

International Student Prospectus



AUSTRALIAN PROFESSIONAL SKILLS INSTITUTE

* NEW SKILLS * NEW OPPORTUNITIES *



WWW.APSI.EDU.AU

Contact us

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SKILLS INSTITUTE**

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Table of Contents

WELCOME TO THE APSI	3
Why Choose APSI	3
Studying in Perth	4
Living in Perth	5
BUSINESS	6
Certificate III in Business	6
Certificate IV in Business	6
Diploma of Business	7
Advanced Diploma of Business	7
MANAGEMENT	8
Certificate IV in Frontline Management	8
Diploma of Management	9
Advanced Diploma of Management	9
AGED CARE	10
Certificate III in Aged Care	10
Certificate IV in Aged Care	11
Certificate III in Disability	12
HOME & COMMUNITY CARE	13
Certificate III in HACC	13
Certificate IV in HACC	14
WORKPLACE TRAINING	
Aged Care, Home and Community Care and Disability	15
WORK HEALTH AND SAFETY	16
Certificate IV in Work Health & Safety	16
HOSPITALITY	17
Diploma of Hospitality	17
Advanced Diploma of Hospitality	18
WORKPLACE TRAINING	
Hospitality	19
APPLYING TO APSI	20
Making Payment	20
PATHWAYS TO HIGHER EDUCATION	21
Edith Cowan University	21
Australian School of Management	22
ACCOMMODATION	23
Airport Greeting Service	23
STUDENT SERVICES	24
Orientation	24
Study Support	24
Career Guidance	24
OSHC	24
ADMISSION REQUIREMENTS	25
General Requirement	25
English Requirement	25
Academic Requirement	25
WORKING AND STUDYING	26
Working While Studying	26
Tax File Number	26
POLICIES AND PROCEDURES	27

Welcome to APSI



Australian Professional Skills Institute (APSI) is a Registered Training Organisation (RTO) specialising in Aged Care, Hospitality and Business skills training. Based in Western Australia, APSI endeavours to foster relationships and provide people around the world with the opportunity to realise their ambitions through lifelong education and training.

APSI delivers a comprehensive range of nationally recognised training courses under the Australian Qualifications Framework (AQF). By equipping students with essential skills and work experiences in Australia, APSI helps students to thrive and better operate in a changing and contemporary environment.

APSI strives to provide quality training that focuses on enabling students with diverse backgrounds to acquire skills and knowledge that are nationally recognised and sought after by employers, and at the same time maximises their options for lifelong education.

APSI's training courses give students the edge in their next career move. At APSI, students enjoy a highly personalised and multicultural environment that aims to help them to gain the skills to succeed in life. APSI focuses on both theoretical and practical training with work experience and training in Australian workplaces to provide a well balanced delivery of its training courses.

WHY CHOOSE APSI?

- ▶ APSI delivers **high quality training programs** to domestic (Australian) and international students.
- ▶ Students study in a **multicultural environment** with students from over 30 countries.
- ▶ APSI provides **pathways** to university degrees through Edith Cowan University and Australian School of Management. APSI has a strong commitment to delivering exceptional graduate outcomes through teaching excellence and engaging with our professionals.
- ▶ APSI has an **extensive industry employment network** in Australia and Overseas.
- ▶ **Convenient city campus location** with excellent training facilities, small class sizes and highly experienced trainers.
- ▶ **Workplace training** is included as part of the course which enables students to gain valuable practical work experience while they are studying in Australia.
- ▶ APSI is located in **Perth, Western Australia**, the powerhouse driving the Australian Economy with the **lowest unemployment rate**.





Studying in Perth

Australia is an Internationally renowned quality study destination to almost 550,000 international students from all around the world. International students get to enjoy the advantages that come with living in Australia's clean, natural environment and enjoy a sophisticated multicultural experience in a safe and friendly community. An Australian education experience provides the additional benefits of living in a social culture and academic environment which encourages exchange of ideas and perspectives, and development of lifelong personal and professional networks. Please visit <http://www.australia.gov.au> for more information on services for international students.

LIVEABILITY

The Economist Intelligence Unit rates Perth one of the top 10 most livable cities in the past years (2004-2013)



CURRENCY:

The Australian Dollar(A\$) comes in denominations of A\$100, A\$50, A\$20, A\$10 and A\$5 notes, and A\$2, A\$1, 50C, 20C, 10C and 5C coins



POPULATION:

Australia: 23 Million

Western Australia: 2.43 Million

Perth: 1.70 Million and growing!



PERTH WEATHER

Summer: Dec, Jan, Feb
(25 C to 38 C)

Autumn: Mar, Apr, May
(14 C to 24 C)

Winter: Jun, Jul, Aug
(10 C to 18 C)

Spring: Sept, Oct, Nov
(12 C to 21 C)

AIRPORT:

Perth Airport is approximately 18 kilometres to the city centre and APSI.



Living in Perth

Being a multicultural and fast paced city, Perth has become one of the most desirable places in the world to live in. Residents and visitors can enjoy more sunshine than any other capital city in Australia.

Western Australia is the fastest growing state in Australia by population and unlike many economies around the world, Western Australian economy has managed to remain stable during the recent global downturns.

The states mining and resources industries continue to grow, bringing in new international projects, creating strong employment figures and a rise in construction activities.

GETTING AROUND

International Students in Western Australia will receive student concession rates whereby students can take advantage of a 40% discount on all public transportation fares. Each student will be issued a Tertiary Smart Rider Card when you arrive at APSI during Orientation Day. Free bus services are available at Perth, Fremantle and Joondalup city as they are in the free transit zones. Students can easily get to APSI by catching the free yellow CAT and alight at stop 27 or 28. Find out more about Trans Perth at www.transperth.au

MONEY AND BANKING

Australia uses Australian Dollar. You can choose to exchange your foreign currency at international airports, banks, money changers or any major hotels in Perth. You can choose to bring in travellers' cheques, or bank drafts when you arrive in Perth. This is a safer option than carrying large sums of cash while travelling into Australia. Students may also choose to do a telegraphic transfer

(TT) from your home country. Just remember to provide your Australian Banking details such as SWIFT code, account number and BSB number.

LIVING EXPENSES and SCHOOL AGE DEPENDENTS

The Australian government provides an indicative guideline which is approximately A\$18,610 per year to cover living expenses for a single person. Costs can be expected to increase by at least 35% if you have a spouse and a further 20% if you have one child. The cost of schooling for your child will be an additional \$8,000 per year. Each additional child will add a further 15% plus \$8,000 per child per year for schooling. All school age dependents who accompany or later join you in Australia will be required to pay full fees on each child's enrolment in either a government or non-government school.

