



# CAC PROSPECTUS

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**2026**



## Welcome to Central Australian College's 2026 Student Prospectus

At Central Australian College (CAC), we are deeply committed to delivering high-quality vocational education and training that makes a meaningful difference in the lives of our students. Our vision, "Preparing our students to be global citizens with the skills and capabilities to succeed in a rapidly changing world," guides every decision we make. At CAC, we don't just prepare students for the careers visible today—we equip them with the skills and resilience to excel in a future that may yet be beyond imagination.

As an organisation that values forward-thinking, we are dedicated to continuous improvement, innovation, and accountability. Our Strategic Plan is built on six foundational pillars, each designed to support our students, partners, and stakeholders as we navigate an evolving educational landscape. By benchmarking against industry leaders and adopting best practices, CAC ensures we remain at the forefront in both the quality and relevance of the qualifications we offer.

What truly sets CAC apart is our commitment to a unique and supportive student experience. We understand that every student's path is unique, and we provide tailored support to meet each individual's needs. From robust academic support services and career-focused guidance to social integration programs, we are dedicated to creating an environment where students can thrive. At CAC, we believe that real learning happens both inside and beyond the classroom, and we are devoted to building a supportive community where students feel empowered to reach their full potential.

Our commitment to excellence is unwavering. CAC provides world-class facilities, guided by outstanding teachers and trainers with extensive industry expertise and unmatched subject knowledge. Our courses are developed in consultation with industry experts and designed to address critical skill shortages facing Australia. Known for our focus on innovation, high standards, and a clear vision, CAC is proud to prepare students not only for today's career landscape but also for a future that none of us can yet fully envision.

I am thrilled to share this journey with you and invite you to join us as a student at CAC. Together, we will build a future that is dynamic, resilient, and full of opportunity.

Warm regards,  
Sachin Yonzon  
CEO



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## Welcome to CAC

Thank you for your interest in Central Australian College. The purpose of this prospectus is to introduce you to the services available at Central Australian College and familiarise you with general information about our courses.

Central Australian College (CAC) provides Nationally recognised, industry specific training in English, Business, Management, Marketing and Automotive. You can also find details of these information in our website at [www.cac.edu.au](http://www.cac.edu.au)

Central Australian College is equipped with modern style classrooms, library resources, student recreational areas including workshop facilities and computer labs with free access to internet and email. Our in-house workshop is well equipped with modern technology for student practical work.




# Course Overview



Central Australian College offers the following nationally recognized qualifications. Please refer to the course detail page for detail information.

Course Code	CRICOS Code	Course Name	Campus	Duration in Weeks	Material Fee	Application Fee	Tuition Fee
-	115048F	General English (Elementary to Advanced)* (Morning and Evening classes)	MEL   HBT   BNE	10-62	\$15/wk**	\$350	\$220/wk
SIT30821	110941F	Certificate III in Commercial Cookery	MEL   HBT   BNE	52	\$1750	\$350	\$9,500
SIT40521	110942E	Certificate IV in Kitchen Management	MEL   HBT   BNE	71	\$1750	\$350	\$11,500
SIT50422	110943D	Diploma of Hospitality Management	MEL   HBT   BNE	67	\$1750	\$350	\$11,000
SIT60322	117499G	Advanced Diploma of Hospitality Management	MEL   HBT   BNE	91	\$2000	\$350	\$17,500
AUR30620	103629F	Certificate III in Light Vehicle Mechanical Technology	WFC   HBT   BNE	52	\$500	\$350	\$11,000
AUR40216	091671G	Certificate IV in Automotive Mechanical Diagnosis	WFC   HBT   BNE	26	\$500	\$350	\$6,000
AUR50216	092624F	Diploma of Automotive Technology	WFC   HBT   BNE	26	\$500	\$350	\$6,000
AUR50116	091692B	Diploma of Automotive Management	WFC   HBT   BNE	52	\$350	\$350	\$9,000
BSB50420	104233G	Diploma of Leadership and Management	WFC   MEL   HBT	52	\$350	\$350	\$6,000
BSB60420	105356K	Advanced Diploma of Leadership and Management	WFC   MEL   HBT	52	\$350	\$350	\$6,000
CHC52021	106226A	Diploma of Community Services	MEL   HBT   BNE	52	\$600	\$350	\$10,000
CHC33021	106227M	Certificate III in Individual Support	MEL   HBT	52	\$600	\$350	\$8,000
RII50520	118176G	Diploma of Civil Construction Design	WFC   MEL   HBT   BNE	52	\$350	\$350	\$10,500
RII60520	106225B	Advanced Diploma of Civil Construction Design	WFC   MEL   HBT   BNE	104	\$350	\$350	\$21,000
BSB80120	105357J	Graduate Diploma of Management (Learning)	WFC   MEL   HBT   BNE	52	\$350	\$350	\$11,000
CPC31320	117497J	Certificate III in Wall and Floor Tiling	WFC	52	\$1500	\$350	\$11,000
CPC30620	117496K	Certificate III in Painting and Decorating	WFC	52	\$1500	\$350	\$11,000
CPC40120	117498H	Certificate IV in Building and Construction (Builder)	WFC	52	\$1000	\$350	\$10,000

*All fees are exclusive of application fee in Australian Dollar (AUD), please refer to the website for individual course information/text book and/or material fees if applicable. Fees may subject to change during the student's course of study.*



# General English (Elementary-Advanced)

**CRICOS:** 096453K

**Course Duration:** 62 weeks (12 weeks break)

**Intake Dates:** Monthly Intake

**Location:** Melbourne CBD, Hobart CBD, Brisbane CBD

**Indicative**

**Tuition Fees:** \$15,000

**Non Tuition Fees**

**Application:** \$350

**Material:** \$850

**Total Fees:** \$16,200

## Description

Developing a strong all-round proficiency in English is an essential asset for global citizens in the twenty-first century. English opens doors for further study, work and personal connections with people from other countries. It also brings great personal satisfaction and, as such, studying English is a confidence-building pursuit for most learners.

## Entry Requirements

No formal education is required to join this course. The entry point for this course would be determined by assessment of the student skills using Placement Test which includes four macro skills such as Listening, Speaking, Writing and Reading.

- Education level requirements – Completion of secondary school certificate or equivalent.
- English Language requirements – No minimum requirement although all students are to take a placement test prior to commencement if they wish to enter the college at a level other than Elementary.
- Age requirement – Learners must be a minimum 18 years on date of commencement

## Learning Outcome

The learner will be able to handle a basic range of situations immediately relevant to the student's needs in simple everyday situations. To use basic written language for simple practical purposes. To understand the main point of short extracts in a limited range of situations.

## Course Delivery

Delivery is on campus. It includes face to face delivery in the classroom environment with tutorials, language learning activities, Online research, group discussions and presentations. We focus on peer learning and interactive sessions in the classroom.

It includes a minimum of 20 hours per week (face-to-face mode) and may include evening and weekend timetables. The breakdown of 20 hours is 16 hours (over 2 days per week) and 4 hours (over 1 day per week) is face to face.

## Assessment Method

Assessment methods for ELICOS programs include formative and summative assessments per day for ten weeks followed by a mock test in day 5 per week.

## Course Structure

The course focuses on improving the four skills of English language; Reading, Writing, Speaking and Listening.

Central Australian College is responsible for the quality of the training and assessment in compliance with the Standards of Registered Training Organisations (SRTO), and for the issuance of the AQF (Australian Qualifications Framework) certification documentation.

### **\*Conditions apply**

*Fees may change during your course of study. CAC reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice. This will constitute a provider default and all tuition fees will be handled in accordance with Central Australian College's Refund Policy. Interest will not be credited to Student Fees or disbursements and therefore no interest will be recovered by students in the event of cancellation. Students must maintain valid Overseas Student Health Care insurance throughout their enrollment.*





# Diploma of Leadership & Management

**National Code:** BSB50420

**CRICOS:** 104233G

**Course Duration:** 52 weeks (including holidays)

**Intake Dates:** Monthly Intake

**Location:** Melbourne CBD, Footscray & Hobart CBD

**Indicative**

**Tuition Fees:** \$11,650

**Non Tuition Fees**

**Application:** \$350

**Total Fees:** \$12,000

## Description

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches.

## Entry Requirements

- Must have satisfactorily completed an equivalent of Australian year 12 or Certificate IV or higher.
- Must have IELTS score of 6 (or equivalent) or satisfactory completion of CAC entry test, or completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course.

## Job roles

- Manager
- Supervisor
- Team leader

## Course Delivery

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created to provide learners with business or industry learning environment simulated as companies.

It includes a minimum of 20 hours per week (face-to-face class) and may include evening and weekend timetables. The breakdown of 20 hours is 16 hours (2 days per week) and 4 hours (1 day per week) is face to face.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Questions and answers
- Observation and Demonstration
- Report
- Case Study
- Research Project
- Project Planning
- Role Play
- Scenario Analysis

## Pathways from the qualification

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification.

## Course Structure

Students will need to complete the following 12 units of competency to attain the qualification.

### Unit Code

#### Core Units

BSBPEF502	Develop and use emotional intelligence
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBTWK502	Manage team effectiveness
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others

#### Elective Units

BSBSTR502	Facilitate continuous improvement
BSBOPS504	Manage business risk
BSBWH5521	Ensure a safe workplace for a work area
BSBHRM522	Manage employee and industrial relations
BSBFIN501	Manage budgets and financial plans
BSBLDR522	Manage people performance

### Unit Name

# Advanced Diploma of Leadership and Management



**National Code:** BSB60420

**CRICOS:** 105356K

**Course Duration:** 52 weeks (including holidays)

**Intake Dates:** Monthly Intake

**Location:** Melbourne CBD, West Footscray, Hobart CBD

**Indicative**

**Tuition Fees:** \$11,650

**Non Tuition Fees**

**Application:** \$350

**Total Fees:** \$12,000

## Description

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

## Job Roles

- Manager or Area Manager
- Department Manager
- Regional Manager

## Entry Requirement

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

or

Have two years' equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise. In addition, the Central Australian College (CAC) recommends that students entering this qualification:

- Must have satisfactorily completed an equivalent of Australian year 12 or Diploma level.
- Must have IELTS score of 6 (or equivalent) or satisfactory completion of CAC entry test, or completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College. Must participate in Pre-Training Assessment, prior to commencement of the course.

## Course Delivery

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created to provide learners with business or industry learning environment simulated as companies.

It includes a minimum of 20 hours per week (face-to-face class) and may include evening and weekend timetables. The breakdown of 20 hours is 16 hours (2 days per week) and 4 hours (1 day per week) is face to face.

## Assessment method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Questions and answers
- Observation and Presentation
- Report
- Case Study
- Research Project
- Project Planning
- Role Play
- Scenario Analysis

## Pathways from the qualification

Further training pathways from this qualification may lead to a relevant higher education.

## Course Structure

Students will need to complete the following 10 units of competency to attain the qualification including 5 core units and 5 electives.

### Unit Code

### Unit Name

#### Core Units

BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement

#### Elective Units

BSBHRM614	Contribute to strategic workforce planning
BSBIN5601	Manage knowledge and information
BSBSTR602	Develop organisational strategies
BSBTEC601	Review organisational digital strategy
BSBFIN601	Manage organisational finances





# Graduate Diploma of Management (Learning)

**National Code:** BSB80120

**CRICOS:** 105357J

**Course Duration:** 52 weeks (including holidays)

**Intake Dates:** Monthly Intake

**Location:** Melbourne CBD, Hobart CBD, Brisbane CBD

**Indicative**

**Tuition Fees:** \$15,150

**Non Tuition Fees**

**Application:** \$350

**Total Fees:** \$15,500

## Description

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

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

## Career Outcome

Possible Job outcomes related to this qualification include:

- Director, workforce planning and development
- General manager human resources
- General manager/ head of school or Registered training organisation (RTO)
- Learning and development senior consultant
- Manager, learning and change management
- Manager, learning and development

## Entry Requirement

There are no entry requirements specified in the training package, however, CAC recommends that Learners wanting to study at Central Australian College have:

- Equivalent to AQF level 5 (Diploma) or above or
- Year 12 + 2 years of experience in the related field or
- Completed a Bachelor's degree

Additional entry requirements for International Learner:

Eligible learners apart from the above eligibility specification must also have a minimum IELTS score of 6.0, PTE 50-58, or equivalent.

## Delivery Approach

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created to provide learners with business or industry learning environment simulated as companies.

It includes a minimum of 20 hours per week (face-to-face class) and may include evening and weekend timetables. The breakdown of 20 hours is 16 hours (2 days per week) and 4 hours (1 day per week) is face to face.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Written/Verbal Questions
- Presentation
- Practical Assignment Task
- Learning outcome
- Case Study
- Written Report

## Pathways from the qualification

Students will be provided with advice on career development and training options throughout the delivery of the course. Further training pathways from this qualification may lead to a relevant Masters' Degree at University.

## Course Structure

To be awarded the qualification BSB80615 Graduate Diploma of Management (Learning), student must complete successfully total of 8 units, of which; 2 core units plus, 6 elective units from the given list of electives.

The units offered by CAC are listed in the next section.

### Unit Code Unit Name

#### Core Units

BSBLDR811	Lead strategic transformation
BSBHRM613	Contribute to the development of learning & development strategies
TAELED803	Implement improved learning practice

#### Elective Units

BSBST801	Lead innovative thinking and practice
BSBLDR812	Develop and cultivate collaborative partnership and relationships
BSBSUS601	Lead corporate social responsibility
BSBTWK601	Develop and maintain strategic business networks
BSBIN5603	Initiate and lead applied research



# Graduate Diploma of Strategic Leadership

**National Code:** BSB80320

**CRICOS:** 104486H

**Course Duration:** 52 weeks (including holidays)

**Intake Dates:** Monthly Intake

**Location:** West Footscray, Melbourne CBD, Hobart CBD

**Indicative**

**Tuition Fees:** \$ 14,650

**Non Tuition Fees**

**Application:** \$350

**Total Fees:** \$15,000

## Description

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles. This qualification is designed aiming students to up-skill their skills and knowledge on organisational development, managing and implementing operations and human resource planning.

## Entry Requirement

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
- or
- Have completed a Bachelor degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
- or
- Have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

### Additional entry requirement for International Student

Eligible student apart from the above eligibility specification, must also have minimum IELTS score of 6.0 or equivalent.

## Delivery Approach

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created to provide learners with business or industry learning environment simulated as companies.

It includes a minimum of 20 hours per week (face-to-face class) and may include evening and weekend timetables. The

breakdown of 20 hours is 16 hours (2 days per week) and 4 hours (1 day per week) is face to face.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Questions and answers • Project • Reports
- Scenario and case analysis • Presentation • Written test

## Pathways from the qualification

Students will be provided with advice on career development and training options throughout the delivery of the course.

- Further training pathways from this qualification may lead to a relevant Masters Degree at a University

## Employment Pathway

Successful completion of the Graduate Diploma of Strategic Leadership will assist you to take higher responsibilities in an organisation as:

- Vice – President • Director
- General Manager • Senior Manager • Manager

## Course Structure

To be awarded this qualification BSB80215 Graduate Diploma in Strategic Leadership, student must complete successfully total of 8 units, of which 2 core units plus 6 elective units from the given list of electives

### Unit Code

#### Core Units

BSBLDR801	Lead strategic transformation
BSBLDR802	Lead strategic planning process for an enterprise

#### Elective Units

BSBLDR804	Influence and shape diversity management
BSBLDR805	Lead and influence change
BSBLDR806	Lead and influence ethical practice
BSBMGT801	Direct the development of a knowledge management strategy for a business
BSBMGT802	Lead design and review of enterprise systems
BSBRE5801	Initiate and lead applied research



# Certificate II in Automotive Servicing Technology



<b>National Code:</b>	AUR20520
<b>Course Duration:</b>	22 wks (including holidays)
<b>Intake Dates:</b>	Monthly Intake
<b>Location:</b>	West Footscray, Hobart CBD
<b>Indicative</b>	
<b>Tuition Fees:</b>	\$3,615
<b>Non Tuition Fees</b>	
<b>Application:</b>	\$350
<b>Material:</b>	\$500
	(includes Boots & Overall \$150 + Tools \$150 + Learning Material \$100 + Text Book \$100)
<b>Total Fees:</b>	\$4,465

*\*This new qualification will be delivered as per CAC transition plan.*

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Questions and answers
- Observation of demonstration
- Report
- Project
- Documentation

## Pathways from the qualification

Further training pathways from this qualification include Certificate III in Light Vehicle Mechanical Technology or other relevant qualifications.

## Course Structure

Students will need to complete the following 20 units of competency to attain the qualification including 13 core unit and 7 electives units

<u>Unit Code</u>	<u>Unit Name</u>
<b>Core Units</b>	
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURATA001	Identify basic automotive faults using troubleshooting processes
AURETR115	Inspect, test and service batteries
AURTTA104	Carry out servicing operations
AURTTB101	Inspect and service braking systems
AURTTCC001	Inspect and service cooling systems
AURTTDD002	Inspect and service steering systems
AURTTDD004	Inspect and service suspension systems
AURTTTE104	Inspect and service engines
AURTTTK102	Use and maintain tools and equipment in an automotive workplace
AURTTTQ001	Inspect and service final drive assemblies
AURTTTQ103	Inspect and service drive shafts
<b>Elective Units</b>	
AURETR112	Test and repair basic electrical circuits
AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes
AURAF103	Communicate effectively in an automotive workplace
AURACA001	Respond to customer needs and enquiries in an automotive workplace
AURTTA009	Carry out mechanical pre-repair operations
AURTTX102	Inspect and service manual transmissions
AURTTT101	Inspect and service petrol fuel systems

## Course Overview

This qualification covers the skills and knowledge required to perform a range of tasks related to servicing and repairing mechanical components/systems of cars, heavy vehicles and/or motorcycles within an automotive service and repair business. It is suitable for entry into the automotive retail, service and repair industry.

## Career Outcome

The Certificate II in Automotive Mechanical is intended to prepare new employees or recognise and develop existing workers who are performing servicing and repair of particular components/systems of vehicles in an automotive service or repair business.

## Entry Requirements

Students entering this qualification must have satisfactorily completed an equivalent of Australian year 10 or Certificate I or higher. At enrolment, all students must complete a literacy and numeracy test to ensure the appropriate level of skills for the best chance of successful completion of the course.

This program is subsidised by the government and eligible students can apply for Skills First Program under the VET Funding Contract as an Apprentice.

## Course Delivery

Delivery is on campus. It includes face to face delivery in the classroom with tutorials and practicals delivered in Automotive Workshops, where students have the opportunity for hands on learning.

It includes a minimum of 20 hours per week (face-to-face class) and may include evening and weekend timetables. The breakdown of 20 hours is 16 hours (2 days per week) and 4 hours (1 day per week) is face to face.

# Certificate III in Light Vehicle Mechanical Technology



**National Code:** AUR30620\*/AUR30616

**CRICOS:** 103629F /091625B

**Course Duration:** 52 weeks (including holidays)

**Intake Dates:** Monthly Intake

**Location:** West Footscray, Hobart CBD,  
Brisbane CBD

## Indicative

**Tuition Fees:** \$15,650

## Non Tuition Fees

**Application:** \$350

**Material:** \$750

**Total Fees:** \$16,000

*\*This new qualification will be delivered as per CAC transition plan.*

*Students enrolled in Automotive qualification must use Personal Protective Equipment (PPE) in the Automotive workshop. PPE can be purchased from the college with an additional cost. Students have an option to source their own PPE.*

## Description

This qualification covers the skills and knowledge required to repair and maintain the mechanical systems and components of cars, motorcycles and heavy vehicles. It is suitable for entry into the automotive service and repair industry.

## Entry Requirements

- 18 years or older
- IELTS 6 or higher; or completion of any equivalent ELICOS program – PTE or TOEFL
- Satisfactorily completed the equivalent of Australian year 10 or higher

## Job roles/employment outcomes

This qualification is intended to prepare new employees or recognise and develop existing workers who are performing mechanical technology service and repair tasks in the automotive industry. Job outcomes related to this qualification include:

- light vehicle mechanical technician.

## Course Delivery

Delivery is on campus. It includes face to face delivery in the classroom with tutorials and practicals delivered in Automotive Workshops, where students have the opportunity for hands on learning.

It includes a minimum of 20 hours per week (face-to-face class) and may include evening and weekend timetables. The breakdown of 20 hours is 16 hours (2 days per week) and 4 hours (1 day per week) is face to face.

## Assessment Method

- Questions and answers
- Observation of demonstration
- Report
- Project
- Documentation

## Pathways from the qualification

Further training pathways from this qualification include AUR40216 Certificate IV in Automotive Mechanical Diagnosis, or other relevant qualifications

## Course Structure

Students will need to complete the following 36 units of competency to attain the qualification including 20 core unit and 16 electives units.

### Unit Code

### Unit Name

#### Core Units

AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURETR112	Test and repair basic electrical circuits
AURETR123	Diagnose and repair spark ignition engine management systems
AURETR125	Test, charge and replace batteries and jump-start vehicles
AURETR129	Diagnose and repair charging systems
AURETR130	Diagnose and repair starting systems
AURETR131	Diagnose and repair ignition systems
AURLTB103	Diagnose and repair light vehicle hydraulic braking systems
AURLTD104	Diagnose and repair light vehicle steering systems
AURLTC105	Diagnose and repair light vehicle suspension systems
AURLTE102	Diagnose and repair light vehicle engines
AURLTZ101	Diagnose and repair light vehicle emission control systems
AURTTA104	Carry out servicing operations
AURTTA118	"Develop and carry out diagnostic test strategies"
AURTTA118	Inspect and service braking systems
AURTTA103	Diagnose and repair cooling systems
AURTTA104	Inspect and service engines
AURTTA101	Inspect and service petrol fuel systems
AURTTA102	Use and maintain tools and equipment in an automotive workplace

#### Elective Units

AURFAA103	Communicate effectively in an automotive workplace
AURFAA108	Interpret and apply automotive repair instructions
AURETR132	Diagnose and repair automotive electrical systems
AURETR006	Solder electrical wiring and circuits
AURLTJ102	Remove, inspect, repair and refit light vehicle tyres and tubes
AURLTQ101	Diagnose and repair light vehicle final drive assemblies
AURLTQ102	Diagnose and repair light vehicle drive shafts
AURLTX101	Diagnose and repair light vehicle manual transmissions
AURLTX103	"Diagnose and repair light vehicle clutch systems"
AURTTA017	Carry out vehicle safety inspections
AURTTB015	"Assemble and fit braking system components"
AURTTA001	Inspect and service cooling systems
AURTTJ011	Balance wheels and tyres
AURTTJ012	Remove, inspect and refit wheel hubs and associated brake components
AURTTK001	Use and maintain measuring equipment in an automotive workplace
AURVTA104	Inspect damaged vehicle systems and recommend repairs



# Certificate IV in Automotive Mechanical Diagnosis



**National Code:** AUR40216

**CRICOS:** 091671G

**Course Duration:** 26 wks (including holidays)

**Intake Dates:** Monthly Intake

**Location:** West Footscray, Hobart CBD, Brisbane CBD

**Indicative**

**Tuition Fees:** \$6,400

**Non Tuition Fees**

**Application:** \$350

**Material:** \$550

**Total Fees:** \$7,300

*Students enrolled in Automotive qualification must use Personal Protective Equipment (PPE) in the Automotive workshop. PPE can be purchased from the college with an additional cost. Students have an option to source their own PPE.*

## Description

The Certificate IV in Automotive Mechanical Diagnosis provides advanced training for automotive technicians who want to further develop their diagnostic and technical skills.

