines study, fun and cultural experiences to offer study-leisure group tours in Brisbane, Australia. Participants' language skills and knowledge of Australian culture will develop through our group study tours. Study tours can be tailored to the participants' requirements including holiday, technical or special interest study tours.

Holiday study tours combine English language classes, leisure and cultural activities while technical study tours combine English language classes and/or technical classes in an area of interest combined with leisure and cultural activities.

Your technical study tour can include an introduction to a wide range of formal programs including:

- English Language Skills
- Multimedia
- Civil Engineering
- Applied Science (Biotechnology)
- Arts (Graphic Design) / Ceramics
- Business / International Business
- Laboratory Technology
- Photography
- Architectural / Interior Technology
- Music Industry (Performance)
- Beauty Therapy
- Cookery / Hospitality.

And many more.

Special interest study tours

A special interest study tour can provide the perfect study tour or short course for virtually any group. You simply tell us what you want and we design a program to suit your special interest needs. Having access to a wide range of resources, expertise and facilities at Southbank Institute of Technology allows us to meet the many diverse interests in the international environment.

We can provide programs covering such diverse topics as language, beauty therapy, floristry, nursing, sports, biotechnology, creative industries, business, tourism and hospitality, printing and graphic arts, engineering and design and much more.

Our history in hosting specialised study tours include:

- High school students from the Middle East, learning English and Multimedia
- Japanese students studying Child Care and Australian Native Floristry
- Ministry of Education officials from Thailand learning about the Australian Education System.

By working closely with your group, we design a program which best suits your needs. Programs run from one week to as long as you need and can include a wide range of academic, recreational and memorable elements.

How to use this guide

For each program in this guide, there is a symbol that identifies the method of entry into that particular program

Q Quotas apply

FT Full-time

SB Southbank Campus

PT Part-time

English language requirements for entry to Southbank Institute of Technology formal programs

For international students whose first language is not English, the required minimum English language levels for entry to Southbank Institute of Technology formal programs are*:

- 5.5 on IELTS with no individual score less than 5.0
- or
- TOEFL: 530 (paper based test) 197 (computer based test) 69 (internet based test)
- or
- ISLPR: 2+ on 4 skills - reading, writing, listening, and speaking
- or
- Successful completion of EAP (English for Academic Purposes) Level 2
- or

- First Cambridge Certificate of English, C Grade

or

- Cambridge Certificate of Advanced English

or

- Successful completion of a vocational course of AQF Level 3 or higher, in which the medium of instruction is English

or

- Sound achievement, or equivalent, Year 12 Board English in an Australian School.

Special consideration may be given to students who wish to enter certain Certificate courses with TAFE Queensland. All such cases are subject to approval by the Manager - International Sales, Southbank Institute of Technology.

Please note:

1. Test results are regarded as valid for 12 months for ISLPR and 24 months for IELTS test
2. Southbank Institute of Technology will accept ISLPR results from approved TAFE Queensland test centres or Griffith University only. ISLPR results from any other test centre will not be accepted
3. Original documentary evidence or certified copies must be provided
4. Southbank Institute of Technology reserves the right to accept or deny entry
5. The requirements set out above may not necessarily be the requirements a student must meet to obtain a students visa. Students from AL3 and AL4 countries should contact the Australian Embassy or Consulate in their country for more information.

* Higher English entry requirement applied for. Excludes Diploma of Interpreting and Nursing.

How to enrol at Southbank Institute of Technology



Step 1.

Send your application

For an application form, turn to the back of this book, (see page 6) or visit the Southbank Institute of Technology website.

Visit www.sbi.net.au

Fax, email or post the following supporting documents to Southbank Institute of Technology:

- Copy of passport (and Australian Visa if available)
- Educational certificate and academic records
- Evidence of employment history (if required)
- References from employers (if required)
- English language test results IELTS, TOEFL or ISLPR if available
- Portfolio of artwork or demo tape/CD (if required).

Fax + 61 7 3244 5588

Email sbit.international@southbank.edu.au

Postal address

International Services
Southbank Institute of Technology
LMB 111
South Brisbane
Queensland
Australia 4101

Note: If you are a minor under the age of 18, your parent or legal custodian will need to sign the application form.

Step 2.

Return signed forms and meet conditions

You receive your Offer of Place

Southbank Institute of Technology will send you a conditional Offer of Place. This may be a Conditional Offer made on the basis that you meet certain requirements, for example any documents stated in Step 1.

- Sign and return the attached Southbank Institute of Technology International Services Refund Policy and Terms and Conditions Policy
- Send the required documentation to show that conditions have been met (if your offer is conditional)
- Students from Assessment Level 3 and Level 4 countries will need to apply for their Pre-Visa Assessment (PVA) from the local Australian embassy/immigration in their own country
- Portfolio of artwork or demo tape (if required)
- If under 18 years of age, a student care arrangement must be made.

Step 3.

Pay the fees

Before the expiry date on the Offer of Place, you should:

- Meet all entry conditions of your Offer of Place and pay tuition fees and Overseas Student Health Cover (OSHC) as stated on your Offer of Place. For Southbank Institute of Technology's current health insurance provider check our website. When you have paid your fees you will receive your electronic Confirmation of Enrolment (eCoE).

You will be sent:

- A Confirmation of Enrolment (eCoE) for International students from Southbank Institute of Technology
- A receipt for your payment.

Closer to your program start date, orientation information will be sent to you, or visit Southbank's International website for program start dates.

Visit www.sbi.net.au

If you are currently studying in Brisbane, you may need to apply for a visa extension. Apply for a student visa extension on the DIAC website, or visit International Student Support for assistance at Southbank Institute of Technology.

Visit www.immi.gov.au

How to enrol at Southbank Institute of Technology (continued)

Step 4.

Arrange your visa

The Australian Embassy must see your:

- Receipt from Southbank Institute of Technology
- Confirmation of Enrolment (eCoE) for International Students
- Offer of Place.

Contact the Australian Embassy in your country. For the address of an Australian Embassy in your own country see the DIAC website.

Visit www.immi.gov.au

International Student visa conditions

You will make Australian student friends while studying here, but it is important to remember that as an International student, you will have legal obligations that are different from your Australian friends. You must come to class, even when your Australian student friends do not come, so make sure that you remember your visa obligations, no matter how tempting the fun may be.

- **Contact hours** You must attend classes for a minimum of 20 hours every week, during the semester
- **Holidays** Can only be taken during official semester holiday breaks

- **Attendance** You must attend all classes during the semester. If you are late or are not present in class, you will be marked absent. If you are sick, you must obtain medical certificates for each day you are away.*1
- **Changing your address** You must inform both Southbank Institute of Technology and DIAC within seven days of a change of address
- **OSHC** You must have health insurance cover for the entirety of your stay in Australia. Failure to do so is a breach of your visa conditions. It also places you at great financial risk should you fall ill, as medical costs can be expensive.

Visit www.immi.gov.au

Guide to transferring funds into Brisbane

| Types of fund | Time for transfer | Cost | Notes |
|---|--|--------------------------|--|
| Personal funds when travelling | Not applicable | No cost | Must declare over \$10,000 at Customs |
| Electronic transfer | Approximately 48 hours | Varies according to bank | Expensive, safe but quick option |
| Bank draft | One week, payable to any Australian bank | Varies according to bank | Not as safe as electronic transfer and slower option |
| | Two to six weeks, overseas draft | Varies according to bank | |
| Open account through an Australian bank in home country | One week | Not applicable | Safest option |

Step 5.

Arrange your travel

Contact a travel agent in your home country and arrange travel to Australia.

Please remember:

- As a general rule, arrange your travel after your visa has been approved, not before
- Southbank Institute of Technology cannot handle your personal mail or baggage; you must send this to your own address in Australia once you have arranged your accommodation. All personal mail sent to Southbank Institute of Technology will be returned to the sender.

Step 6.

Arrange your accommodation

Southbank Institute of Technology does not provide accommodation, but we can show you where to look for accommodation after you arrive in Australia. Refer to the accommodation section on the ourbrisbane website.

Visit www.ourbrisbane.com

| Accommodation Type | Description | Example |
|--------------------|--|---------------------------|
| Temporary | <ul style="list-style-type: none"> ■ Visitor accommodation ■ Short-term ■ You are called a 'guest' | Hotel, Motel, Backpackers |
| Homestay | <ul style="list-style-type: none"> ■ Stay with a host family ■ Room and meal costs included in weekly payments ■ Compulsory for under 18 year olds who are not staying with parent, legal custodian or relatives ■ Short, medium or long-term ■ You are considered a 'temporary family member' | |
| Board | <ul style="list-style-type: none"> ■ Rent pays for a room, and sometimes some bills (e.g. electricity) ■ Accommodation is shared with a family ■ Medium to long term ■ You are called a 'boarder' | Family rented room |
| Share house | <ul style="list-style-type: none"> ■ Rent pays for a room only ■ Shared facilities with others living at the same property ■ Longer term ■ You are called a 'flatmate', and are also a 'tenant' ■ This is the most common type of accommodation chosen by International students ■ A weekly rental is charged for a furnished or unfurnished apartment or house ■ Rental costs do not cover cost of electricity, gas, and telephone charges ■ Rent is generally paid two to four weeks in advance. ■ A bond or security deposit equal to four weeks' rent is payable at the beginning of your tenancy | Rented room |
| Rental | <ul style="list-style-type: none"> ■ 'Leasing' a property means you pay for the whole property, i.e. all rooms ■ You normally need to buy all your own furniture ■ Longer term ■ You must sign a contract stating you will pay for the property for a minimum of six months ■ If you lease your own unit or house you will need to pay six weeks before moving in, i.e. Bond (four weeks rent) and two weeks rent in advance ■ You may choose to share your lease by renting with others ■ You are called a 'lessee', and are also a 'tenant' | Unit/house |



Information about your rights when renting in Australia

Residential Tenancies Authority

Phone +61 7 3013 7400
Visit www.rta.qld.gov.au

Tenants Union of Queensland

Phone +61 7 3257 1108
Visit www.tuq.org.au

*1 Southbank Institute Academic Progression Monitoring Policy requires a minimum of 80% attendance in each semester of study.

What to do once you arrive in Australia

Step 7.

Brisbane Airport

For maps and general information relating to Brisbane's International Airport visit the website link below.

Visit www.bne.com.au

Passports

Remember to carry your passport with you at all times.

Before you travel to Australia, check that you have your passport. Do not put your passport into your suitcase; instead carry it in your carry bag, as you may need your passport during travel to complete arrival documentation. Keep a pen with your passport.

Changing money

After you pass through Customs, change your money into Australian dollars. There will be money changing services at Brisbane Airport. You may also wish to change money into Australian dollars before you travel from your home country.

Step 8.

Transport to accommodation

Taxis

Travel from the airport to Brisbane city centre, is approximately \$AUD 32 plus a \$AUD 2 fee for departing taxis only.

Bus

Travel from the airport to Brisbane Transit Centre in Brisbane city (see map at the beginning of this prospectus on inside front cover) is approximately \$AUD 9 per person.

Airtrain

Travel from Brisbane city to and from Brisbane Airport, a 22 minute trip. A one-way single adult ticket is \$AUD 13.50.

Discounts apply for pre-booked fares (online or telephone).

Airtrain runs between these times:

Seven days a week 6.03 am to 8.03 pm

Visit www.bne.com.au
www.airtrain.com.au
www.transinfo.com.au

After you have settled into your accommodation, you will be ready to start your program of study at Southbank Institute of Technology. Before you start your classes, you will have to attend your **International Orientation** and then your **Program Orientation**. Please see the next two steps below for the details.

Step 9.

Attend your International Orientation

Before you come to Australia, Southbank Institute of Technology will send your International Orientation letter for the time and place of your International Orientation.

Start Classes

As you study it is important that you understand the Institute rules and policies. Southbank Institute of Technology's student rules and policy information for international students is available on the Southbank Institute of Technology website. Select 'Students, then Polices.'

You can also find out the time and place of your International Orientation on the Southbank Institute of Technology website.

Visit www.sbi.net.au

Step 10.

Attend your program (faculty) orientation

See your Program Orientation letter for the time and the place of your Program Orientation. You can also find out the time and place of your Program Orientation on the Southbank Institute of Technology website.

Visit www.sbi.net.au

At the Program Orientation you will:

Collect class timetables, program information and receive your Student ID card.

Step 11.

Start classes

Now you will start your classes and we hope you will have a great time studying at Southbank Institute of Technology.

Overview

Tick each box as you go through each step.