OPENING A BANK ACCOUNT

Students are encouraged to open a bank account as soon as you arrive in Perth. Please bring your passport, student ID card, COE and student visa approval letter for identification purposes. You will also need to have a Tax File Number (TFN). Find out more about applying for TFN at www.ato.gov.au

ELECTRICITY

Australia uses a three pin power outlet that is different from many countries, including Asia. We recommend that all students look for an International Travel Adapter or an Australian Travel Adapter before arriving in Perth if you have electronics from your home country. The normal current is 220-240 volts AC 50 Hz.

LIFESTYLE

Western Australians are laid back and very friendly. There are plenty of outdoor activities that can be accomplished during your free time. Students may choose to head down to Perth's stunning beaches such as Cottesloe and Scarborough Beach, enjoy a picnic with friends and family at Kings Park or savour a good cup of coffee over at Hay Street Mall. Outdoor barbecues are also a great way to socialise or get hyped up and watch Australian Rules Football (AFL) over a cold beverage with loud cheering fans!

DRIVING IN PERTH

International Students are allowed to drive in Western Australia with an overseas driver's license as long as it remains valid in the country of issue. You will have to carry your driver's license whenever driving. If your license is not in English, you will have to get it translated.

SUGGESTED WEEKLY BUDGET (A\$)

Service/Commodity	Single	Family of Four
Rent- Average Accommodation	180	350
Services- Electricity, Water & Gas	20	30
Public Transportation	25	40
Entertainment & Clothing	80	140
Food	100	200
TOTAL	405	760



Business



Rocio Nicole Novoa

- Chile

“If you want to learn more about what really goes on in the real business world and not just study by the book, come study at APSI.”

“With this knowledge I got from studying Diploma of Business, I got the courage to open my own cleaning service - Home Clean Home - and I really have to thank my business trainer for guiding me through the procedures of being your own boss.”



Certificate III in Business

(CRICOS COURSE CODE: 073393G)



Duration: 15 weeks (4 months)

Study Mode: > Face-to-Face and
> Self-Paced Learning

Intake Dates: Weekly intake except during school holidays.

Academic Entry Requirement:

- > Completion of Year 11
- > Completion of High school or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This course develops skills for a business or office environment. Skills will be developed in a broad range of competencies in varied office tasks including Customer Service, Recordkeeping and Bookkeeping. This course provides students with the necessary competency in typing and computing skills including keyboarding skills, Word and Excel, as well as knowledge of all aspects of general duties in an office environment.

Study Pathway:

Upon completion of Certificate III, students can continue to study Certificate IV in Business.

Subject Areas:

- Work Health and Safety
- Design and Produce Business Documents
- Maintain Business Resources
- Process Customer Complaints
- Promote Product and Services
- Organise Workplace Information
- Customer Service and more

Certificate IV in Business

(CRICOS COURSE CODE: 073394F)



Duration: 26 weeks (6 months)

Study Mode: Face-to-Face Learning

Intake Dates: Please refer to website

Academic Entry Requirement:

- > Completion of Year 12
- > Completion of High school or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 years of age

Course Description:

This course is designed to provide students with necessary skills to perform the roles as Supervisor, Team Leader or Middle Management in Business/Office/Administration environments. Students who undertake this qualification will gain the skills and knowledge necessary for a business environment, explaining how they contribute to organisational objectives and teach skills needed to work within these functions.


Study Pathway:

Upon completion of Certificate IV, students can continue to study Diploma of Business.

Subject Areas:

- Work Health and Safety
- Report on Financial Activity
- Customer Service Strategies
- Promote Product and Services
- Marketing
- Leadership Skills and Develop Team and Individuals
- Organise Meetings and more

Diploma of Business (CRICOS COURSE CODE: 073395E)

 **Duration:** 1 Year
OR 26 weeks (fast track option)

 **Study Mode:** Face-to-Face Learning

 **Intake Dates:** Please refer to website

← Academic Entry Requirement:

- > Completion of Year 12
- > Completion of High School or an Equivalent
- > Certificate IV in Business or an Equivalent (For 6 months fast track option)
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This course provides students with skills and knowledge required to perform effectively in a business environment as a Team Leader or front line Supervisor managing a workplace. It equips students with both a range of specific business skills and broader capabilities such as communication, problem solving and self management.

It is designed for students who are aspiring to be team leaders in medium and large organisations across all industry sectors. It is also suitable for practising team leaders seeking to formalise their skills.


Study Pathway:

Upon completion of the Diploma of Business, students can continue to study Bachelor of Business with Australian Universities with advanced standing. Details on advanced standing may vary between Universities.

Subject Areas:

- Human Resources Management
- Information System Management
- Quality Customer Service
- Marketing Management and Promotional Strategies
- Administrative Management and more

Advanced Diploma of Business (CRICOS COURSE CODE: 074521G)

 **Duration:** 26 weeks (6 months)

 **Study Mode:** > Face-to-Face Learning

 **Intake Dates:** Please refer to website

← Academic Entry Requirement:

- > Completion of Year 12
- > Completion of High School or an Equivalent
- > Diploma of Business or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This course is designed to provide students with necessary skills to perform the roles as Supervisor, Team Leader or Middle Management in Business/Office/Administration environments.

Students who undertake this qualification will gain the skills and knowledge necessary for a business environment, explaining how they contribute to organisational objectives and teach skills needed to work within these functions.

Study Pathway:

Upon completion of Advanced Diploma of Business, students can continue to study a Bachelor of Business with Australian Universities with advanced standing. Details on advanced standing may vary between Universities.

Subject Areas:

- Financial Management
- Strategic Human Resources Planning and Management
- Information System Management
- Marketing Management
- Manage Change
- Manage Continuous Improvement
- Develop Business Plans
- Develop Marketing Plans and more



Management



Gintare Dambrauskaite
- Lithuania

“Although APSI is small, I feel like smaller classes allow students to get more attention from our Trainers. It’s also easier for International Students to make friends.”

“I love APSI because the units are not complicated but still give you a great understanding of so many business skills. I got attracted to Perth because of its beautiful Parks. They are INCREDIBLE! It’s lively all the time in the City.”



Certificate IV in Frontline Management (CRICOS COURSE CODE: 085181J)



Duration: 52 weeks (1 year)

Workplace Training: 200 Hours

Study Mode: > Face-to-Face Learning
> Workplace Training

Intake Dates: Please refer to website

← Academic Entry Requirement:

- > Completion of Year 12
- > Completion of High School or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in Supervisory functions. Typically they would report to a manager.

At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

Study Pathway:

Students who have completed this qualification can continue to study Diploma of Management.

Subject Areas:

- Work Health and Safety
- Implement Operational Plans
- Develop Leadership Skills
- Team Building
- Report on Financial Activity
- Coordinate Business Resources
- Project Management and more

Diploma of Management

(CRICOS COURSE CODE: 085179C)

 **Duration:** 52 weeks (1 year)

 **Workplace Training:** 200 Hours

 **Study Mode:** > Face-to-Face Learning
> Workplace Training

 **Intake Dates:** Please refer to website

Academic Entry Requirement:

- > Completion of Year 12
- > Completion of High school or an Equivalent
- > Certificate IV in Business or in Frontline Management or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course 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.

