



Prospectus 2016

Contents

Welcome to Skills Australia Institute.....	03
Why Choose SAI?.....	04
About Noranda	05
About Perth	06
Vocational Programs.....	08
Higher Education Pathways.....	10
Student Services and Information.....	10
Accommodation Options	14
Working while you study	15
Additional Fees and Charges	16
Entry Requirements	17
How to Apply	18



Welcome to Skills Australia Institute



Business School

I take extraordinary delight in inviting you to our Institute where we endeavour to make a warm, cordial and steady atmosphere in which you can build up your maximum capacity and additionally assist you with integrating into your new learning environment in Skills Australia Institute.

Whatever your experience, inspirations or desire; our point is to make open doors for learning for the duration of your life, concerning your distinction. Our reputation for teaching methods, friendly staff and facilities offered inspired large number of students.

We are focused on giving student's a quality broad instructive experience, homestay or settlement if students require it and a level of consideration and accommodation that will make you feel that we care for you.

Our organization is situated in the best location in Perth where you will have a wide decision of exercises to advance your experience including good competitive cost of living as well as prime surroundings including Freeway, Airport, CBD and amenities.

We offer variety of courses intended to coordinate your needs and desires. To guarantee you get the absolute best in our CRICOS endorsed professional business courses, our goal is to address the issues of students to develop their technical and interpersonal skills to target Australian workplace.

To convey on our guarantee we have a group of very qualified, experienced and devoted staff that are focused on setting an accentuation on perfection and empowering aspiration which is the reason we have an excellent record of providing quality education.

If you really wanted to be a part of college who puts you on priority and choose to give you the best education and services you deserve, so choose Skills Australia Institute and be part of a big and better education community.

Dr Eby Mathew
CEO



Why choose SAI?



Skills Institute Australia offers a wide range of facilities that also include better and professional team to look after you and provide excellent growth opportunities for your career as well as value your idea.

Student Support	We offer visa counselling and translators of most worldwide spoken languages to help you get familiar with studies and life in Australia. Friendly student support officer and receptionist always there to help you resolve your issue right away.
Career Assistance	The aim is to prepare students according to the Australian work requirement to build up their skills. In addition, assist students to a proper pathway to secure a job in Australia.
Student Welfare	We have a professional team ready to assist students in all range of areas as well as respecting their privacy. That is absolutely free of cost.
Personal growth	Our focus is on individual rather than group. To build up confidence in students as well as create technical & practical skills.
Laptops	Students will be given latest brand new laptops during lecture with high speed internet access.
Photocopy	Students can get cheap photocopies on campus by providing college Student ID.
Cloud Services	Students can store their assignments & documents on cloud so there would be no chance of losing important data.

About Noranda



SAI campus is situated in northern suburbs of Perth called Noranda

Noranda is a suburb of Perth, Western Australia, located mainly within the City of Bayswater and the area north of Widgee Road in the City of Swan. The suburb is a middle- to upper-middle class area with some affluent pockets. The population consists largely of families of white collar workers.

Noranda is serviced by bus routes that run to Morley Bus Station, and two routes (371 and 344) that run to Warwick railway station. The main shopping centres in the suburb are Noranda Shopping Village and Morley Galleria. The suburb has a number of junior sporting clubs including the Noranda Hawks Football Club, Noranda Junior Cricket Club and serves as a district in the WA Netball Association. The netball association provides a number of clubs and this in turn supports a large number of young children from neighbouring suburbs.

Campus Location

Ideally located close to all amenities, this suburb offers, beauty, style and privacy, perfect for students, apartments and houses are available on competitive prices. In addition, restaurant, shopping centres and sports club all are available on a short distance.

Our facilities

Ideally located close to all amenities, this suburb offers, beauty, style and privacy, perfect for students, apartments and houses are available on competitive prices. In addition, restaurant, shopping centres and sports club all are available on a short distance.

About Perth



Perth is Western Australia's capital city and is ranked number 8 as one of the world's best places to live. Perth is also a cosmopolitan city surrounded by the natural beauty of the Swan River and Kings Park and there are many activities to do. The city is currently undergoing a huge expansion and Elizabeth Quay project will change dramatically the city look, better reflecting the continuous growth and development in Perth.