Before you arrive

1 **Choose your program** (see page 24)
 Send application (see page 59)

2 **Receive a Offer of Place**
To accept you must
 Return signed forms – meet conditions of offer of place
 Pay the fees (see page 11)

3 **Southbank Institute of Technology sends you a confirmation of your enrolment in a program**

4 **Arrange coming to Australia**
 Arrange visa (see page 12)
 Arrange travel (see page 12)
 Arrange accommodation (see page 13)

After you arrive

5 **Arriving in Australia** (see page 14)
Brisbane Airport
 Carry passport with you at all times (see page 14)
 Change money into Australian dollars
 Catch train or taxi to accommodation (see page 14)

6 **You arrive at Southbank Institute of Technology**
At the Institute
 Attend International Student Orientation (see page 14)
 Attend Program Orientation (see page 14)
 Start class

After your graduation

7 **Once you complete your program you attend graduation**

8 **You then return home or enrol in university or another program at Southbank Institute of Technology**

After you arrive



Living in Brisbane

Located in the heart of Brisbane, Southbank Institute of Technology is on the beautiful Brisbane River and is only a short walk to the central business district (CBD) and inner city shops, cafés and cultural attractions.

Finding out more information about Brisbane and Australia

These websites have information for travellers, migration, weather, living in Brisbane, accommodation, transport, maps, entertainment, clubs, laws, and much more!

Visit www.ourbrisbane.com.au
www.brisbane.qld.gov.au
www.lonelyplanet.com

Leisure time

International Student Social Club

Southbank Institute of Technology has an International Student Social Club. International Student Support Services can assist in organising visits to theme parks like Dreamworld and Movie World on the Gold Coast and many other destinations.

General facts

There are lots of fun things to do in and around Brisbane, including:

- Visiting fun parks
- Travelling to the Sunshine and Gold Coasts, which are situated only a few hours' drive from the centre of Brisbane
- Visiting beaches close to Brisbane, to relax and swim
- Walking in the nature reserves
- Relaxing in the many great cafés and restaurants in and around Brisbane.



Brisbane weather and seasons

(Degrees Celsius)

22-35°

December to February

Summer – hot, humid, stormy

- Always wear sunscreen and a hat to avoid sunburn and skin cancer.
- Drink plenty of water to avoid heat exhaustion.
- Always swim between the flags, so lifeguards can see you and help if needed.

16-28°

March to May

Autumn – becoming cooler

12-24°

June to August

Winter – cool, dry

- Wear layered clothing – you may be warm in the day and cool in the evening.

14-30°

September to November

Spring – becoming warmer

After you arrive (continued)



Time zones

Brisbane is 10 hours ahead of the Greenwich Mean Time (GMT+10). Queensland does not have daylight savings, so from October to March it is one hour behind other Australian eastern seaboard states.

For times around the world

Visit www.worldtimezone.com

Telephoning overseas (mobile phones)

Not all mobile phones work on the Australian mobile phone networks. Please check that your phone will work in Australia before you bring it, otherwise it may be better to buy a new phone after you arrive in Australia.

Electricity (international conversion)

Electricity in Australia is 220-240V AC 50Hz. The sockets are three-pin and you may need an adaptor. Universal outlets for 240V or 100V shavers are found in most leading hotels. Multi-voltage appliances as well as adaptors are readily available in department stores and luggage shops.

Transport and getting around the city

Public transport

There is a well-serviced public transport system in Brisbane, enabling you to get from your Australian accommodation to Southbank Institute of Technology with ease. There are three main types of public transport. These are train, bus and river ferry (boat).

As a full-time student you will be able to get student discounts on travel fares on all public transport. There are some exceptions, for example ELICOS students are not able to get transport concessions.

Visit www.transinfo.com.au

Driving

You will need an International Drivers Licence to drive a car in Brisbane. Depending on which country you come from, you will be able to exchange your home country licence for an Australian licence.

Visit www.transport.qld.gov.au

Parking cars

If you plan to use a car in Brisbane, you may have to pay for parking each day within the Brisbane city central traffic area. There is a two-hour limit on all parking within the central business district and some surrounding inner city suburbs. There are no parking facilities within Southbank Institute of Technology.

Visit www.ourbrisbane.com

Walking and cycling

There are many great walking and bike riding tracks around Brisbane. You will find these along the main river in Brisbane and in many of the forests and nature reserves.

Health and emergency

Emergency

For any emergency, call 000 for fire, ambulance or police, when in Australia.

It must be a genuine emergency, i.e. when you feel your life or the life of others is in danger.

If your mobile phone does not show a reception signal, try 112 for emergency services.

Medical needs

What do you do when you are sick?

- If it is not an emergency, you should go first to a doctor (called a 'general practitioner' or GP) or a medical centre. You can choose whichever doctor or medical centre you wish. **Note:** you cannot visit a medical specialist without seeing a GP first.

What about prescription medicines?

- If you take any prescription medicines in your home country, you should make sure that you have a letter from your regular doctor. The letter should include details about your condition and the medication you are taking, in case you need treatment or more medication in Australia.

After you arrive (continued)



Managing money

Banking

There are many money exchanging services in Brisbane city and at Brisbane Airport. There are also many banks and Automatic Teller Machines (ATMs) where you can withdraw money from an overseas bank account.

Students do not need to pay bank fees in Australia. Once you arrive in Australia, you will easily be able to open a bank account, within the first six weeks of arriving. All you will need is your passport and a student ID card or your COE. After six weeks, opening a bank account becomes difficult, as you will have to show many forms of identification.

Budgeting for initial expenses in Brisbane

Below is an example of the initial expenses you may incur soon after you arrive in Brisbane.

| | |
|---|------------------|
| Temporary accommodation | \$400 |
| Rental bond (four weeks rent @ \$200 wk) | \$800 |
| Rent in advance (two weeks @ \$200 wk) | \$400 |
| Electricity connection | \$80 |
| Telephone connection | \$60 |
| Gas connection | \$80 |
| Household furniture and crockery | \$400 |
| Transport from airport | \$50 |
| Educational expenses | \$250 |
| Other expenses | \$200 |
| Total | \$AUD2720 |

Budgeting for ongoing expenses in Brisbane

DIAC suggests that as a single person, you will need approximately \$AUD1000 minimum per month for your stay in Brisbane. We believe this will vary greatly depending on your individual needs. You may require significantly more – especially if you are renting your own house.

If you are bringing your family, you will need to allow for extra costs per month. DIAC suggests that an additional \$AUD350 per month would cover the cost of a spouse. The first child costs \$AUD350 per month and any extra child after that will be \$AUD83 per extra child, not including the cost of school tuition fees.

Working in Australia

Can you work in Australia?

Yes, you can work as a student in Australia. However, conditions apply.

After your program of study begins, you will need to apply for two things: (1) a visa with permission to work and (2) an Australian tax file number. You will be eligible to work up to 20 hours per week, during official study time and full-time during official holiday time. The DIMA website has detailed information on working as a student or call the Australian Embassy in your own country.

Visit www.immi.gov.au

Your support network

Southbank Institute of Technology prides itself on helping students get the most out of their learning experience with extra student support services



All students are invited to use our support services

International student support

Our International Student Support Team is dedicated to supporting you during your studies.

We can assist with:

- Accommodation that suits your needs and lifestyle
- Personal matters such as establishing a bank account, accessing health services and welfare support you might need
- International student permission to work
- Meeting other students through social events.

Location International Student Services
C Block (level 1), Southbank campus

Career counselling

We can help you with:

- Career direction and program selection
- Mediation and advocacy
- Financial hardship issues
- Personal issues that are impacting on your studies
- Cross-cultural issues
- Special needs and support options
- Admission requirements, and articulation issues
- Tips on how to manage your studies more effectively.

Location Student Services Centre
C Block (level 1), Southbank campus

Disability services

Southbank Institute's Disability Support Services provides you with the support you need to participate and succeed in your programs on equal terms with other students. Disability Support Services offers a range of physical and human resources that can assist you in achieving success in your studies.

Location Student Services Centre
C Block (level 1), Southbank campus

e-Learn centre

We provide computer labs and tutor support so you can learn to use computer software for your studies and personal or professional development. If you are an enrolled student or would like to participate in one of our courses, you can learn how to use software at your own pace in your own time at our e-Learn centre.

We provide personal support in our e-Learn centre and phone or email support if you are learning at home or in the workplace. We also offer support through our online helpdesk.

Location Southbank

Your support network (continued)

Library

Our library provides access to everything you need for your studies:

- Program-related texts in print and electronic formats, journals, videos and DVDs
- Internet access to databases on most topics with links to full text versions of newspapers, journal articles, books, etc. We also support you through online services
- Email, telephone or SMS a librarian for assistance with resources for assignments
- Chat online with a librarian, in real time, during library hours.

Location Southbank

Literacy and learning centre

You can improve your reading, writing, spelling, basic maths and study skills at our Literacy and Learning Centre so you can make the most of your experience.

The centre can help you:

- Improve your skills to get a job, perform better in your current job, seek a promotion or go on to further study
- Complete your studies by providing learning support
- Overcome learning difficulties.

Location Y Block (level 1), Southbank campus

Internet access

Some courses may require access to the internet.

At Southbank you can:

- Log in to computers in classrooms, e-Learn centres and library
- Access up to 600 megabytes of internet data per semester (an additional 100MB will cost you \$25)
- Monitor your internet quota usage. While on the internet you can:
 - Check/update your personal details
 - View your academic record
 - View your payment receipt list
 - Enrol in selected programs.

Visit www.southbank.edu.au/site/students – follow links to Student Self Service

Student employment Southbank Careerhub

Southbank Careerhub is a free online employment service designed to allow you to easily search for work that best suits your needs. This resource connects you with leading local, national and international employers.

Employers appreciate the high standard of qualifications offered at Southbank Institute of Technology and for that reason come directly to us to advertise their vacant positions. Current students and recent graduates are also able to create their own user profile, amend, manipulate and personalise their resume in Microsoft Word, and email it directly to potential employers.

You can register online for educational workshops and search for industry-specific information. You can also access many employment and study resources.

For more information on using this unique service:

Email southbank.employment@southbank.edu.au

Location Student Services Centre, C Block (level 1), Southbank campus or visit www.southbank.edu.au and click on the purple Careerhub button

Useful contacts and information



Southbank Institute of Technology

Phone +61 7 3244 5100

Fax +61 7 3244 5588

Postal address

International Services

Southbank Institute of Technology
LMB 111
South Brisbane
Queensland
Australia 4101

sbit.international@southbank.edu.au
www.sbi.net.au

International Services is a part of Southbank Institute of Technology; they are devoted to helping International students before, during and after their time studying at the Institute.

All detailed information about topics in this book can be found on the Southbank Institute of Technology's International website.

Visit www.sbi.net.au

Travel and health insurance

If you are coming to Southbank Institute of Technology to study, you will need either travel insurance or Overseas Student Health Cover (OSHC) depending on which visa you apply for.

For Southbank Institute of Technology's current health insurance provider, please visit our website.

Visit www.sbi.net.au

Immigration and visas

All immigration and visas are handled by the Department of Immigration and Citizenship (DIAC). For the address of an Australian Embassy in your own country see the DIAC website.

See page 12 www.immi.gov.au

Accommodation

When looking for rental accommodation, the best resource is the website, ourbrisbane.com, which has links to many accommodation agents with property for rent. The website also helps explain your rights when renting in Brisbane.

See page 13 www.ourbrisbane.com

Transport from Brisbane Airport

There are two ways to get to your accommodation from the airport. The most direct route is to catch a taxi or Airtrain, which will take you into the city and from there you will be able to catch another train or bus to your accommodation.