## Job roles/employment outcomes

Possible job outcomes related to this qualification include:

- Automotive lead or master technician
- Automotive technical adviser.

## Entry Requirement

Students entering this qualification must have satisfactorily completed Certificate III in Light Vehicle Mechanical Technology or equivalent Australian qualification.

At enrolment, all students must complete a literacy and numeracy test to ensure the appropriate level of skills for the best chance of successful completion of the course.

This program is subsidised by the government and eligible students can apply for Skills First Program under the VET Funding Contract as an Apprentice

## Course Delivery

Delivery is on campus. It includes face to face delivery in the classroom with tutorials and practicals delivered in Automotive Workshops, where students have the opportunity for hands on learning.

At CAC courses are delivered for 20 hours per week (face-to-face mode) and may include evening and weekend timetables. The breakdown of 20 hours is 16 hours (over 2 days per week) and 4 hours (over 1 day per week) is face to face.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Questions and answers
- Observation of demonstration
- Report
- Project
- Documentation

## Pathways from the qualification

Further training pathways from this qualification include AUR50116 Diploma of Automotive Management, AUR50216 Diploma in Automotive Technology or other relevant qualifications.

## Course Structure

Students will need to complete the following 10 units of competency to attain the qualification including 1 core unit and 9 electives units.

### Unit Code

### Unit Name

#### Core Units

AURTTA121

Diagnose complex system faults

#### Elective Units

AURAEA004

Manage environmental and sustainability best practice in an automotive workplace

AURTTF105

Diagnose and repair engine forced induction systems

AURETR137

Diagnose complex faults in light vehicle safety systems

AURLTB104

Diagnose complex faults in light vehicle braking systems

AURLTD109

Diagnose complex faults in light vehicle steering and suspension systems

AURLTE104

Diagnose complex faults in light vehicle petrol engines

AURLTX104

Diagnose complex faults in light vehicle automatic transmission and driveline systems

AURTTA125

Diagnose complex faults in vehicle integrated stability control systems

AURTRR101

Diagnose complex faults in engine management systems



# Diploma of Automotive Management



## Description

Diploma of Automotive Management reflects the course progression of individuals who seek to pursue and undertake role into senior management with their competency in leadership and management along with automotive skills and knowledge.

This qualification is intended to prepare new employees or recognise and develop existing members to perform management roles in the automotive industry.

## Job Roles/Employment Outcomes

Possible job outcomes targeted by this qualification include:

- Automotive Service Manager
- Parts Manager
- Business Manager
- Purchasing Manager
- Automotive Repair Manager.
- Operations Manager

## Entry Requirements

Students entering this qualification must have satisfactorily completed the equivalent Australian year 12 or Certificate IV or higher. At enrolment, all students must complete a literacy and numeracy test to ensure the appropriate level of skills for the best chance of successful completion of the course.

This program is subsidised by the government and eligible students can apply for Skills First Program under the VET Funding Contract as an Apprentice.

## Delivery Approach

Delivery is on campus. It includes face to face delivery in the classroom with tutorials and practicals delivered in Automotive Workshops, where students have the opportunity for hands on learning.

At CAC courses are delivered for 20 hours per week (face-to-face mode) and may include evening and weekend timetables. The breakdown of 20 hours is 16 hours (over 2 days per week) and 4 hours (over 1 day per week) is face to face.

**National Code:** AUR50116

**CRICOS:** 091692B

**Course Duration:** 52 wks (including holidays)

**Intake Dates:** Monthly Intake

**Location:** West Footscray, Hobart CBD, Brisbane CBD

### Indicative

**Tuition Fees:** \$9,650

### Non Tuition Fees

**Application:** \$350

**Material:** \$250

**Total Fees:** \$10,000

*Students enrolled in Automotive qualification must use Personal Protective Equipment (PPE) in the Automotive workshop. PPE can be purchased from the college with an additional cost. Students have an option to source their own PPE.*

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Questions and answers
- Observation of demonstration
- Report
- Project
- Documentation
- Role Play
- Scenario Analysis

## Pathways from the qualification

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification.

## Course Structure

Students will need to complete the following 12 units of competency to attain the qualification including 6 core unit and 6 electives units

### Unit Code

### Core Units

AURAEA004	Manage environmental and sustainability best practice in an automotive workplace
AURAMA005	Manage complex customer issues in an automotive workplace
AURAMA006	Contribute to planning and implementing business improvement in an automotive workplace
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBWH5521	Ensure a safe workplace for a work area

### Elective Units

BSBOP5505	Manage organisational customer service
BSBTWK502	Manage team effectiveness
BSBOP5502	Manage business operational plans
BSBHRM522	Manage employee and industrial relations
BSBST502	Facilitate continuous improvement
BSBHRM413	Support the learning and development of teams and individuals



# Diploma of Automotive Technology

**National Code:** AUR50216

**CRICOS:** 092624F

**Course Duration:** 26 wks (including holidays)

**Intake Dates:** Monthly Intake

**Location:** West Footscray, Hobart CBD, Brisbane CBD

**Indicative**

**Tuition Fees:** \$7,150

**Non Tuition Fees**

**Application:** \$350

**Material:** \$400

**Total Fees:** \$7,900

*Students enrolled in Automotive qualification must use Personal Protective Equipment (PPE) in the Automotive workshop. PPE can be purchased from the college with an additional cost. Students have an option to source their own PPE.*

## Description

Diploma of Automotive Technology reflects the role of individuals who diagnose, analyse, evaluate, design and modify vehicle systems in the automotive retail, service and repair industry.

## Course Outcome

Possible job outcomes targeted by this qualification include:

- Advanced diagnostic technician
- Automotive system designer

## Entry Requirement

- 18 years or older
- IELTS 6 or higher; or completion of any equivalent ELICOS program
- Satisfactorily completed the equivalent Australian year 12
- Those undertaking the Diploma of Automotive Technology must have completed an Automotive Certificate IV qualification in one of the following disciplines, or be able to demonstrate equivalent competency.
- AUR40216 Certificate IV in Automotive Mechanical Diagnosis
- AUR40816 Certificate IV in Automotive Mechanical Overhauling

## Course Delivery

Delivery is on campus. It includes face to face delivery in the classroom with tutorials and practicals delivered in Automotive Workshops, where students have the opportunity for hands on learning.

It includes a minimum of 20 hours per week (face-to-face class) and may include evening and weekend timetables. The breakdown of 20 hours is 16 hours (2 days per week) and 4 hours (1 day per week) is face to face.

## Pathways from the qualification

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Questions and answers
- Observation of demonstration
- Report • Project • Documentation
- Role Play • Scenario Analysis

## Course Structure

To be awarded the Diploma of Automotive Technology, participants must complete 12 units in total including 1 Core unit and 11 Elective units.

### Unit Code

### Unit Name

#### Core Units

AURFA007 Develop and document specifications and procedures

#### Elective Units

AURFA106 Conduct research and present technical reports

AURLTB002 Analyse and evaluate faults in light vehicle braking systems

AURLTD007 Analyse and evaluate faults in light vehicle steering and suspension systems

AURLTE003 Analyse and evaluate faults in light vehicle engine and fuel systems

AURTA001 Estimate and quote automotive vehicle or machinery modifications

AURETE001 Analyse and evaluate electrical and electronic faults in engine management systems

MSMENV672 Develop workplace policy and procedures for environmental sustainability

AURETB002 Analyse and evaluate electrical and electronic faults in dynamic control management systems

AURLTQ003 Analyse and evaluate faults in light vehicle transmission and driveline systems

MSMENV472 Implement and monitor environmentally sustainable work practices

AURETA004 Analyse and evaluate electrical and electronic faults in convenience and entertainment system





# Certificate III in Individual Support

National Code:	CHC33021
CRICOS:	113514A
Course Duration:	52 weeks (38 weeks class, 8 weeks break)
Work Placement:	120 hours minimum
Intake Dates:	Monthly Intake
Location:	Melbourne CBD, Hobart CBD
<b>Indicative</b>	
Tuition Fees:	\$12,000
<b>Non Tuition Fees</b>	
Application:	\$350
Material:	\$250
<b>Total Fees:</b>	<b>\$12,600</b>

## Course Overview

This qualification has been designed for potential and current international students. They will be involved in classroom-based training in a full time capacity to gain the qualification. The course is designed for individuals who are working or wish to work within community and/or residential settings. It reflects the role of workers who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

## Career Outcome

Students can provide person-centred support to people who may require support due to ageing, disability, or some other reason.

## Entry Requirement

There are no entry requirements specified in the training package, however Central Australian College (CAC) recommends

that students entering this qualification:

- Must have satisfactorily completed an equivalent of Australian year 12 or higher
- Must have IELTS 6, PTE 50 (or equivalent) or satisfactory completion of CAC entry test, or a completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course.

Students are required to produce a valid working with Children Check and National Police Clearance prior to commencement of placement.

## Course Delivery

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created for practice, learners are expected to undertake 120 hours of work placement to achieve this qualification.

Links with the Aged Care facilities will be developed and placements will be sourced in the local and surrounding areas, to allow students to complete work placement in a real work setting.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies will include:

- Written/Verbal Questions
- Project / Problem solving
- Observation/Demonstration
- Documentation
- Report
- Case Studies
- Workplace projects/ Observations

Student must complete assessments at workplace

## Pathways from the qualification

Further training pathways from this qualification include

- CHC43015 – Certificate IV in Ageing Support
- CHC52021 – Diploma of Community Services

## Course Structure

To be awarded the CHC33015 Certificate III in Individual Support Ageing, Home and Community, students must complete and demonstrate competency in 13 units of competency, consisting of 7 Core Units and 6 Electives Units.

### Unit Code

### Unit Name

#### Core Units

CHCCCS015	Provide individualised support
CHCCCS023	Support independence and well being
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
HLTWH5002	Follow safe work practices for direct client care

#### Elective Units

CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
HLTINF001	Comply with infection prevention and control policies and procedures
CHCCCS025	Support relationships with carers and families
CHCHCS001	Provide home and community support services

# Diploma of Community Services



National Code: CHC52021

CRICOS: 115538K

Course Duration: 52 weeks (39 weeks class, 8 weeks break)

Work Placement: 100 hours minimum

Intake Dates: Monthly Intake

Location: Melbourne CBD, Hobart CBD

## Indicative

Tuition Fees: \$15,000

## Non Tuition Fees

Application: \$350

Material: \$250

Total Fees: \$15,350

## Course Overview

This qualification has been designed for potential and current international students. They will be involved in classroombased training in a full time capacity to gain the qualification. These individuals would be interested in working with and for the community.

## Career Outcome

Students will have specialised skills in community services and work autonomously under broad directions from senior management. They can provide direct support to individuals or groups of individuals. They can also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

## Entry Requirement

There are no entry requirements specified in the training package, however, CAC recommends that Learners wanting to study at Central Australian College have:

- Must have satisfactorily completed an equivalent of Australian year 12 or Certificate III or higher.
- Must have IELTS score of 6 (or equivalent) or satisfactory completion of CAC entry test, or a completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course.

Students are required to produce a valid working with Children Check, National Police Clearance and Immunisation history prior to commencement of placement.

## Delivery Approach

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created for practice, learners are expected to undertake 100 hours of work placement to achieve this qualification.

Links with Community service centres will be developed and placements will be sourced in the local and surrounding areas, to allow students to complete work placement in a real work setting.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies will include:

- Project/Case study
- Written/Oral Questions
- Third Party Report
- Presentation
- Self-assessment
- Problem Solving
- Report
- E-learning
- AV Media file
- RPL Evidence
- Practical Observation/Demonstration/Role play
- Workplace Documentation/Portfolio

Student must complete assessments at workplace and carry out 100 hours of work placement.

## Pathways from the qualification

Further training pathways from this qualification leads to higher tertiary education. Students after completion can enrol into Advanced Diploma qualification or relevant Bachelor degree courses such as Bachelor of Social work.

## Course Structure

To be awarded the CHC52015 Diploma of Community Service (Case Management), students must complete and demonstrate competency in 16 units of competency, consisting of 8 Core Units plus 8 Electives Units.

### Unit Code

### Unit Name

#### Core Units

CHCDEV002	Analyse impacts of sociological factors on clients in community work and services
CHCDIV003	Manage and promote diversity
CHCCOM003	Develop workplace communication strategies
CHCLEG003	Manage legal and ethical compliance
HLTWHS004	Manage work health and safety
CHCPRP003	Reflect on and improve own professional practice
BSBTWK503	Facilitate workplace debriefing and support processes
CHCCCS007	Develop and implement service programs

#### Elective Units

BSBPEF501	Manage personal and professional development
CHCCCS004	Assess co-existing needs
CHCCSM004	Coordinate complex case requirements
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCCSM006	Provide case management supervision
BSBWOR502	Lead and manage team effectiveness
CHCMGT005	Manage meetings
BSBPMG522	Undertake project work





# Advanced Diploma of Civil Construction Design

**National Code:** RII60520

**CRICOS:** 106225B

**Course Duration:** 104 weeks (88 weeks class, 16 weeks break)

**Intake Dates:** Monthly Intake

**Location:** Melbourne CBD, Hobart CBD, Brisbane CBD

**Indicative**

**Tuition Fees:** \$30,000

**Non Tuition Fees**

**Application:** \$350

**Total Fees:** \$30,350

## Course Overview

This qualification has been designed for potential and current international students. They will be involved in classroom-based training in a full time capacity to gain the qualification. These individuals would be interested in working in the construction industry and pursue a career as a senior civil works designer or a para-professional designer, who supports professional engineers.

## Career Outcome

Students can work in the construction industry and support professional engineers. They can perform tasks that are broad, specialised, complex and technical and include strategic areas and initiating activities.

## Entry Requirement

There are no entry requirements specified in the training package, however Central Australian College (CAC) recommends that students entering this qualification:

- Must have satisfactorily completed an equivalent of Australian year 12.
- Or
- Have completed a Diploma level qualification.
- Must have IELTS 6, PTE 50 (or equivalent) or satisfactory completion of CAC entry test, or a completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course.

Students are required to produce a valid working with Children Check and National Police Clearance prior to commencement of placement.

## Delivery Approach

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created for practice.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies will include:

- Project/Case study • Written/Oral Questions
- Third Party Report • Presentation
- Self-assessment • Problem Solving
- Report • E-learning
- AV Media file • RPL Evidence
- Practical Observation/Demonstration/Role play
- Workplace Documentation/Portfolio

## Pathways from the qualification

Further training pathways from this qualification leads to higher tertiary education. Students after completion can enrol for Graduate Certificate level or relevant Bachelor degree course.

## Course Structure

To be awarded the BSB60520 Advanced Diploma of Civil Construction Design, students must complete and demonstrate competency in 10 units of competency, consisting of 5 Core Units and 7 Elective Units.

### Unit Code

### Unit Name

#### Core Units

BSBPMG632	Manage program risk
BSBWH5616	Apply safe design principles to control WHS risk
BSBTWK502	Manage team effectiveness
RIICWD601E	Manage civil works design processes
RIIQUA601E	Establish and maintain a quality system

#### Elective Units

BSBOPS601	Develop and implement business plan
RIIBEF601E	Conduct business negotiations
RIILAT402E	Provide supervision in the leadership of diverse work teams
RIICWD507D	Prepare detailed geotechnical design
RIICWD533E	Prepare detailed design of civil concrete structures
BSBSTR601	Manage innovation and continuous improvement
BSBHRM614	Contribute to strategic workforce planning

# Certificate III in Commercial Cookery



**National Code:** SIT30821  
**CRICOS:** 110941F  
**Course Duration:** 52 weeks (including holidays)  
**Intake Dates:** Jan, April, July & Oct  
**Location:** Melbourne CBD, Hobart CBD, Brisbane CBD

**Indicative**  
**Tuition Fees:** \$15,000  
**Non Tuition Fees**  
**Application:** \$350  
**Material:** \$1,500  
**Total Fees:** \$16,850

## Description

This qualification reflects the role of individuals who use a wide range of cookery skills. Upon completion of the course they will have a sound knowledge of kitchen operations. They will be able to work with some independence and under limited supervision and may provide operational advice and support to team members.

## Entry Requirement

There are no entry requirements specified in the training package, however Central Australian College (CAC) recommends that students entering this qualification:

- Must have satisfactorily completed an equivalent of Australian year 12 or Certificate II or higher.
- Must have IELTS score of 6 (or equivalent) or satisfactory completion of CAC entry test, or a completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course.

## Job roles

Possible job titles relevant to this qualification may include:

- Commercial Cook or commis chef

## Course Delivery

Delivery is on online with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created to provide learners with business or industry learning environment simulated as companies.

CAC will deliver this course by scheduling 20 hours of Student Contact Hours (SCH) over 3 days per week. The breakdown of 20 hours is over 2 days of structured learning and half day of directed learning. During the industry placement, students are expected to work for 20 hours at their workplace and attend regular 20 hours of class as per their delivery schedule.

Student will need to complete a total of 192 hours of work placement. Links with hospitality sectors will be developed and placements will be sourced in the local and surrounding areas, to allow students to complete work placement in a real work setting.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Questions and answers
- Observation and Demonstration
- Report • Case Study • Research Project
- Project Planning • Scenario Analysis

## Pathways Information

Further training pathways from this qualification may include:

- SIT40521 Certificate IV in Kitchen Management
- SIT40621 Certificate IV in Catering Operations
- SIT40721 Certificate IV in Patisserie

## Course Structure

Students will need to complete the following 25 units of competency to attain the qualification include 20 core unit and 5 electives.

<u>Unit Code</u>	<u>Unit Name</u>
<b>Core Units</b>	
SITXFSA005	Use hygienic practices for food safety
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC042	Prepare food to meet special dietary requirements
SITHKOP010	Plan and cost recipes
SITXFSA006	Participate in safe food handling practices
SITHCCC023	Use food preparation equipment
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC035	Prepare poultry dishes
SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC041	Produce cakes, pastries and breads
SITHCCC043	Work effectively as a cook*
SITHPAT016	Produce desserts
SITXINV006	Receive, store and maintain stock
SITHKOP009	Clean kitchen premises and equipment
SITXHRM007	Coach others in job skills
SITXWHS005	Participate in safe work practices
<b>Elective Units</b>	
SITHCCC025	Prepare and present sandwiches
SITHCCC038	Produce and serve food for buffets
SITHCCC040	Handle and serve cheese
SITXCOM007	Show social and cultural sensitivity
SITXINV007	Purchase goods



**National Code:** SIT40521  
**CRICOS:** 110942E  
**Course Duration:** 71 wks (including holidays)  
**Intake Dates:** Monthly Intake  
**Location:** Melbourne CBD, Hobart CBD,  
 Brisbane CBD

#### Indicative

**Tuition Fees:** \$20,000

#### Non Tuition Fees

**Application:** \$350

**Material:** \$1,500

**Total Fees:** \$21,850

# Certificate IV in Kitchen Management

## Description

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems. This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

## Entry Requirement

There are no entry requirements specified in the training package, however Central Australian College (CAC) recommends that students entering this qualification:

- Must have completed Commercial Cookery Certificate III qualification, or be able to demonstrate equivalent competency.
- Must have satisfactorily completed an equivalent of Australian year 12 or Certificate III or higher.
- Must have IELTS score of 6 (or equivalent) or satisfactory completion of CAC entry test, or a completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course

## Employment Pathway

This qualification reflects the role of individuals who use a wide range of cookery skills. Upon completion of the course they will have a sound knowledge of kitchen operations. They will be able to work with some independence and under limited supervision and may provide operational advice and support to team members. Possible job titles relevant to this qualification may include:

- Commercial Cook or Commis Chef
- Chef de Partie
- Sous Chef
- Executive Chef

## Course Delivery

Delivery is on online with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created to provide learners with business or industry learning environment simulated as companies.

This course is a 71 weeks' program, which includes 60 weeks of classroom full time study (1200 student contact hours), 11 weeks of study breaks (including public holidays, re-assessment weeks, catch-up classes and terms breaks). Students will also complete 192 hours of work placement (48 service periods) within the 44 weeks of study period.

## Assessment Method

**Assessment methods are flexible, valid, reliable and fair.**

**Assessment strategies include:**

- Questions and answers
- Observation and Demonstration
- Report • Case Study • Research Project
- Project Planning • Scenario Analysis

## Pathways Information

Further training pathways from this qualification may include:

- SIT50422 Diploma of Hospitality and Management

## Course Structure

Students will need to complete the following 33 units of competency to attain the qualification include 27 core unit and 6 electives.

### Unit Code

### Unit Name

#### Core Units

SITXFSA005	Use hygienic practices for food safety
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC042*	Prepare food to meet special dietary requirements
SITHKOP010	Plan and cost recipes
SITXFSA006	Participate in safe food handling practices
SITHCCC023*	Use food preparation equipment
SITHCCC028*	Prepare appetisers and salads
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC031*	Prepare vegetarian and vegan dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHCCC041*	Produce cakes, pastries and breads
SITHCCC043*	Work effectively as a cook
SITHPAT016*	Produce desserts
SITXINV006*	Receive, store and maintain stock

#### Elective Units

SITXWHS007	Implement and monitor work health and safety practices
SITXHRM008	Roster staff
SITHKOP012*	Develop recipes for special dietary requirements
SITHKOP013*	Plan cooking operations
SITHKOP015*	Design and cost menus
SITXFSA008*	Develop and implement a food safety program
SITXFIN009	Manage finances within a budget
SITXHRM009	Lead and manage people
SITXCOM010	Manage conflict
SITXMGTO04	Monitor work operations

#### Group A

SITHCCC038*	Produce and serve food for buffets
SITHCCC040*	Handle and serve cheese
SITHCCC032	Produce cook-chill and cook-freeze foods

#### Group D

SITHFAB021	Provide responsible service of alcohol
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#### Group E

SITXCCS015	Enhance customer service experiences
SITXWHS006	Identify hazards, assess and control safety risks

National Code: SIT50422

CRICOS: 110943D

Course Duration: 67 weeks (including holidays)

Intake Dates: Monthly Intake

Location: Melbourne CBD, Hobart CBD, Brisbane CBD

Indicative

Tuition Fees: \$22,000

Non Tuition Fees

Application: \$350

Material: \$1,500

Total Fees: \$23,850

# Diploma of Hospitality Management

## Description

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

## Entry Requirement

There are no entry requirements specified in the training package, however Central Australian College (CAC) recommends that students entering this qualification:

- Must have satisfactorily completed an equivalent of Australian year 12 or Certificate IV or higher.
- Must have IELTS score of 6 (or equivalent) or satisfactory completion of CAC entry test, or a completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course

## Employment Pathway

This qualification reflects the role of individuals who use a wide range of cookery skills. Upon completion of the course they will have a sound knowledge of kitchen operations. They will be able to work with some independence and under limited supervision and may provide operational advice and support to team members. Possible job titles relevant to this qualification may include:

- Cook/Chef
- Chef de Partie
- Sous Chef
- Executive Chef
- Restaurant Manager

## Course Delivery

Delivery is on online with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created to provide learners with business or industry learning environment simulated as companies.