Climate

Perth has a Mediterranean climate with hot, dry summers and mild, wet winters. It is the sunniest capital city in Australia with clear blue skies an incredible 70% of the year! Our warm weather and clean air allow us to enjoy a year-round outdoor lifestyle and we make the most of our State's natural beauty. Studying in Perth lets you take advantage of our sunny climate while earning a qualification for your future. Your weekends can be spent enjoying the outdoors at barbecues with friends or swimming in the clear blue waters of the Indian Ocean.

Transport

Perth has an excellent public transport system made of buses, trains and river ferries. All buses within Perth, Fremantle and Joondalup city zones are free for everyone. And as an International Student, you will receive a 40 % discount on all public transport throughout Western Australia!

For more information, please visit the following website:
<http://www.transperth.wa.gov.au/>

Note: Students can buy their own car and drive their vehicle on international driving license

Food

Perth's lively multiculturalism is especially clear in its sustenance scene. What's more, seafood plays a vital part as well, found straight from the amazing waters of the close-by Indian Ocean. Explore one of the four wine districts inside of an hour of Perth, each overflowing with flavour, interesting produce tasting encounters and eating alternatives.



Social Activities

Perth's long, warm summer is perfect to enjoy from an amazing outdoor lifestyle. Students will have access to cafes, restaurants, bars, shopping centres, theatres, music, art galleries, museums, festivals, sport events, cruises on the Swan River, skydiving, jetboarding, BBQ's on the beach, Picnic's at Kings Park. The extent of action and adventure activities in the Perth area is extraordinary!

If you would like to know about more Perth then you may also check the following websites:

<http://visitperthcity.com/>

<http://visitperth.com/>

<http://www.visitperth.com.au/>

<http://www.experienceperth.com/>



Economy

Western Australia has huge deposits of metal ores and coal that have contributed to its growth and continuous development over the years. Agriculture and tourism are also large players in Perth region's economy.



Surfing

Facts about Perth

Population	2 million
Metropolitan Area	6,500 sq km
Time	GMT +8 hours
Main Language	English
Currency	Australian Dollar (AUD\$)
Nationalities	Over 190
WA's Main Revenue Earners	Education, Mining, Agriculture and Tourism



Accommodation

Once you have established yourself in accommodation, you will need to budget for ongoing costs. This is an example of monthly expenses you may have if you live in single accommodation (costs will reduce if you are in shared accommodation)

Single Accommodation	Share-Rental 	Rental 	Homestay 	Mobile 	Internet
	\$70 - \$100	\$100 - \$130	\$110 - \$270	\$30	\$30
	Telephone 	Transportation 	Entertainment 	Educational 	Insurance (car,health,house)
	\$30	\$100	\$100	\$100	\$40

Vocational Programs

BSB50215

Diploma of Business



Choose this course if you would like to Kick-start your career in the business world. Be equipped with the knowledge and skills to seek employment in middle management in business, office or administrative environments. Acquire business skills such as delivering customer service, maintaining financial records and producing business documents. Students with little or no vocational experience will be able to develop the practical skills necessary to enter the workforce or create further educational opportunities. For students with experience, this qualification will help to improve your career prospects by allowing you to further develop your skills over a wide range of business functions.

Career Opportunities

- Business Manager
- Executive Officer
- Program Consultant
- Program Coordinator
- Supervisor
- Team Leader

Course Duration

This course is delivered over 52 weeks. Classes are rostered for 2½ days per week (20 hours per week).

Study Mode

The delivery methods for this course include:

- Face-to-face classroom-based learning.
- Self-paced learning activities (compulsory activities undertaken in a simulated work environment).

Intakes

Every Month (First Monday of every Month)

Campus

Noranda (Perth)

Recognition of Previous Studies or Work Experience

Recognition is available (on application) to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training, in a related area. Recognition may reduce the duration of your studies.

Entry Requirements

Note: Mature age students who do not meet the entry requirements listed above, but who possess relevant work experience, will be considered.

Cost

Course Fees: \$8000

Material Fees: \$300



Further Studies

On completion of the Diploma of Business, students may pursue various education options at Skills Australia Institute or other education institutions. Our Career Advisor will assist students to identify the appropriate pathway that best meet your requirements.