See page 14 www.bne.com.au

International student programs at a glance (All prices quoted in this brochure are payable in Australian dollars)

| | PROGRAM NAME | DURATION | INTAKE | CRICOS Code |
|--|--|-----------------------|---------------------------|-------------|
| English Language, Foundation and Interpreting | General English, (Elementary to Advanced, Intensive) | 2 - 52 weeks | Any Monday | 065277M |
| | ISLPR Preparation program | 4 or 6 weeks | 4 Intakes | 065278M |
| | EAP English for Academic Purposes | 12 weeks | 30/03/2009 Et 21/09/2009 | 065568M |
| | EAP English for Academic Purposes (Nursing) | 10 weeks | 13/04/2009 Et 05/10/2009 | 065357M |
| | ISLPR Test (International Second Language Proficiency Rating) | 30 minutes to 2 hours | Advanced booking required | N/A |
| | Certificate III in Foundation Skills (Standard) | 6 months | Feb, Jul | 065228J |
| | Vocational Graduate Certificate in TESOL Teaching English to Speakers of Other Languages | 6 months | Feb, Jul | 065280E |
| | Vocational Graduate Diploma in TESOL incl. VGC in TESOL | 1 Year | Feb, Jul | 065281D |
| | Preparation for NAATI Interpreting Test On - Site (Part time only) | 8 Weeks | Feb | N/A |
| | Preparation for NAATI Translation Test On - Site (Part time only) | 10 Weeks | Aug | N/A |
| | Certificate III in Foundation Skills (Interpreting) | 6 months | Feb, Jul | 065228J |
| | Diploma of Interpreting (LOTE/ English) | 6 months | Feb, Jul | 065255F |
| Art, Entertainment and Design | Diploma in Music (Performance)* | 1 Year | Feb | 065257D |
| | Diploma of Music Industry (Technical Production) | 1 Year | Feb | 065258C |
| | Diploma of Multimedia (Authoring) | 1 Year | Feb, Jul | 065256E |
| | Diploma of Multimedia (Games Development) | 1 Year | Feb, Jul | 065256E |
| | Diploma of Screen (Visual Effects) | 1 Year | Feb, Jul | 065275B |
| | Certificate III in Visual Arts and Contemporary Craft | 6 months | Feb, Jul | 065229G |
| | Diploma of Visual Arts incl. Certificate IV | 2 Years | Feb, Jul | 065276A |
| | Diploma of Graphic Design (Creative Industry incl. Certificate IV) | 1 Year | Feb, July | 065251K |
| Building and Engineering | Certificate IV in Photoimaging | 1 Year | Feb | 065238G |
| | Vocational Graduate Certificate in Architectural Digital Illustration | 20 Weeks | Feb, Jul | 065279J |
| | Diploma Of Interior Technology | 2 Years | Feb | 065359J |
| | Diploma Of Building Design And Technology | 2 Years | Feb | 065243K |
| Business and Information Technology | Associate Degree in Civil Engineering | 2 Years | Feb, Jul | 065567A |
| | Diploma of Accounting | 18 Months | Feb, Jul | 065240B |
| | Diploma of Information Technology (Networking) | 1 Year | Feb, Jul | 065253G |
| | Diploma of Information Technology (Website Development) | 1 Year | Feb, Jul | 065254G |
| | Diploma of Business Management incl Cert IV in Business Management | 1 Year | Feb, Jul | 065570F |
| Health and Human Services | Diploma of Business Studies | 1 Year | Feb, Jul | 065245G |
| | Diploma of Business (Marketing) incl Cert IV in Business Marketing | 1 Year | Feb, Jul | 065569K |
| | Certificate III in Children's Services | 10 Months | Feb, Jul | 065222D |
| | Diploma in Children's Services | 1 Year | February, July | 065248E |
| | Diploma of Dental Technology* | 2 Years | Jul 2009, 2010 | 065250M |
| | Diploma of Nursing (Enrolled/Division 2 Nursing)* | 18 Months | Jul 2009, Feb, Jul 2010 | 065273D |
| | Certificate III in Aged Care | 6 Months | Feb, Jul, Oct | 065197M |
| | Certificate III in Dental Assisting | 6 Months | Feb, Jul | 065224B |
| | Diploma of Community Welfare Work Incl. Cert IV* | 2 Years | Feb, Jul | 065364A |
| | Certificate III in Comm Services Work: Mental Health or Youth Work or Disability | 6 Months | Feb, Jul | 065223C |
| Tourism and Hospitality | Diploma of Paramedical Science (Anaesthesia) | 2 Years | Feb | 065365M |
| | Diploma in Beauty Therapy | 12 Months | Feb, Jul | 065241A |
| | Diploma of Event Management | 18 Months | Feb, Jul | 065575A |
| | Diploma of Hospitality Management | 18 Months | Feb, Jul | 065574B |
| | Diploma of Tourism (Operations Management) | 18 Months | Feb, Jul | 065576M |
| | Cert III in Food Processing (Retail Baking-Bread) + Diploma of Hospitality* | 0.5 Year + 1.5 Year | Feb, Jul | 065226M |
| | Cert III in Hospitality (Commercial Cookery) + Diploma of Hospitality* | 1 Year + 1 Year | Feb, Jul | 065572D |
| Cert III in Hospitality (Patisserie) + Diploma of Hospitality* | 1 Year + 1 Year | Feb, Jul | 065573C | |

* Quota Applies

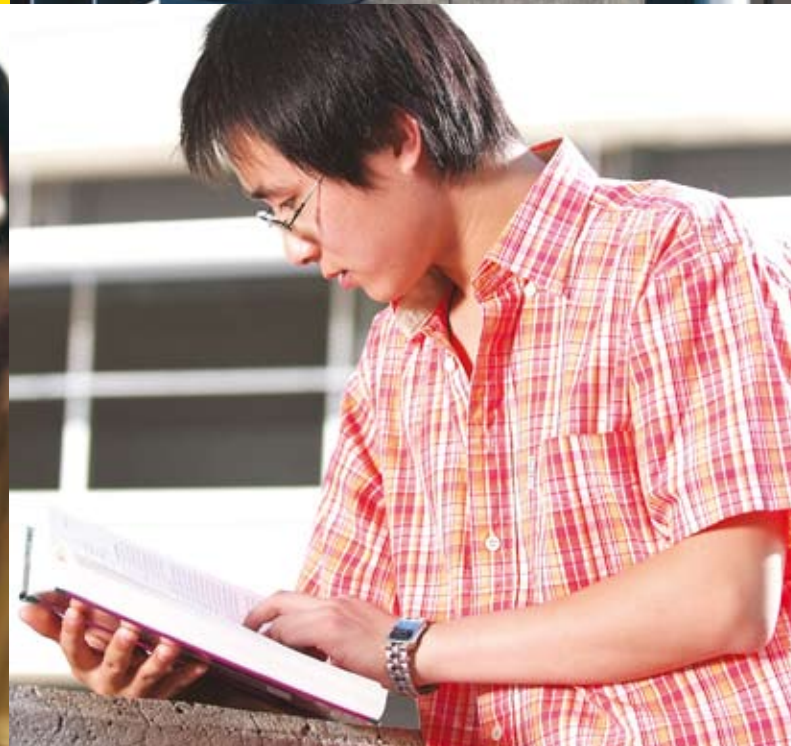
Programs at Southbank Institute of Technology



Programs at Southbank Institute of Technology (continued)

FT Full-time SB Southbank
PT Part-time Q Quotas apply

English Language, Foundation and Interpreting



English language training

Vocational Graduate Certificate in Teaching English to Speakers of Other Languages (TESOL) FT SB

| | |
|-----------|----------------|
| Course no | 39230QLD |
| CRICOS no | 065280E |
| Venue | Southbank |
| Duration | 6 months |
| Intake | February, July |

Career opportunities Upon successful completion of the program students will have the necessary teaching and linguistics skills to teach English competently and confidently to groups of visiting students on short-term study tours, to small groups of migrants in a supervised and limited capacity for the development of general English skills, in Australian ELICOS schools if you have additional qualifications, to overseas students on an individual tuition or small group tutorial basis or in overseas institutions not governed by Australian standards where predominantly conversational English teaching is required.

Entry requirements IELTS 5.5 (with no individual band less than 5.0) or ISLPR 2+ (Four skills) or equivalent; a Bachelor Degree (any discipline), three-year diploma or other equivalent higher education qualification or not less than three years full-time vocational TESOL experience (or equivalent) without a recognised higher education qualification.

Description For students wanting to teach English in Australia or overseas the Vocational Graduate Certificate in TESOL is specifically designed to promote the practical skills needed to teach English in Australia or internationally. Students will learn the latest teaching strategies and methodology in practical classes for developing the English language proficiency of a wide range of second language learners.

Vocational Graduate Diploma of Teaching English to Speakers of Other Languages (TESOL) FT SB

| | |
|-----------------|------------------------------|
| Course no | 39231QLD |
| CRICOS no | 065281D |
| Venue | Southbank |
| Duration | 6 months |
| Further options | further study (e.g. Masters) |
| Intake | February, July |

Career opportunities Upon successful completion of the program, students will have the necessary teaching and linguistics skills to work competently and confidently in the following situations

- Teaching to groups of visiting students on short-term study tours
- Teaching to small groups of migrants in a supervised and limited capacity for the development of general English skills
- Teaching in Australian ELICOS schools if you have additional qualifications

- Teaching overseas students on an individual tuition or small group tutorial basis
- Working in overseas institutions not governed by Australian standards where predominantly conversational English teaching is required
- Teaching and working in senior positions within TESOL institutions in Australia and overseas.

Entry requirements IELTS 5.5 (with no individual band less than 5.0) or ISLPR 2+ (Four skills); a Bachelor Degree (any discipline), three-year diploma or other equivalent higher education qualification or not less than three years full-time vocational TESOL experience (or equivalent) without a recognised higher education qualification and successful completion of Vocation Graduate Certificate of TESOL.

Description The Vocational Graduate Diploma of TESOL is specifically designed to provide students with highly specialised skills and knowledge to help them to advance within the TESOL industry in Australia and internationally. It equips them with high-level practical skills to effectively develop TESOL curricula or other workplace projects, use advanced language analysis skills in preparing English-language students for language assessment and conduct action research into your own TESOL practice.

English Language Assessment – International Second Language Proficiency Rating (ISLPR)



| | |
|------------------------|--|
| Course no | FFS012 |
| Venue | Southbank |
| Duration | 30 minutes to two hours depending on the number of skills being tested |
| Further options | further study |
| Cost | \$300 all skills \$180 one skill |

Career opportunities Entry to formal studies. A score of ISLPR 2 in each skill will give students entry to the Foundation program or English for Academic Purposes program at Southbank Institute of Technology. A score of ISLPR 2+ in each skill will give students entry to any Southbank Institute of Technology formal program (except Diploma of Interpreting and Diploma of Nursing).

Entry requirements None.

Description This program assesses English language proficiency by the International Second Language Proficiency Rating (ISLPR). This test may be completed by both international students and migrants.

General English – Elementary to Advanced (Intensive)



| | |
|-----------------------|--|
| Course no | FFS286 |
| CRICOS no | 065277M |
| Venue | Southbank |
| Duration | 2 - 52 weeks |
| Further option | students seeking direct entry to Southbank formal programs should transfer after passing level 5 to the English for Academic Purposes program (EAP). IELTS or ISLPR preparation programs students will need to take an official IELTS or ISLPL exam. |
| Intake | any Monday |

Entry requirements Entry to each level will be determined by the learner's English language proficiency as measured by interview and placement test or recent IELTS/TOEFL or other scores. Students under 18 years of age are required to provide details of guardianship in Australia.

Description This series of programs provides English language activities that will enhance the learner's ability to meet personal, educational and vocational goals.

There are six levels, each lasting 12 weeks. Students can start class on any Monday throughout the academic year. It is recommended students start at the beginning of a program to obtain maximum benefit from that program.

English for Academic Purposes (EAP)



| | |
|------------------------|---|
| Course no | FFS288 |
| CRICOS no | 065568M |
| Venue | Southbank |
| Duration | 12 weeks |
| Further options | satisfactory completion of this program will give students direct entry to certificate and diploma level programs at Southbank Institute (except Diploma of Interpreting and Nursing) provided that students meet academic and other entry requirements (eg. submission of folio) |

Entry requirements IELTS 5.0, TOEFL 515, ISLPR 2 or successful completion of General English Upper Intermediate Level 5 or satisfactory results in a Southbank Institute of Technology ELICOS placement test.

Description This is a 12 week program designed to provide students with the study skills necessary for entry into a formal program requiring an equivalent entry level of IELTS 5.5 or TOEFL 530 or ISLPR 2+.

Certificate III in Foundation Skills – Intensive English for Interpreting



| | |
|------------------------|------------------------------------|
| Course no | 39106QLD |
| CRICOS no | 065228J |
| Venue | Southbank |
| Duration | six months |
| Further options | entry into Diploma of Interpreting |
| Intake | February, July |

Entry requirements IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+, proficiency in another language (Cantonese, Korean, Japanese or Mandarin) and completion of Year 12.

Description This program provides students with comprehensive and intensive study in advanced comprehension and listening, memory and note-taking skills, pronunciation and speaking, vocabulary in specific areas, academic writing and study skills.

English for Academic Purposes - Nursing



| | |
|------------------------|---|
| Course no | 51691 |
| CRICOS no | 065357M |
| Venue | Southbank |
| Duration | 10 weeks |
| Further options | Satisfactory completion of this program will give students direct entry to Diploma of Nursing at Southbank Institute provided that students meet academic and other entry requirements. |
| Intakes | 3/04/2009 & 05/10/2009 |

Further options satisfactory completion of this program will give students direct entry to Diploma of Nursing at Southbank Institute provided that students meet academic and other entry requirements.