The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

Study Pathway:


Students who have successfully completed this qualification can continue to study Advanced Diploma of Management.

Subject Areas:

- Work Health and Safety
- Manage Operational Plans
- Human Resources Management
- Customer Service Management
- Information Management
- Manage Meetings and more

Advanced Diploma of Management

(CRICOS COURSE CODE: 085178D)

 **Duration:** 52 weeks (1 year)

 **Workplace Training:** 200 Hours

 **Study Mode:** > Face-to-Face Learning
> Workplace Training

 **Intake Dates:** Please refer to website

Academic Entry Requirement:

- > Completion of Year 12
- > Diploma of Business or Management or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course 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.

With this qualification, individuals may look for careers as Area Manager, Department Manager or Regional Manager.

Study Pathway:

Upon completion of Advanced Diploma of Management, Student can continue to study with APSI Higher Education partners with advanced standing. Please check with APSI student services for more details





Aged Care

 **Aryana Ariefiyanti**
- Indonesia


“ Before I came to Perth, I was studying nursing in Indonesia at Stikes Karya Husada Pare, Kediri for one semester. I came here to get new experience and to challenge myself as I really wanted to know what an International Study and Work environment would be like. ”

“Currently, I am studying Certificate IV in Aged Care and as weird as it sounds, yes I enjoy studying about older people, the disease and the modern equipment that we use to make caring for them easier. I hope to improve the lives of the aging population no matter where I end up in the future.”



Certificate III in Aged Care (CRICOS COURSE CODE: 073396D)



 **Duration:** 26 weeks (6 months)

 **Workplace Training:** 160 Hours

 **Study Mode:** > Face-to-Face Learning
> Workplace Training

 **Intake Dates:** Please refer to website

 **Academic Entry Requirement:**

- > Completion of Year 11
- > Completion of High School or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This course is designed to provide training to students who want to work in residential aged care facilities, nursing homes or community care services. Students who undertake this qualification will gain the skills and knowledge necessary to provide services to individuals with special or complex needs and work with the elderly and disabled to lead more dignified lives.

The course combines both theory and practical training. Students will learn to organise and supervise social and cultural activities, assist with administrative tasks, provide support and assistance with residents daily routine and sort and clean equipment.

Subject Areas:

- Work Effectively with Older People
- Support Individual Health and Emotional Wellbeing
- Work in the Community Sector
- Personal Care
- Manual Handling
- Work Health and Safety Practices
- Health Body System
- Dementia Care
- Palliative Care
- Preparation of Care Plans
- Work with Culturally Diverse Clients
- Work in Home and Community Care (HACC)

Study Pathway:

Upon completion of Certificate III, students can progress to Certificate IV in Aged Care followed by a Bachelor of Science (Nursing) with Edith Cowan University. Please check with APSI for further details.


Additional Details:

A National Police Clearance is compulsory for all students who undertake work experience or work based training. Students can apply for a Police Clearance from any Australian Post Office. Cost is approximately A\$55.00.

Registered Nurses are encouraged to apply.

Certificate IV in Aged Care

(CRICOS COURSE CODE: 073397C)

 **Duration:** 52 weeks (1 year)

 **Workplace Training:** 400 Hours

 **Study Mode:** > Face-to-Face Learning
> Workplace Training

 **Intake Dates:** Please refer to website

 **Academic Entry Requirement:**

- > Completion of Year 12
- > Completion of High School
- > Certificate III in Aged Care or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This course aims to prepare students to manage complex clinical cases, work in the health promotion sector or to lead, to supervise and co-ordinate a team of other aged care workers. The course combines both theory and practical. It is designed to provide students with the professional skills and knowledge to carry out duties as effective team leaders and to be future managers of aged facilities.

Study Pathway:

Upon completion of Certificate IV in Aged Care, students can continue to study a Bachelor of Science (Nursing) with Edith Cowan University. Credits may be granted by the University for students who have a prior recognised qualification in Nursing. Please check with the Institute for further details.

Subject Areas:

- First Aid
- Manage Personal Care
- Coordinate Care Plans
- Coordinate Administrative System
- Dementia Care
- Advocate for Clients
- Compliance with Legal and Ethical Framework
- Coordinate Information System
- Supervise Work and more

Additional Details:

A National Police Clearance is compulsory for all students who undertake work experience or work based training. Students can apply for a Police Clearance from any Australian Post Office. Cost is approximately A\$55.00.

Registered Nurses are encouraged to apply.

* Pre-Requisites Units:

To gain entry into CHC40108 Certificate IV in Aged Care a candidate must be recognised as competent, through a recognised training program or recognition process, against the following core units from CHC30212 Certificate III in Aged Care (or equivalent):


- ▲ CHCAC318B Work effectively with older people
- ▲ CHCAC319A Provide support to people living with dementia
- ▲ CHCCS411C Work effectively in the community sector
- ▲ CHCICS303A Support individual health and emotional well being
- ▲ CHCPA301B Deliver care services using a palliative approach
- ▲ HLTAP301B Recognise healthy body systems in a health care context





Certificate III in Disability

(CRICOS COURSE CODE: 085183G)

 **Duration:** 26 weeks (6 months)

 **Workplace Training:** 160 Hours

 **Study Mode:** > Face-to-Face Learning
> Workplace Training

 **Intake Dates:** Please refer to website

 **Academic Entry Requirement:**

- > Completion of Year 11
- > Completion of High School or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

In Western Australia there are more than 400,000 people with a disability. An ageing population and other factors mean that within 15 years, one quarter of all Western Australians will have a disability. Through positive and appropriate interactions with people with a disability, we can help break down the barriers that they face in the community and in the physical environment.

It is important to recognise people with a disability for what they can do, rather than focusing on their limitations. This course has been designed to assist students to develop the skills and knowledge required to work with a person with a disability, to provide the support required to maintain activities of daily living in a person centred and meaningful way.

Subject Areas:

- First Aid
- Work Effectively with People with a Disability
- Empower People with Disability
- Work within a Legal and Ethical Framework
- Support People with Disability who are Ageing
- Personal Care
- Care Plans
- Support Community Participation and Inclusion and more

Study Pathway:

Students can continue to study Certificate IV in Aged care or Certificate IV in Home and Community Care.

Additional Details:

A National Police Clearance is compulsory for all students who undertake work experience or work based training. Students can apply for a Police Clearance from any Australian Post Office. Cost is approximately A\$55.00.

Registered Nurses are encouraged to apply.



Home and Community Care



Aivy Barcoma
- Philippines

“I worked in the Health Care profession back in the Philippines. I decided to study Aged Care in Australia in order to advance my career in Nursing.”

