Victorian Institute of Technology

the smart start to a better future

International Prospectus 2015

www.vit.edu.au
Welcome message from the Chair, Board of Studies

Welcome to the Victorian Institute of Technology (VIT). We aim to provide you with a smart start to your education, giving you a better and brighter future.

VIT is approved for Streamlined Visa Processing (SVP) and is a Higher Education provider through our Bachelor of Information Technology and Systems (BITS) course. We are also a Registered Training Organisation (RTO) and a Microsoft Certified Partner since 2000.

Our Institute provides a broad range of accredited vocational education and training programs at our convenient Melbourne inner city locations. All VIT delivery locations are close to major shopping, restaurant and entertainment centres and are well serviced by public transport.

VIT has excellent facilities and resources. We have fully equipped ‘State-of-the-Art’ kitchens, workshops, audiovisual equipment and personal computer labs. VIT’s resource centre includes a Higher Education electronic library that allows our students to access over 1,000 full-text e-Journals, plus 2,500 e-Books, all accessible 24/7. In addition we have English Language, Automotive, Business, Commercial Cookery, Patisserie, Hospitality, IT and Multimedia reference books for students to use on premises.

At VIT, we help our students develop interesting and challenging careers by imparting skills that are in high demand globally. Our courses specifically focus on industry needs and bridge the gap between Secondary Education and Post Graduate Studies. We give our students a solid foundation, in order to pursue their career goals.

Our Institute has established a sound reputation for delivering quality education since 1998. Students receive practical and theoretical training while enjoying Australia’s unique culture and lifestyle.

Our team has extensive experience in the education and training industry. Feel free to visit our website http://www.vit.edu.au/index.php/home/vit-council.html for further information.

I look forward to welcoming you to VIT and wish you well for your future.

Professor Richard Carter
Chair, Board of Studies

Chief Executive Officer
Mr Arjun Surapaneni

VIT Council
Professor Richard Carter
Professor Andrew Flitman
Mr Laurie Moroney
Mr Peter Batchelor
Ms Marion Walker
Mr Ben Scheltus
Mr Hendrik Karsten
## Welcome Message

## Introduction to VIT

## Intake Dates

### Vocational Education and Training (VET)

#### Business Courses
- Certificate IV in Business
- Diploma of Business

#### English Language Courses
- Certificate I in Spoken and Written English
- Certificate II in Spoken and Written English
- Certificate III in EAL (Further Study)
- Certificate IV in EAL (Further Study)

#### Hospitality Courses
- Certificate III in Commercial Cookery
- Certificate IV in Commercial Cookery
- Diploma of Hospitality (Commercial Cookery Pathway)
- Advanced Diploma of Hospitality (Commercial Cookery Pathway)
- Certificate III in Patisserie
- Certificate IV in Patisserie
- Diploma of Hospitality (Patisserie Pathway)
- Advanced Diploma of Hospitality (Patisserie Pathway)

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- Diploma of Interactive Digital Media

#### Information Technology Courses
- Diploma of Information Technology Networking

### Student Information

#### Entry Requirements

#### Support Services

#### Fees

### Higher Education

#### Contents
- Bachelor of Information Technology and Systems

#### Student Information
INTRODUCTION TO VIT

Why choose VIT?

All VIT courses are designed in consultation with industry thereby increasing our students future employment opportunities.

At VIT the advantages are:

- SVP approved provider
- Higher Education provider
- Multiple intake dates
- Multicultural staff and students
- Students are trained in an environment that is as close as possible to an industry workplace
- Our courses have been designed to follow the Australian Qualifications Framework (AQF), ensuring students develop the skills required to gain employment within their relevant industry
- Outcome focussed
- State-of-the-art kitchens and computer labs
- Qualified and industry experienced trainers

VIT provides a number of pathways from our Vocational programs that allow students to progress to VIT’s Bachelor course or to other Australian University courses.