This course is a 67 weeks' program, which includes 56 weeks of classroom full time study (1120 student contact hours), 11 weeks of study breaks (including public holidays, re-assessment weeks, catch-up classes and terms breaks). Students will also complete 192 hours of work placement (48 service periods) within the 44 weeks of study period.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Questions and answers
- Observation and Demonstration
- Report
- Case Study
- Research Project
- Project Planning
- Scenario Analysis

## Pathways Information

Further training pathways from this qualification may include:

- SIT60322 Advanced Diploma of Hospitality and Management

## Course Structure

Students will need to complete the following 28 units of competency to attain the qualification include 11 core unit and 17 electives.

### Unit Codes

### Unit Name

#### Core Units

SITXWH5007	Implement and monitor work health and safety practices
SITXFIN009	Manage finances within a budget
SITXHRM009	Lead and manage people
SITXCOM010	Manage conflict
SITXHRM008	Roster staff
SITXMGTO04	Monitor work operations
SITXCCS015	Enhance customer service experiences
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Research and comply with regulatory requirements
SITXMGTO05	Establish and conduct business relationships
SITXCCS016	Develop and manage quality customer service practices

#### Elective Units

SITXFA005	Use hygienic practices for food safety
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC029*	Prepare stocks, sauces and soups
SITHCCC030*	Prepare vegetable, fruit, eggs and farinaceous dishes
SITHCCC035*	Prepare poultry dishes
SITHCCC036*	Prepare meat dishes
SITHCCC037*	Prepare seafood dishes
SITHPAT016*	Produce desserts
SITXHRM007	Coach others in job skills
SITHCCC023*	Use food preparation equipment
SITXFA006	Participate in safe food handling practices
SITHCCC043*	Work effectively as a cook
STIHFA023	Operate a Bar
SITHIND006	Source and use information on the hospitality industry
BSBCMM411	Make presentations
SITXFIN008	Interpret financial information
SITXHRM010	Recruit, select and induct staff

Note: Units marked with \* have one or more prerequisites.



National Code: CPC31320  
 CRICOS: 117497J  
 Course Duration: 52 weeks  
 Intake Dates: Monthly Intake  
 Location: West Footscray Campus  
**Indicative**  
 Tuition Fees: \$20,000  
**Non Tuition Fees**  
 Application: \$350  
 Material: \$1500  
 Total Fees: \$21,850

# Certificate III in Wall and Floor Tiling

## Course Overview

This qualification provides a trade outcome in wall and floor tiling for residential and commercial construction work. The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as the specialist field of work, wall and floor tiling. Tilers work with materials like ceramic, glass, slate, marble and clay. They cut these materials and lay tiles on walls and floors, both interior and exterior. They may also add decorative touches to their basic work.

## Career Outcome

Job outcomes related to this qualification include:

- Wall and Floor Tiler.
- Self-employed contractor in wall and floor tiling.
- Waterproofing Specialist
- Mosaic Tiling Specialist
- Maintenance and Repair Tiler
- Industrial and Commercial Tiler

## Entry Requirement

There are no entry requirements specified in the training package, however, CAC recommends that Learners wanting to study at Central Australian College have:

- Must have satisfactorily completed an equivalent of Australian year 12 or higher
- Must have IELTS score of 6 (or equivalent) or satisfactory completion of CAC entry test, or a completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course.

Students are required to produce a valid working with Children Check, National Police Clearance and Immunisation history prior to commencement of placement.

## Delivery Approach

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created for practice.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Written/Verbal Questions
- Project / Problem solving
- Observation/Demonstration
- Documentation
- Report
- Case Studies
- Workplace projects/ Observations

Student must complete assessments at workplace.

## Pathways from the qualification

Further training pathways from this qualification include:

- CPC40120 Certificate IV in Building and Construction (Building)
- CPC40320 Certificate IV in Building Project Support
- CPC50220 Diploma of Building and Construction
- Or other relevant Certificate IV qualifications or Diploma.

## Course Structure

To be awarded the CPC31320 Certificate III in Wall and Floor Tiling students must complete and demonstrate competency in 20 units of competency, consisting of 17 Core Units and 3 Electives Units.

The units offered by CAC are listed in the next section.

Unit Code	Unit Name
<b>Core Units</b>	
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCCM2006	Apply basic levelling procedures
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCOM2001*	Read and interpret plans and specifications
CPCCWF2001*	Handle wall and floor tiling materials
CPCCWF2002*	Use wall and floor tiling tools and equipment
CPCCWF3001*	Prepare surfaces for tiling application
CPCCWF3002*	Install floor tiles
CPCCWF3003*	Install wall tiles
CPCCWF3004*	Repair wall and floor tiling
CPCCWF3005*	Install decorative tiling
CPCCWF3006*	Install mosaic tiling
CPCCWF3007*	Tile curved surfaces
CPCCWF3009*	Apply waterproofing for wall and floor tiling
<b>Elective Units</b>	
BSBESB301	Investigate business opportunities
BSBESB407	Manage finances for new business ventures
CPCCCM2012*	Work safely at heights

Central Australian College is responsible for the quality of the training and assessment in compliance with the Standards of Registered Training Organisations (SRTO), and for the issuance of the AQF (Australian Qualifications Framework) certification documentation.

### \*Conditions apply

*Fees may change during your course of study. CAC reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice. This will constitute a provider default and all tuition fees will be handled in accordance with Central Australian College's Refund Policy. Interest will not be credited to Student Fees or disbursements and therefore no interest will be recovered by students in the event of cancellation. Students must maintain valid Overseas Student Health Care insurance throughout their enrollment.*



# Certificate III in Painting and Decorating

**National Code:** CPC30620

**CRICOS:** 117496K

**Course Duration:** 52 weeks

**Intake Dates:** Monthly Intake

**Location:** West Footscray Campus

**Indicative**

**Tuition Fees:** \$20,000

**Non Tuition Fees**

**Application:** \$350

**Material:** \$1500

**Total Fees:** \$21,850

## Course Overview

This qualification provides a trade outcome in painting and decorating for residential and commercial construction work.

## Career Outcome

Job outcomes related to this qualification include:

- Licensed painter and decorator
- Self-employed contractor in painting and decoration
- Maintenance painter
- Industrial coating applicator

## Entry Requirement

There are no entry requirements specified in the training package, however, CAC recommends that Learners wanting to study at Central Australian College have:

- Must have satisfactorily completed an equivalent of Australian year 12 or higher
- Must have IELTS score of 6 (or equivalent) or satisfactory completion of CAC entry test, or a completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course.

Students are required to produce a valid working with Children Check, National Police Clearance and Immunisation history prior to commencement of placement.

## Delivery Approach

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created for practice.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Written/Verbal Questions
- Project / Problem solving
- Observation/Demonstration
- Documentation
- Report
- Case Studies
- Workplace projects/ Observations

## Pathways from the qualification

Further training pathways from this qualification include:

- CPC40120 Certificate IV in Building and Construction (Building)
- CPC50220 Diploma of Building and Construction
- Or other relevant Certificate IV qualifications or Diploma.

## Course Structure

To be awarded the CPC30620 Certificate III in Painting and Decorating students must complete and demonstrate competency in 29 units of competency, consisting of 26 Core Units and 3 Electives Units.

The units offered by CAC are listed in the next section.

### Unit Code

#### Core Units

CPCCCM3005	Calculate costs of construction work
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCCM2008*	Erect and dismantle restricted height scaffolding
CPCCCM2012*	Work safely at heights
CPCCOM2001*	Read and interpret plans and specifications
CPCCPB3026*	Erect and maintain trestle and plank systems
CPCCPD2011*	Handle and store painting and decorating materials
CPCCPD2012*	Use painting and decorating tools and equipment
CPCCPD2013*	Remove and replace doors and door and window components
CPCCPD3026*	Apply stains and clear timber finishes
CPCCPD3021*	Prepare existing coated surface for painting
CPCCPD3022*	Apply paint by brush and roller
CPCCPD3023*	Apply texture coat paint finishes by brush, roller and spray
CPCCPD3024*	Apply paint by spray
CPCCPD3025*	Match specific paint colours
CPCCPD3027*	Remove and apply wallpaper
CPCCPD3028*	Apply decorative paint finishes
CPCCPD3030*	Apply protective paint coating systems
CPCCPD3031*	Work safely with lead-painted surfaces in the painting industry
CPCCPD3035*	Prepare uncoated surfaces for painting
CPCCPD3036*	Work safely to encapsulate non-friable asbestos in the painting industry

#### Electives

BSBESB301	Investigate micro business opportunities
CPCCPD3029*	Remove graffiti and apply anti-graffiti coatings
CPCCPD3032*	Apply advanced wall coverings

Central Australian College is responsible for the quality of the training and assessment in compliance with the Standards of Registered Training Organisations (SRO), and for the issuance of the AQF (Australian Qualifications Framework) certification documentation.

#### \*Conditions apply

*Fees may change during your course of study. CAC reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice. This will constitute a provider default and all tuition fees will be handled in accordance with Central Australian College's Refund Policy. Interest will not be credited to Student Fees or disbursements and therefore no interest will be recovered by students in the event of cancellation. Students must maintain valid Overseas Student Health Care insurance throughout their enrollment.*



# Certificate IV in Building and Construction (Builder)

**National Code:** CPC40120

**CRICOS:** 117498H

**Course Duration:** 52 weeks

**Intake Dates:** Monthly Intake

**Location:** West Footscray Campus

**Indicative**

**Tuition Fees:** \$20,000

**Non Tuition Fees**

**Application:** \$350

**Material:** \$1500

**Total Fees:** \$21,850

## Course Overview

This qualification prepares builders and site managers to oversee small to medium-sized construction projects. It covers structural principles, codes, standards, and legal requirements for Class 1 and 10 buildings (up to two storeys) and Class 2 to 9 Type C constructions.

Graduates learn to plan and manage construction work safely, administer contracts, and apply quality standards. The course also develops skills in coordinating specialised crews, ensuring compliance, and managing on-site conditions.

## Career Outcome

Job outcomes related to this qualification include:

- Construction Supervisor
- Site Manager
- Construction Project Manager
- Residential Builder
- Commercial Builder
- Self-employed Builder
- Estimator
- Building Inspector
- Contract Administrator
- Foreman

## Entry Requirement

There are no entry requirements specified in the training package, however, CAC recommends that Learners wanting to study at Central Australian College have:

- Must have satisfactorily completed an equivalent of Australian year 12 or higher
- Must have IELTS score of 6 (or equivalent) or satisfactory completion of CAC entry test, or a completion of an ELICOS program.
- All international students must be at least 18 years of age or above to study at Central Australian College.
- Must participate in Pre-Training Assessment, prior to commencement of the course.

Students are required to produce a valid working with Children Check, National Police Clearance and Immunisation history prior to commencement of placement.

## Delivery Approach

Delivery is on campus. It includes face to face delivery in the classroom with tutorials, analysis of case studies, interactive learning including discussion on key points, presentation. Simulated workplace environment is created for practice.

## Assessment Method

Assessment methods are flexible, valid, reliable and fair.

Assessment strategies include:

- Written/Verbal Questions
- Project / Problem solving
- Observation/Demonstration
- Documentation
- Report
- Case Studies
- Workplace projects/ Observations

## Pathways from the qualification

Further training pathways from this qualification include:

- CPC40120 Certificate IV in Building and Construction (Building)
- CPC50220 Diploma of Building and Construction
- CPC60220 Advanced Diploma of Building and Construction
- RII60520 Advanced Diploma in Civil Construction Design
- Or other relevant Certificate IV qualifications or Diploma or Advanced Diploma

## Course Structure

To be awarded the CPC40120 – Certificate IV in Building and Construction (Builder) students must complete and demonstrate competency in 19 units of competency, consisting of 11 Core Units and 8 Electives Units.

The units offered by CAC are listed in the next section.

<u>Unit Code</u>	<u>Unit Name</u>
<b>Core Units</b>	
CPCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 Buildings
CPCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C Buildings
CPCBC4002	Manage work health and safety in the building and construction workplace
CPCBC4007	Plan building or construction work
CPCBC4008	Supervise site communication and administration processes for building and construction projects
CPCBC4009	Apply legal requirements to building and construction projects
CPCBC4010*	Apply structural principles to residential and commercial constructions
CPCBC4012	Read and interpret plans and specifications
CPCBC4014	Prepare simple building sketches and drawings
CPCBC4018	Apply site surveys and set-out procedures to building and construction projects
CPCBC4021	Minimise waste on the building and construction site
<b>Electives</b>	
BSBPMG422	Apply project quality management techniques
CPCBC4004	Identify and produce estimated costs for building and construction projects
CPCBC4005	Produce labour and material schedules for ordering
CPCBC4006	Select, procure and store construction materials for building and construction projects
CPCSUS4002	Use building science principles to construct energy efficient buildings
CPCBC4003	Select, prepare and administer a construction contract
CPCBC4013	Prepare and evaluate tender documentation
CPCBC4017	Arrange resources and prepare for the building and construction project

# Campus Locations



## FOOTSCRAY CAMPUS (Main Campus)

📍 8 Cross street, Footscray West, VIC 3012  
☎ 1300 258 369  
✉ admin@cac.edu.au



## MELBOURNE CBD CAMPUS

📍 Level 1, 276 Flinders Street, Melbourne 3000  
☎ 1300 258 369  
✉ admin@cac.edu.au



## HOBART CBD CAMPUS

📍 Level 3&4, 45 Murray Street, Hobart, TAS 7000  
☎ (+61) 03 9448 7007  
✉ admin@cac.edu.au



## BRISBANE CBD CAMPUS

📍 Level 1, 345 Ann Street, Brisbane, QLD 4000  
☎ 1300 258 369  
✉ admin@cac.edu.au



# Campus Facilities



## Classrooms

All classrooms are air-conditioned and well furnished with necessary equipments for effective learning to take place. It also reflects a simulated workplace environment.

## Automotive Workshop

CAC has an automotive training workshop located in the Main Campus at West Footscray. It is well equipped for effective practical learning of automotive practices and procedures reflecting the current industry standards. Trainees will learn how to service, repair and diagnose faults in motor vehicles.

## Student Lounge

The student lounge within CAC building is for students to relax and socialize with each other. It has notice boards which provides information for students about local social activities and information about living in Australia.

## Internet and Computer Access

There is shared access to computers and internet for students use within the college. This is to ensure that all students are able to use the facility and internet access to conduct research and access web during college hours.

## Library and Resources

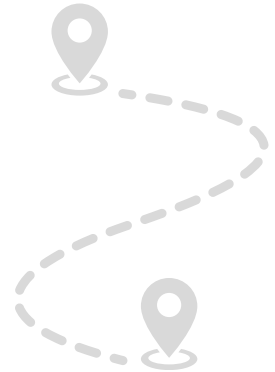
CAC has good collection of text books, magazines related to your course of study. Students can also access West Footscray Community Learning Centre located at 10 minutes walking distance from the college.



# International Student Services

## Orientation Sessions

Orientation sessions are conducted for the international students prior to the commencement of the course. It is provided to help students be familiar with most aspects of life in Australia and provide them information about their course, college facilities, enrollment and student visa obligations.



## Health Cover

International students must have Overseas Student Health Cover (OSHC) while in Australia for the duration of their study. OSHC is a health insurance that will cover the cost of medicare and hospital care. OSHC must be paid before a student visa is issued. For more information on OSHC please visit [www.health.gov.au](http://www.health.gov.au) or [www.study.vic.gov.au](http://www.study.vic.gov.au)

## Arrival Assistance

An airport pick-up service is available to international students, upon request. This is usually undertaken as part of a meet and greet service, and usually requires at least one week's notice to the College by email to [admin@cac.edu.au](mailto:admin@cac.edu.au), prior to your arrival.

You can also find the student welcome desk at Melbourne Airport run by the government. For welcome desk opening hours please visit [studymelbourne.vic.gov.au](http://studymelbourne.vic.gov.au)

## Student Support

See Page 30.





# Living in Australia



Australia is a land of contrasts - sweeping golden beaches, coral reefs rich with marine life, tropical rain-forests, mountain ranges, vast grazing lands and sparse deserts.

Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants that are unique on the planet. The surface geology is typically old and flat, with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

## Victoria - Melbourne

Melbourne is the capital of the state of Victoria and set around the shores of Port Phillip Bay with its beautiful beaches and water sports facilities. The city itself is laid out in a large rectangle and boasts a lively and cosmopolitan pulse. Melbourne is world-renowned for its cultural influences, restaurants and cafés and is the sporting capital of Australia.

## Tasmania - Hobart

Tasmania is a modern, vibrant and unique place to live and study. Hobart is the capital city of Tasmania; it offers a blend of heritage and lifestyle with heaps of activities. By choosing Hobart you will experience an Australian study destination with fewer international students than other Australian regions. This means that your English Language skills will improve quickly, and you will have fantastic opportunities to meet local friends.

## Queensland - Brisbane

Brisbane is a vibrant mix of cultures, offering delicious food, fun festivals, and friendly people. By day, discover world-class education and cool cultural spots. At night, dive into the lively nightlife with trendy bars and live music. Enjoy the relaxed city vibe by day, with outdoor adventures and chill hangout spots. Brisbane invites international students to join its exciting scene, make new friends, and create unforgettable memories.

## Climate

Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Melbourne does not have a specific wet season - it can rain at any time of the year.

## Accommodation Assistance

CAC does not have its own accommodation facilities for overseas students, however we refer accommodation providers upon receiving request from the students. You are advised to send an email to [admin@cac.edu.au](mailto:admin@cac.edu.au) or contact student services for referrals.

## Accommodation in Melbourne

It is recommended that your accommodation arrangements be organised prior to your arrival in Australia.

The Student Support officer can provide information, advice, and guidance on the types of accommodation services available to students prior to arrival in the case of a need to change arrangements whilst in Australia. The types of accommodation available in Australia are many and varied and brief descriptions of some of the options are listed below:

## Homestay / Private Board

With homestay, you will live with a family in their home. Homestay can be a good option for younger students as you will have all the comforts of an established home, often with meals and cleaning included. Families offering homestay accommodation to international students are thoroughly screened to ensure they can provide a suitable living environment for students.

## Short-term accommodation

Short-term accommodation options you might want to consider when you first arrive in Australia include: Hostels and discounted rates on hotels. Temporary housing which may be offered through your institution while you get settled. Talk to your institution's international support staff or check their website for details.

## Private Leasing / Rentals

The rental market offers a wide range of housing options. Signing a lease on your own for an apartment, flat or house can offer you an independent lifestyle and privacy. You may also plan to stay in this property for the duration of your course.

It can however be very expensive if you choose to live by yourself, as you are solely responsible for the rental payments plus the connection fees for utilities and then ongoing bills. Generally tenants are responsible for connection and usage of water, electricity and gas. Tenants are also responsible for connection and payment of the telephone.

Rental prices vary according to the location and condition of the property. It can be useful to familiarise yourself with the average price of properties in the various suburbs around the College. Rental costs usually increases when the property is closer to the city center.

## Living Costs

The information in this section outlines the estimated cost of living for an international student living in Australia. When calculating the costs of living in Australia students should budget for accommodation, food, health care, transport, books, clothing and entertainment. The following table is only a guide to the living costs in Australia and these expenses will vary depending on the student's lifestyle.

### Weekly Cost (other than rent)

Items	Amount
-------	--------

#### Accommodation

Hostels and Guesthouses - \$176 per week

Shared Rental - \$180 to \$400 per week

Homestay - \$260 to \$395 per week

Rental - \$240 to \$500 per week

#### Other living expenses

Groceries and eating out - \$140 to \$280 per week

Gas, electricity - \$10 to \$20 per week

Phone and Internet - \$15 to \$30 per week

Public transport - \$30 to \$60 per week

Car (after purchase) - \$150 to \$260 per week

Entertainment - \$80 to \$150 per week

#### Annual Living Cost

Minimum cost of living

You - \$24,505 | Partner or spouse - \$8,362 | Child - \$3,752

#### Establishment Costs

Bond: 4.333 x weekly rent (usually 1 month's rent)

*The cost may vary depend upon standard of living and time.*

*For more information visit [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)*



## Public Transport in Victoria

Melbourne's public transport system includes a network of trams, buses and trains. Use the journey planner to work out the best route for your regular journeys to study or work. Most transport services end around midnight, although special night buses service many areas.

In regional Victoria, train services are provided by V/Line. Visit the V/Line website to see timetables and book tickets.

A myki card lets you travel on any mode of public transport around Melbourne and on regional trains and some buses. You can buy a myki from train station, 7-Eleven stores and where you can see myki sign.

### Please Note:

- The above estimates are in Australian dollars (AUD\$) and these estimates are subject to change.
- The cost may also vary depending upon standard of living and time.
- Don't forget these costs do not include expenses relating to mobile phones, car or computer expenses.
- Tuition Fees are not included in these living costs estimates.
- It is recommended that students allow a minimum of A\$21,041.00 per year to cover their living costs. It is also recommended to allow an extra AU\$2000.00 for costs that you may incur while settling in – such as food, transport, and any personal items you may require.

## Medical Services

Students are required to get an appointment with General Practitioners (GP) for medical conditions and prescription medicines. If you require medication, pharmacies or chemists are the place to go. In Australia, pharmacists are not able to give certain medications unless prescriptions are available from the doctor. Therefore, it is important to see the doctor to obtain certain medications.

Student administration officers can provide you with a reference to the nearest GP from the college. Student support officers will be able to provide students with assistance in finding an appropriate medical professionals.

## Opening a Bank Account

Upon arrival foreign currency or Travellers' cheque can be changed to Australian dollars at any money exchange or banks. Students are advised to open a bank account as soon as they arrive. You will be required to provide visa details and evidence of residency. All major banks have branches in cities and regional centres.





# Important Information



## Working in Australia

Australian Immigration law allows students to work for a limited number of hours while on a student visa in Australia. Students can currently work 40 hours fortnightly during the college study time and full-time during holidays. However, work is not always easy to find and under no circumstances can students rely on income earned in Australia to pay their tuition fees. Students are not permitted to work if it interferes with their studies.

## Payment of fees

Students are not required to pay more than the initial tuition fee amount as stated on their offer letter (or more 50% of the tuition fee) before the start of the course. However, students have a choice to pay more than 50% of the fees or the full course fees up front if they wish to. Any amount of fees paid before the start of the course will be reflected on the student's Confirmation of Enrolment (COE).