“APSI helped me to secure a job at Brightwater the Village as soon as I started the course. Brightwater is one the largest Aged Care organisations in Perth. It is a great privilege to get to work with them.”



Certificate III in Home and Community Care (CRICOS COURSE CODE: 085187C)



Duration: 26 weeks (6 months)

Workplace Training: 160 Hours

Study Mode: > Face-to-Face learning
> Workplace Training

Intake Dates: Please refer to website

← Academic Entry Requirement:

- > Completion of Year 11
- > Completion of High school or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 years of age

Course Description:

This course aims to prepare students to work in client homes and other community settings under regular supervision within clearly defined organizational guidelines and service plans. This course combines both theory and practical training to students. At the end of the course, students should have the skills to carry out activities to maintain personal care and/or other activities of living for people in their own homes or in other community settings. Student should know how to carry out activities related to an individualized plan and report directly to a supervisor and are not responsible for other workers.

Study Pathway:

Upon completion of Certificate III, students can progress to Certificate IV in Aged Care or Certificate IV in Home and Community Care followed by Bachelor of Science (Nursing) with Edith Cowan University. Please check with Institute for further details.

Additional Details:

A National Police Clearance is compulsory for all students who undertake work experience or work based training. Students can apply for a Police Clearance from any Australian Post Office. Cost is approximately A\$55.00.

Registered Nurses are encouraged to apply.

Certificate IV in Home and Community Care

(CRICOS COURSE CODE: 074523E)



 **Duration:** 52 weeks (1 year)

 **Workplace Training:** 400 Hours

 **Study Mode:** > Face-to-Face Learning
> Workplace Training

 **Intake Dates:** Please refer to website

Academic Entry Requirement:

- > Completion of Year 12
- > Completion of High School
- > Certificate III in Home and Community or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This course aims to prepare students to work as a Coordinator or Team Leader and supervise a limited number of other workers in clients homes within defined organisational guidelines and service plans. Students will have hands-on practical work experience in homes and other community settings to carry out activities related to maintaining an individuals well being through personal care and/or other activities of living. Students will learn how to provide services to individuals with complex needs, and/or work with groups of older people. Work may include training and support to promote independence and community participation.

Study Pathway:

Upon completion of Certificate IV in Aged Care, students can continue to study Bachelor of Science (Nursing) with Edith Cowan University. Credits may be granted by the University for students who have a prior recognised qualification in Nursing. Please check with the Institute for further details.

Additional Details:

A National Police Clearance is compulsory for all students who undertake work experience or work based training. Students can apply for a Police Clearance from any Australian Post Office. Cost is approximately A\$55.00.

Registered Nurses are encouraged to apply.

* Pre-Requisites Units:

To gain entry into CHC40212 Certificate IV in Home and Community Care a candidate must be recognised as competent, through a recognised training program or recognition process, against the following core units from CHC30312 Certificate III in Home and Community Care (or equivalent):

- ▲ CHCAC318B Work effectively with older people
- ▲ CHCDIS301C Work effectively with people with a disability
- ▲ CHCICS304B Work effectively with carers

Workplace Training

Aged Care, Home & Community Care and Disability



At Australian Professional Skills Institute, students have the opportunity to combine classroom learning with real experiences in an Australian workplace. Graduates can draw upon these real experiences when applying for future positions in the industry.



All students who are undertaking Certificates III and IV in Aged Care, Home & Community Care and Disability are required to undertake workplace training as part of their course requirement. APSI has extensive networks in the Aged Care and Community Care industry to help its students to find suitable workplace training.

APSI has appropriate arrangements in place for the supervision and assessment of all students who undertake workplace training. APSI's Workplace Training Coordinator will assist students to find suitable work placements in Aged Care facilities in Perth. The Coordinator will assist you with your resume, application and interview preparation.

While you are on workplace training, you are allowed to work 20 hours per week as part of your practical work experience. The workplace training component is included in the duration of the course. APSI's Workplace Assessor will keep in contact with you and visit you on site regularly to monitor your work experience progress and assist you with any issues that may arise.

Employers will reserve the right to terminate your placement if you do not meet the expected level of skills, knowledge and behaviour, or for any other reason. APSI will assist you in your relocation to another placement if this is required. Workplace training can be either paid or unpaid.

You will be required to undergo a National Police Check before commencing workplace training.



“ *I highly recommend the work experience that students are doing with Swancare. When they have done two weeks, you begin to see a big change in the way students work with residents. The students are very confident, friendly and helpful and they ask questions referring to the theory lessons and practical experience.* **”**





Work Health and Safety



Briony Drummond
- United Kingdom

“It’s a great story how I chose Perth as my study destination. My sisters are already living in Perth and they used to gush about how wonderful Perth was. It made me excited every time I heard from them.”

“The Trainers help put things into perspective for me. They make references about Australian Business by giving examples of Businesses from all around the world. That’s a true Global Experience for International Students!”



Certificate IV in Work Health and Safety (CRICOS COURSE CODE: 085180K)



Duration: 26 weeks (6 months)

Study Mode: > Face-to-Face Learning

Intake Dates: Please refer to website

Academic Entry Requirement:

- > Completion of High School or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This course is designed for existing workers in a WHS or OHS role, who wish to pursue a career in the safety field as a Work Health and Safety Coordinator, Facilitator or Advisor. After completing this qualification, individuals will be able to apply a broad knowledge base together with well developed skills in a wide range of contexts to provide practical workplace solutions to a variety of unpredictable problems.

Subject Areas:

- Compliance with WHS Laws
- WHS Consultation Process
- WHS Hazard Identification, Risk Assessment and Risk Control
- WHS Systems
- Respond to Incidents
- Environmentally Sustainable Work Practices
- Workplace Monitoring
- First Aid



Hospitality



Julien Alexandre Galland
- Rodrigues Island

“My country heavily depends on the Tourism and Hospitality Industry. Naturally, hospitality has always been in my blood and I’m glad to be studying in a field where I am passionate in.”

“APSI is great for those who want to get real life experience in Australia. We learn everything from customer behaviour to managing hotels/motels/restaurants etc. Every class will challenge you to think and apply your knowledge to handle every possible situation.”



Diploma of Hospitality

(CRICOS COURSE CODE: 076845D)



Duration: 78 weeks (1.5 years)

Workplace Training: 400 Hours

Study Mode: > Face-to-face learning
> Workplace Training

Intake Dates: Please refer to website

Academic Entry Requirement:

- > Completion of Year 12
- > Completion of High school or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This qualification provides the skills and knowledge for a student to be competent as a Manager in any hospitality functional area (except kitchen). The student will possess a sound theoretical knowledge base and be able to use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of their team.

Work will be undertaken in various hospitality settings such as restaurants, hotels, catering operations, motels, clubs, pubs and cafes. Upon completion of the course, students will be able to perform roles such as restaurant manager or supervisor of a small to medium size hospitality enterprise.