Entry requirements IELTS 5.5 with no individual band less than 5.0 or equivalent

Description This course is specifically designed for students who are enrolled into the Diploma of Nursing (Pre-enrolment) (39037QLD) at Southbank Institute of Technology. There is a focus on the English language knowledge and skills required for success at a tertiary level in the specific field of nursing and health care.

Diploma of Interpreting (LOTE/ENGLISH) Paraprofessional



| | |
|------------------------|----------------|
| Course no | 51691 |
| CRICOS no | 065255F |
| Venue | Southbank |
| Duration | six months |
| Further options | further study |
| Intake | February, July |

Career opportunities Paraprofessional interpreter, bilingual assistant, teacher aide, tutor.

Entry requirements IELTS 6.5 (academic) – Speaking 6.5, Listening 6.5, Reading 6.0, Writing 6.0, together with assessment interview OR ISLPR – Speaking 3+, Listening 3+, Reading 3+, Writing 3+ and completion of Year 12 or equivalent.

and Proficiency in another language – For students who completed Year 12 in another country, this will be based on your high school results (for example, Japanese students must demonstrate that they have passed Japanese language in their high school course at Year 12 level). For students who completed Year 12 in Australia, they will need to provide proof of their ability to speak their chosen language.

Diploma of Interpreting (continued)

Description This program provides training to interpret spoken statements in English to another language and vice versa at paraprofessional level. It also covers the role of an interpreter and the ethics and practice of interpreting. Languages offered are subject to demand and may change to Cantonese, Japanese, Korean or Mandarin. If there are sufficient enrolments in any one language, that language will be offered.

Preparation for National Accreditation Authority for Translators and Interpreters (NAATI) Interpreting Test On-site

PT SB

| | |
|-----------------|---------------|
| Course no | 51691-3 |
| Venue | Southbank |
| Duration | eight weeks |
| Further options | further study |
| Intake | February |

Career opportunities Paraprofessional interpreter, bilingual assistant, teacher aide, tutor.

Entry requirements IELTS 6.0 (academic) with speaking and listening not less than 5.5 and completion of Year 12 or equivalent. A bi-lingual entrance test applies.

Description A non-language specific program that prepares students for the National Accreditation Authority for Translators and Interpreters (NAATI) interpreting test(s). Students learn the role, techniques and ethics relating to interpreting, memory skills and note taking.

Preparation for National Accreditation Authority for Translators and Interpreters (NAATI) Translation Test On-site

PT SB

| | |
|-----------------|---------------|
| Course no | 51691-4 |
| Venue | Southbank |
| Duration | ten weeks |
| Further options | further study |
| Intake | August |

Career opportunities Translating, bi-lingual assistant, teacher aide, tutor.

Entry requirements IELTS 6.0 (academic) with speaking and listening not less than 5.5 and completion of Year 12 or equivalent. A bi-lingual entrance test applies.

Description A non-language-specific program that prepares students for the National Accreditation Authority for Translators and Interpreters (NAATI) translation test(s). Students learn the role, techniques and ethics relating to translation.

Literacy and learning

Certificate III in Foundation Skills (Standard)

FT SB

| | |
|-----------------|----------------|
| Course no | 39106QLD |
| CRICOS no | 065228J |
| Venue | Southbank |
| Duration | six months |
| Further options | further study |
| Intake | February, July |

Career opportunities Personal and professional development.

Entry requirements ISLPR (International Second Language Proficiency Rating Scale) Level 2 or IELTS 5.5 with no individual score less than 4.5 and completion of Year 10 or equivalent.

Description Students of this program will learn how to gain access into diploma programs with no further English test, study courses that will gain credits in some diploma programs, improve English skills in preparation for further study, improve computer skills and learn business terminology.

ISLPR Preparation Program

FT SB

| | |
|-----------------|-------------------------------|
| Course no | FFS415 |
| CRICOS no | 065278K |
| Venue | Southbank |
| Duration | four weeks to six weeks |
| Further options | further study |
| Intake | January, April, May, November |

Career opportunities Entry into formal studies.

Entry requirements ISLPR 2 or IELTS result of 5.0, successful completion of Southbank General English Level 4 or satisfactory result in an ELICOS placement test.

Description This is a four-week preparation program which prepares students for the internationally recognised International Second Language Proficiency Rating (ISLPR) examination. It includes a formal ISLPR examination which students take in the fourth week of the program.



Programs at Southbank Institute of Technology continued

FT Full-time
PT Part-time

SB Southbank
Q Quotas apply

Arts, Entertainment and Design



Contemporary music

Diploma of Music (Performance)

FT SB Q

| | |
|-----------|-----------|
| Course no | CUS50101 |
| CRICOS no | 065257D |
| Venue | Southbank |
| Duration | one year |
| Intake | February |

Career opportunities Live musician, studio musician, music producer, film and television composer, jingle writer, MIDI programmer, arranger, music retailer.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent. Applicants will be required to submit a demo tape or audio CD of their instrument or voice. Home recordings will be accepted.

Audio Demo Assessment Criteria

- consistent pitch accuracy
- consistent rhythmic accuracy
- a demonstrated range of dynamic expression
- demo piece is in the rock/pop genre

Applicants are requested to include supporting documentation relevant to their application. This should include resumés, bios, academic results, personal or professional references and any other relevant material.

Description This program focuses on rock/pop performance and production and will teach students to use technology to develop their performance, theory, technical and production skills in a practical and relevant medium. From gigs to

contracts, songwriting to MIDI, the program is designed for the artist who is waiting for the right opportunity to take the next step in the music industry.

Diploma of Music Industry (Technical Production)

FT SB

| | |
|-----------------|---------------|
| Course no | CUS50201 |
| CRICOS no | 065258C |
| Venue | Southbank |
| Duration | one year |
| Further options | further study |
| Intake | February |

Career opportunities Studio engineer, live engineer, road crew, tour manager, radio/television audio technician.

Entry requirements English Proficiency: IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+. School Leavers must have completed Year 12 or equivalent with a Sound Achievement in Mathematics.

Description In this program students will learn how to set up and run PA systems at events, studio recording techniques, commercial audio production skills using computer software, basic sound and music theory, basic stage lighting, cable care and repair and the Australian music industry, copyright law and Australian music business practices.

Multimedia

Diploma of Multimedia Authoring

FT SB

| | |
|-----------------|------------------|
| Course no | CUF50701-6 |
| Venue | Southbank |
| CRICOS no | 065256E |
| Duration | one year |
| Further options | university study |
| Intake | February, July |

Career opportunities Designing multimedia products, producing animation, producing graphics, designing navigation, designing websites/pages, editing multimedia, writing for multimedia, designing interfaces, project management.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent. Competence in Windows applications (e.g. word processing packages) and creative talent are also desirable.

Description This program will provide students with internet and multimedia development skills to help build a successful career in this exciting industry. Topics covered by the diploma include 2D animation, HTML and CSS, multimedia authoring, image creation and editing, desktop video capture and production, sound capture and editing, multimedia design concepts, copyright and multimedia production. As part of the program, students are encouraged to develop a digital portfolio, participate in industry exhibitions and attend industry seminars.

Diploma of Multimedia Games Development

FT SB

| | |
|-----------------|----------------|
| Course no | CUF50701 |
| CRICOS no | 065256E |
| Venue | Southbank |
| Duration | one year |
| Further options | further study |
| Intake | February, July |

Career opportunities Game designer, 3D modeller, animator, game programmer, project manager, producer, audio engineer, writer, games tester, character designer, interaction designer.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent. Competence in Windows applications (e.g. word processing packages) and creative talent are also desirable.

Description This is a comprehensive program developed from a competency-based National Training Package. It exposes students to all aspects of game design and development including subjects such as 3D modelling and animation, image manipulation and digital texturing, audio creation and manipulation and programming in C++. The program has been designed to introduce students to all aspects of game design and development giving students a thorough understanding of the games industry and how they can gain employment in their chosen field. This diploma is designed to give students the opportunity to take a game from original concept through design and development of a working demo, which they can take with them to demonstrate their talent to future employers.

Diploma of Screen (Visual Effects)

FT SB

| | |
|-----------------|------------------|
| Course no | CUF50401 |
| CRICOS no | 065275B |
| Venue | Southbank |
| Duration | one year |
| Further options | university study |
| Intake | February, July |

Career opportunities Producing animation, short films, special effects, video editing, writing for screen, managing projects.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent. Competence in Windows applications (e.g. word processing packages) and creative talent are also desirable.

Description This program will provide students with video, special effects, multimedia and animation development skills to help build a successful career in this exciting industry. Topics covered in this program include 2D and 3D animation, 3D modelling, design for screen, special effects, desktop video capture and editing, character design, copyright, short film, video compositing and matte painting.

Visual arts and fine art

Certificate III in Visual Arts and Contemporary Craft

FT SB

| | |
|-----------------|------------------------|
| Course no | CUV30103 |
| CRICOS no | 065229G |
| Venue | Southbank |
| Duration | six months (full-time) |
| Further options | further study |
| Intake | February, July |

Career opportunities The completion of this course provides a pathway for further study, as well as an opportunity to prepare a folio of finished work.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 10 or equivalent. No folio required.

Description This broad and balanced program will develop students' practical skills in painting, drawing, sculpture, digital imaging, and photography. The program will also explore how the student can develop creative concepts, how it is possible to investigate and understand art and how the student can develop a professional arts practice. The course is a hands-on exploration into visual culture and the student's own creativity. This program will assist the student to develop a cohesive folio of work as well as provide successful students with direct access to further study.

Certificate IV in Visual Arts and Contemporary Craft

FT SB

| | |
|-----------------|--|
| Course no | CUV40103-2 |
| CRICOS no | 065239F |
| Venue | Southbank |
| Duration | one year |
| Further options | students can enrol into Diploma of Visual Arts on successful completion of this program students are not able to apply for entry into this certificate level studies on a stand alone basis |
| Intake | February, July |

Career opportunities Artist, art teacher/trainer, self-employment in arts and craft industry.

Entry requirements English Proficiency: IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+ and Submission of a folio relating to Visual Arts and School Leavers must have completed Year 10 or equivalent with a Sound Achievement in English or Non school-leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies

Description Certificate IV in Visual Arts and Contemporary Craft is designed to provide students with the opportunity to develop skills and techniques relevant to employment within the visual arts industry. The program includes core competencies in visual culture and professional practice plus elective competencies. On completion

of the course, students may find employment as self-employed artists, visual artists, sculptors, ceramicists, painters, printmakers, jewellers, new media/digital artists, curators, gallery workers, or community artists.

Diploma of Visual Arts

FT SB

| | |
|-----------------|----------------|
| Course no | 39227QLD-3 |
| CRICOS no | 065276A |
| Venue | Southbank |
| Duration | one year |
| Further options | further study |
| Intake | February, July |

Career opportunities Artist, art teacher/trainer, self-employment in arts and craft industry.

Entry requirements English Proficiency: IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+ and Successful completion of CUV40103 Certificate IV in Visual Arts and Contemporary Craft and Submission of a folio relating to Visual Arts

Nested Programs students enrolling in the Diploma of Visual Arts must complete the Certificate IV in Visual Arts and Contemporary Arts as part of their studies.

Description This program will provide students with a comprehensive start to their career as an artist or art teacher/trainer. This program covers everything from painting, drawing and sculpture, to digital media, photography and community projects.

Graphic design

Certificate IV in Design (Graphic Design)

FT SB

| | |
|-----------------|---|
| Course no | CUV40303 |
| CRICOS no | 065234M |
| Venue | Southbank |
| Duration | one year (full-time) |
| Further options | students who successfully complete this course will be granted into year two of the Diploma of Graphic Design |
| Intake | February, July |

Career opportunities Print Based Design and Production, Web Design, Motion Graphics, Employment in advertising agencies, design studios and print shops.

Entry requirements IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+ and Submission of a folio relating to Graphic Design and School Leavers must have completed Year 10 or equivalent or Non school-leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies

Folio specifications Student folio's should demonstrate skill in design, drawing and composition. Folio pieces should include both hand rendered and computer generated images. Include developmental sketches and process work as well as the finished work.

Graphic design (continued)

Assessment will be based on the student's ability to develop concepts, drawing and design skills and use of typography.

Include 10-15 pieces that have been produced in the last 12 (months).

Compulsory items:

1. Three (3) observational drawings (including at least one human figure).

2. Design a logo for one of the following: Black Cat Surf Wear; Bouncing Ball Fitness; Doll and Teddy Restorations; Mad Chief Kitchen; On-the-Edge Travel.