Other Services

- Access to Skills Australia Institute Recreation Centre as well as complimentary use of the Internet and computers.
- Complimentary membership to Skills Australia Institute Student Portal. Receive regular newsletters and updates on Facebook and Twitter.
- Complimentary alumni membership upon graduation.

To Apply

Submit your application, please visit
www.skillsaustralia.edu.au

Course Content

Units

BSBCUS501

Manage quality customer service

BSBFIM501

Manage budgets and financial plans

BSBWOR501

Manage personal work priorities and professional development

BSBHRM506

Manage recruitment, selection and induction processes

BSBADM506

Manage business document design and development

BSBADM504

Plan and implement administrative systems

BSBADM502

Manage meetings

BSBMGT403

Implement continuous improvement

Higher Education Pathways



On completion of the Diploma of Business, students may pursue Bachelor of Business program with various Australian Universities.

After successfully completing Diploma of Business, you may get credit of upto 8 units or upto one year advanced standing with any universities. Skill Australia Institute doesn't have any articulation arrangements with any university. However SAI staff will assist students with enrolling in Australian university.

Student Services and Information

Orientation

All new students are required to attend an orientation program, held prior to course commencement. It provides information to assist students with the courses, facilities, student support, living in Australia and meeting key staff at Skills Australia Institute.

Student Counselling Services

The Counselling Service is available to students free of charge, on a confidential basis at the campus. Counselling Service staff is available to clarify and resolve a range of issues, which might otherwise interfere with academic or personal effectiveness.

Such issues include:

- adjustment to life in Perth
- anxiety
- bereavement
- situational stress
- personal and family difficulties
- depression
- relationship problems
- and course-related problems

The Service offers both individual and group counselling.

Our **Student Support Officer** helps international students who are facing difficulties with settling into life in Australia, coping with Australian learning styles, dealing with other students and teachers, as well as a range of personal and study issues.

Language, Literacy and Numeracy assistance

Language, Literacy and Numeracy (LLN) Support is available to provide students with advice and support services in the provision of language, literacy and numeracy assessment services. Students needing LLN support are identified on enrolment. Overseas students need an overall IELTS score 5.5 (Academic) or equivalent to enter in SAI's courses. Once your course has begun and you still think you need assistance talk to your trainer. Many trainers have a background in language learning and teaching and are able to offer students case by case support in this area.

Language, Literacy and Numeracy skills are generally included and identified in all course programs. In identifying literacy and numeracy requirements, students need to:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure

Legal Services

Legal Aid was established in Western Australia to provide legal assistance and other legal services to socially and economically disadvantaged people to ensure they understand and protect their rights. For people who meet Legal Aid's means and merit tests, legal representation may be provided at minimal cost. Where legal advice and minor assistance is required, these services may be provided free. Contact Legal Aid for more detailed information.

Legal Aid - 1300 650 579 or Please visit <http://www.legalaid.wa.gov.au>

Community Services

24 hour Crisis Emergency Contacts

- Lifeline - 131 114
- Police: a free call - 000

Sexual Assault

- WA Sexual Assault Services - 131 444
- Crisis Service-ask for after-hours crisis workers -

Alcohol and Drug Counselling

- Alcoholics Anonymous (24 hours) - (08) 9325 3566
- Alcohol and Drug Service - (08) 9442 5000

Victims of Crime Support Line

- 24 hour information, support and referrals - 1800 818 988

Interpreting Service

- Phone: 131450



Student Services and Information

Driving In Australia

Overseas students are permitted to drive using their home country's driving license as long as the student has a study visa. Overseas students also can apply for a driver's license test. You can contact the Department of Transport on 131 156 for more information.

Your Health

Overseas Student Health Cover

Australia has a very modern and efficient health care system. It is subsidised by the Australian Government.

Overseas Student Health Cover (OSHC) is a type of insurance that allows you to use the Australian healthcare system and it covers the costs for any medical or hospital care which you may need while studying in Australia. It will also pay for some prescription drugs and emergency ambulance transport.

If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits organisation - commonly referred to as health funds -- before applying for your visa. You will need to buy OSHC before you come to Australia, to cover you from when you arrive. You will also need to maintain OSHC throughout your stay in Australia.