At Supervisory Level

- Coach Others in Job Skills
- Monitor Work Operation
- Customer Service
- Leadership Skills

At Management Level

- Compliance within the Legal Framework
- Prepare and Monitor Budgets
- Establish Business Relationships
- Leadership Skills
- Manage Operational Plan
- Human Resources Management Skills and more

Subject Areas:

At Operational Level:

- Workplace Hygiene Practices
- Work Health and Safety Practices
- Work Effectively with Others
- Hospitality Trend and Information Update
- Provide Responsive Service of Alcohol
- Serve Food and Beverage
- Prepare and Serve Espresso Coffee
- Operate a Bar
- First Aid and more


Study Pathway:

Students who complete the Diploma of Hospitality at APSI and who meet ECU or ASM admission requirements, may be given advanced standing by Higher Education Institutions into their relevant Bachelor Degree courses. Students will also be assessed in line with the Institutions approved English language entry requirements. Please check with APSI for further details.




Advanced Diploma of Hospitality

(CRICOS COURSE CODE: 085177E)

 **Duration:** 104 weeks (2 years)

 **Workplace Training:** 600 Hours

 **Study Mode:** > Face-to-face learning
> Workplace Training

 **Intake Dates:** Please refer to website

 **Academic Entry Requirement:**

- > Completion of Year 12
- > Completion of High school or an Equivalent
- > Academic IELTS of 5.5 or an Equivalent
- > 18 Years of Age

Course Description:

This qualification provides the skills and knowledge for an individual to be competent as a Senior Manager in any hospitality functional area (except kitchen). This individual would analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies.

Their knowledge base may be specialised or broad and they are often accountable for group outcomes. Work would be undertaken in various hospitality settings, such as restaurants, hotels, catering operations, motels, clubs, pubs, cafes and coffee shops.

Subject Areas:

At Operational Level:

- Workplace Hygiene Practices
- Work Health and Safety Practices
- Work Effectively with Others
- Hospitality Trend and Information Update
- Provide Responsive Service of Alcohol
- Serve Food and Beverage
- Prepare and Serve Espresso Coffee
- Operate a Bar
- First Aid
- and more

At Supervisory Level

- Coach Others in Job Skills
- Monitor Work Operation
- Customer Service
- Leadership Skills

At Management Level

- Compliance within the Legal Framework
- Prepare and Monitor Budgets
- Establish Business Relationships
- Leadership Skills
- Manage Operational Plan
- Human Resources Management Skills
- and more

At Senior Management Level:

- Manage Finances
- Human Resources Management
- Manage Operational Plans
- Manage Budgets
- Business Plans
- Manage Marketing Strategies
- and more

Study Pathway:

Students who complete the Advanced Diploma of Hospitality at APSI and who meet ECU or ASM admission requirements, may be given advanced standing by Higher Education Institutions into their relevant Bachelor Degree courses. Students will also be assessed in line with the Institutions approved English language entry requirements. Please check with APSI for further details.

Workplace Training

Hospitality and Management studies



At Australian Professional Skills Institute, students have the opportunity to combine classroom learning with real experiences in an Australian workplace. Graduates can draw upon these real experiences when applying for future positions in the industry.



The workplace training is an innovative, industry focused, flexible approach to training. Students are placed in a range of venues and locations in the hospitality industry in Western Australia.

Part of the workplace training can be conducted at APSI's partner hospitality training venue, Café Bellavista. Café Bellavista and Bailey's Motel and Bailey's Serviced Apartment are located at No. 150, Bennett Street in East Perth, which is just 5 minutes walk from APSI's main campus.

The benefits of workplace training to students include "earn while you learn", experience a cross-section of hospitality roles in a real life commercial establishment and an opportunity to trial a future career.

During workplace training, assessment is achieved through observation and Supervisor's reports, and includes assignments and projects related to rostering staff and managing quality customer service.



How to apply to APSI

ONCE YOU HAVE DECIDED THAT YOU WOULD LIKE TO STUDY AT APSI, JUST FOLLOW THESE SIMPLE STEPS.

1. APPLY

- > Log on to www.apsi.edu.au and CLICK on ENROL NOW!
- > Fill out the application form for international student

2. CHECK

Attach documents such as IELTS academic or equivalent results, transcripts, passport and resume (If Any)

3. OFFER

APSI will check the eligibility of student and issue an offer

4. ACCEPT

- > Make payment as stated on the offer letter.
- > Together with your payment receipt, remember to read, sign and send both payment receipt and student agreement to APSI.
- > Also remember to state your nearest Australian Consular Post for visa application.

5. RECEIVE

- > Once payment has been received, APSI will send you an electronic Confirmation of Enrolment (eCoE)
- > Always check to see if your details are correct on the eCoE

6. VISA

- > Lodge your student visa online or at an Australian High Commission.
- > For more details on the application process, please refer to www.immi.gov.au or speak to your local agent

7. PERTH

- > Please indicate if Accommodation and/or Airport pick up is needed
- > Attendance for Orientation at APSI is compulsory

TUITION PROTECTION SCHEME

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study.

The TPS ensures that International Students are able to either:

- complete their studies in another course or with another education provider
- receive a refund of their unspent tuition fees.

In the unlikely event APSI is unable to deliver a course you have paid for and does not meet their obligations to either offer you an alternative course that you accept, or pay you a refund of your unspent prepaid tuition fees (this is called a provider's 'default obligations'), the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

For more information, please visit <https://tps.gov.au>

If you wish to accept the offer, you need to sign on the attached acceptance of offer form together with the minimum payment of fees. You can use the following payment methods:

- Cash or EFTPOS in person at APSI's campus
- Credit Card (Visa or MasterCard) on the student Invoice. Credit Card authorisation form is available on request.
- Bank draft or money order payable to "Australian Professional Skills Institute" and send to Unit 12, 40 Lord Street, East Perth, WA 6004, Australia (all Bank drafts must be in \$AUD Australian Dollars to an Australian Bank)
- Electronic Bank transfer (Telegraphic Transfer) from an overseas bank account

APSI's Banking Details Are:

Name of Bank:

ANZ Bank

Branch Address:

608 Hay Street, Perth, WA 6000, Australia

Account Name:

**Australian Professional Skills Institute
or
APS Institute**

BSB:

016 120

Account Number:

483 432 771

SWIFT Code for International Transfer:

ANZBAU3M

Note: You must provide your full name or invoice number as reference in all bank transfers

Important Contacts at APSI

If you are not able to fill out our online application form, please send us an email and we will send you a hard copy.