3. Produce a visual statement to show us something about the student (the student personality, interests, goals, fears...).

4. Design one(1) of the following words: Lunchbox Lectures; Schoolies; Bungy-jumping; Sophisticated Sox; Postbox. Use any media.

Plus 5-10 images of the student's choice.

Large works and 3D images should be photocopied or colour copied. + In approxiamtely 250 words the student will need to explain why they want to study this course and how this course will help them achieve their goals.

Submit their folio in an A3 or A4 clear folder with plastic sleeves.

Label each page.

Diploma of Graphic Design incorporating Certificate IV in Design (Graphic Design)

| | |
|-----------------|---|
| Course no | 39148QLD |
| CRICOS no | 065251K |
| Venue | Southbank |
| Duration | two year (full-time) |
| Further options | successful completion of this program may assist students to gain entry into university and/or contribute towards study credits |
| Intake | February, July |

Career opportunities Graphic designer, Print Based Design and Production, Web Design, Motion Graphics, Employment in advertising agencies, design studios and print shops.

Entry requirements IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+ and Submission of a folio relating to Graphic Design and Completion of year 12 or equivalent

Folio specifications Student's folio should demonstrate skill in design, drawing and composition. Folio pieces should include both hand rendered and computer generated images. Include developmental sketches and process work as well as the finished work.

Assessment will be based on the student's ability to develop concepts, drawing and design skills and use of typography.

Include 10-15 pieces that have been produced in the last 12 (months).

Compulsory items:

1. Three (3) observational drawings (including at least one human figure).

2. Design a logo for one of the following: Black Cat Surf Wear; Bouncing Ball Fitness; Doll and Teddy Restorations; Mad Chief Kitchen; On-the-Edge Travel.

3. Produce a visual statement to show us something about the student (the student personality, interests, goals, fears...).

4. Design one (1) of the following words: Lunchbox Lectures; Schoolies; Bungy-jumping; Sophisticated Sox; Postbox. Use any media.

Plus 5-10 images of the student's choice.

Large works and 3D images should be photocopied or colour copied. + In approxiamtely 250 words the student will need to explain why they want to study this course and how this course will help them achieve their goals.

Submit their folio in an A3 or A4 clear folder with plastic sleeves.

Label each page.

Description This program is vocationally based with a strong emphasis on creative design skills and technical proficiency. The course explores the fundamentals of design, including principles and elements of design, drawing, typography, colour theory, reproduction processes, communication skills and computer software applications.



Programs at Southbank Institute of Technology (continued)

FT Full-time
PT Part-time

SB Southbank
Q Quotas apply

Building and Engineering



Architectural and CAD studies

Vocational Graduate Certificate in Architectural Digital Illustration

FT SB

| | |
|-----------------|------------------------------|
| Course no | 39157QLD |
| CRICOS no | 065279J |
| Venue | Southbank |
| Duration | six months |
| Further options | further study (e.g. Masters) |
| Intake | February, July |

Career opportunities Personal and professional development.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+.

Learners may enrol through a number of entry points which demonstrate their potential to undertake study at a graduate level, including:

- A Bachelor Degree specialising in design.
- A relevant Advanced Diploma or Diploma, or a relevant Certificate IV or Certificate III together with significant relevant vocational practice.
- Other higher level education qualification, with relevant vocational experience which is indicative of success, including mature age entry for workers wishing to enter into formal training in the digital illustration in the design and allied industries.
- Relevant extensive industry experience without formal qualifications.

Description This exciting program will open up opportunities for workers in the architectural and allied industries in digital illustration, acknowledging the way that technology is expanding creative boundaries and emphasising the urgent need for development of skills in creative technology. In the contemporary period there is an increasing demand in the industry for specialists who can integrate theoretical knowledge with practical skills in advanced digital technology. This program will enable employers to provide professional development opportunities for existing staff in skills that will enhance their capacity to enable clients to experience state-of-the-art visualisation of creative design concepts. The program facilitates the ability to provide heightened technical visualisation of a proposed architectural feature. It brings together an understanding of the demands required across the design, creation, development and production of a digital architectural illustration of a major building development.

Diploma of Interior Technology

FT SB

| | |
|-----------------|---------------|
| Course no | 39073QLD |
| CRICOS no | 065359J |
| Venue | Southbank |
| Duration | two years |
| Further options | further study |
| Intake | February |

Career opportunities Interior technician.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent with a Sound Achievement in English and Mathematics A.

Description This program provides training for students who wish to become a technician in the Interior Technology industry. The theoretical and practical aspects of interior design are covered, including design sketches, construction methodology, manual and computer-generated technical drawings, presentation of design concepts to clients and selection of materials, colour schemes, fabrics, furniture, fixtures and finishes.

Diploma of Interior Technology continued

Students will learn to use sketching and selected rendering techniques to communicate architectural/interior design concepts, to produce colour schemes for specific domestic environments, to complete a residential renovation project through integration of technical skills and knowledge, and to specify furniture, fixtures, fittings and finishes for residential interiors. The program also covers the production of 2D CAD drawings and CAD animations of architectural/interior 3D models

Diploma of Building Design and Technology



| | |
|-----------------|---|
| Course no | 39208QLD |
| CRICOS no | 065243K |
| Venue | Southbank |
| Duration | two years |
| Further options | successful completion of this program may assist students to gain entry into university and/or may contribute towards study credits |
| Intake | February |

Career opportunities Architectural Technician, Building Designer. Completion of this program provides skills to move into careers such as:

- building designers/draftsperson with construction companies
- various roles within building design practices and architectural practices

- CAD managers
- building design office managers
- positions with companies associated with building such as window manufacturers, truss companies, re-cast manufacturers, etc.
- people who set up their own building design practice, for either residential or commercial buildings
- estimators within the construction industry.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent with a Sound Achievement in English and Mathematics A or B or C.

Description Students will be able to develop design skills by using new technology to enhance the quality of their building plans. Students will learn more about the principles of building construction, interpreting client briefs, building design, plus drawing and presenting their plans. With potential employment in roles such as architectural technicians and building designers, it's the perfect course to get student's careers off the ground.

Civil engineering

Associate Degree in Civil Engineering



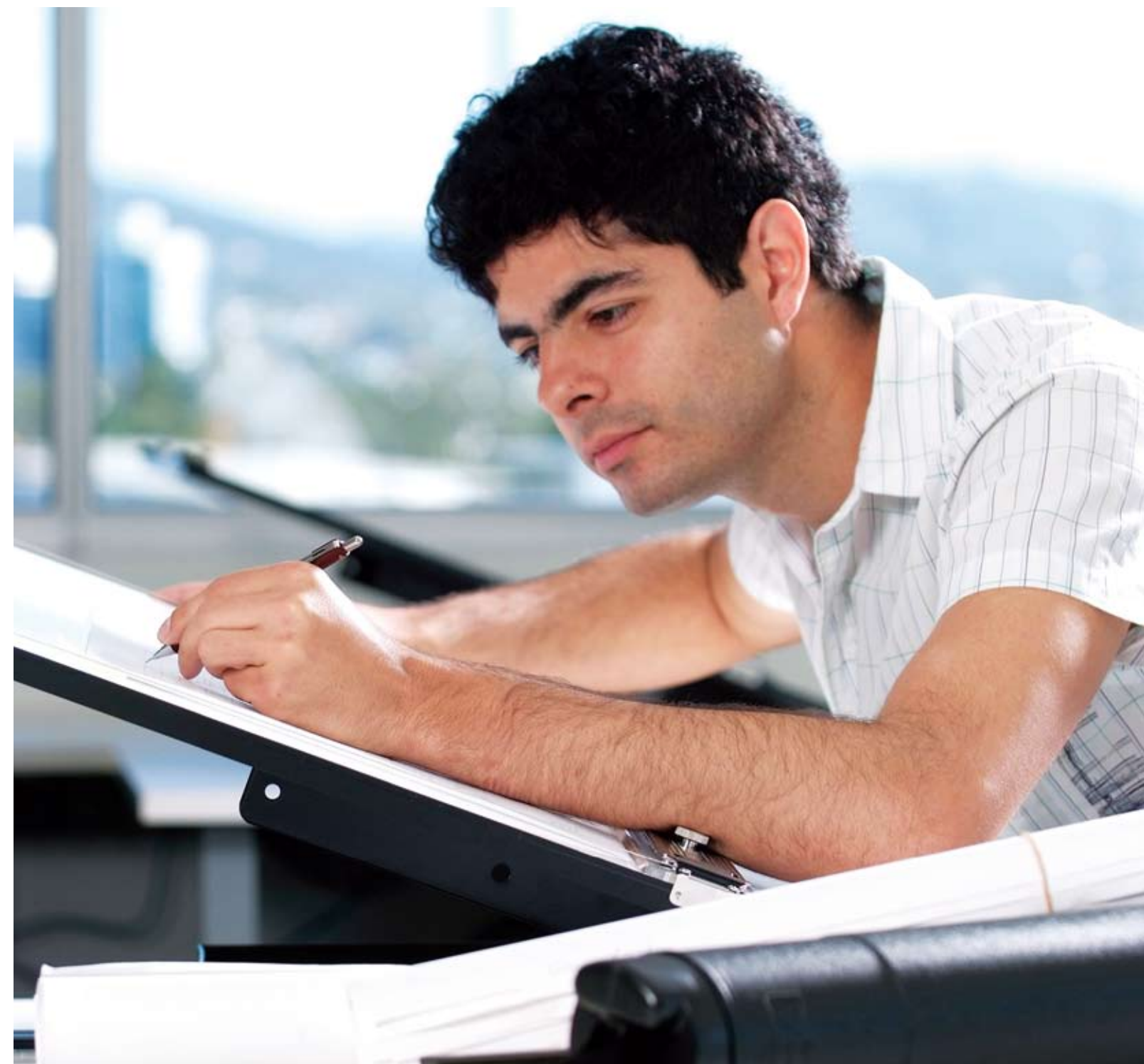
| | |
|-----------------|-----------------------|
| Course no | HE001 |
| CRICOS no | 065567A |
| Venue | Southbank |
| Duration | two years (full time) |
| Further options | university study |
| Intake | February |

Career opportunities Design drafters using computers in the production of drawings for roads, pipelines dams, bridges, high-rise buildings.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent with a Sound Achievement in English or Satisfactory completion of CN649/ CNJ30 Preparatory Studies – TGN151 Technical Communication or Recognised Certificate III or IV. Year 12 Maths A or equivalent is assumed knowledge though not essential, Year 12 Maths B is recommended.

Description Plan for a career in civil engineering by undertaking a program that develops student design and drafting skills. Students will learn how to design and produce drawings for a variety of public facilities such as roads, pipelines, dams, bridges, steel and concrete structures. Covering everything from CAD programs to surveying and construction.

This program is a higher education sector qualification at AQF6. Students who complete the Associate Degree in Civil Engineering may be eligible for credit into the Bachelor of Engineering at universities such as QUT and Griffith University.



Programs at Southbank Institute of Technology (continued)

FT Full-time
PT Part-time

SB Southbank
Q Quotas apply

Business and Information Technology



Accounting

Diploma of Accounting Incorporating Certificate III and IV

FT SB

| | |
|-----------------|-------------------------------|
| Course no | FN50204 |
| CRICOS no | 065225A 065235K 065240B |
| Venue | Southbank |
| Duration | 18 months |
| Further options | university study |
| Intake | February, July |

Career opportunities Assistant accountants, office managers, administration managers, and budget officers.

Entry requirements

Certificate III in Financial Services (Accounts Clerical)
IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent.

Certificate IV in Financial Services (Accounting)
IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+; completion of Year 12 or equivalent and successful completion of Certificate III in Financial Services (Accounts Clerical).

Diploma of Accounting
IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+; completion of Year 12 or equivalent and successful completion of Certificate III in Financial Services (Accounts Clerical) and Certificate IV in Financial Services (Accounting).

Nested Program Students enrolling in the Diploma of Accounting must complete the Certificate III in Financial Services (Accounts Clerical) CRICOS no. 056316F) and Certificate IV in Financial Services (Accounting)

(CRICOS no. 056316G) as part of their studies. Students are not able to apply for entry into these Certificate level studies on a stand-alone basis.

Description This program helps students to develop existing basic accounting skills. Students will learn to prepare income tax returns, manage budgets and forecasts, prepare financial reports for a reporting entity, implement and maintain internal control procedures, and provide management accounting information. The program content covers how to maintain financial records, prepare and bank receipts, process journal entries, prepare financial reports, reconcile and monitor accounts receivable, set up and operate a computerised accounting system, process business tax requirements, maintain asset and inventory records, manage budgets and forecasts, implement and maintain internal control procedures, and produce job costing information.