## Fee refund if the student visa is refused

If the student visa application or visa renewal is refused by the Australian Government, a full refund of course fees less the administration fees will be made. In order to receive the refund students will have to provide authenticated evidence of the student visa refusal to the College. For details read Fees and refunds policy available at [cac.edu.au](http://cac.edu.au).

## Fee refund if the College defaults on delivery of qualification

In the unlikely event that the college is unable to deliver your course in full, you will be offered a refund of any unused portion of the tuition fee paid to date. The refund will be paid to you within 14 days on which the course ceases to be provided. Alternatively, you may be offered enrolment in an alternative course by the College 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 choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If the College is unable to provide a refund or place you in an alternative course the Tuition Protection Services (TPS) provided by the government will place you in a suitable alternative course at no extra cost to you. Finally, if TPS cannot place you in a suitable alternative course, you will be eligible for a refund as calculated by the TPS Fund Manager. See policies and procedures.

## Change of Provider

The National Code 2018, restricts the students to change providers prior to completing six months of their principal course. Central Australian College will not allow students to transfer to another provider within six months of the commencement of their

principal course of study, in circumstances where the transfer would be detrimental to their training plan.

Students wishing to apply for a letter of release will need to complete the Application for Letter of Release Form, available at the reception. There is no cost for applying for a letter of release; however students will need to contact DoHA to seek advice on whether a new visa is required.

All applications will be assessed on the basis of the Colleges' Transfer

of Student Policy, Conditions of Enrolment, the training plan and

declaration submitted by the student in their application.

Students

must include documented evidences supporting circumstances or reasons for seeking a release letter with the form.

## Student under age 18

All students studying at CAC, must be at least 18 years of age at the time of arrival in Australia or else provide evidence that they will turn 18 when they arrive. Prospective students applying for a course, who are under 18 years of age at the time of application, must have their application signed by their parents or legal guardian in order for their application to be considered.

## School aged dependants

If you are to be accompanied by any school aged dependant's you are required to ensure that they are enrolled in a school.

There are options of enrolling in a government or private schools. In both the cases you will be required to pay any fees.

For further information visit: <http://www.study.vic.gov.au/deecd/schools-in-victoria/apply/en/school-fees.cfm>

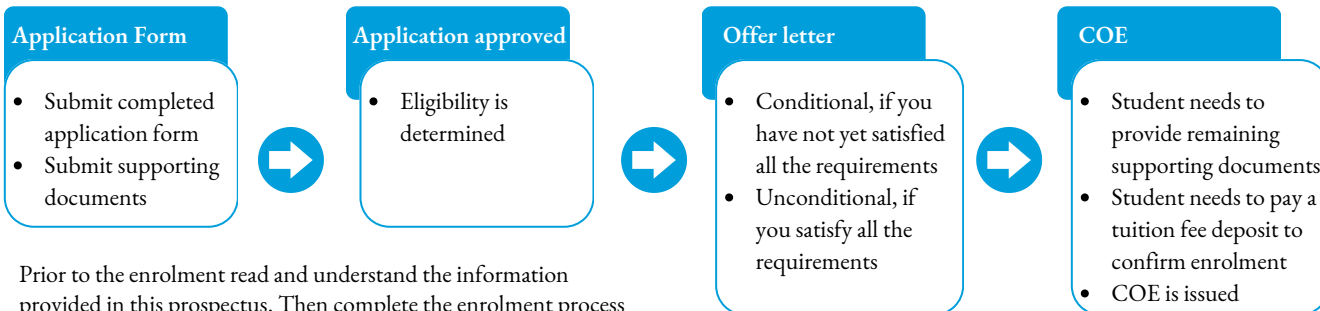
## Access and equity policy

The college Code of Practice includes an access and equity policy.

This document is available on request. It is the responsibility of all CAC staff to ensure the requirements of the access and equity policy are met at all times. You can read the access and equity policy at our website [www.cac.vic.edu.au](http://www.cac.vic.edu.au)

# Studying at CAC

## Enrolment Process



Prior to the enrolment read and understand the information provided in this prospectus. Then complete the enrolment process by following the steps outlined below:

- Select the course of study you wish to undertake and to enroll for the course please fill out the International Student Application Form from our website at: <http://cac.vic.edu.au/international-students/how-to-apply-3/>
- Complete the application form and sign to declare that you have understood all the information provided.
- Scan and email the Application Form to the College with an application fee of AU\$250.00 and registered copies of supporting documents to [admin@cac.edu.au](mailto:admin@cac.edu.au). Please note that application will not be processed without the fee. Alternatively you submit the application form along with the certified copies of supporting documents to CAC administration at 8 Cross Street, West Footscray, VIC 3012.
- The certified (attested) copies of the following documents need to be submitted:
  - i. Copy of passport
  - ii. Copy of visa
  - iii. Copy of IELTS test score/Copy of PTE test score
  - iv. Copy of year 12 certificate (translated and certified)
  - v. Copy of other academic transcript (translated and certified)In addition to the above mentioned documents overseas applicants are required to provide the following documents:

### Statement of Purpose (SOP)

Required financial documents including income evidences such as Salary certificate, Tax clearance certificate and Financial evidences such as Bank statement, bank balance certificate and so forth.

- If no evidence of language test has been provided at the time of application, students are required to sit for LLN Test.
- CAC representative confirms the suitability of the student to enrol against general eligibility criteria and prerequisites where applicable.
- In case if the student eligibility cannot be confirmed against the general eligibility criteria and prerequisites, student will be advised to furnish additional documents or consult with their representative agents.
- All the students must sit for the LLN test prior to the commencement of the course (those learners who participated in LLN test at the time of application will be exempted from doing the test again). The aim is to determine students learning needs and additional support required for the completion of the training program. Additional support will be provided to learners if they do not meet ACSF level entry requirement for the course.

- Approval of application will follow by an offer letter, which includes information on students' programme of study, tuition fees, deposits, start date, any academic/non-academic conditions they may need to satisfy and written agreement.
- Student needs to read the offer letter and conditions carefully before accepting the offer. For overseas applicants, authorised delegate conducts the financial assessment of the learner, reviews the SOP and conducts a reference check as well as a Telephone interview with the candidate. (Please refer to the Offshore student recruitment procedure)
- Student, within the written agreement, is required to give his/her contact details while they are in Australia and study which CAC, including: the student's current residential address, mobile number, and email address, as well as their emergency contact.
- Students will be required to submit the signed written agreement and fees deposits for the issuance of COE. A digital signature is an acceptable substitute for a wet signature on the Enrolment Form or any student agreement. In order to measure the authority of the digital signature, the documents containing the
- signature must be sent from an email with student name or the digital signature is verified by the agency.
- Formalisation of student enrolment follows the signing of written agreements between CAC and students as outlined in Standard 3 of ESOS Act 2000.
- A copy of the issued COE will be forwarded to you and your representative agent.

*Please Note: The information collected on the Enrolment Application is used for administrative and statistical purposes and will remain confidential.*







### LLN Test For ELICOS program

LLN Test for ELICOS Program is a big point, same like Course Delivery and Enrolment Process. In case of the application in ELICOS program for overseas student, students must sit for LLN test prior to enrolment into the course. In this case, the LLN Test will act as placement test in order to determine your level to commence the course.

COE will be issued to the student once the level is determined. Alternatively, students need to submit approved English language test results such as IELTS or PTE. For further information, refer to the document English language requirements at CAC.

### Course Delivery

A number of approaches to course delivery are used by the College staff. Course delivery approaches may include: teacher led classroom delivery, workshops, practicals, seminars, tutorials and supervised study. During the class time, students will be expected to participate by answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations. Delivery is classroom based with a training in the workshop and simulated workplace environment. Delivery is a minimum of 20 hours per week over 3 days.

### Course Assessment

A number of approaches to course assessment are used. Assessment approaches may include: observations of performance in class, practical demonstrations, workshops, case studies, projects, assignments, presentations, role plays, written tests and exams and work-based assessment. Students will be notified in Advanced of the time and form of any assessment. Students will be given an opportunity for at least one reassessment for any competencies not achieved on the first attempt.

### Qualification to be issued

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirement for part of a qualification will be awarded a Statement of Attainment Completion of courses does not guarantee an employment outcome. Formal requirements other than educational qualifications (e.g.licensing, professional registration etc.) may apply to some occupations and locations.

### Use of Personal Information

Your personal information collected during the enrolment is will be used for the purpose of student statistical data collection. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, the Tuition Protection Services (TPS). In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law.

It is a requirement under the Standards for RTOs 2015, that students can access personal information held by the College and may request corrections to information that is incorrect or out of date. You are required to apply in writing to the Administration Manager if you wish to view your own records.

### Pathways

Graduates of the Central Australian College may seek credits to the relevant degree programs in Australian Universities. CAC has arrangements with higher education providers however, does not guarantee entry into University programs.

### Course Credit

Australian Qualifications and Statements of Attainments that have been issued by any other Registered Training Organisation (RTO) will be recognised by the CAC and you will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment with National codes and titles that match the current course that you are enrolled in.

Where a student has gained skills and knowledge from sources such as life experience, work experience, and other related learning experiences, they may be able to demonstrate their competence in required skills and knowledge by completing a Recognition of Prior Learning (RPL) application. This requires the students to provide detailed explanation of how the learning was gained and provide evidence of how such skills and knowledge meets the requirements of the Unit of Competency, for which the recognition is being applied for. Please contact the college for further information and application forms. A copy of the policy is available at <https://cac.edu.au/policies-and-procedures/>

### USI – Unique Student Identifier

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to the Institute during the enrolment process. If students do not provide USI, CAC will not be able to issue a Certificate, Statement of Attainment or Transcript for the training. For details on USI, visit [www.usi.gov.au](http://www.usi.gov.au). Student Administration staff can assist you to obtain your USI on request.

# Student Support Services



Being an international student is exciting, but it can also be challenging. The college has a designated Student Support Officer who can be approached to gain advice on academic and personal issues. The Student Support Officer offers professional and confidential advice in areas where they can help. All the service provided by student support for student welfare is free of cost. They can also provide links to external sources of support where the college is not qualified.

CAC provides support services to international students, from the initial contact they make with the institution, which is described below:

## a. Pre- Enrolment Support

In the pre-enrolment process student support is provided by giving students pre-enrolment information regarding the courses we offer, enrolment procedures, career counselling living and working in Australia, student visa obligations, arrival advises and information.

Pre Training Review is conducted to identify the students learning and employment pathways, to find out about their work experiences. Language, Literacy and Numeracy (LLN Test) is administered to identify the additional academic support that students may require to pursue their course of interest.

## b. Enrolment Support

During the enrolment process students are required to attend the orientation session when they fill out the enrolment form, learn about the academic process and procedure, important advises about living in Melbourne, studying at CAC.

## c. Ongoing support

In the duration of your course, CAC ensures that you receive fair treatment and are provided with the best opportunity to complete your studies in a supporting environment. If you do experience personal problem or study difficulties, it is important to speak to a staff member who will do their best to resolve them. For your information the types of common ongoing support that CAC provides are:

1. **Academic support:** Students are able to gain advice and support in academics from their trainers and assessors or the training co coordinators who are nominated with the responsibility of academic support. All students' progress is monitored and guidance is provided where non satisfactory results are identified.

### 2. Non - academic support:

- Personal/Social issues: Stress, financial difficulties, health, family, relationship issues and social issues can affect your ability to settle into study. Our Student Support Officers provide counselling and confidential support service and external referral where necessary. Students requiring special or intensive assistance must contact student administration who will refer them to Student Support Officers or to external support services if required. Students have access to the Support officer from Mon - Sun between 8:30 am - 5:00 pm.
- Medical Issues or support: Student Administration will always have an up-to-date list of medical professionals within access from the college location and any student with medical concerns should inform the student support officer who will assist them in finding a doctor.
- Social Programs: The student support officer will occasionally organise social events that allow all students enrolled with the college to mingle and socialise. These events may range from cultural and sightseeing events, to dinners, excursions and sporting events.

## d. Occupational Health and Safety.

The college complies with all relevant Occupational Health and Safety legislation. All college staff actively take steps to identify hazards that could cause harm to participants in the learning environment. Where possible, staff will take action to remove or control these hazards, and will report the hazard to the appropriate on site personnel.

Where applicable, students must take responsibility for their own health and safety and that of their fellow students. This means students must follow all safety rules, procedures and the instructions of college staff. For more information please refer to critical incident policy and procedure.

## e. Upon completion

Students who complete all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Those completing assessment requirements for part of a qualification will receive a Statement of Attainment for completed competencies. Completion of courses does not guarantee an employment outcome. Formal requirements other than educational qualifications (e.g. licensing, professional registration etc.) may apply to some occupations.

Once you successfully complete your course in Central Australian College, you will be provided with a guidance about your further education and employment pathways.

Student support Services recommends that students make contact as soon as there is a need. Usually more time means more options will be available. A copy of the policy is available at <https://cac.edu.au/policies-and-procedures/>



# Student Obligations

## Overseas Student Health Cover

All international students are required by the Department of Home Affairs (DoHA) to maintain Overseas Health Cover (OSHC) for the duration of their student visa.

The OSHC premium cover must be paid before a student visa is issued – usually at the same time as the tuition fees. The cost of OSHC will be indicated on your letter of offer. OSHC is also charged on a pro-rata basis for shorter courses. If you already have a valid OSHC at the time of enrolling in a course at CAC, you will need to provide proof of the same to the college. It is your responsibility to renew your OSHC and provide college with a copy.

OSHC contributes to the cost of medical expenses while in Australia. Overseas student health cover (OSHC) is a health insurance that provides cover on the costs for medical and hospital care which international students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport. In general, the OSHC entitles you to free hospital cover and 85% of standard doctor's fees.

Central Australian College preferred health provider is BUPA. If you have requested OSHC through CAC, we will organize this for you. BUPA website also provides valuable information in OSHC ([www.bupa.com.au](http://www.bupa.com.au)).

Our Student Support Officers can assist you with procedures for ordering your membership card online, or advice on lodging applications.

If you require emergency medical attention, public hospital emergency departments are available. You can find out more about purchasing OSHC at <http://www.health.gov.au>

## Full Time Study

Australian law requires International students to study a full time study load. A full-time study load is normally a minimum of 20 hours per week for at least 40 weeks each calendar year or continuous 12-month period.

## Attendance

International students are required to meet their attendance requirement. If your attendance drops below 80% over any study period the College is required to review your involvement, counsel you, implement an intervention strategy. If your attendance is unsatisfactory and you have unsatisfactory academic progress you will be reported to DoHA.

## Attendance Monitoring

### a. ELICOS

Central Australian College monitors students academic progress in terms of the numbers of units completed in each stage. For ELICOS courses students are required to maintain 80% attendance. If your attendance drops below 80% over any study period the college is required to review your involvement, provide opportunity for consultation and implement an intervention strategy.

Where a student has been assessed as not achieving satisfactory attendance, CAC will notify the student of its intention to report the student. The written notice will inform the student that he or she is able to access CAC's Complaints and Appeals process and that the student has 20 working days in which to do so.

### b. VET Courses

International students are required to meet their attendance requirement. If your attendance drops below 80% over any study period the College is required to review your involvement, provide consultation and implement an intervention strategy.

Your attendance will be closely monitored and if you are at risk of not meeting your course requirements due to poor attendance a notification letter will be sent to you.

You need to remember that maintaining satisfactory attendance in your course and course progress for each study period is a part of your student visa condition 8202. For more information on attendance you can request a copy of the Monitoring course progress policy and procedure from the Student Administration.

### c. Duty of Care

It is your obligation to inform your Trainer/Assessor, Student Administration and the Training Manager of your reasons for absence. In case of absence, students are required to provide medical certificate. Your absence will be considered only under compelling and compassionate circumstances. If you are absent for more than 5 days without informing the college or if you are at the risk of not attending for at least 80% of the scheduled course contact hours Student Administration will contact you to find out the reasons for your absence.



## Change of Address

Upon arriving in Australia you are required to advise the Institute of your residential address and telephone number and of any subsequent changes to your residential address. This is extremely important. Under Section 20 of the Education Services for Overseas Students (ESOS) Act 2000 the Institute is obliged to serve a notice at your last known address if you breach a student visa condition relating to attendance or academic performance. The Institute may also send warning notices to you which are aimed at helping prevent breaches of your visa conditions. It is your responsibility and in your own interests to ensure that you always update your address details at the Institute to ensure you receives important information about your course, fees and possible breaches of your student visa.

You may also find additional information on student visa obligations in the DoHA website at <http://www.immi.gov.au>

## Academic Progress

If you do not have satisfactory academic progress you may be reported to DoHA which will lead to cancellation of your visa. Unsatisfactory academic progress is defined in the ESOS legislation as failing more than 50% of units in any two consecutive study periods. A study period is one term (10 weeks) of the academic year. The academic year consists of a total of four terms. A failure in more than 50% of units in one study period will trigger a review of academic progress by CAC and the implementation of an intervention strategy. Failing a unit means being assessed as “Not Yet Competent” for a completed unit.

In order to have the best chance of maintaining satisfactory progress you must:

- Attend all theory and practical classes and pay attention to the work and activities undertaken in class
- Study the theory and practice the skills that are taught in class
- Ensure that you are present for all assessment activities scheduled by the teachers
- Make an appointment with the Student Support Officer if you are having any difficulties with your studies. In addition to the above minimum requirement the college will implement counselling procedures and an intervention strategy when your trainer think you may be in danger of not meeting the requirements. Counselling and intervention may be triggered by any of the following events:
- Failure to achieve competence key units in a study period
- Failing two or more core units in any study period.

## Plagiarism

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment and will result in a written warning and repeating of the unit of competency, as well as incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from the Institute. All works submitted must be an accurate reflection of the student's level of competence. A copy of the policy is available at <https://cac.edu.au/policies-and-procedures/>





# Policies and Procedures



## Fees Payment Policy

- The Total Initial Tuition fee as stated in the offer letter must be paid in Advanced before the start of the course to confirm the place at the Central Australian College.
- Students are not required to pay more than the initial tuition fee amount as stated on their offer letter (or more 50% of the tuition fee) before the start of the course. However, students have a choice to pay more than 50% of the fees or the full course fees up front if they wish to. Any amount of fees paid before the start of the course will be reflected on the student's Confirmation of Enrolment (COE).
- Central Australian College will not require the student to pay any further remaining tuition fees earlier than until two (2) weeks before the start of the student's second study period.
- You must pay to the College, the course fee as detailed in the Student Agreement, unless a payment arrangement is made with the College. You will be required to pay the due term fee in full upon the term start date. Payments not made in accordance with the agreed Payment Plan or by the agreed due date will incur a late fee of \$50 per week. In addition Central Australian College reserves the right to take any action it deems necessary if you fail to pay your fees as agreed in the Student Agreement.
- Tuition fees are payable to Central Australian College by a bank draft or telegraphic transfer (or other approved payment options) in Australian dollars made payable to Central Australian College. All fees paid by credit card will incur an additional fees of 2.0%.
- Students who do not pay their fees by the due date and fail to do so in a timely manner will not be issued with a timetable or will not be able to access classes until fees are paid. The inability to attend classes may result in students having to repeat missed work and/units.
- Continued unpaid fees will result in the automatic cancellation of a student's enrolment at the end of any appeals process. International students are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not considered grounds for appeal.
- The Course Fees cover only tuition fees. All other charges such as text books, equipment and enrolment fees are additional cost. You will need to ensure that you have sufficient funds to cover the additional cost that will be charged.
- The tuition fee charged to the student will remain the same provided the student remains enrolled in the same course. If the student changes course a new tuition fee will apply.
- If the student's visa status changes (e.g. becomes a temporary or permanent resident), the student will
- continue to pay full overseas student fees for the duration of the enrolled course unless withdrawn earlier.
- The College does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.
- The College reserves the right to engage any third party to recover any outstanding fees payable to the College. The cost to the College of engaging a third party to recover such outstanding fees will be charged to the student.

## Other Fees

The table below lists of other fees charged by Central Australian College to students where applicable.

Fee Type	Amount
Application Fee (Enrolment Fee) ***	A\$250 - 350
Course Variation Fee/CoE Variation Fee	A\$150
Deferment Fee	A\$250
Course Withdrawal Fee/ Cancellation Fee	A\$500-2000
Internal Transfer Fee	A\$250
Late Payment Fees	A\$25 per week
OSHC Fee**	may vary
PPE (Personal protective equipment)*	A\$60-160
Replacement Certificate Fees	A\$50
Urgent Service Fee	A\$50
Urgent Certification Issuance Fee	A\$150

\* Only applicable to students enrolled in Automotive.

\*\* Overseas Students Health Cover (OSHC) charges vary according to health insurance providers

*Note: Fees may change during your course of study. Fees are as identified in the letter of offer and student agreement. Please contact student administration for updated fees and charges.*

\*\*\* Application Fee (Enrolment fee) -

The Application Fee or Enrolment Fee are non-refundable fees that are charged to the students for processing enrolments.

## 1. Student Agreement:

Written agreements between Central Australian College and students set out the services to be provided, fees payable and information in relation to refunds of tuition fees. Central Australian College provides an itemised list of tuition fees payable by the student and information in relation to refunds of tuition fees in the Letter of Offer. Student Agreement is provided along with the Letter of Offer which includes:

- 1.1. Outlines of the course or courses in which the student is to be enrolled, the expected course start date, the location(s) at which the course will be delivered, the offered modes of study for the course, including compulsory online and/or work-based training, placements, and/or other community-based learning and/or collaborative research training arrangements
- 1.2. Outlines any prerequisites necessary to enter the course or courses, including English language requirements
- 1.3. Lists any conditions imposed on the student's enrolment
- 1.4. Lists all tuition fees payable by the student for the course, the periods to which those tuition fees relate and payment options (including, if permitted under the ESOS Act, that the student may choose to pay more than 50 per cent of their tuition fees before their course commences)
- 1.5. Provides details of any non-tuition fees the student may incur, including as a result of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply
- 1.6. Sets out the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988
- 1.7. Outline the registered provider's internal and external complaints and appeals processes, in accordance with Standard 10 (Complaints and appeals)
- 1.8. States that the student is responsible for keeping a copy of the written agreement as supplied by the registered provider, and receipts of any payments of tuition fees or non-tuition fees only use links to provide supplementary material.
- 1.9. The written agreement the following information, which is to be consistent with the requirements of the ESOS Act, in relation to refunds of tuition fees and non-tuition fees in the case of student default and provider default:
  - (i) Amounts that may or may not be repaid to the overseas student (including any tuition and non-tuition fees collected by education agents on behalf of the registered provider)
  - (ii) Processes for claiming a refund
  - (iii) The specified person(s), other than the overseas student, who can receive a refund in respect of the overseas student identified in the written agreement, consistent with the ESOS Act
  - (iv) A plain English explanation of what happens in the event of a course not being delivered, including the role of the TPS
  - (v) A statement that "This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies".