APSI Admissions Office
E: info@apsi.edu.au
T: +61 (0) 8 6365 4386



CRICOS IPC:00279B

Edith Cowan University

At Edith Cowan University (ECU), we provide the ideal learning environment for students who want to reach their potential. We are known for our award-winning facilities and are at the forefront of providing innovative education and training solutions. Our commitment to our students is one of the reasons why ECU was awarded a five-star rating for Teaching Quality, Graduate Satisfaction and Graduate Starting Salary from The Good Universities Guide 2015. For more information, visit reachyourpotential.com.au/international

reachyourpotential.com.au/international

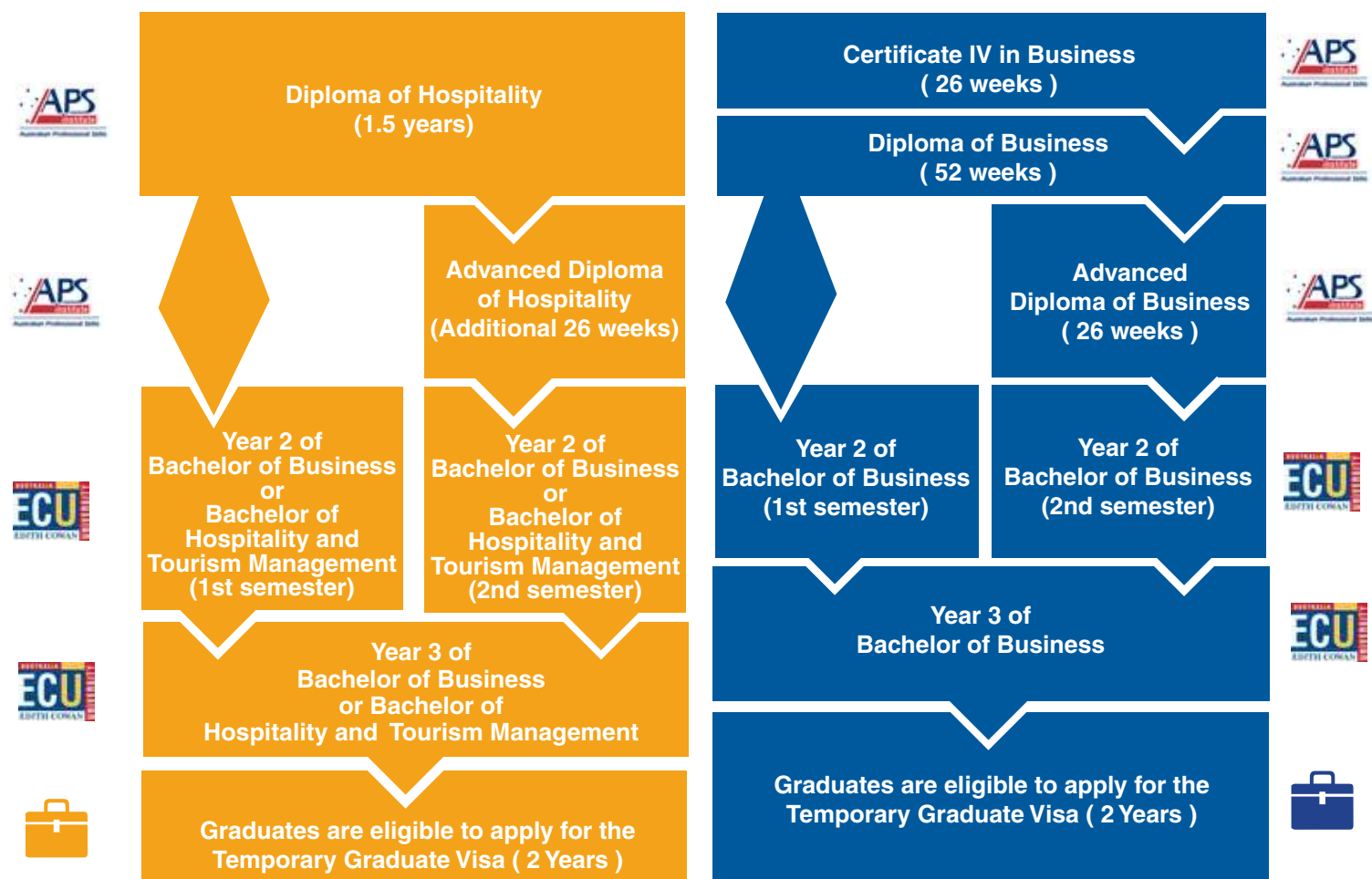
Contact ECU

270 Joondalup Drive, Joondalup,
Western Australia, 6027
Tel: +61 8 6304 0000
Email: international@ecu.edu.au

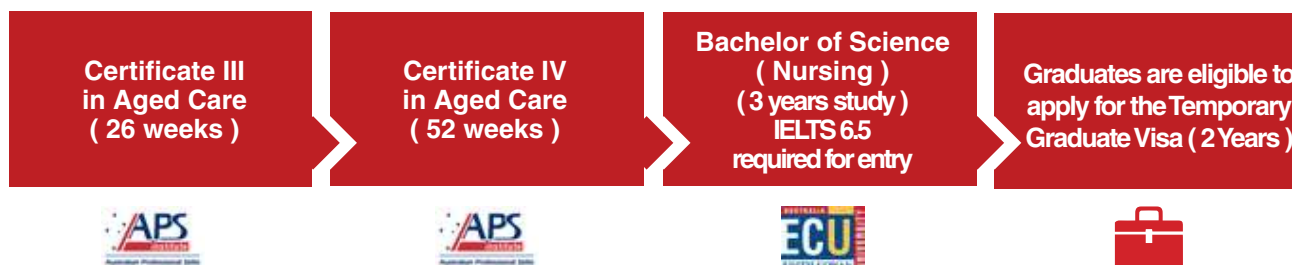


Study Pathways to Hospitality and Business studies

Students who complete Diploma of Hospitality or Diploma of Business at APSI and who meet ECU admission requirements, may be given advanced standing by ECU in the Bachelor of Business (excluding the Accounting major) and the Bachelor of Hospitality and Tourism Management. The English level of all applicants will be assessed by ECU in line with the University English Standards Policy.