It is a requirement of Department of Immigration and Border Protection (DIPB) that the student visa holders must have Overseas Student Health Cover. The OSHC current premiums from all OSHC providers can quote from as: www.oshcaustralia.com.au

If your health does not permit you to come to class you are required to provide a medical certificate from your doctor. Give your medical certificate to the Administration Manager when you return to class. You keep the original certificate and we will place a copy on your file.

Hospitals

Under OSHC you are covered for accommodation and/or treatment in Public hospitals. This applies whether you need to stay in hospital or are a patient at the hospital's outpatient clinic or casualty department. Public hospitals throughout Australia have emergency clinics where you can go at any time of the day or night in an emergency. Doctors at the hospital will attend to you.

Emergencies

For all emergencies that are life threatening, dial 000 from your telephone (or 112 from your mobile phone) to be attended by the emergency service departments. This includes Fire, Police and Ambulance services, operating 24 hours a day. Please follow the steps below to get assistance as soon as possible.

- Ask the operator for the service you need
- Wait to be connected
- Describe the problem
- Be aware of your address or be ready to describe your location as clearly as possible.
- Listen to any instructions given by the operator.
- Do not hang up until asked to: **Dialling 000 (or 112 from mobiles) is a free call.** For general police enquiries please contact a local police station.

NOTE: dialling 000 (or 112 from your mobile) as a prank call is an offence and it may land you in trouble with the police if you do it.

Ambulance Service

Your Overseas Student Health Cover (OSHC) will cover costs for ambulance only when it is used in a state of emergency where medical attention is needed immediately. The costs for an ambulance used for non-emergency medical transport is not covered by OSHC.

First Aid/Medical

If a student is ill or injured on campus and needs help please contact any member of the College staff, as First-Aid cabinets are available on the premises. The College is not permitted to provide or administer medication to any students. Students must report all injuries, accidents and near misses to their trainer or a staff member. Students who suffer from a serious illness or allergies or who are required to take medication daily should advise the Student Support Officer for any assistance or special arrangements.



Accommodation Options



Accommodation and Airport pickup

Accommodation is an important aspect of student life in Perth especially for international students, many of whom are studying away from home for the first time. Skills Australia aspires to ensure that the students are comfortably and safely accommodated in order that they can concentrate on their studies. All students are encouraged to have accommodation organised prior to arrival in Australia. The Student Support Officer can refer students to appropriate accommodation services. If this service is required students must contact Skills Australia Institute through their agents or by email info@skillsaustralia.edu.au 2 weeks prior to their arrival.

Students requiring airport pickup services must contact Skills Australia Institute through their agents or by email info@skillsaustralia.edu.au 2 weeks prior to their arrival.

Temporary Accommodation on Arrival

If requested by the student, temporary accommodation will be arranged by Skills Australia Institute. On arrival the student will be placed in hotel style accommodation at \$80 to \$120 AUD per night. If this service is required students must contact Skills Australia Institute through their agents or by email info@skillsaustralia.edu.au 2 weeks before their arrival.

Rental and Shared Accommodation

Advertisements on student noticeboards, in newspapers and on websites can help international students to find safe and comfortable accommodation in Perth. These arrangements can be sharing a house or flat or renting a full unit, town house or housing with friends and suit students who are in Australia for a period of time and are comfortable with this type of living arrangements. The approximate cost of shared accommodation is \$80 to \$150 AUD per week. Alternatively renting a full unit, town house or house can be \$300 to \$800 per week.

Before renting a house, town house or unit, the International student should read "A Tenant's guide" from the Department of Commerce, Western Australia and become familiar with their rights and responsibilities.

Please visit the links below for further information.

- www.perthgumtree.com.au
- www.reiwa.com.au
- www.realestate.com.au

Working while you Study:



Working in Perth while you study is not only a great way to earn some extra money. It will give you the chance to be part of our community and experience our way of life, and it's also a fantastic way to work on your English if you're not a native speaker.

If you are on a student visa (a full-time international student), you will have the opportunity to work part-time for up to 40 hours per fortnight (2-week period), and unlimited hours during semester break.

As an International Student taking up part time work while you are studying, you have the same work rights as any Australian citizen to a safe and fair workplace.