## 2. Fees and charges include:

- 2.1. Fees and charges include the items listed in the Definition section of the Fees and Refunds Policy (overseas students).
- 2.2. All relevant fees are outlined in the International Student Prospectus, College website, Letter of Offer in Student Agreement section.
- 2.3. Prior to the student enrolment, fees may be altered without notice. Once a student has completed enrolment, fees will not be subjected to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course.
- 2.4. Students Accounts Team is responsible for reviewing and updating the Tuition and Non-Tuition Fees as required.
- 2.5. Any updates and changes in the Tuition and Non Tuition fee should be circulated to all stakeholders.
- 2.6. Compliance Team is responsible for reviewing and publishing the Tuition and Non Tuition fee as outlined in section 2.2.

## 3. Refunds include:

- 3.1. All refund requests are conditional of the following:
  - a. The College must have had received funds in order for any refunds to be made available (i.e. cheques are cleared, telegraphic transfers have been received);
  - b. Any debts to the College must be paid in full or the outstanding amounts will be deducted from the refund.
- 3.2. College default
  - a. In an unlikely event that the College is unable to start or continue to deliver the course after a period of commencement (known as College Default), the Student can choose to accept either:
    - i. a refund of the course fees, which will be issued to the Student within 14 days; or
    - ii. to be arranged to be placed in an alternative course with the College or another provider. If the Student chooses placement in an alternative course, the Student must sign a new written agreement to indicate the student has accepted the placement.
  - b. If the student chooses to receive a refund of the course fees after commencing the course, the College will calculate the unspent portion of the tuition fees paid to date (i.e. tuition fees the student has paid for but has not been delivered by the College). The refund will be paid within 14 days on which the course ceased to be provided.
  - c. If the College is unable to provide a refund or place student in an alternative course, the Tuition Protection Service (TPS) will provide the student with options for suitable alternative courses (if any such courses are available) or if this is not possible, the student will be eligible for a refund as calculated by the TPS Director.
  - d. The college must give notice to the ESOS agency and the TPS Director within 7 days after the end of the obligation period as per Part 5 Division 2 Section 46F sub-section 3 of the ESOS Act 2000, refer to the Governance Policy and Procedure.



### 3.3. Student defaults and withdrawal

- a. When student defaults or where written notice of withdrawal is received by the College before the agreed start date of the course, the College will refund the fees as per the table below less an administration fee.

Outline of Refunds	
Conditions	Refunds applicable
1. Application Fee (Enrolment Fee)	Non-refundable
2. Withdrawal due to visa rejection	
a. Visa rejection prior to course start date	The amount of a refund is the amount of the course fees, minus the lesser of the following amounts: (a) 5% of the amount of course fees received by the provider in respect of the student before the default day; (b) \$500.
b. Visa rejection after course start date	Unused portion of the students tuition fee minus: • Application fee • Other non-tuition fee Tuition fee up to the visa rejection date (calculated on weekly basis)
3. Withdrawal due to student defaults other than visa rejection	Pre-paid tuition fees received from the student Less Course withdrawal fee*
*Course withdrawal Fee	
Withdrawal fee for Graduate Level course -\$2000	
Withdrawal fee other VET courses-\$500	

*Note: For the amount of fees charged please contact the Accounts Department.*

- b. If the refund application is approved, refunds will be made available within 28 days (20 working days) of written notification being received by the College.
- c. In case of Student withdrawal refund will be calculated on percentage of total outstanding term fees, less the administration fee.

### 3.4. Special circumstances

Where a student withdraws from the course and returns home because of exceptional and extenuating circumstances of a compassionate nature, such as a death or severe illness in the immediate family, 100% of all the unspent fees paid less any administration fees will be refunded.

### 3.5. The Australian Government refuses visa

- a. For offshore applicants

If the student visa application or visa renewal is refused by the Australian Government, a full refund of course fees less the administration fees will be made. In order to receive the refund student will be required to provide authenticated evidence of the student visa refusal to the College.

- b. For onshore applicants' refunds will be processed using the method as prescribed by Education Services for Overseas Students (Calculation of Refund) Specification 2014 outlined below:

- Method for working out amount of refund in event student fails to start a course due to visa refusal:

- c. the student was refused a student visa; and
- d. the refusal was a reason for the student's failure to start the course on, or withdrawal from the course on or before, the agreed starting day;

For the condition above the amount of a refund is the amount of the course fees, minus the lesser of the following amounts:

- (a) 5% of the amount of course fees received by the provider in respect of the student before the default day;
- (b) \$500.

Note: The course fees for a course is the sum of:

- (a) the tuition fees received by CAC in respect of the student; and
  - (b) the non-tuition fees (if any) received by CAC in respect of the student.
- Method for working out amount of refund in event of other student default

### 4. Tuition Protection Services includes:

- 4.1. Protection of tuition fees paid in Advanced by student visa holders is undertaken in accordance with ESOS requirements and the Tuition Protection Service Framework.
- 4.2. Central Australian College receives no more than 50% of the total tuition fee for the course before the student commences the course that is more than 24 weeks (or 100% of the total tuition fee for short courses that fall within one study period of 25 weeks or less) and then, after the student commences the course, Central Australian College will not require the student to pay any further tuition fee until 2 weeks before the start of the second study period. However, Students or the person responsible for paying the tuition fees, can choose to pay more than 50% of the tuition fee before they start their course.
- 4.3. If a student pays more than 50% of the total tuition fee for the course that is more than 24 weeks before the student commences the course, there is no requirement for the CAC to return the excess amount, unless it is an overpayment of the total tuition fees.
- 4.4. In the unlikely event that the College is unable to deliver the student's course in full, the student will be offered a refund of full pre-paid tuition fee the student has paid to date less a \$250 Administration fee. The refund will be paid to the student within 14 days of the day on which the course ceases to be provided.

- 4.5. Alternatively, the student may be offered enrolment in an alternative course by the College at no extra cost to the student. The student has the right to choose whether the student would prefer a full refund of pre-paid tuition fees, or to accept a place in another course. If the student chooses placement in another course, we will ask the student to sign a document to indicate that the student accepts the placement. If the College is unable to provide a refund or place the student in an alternative course, the Tuition Protection Service will assist the student in finding an alternative course or to get a refund of the student's unspent tuition fees if a suitable alternative is not found.
- 4.6. The College implements requirements for Provider Default – Part 5, Division 2 Subdivision A of the ESOS Act.
- 4.7. The College implements requirements for Student Default - Part 5, Division 2, Subdivision B of the ESOS Act

## Procedure

Central Australian College ensures that the above detailed policy statement is executed by the following procedures:

### 1. Fees Payment procedure

- a. Before getting their Confirmation of Enrolment, a student must pay relevant fees stated in their Letter of Offer and Student Agreement to the College that will be put in the designated pre-paid fees account. Students are not required to pay more than the initial tuition fee amount as stated on their offer letter (or more 50% of the tuition fee) before the start of the course. However, students have a choice to pay more than 50% of the fees or the full course fees up front if they wish to. Any amount of fees paid before the start of the course will be reflected on the student's Confirmation of Enrolment (COE).
- b. Fees paid and refunds given in are recorded in the accounting system so that each student or client's financial status is known.
  - Details of student accounts are maintained in each student's electronic file.
  - Overseas student visa holder fees are protected by the Tuition Protection Service.
- c. Payments not made in accordance with the agreed Payment Plan or by the agreed due date will incur a late fee of \$50 per week. If the student opts for monthly payment plan they will be required to make the payment via direct debit on first of every month.
- d. Tuition fees are payable to Central Australian College by a bank draft or telegraphic transfer (or other approved payment options) in Australian dollars made payable to Central Australian College. All fees paid by credit card will incur an additional fee of 2.0%.
- e. Students who do not pay their fees by the due date and fail to do so in a timely manner will not be issued with a timetable or will not be able to access classes until fees are paid. The inability to attend classes may result in students having to repeat missed work and/units.
- f. Continued unpaid fees will result in the automatic cancellation of a student's enrolment at the end of any appeals process. International students are required to demonstrate to the Australian government sufficient funds to cover their studies in Australia. As such financial hardships is not considered grounds for appeal.
- g. The course fee covers only tuition fees. All other charges such as text books, equipment and enrolment fees are additional cost. You will need to ensure that you have sufficient funds to cover the additional cost that will be charged.
- h. The tuition fee charged to the student will remain the same provided the student remains enrolled in the same course. If the student changes course a new tuition fee will apply.
- i. If the students visa status changes (e.g. becomes a temporary or permanent resident) the student will continue to pay full overseas student fees for the duration of the enrolled course unless withdrawn earlier.
- j. The college does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.
- k. The college reserves the right to engage third party to recover any outstanding fees payable to the college. The cost to the college of engaging a third party to recover such outstanding fees will be charged to the student.





## 2. Refund procedure

- a. The Student must complete Refund Application Form to apply for a refund and attach all evidences and supporting documentations. Such document may include, but not limited to:
  - a completed course withdrawal forms provided by the College and
  - a letter from DoHA advising of a rejection of the student visa application or a refusal to extend a student visa; or
  - proof of extenuating circumstances of a compassionate nature; or
  - an unconditional offer letter from another institution along with a DoHA approved letter to transfer
- b. For a College default on the agreement, refunds will be made within 14 days of the default date.
- c. All other refunds will be made within 28 days (20 working days) of written notification from the student being received by the College.
- d. The CEO or the delegate must approve student refunds.
- e. Refunds will be paid to the student or to the person nominated by the student on the refund application in Australian dollars.
- f. Details of refunds provided will be maintained in individual student files.

## 3. Payment of Refunds

- a. Payment of refunds to the applicant will be made in Australian dollars by a bank draft or telegraphic or electronic transfer (or other approved payment options).
- b. Bank fees or postage charge apply.

## 4. Student's Rights to Appeal

- a. Any student who is refused a refund by the College may appeal within 14 days in writing to the Student Administration Officer.
- b. The College's appeal process does not circumscribe the student's right to pursue other legal remedies.
- c. This agreement, and the availability of complaints and appeal processes, does not remove the right of the student to take action under Australia's consumer protection laws.

A copy of refund policy is also available at <https://cac.edu.au/policies-and-procedures/>

## Deferment, Suspension & Cancellation of Enrolment Policy & Procedure

### Purpose:

To ensure that Central Australian College enables students to withdraw, defer, temporarily suspend or cancel their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

### Scope

This policy applies to students enrolled in Central Australian College and addresses the requirements related to deferral, suspension and cancellation of enrolment. This policy would be directly managed and implemented by the Student Administration. The RTO Manager is responsible to overlook and ensure the smooth functioning of the procedures outlined under the policy.

### Relevant standards, acts and legislations

The deferment, suspension and cancellation policy and procedures adheres to the Standards or Registered Training Organisations (SRTO's) 2015 Standard 6 Clause 6.1 and 6.2; ESOS Framework (ESOS Act 2000) National Code 2018 Standard 9.

## Definitions

Term	Definition
CEO	Chief Executive Officer
CoE	Certificate of Enrolment
Cancellation	CoE is cancelled. Student must re-apply if he or she wishes to continue study.
Deferment	A request by the student prior to the commencement of the study period to temporarily postpone study (Student initiated).
DoHA	Department of Home Affairs
DET	Australian Government Department of Education and Training
Department	Victoria State Government Department of Education and Training
Leave of absence	A request by the student to temporarily postpone study after the commencement of the study period (Student initiated).
ESOS Framework	Education Services for Overseas Students Act 2000 is a national code that applies to delivering of education and training courses to overseas students.
Offer letter	Offer letter is a formal letter of offer, which includes information on students' programme of study, tuition fees, deposits, start date and any academic/non-academic conditions and the student agreement.
Suspension	When the enrolment of a student in his or her course of study is suspended for a period of time, after which the student may recommence study.
PRISMS	Provider Registration and International Student Management System
Standards for Registered Training Organisations (SRTO) 2015 (also referred as Standards)	A legislative instrument describing the minimum standards to be met by RTOs through the VET Quality Framework. The VET Quality Framework is aimed at achieving greater national consistency in the way providers are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced. <a href="http://www.asqa.gov.au/about-asqa/national-vet-regulation/vet-quality-framework.html">http://www.asqa.gov.au/about-asqa/national-vet-regulation/vet-quality-framework.html</a>



## Policy

This policy affirms the commitment of CAC in providing provisions for deferment, cancellation, and suspension of enrolment for students and to ensure that it meets the reporting requirements:

- CAC allows changes to a student's enrolment to take place by way of assessing, approving and recording a deferment of the commencement of study or suspension of study for the student, including keeping documentary evidence in the student's file of the assessment of the application.
- CAC can only defer or suspend the enrolment of a student if it believes there are compassionate or compelling circumstances.
- CAC may suspend or cancel a student's enrolment including, but not limited to, on the basis of:
  - a. misbehavior by the student
  - b. the student's failure to pay an amount he or she was required to pay to the college to undertake or continue the course as stated in the written agreement
  - c. a breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).
- CAC may cancel a student's enrolment where a serious breach of visa or enrolment conditions has occurred.
- CAC shall ensure to inform the student if the suspension or cancellation is initiated, before imposing a suspension or cancellation CAC must;
  - a. inform the student of that intention and the reasons for doing so, in writing
  - b. advise the student of their right to appeal through CAC's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- CAC must inform the overseas student of the need to seek advice from Immigration on the potential impact on his or her student visa.
- CAC must report the change to the overseas student enrolment to the department via PRISMS.
- The suspension or cancellation of the overseas student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

In order to achieve the above mentioned policy statements, the RTO Manager/ Student Administration Manager shall arrange for:

1. Student initiated deferment, suspension or cancellation of enrolment
2. Provider Initiated Deferment, Suspension or Cancellation of Enrolment
3. Recording and reporting deferments, suspension or cancellation of enrolments

## Procedure

Students are able to initiate deferment, suspension or cancellation of their studies during their stay in Australia only in certain limited circumstances as described below:

### 1. Student Initiated Deferment, Suspension or Cancellation of Enrolment

#### 1.1.a. Student Deferment

- A student wishing to defer an enrolment must do so prior to the commencement of the course.
- Students must complete an 'Application to Defer, Suspend or Cancel Enrolment' form and submit it to the Student Administrations Department.

Please note:

- This application to defer must include in detail the reasonable ground (compassionate and compelling circumstances see Appendix I) for which the deferment should be considered.
- Student is required to provide supporting evidences to support the request for deferment.
- All deferment applications are considered on a case-by-case basis at the discretion of the training manager, on the basis of the information provided in the deferment application form.
- Student will be notified of the outcome of the deferment application by email. Student administration is required to tell the student to seek advice from the Department of Home Affairs on the potential impact on their visa if enrolment has been deferred.
- Department of Home Affairs shall be notified via PRISMS of the decision to defer the enrolment as a result of the student's request within 28 days of the approval.
- If the student request for deferment is not approved, student will need to either commence on the original start date, or reapply at a later stage when they are ready to commence study.
- If you defer the commencement of your study, and you have already been issued a Confirmation of Enrolment (CoE), your CoE will be cancelled. CAC needs to ensure that student has a valid CoE in PRISMS with a start date that reflects the students intended date of return to
- studies. Student will be required to submit the new acceptance agreement before the COE is re-issued.
- If CAC does not know when the overseas student will return, it can choose not to create a new CoE at that point, but to wait until the student notifies the CAC of the intended date of return before creating the CoE.
- If CAC is deferring or suspending the overseas student enrolment without affecting the end date of the CoE, there will be no change to the CoE on PRISMS. However, the DET needs to be notified.
- Deferment can be done up-to 12 months.
- If the student does not return to study after the approved deferment period, their enrolment will become inactive and the CoE should be cancelled by the Student Administration. Student should be informed about the impact of this on their student visa.



### 1.1.b. Ground in which deferral is not possible:

- Deferral may not be possible for courses that are being taught out, and will no longer take new students. Student administration to negotiate alternative study options with the student should this occur.

### 1.2. Student Suspension

- CAC is only able to temporarily suspend the enrolment of the student on the grounds of compassionate or compelling circumstances (See Appendix 1).
- Students will be required to complete an 'Application to Defer, Suspend or Cancel Enrolment' form and submit to the Student Administrations Department.
- Students will also be required to provide evidence of the compassionate or compelling circumstances in their application. (i.e. a medical certificate or police report, etc.)
- Where a suspension of enrolment is granted, CAC will suspend an enrolment for an agreed period of time - to a maximum of 12 months. If the suspension is required for longer than 12 months, the student shall have to re-apply once the initial suspension period has expired.
- d. Student administration is required to inform the DET via PRISMS if the student enrolment has been suspended within 28 days of suspension.
- e. Please refer all questions about whether students may remain in Australia during a period of suspension of enrolment to Department of Home Affairs.
- f. Students are to be informed in writing of the outcome of their application for suspension and informed that it may affect their student visa. A photocopy of the letter is to be kept on the student file.
- g. All application documentation for the suspension will be kept on the students profile and DoHA shall be notified via PRISMS of the decision to suspend the enrolment as a result of the student's request.

### 1.3. Student Cancellation

- Students wishing to cancel their enrolment must complete an 'Application to Cancel Enrolment' and submit to the Student Administrations Department.
- b. All application documentation for the cancellation will be kept on the students file and DoHA shall be notified via PRISMS of the decision to cancel the enrolment as a result of the student's request.

*Please note: Students wishing to transfer their enrolment prior to completing 6 months of study in their principle course must provide a letter of offer from an alternative provider. This is required under Standard 7 of the National Code and further information can be gained from the 'Oversea Student Transfers Policy and Procedure'.*

## 2. Provider Initiated Deferral, Suspension or Cancellation of Enrolment

### 2.1. Provider Deferral

CAC may defer an enrolment where the course is not being offered at the proposed date, site, or any other reason CAC deems necessary to cancel the course. In such cases a refund shall be processed as required or alternative courses offered.

### 2.2. Provider Suspension

CAC has the ability to suspend a student's enrolment on the grounds of misbehaviour. This misbehaviour may include but is not limited to acts of discrimination, sexual harassment, vilification or bullying, as well as acts of cheating or plagiarism. Such acts of misbehaviour will be classified into one of two categories:

#### a. Academic Misconduct

The following gives an indication to the types of behaviour that constitute 'Academic Misconduct' within CAC:

Assessment breaches such as:

- Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study
- Students must not use another person's concepts, results or conclusions and pass them off as their own
- In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- Students must not ask another person to produce an assessable item for them.

A student may be excluded from a final assessment in a unit for any of the following reasons:

- unauthorised absence from class
- failure to meet unit requirements, for example non-submission of assignments or failure to attend class or mid-semester tests
- academic misconduct

#### b. General Misconduct

Students may also have their enrolment suspended due to misbehaviour which can also be grounds for cancellation of studies.

General misconduct is where a student: acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals an RTO's property or the property of others; alters/defaces CAC documents or records; prejudices the good name of CAC, or otherwise acts in an improper manner.

The following examples indicate the kinds of behavior which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

- contravenes any rules or acts;
- prejudices the good name or reputation of CAC;
- prejudices the good order and governance of CAC or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of CAC;

- fails to comply with conditions agreed in the contract;
  - wilfully disobeys or disregards any lawful order or direction from CAC personnel;
  - refuses to identify him or herself when lawfully asked to do so by an officer of CAC;
  - fails to comply with any penalty imposed for breach of discipline;
  - misbehaves in a class, meeting or other activity under the control or supervision of CAC, or on CAC premises or other premises to which the student has access as a student of CAC;
  - obstructs any member of staff in the performance of their duties;
  - acts dishonestly in relation to admission to CAC;
  - knowingly makes any false or misleading representation about things that concern the student as a student of CAC or breaches any of CAC rules;
  - alters any documents or records;
  - harasses or intimidates another student, a member of staff, a visitor to CAC, or any other person while the student is engaged in study or other activity as a CAC student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
  - breaches any confidence of CAC;
  - misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from CAC premises while acting as an CAC student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
  - steals, destroys or damages a facility or property of CAC or for which CAC is responsible; or is guilty of any improper conduct.
- c. Where a student has been identified of Academic or General Misconduct the DOS/Training Manager shall be informed and will make a decision on the penalty and the severity of the penalty. The Training Manager may take into account the type of misconduct that has occurred and the level of misconduct that occurred when deciding penalties.
- d. Where a student has been identified with Academic or General Misconduct CAC shall ensure the following:
- Students must be treated fairly, with dignity and with due regard to their privacy
  - Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry by the Training Manager to have so behaved.
  - Past misconduct is not evidence that a student has behaved in the same manner again.
  - Each case is dealt with on its own merits and according to its own circumstances with the provision that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.
- e. Students are able to access the 'Complaints & Appeals Policy and Procedure' to reference if they feel that the decision is unfair or they have other grounds to appeal the decision.
- f. The penalties the Training Manager can impose are:
- Academic Misconduct could include a warning, deemed unsatisfactory in an assessment, deemed NYC in the unit, or suspension of enrolment
  - A charge for any costs that the general misconduct may have caused
  - Temporary exclusion from CAC in the form of suspending enrolment for a period of time.
- g. Where a student's enrolment is suspended a letter will be sent to the student indicating them of the suspension and the length of suspension. Students are also required to be informed how to access to 'Complaints & Appeals Policy and Procedure' and that they have 20 working days to submit any appeal against the decision.
- h. If a student's enrolment is suspended for a period of 28 days or longer, is that the student must return home (unless special circumstances exist). Please refer all questions about whether students may remain in Australia during a period of suspension of enrolment to DoHA.
- Where the misconduct is severe, the Training Manager may decide to cancel the enrolment (see below).
- ### 2.3. Provider Cancellation
- In some cases, where the student's misconduct is severe, CAC has the right to cancel the enrolment.
- a. Where the Training Manager has decided the misconduct is severe enough for cancellation the following must occur:
- The student must be informed in person (where possible), and in writing of the decision of CAC to cancel the student's enrolment
  - They must be informed of the fact they have the right to appeal the decision by accessing the relevant procedures and completing this appeal within 20 working days of the notification
  - Students must also be informed that CAC is obliged to inform DoHA via PRISMS after the 20 working day period and that they will be at risk of having their Visa cancelled
- b. Where the Training Manager has decided the misconduct is severe enough for cancellation the following must occur:
- c. A "Recommendation to Cancel a CoE" form must be completed by the Student administration and approved by either the CEO or RTO Manager.
- d. Student Administration will cancel COE via PRISMS only after the CEO or the RTO Manager has given an approval for cancellation.

### 3. Recording and reporting deferments, suspension or cancellation of enrolments

- All applications of deferment/suspension and outcomes are to be kept on the students file
- All reports of misconduct, decisions and actions taken in relation to misconduct, and other related documentation must be kept on file.
- Any decisions to initiate deferral, suspension or cancellation of an enrolment must be reported to the appropriate government agency(s) via PRISMS and student records are updated in the RTO manager (student management system).
- Students are to be kept informed of any decisions or outcomes that relate to a deferment, suspension, or cancellation of enrolments.
- All students are to be given the opportunity to access the 'Complaints & Appeals Policy and Procedure' before reporting any provider initiated suspensions or cancellations of enrolments via PRISMS occurs. The students have 20 working days to lodge an appeal.
- Where a student decides to access this procedure within 20 working days of notification CAC must wait until the process has finished before going ahead with the reporting of the student's enrolment changes via PRISMS.