Study Pathway for Aged Care Training





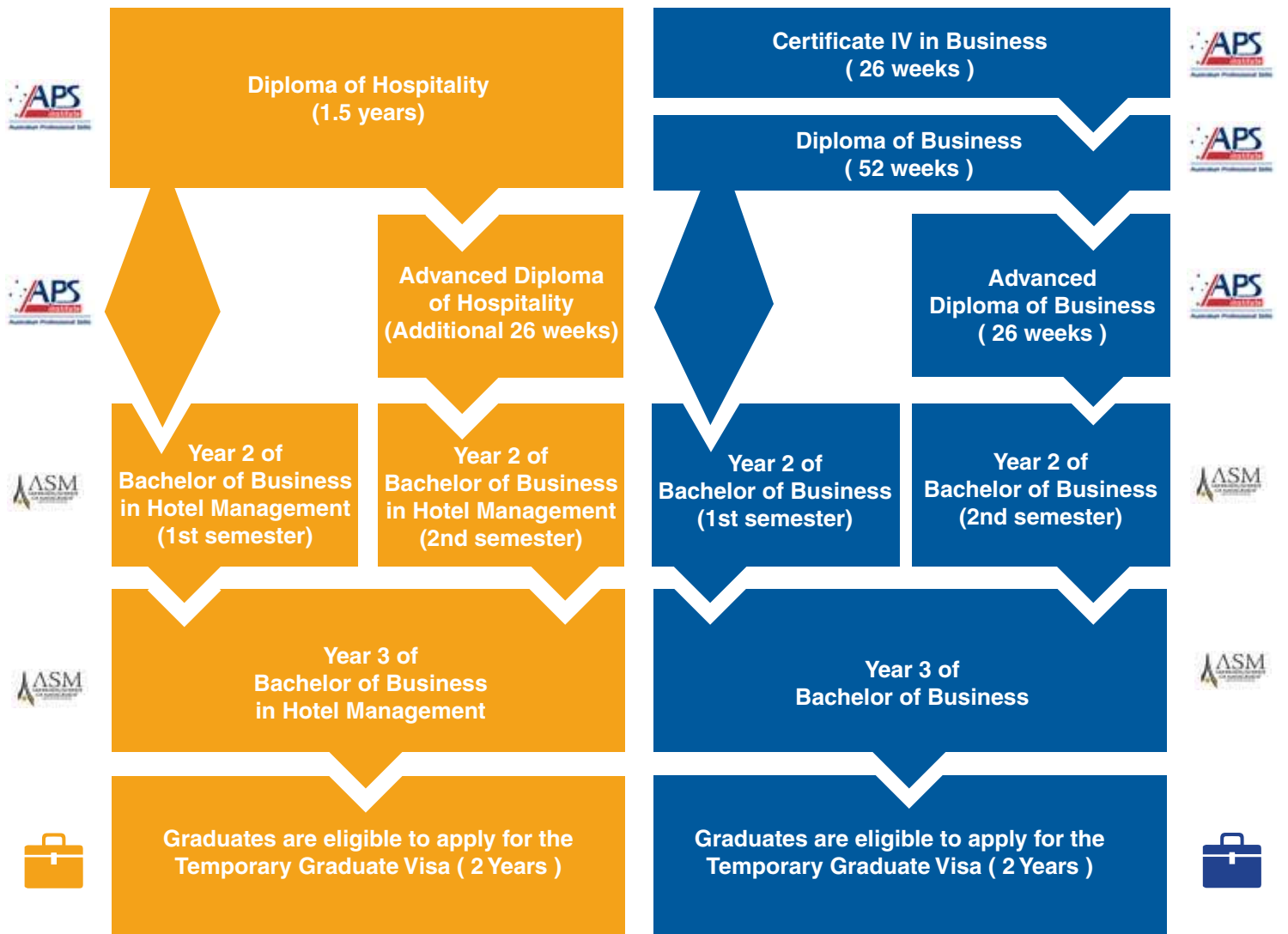
ASM is a registered Higher Education Provider in Perth Western Australia. The location of the campus is on Wellington Street, Perth City. ASM's degrees are internationally recognised and valued. ASM degrees are a product of research, planning and consultation with industry partners and leading Australian and international academics. For further information regarding the admission requirements for ASM, please visit their website at www.asm.edu.au

Contact ASM
 641 Wellington Street, Perth,
 Western Australia, 6000.
 Tel: +61(8) 9211 3222
 Email: info@asm.edu.au



Study Pathways to Hospitality and Business studies

Students who complete Diploma of Hospitality or Diploma of Business at APSI and who meet ASM admission requirements, may be given advanced standing by ASM in the Bachelor of Business or the Bachelor of Business (Hotel Management) courses.





Accommodation

There are a number of different accommodation options that are available for International Students in Perth. If you need APSI to assist you in finding the right accommodation, please refer to the details below or email info@apsi.edu.au for further details.

AIRPORT GREETING SERVICE

APSI can arrange an airport greeting service for new International students. This service is provided at extra cost. Please inform APSI of your arrival details at least 5 working days before your expected arrival in Australia. An invoice for airport greeting service will be sent to you upon confirmation.

Airport Greeting Fee - \$100 plus GST.

HOMESTAY

Homestay is a living arrangement whereby guests pay to stay in a private home of their host family. This option can be an invaluable and rewarding part of a students learning experience in Australia. All of our homestay families are carefully chosen and have undergone police clearance to ensure the safety and wellbeing of International Students. Students are required to stay a minimum of 4 weeks if you apply for Homestay.

Payment terms:

Minimum stay 4 weeks. 4 weeks minimum payment in advance.

Booking fee:

Homestay Placement Fee : \$200 plus GST.

Full Board

\$245 per week (include 3 meals, 7 days per week)

Half Board

\$225 per week (include 2 meals, 7 days per week)

Room only

\$150 per week (use of kitchen facilities)

SHARE HOUSE ACCOMMODATION

A range of accommodation options are easily available in the city or suburbs surrounding APSI. Independent living allows greater independence and privacy, making it ideal for mature age students or those with families.

All share house requests can be booked directly with service provider: House2share

Email : info@house2share.com.au

Tel: +61(0) 452 269 869

Website: <http://www.house2share.com.au/>

Housing Details:

- All share house type of accommodation available to students upon their arrival – Only available to students over 18 years old.
- Food is not provided.
- All accommodations are close to city or easy walking distance to train stations.
- All accommodations are fully furnished share bedrooms.

Terms:

- Minimum stay – 4 weeks (extension of stay is available)
- Rate is fully inclusive (all rates and utilities)
- Invoice will be issued directly from House2share to the student.
- Students are provided with detailed information about accommodation prior their arrival.
- Students get instructions how to get into accommodation and collect keys.

Payment Terms

Booking fees per person:

\$190 Weekly Rental Per Person

\$190 Per Week Security Bond Paid in Advance

\$300 (Refundable Upon Moving Out)



Student Services

Our Student Services Team is designed to ensure that you have an enjoyable learning experience with APSI. We have a range of services and support programs that can help enhance your career prospects, lifestyle, learning and wellbeing.

ORIENTATION PROGRAM

APSI will assist International students to adjust to study and life in Australia through an orientation program. All new students must attend the orientation program on the first day of their course at APS Institute. At orientation, you will be provided with information on student support services to assist you in the transition to life and study in your new environment in Australia. You will also be provided with information on legal services, emergency and health services, facilities and resources, and complaints and appeals processes, course timetable and visa requirements.

For further information about visa requirements, please visit www.immi.gov.au

CAREER GUIDANCE AND COUNSELLING

APSI has experienced career counsellors to give you guidance in your career choices and further studies options.