The Fairwork Ombudsman is a department of the Australian Government who can help you understand your rights as an employee in regards to your wage, work breaks, leave and ending employment, as well as providing information about your employer's responsibilities under Australian workplace laws. They also offer services to work with you to resolve any workplace issues which may arise.

If you feel you are being treated unfairly or that something is not right at your workplace, do not hesitate to contact Fairwork Ombudsman. The services they provide are free to all workers in Australia.

For more information visit <http://www.fairwork.gov.au/>

Additional Fees and Charges

The following list shows additional fees and charges you may incur at Skills Australia Institute:

Administration:		
Cancellation fee		See Refund and Cancellation fee policy
Lost or Stolen ID Card (without police report)		\$15
Re-print of any testamur		\$50
Lost course material	At cost price	Printed booklets \$15ZZ
Photocopies black and white		\$0.20 per A4 page / single sided \$0.30 per A4 page / double sided
Photocopies color		\$2 per A4 page / single sided
Paper (per 500 pages)		\$5 Or 10c per page
Academic:		
Re-Assessments	Theory re-assessments	\$20 per assessment
	Per unit, for units of one week or less	\$150
Re-enrolments	Per week, for units of more than one week	\$150
Assessment submitted after the due date (Late Assessments)		\$25 per assessment

Entry Requirements for VET Courses

ACADEMIC	Diploma		
	Completion of Australian Year 12 or equivalent		
ENGLISH PROFICIENCY	Upper-intermediate Level of English		
	IELTS Test Score of 5.5	TOEFL iBT Test Score of 46	PTE Academic Test Score of 42
	Cambridge English: Advanced (CAE) Test Score of 47	OET Pass Grade	TOEFL PBT Test Score of 527

Note: Mature age students who do not meet entry requirements listed above, may be granted entry based on work experience

ENGLISH Language Requirements for a Student VISA

To apply for a student visa, you will need to meet the Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications.

Refer to www.border.gov.au to identify the assessment level for your country and to determine the student visa English Language requirements.

Assessment Level 1 and 2	Assessment Level 3
Provide evidence of English language qualifications OR Skills Australia Institute may conduct an English Proficiency Test where English is not a first language	IELTS Test Score of 5.5 or 4.5 + ELICOS OR Other recognised English Language tests such as: TOEFL iBT Test Score of 46 PTE Academic Test Score of 42 Cambridge English: Advanced (CAE) Test Score of 47 OET Pass Grade TOEFL PBT Test Score of 527

Students who do not have the required English Language entry level can enrol in an English language course at Skills Australia Institute

How to apply

Step 1:

Download the International Student application form, attach all the required documents and send it through post or e-mail.

Documents that needs to be attached:

1. Academic transcripts
2. English competency Certificate
3. Copy of passport
4. Attach any relevant work experience or studies for units exemption

Email: admissions@skillsaustralia.edu.au

Post:

Perth:

Skills Australia Institute
200 Crimea Street
Noranda 6062

Step 2

After acceptance of the application by college, student will receive a course offer letter through e-mail. Student needs to return the signed offer letter before the due date, or else can apply for another offer letter for next intake. Student can apply for health insurance directly through college or can have a separate health insurance.

Step 3

After submission of offer letter student needs to pay one semester fee in order to get the confirmation of enrolment (COE), providing COE and health insurance are one of the requirements of Department of Immigration and Border Protection Australia.

Step 4

After submission of signed offer letter and student agreement student needs to pay one semester fee in order to get the confirmation of enrolment (COE), providing COE and health insurance are one of the requirements of Department of Immigration and Border Protection Australia.

Apply for a Student Visa

Application for a Student Visa must be made at an Australian Embassy or High Commission office.

Policies and Procedures:

SAI's policies and procedures for International Students are in accord with the following:

- Education Services for Overseas Students Act 2000,
- Education Services for Overseas Students Regulations 2001

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ESOSNationalcode-PartD.aspx>

- Standards for NVR Registered Training Organisations 2015

[http://www.asqa.gov.au/about/australias-vet-sector/standards-for-registered-training-organisations-\(rtos\)-2015.html](http://www.asqa.gov.au/about/australias-vet-sector/standards-for-registered-training-organisations-(rtos)-2015.html)



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