### Policy Reference:

- ESOS Standard 9 The National Code 2018, Education Services Of Students ACT 2000
- SRTO 2015: Standard 6 Clause 6.1 and 6.2

### Relevant Policies and Procedures

- Complaints and Appeals Policy and Procedure
- Access and Equity Policy and Procedure

### Forms and documents

- Application for deferment, suspension and cancellation form
- Complaints and Appeals Forms
- Letter template Decision of deferment, suspension & cancellation of enrolment

### Appendix 1 -

#### Compassionate and compelling circumstances

'Compassionate or compelling' circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies;
- a traumatic experience, which could include:
  - involvement in, or witnessing of a serious accident;
  - or
  - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
- where the registered provider was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

*Please Note: The above are only some of examples of what may be considered compassionate or compelling circumstances. The Training Managers will use their professional judgment to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, CAC will consider documentary evidence provided to support the claim, and should keep copies of these documents in the student's file.*



# Student Code of Conduct



## Student Conduct

Students are required to follow all rules of the college and the instructions from staff representing the college. Students are required to act in a non discriminatory manner at all times and respect the rights of other students, staff and visitors.

Students are also required to adhere to academic rules and regulations as directed by the college or its representatives. Where a student is found to have acted in a way that the college deems to be misconduct, the college may implement disciplinary action in the form of suspension or cancellation of a student's enrolment.

The purpose of the Student Code of Conduct is to ensure that there is a peaceful and conducive study and work environment at the college for all students and staff. This Student Code of Conduct applies to all students of the college, across all courses.

## Student Rights:

All students have the right to:

- Be treated fairly and with respect by Institute staff and other students
- Learn in an environment free of discrimination and harassment
- Learn in a supportive and stimulating environment in which to pursue their goals
- Have access to counselling if desired or required
- Privacy concerning records that contain personal information, subject to statutory requirements
- Be given information about assessment procedures at the beginning of the subject/competency/module and progressive results as they occur
- Lodge a complaint without fear of retaliation or victimisation

## Student Responsibilities:

All students have a responsibility to:

- Treat other students and college staff with respect and fairness.
- Follow any reasonable direction from a member of the college.
- Refrain from swearing, drinking and eating in classrooms and other learning areas
- Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing the college's or other student's property.
- Behave responsibly by not being under the influence of drugs and alcohol.
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes.
- Attend all scheduled classes
- Do all assessment tasks and examinations honestly, and not engage in plagiarism, collusion or cheating.
- Follow normal safety practices, including wearing approved clothing and protective equipment and following both written and verbal directions given by the college staff.

- Not to behave in a way that would offend, embarrass or threaten others
- Not engaged in behaviour of bullying and harassment.
- Comply with all lawful regulations, rules or procedures of the College that pertain to them.

## Breach of Conduct

A Student breach of conduct occurs when a student behaves in a manner (but not limited to) described below:

- Assaults, attempts to assault or threatens a person on the College premises.
- Acts contrary to Equal Opportunity practices of the College which is committed to the prevention and elimination of discrimination on the grounds of:
  - » Age
  - » Impairment
  - » Industrial activity
  - » Lawful sexual activity
  - » Marital status
  - » Physical features
  - » Political belief or activity
  - » Pregnancy
  - » Race
  - » Religious belief or activity
  - » Sex
  - » Status as a parent or a carer

Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

- Disobeys or disregards any lawful direction given by an officer of the college
- Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by the college
- Deliberately obstructs any teaching activity, examination or meeting of the college
- Engages in any conduct or activity prejudicial to the management and good governance of the college
- Willfully damages or wrongly deals with any college property.
- Attends the college whilst under the influence of alcohol or affected by drugs
- Carries or uses such items as firearms, knives, syringes, etc as a weapon.
- Fails by or within the agreed required date or period, to pay any fee or charge payable to the college
- Fails to comply with OH&S regulations or willfully places another person in a position of risk or danger
- Constantly interrupts class time through the use or presence of mobile phones and pagers
- Uses abusive language

# Complaints & Appeals

## Policy

Complaints and Appeal Policy and Procedure outlines the provisions and process for complaints and appeals to be heard and actioned where necessary.

## Scope

Despite all efforts of CAC to provide satisfactory services to its students complaints may occasionally arise that require formal resolution. This policy provides clear instruction and guidance for students, staff, trainers and assessors and third party providing services on behalf of CAC, regarding the opportunity to have any issues relating to a substantiated complaint or appeal resolved and resolutions reached that attempt to satisfy all parties involved.

## Relevant standards, acts and legislation

The Complaints and Appeal Policy and Procedures are within the scope of compliance requirement adhering to the SRT0 2015 Standard 6 clauses 6.1 – 6.6; The National Code 2018 Standard 10; 2018-19 Standard VET Funding Contract Skills First Program Clause 12.

## Definitions

Term	Definition
Appeals	An appeal may include but is not limited to: <ul style="list-style-type: none"> <li>Assessment process and decision</li> <li>Academic progress decisions</li> </ul>
ASQA	ASQA Australian Skills Quality Authority
CEO	CEO Chief Executive Officer
	A complaint may include but is not limited to: <ul style="list-style-type: none"> <li>Course advice and enrolment</li> <li>Suspension and/or cancellation of enrolment</li> <li>Program delivery</li> <li>Marketing and promotional activity</li> <li>Personal safety</li> </ul>
Complaints	<ul style="list-style-type: none"> <li>Customer service and administration</li> <li>Issue of results, certificates, statement of attainment</li> <li>Learning resources</li> <li>Fees and charges</li> <li>Equity and access, discrimination, harassment and bullying</li> </ul>
	Education Services for Overseas Students Act 2000
National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018
SRT0 2015	Standards for Registered Training Organisations 2015

## Policy

The purpose of this policy is to affirm CAC's commitment to provide fair and equitable environment for the learners and staff. It ensures:

- Ensure students are informed about the complaints and appeals policy and procedure
- To allow students to requests for a review of decisions, including assessment decisions made by CAC or a third party providing services on its behalf.
- It ensures that the principles of natural justice and procedural fairness are adopted at every stages of complaint and appeal process.
- It provides for review of the complaints by an appropriate party independent of CAC and the complainant and the appellant, at the request of the individual making the complaint or appeal, if the process fails to resolve the complaint or appeal.
- To identify potential causes of complaints and appeals and takes appropriate corrective action to eliminate or mitigate the likelihood of occurrence.
- To maintain records of all complaints and appeals procedures.
- Internal complaints and appeals process will be at no cost to the student.
- CAC must maintain the students' enrolment while the complaint and appeals process is ongoing.
- All issues must be addressed in a timely manner and treated in the strictest confidence.
- Complaints shall be handled as an opportunity for organisations continuous improvement

In order to achieve the above mentioned policy statements, the CEO /the RTO Manager shall arrange for:

1. Informed students
2. Informal complaint process
3. Formal complaint process
4. Appealing a decision
5. External appeals process
6. Continuous improvement

## Procedure

The following procedure outlines the steps that CAC would undertake in addressing complaints and appeals raised:

### 1. Informed students

- All prospective students are informed about the Complaints and Appeals Policy and Procedure in the pre-enrolment and enrolment process.
- Students are informed about the complaints and appeals procedure in detail during the orientation.
- Complaints and Appeals Policy and Procedure is made available in CAC website and student handbook.

## 2. Informal complaint process

- Any student who has a complaint is encouraged to firstly raise the matter directly with the CAC staff involved or with student support officer, trainer or training coordinator and attempt an informal resolution to the complaint.
- Where possible all non-formal attempts shall be made to resolve the issue. This may include advice, discussions, and general mediation in relation to the issue and the student's grievance.
- When a complaint or appeal cannot be resolved through informal discussion, the complainant is asked to complete a Complaints and Appeals Form. Once a student has placed a formal complaint / appeal the following procedures must be followed.

## 3. Formal complaint process

- A student wishing to submit a formal complaint or appeal can do so by completing the 'Complaints and Appeals Form' and state their case providing as much details as possible. This application form can be gained by contacting Student Administration at CAC.
- Any student, potential student, or third party may submit a formal complaint to CAC with the reasonable expectation that all complaints will be treated with integrity and privacy. There is no cost for the complaints process unless it is referred to a third party.
- Complainants are to include the following information in the Complaints and Appeals form:
  1. Submission date of complaint
  2. Name of complainant
  3. Nature of complaint (Detail description of the complaint)
  4. Date of the event which lead to the complaint
  5. Attachments (if applicable)
- All formal complaints or appeals are then submitted to the Student Administration Manager. It is their responsibility to register the complaint in the first instance.
- Once a formal complaint is received the Administration Manager is to complete the 'Office Use Only' section on the submitted 'Complaints and Appeals form.' This includes: - the documentation of the date the Administration Manager received the complaint/ appeal
  1. the date and the name of the manager that is notified of the complaint/appeal
  2. the date on which the 'Complaints and Appeals Register is updated'.
- The specific information regarding the complaint/ appeal is to be documented in the 'Complaints and Appeals Register' which is monitored by the Training Manager regularly. The information to be contained and updated within the register are as follows:
  1. Submission date of complaint
  2. Name of complainant
- Once a complaint has been filed and logged in the 'Complaints and Appeals Register' the Student Administration Manager shall send an acknowledgement of the complaint to the complainant and notify the Training Manager of the complaint and provide any further documentation related to the matter.
- Student Administration Manager and the Training Manager shall assess the nature of complaint and assign a priority based on the urgency of the issue.

- The Training Manager shall ensure the process of addressing the complaint /appeal commences Within 10 working days of the formal lodgement of the complaint/ appeal.
- Where it is determined that the subject matter falls within the definition, the Training Manager or nominee will:
  1. Gather such information as required to assist with the settlement of the complaint, including providing the respondent with the statement of the complaint and giving them the opportunity to respond
  2. Attempt to resolve the complaint by using the process outlined by the student for settlement (if appropriate) or through meeting, mediation and/or conciliation.
  3. The Training Manager may refer the matter to the appropriate staff to resolve, or make a decision on the complaint ensuring that all reasonable measures are taken to finalise the process as soon as practicable.
  4. The Training Manager is to keep the complainant informed of any decisions or outcomes concluded, or processes in place to deal with the complaint.
    - Where it is determined that the subject matter of the complaint falls outside the definition of a complaint, the Student Services Manager or nominee will advise the student accordingly.
    - Students will be provided with details of external authorities they may approach, if required.
- A student may be assisted or accompanied by a support person regardless of the nature of the grievance or complaint throughout the process.
- Once a decision has been reached the Training Manager shall be required to inform all parties involved of any decisions or outcomes that are concluded in writing.
  1. Copies of all documentation, outcomes and further action required will be placed into the 'complaints and appeals register' by the Student Administrations Manager.
  2. Within the notification of the outcome of the formal complaint the students shall also be notified that they have the right of appeal the decision.
  3. If a student is dissatisfied with the outcome of the formal complaint process, they may initiate an internal appeal process by completing the Complaints and Appeals form, this time ticking on the appeals box.
- A student may be assisted or accompanied by a support person regardless of the nature of the grievance or complaint throughout the process.
- Once a decision has been reached the Training Manager shall be required to inform all parties involved of any decisions or outcomes that are concluded in writing.
- Complaints are treated confidentially and the identity of the complainant is kept confidential. If the complaint is about the internal staff such as Trainer or Assessor, marketing or agents student identity will not be disclosed. All parties involved in the issue will be treated with respect and will not be victimised or discriminated against during the process.

## 4. Appealing a decision

All students have the right to appeal decisions made by CAC where reasonable grounds can be established. The areas in which a student may appeal a decision made by CAC may include:

- Assessments conducted
- Deferral, suspension, or cancellation decisions made in relation to the student's enrolment



- Or any other conclusion / decision that is made after a complaint has been dealt with by CAC in the first instance.
- To activate the appeals process the student is to complete a 'Complaints and Appeals Form' which is to include a summary of the grounds the appeal is based upon. The reason the student feels the decision is unfair is to be clearly explained. Help and support with this process can be gained from Student Administration Department.
- The Training Manager shall then determine the validity of the appeal and organise a meeting with all parties involved in the matter and attempt to seek resolution where appropriate.
- The process for all formally lodged appeals will begin within 10 working days of the appeal being lodged.
- The Training Manager shall ensure that CAC acts on any substantiated appeal.
- Where an appeal has been lodged it will be defined into one of the following categories and the appropriate procedures followed.

#### 4.1. General appeals

- Where a student has appealed a decision or outcome of a formal complaint they are required to notify CAC in writing within 20 working days of the grounds of their appeal. Any supporting documentation should also be attached to the appeal.
- The appeal shall be lodged through student administrations and the Student Administration Manager shall ensure the details of the appeal are added to the 'Complaints and Appeals Register'.
- The Training Manager shall be notified and shall seek details regarding the initial documentation of the complaint and shall make a decision based on the grounds of the appeal.
- The student shall be notified in writing of the outcome with reasons for the decisions, and the 'Complaints and Appeals Register' updated. The student shall also be provided the option of activating the external appeals process if they are not satisfied with the outcome. The student is required to notify CAC if they wish to proceed with the external appeals process.

#### 4.2. Assessment appeals

- Where a student wishes to appeal an assessment they are required to notify their assessor in the first instance. Where appropriate the assessor may decide to re-assess the students work to ensure a fair and equitable decision is gained. The assessor shall complete a written report regarding the re-assessment outlining the reasons why re-assessment was or was not granted.
- If this is still not to the student's satisfaction the student shall formally lodge an appeal by submitting a written letter outlining their reasons for the appeal. They shall lodge this with Student Administrations Department and the appeal shall be entered into the 'Complaints and Appeals Register'.
- The Training Manager shall be notified and shall seek details from the assessor involved and any other relevant parties. A decision shall be made regarding the appeal either indicating the assessment decision stands or details of a possible re-assessment by a 'third party'. The third party shall be another assessor appointed by CAC.
- The student shall be notified in writing of the outcome with reasons for the decision, and the 'complaints and appeals register' updated. The student shall also be provided the

option of activating the external appeals process if they are not satisfied with the outcome. The student is required to notify CAC if they wish to proceed with the external appeals process.

#### 4.3. Appealing deferrals, suspension or cancellation of enrolment decisions

- Where a student wishes to appeal a decision relating to deferment, suspension, or cancellation of their enrolment they are required to lodge, in writing, a letter outlining the details of their appeal. The student should have extenuating circumstances as to why the decision should be reviewed and any supporting documentation supporting their appeal.
- The appeal shall be lodged this with Student Administrations Department and the appeal shall be entered into the 'Complaints and Appeals Register'.
- The Training Manager shall be notified and shall seek details regarding the initial documentation of the decision and shall make a decision based on the grounds of the appeal.
- The student shall be notified in writing of the outcome with reasons for the decision, and the 'Complaints and Appeals Register' updated. The student shall also be provided the option of activating the external appeals process if they are not satisfied with the outcome. The student is required to notify CAC if they wish to proceed with the external appeals process.
- The Training Manager shall ensure that CAC will act immediately on any substantiated appeal. If the internal or any external complaint handling or appeal process results in a decision that supports the student, the registered provider must immediately implement any decision and/or corrective and preventive action that is required, and advise the student of the outcome.

#### 5. External Appeals

If a student is still dissatisfied with the decision of CAC, a student may wish to refer the matter to an external independent / third party mediator.

- If an overseas student is not satisfied with the internal appeals process, they will be advised to request mediation through Overseas Student Ombudsman (OSO). Students will have 10 working days to lodge an appeal to the Ombudsman.
- A fee may be involved as per the Overseas Student Ombudsman guidelines
- To lodge an external appeal or complaint with the Ombudsman for international students, you need to lodge a complaint at the following address
- If an appeal is against the CAC's decision to report an international student for a breach of visa conditions, CAC must maintain the student's enrolment (i.e. not report the student to DoHA) until the external appeals process is complete and has supported the provider's decision to report.
- International students may only appeal once to an external mediator before CAC reports the student to DoHA. This does not stop the student from appealing more than once, but CAC reserves the right to report the student after the outcome of the first external appeal when the appeal decision has gone against the student.
- If an appeal is against the CAC's decision to defer, suspend or cancel a student's enrolment due to misbehaviour, the Institute only needs to await the outcome of the internal appeals process (supporting the Institute) before implementing its decision to change the student's enrolment status.

- These complaints and appeal procedures do not restrict a student's right to pursue other external remedies within the Australian legal system.
- Domestic students are advised to contact Ombudsman office at Victoria:

#### Overseas students Ombudsman ([www.oso.gov.au](http://www.oso.gov.au))

Web: [www.oso.gov.au](http://www.oso.gov.au)

Email: [overseas.students@ombudsman.gov.au](mailto:overseas.students@ombudsman.gov.au)

Call 1300 362 072 (Local call charge)

Enquiries 9 am–5 pm Monday to Friday

Fax 02 6276 0123

Postal GPO Box 442, Canberra ACT 2601

calls from mobile phones are charged at mobile phone rates

If you want to make a complaint in your language you can.

Call the Translating and Interpreting Service (TIS) on 131 450.

Ombudsman will pay for the interpreter.

#### Ombudsman Victoria

Web: [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)

Email: [ombudvic@ombudsman.gov.au](mailto:ombudvic@ombudsman.gov.au)

Call: 039613 6222

Hours: 9 am–5 pm Monday to Friday

Fax 03 9614 0246

#### Dispute Resolution Centre of Victoria

Dispute Assessment Officer

Web: <http://www.disputes.vic.gov.au/>

Call: (03) 9603 8370

Address: Level 4, 456 Lonsdale Street, Melbourne 3000

National Training Complaints Hotline – 13 38 73

- Alternatively, if the student (complainant) is not satisfied with the outcome of the formal complaint they can escalate the complaint to ASQA
- Where a decision or outcome is in favour of the student CAC shall follow the required action and recommendation from Ombudsman to satisfy the student's complaints soon as practicable.
- The decision of this independent mediator is final and any further action the student wishes to take is outside CAC's policies and procedures. The student shall be referred to the appropriate government agencies and this information can be gained from the CEO.

## 6. Continuous improvement

CAC shall view each complaint as a scope for continuous improvement as an organisation. Effective complaints handling will improve the quality of services enabling poor performance to be identified and resolved quickly, and highlighting further scope for improvement. Upon resolving the complaint CAC Management team will review and monitor the process/ performance of individuals related to the issue to identify whether any problem exists in other areas.

## Policy Reference

- ESOS ACT 2000 National Code 2018 Standard 10
- SRTO 2015 Standard 6 clauses 6.1 – 6.6
- 2018-19 VET Funding Contract Skills First Program Clause 12
- Department of Education and Training's Victorian Training Guarantee Contract Compliance Complaints Management Guide.

## Relevant Policies

- Enrolment Policy and Procedure
- Relevant Forms and Documents
- Complaints and Appeals Form
- Complaints and Appeals Register

## Privacy

In accordance with our Privacy policy, we are committed to protecting the privacy and personal information of all of our students. Except as required under the VET Quality Framework (VQF) Standards for Registered Training Organisations, Government Contracts or by law, information about a participant will not be disclosed to a third party without the consent of the participant.

Access by participants to their personal records is available upon request. A copy of the Privacy Policy Statement is also available upon request.

## ESOS Framework

- The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.
- National Vocational Education and Training regulator act 2011.

For full description of ESOS-Framework, please refer to our website [www.cac.vic.edu.au](http://www.cac.vic.edu.au) (under International Students).

## Relevant legislations

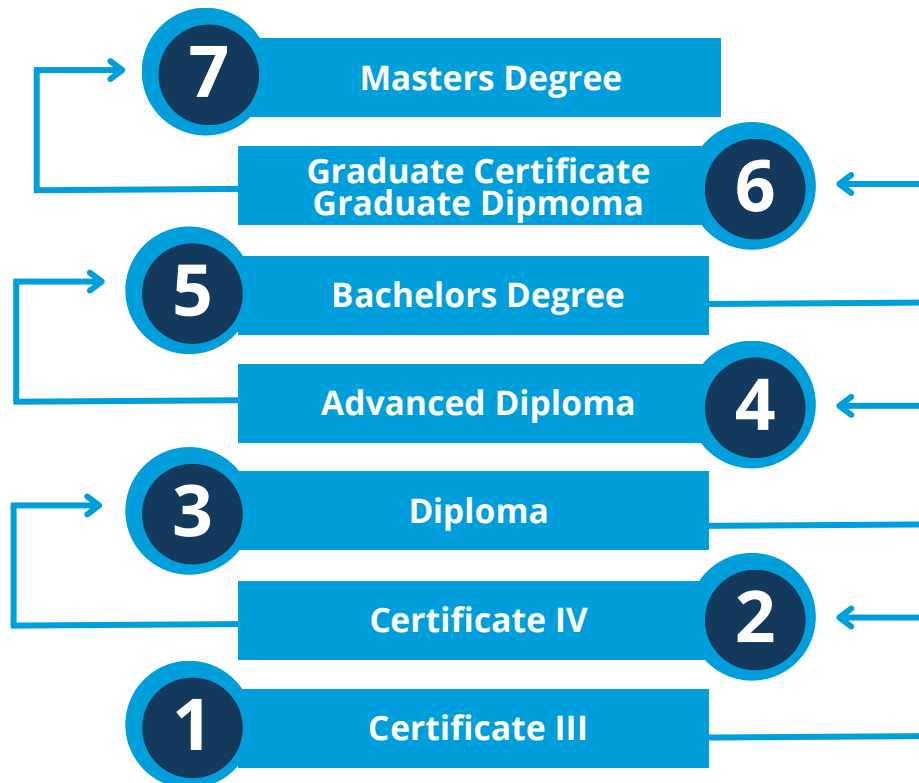
A range of legislation is applicable to all staff and students of the Central Australian College. Information on relevant legislation can be found in the following websites:

- The Victorian Equal Opportunity & Human Rights Commission [www.humanrightscommission.vic.gov.au/index.php/the-workplace](http://www.humanrightscommission.vic.gov.au/index.php/the-workplace)
- VET Quality Framework [www.asqa.gov.au](http://www.asqa.gov.au)
- Education Services for Overseas Students Act 2000 <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOSLegislative-Framework/ESOS-Regulations/Pages/default.aspx#Education>
- Department of Home Affairs <https://www.homeaffairs.gov.au/>  
There may be additional, course-specific, legislation that is relevant. Information about these legislations will be provided during the course. You can also refer to [www.cac.edu.au](http://www.cac.edu.au) for all current policies regarding international students.