Information Technology

Diploma of Information Technology (Networking)

FT SB

| | |
|-----------------|--------------------|
| Course no | ICA50405 |
| CRICOS no | 065236J 065253G |
| Venue | Southbank |
| Duration | one year |
| Further options | university study |
| Intake | February, July |

Career opportunities Intranet engineer, network engineer, integration analyst, e-security analyst/manager, configuration specialist, enterprise application integration consultant, systems engineer, solutions architect, network administrator and help desk operator.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent.

Nested Program Students enrolling in the Diploma of Information Technology (Networking) must complete the Certificate IV in Information Technology (Networking) CRICOS no. 057245G) as part of their studies. Students are not able to apply for entry into these Certificate level studies on a stand-alone basis.

Diploma of Interior Technology continued

Description This qualification provides the skills and knowledge for an individual to be competent in high level network management and engineering. Topics covered in the program include how to manage projects and project quality, produce network architecture design, determine best fit topology for a LAN, install and manage complex networks, install and configure a router, build an internet infrastructure, manage network security, design and build a database.

Diploma of Information Technology (Website Development) incorporating Certificate IV



| | |
|-----------------|--------------------|
| Course no | ICA50605 |
| CRICOS no | 065237G 065254G |
| Venue | Southbank |
| Duration | one year |
| Further options | university study |
| Intake | February, July |

Career opportunities Designing, developing, constructing, testing and maintaining dynamic, data-driven, business websites.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent.

Nested Program Students enrolling in the Diploma of Information Technology (Website Development) must complete the Certificate IV in Information Technology (Website Design) CRICOS no. 057242M) as part of their studies. Students are not able to apply for entry into these Certificate level studies on a stand-alone basis.

Description This program provides the skills and knowledge for an individual to be competent as a senior ICT professional with responsibilities spanning design, development, site performance, database integration through to implementation and acceptance testing. This qualification is composed of 16 core units and four elective choices.

Management

Diploma of Business Management



| | |
|-----------------|------------------|
| Course no | BSB50401 |
| CRICOS no | 065570F |
| Venue | Southbank |
| Duration | one year |
| Further options | university study |
| Intake | February, July |

Career opportunities Middle-level manager in government and private industry, team leader, supervisor, management trainee.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+; completion of Year 12 or equivalent and successful completion of Certificate IV in Business Management.

Nested Program Students enrolling in the Diploma of Business Management must complete the Certificate IV in Business Management (CRICOS no. 058515E) as part of their studies. Students are not able to apply for entry into these Certificate level studies on a stand-alone basis

Description This program encompasses modern management practices and practical skill development to improve organisational efficiency. The outcome will be a diverse understanding of contemporary business/management practices and principles, which can be applied to private and public sector organisations and will provide the essential foundation for ongoing managerial skill development, at all levels within an organisation and/or industry.

Diploma of Business Studies



| | |
|-----------------|------------------|
| Course no | 39134QLD |
| CRICOS no | 065245G |
| Venue | Southbank |
| Duration | one year |
| Further options | university study |
| Intake | February, July |

Career opportunities Assistant accountant, office manager, administration manager, budget officer.

Entry requirements : IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent.

Description Build a solid foundation of business and study skills that can be applied to the workplace or further studies. Students explore a diverse range of general business topics, including basic accounting, basic economics, presentations and report writing, information analysis, marketing and introductory management principles. The program outcomes are designed to meet the needs of those students who wish to gain entry to a university degree program with credit from some of the courses included in the qualification. While some courses in this program develop skills at Australian Qualification Framework (AQF) level IV, the overall outcome for students is consistent with the distinguishing features of a diploma

level in accordance with the AQF Implementation Handbook third edition.

This program is to provide coverage of the essential 'business' subjects to provide students with opportunities to gain a range of vocational skills embedded in the diploma.

Diploma of Business Marketing incorporating Certificate IV



| | |
|-----------------|--------------------|
| Course no | BSB50701 |
| CRICOS no | 065231C 065569K |
| Venue | Southbank |
| Duration | one year |
| Further options | University study |
| Intake | February, July |

Career opportunities Assistant marketing manager, product/brand manager, marketing coordinator, sales coordinator, customer service officer, promotions coordinator.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+; completion of Year 12 or equivalent and successful completion of Certificate IV in Business Marketing or Tertiary level qualification from your country of origin or 3-5 years relevant work experience in Marketing.

Nested Program Students enrolling in the Diploma of Business Marketing

must complete the Certificate IV in Business Marketing (CRICOS no. 058514F) as part of their studies. Students are not able to apply for entry into these Certificate level studies on a stand-alone basis.

Description Students in this program will develop industry-relevant knowledge and skills so that they can operate successfully in a marketing environment. They will learn both marketing and business skills which can be used in the workplace, or can form the basis for further studies at university. This program will give students the opportunity to gain two nationally recognised qualifications. Students undertaking this program carry out a range of workplace-based activities such as conducting customer research, writing a small business marketing plan and developing a promotional program for a new product.

Programs at Southbank Institute of Technology (continued)

FT Full-time SB Southbank
PT Part-time Q Quotas apply

Health and Human Services



Children's services

Certificate III in Children's Services FT SB

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|-----------------|--|
| Course no | CHC30402-1 |
| CRICOS no | 057646B |
| Venue | Southbank |
| Duration | 10 months |
| Further options | Diploma of Children's Services and university studies |
| Intake | February (for students to study Certificate III or continue study the diploma upon completion of Certificate III), July (for students to study Certificate III only) |

Career opportunities Childcare assistant, family day care provider, outside school hours care assistant, teacher aide, kindergarten assistant, preschool assistant, nanny.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 10 or equivalent with a Sound Achievement in English.

Description Gain essential foundation skills and knowledge relevant to the children's service industry. Students learn about child development before learning how to provide care to children in a variety of environments, including how to plan activities, how to facilitate children's leisure and play and achieve developmental outcomes, health and safety, and accident prevention.

Diploma of Children's Services FT SB

| | |
|-----------------|--------------------|
| Course no | CHC50302 |
| CRICOS no | 065248E |
| Venue | Southbank |
| Duration | one year |
| Further options | university studies |
| Intake | February, July |

Career opportunities Group Leader in a long day care centre, occasional care centre, outside school hours care centre, family day co-ordinator, family day carer, an Assistant in a kindergarten and community preschool and a Primary Teacher Aide.

Entry requirements Successful completion of Certificate III in Children's Services.

Description Take on greater responsibility by increasing your level of skills and knowledge in the field of child services. Learn more about the organisation policies and procedures that allow the proper social, emotional and physical development of children and babies.

Health services

Diploma of Dental Technology FT SB Q

| | |
|-----------------|--|
| Course no | HLT50502 |
| CRICOS no | 065222D |
| Venue | Southbank |
| Duration | two years |
| Further options | Advanced Diploma of Dental Prosthetics, university study |
| Intake | February, July 2010 |

Career opportunities Registered dental technician.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and successful completion of Year 12 or equivalent with a Sound Achievement in English.

Description This program provides a nationally recognised qualification as a dental technician. Graduates will be able to register with the Queensland Dental Technicians and Dental Prosthetists Board to work as a registered Dental Technician. It comprises units in dental theory, dental materials, dental laboratory practices and occupational and business studies.

Diploma of Nursing Care (Enrolled/Division 2 Nursing) FT SB Q

| | |
|-----------------|--|
| Course no | 39037QLD |
| CRICOS no | 065273D |
| Venue | Southbank |
| Duration | 18 months |
| Further options | university towards a Bachelor of Nursing |
| Intake | February, July |

Career opportunities Successful students will achieve an Enrolled Nurse status with the Queensland Nursing Council and will be required to register annually with the Queensland Nursing Council in order to maintain their registration and licence to practice. Employers include private and public hospitals and nursing homes.

Entry requirements IELTS 6.0 (with no individual band less than 5.5), TOEFL 550 or ISLPR³ or IELTS 5.5 (with no individual band less than 5.0) plus successful completion of SBT 10

weeks EAP Nursing program and completion of Year 12 or equivalent.

Description This program was designed by the nursing profession to prepare individuals for employment as Enrolled Nurses and to also achieve personal and professional development for those already employed in the industry. Enrolled Nurses are first-level nurses who practise in all areas of clinical nursing under the supervision of Registered Nurses. This program includes medication endorsement allowing the Enrolled Nurse then to administer medications.

Certificate III in Aged Care Work FT SB

| | |
|-----------------|-------------------------|
| Course no | CHC30102 |
| CRICOS no | 065197M |
| Venue | Southbank |
| Duration | four months |
| Further options | further study |
| Intake | February, July, October |

Career opportunities Residential, aged or community care assistant.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 10 or equivalent.

Description This program provides knowledge and explores the skills, attitudes and values which promote quality care and enable a person to perform a range of duties within the community and/or residential care systems with particular emphasis on aged care.

Certificate III in Dental Assisting FT SB

| | |
|-----------------|----------------|
| Course no | HLT31802-1 |
| CRICOS no | 065224B |
| Venue | Southbank |
| Duration | six months |
| Further options | Certificate IV |
| Intake | February, July |

Career opportunities Dental assistant.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 10 or equivalent.

Description Gain the skills required to assist in a dental clinic. Students learn the structure and function of dental anatomy, developing x-rays, preparing anaesthesia, mixing dental materials for tooth restoration, sterilising instruments, calming patient fear and anxiety, infection control, oral diseases, specialised dentistry and basic administrative skills in a dental environment.

Human Services

Diploma of Community Welfare Work incorporating Certificate IV FT SB Q

| | |
|-----------------|--------------------|
| Course no | CHC50702 |
| CRICOS no | 065363B 065364A |
| Venue | Southbank |
| Duration | two years |
| Further options | university study |
| Intake | February, July |

Career opportunities Welfare worker, case coordinator, case manager, client

service assessor, coordinator family services, early intervention coordinator, program manager, community worker.

Entry requirements Completion of Year 12 or equivalent is necessary for satisfactory completion but it is not a requirement for acceptance into this program. Non-school leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies. Computer literacy is assumed.

Nested Program Students enrolling in the Diploma of Welfare Work must complete the Certificate IV in Community Services Work (CRICOS no 056532J) as part of their studies. Students are not able to apply for entry into these Certificate level studies on a stand-alone basis

Description This program is designed to prepare students to work at a professional level in the human services industry in such areas as community organisations, traditional community church organisations, self-help organisations and statutory services. Delivery is on-site classroom with industry vocational placement. Vocational placement is an integral part of the training and workers in this role are usually also involved in service delivery, either direct client work and/or health promotion and community development projects. Employees at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.

Certificate III in Community Services FT SB

| | |
|-----------------|----------------|
| Course no | CHC30802-1 |
| CRICOS no | 065223C |
| Venue | Southbank |
| Duration | six months |
| Further options | further study |
| Intake | February, July |

Career opportunities Client Contact Worker, Support Worker, Case Worker, Assistant Community Worker, Recreational Activities Officer and Residential Support Worker.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 10 or equivalent.

Description This program is designed to provide the skills required to deliver community work and support services. At this level, human service workers provide day-to-day support in disability community settings under the broad direction of others. This program is designed to teach students to work with people (individuals and groups) in providing services face to face and/or over the telephone. Students will learn to work in direct contact with people, identifying needs and/or appropriate referral means to community and human services and supports. This program covers (broadly) areas including communication, legal and ethical frameworks, team and group work and basic community work principles, as well as a specialisation opportunity. Specialisation areas include mental health, youth work and disability.

Diploma of Paramedical Science (Anaesthesia) FT SB

| | |
|-----------------|------------------|
| Course no | HLT 50607 |
| CRICOS no | 065365M |
| Venue | Southbank |
| Duration | two years |
| Further options | university study |
| Intake | February |

Career opportunities Anaesthetic Technician.

Entry requirements IELTS 6.5 with no individual band less than 6.0 and completion of year 12. Southbank Institute of Technology requires that applicants have possession of a current Senior First Aid Certificate and Hepatitis B immunisations are mandatory so students must be able to provide records to substantiate this or blood test results to show immunity

Description Learn the full range of skills in order to take responsibility for anaesthetic preparation, provide professional assistance to the anaesthetist during procedures and to clients during post-operative recovery. From developing competency in aseptic techniques, control of microbial growth and sterilisation and decontamination procedures, it's the perfect course to relax about your career prospects.

Beauty Therapy

Diploma of Beauty Therapy incorporating Certificate IV FT SB

| | |
|-----------|----------------|
| Course no | WRB50105-1 |
| CRICOS no | 065241A |
| Venue | Southbank |
| Duration | 18 months |
| Intake | February, July |

Career opportunities Beauty Therapist.