OVERSEAS STUDENT HEALTH COVER

All International students are required to be covered by insurance during their study period in Australia. APSI uses Medibank Private as our private health insurance provider for international students.

For more information, please visit Medibank private website at www.medibank.com.au/oshc

RECREATIONAL ACTIVITIES

APSI is all about fun and throughout the year there are many group activities and events on offer. These recreational activities are the perfect break from studies. There are also off campus activities such as day trip adventures and sporting competitions with students from other colleges.

STUDY SUPPORT AND LANGUAGE, LITERACY AND NUMERACY SKILLS (LLN)

Our course coordinators and counsellor are available to help students to adjust to the Australian learning environment. They can provide you with assistance on classroom participation and effective study techniques. Your course coordinator will meet you during the orientation program. If you have any special learning or LLN needs, please contact your course coordinator.

JOB READINESS WORKSHOP

All APSI students can join this FREE one hour workshop presented by APSI experienced workplace coordinator. Students will learn how to search for Jobs in Australia, prepare for job interviews, resume writing and how to present yourself to potential employers.



Shin Hye Min

- Korea

“ APSI has opened many great opportunities for me during my studies in Australia. I’m confident with my improved communication skills, I can do wonders when I head back to Korea. ”

“I love Perth because it is laid back yet full of opportunities for International students in terms of jobs and getting real life experience. I fully recommend breaking out of your comfort zone and study overseas. The experience you get and the friends you make will change your life.”





Admission Requirements

All International Students must meet the following admission requirements:

GENERAL REQUIREMENT

All International Students must be a minimum of 18 years of age before they can be offered a place to study at Australian Professional Skills Institute.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

Students need to demonstrate they have proficiency in English before a place can be offered at APSI. Any of the following English Language Proficiency Tests are acceptable:

- International students need an IELTS level of 5.5 overall (Academic) with no individual band lower than 5 or equivalent
- TOEFL 530 (paper PBT) 197 (computerised)
- Pearson Test of English (PTE Academic) Score 47
- Proof that the medium of instruction at school has been in English with a satisfactory grade in English.

Students without any proof of English proficiency will be referred to APSI's partner English College to undertake an English language test.

Students who cannot demonstrate the required English Language requirement can choose to enrol in an ELICOS program with APSI's partner English College.

ACADEMIC REQUIREMENT

For certificate level courses, students must have completed a minimum of Year 11 schooling or equivalent or be a mature age student (20 years of age and above).

For direct entry into Diploma and Advanced Diploma level course, students must have completed a minimum of Year 12 schooling or equivalent or for mature age entry, please submit a full resume to support the application.

Please refer to individual course entry requirement for reference.





Working while Studying in Australia

Working while you study in Australia can help complement your study and living experience. There are a number of reasons you might want to undertake part time work while studying in Australia, including assisting with living expenses and gaining work experience in your study area. For a full list of mandatory and discretionary student visa conditions please visit www.immi.gov.au/students/index.htm and <http://www.fairwork.gov.au/>



Corrado Zanotti

- Italy

“The teachers are very patient and supportive. Great campus and I love the course which mixes real life theories and practical training”

“Like many young people from Italy, I travelled to Perth to find a better future. The Hospitality course at APSI is really Inspiring.”



WORKING WHILE STUDYING

► How much can I work?

Students are not permitted to start work until you have commenced your course of study. You can work a maximum of 40 hours per fortnight during the term and unlimited hours when your course is not in session/ holiday/ term breaks. Dependant family members of International Students are allowed to work 40 hours per fortnight at all times.

► How can I find part time work?

There are plenty of ways to find work that suits you, including:

- Newspapers and online job sites.
- APSI provides job notice-boards on campus and online.
Contact APSI’s student services staff for any coaching assistance..
- Register your details at a recruitment firm; many of them help place people in casual or short-term work.

► Does workplace training affect my hours?

Students who are undergoing workplace training are allowed to work up to 40 hours per fortnight. Workplace training hours are not counted as part time work hours. Workplace training hours are recorded separately as part of your training course. Please note you may not be paid for your workplace training hours.

► Where can I find part time work?

Australia has a wide range of industries and many have part time employment opportunities, including:

- Retail - Supermarkets, Department and Clothing Stores
- Hospitality - Cafes, Bars and Restaurants
- Tourism - Hotels and Motels
- Agricultural - Farming and Fruit-Picking
- Sales and Telemarketing
- Administration or Clerical Roles
- Tutoring

TAX FILE NUMBER (TFN)

You must obtain a Tax File Number if you intend to work in Australia.

International Students who enrolled at an Australian institution for more than six months will be regarded as an Australian resident for taxation purposes. International Students will require to pay tax on their earnings at the same rate as Australian residents.

You can apply for a TFN via Australian Taxation Office website: www.ato.gov.au

If you are departing Australia permanently upon completion of your studies, you can claim your superannuation payment which your employer has paid on your behalf. For more details, please refer to www.ato.gov.au/super



Policies and Procedures

POLICIES AND PROCEDURES

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

- Australian Government Education Services for Overseas Students Act 2000,
- Education Services for Overseas Students Regulations 2001 (<http://www.aei.gov.au/AEI/ESOS/ESOSLegislation/default.html>)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (<http://www.aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/default>. https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Documents/National_Code_2007_pdf)
- Standards for NVR Registered Training Organisations 2011. (<http://www.asqa.gov.au/about/national-vet-regulation/standards-for-nvr-registered-training-organisations.html>)

RECOGNITION OF PRIOR LEARNING (RPL) AND COURSE CREDIT

Recognition of Prior Learning is a process by which you can get credit for skills and knowledge you have already attained through work experience, informal learning or from a training organisation. Course Credit is granted if a student completed the same unit with same unit code and unit name with another RTO in Australia. If you wish to apply for RPL or course credit transfer, please download the RPL or Credit Transfer application form from our website when you submit your application.

COMPLAINTS AND APPEAL

APSI's complaints and appeals processes are independent, easily and immediately accessible, inexpensive for the parties involved and are compliant with the National Code. A copy of the policy and procedure can be downloaded from www.apsi.edu.au

Details of the Standard can be downloaded from <https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>





www.apsi.edu.au

Malaysia Representative Office

**Level 1, U103, Block A, Damansara Intan,
No.1 Jalan SS20/27, 47400 Petaling Jaya,
Selangor Darul Ehsan, MALAYSIA**

malaysia@apsi.edu.au

Perth Office

**Unit 12, Wellington Fair,
40 Lord Street, East Perth,
WA 6004, Australia**

info@apsi.edu.au

Telephone:

**1300 - 883 - 673 (within Australia)
+ 61 - 8 - 6365 - 4386 (International)**

ABN: 65 131 433 433

CRICOS Provider Code: 03255G

National Provider Number: 52007