# Higher Education Pathways

The qualifications obtained at CAC can provide Advanced standing or credit transfer to higher education courses upon successful completion, if the student wishes to study further. For example, you may also get credit transfer to Bachelor's Degree which may reduce the duration of your course.

For more information you may contact Student Support Officers.





# Important Contacts



## Things to know before your arrival:

### • Health Insurance

To find out more about Overseas Students Health Cover (OSHC) please visit:

[www.health.gov.au](http://www.health.gov.au)  
[www.study.vic.gov.au](http://www.study.vic.gov.au)  
[www.border.gov.au](http://www.border.gov.au)  
[www.bupa.com.au](http://www.bupa.com.au)  
[www.nib.com.au](http://www.nib.com.au)  
[www.medibank.com.au](http://www.medibank.com.au)  
[www.oshcallianzassistance.com.au](http://www.oshcallianzassistance.com.au)

### • Living in Australia

[www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)  
[www.melbourne.vic.go.au](http://www.melbourne.vic.go.au)  
[www.studymelbourne.vic.gov.au](http://www.studymelbourne.vic.gov.au)  
[www.studytasmania.tas.gov.au](http://www.studytasmania.tas.gov.au)

### • Accommodation

[www.yha.com.au](http://www.yha.com.au)  
[www.hostelworld.com.au](http://www.hostelworld.com.au)  
[www.needitnow.com.au](http://www.needitnow.com.au)  
[www.quickbeds.com](http://www.quickbeds.com)  
<https://www.consumer.vic.gov.au/housing-andaccommodation/renting/retright-app>  
[www.realestate.com.au](http://www.realestate.com.au)

### • Transportation

From airport A regular bus operates between Melbourne Airport (Tullamarine) and Southern Cross Station in Melbourne's city centre. For more information visit: [www.skybus.com.au](http://www.skybus.com.au)

### For Taxi services visit:

[melbournearport.com.au](http://melbournearport.com.au)  
[www.taxi.vic.gov.au](http://www.taxi.vic.gov.au)  
Public transport in Victoria uses myki card, it lets you travel on any mode of public transport around Melbourne and on regional trains and some buses. For more information:  
<http://ptv.vic.gov.au/>

### Airport to Hobart

Taxi: The approximate cost of a taxi from the airport is \$40 to central Hobart and \$45 to Sandy Bay. Phone: 132 227 or 131 008 or [www.taxicombined.com.au](http://www.taxicombined.com.au)

Airport shuttle bus service: This operates from the airport to the CBD and surrounding regions. The current price from the airport to Hobart is around \$19.

### • Opening Bank Accounts

To find out more about opening a bank account in Australia, you can visit:

[www.commbank.com.au](http://www.commbank.com.au)  
[www.westpac.com.au](http://www.westpac.com.au)  
[www.nab.com.au](http://www.nab.com.au)  
[www.anz.com.au](http://www.anz.com.au)

## Things to know after your arrival in Australia

### • Emergencies and accident

Dial "000", if outside mobile phone range dial "112"

### • Interpreter Service

Dial "000", if outside mobile phone range dial "112" or call 131 450

### • Nurse-on-call

If you are not sure whether you need emergency treatment, call 1300 606 024 or visit [www.health.vic.gov.au](http://www.health.vic.gov.au)

### • Dental emergency

Call (03) 9341 1000 or visit [www.dhsv.org.au](http://www.dhsv.org.au)

### • Mental health emergencies

Call 131 114 or visit [www.lifeline.org.au](http://www.lifeline.org.au)

### • Hospitals

Visit <http://www.healthcollect.vic.gov.au/>

### • Tax File Number (TFN)

If you are in Australia and hold a valid overseas student visa, you may apply for Tax File Number. Tax File Number is the personal reference number in the tax and super systems. Only one TFN will ever be issued to you. For more information, you can visit <https://www.ato.gov.au/Individuals/Tax-file-number/>

### • Residency for tax purposes

If you are a student, you may be a resident for taxation purposes, but not for immigration purposes. To find out more contact your education agent, or The Australian Tax Office (ATO)  
Phone: 13 28 65 (in Australia) or +61 2 6216 1111 (if outside Australia).

### • Legal Advice

#### Study Melbourne Student Centre

International students in need of legal support can contact the Study Melbourne Student Centre, where our support staff can help to assess the nature your legal queries and refer you to an appropriate legal organisation.

#### Contact information

Phone: 1800 056 449 (free call from landline phones)  
E-mail: [info@studymelbourne.vic.gov.au](mailto:info@studymelbourne.vic.gov.au)  
Drop-in to the office: 599 Little Bourke Street, Melbourne, Victoria, 3000

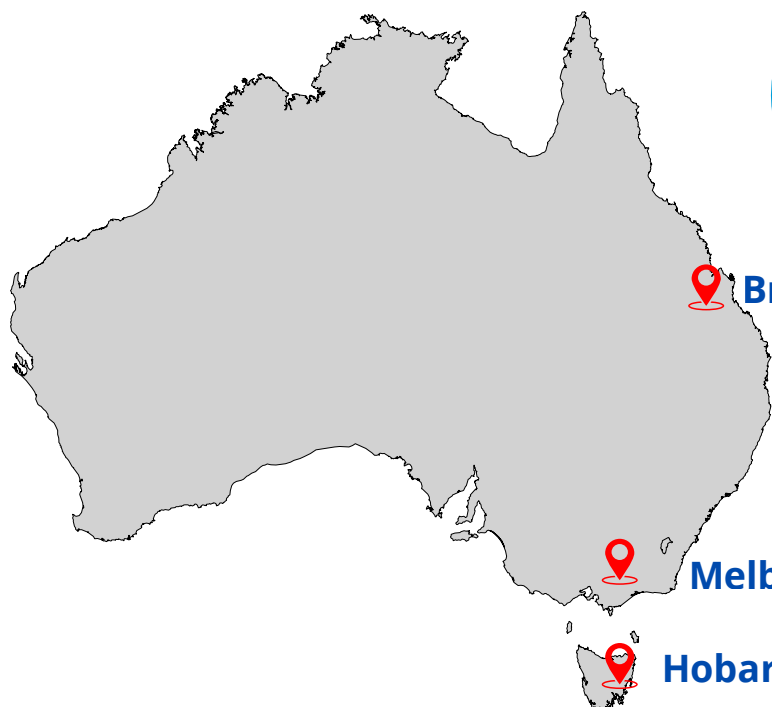
### Victorian Legal Aid

Victoria Legal Aid provides free legal advice. Please call 1300 792 387, Monday to Friday 8.45am to 5.15 pm.  
Support in languages other than English is also available

### Community Legal Centre

[www.consumeraction.org.au](http://www.consumeraction.org.au)  
[www.tuv.org.au](http://www.tuv.org.au)  
[www.womenslegal.org.au](http://www.womenslegal.org.au)  
[www.rilc.org.au](http://www.rilc.org.au)  
[www.jobwatch.org.au](http://www.jobwatch.org.au)

# Where can you study!



**Brisbane**



**Melbourne**



**Hobart**



## YOUR HOME AWAY FROM HOME!

Here at Central Australian College (CAC), we want you to feel welcome and relaxed from day one. All campuses are equipped with state-of-the-art facilities including light-filled classrooms with multimedia functionality, a generous student kitchen, comfortable student furnishings and study zones.

### FOOTSCRAY CAMPUS (Main Campus)

📍 8 Cross street, Footscray West, VIC 3012  
☎ 1300 258 369  
✉ [admin@cac.edu.au](mailto:admin@cac.edu.au)

### MELBOURNE CBD CAMPUS

📍 Level 1, 276 Flinders Street, Melbourne 3000  
☎ 1300 258 369  
✉ [admin@cac.edu.au](mailto:admin@cac.edu.au)

### HOBART CBD CAMPUS

📍 Level 3&4, 45 Murray Street, Hobart, TAS 7000  
☎ (+61) 03 9448 7007  
✉ [admin@cac.edu.au](mailto:admin@cac.edu.au)

### BRISBANE CBD CAMPUS

📍 Level 1, 345 Ann Street, Brisbane, QLD 4000  
☎ 1300 258 369  
✉ [admin@cac.edu.au](mailto:admin@cac.edu.au)

# Accommodation Options

Do you require information about accommodation options?

- ☐ Yes
- ☐ No

Please select your preferred accommodation type(s) (you can select more than one):

## **Scape Student Accommodation**

- Visit the Scape website to explore available room types and complete your application online.

## **Homestay**

- Visit our partner Homestay network to learn more about host family options and submit your application.



# International Student Application Form

Please complete all section in **BLOCK** letters.

Agent Stamp/Details



Items marked with \*\* are compulsory. If these fields are not responded, the forms will be returned.

Course Location: ☐ Melbourne City (M) ☐ West Footscray (F) ☐ Hobart (H) ☐ Brisbane (B)

A Your Personal Details	
First Name:	Family Name:
Date of Birth (dd/mm/yyyy):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth:	Place of Birth:

B Your Contact Details		
Address in your home country**	Number & Street Name:	
	Suburb/City:	
	State/Province	Postcode:
	Country:	
Address in Australia (if known)	Number & Street Name:	
	Suburb:	
	State:	Post Code:
Contact Details	Phone: ( )	Mobile:
	Email:	

C Your Passport Details		
Your Citizenship:	Passport Number:	Expiry:
Are you currently in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, state your visa type:	<input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Spouse <input type="checkbox"/> Others	Visa Subclass:

D Overseas Student Health Cover		
It is an Australian Government's requirement that all international students on a student visa must be covered by Overseas Student Health Cover (OSHC). Payment of OSHC needs to occur when you accept your offer. If family and children accompany you, you require the compulsory family policy for OSHC. CAC can arrange visa-length cover with our preferred OSHC provider, upon request.		
Do you currently have OSHC? <input type="checkbox"/> Yes (Please, provide details below)		
OSHC Provider Name:	Membership Number:	Expiry Date:
<input type="checkbox"/> Yes (I want CAC to organize)	<input type="checkbox"/> No (I will organize myself)	

E Your English Language Proficiency**	
<input type="checkbox"/>	English is my first language
<input type="checkbox"/>	I have completed a recognized English test in last 2 years. (e.g. IELTS) Name of the Test: Score: Date of the Test:
<input type="checkbox"/>	I am planning to enroll into English language course. Provide course name:
<input type="checkbox"/>	Medium of instruction in English (Please attach evidence)

## F Your Educational Background

Please provide details of your past education including the highest qualification completed. Please provide evidences.

Year Completed	Name of Qualification	Name of the Institution	Country	Duration

## G Select Your Course

Please select courses you would like to apply to study at Central Australian College (CAC).

☐ English Language Course

Tick	CRICOS Code	Course Code	Course Name	Duration (weeks)			Indicative Tuition & Non Tuition Fees		Campus Location	Intake Month /Year
				Total	Class	Break	Tuition	Application		
<input type="checkbox"/>	115048F	Non AQF Award	General English (Elementary to Advanced)	62	50	12	\$15,000	\$350	M/F/H/B	

Tick	CRICOS Code	Course Code	Course Name	Duration (weeks)				Indicative Tuition & Non Tuition Fees		Campus Location	Intake Month /Year
				Total	Class	Break	Placement	Tuition	Application		
<input type="checkbox"/>	103629F	AUR30620	Certificate III in Light Vehicle Mechanical Technology	52	44	8	0	\$15,650	\$350	F/H/B	
<input type="checkbox"/>	091671G	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	26	24	2	0	\$6,400	\$350	F/H/B	
<input type="checkbox"/>	091692B	AUR50116	Diploma of Automotive Management	52	44	8	0	\$9,650	\$350	F/H/B	
<input type="checkbox"/>	092624F	AUR50216	Diploma of Automotive Technology	26	24	2	0	\$7,150	\$350	F/H/B	
<input type="checkbox"/>	113515M	BSB40120	Certificate IV in Business	26	23	3	0	\$4,150	\$350	F/M/H	
<input type="checkbox"/>	104233G	BSB50420	Diploma of Leadership and Management	52	44	8	0	\$11,650	\$350	M/F/H	
<input type="checkbox"/>	105356K	BSB60420	Advanced Diploma of Leadership and Management	52	44	8	0	\$11,650	\$350	M/F/H	
<input type="checkbox"/>	093528J	BSB80320	Graduate Diploma of Strategic Leadership	52	44	8	0	\$14,650	\$350	M/F/H	
<input type="checkbox"/>	105357J	BSB80120	Graduate Diploma of Management (Learning)	52	44	8	0	\$15,150	\$350	M/F/H/B	
<input type="checkbox"/>	106227M	CHC33021	Certificate III in Individual Support	52	38	8	120	\$12,000	\$350	M/H	
<input type="checkbox"/>	115538K	CHC52021	Diploma of Community Services	52	39	8	200	\$15,000	\$350	M/H	
<input type="checkbox"/>	118176G	RHI50520	Diploma of Civil Construction Design	52	44	8	0	\$15,000	\$350	M/F/H/B	
<input type="checkbox"/>	106225B	RHI60520	Advanced Diploma of Civil Construction Design	104	88	16	0	\$30,000	\$350	M/F/H/B	
<input type="checkbox"/>	110941F	SIT30821	Certificate III in Commercial Cookery	52	44	8	192	\$15,000	\$350	M/H/B	
<input type="checkbox"/>	110942E	SIT40521	Certificate IV in Kitchen Management	71	60	11	192	\$20,000	\$350	M/H/B	
<input type="checkbox"/>	110943D	SIT50422	Diploma of Hospitality Management	67	56	11	192	\$22,000	\$350	M/H/B	
<input type="checkbox"/>	117497J	CPC31320	Certificate III in Wall and Floor Tiling	52	44	8	0	\$20,000	\$350	F	
<input type="checkbox"/>	117496K	CPC30620	Certificate III in Painting and Decorating	52	44	8	0	\$20,000	\$350	F	
<input type="checkbox"/>	117498H	CPC40120	Certificate IV in Building and Construction	52	44	8	0	\$20,000	\$350	F	
<input type="checkbox"/>	117499G	SIT60322	Advanced Diploma of Hospitality Management	91	77	14	192	\$25,000	\$350		

\*Conditions apply

Fees may change during your course of study. CAC reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice. This will constitute a provider default and all tuition fees will be handled in accordance with Central Australian College's Refund Policy. Interest will not be credited to Student Fees or disbursements and therefore no interest will be recovered by students in the event of cancellation. Students must maintain valid Overseas Student Health Care insurance throughout their enrolments.

## **H** Fee Payment Options\*\*

Do you wish to pay half or more of your course fees before your course start date? Please tick one of the desired options.

- ☐ Half      ☐ More, if more please specify the amount \_\_\_\_\_

\*Please note: for monthly fee payment, options and payment plans please contact student administration

## **I** Credit Transfer / RPL

Are you applying for Credit Transfer for the units successfully completed at another provider? ☐ Yes ☐ No

If yes, please submit the supporting documents such as official transcript or statement of attainment other evidences to the student administration.

Are you applying for Recognition of Prior Learning (RPL)? ☐ Yes ☐ No

Please contact Student Administration for further information.

## **J** You must answer the following questions\*\*

a. What are your reasons for selecting this course?

b. Do you hope to work in the area of study after you graduate?

☐ Yes. (If yes, please specify how this course will assist you to achieve your career goal?)

☐ No. (If no, please specify your intention for doing this course.)

c. Do you have any work experience related to this course? ☐ Yes ☐ No

If yes, please specify

d. Are you aware of learning outcomes of this course? ☐ Yes ☐ No

## **K** Please identify your preferred learning style.\*\* You may tick more than one.

- ☐ Participating in classes face to face with teacher and other students.
- ☐ Group work with other students, discussion with other students
- ☐ Online completion of some units/subjects
- ☐ Continuous and regular communication with my teacher
- ☐ Self-directed tasks and activities
- ☐ Hands on tasks, role plays and activities
- ☐ Self-paced flexible learning books
- ☐ On the job, workplace training and assessment



a. Do you have regular access to computer devices and the internet? ☐ Yes ☐ No

If no, please specify how/where you intend accessing the internet?

b. Do you use MS Office applications, e.g. Microsoft Word, Excel etc.? ☐ Yes ☐ No

If yes, how would you rate your skills:

☐ Beginner (i.e. creating new documents, saving files, can use cut, copy and paste functions etc.)

☐ Intermediate (i.e. can generate graphs and use scaling options and most of functions)

☐ Expert (i.e. can use all functions in MS-Office)

c. Do you have any difficulties using search engines such as google and using internet in general? ☐ Yes ☐ No

If yes, please specify:

#### d. Digital Capability Self-Assessment

Please rate how confident you feel in each of the following statements using the scale below:

1 = Not confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Confident | 5 = Very confident

Digital capability statements	Rating
1. I can use simple search strategies (e.g., keywords, filters) to find information online.	
2. I can critically evaluate whether online information is credible and reliable.	
3. I can choose the most appropriate digital tool (e.g., email, chat, video call) to communicate in different situations.	
4. I manage my digital identity and reputation across different online platforms.	
5. I can create and edit digital content (e.g., documents, graphics, presentations) using the right tools.	
6. I understand and apply copyright and licensing rules (e.g., Creative Commons) when re-using digital content.	
7. I can protect my devices and personal data from risks such as viruses, scams, and privacy breaches.	
8. I use strategies to protect my health and well-being when using digital technologies for long periods.	
9. I can troubleshoot and solve common technical problems with devices or software.	
10. I use digital tools to improve or innovate processes, tasks, or products in my study or work.	

Answer the following questions if you are applying for Automotive Courses:

Tick (✓) the most appropriate response.

1. Hazards can be controlled in the workshop by.
 

☐ Cleaning up spills immediately  
☐ Reading and following safety signage  
☐ Removing hazards

☐ Wearing the correct PPE  
☐ All of the above
2. The yellow and black markings on the workshop floor are.
 

☐ Machinery safety zones  
☐ Areas to be swept at the end of each lesson

☐ Teacher only zones  
☐ Areas where safety glasses must be worn
3. When operating any mechanical equipment, you should:
 

☐ wear earphones for hearing protection  
☐ keep all guards in place

☐ operate it correctly and safely and concentrate on the job  
☐ All of the above
4. When manual handling heavy objects, what you should not do:
 

☐ You should bend your knees before lifting  
☐ You should lift any object over 15kgs on your own

☐ If the object is over 15kgs you should use a trolley or another lifting/ carrying device  
☐ All of the above
5. PPE includes anything someone can use or wear to mitigate the threats that workplace hazards pose to health and safety. Please match the PPE tools in the left column with the correct uses in the right column. Use arrows to match the columns.

PPE	Use in a Mechanical Workshop
a. Safety glasses	i. Protects feet/toes from injury caused by dropping heavy items.
b. Overalls	ii. Protects hands from solvents and fluids.
c. Gloves (light weight)	iii. Used to reduce hearing damage caused by loud noises such as air rattle gun, air chisel, hammering.
d. Face shield	iv. To protect eyes and face from flying materials created when grinding or drilling.
e. Steel capped boots	v. To protect eyes from debris when panels are sanded.
f. Ear muffs or ear plugs	vi. Protects against fluids or chemicals causing damage to clothing and skin. Essential when doing spray work.

Your answer: a -

b -

c -

d -

e -

f -

**Answer the following questions if you are applying for Business Courses**

Tick (✓) the most appropriate response.

- Which word does not describe the customer's needs regarding product?
 

<input type="checkbox"/> Functionality	<input type="checkbox"/> Empathy
<input type="checkbox"/> Price	<input type="checkbox"/> Convenience
- What are types of media?
 

<input type="checkbox"/> Billboards	<input type="checkbox"/> Video games
<input type="checkbox"/> Television	<input type="checkbox"/> All of the above
- Why is it important for companies to evaluate managerial decisions using a SWOT Analysis?
 

<input type="checkbox"/> It analyses strengths, weaknesses, opportunities, and threats
<input type="checkbox"/> It analyses strengths, weaknesses, obligations, and threats
<input type="checkbox"/> It analyses strengths, weaknesses, opportunities, and time
<input type="checkbox"/> It analyses strong points, weak points, opportunities, and threats
- Financial statement is a report that shows the financial information of a business. What is not a part of financial statement? (Multiple choices question)
 

<input type="checkbox"/> Balance Sheet	<input type="checkbox"/> Cash flow statement
<input type="checkbox"/> Profit and Loss Statement	<input type="checkbox"/> Business plan
- SMART is an acronym that you can use to guide your goal setting. What does SMART stand for?
 

<input type="checkbox"/> Specific, Measurable, Achievable, Relevant, Time bound
<input type="checkbox"/> Specific, Measureable, Acceptable, Relevant, Threaten
<input type="checkbox"/> Special, Modifying, Accurate, Reliable, Transferrable
<input type="checkbox"/> Special, Motion, Accurate, Reliable, Transferrable

**Answer the following questions if you are applying for Graduate courses**

Tick (✓) on the correct response

- What is collaborative thinking?
 

<input type="checkbox"/> Procedure by which leader enforces team to follow his opinion
<input type="checkbox"/> Procedure by which members of team work together in a joint intellectual effort
<input type="checkbox"/> Procedure by which a member of the team makes a decision as a sole intellectual prowess
<input type="checkbox"/> Procedure by which a member of the team leaves the decision making to the manager
- What is not considered as leadership in an organisation?
 

<input type="checkbox"/> Setting a clear vision
<input type="checkbox"/> Motivating employees
<input type="checkbox"/> Guiding employees
<input type="checkbox"/> Taking all the credit
- Tick (✓) the three suitable steps to inspire employee engagement
 

<input type="checkbox"/> Communicate who you are
<input type="checkbox"/> Alienate employee
<input type="checkbox"/> Empower employee
<input type="checkbox"/> Reward and recognise risk
- When will the need for coaching arise in the workplace? Tick (✓) two suitable options.
 

<input type="checkbox"/> Workplace problems
<input type="checkbox"/> When organisation is making profit
<input type="checkbox"/> Manager wants take a break
<input type="checkbox"/> Request for coaching from employees
- Match the terms with their appropriate meaning. Use arrows to match.

Term	Meaning
a. Strategic plan	i. To explore environment outside organisation to identify the opportunities and challenges the organisation faces
b. External environment assessment	ii. is the formalized roadmap that describes how your company executes the chosen strategy
c. Contingency plan	iii. Concerned with an organisation and its individual's moral judgments about right and wrong
d. Benchmarking	iv. Provide directions to operate personnel if unplanned events occur
e. Business ethics	5. Measuring the quality and effectiveness of a firm's policies, products and service delivery etc. against your past performance or industry standard

Your answer: a -                      b -                      c -                      d -                      e -



**Answer the following questions if you are applying for age care and Community Services course**

1. Please read the following scenarios and answer the associated questions.

You are working in an aged care facility, assisting in the care of several residents, including Mrs. Fisher. While you are in the activities room Mrs. Fisher asks you to help her out of her chair so she can go back to her room. She is insistent that she wants to leave the room immediately. All other carers in your area are busy.