Entry requirements IELTS 5.5 with no individual band less than 5.0 and completion of year 12.

Description This program assists students seeking employment within the beauty therapy industry as a Beauty Therapist. Upon successful completion of this program students will not only possess a qualification in beauty therapy but will have developed business, communication, and social skills to enhance their career opportunities. The Certificate IV in Beauty Therapy is a nested program.

Programs at Southbank Institute of Technology (continued)

FT Full-time
PT Part-time

SB Southbank
Q Quotas apply

Travel, Tourism and Hospitality



Hospitality

Diploma of Event Management

FT SB

| | |
|-----------------|------------------------------|
| Course no | THT50202 |
| CRICOS no | 065575A |
| Venue | Southbank |
| Duration | 18 months |
| Further options | Bachelor of Event Management |
| Intake | February, July |

Career opportunities Conference organiser/manager, event manager, incentives manager or exhibition/venue manager.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent with a Sound Achievement in English and Mathematics.

Description This program aims to provide participants with the practical skills and knowledge necessary to carry out coordinator activities at an operative level, and facilitates progression to professional meetings manager who is responsible for all aspects of meetings, conferences, exhibitions or event management.

Diploma of Hospitality Management

FT SB

| | |
|-----------------|---|
| Course no | THH51202-1 |
| CRICOS no | 065574B |
| Venue | Southbank |
| Duration | 18 months |
| Further options | Bachelor of Business (Hotel Management) |
| Intake | February, July |

Career opportunities Functions/catering supervisor, food and beverage supervisor, housekeeping supervisor, restaurant supervisor, concierge, purchasing officer, account clerk, guest service agent, bar or bistro supervisor, shift supervisor.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent with a Sound Achievement in English and Mathematics.

Description This program aims to provide participants with the practical skills and knowledge necessary to carry out functional activities in food and beverage, housekeeping, front office and commercial kitchens at an operative level. This program will facilitate progression, with appropriate subsequent experience, to supervisory level in hospitality organisations such as hotels, restaurants, bistros, convention centres, resorts and catering organisations.

Travel and tourism

Diploma of Tourism (Operations Management)

FT SB

| | |
|-----------------|----------------|
| Course no | THT50302 |
| CRICOS no | 065576M |
| Venue | Southbank |
| Duration | 18 months |
| Further options | further study |
| Intake | February, July |

Career opportunities Domestic or international travel consultant, corporate consultant, airline sales or reservations officer, wholesale consultant, tourist information officer.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent with a Sound Achievement in English and Mathematics.

Description This program aims to provide participants with the practical skills and knowledge necessary to carry out sales-related activities at an operative level, and facilitates progression to supervisory middle management level in travel and tourism organisations such as travel agencies, wholesale operations, airlines, tourist information centres and similar tourism industry enterprises.

Bakery

Certificate III in Food Processing (Retail Baking – Bread) and Diploma of Hospitality FT SB Q

| | |
|-----------|------------------------|
| Course no | FD30603-1 |
| CRICOS no | 065226M 065574B |
| Venue | Southbank |
| Duration | 6 months and 1.5 years |
| Intake | February, July |

Career opportunities Bread baker in retail outlet.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 10 or equivalent.

Description (Certificate III) This program provides the basis for training to a trade level in the baking industry. Study topics include: the use of basic mathematical concepts; monitoring the implementation of Occupational Health and Safety Policies and Procedures; Present and apply workplace information; Monitor the implementation of quality and food safety programs; diagnose and respond to product and process faults; conduct final mould and final proof; produce bread dough; scale and mould dough for intermediate proof; bake bread; retard dough; produce yeast-raised products, and produce artisan breads.

Certificate III in Hospitality (Commercial Cookery) and Diploma of Hospitality FT SB Q

| | |
|-----------|-----------------------|
| Course no | THH31502 |
| CRICOS no | 065572D 065574B |
| Venue | Southbank |
| Duration | one year and one year |
| Intake | February, July |

Career opportunities The successful student should be able to gain employment in hotels, restaurants and other commercial catering establishments with the skills to progress to supervisory positions.

Entry requirements English Proficiency: IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+ and school Leavers must have completed Year 10.

Description (Certificate III) This combined course has been developed to provide the basis of training to trade level in the professional cookery industry, as well as the practical skills and knowledge necessary to carry out functional activities in the hospitality industry at an operative level.

Certificate III in Hospitality (Patisserie) and Diploma of Hospitality FT SB Q

| | |
|-----------|-----------------------|
| Course no | THH31602 |
| CRICOS no | 065573C 065574B |
| Venue | Southbank |
| Duration | one year and one year |
| Intake | February, July |

Career opportunities (Certificate III) The successful student should be able to gain employment in hotels, restaurants and other commercial catering establishments with the skills to progress to supervisory positions.

Entry requirements IELTS 5.5 (with no individual band less than 5.0), TOEFL 530 or ISLPR 2+ and completion of Year 12 or equivalent with a Sound Achievement in English and Mathematics.

Description This combined course has been developed to provide the basis of training to trade level in the professional patisserie industry as well as the practical skills and knowledge necessary to carry out functional activities in the hospitality industry at an operative level.



Policies and application forms



Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process that allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training.

You need to fill in an RPL application form for assessment by an RPL assessor or teacher. You might be invited to an interview where you may be asked to demonstrate the skills you have. If successful, you will be issued with the same credential as if you had undertaken the full unit of competency as an enrolled student.

You need to look carefully at the unit descriptors and see if you believe you already have the competencies described. If so, you should consider applying for RPL in the selected unit/s of competency. In many cases, RPL will only give the off-the-job component of the unit. You may still need to meet the on-the-job component, assessed at work and therefore RPL will not be granted.

Please note students are not eligible for any refund of their tuition fees for any approved RPL.

If you would like to find out more about RPL contact International Services.

Phone +61 7 3244 5100

Email sbit.international@southbank.edu.au

Credit transfers

Recognition of equivalence between the outcomes of units of competency from a student's previous formal Australian study. Some International study may be considered. Credit transfer can only be granted if equivalence has been previously determined through a formal process like a mapping guide, transition arrangements or precedence.

Guidelines for care arrangements for international students under the age of 18

Under 18 years care arrangements

What are the requirements if I am under 18?

For all potential students under the age of 18 years, a 'Care arrangements application form for students under the age of 18' will accompany your offer letter. This form must be completed by your parent or guardian detailing the care arrangements whilst you are in Australia. This form must be returned when you accept the offer.

You must reside in Australia in one of the following circumstances:

- With a parent
- With a person who has legal custody of you
- With a person who is nominated by either your parent or the person who has legal custody of you
- In Homestay accommodation arranged by a Southbank Institute of Technology homestay provider.

Reside with a parent or legal custodian of you

A copy of your parent/legal custodian's visa needs to be submitted to the Institute upon your arrival at the Institute together with any documentation to prove your relationship.

Reside with a person who is nominated by either your parent or the person who has legal custody of you

The nominated person must be a relative of yours who is at least 21 years of age, of good character, and who has permission to reside in Australia until you turn 18 (or your visa expires). This relative must be in one of these relationships with you:

- Brother/sister
- Aunt/uncle
- Step-parent/step-grandparent
- Niece/nephew
- Step-brother/step-sister
- Step-aunt/step-uncle
- Grandparent
- Step-niece/step-nephew.

Step-relationships are defined as a relationship with someone who is related to your family by marriage of your/their mother or father.

To show that your relative is of good character, they must provide evidence of police clearance. This police clearance of the relative must come from the country or countries in which they have resided for more than 12 months within the past 10 years (or after the age of 16 if the relative is currently less than 26 years old).

Please contact the DIAC or the Australian Embassy in your home country for details on how to obtain a police clearance or refer to the following web link.

Visit www.immi.gov.au/allforms/character-requirements/character-penal.pdf

You must attach the Nomination of a Student Guardian Form (Form 157N) with your student visa application. The form can be obtained from the DIAC or the Australian Embassy in your home country, or the website.

Visit www.immi.gov.au/allforms/pdf/157N.pdf

This nominated person is responsible for making decisions concerning your daily care and control.

Reside with Homestay accommodation arranged by a Southbank Institute Homestay provider

If you choose this option, a representative of Southbank Institute will give a signed statement (Confirmation of Appropriate Accommodation and Welfare Arrangements, CAAWA) to DIAC certifying that appropriate arrangements have been made for your accommodation, support and general welfare during your stay in Australia until you turn 18.

After this statement has been signed, you will be required to stay with the Homestay family arranged by a Southbank Institute Homestay provider. If you are intending to change accommodation for any reason either before or after you arrive in Australia, you must first seek approval from Southbank Institute through International Student Support. Failure to do so may result in your visa being cancelled.

Phone 3244 5633
Email sbit.isso@southbank.edu.au

Please note

A form will accompany your Offer of Place which must be completed by your parent or guardian detailing the care arrangements whilst you are in Australia. This form must be returned when you accept the offer.



Rights and obligations (rules)

Deferral, Suspension and Cancellation of Enrolment Policy

Deferrals, suspensions and cancellations of enrolment can only occur under very specific circumstances. Please refer to the Southbank Institute of Technology policy for further information.

Visit www.southbank.edu.au/site/students/policies/index.asp

Expected Duration of Study Policy

Southbank Institute of Technology will monitor the workload of international students in accordance with documented policy and procedures to ensure completion within the expected program duration.

Visit www.southbank.edu.au/site/students/policies/index.asp

Critical Incident Management Policy – International Students

Southbank Institute of Technology has in place a structured approach in responding to critical incidents as they occur; appropriate support and counselling services available to those affected; and appropriate training and information resources for staff.

Visit www.southbank.edu.au/site/students/policies/index.asp

Online or Distance Learning Policy

Southbank Institute of Technology may deliver elements of a program through distance or online delivery.

The number of units will not exceed more than 25% of the total course and students enrol in at least one face to face unit on campus in any given study period/semester.

Visit www.southbank.edu.au/site/students/policies/index.asp

Transfer Between Registered Providers

In accordance with the National Code 2007, Southbank Institute of Technology will not seek to enrol a student wishing to transfer from another registered provider prior to the student completing six months of their principal program of study, except in special circumstances.

Students wishing to transfer from Southbank Institute of Technology before they have completed 6 months of their principle program must apply to the Institute. Requests for transfer will be evaluated in line with the Institute transfer between registered provider policy.

Visit www.southbank.edu.au/site/students/policies/index.asp



Policies and application forms (continued)



Application form for International Students

Program change? Yes No

Student ID no: _____

Please complete this application for International students and return to:

International Services
Southbank Institute of Technology
Level 1, Block
66 Ernest Street
South Brisbane

Postal Address International Services
Locked Mail Bag 111
South Brisbane
Queensland
Australia 4101

Phone (+617) 3244 5100
Fax (+617) 3244 5588
Email sbit.international@southbank.edu.au
Visit www.sbi.net.au

How did you hear about us? (Please tick the applicable box/boxes)

Agent Name _____
Contact details _____
 Southbank Institute of Technology (SBIT) website Friend/family
 Educational exhibition (provide details) _____
 Advertisement/brochure (provide details) _____

Agent's stamp

Phone _____
Email _____

Applicant details

Family (last) name _____ First name _____
Gender Male Female Date of birth (dd/mm/yyyy) ____ / ____ / ____ Country of birth _____
Do you have any type of disability? Yes No If yes, please specify _____
Currently living in Home country Australia
Address (in Australia) _____
Phone _____ Mobile _____ Fax _____
Address (in home country) _____
Phone _____ Mobile _____ Fax _____
E-mail address _____
Emergency contact name _____ Emergency contact details _____

Scholarship details

Are you a sponsored student? Yes No If yes, home government _____ AusAID _____ Other _____

Passport and visa details (please attach a copy of your passport and visa if available)

Country of citizenship (as shown on passport) _____ Passport Number _____
Passport expiry date (dd/mm/yyyy) ____ / ____ / ____ Do you hold a current Australian visa? Yes No
If 'Yes' type of visa _____ Visa expiry date (dd/mm/yyyy) ____ / ____ / ____
If 'No' what type of visa will you be applying for? Student Tourist Working holiday Other (please specify) _____

If you have a current 'Tourist' or 'Working holiday visa' have you studied in Australia previously? Yes No
If 'Yes' where were you enrolled? _____ For how many weeks did you study previously? _____

Which immigration office would you like to submit your visa application? _____

Overseas student health cover (please tick one) Single Family Not required

Language details

First language _____ Language spoken in your home _____
If English is not your first language, have you passed a recognised English language test in the past 12 months? Yes No
If yes, English test _____ Result _____ Date taken (dd/mm/yyyy) ____ / ____ / ____

Application form for International Students continued

Program selection

General English (starts every Monday) Start date / /
Duration weeks (minimum two weeks)

Formal program

| Preference | Program code | Program name | Intake date (e.g. July 2009) |
|------------|--------------|--------------|------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Education history

Provide details of past education including highest level achieved (attach certified copies of all records).

| Year | School/Institution | Country | Name of Qualification | Program length | Intake date (e.g. July 2009) |
|------|--------------------|---------|-----------------------|----------------|------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Employment history

Provide details of employment and attach references/proof. This is important if applying as a mature age student.

| Year | Period of employment | Title | Duties |
|------|----------------------|-------|--------|
| | | | |
| | | | |
| | | | |

Declarations

Part 1: Declaration by applicant

I certify that the information provided on this Application form is accurate and complete. I authorise the Southbank Institute of Technology (SBIT) to obtain other details relating to my academic record as necessary. I acknowledge that the provision of incorrect information or documentation, or the withholding of information or documentation relating to my Application may result in the cancellation of my enrolment and the forfeiture of any fees paid, as per the terms of the SBIT Refund and Transfer Policy.

Signed Name in print Date (dd/mm/yyyy) / /

Part 2: Declaration by Parent or Guardian (If the student is under 18 years of age)

I have read the information provided on this Application and certify that the details are accurate and complete. I hereby apply for the entry of my child/ward to study with SBIT in Australia and declare that I have the financial capacity to meet the tuition fees and expenses in Australia. I acknowledge that the provision of incorrect information or documentation, or the withholding of information or documentation relating to this Application may result in the cancellation of enrolment and the forfeiture of any fees paid, as per the terms of the SBIT Refund and Transfer Policy.

Signed Name in print Date (dd/mm/yyyy) / /

This Application Form (two pages) needs to be completed and returned to Southbank Institute of Technology, together with the signed Southbank Institute of Technology International Student Refund and Transfer Policy, and the International Student Terms and Conditions.

Privacy statement – TAFE new student details

Personal information collected as a result of your enrolment will be used by the Department of Education Training and the Arts (DETA) for general student administration, vocational education and training administration and regulation, as well as departmental planning, reporting, communication, research, evaluation, auditing and marketing. Only authorised departmental officers have access to this information.

- Your personal information may be disclosed to Commonwealth and State Government authorities and agencies
- Your personal information may be shared with other Queensland TAFE Institutes in which you enrol or apply to enrol, as stated in the TAFE Student Rules
- Your personal information may be disclosed to ETI Australia Pty Ltd trading as OSHC Worldcare, Lysafht Peoplecare Limited and any other entity providing insurance to DETA and Southbank Institute of Technology for health cover for overseas students
- If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parents/guardian

No further access to your enrolment information will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Information Privacy Principles in Information Standard 42.

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International student terms and conditions of enrolment

(This document forms part of the Student Agreement and must be signed and returned to the Institute when accepting your Offer of Place)

TERMS AND CONDITIONS

In accepting an Offer of Place with Southbank Institute of Technology (SBIT) the student agrees to the following terms and conditions:

- The student has read and understood the information provided about SBIT and the program/s of their choice.
- The student agrees to comply with the TAFE Queensland Student Rules and all Institute policy related to International Students for the entire duration of study/ies.
- The student must meet all the conditions outlined in the Offer of Place, prior to the program commencement.
- The student understands that it is their responsibility to provide SBIT with the necessary evidence to satisfy the conditions of entry in to the program/s as outlined in the Offer of Place, before the program/s begin/s.
- Students who fail to satisfy the conditions outlined in the Offer of Place will not be able to commence their program.
- Students are required to supply a copy of their passport and visa to International Administration. If requested students must present their original passport and visa to International Administration, SBIT.
- All fees detailed in the Offer of Place must be paid by the advised due date.
- It is understood that payment of tuition fees will not be accepted by SBIT until:
 - A signed and dated International Student Terms and Conditions of Enrolment (including Refund Conditions) agreement is received from the student, thereby agreeing to abide by all the conditions contained within the document.
 - All entry conditions stated in the Offer of Place have been satisfactorily met.
- Tuition fees for continuing students are due to be fully paid no later than 15 December (for classes commencing in Semester 1 of the year) and 15 June (for classes commencing in Semester 2 of the year). Failure to pay each semester's fees in full by the due date may result in the charging of a AUD\$250 late fee AND the cancellation of your enrolment and subsequent reporting to the Department of Immigration and Citizenship.
- Students understand they will not be allowed to commence or continue their program until all fees are fully paid including Overseas Health Cover (OSHC), late fees, administration charges and any outstanding fees from previous enrolments.
- Students understand they are responsible for payment of associated sundry expenses including textbooks, stationery, material fees, uniforms and other

personal expenses throughout the duration of their program.

- Students must ensure that full payment of material fees is finalised prior to commencement of each semester of the program.
- Students are aware of the estimated costs of their stay in Australia and understand that the financial capacity to meet such costs is their responsibility.
- Students understand that any school-age dependents accompanying them to Australia will be required to pay full-fees if they are enrolled in either a government or non-government school. It is the responsibility of the student to make all necessary arrangements for the enrolment of their school-age dependants.
- Students are required to arrive at SBIT in time to attend the International Orientation, and the relevant Faculty Orientation which is held prior to the commencement of their program.
- If a student is unable to commence their program by the advised dates, approval to commence the program at a later date is at the sole discretion of the Head of School. The student must submit a written request to International Administration.
- Under exceptional circumstances students may apply to defer. Application for deferral must be in writing and received 2 weeks prior to the commencement of the program/semester start date. Approval of the application will be at the discretion of the relevant Head of School, and will be dependent on a place being available in the program. An administration charge of AUD\$150 applies. If the deferral is approved Program fees will be transferred to the new program start date and will be held by the Institute for up to one year only. Program fees will not be refunded.
- After a student has accepted their Offer of Place and paid their program fees they will be allowed one program change free of charge. Any subsequent program change/s will incur an AUD\$250 administration charge for each program change. All program changes are subject to the approval of the Manager, International Sales and the relevant Head of School.
- Each student receives 300mb of free internet quota every semester. Additional mb quotas can be purchased if required.
- Students are required to advise SBIT of any information which may impact upon their ability to undertake the program ie. Illness, injury, disability, learning, or support needs, and that the fees outlined in the Offer of Place are based upon the

information provided by the student in their application.

- Students are aware that their personal details as provided to SBIT may be made available to Commonwealth and State agencies and relevant third parties as per the ESOS Act 2000 and The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007).
- Students agree that SBIT may use the email address supplied by the student to email any information the Institute deems necessary.
- Students acknowledge that SBIT must operate in accordance with the ESOS Act 2000 and the National Code 2007.
- SBIT is required under Section 19 of the ESOS Act 2000 to advise the Department of Immigration and Citizenship (DIAC) about certain changes to a student's enrolment, and any breach by the student of a student visa condition relating to satisfactory academic performance, attendance and payment of fees.
- The student further understands and acknowledges that he or she must adhere to all Southbank Institute policies AND meet all conditions of their visa and the following current Department of Immigration and Citizenship (DIAC) student visa conditions:
 - Maintain full-time enrolment (minimum of 20 hours per week) in their program
 - Achieve satisfactory course progress and maintain attendance in the course as required by your education provider
 - Southbank Institute Academic Progression Monitoring Policy requires a minimum of 80% attendance in each semester of study
 - Pay all program fees by the due date for each semester of study
 - Maintain Overseas Student Health Cover (OSHC) for the entire period of their study in Australia
 - Advise SBIT of any change to their address or contact details within 7 days of the change
 - It is the expectation that students will not transfer out during the first six months of the principle program. (For further details, refer to 'Transfer between Registered Providers Policy')
- Failure to meet any of the above conditions may result in SBIT reporting the student to the Department of Immigration and Citizenship.
- The terms and conditions of enrolment with Southbank Institute of Technology are subject to change. Students agree to abide by the current version available on the Institute website www.southbank.edu.au

VISA

1. Where a student visa application is rejected prior to program commencement Southbank Institute of Technology (SBIT) will refund tuition fees paid less an administration charge of AUD\$150. The refund application must be supported by a copy of the visa rejection letter from the Department of Immigration and Citizenship (DIAC).
2. If the student visa application is rejected after program commencement, SBIT will charge pro-rata tuition fees for the period of study in addition to the administration charge of AUD\$150.
3. The terms of this agreement, with regard to withdrawal from study, also applies where:
 - a. A student is granted permanent resident status during their ELICOS program
 - b. An application for a visa extension is rejected or Department of Immigration and Citizenship (DIAC) cancels the student's existing visa.
4. No refund of overseas student health cover is available for students granted permanent residency.

ELICOS PROGRAM

1. If a student withdraws from their ELICOS program for any reason, excluding visa rejection:
 - a. More than 28 days before Program commencement: SBIT will refund tuition fees paid, less an Administration Charge of 20% of tuition fees payable. The ELICOS enrolment fee is non-refundable
 - b. Less than 28 days before program commencement: SBIT will refund tuitions fees paid, less an amount equivalent to 12 weeks of ELICOS tuition. If student is enrolled for less than 12 weeks, no refund will be paid. The ELICOS enrolment fee is non-refundable
 - c. After program commencement: SBIT will not refund tuition fees.
2. If during their ELICOS program a student successfully meets the English language entry requirements and all other conditions for entry to a SBIT formal program, the student may apply to credit the balance of ELICOS tuition fees paid to their formal program fees with SBIT. This applies where a student has 3 or more full weeks of ELICOS study remaining

and will incur an administration charge of AUD\$150. SBIT will adjust the ELICOS tuition fee payable according to the actual number of weeks of ELICOS study completed and transfer the remaining balance (LESS AUD\$150) to the formal program. Written notice must be received by SBIT at least two weeks prior to the new ELICOS end date. Part weeks are counted as full weeks; monies are not transferable to any other student and is otherwise non-refundable

3. Prior to refunding SBIT will adjust the original ELICOS tuition fees charged to the student in line with actual ELICOS weeks studied and apply the administration charge of AUD\$150. The ELICOS enrolment fee is non-refundable.

FORMAL PROGRAM

1. If a student withdraws from their formal program for any reason, excluding visa rejection:

More than 28 days before program commencement:

 - a. If the student has paid the full semester tuition fee SBIT will refund the semester tuition fees paid, less an administration charge of 20%
 - b. If the student has paid a deposit towards tuition fees to secure a place in the program, (generally 10%) this deposit is non-refundable.

Less than 28 days before program commencement:

 - a. If the student has paid the full semester tuition fee SBIT will refund the semester tuition fees paid, less an administration charge of 30%
 - b. If the student has paid a deposit towards tuition fees to secure a place in the program (generally 10%), this deposit is non-refundable.

After program commencement: SBIT will not refund tuition fees.

Package Programs

If a student has accepted an offer and paid either full semester tuition fees or future deposits towards packaged programs (eg Certificate 3 and Diploma package) the above penalties apply.

2. If a student 'fast tracks' and completes their program in a period less than the timeframe

specified in the Offer of Place, the student will not be entitled to any refund of tuition fees

3. Tuition fees may be reduced or a refund issued if the student is granted sufficient Transfer Credits or Exemptions. This reduction will be credited (or refunded) to the last semester tuition fee.

PROVIDER DEFAULT

In the unlikely event that SBIT is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by SBIT at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you chose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

PAYMENT OF REFUND

1. All requests for refund of monies paid must be made in writing to the Manager, International Sales, SBIT
2. All requests for refunds or Transfer Credits are subject to the approval of the Manager, International Sales, SBIT (or delegate)
3. Approved refunds will be paid to the student (or transferred to another TAFE Queensland Institute if requested by the student). If the student is under the age of 18, payment will be made to the parent/legal guardian of the student
4. Approved refunds will be processed within 4 weeks of the decision of the Manager, International Sales, pending appropriate documentation from the faculty
5. Students may appeal refund decisions by writing to the Director, SBIT within 14 days of receiving notification. Any refund due to a default of SBIT, as the registered provider, is covered by the provisions of the Education Services of Overseas Students Act 2000 (the ESOS Act) (as amended).

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

I have read, understood and agree to abide by the **SBIT International Student Terms and Conditions of Enrolment, including Refund Conditions.**

Student signature _____

Student name (print) _____

Date (dd/mm/yyyy) _____ / _____ / _____

Parent/guardian signature (for students under the age of 18) _____

Parent/guardian name (print) _____

Date (dd/mm/yyyy) _____ / _____ / _____