Mrs. Fisher weighs 70kgs and you weigh 55kgs, so if you do help her the lifting will involve a high degree of strain on you. You realise that if you decide to help her on your own there is a risk that you will hurt your back and also that Mrs. Fisher may fall and incur an injury.

a) In this scenario, what should you do? Tick the correct answer

- ☐ Immediately help Mrs Fisher out of the chair on your own so that she can get back to her room quickly.
- ☐ Ask another resident to help you get Mrs. Fisher out of the chair.
- ☐ Ask Mrs Fisher to wait while you ask your supervisor for direction on what to do in this situation.

b) The decision to lift on your own may have led to the following outcomes. Which of these outcomes is likely to have long term and serious effects? Tick the correct answer.

- ☐ You were able to get on to other tasks quickly.
- ☐ After lifting you could feel pain in your back.
- ☐ Mrs. Fisher was able to get back to her room quickly.

2. You arrive at work at 8.30 a.m. and leave at 4.15 p.m. Calculate how long have you been at work?

(Write your answer in the number of hours and minutes.)

Your answer:

3. You have been asked by nursing staff to monitor the fluid intake of an elderly resident. What is the total fluid intake if the individual consumes the following fluids throughout the day? Provide your answer in litres.

200 mls of tea in the morning

240 mls of soup

200 mls of beer

250 mls of milk on a bowl of cereal

200 mls of tea for afternoon tea

150 mls of orange juice

300 mls of water

Your answer: Total fluid intake = \_\_\_\_\_ litres

4. Read through the following case study and answer the questions.

The following incident occurred in the Sunshine Care Facility, 200 Mitchell Rd., Kingsville, 3012 Towards the end of a shift in the aged care facility a worker slipped and fell, sustaining a badly damaged knee. The worker was showering a resident alone, as the other worker from the agency had not arrived for the morning shift. The resident was a large and heavy elderly man with low mobility. The floor of the bathroom had pooled water due to some damaged tiles. Workers were advised to wear enclosed shoes. However, no advice was provided regarding the type of non-slip sole that should be worn.

Write a formal letter to the management of the company suggesting changes that could prevent further incidents in the bathroom.

Please attach your letter with this form.

Answer the following questions if you are applying for Civil Construction and Design course

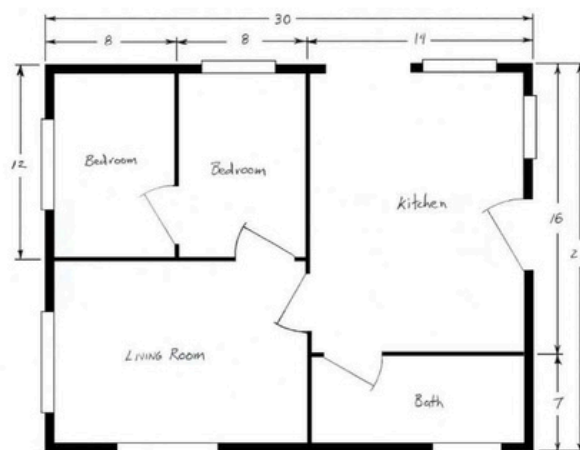
- What does it mean to actively listen? Choose one correct answer
  - ☐ Listening to a speaker like a voice recorder
  - ☐ Interrupting the speaker when they have not completed their sentences
  - ☐ Focusing on what you are going to say
  - ☐ Make eye contact and provide non verbal signs such as nodding your head
- Convert the drawn scale measurements into real measurement for 1:100mm represents – (choose correct answer)
  - ☐ 1mm on the drawing relates to 100mm in real measurements
  - ☐ 1mm on the drawing relates to 500mm in real measurements
  - ☐ 1mm on the drawing relates to 250 mm in real measurements
- Match the standard metric abbreviation with symbol

Unit	Symbol
a. Millimetre	i. RAD
b. Radian	ii. t
c. Tonne	iii. MPa
d. Kilometer	iv. mm
e. Megapascal	v. km

Your answer: a -                      b -                      c -                      d -                      e -

- A wire measuring 536 cm long is cut into two parts such that the longer part is three times as long as the shorter part. What are the lengths, in cm, of the two parts?
  - ☐ 134 cm & 402 cm
  - ☐ 144 cm & 392 cm
  - ☐ 134 cm & 402 mm
  - ☐ 124 cm & 412 cm
  - ☐ None of the above
- what is the following formula for  $V=\pi r^2 h$ 
  - ☐ volume of a cube
  - ☐ volume of a cylinder
  - ☐ volume of cone
- Find the circumference of the circle, know diameter of the circle is 10.
  - ☐  $10\pi$
  - ☐  $25\pi$
  - ☐  $100\pi$
  - ☐  $5\pi$
- Which of the following trees yields hard wood?
  - ☐ Deodar
  - ☐ Chir
  - ☐ Shishum
  - ☐ Pine
- Calculate the surface area of the living room

- ☐ 192
- ☐ 176
- ☐ 98
- ☐ 224
- ☐ None of the above



Answer the following questions if you are applying for Hospitality Courses

1. Why is it important to wash hands when dealing with food items? Choose one correct answer

- ☐ To avoid food contamination
- ☐ To make food taste amazing
- ☐ To avoid mixing flavors of food
- ☐ To make your hands clean

2. Read the following recipe and answer the questions

#### Perfect Cheesecake

#### INGREDIENTS

##### Crust

- 1 1/2 cups graham cracker crumbs 10 full crackers
- 2 tablespoons sugar
- 5 tablespoons butter melted

##### Cheesecake

- 24 ounces cream cheese
- 1 1/3 cups sugar
- 3 eggs room temperature
- 1/2 cup sour cream
- 1/4 cup heavy cream
- 2 teaspoons vanilla extract
- 1 teaspoon fresh lemon zest or lemon juice – optional

#### INSTRUCTIONS

##### Prepare Crust

- Preheat oven to 350°F.
- Melt butter in a small bowl, then set aside. Crush graham crackers and then add graham cracker crumbs, sugar and melted butter into a medium sized bowl. Stir together until well combined.
- Pour mixture into a 9" springform pan and use the bottom of a glass or measuring cup to press the mixture firmly into the bottom and about 1 inch up the side of the pan. Bake in pre-heated oven for 10 minutes, then set aside to cool.

##### Prepare Cheesecake

- Reduce oven temperature to 325°F.
- In the bowl of an electric mixer, blend cream cheese until smooth.
- Add sugar and continue to blend. Add eggs, one at a time (while blending). Add sour cream, heavy cream, vanilla, and lemon zest. Blend until all ingredients are smooth and well incorporated.
- Tap the bowl on the counter several times to remove any air bubbles. Pour the cheesecake batter into the prepared crust.
- Prepare the cheesecake pan to be baked in a water bath (as follows). To prepare water bath, wrap the cheesecake pan (bottom and sides) with foil, (you may need to criss-cross two sheets of foil) so that no water can get into the pan. Place the foil wrapped cheesecake pan in a large roasting pan or baking dish, then pour HOT water into the roasting dish until the water is about 1" deep. Carefully move to oven and bake.
- Bake cheesecake in pre-heated oven at 325°F (note this is reduced from the crust baking temperature) for 60-65 minutes, until the outside edges are set, but the center still jiggles a bit when nudged. At this time, turn OFF the oven and open the oven door part way. Allow the cheesecake to slowly cool in the oven for 1 hour.
- Move cheesecake to the counter and cool an additional hour. At this time, move the cheesecake to the fridge (cover with foil) and chill for AT LEAST 6 hours, or overnight.
- Store cheesecake for up to 1 week, covered, in the fridge.

3. List four equipment needed to prepare the cheesecake as mentioned above

- 1.
- 2.
- 3.
- 4.

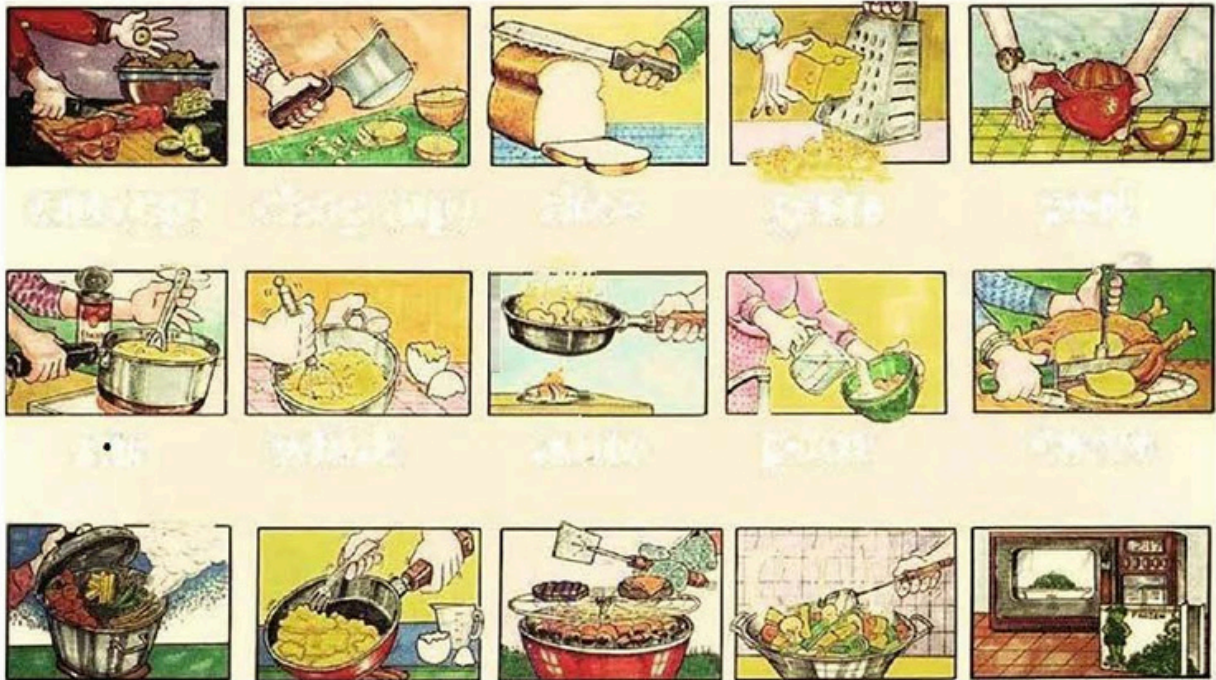
4. Convert the following unit of measurement

1. 325°F to °C
2. 50 oz to litre



5. How will you know when it is time to turn off the oven?

6. Look at the pictures below and write down the word used for the shown food preparation techniques



**Answer the following questions if you are applying for**

**Certificate III in Painting and Decoration**

1. What should you always wear when painting on a building site?  
☐ A tie ☐ High heels  
☐ PPE (gloves, mask, safety shoes) ☐ Sunglasses only
2. If paint spills on the floor, what should you do?  
☐ Leave it to dry ☐ Cover it with dust  
☐ Clean it up straight away ☐ Paint over it
3. What is the first thing to do before painting a dirty wall?  
☐ Paint directly ☐ Wash and clean the wall  
☐ Add another colour ☐ Cover with posters
4. What tool is used to smooth a rough surface?  
☐ Hammer ☐ Sandpaper  
☐ Screwdriver ☐ Tape
5. Which tool is best for painting corners?  
☐ Roller ☐ Brush  
☐ Spray gun ☐ Mop
6. What should you do before using a new tin of paint?  
☐ Shake or stir it well ☐ Pour it away  
☐ Put water in it ☐ Leave it open overnight
7. If you see brush marks after painting, what should you do?  
☐ Add another thin coat ☐ Leave it as it is  
☐ Put wallpaper over it ☐ Use a hammer to fix
8. How many coats of paint are usually needed for a good finish?  
☐ One thick coat ☐ Two thin coats  
☐ Five coats ☐ No coat at all
9. Where should dirty paint water or thinners be thrown?  
☐ Down the sink ☐ In the stormwater drain  
☐ At a waste collection point ☐ On the garden
10. Which paint is better for health and the environment?  
☐ High-VOC paint ☐ Low-VOC paint  
☐ Old leftover paint ☐ Any cheapest paint

**Answer the following questions if you are applying for**

**Certificate III in Wall and Floor Tiling**

1. What PPE should you wear when cutting tiles?  
☐ Sunglasses and sandals ☐ Gloves, safety glasses, and dust mask  
☐ Tie and formal shoes ☐ No PPE is needed
2. How should you lift and carry a box of tiles?  
☐ With your back bent ☐ By dragging it across the floor  
☐ With your legs bent and back straight ☐ By carrying all boxes at once
3. Before tiling on a concrete floor, you should:  
☐ Start tiling straight away ☐ Check the surface is clean, level, and dry  
☐ Add extra paint ☐ Cover it with paper
4. What should you do if you find cracks in a slab?  
☐ Ignore them ☐ Fill or repair the cracks before tiling  
☐ Paint over them ☐ Start tiling quickly
5. What tool is used to spread tile adhesive?  
☐ Hammer ☐ Notched trowel  
☐ Paintbrush ☐ Roller
6. Why do you read the manufacturer's instructions before using adhesive?  
☐ To know the brand name ☐ To follow correct mixing and drying times  
☐ To see the colour of glue ☐ To skip PPE
7. What tool is commonly used to cut tiles?  
☐ Screwdriver ☐ Tile cutter  
☐ Chisel ☐ Saw only
8. Why are tile spacers used?  
☐ To decorate the tiles ☐ To keep even gaps between tiles  
☐ To stick tiles together permanently ☐ To avoid using grout

9. How do you check tiles are level?  
☐ By guessing with your eyes  
☐ By tapping the tile  
☐ By using a spirit level  
☐ By measuring with tape only
10. When should grout be applied?  
☐ Immediately after tiles are laid  
☐ Before laying tiles  
☐ After adhesive has set properly  
☐ During waterproofing.
11. What tool is used to spread grout?  
☐ Roller  
☐ Shovel  
☐ Grout float  
☐ Paintbrush
12. How do you remove grout haze from tiles?  
☐ Scrape with a screwdriver  
☐ Add more grout  
☐ Wash gently with a damp sponge  
☐ Use sandpaper
13. Why is waterproofing important in bathrooms?  
☐ To save money  
☐ To decorate walls  
☐ To stop water leaks and damage  
☐ To make tiles shiny
14. Where should broken tiles be thrown?  
☐ Into normal rubbish bins  
☐ Into paint tins  
☐ Into stormwater drains  
☐ On the ground

**Answer the following questions if you are applying for  
Certificate IV in Building and Construction**

1. Why is PPE important on a construction site?  
☐ To look professional  
☐ To match the uniform  
☐ To protect workers from injury  
☐ To avoid getting dirty
2. Which of these is PPE?  
☐ Hard hat  
☐ Lunch box  
☐ Paint brush  
☐ Mobile phone
3. What should you do if you see a hazard on site?  
☐ Ignore it  
☐ Wait for someone else to fix it  
☐ Report it to your supervisor  
☐ Take a photo only
4. Which tool is used to drive nails?  
☐ Screwdriver  
☐ Saw  
☐ Hammer  
☐ Trowel
5. What tool is used to check if a surface is straight and level?  
☐ Spirit level  
☐ Knife  
☐ Shovel  
☐ Tape
6. Which tool is used to measure length?  
☐ Hammer  
☐ Brush  
☐ Tape measure  
☐ Ladder
7. What is concrete made from?  
☐ Sand, cement, and water  
☐ Metal and nails  
☐ Wood and paint  
☐ Glass and glue
8. Why is scaffolding used?  
☐ For painting only  
☐ To store tools  
☐ To reach high places safely  
☐ To make shade
9. Which of these is a common building material?  
☐ Bricks  
☐ Plastic bags  
☐ Cloth  
☐ Paper
10. If you don't understand instructions, what should you do?  
☐ Guess the task  
☐ Walk away  
☐ Ask your supervisor or trainer  
☐ Ignore the instructions
11. Where should rubbish be put on a construction site?  
☐ In the skip bin  
☐ In the corner  
☐ On the ground  
☐ Under material
12. Why should waste be sorted (e.g. timber, metal, concrete)?  
☐ To recycle and reuse materials  
☐ To keep workers busy  
☐ To make the site messy  
☐ To fill up bins faster



## N Additional Support Required

Do you require any additional support or anything that might prevent you from progressing through the training and assessment program?

☐ Yes ☐ No

If yes, please specify:

## O Medical History

Please provide us with information about any medical conditions, disability or impairment you have that may affect your studies.

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## P Unique Student Identifier (USI)

From 1 January 2015 all students undertaking nationally recognized training delivered by a registered training organization will need to have a USI. The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognized training and qualifications gained in Australia, even from different training organization
- will give you access to your training records and transcripts (available in late 2016)
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

Please enter your USI (if known)

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☐ No, I don't have a USI number. I consent CAC to apply on my behalf.

Please refer to USI Privacy notice and consent in the enrolment form and/or [www.cac.edu.au](http://www.cac.edu.au).

☐ No I don't have a USI number. I will create it myself. Go to [www.usi.gov.au](http://www.usi.gov.au)

## Q Supporting Documents Checklist

Certified copies of the following supporting documents must be included when you submit your application. Applications that are submitted without necessary supporting documents will be delayed in processing. *Please select all relevant*

<input type="checkbox"/>	Certified copies of passport
<input type="checkbox"/>	Certified academic transcripts
<input type="checkbox"/>	Certified copies of qualification certificates
<input type="checkbox"/>	Evidence of English language proficiency
<input type="checkbox"/>	Evidence of OSHC (if applicable)
<input type="checkbox"/>	Certified English translation of documents (if not in English)
<input type="checkbox"/>	Evidence of finances
<input type="checkbox"/>	<b>Evidence of Medium of Instruction in English, if ticked</b>

## R Student Declaration

I understand and accept:

- ☐ That I have read the CAC student Prospectus (also available on website [www.cac.vic.edu.au](http://www.cac.vic.edu.au)) which details information about the CAC course requirements, fees payments, refund policy, ESOS framework, and CAC policy and procedures.
- ☐ The CAC fees and refund policy and conditions of enrolment set out in CAC prospectus (also available on website [www.cac.vic.edu.au](http://www.cac.vic.edu.au)) and I agree to abide by them.
- ☐ That I need to sign a Student Agreement to accept the offer and enrol at CAC.
- ☐ That CAC collects uses and manages my information in accordance with the CAC Privacy Policy.
- ☐ That I have read and understood the Privacy Notice regarding the USI and I consent Central Australian College to apply for USI on my behalf, if I already have not applied.
- ☐ That this agreement, and the availability of complaints and appeals processes, does not remove the right of the students to take action under Australia's consumer protection laws
- ☐ I acknowledge that I am not required to pay more than 50% of the tuition fee before the start of the course. However, I have a choice to pay more than 50% of the tuition or the full course fees if I wish.
- ☐ I authorize the Central Australian College (CAC) to disclose information relevant to my application and enrolment to CAC's preferred OSHC provider and other third parties for the purposes of arranging my OSHC, processing my application and enrolment, and administering my course.
- ☐ I give CAC permission to check my visa status using the Department of Home Affairs (DoHA) Visa Electronic Verification Online (VEVO) system.
- ☐ I declare that all information provided in this application is complete and correct. I understand that failure to provide correct information or documentation in relation to this application may result in cancellation of my enrolment.

Student Signature:*	Parent or Legal Guardian's Signature:*	
Date (dd/mm/yyyy):	Parent or Legal Guardian's Name:*	Date (dd/mm/yyyy):

\* Please Note: This application must be signed by a parent or legal guardian if the student is under 18 years of age at the time of application. Student must be at least 18 years of age at the time of commencement of a course at CAC.

**Please send in your completed application with Supporting documents to:**

**Melbourne** - By Post: 8 Cross Street, West Footscray VIC 3012 | Email: [admin@cac.edu.au](mailto:admin@cac.edu.au)

**Hobart** - By Post: Level 3, 445 Murray Street, Hobart TAS 7000 | Email: [hobart-admin@cac.edu.au](mailto:hobart-admin@cac.edu.au)

**Brisbane** - By Post: Level 1, 345 Ann Street, Brisbane City QLD 4000 | Email: [brisbane-admin@cac.edu.au](mailto:brisbane-admin@cac.edu.au)

**FOR OFFICE USE ONLY****I. Pre –training evaluation (please tick)**

a. Considering the response on the PTR form and the LLN Test outcome does the applicant have appropriate literacy and numeracy skill levels to meet the requirement of this course? ☐ Yes ☐ No

If No:

With additional support is the applicant likely to be successful in the chosen course of study?

☐ Yes, What additional support should be provided:

☐ Delivery and assessment methods adapted by trainers, e.g. oral assessment

☐ Referral to Student Support Officers for out of class learning support

☐ Other: \_\_\_\_\_

☐ No, please provide further advice of options available to the applicant.

**b. Digital capability evaluation**

i. Did the student complete online enrolment form? ☐ Yes ☐ No

ii. Did the student complete the LLN test using LLN Robot? ☐ Yes ☐ No

iii. Digital capability proficiency level assessed - ☐ Foundation  
☐ Intermediate  
☐ Advanced  
☐ Specialised

c. Appropriate work experience and level of skill and ability to undertake this course successfully ☐ Yes ☐ No

d. Student is eligible for RPL/CT ☐ Yes ☐ No

e. Based on the information provided above:

**Enrolment to proceed:** ☐ Yes ☐ No

**Enrolment to proceed with adjustment/ conditions:** ☐ Yes ☐ No

Area requiring assistance/ recommendation for support of adjustment (if any):

*Note: If additional assistance/ recommendation for support or adjustment is identified, please ensure proper processing to the Student Support Service/ Academic Departments.*

f. PTR review conducted

Date:

Signature

g. Supporting document verified

Date:

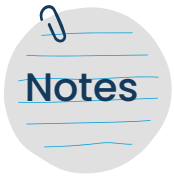
Signature

h. Offer letter issued

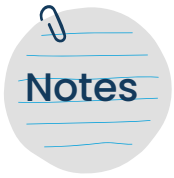
Date:

Signature

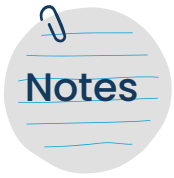




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Central Australian Institute of Technology Pty Ltd  
trading as Central Australian College  
RTO 22302 | CRICOS 03217C | ABN 27130385581

#### **FOOTSCRAY CAMPUS (Main Campus)**

📍 8 Cross street, Footscray West, VIC 3012  
☎ 1300 258 369  
✉ admin@cac.edu.au

#### **MELBOURNE CBD CAMPUS**

📍 Level 1, 276 Flinders Street, Melbourne 3000  
☎ 1300 258 369  
✉ admin@cac.edu.au

#### **HOBART CBD CAMPUS**

📍 Level 3&4, 45 Murray Street, Hobart, TAS 7000  
☎ (+61) 03 9448 7007  
✉ admin@cac.edu.au

#### **BRISBANE CBD CAMPUS**

📍 Level 1, 345 Ann Street, Brisbane, QLD 4000  
☎ 1300 258 369  
✉ admin@cac.edu.au