Our qualifications are recognised by the relevant industry bodies:

- Tertiary Education Quality and Standards Agency (TEQSA)
- Australian Skills Quality Authority (ASQA)
- Department of Education
- Service Skills Australia
- Innovation and Business Skills Australia

Why study in Melbourne?

Melbourne is a great place to study, live and realise your potential. Quality education, a great climate, friendly people, excellent value; no wonder so many students have decided to make Melbourne the place to continue their studies and achieve their goals. Your future starts right here in Melbourne.

VIT Delivery Locations

City: Main Campus (Registered Office)
Level 10, 123 Queen Street
Melbourne 3000 Victoria Australia

Abbotsford (School of Hospitality)
413 Johnston Street
Abbotsford 3067 Victoria Australia

2015 Intake Dates

<table>
<thead>
<tr>
<th>Intake</th>
<th>Orientation Date</th>
<th>Commencement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>16th February 15</td>
<td>9th February 2015</td>
<td>16th February 2015</td>
</tr>
<tr>
<td>12th October 2015</td>
<td>5th October 2015</td>
<td>12th October 2015</td>
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</table>
Certificate IV in Business BSB40212

CRICOS Code 081665K
Duration 33 weeks (3 days per week)
Fees Refer to Fees table (page 17)
Delivery Location City
Intake Refer to Intake Dates (page 4)
Eligibility Criteria Refer to Entry Requirements (page 14)

This course is designed for individuals who would like to use well-developed business skills and a broad knowledge base in a wide variety of contexts. This course will equip students with strong communication and administrative skills as well as the fundamentals of supervision and finance, applicable to various types of industries. Graduates can gain employment as Administrative Assistants or Administrators.

Resources & Materials

All Prescribed Text Books and Learning Materials. Refer to Fees page 17.

Units of Competency

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
<th>Certificate IV BSB40212</th>
<th>Diploma BSB50207</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBADM405B</td>
<td>Organise meetings</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBCCM401A</td>
<td>Make a presentation</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBLED401A</td>
<td>Develop teams and individuals</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>Analyse and present research information</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBWRT401A</td>
<td>Write complex documents</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBHRM405A</td>
<td>Support the recruitment, selection and induction of staff</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBSMB402A</td>
<td>Plan small business finances</td>
<td>■</td>
<td></td>
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<tr>
<td>BSBMKG401B</td>
<td>Profile the market</td>
<td>■</td>
<td></td>
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<tr>
<td>BSBADM506B</td>
<td>Manage business document design and development</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBSLU501A</td>
<td>Develop workplace policy and procedures for sustainability</td>
<td>■</td>
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<tr>
<td>BSBSM506A</td>
<td>Manage recruitment, selection and induction processes</td>
<td>■</td>
<td></td>
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<tr>
<td>BSBVOR501B</td>
<td>Manage personal work priorities and professional development</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBRSK501B</td>
<td>Manage risk</td>
<td>■</td>
<td></td>
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<tr>
<td>BSBADV507B</td>
<td>Develop a media plan</td>
<td>■</td>
<td></td>
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<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>BSBADV509A</td>
<td>Create mass print media advertisements</td>
<td>■</td>
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</table>
**Certificate I in Spoken and Written English 10362NAT**

<table>
<thead>
<tr>
<th>CRICOS Code</th>
<th>Duration</th>
<th>Study Mode</th>
<th>Fees</th>
<th>Delivery Location</th>
<th>Intake</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>085872D</td>
<td>15 weeks</td>
<td>25 hours per week</td>
<td>Refer to Fees table (page 17)</td>
<td>City</td>
<td>Refer to Intake Dates (page 4)</td>
<td>Refer to Entry Requirements</td>
</tr>
</tbody>
</table>

Certificate I in Spoken and Written English is a component of the Certificates in Spoken and Written English (CSWE) general education curriculum framework.

It is a beginner course for learners who have just started learning English language and literacy and who have had minimal exposure to English.

**Resources & Materials**

All Prescribed Text Books and Learning Materials. Refer to Fees page 17.

**Modules**

<table>
<thead>
<tr>
<th>Code</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWELRN101A</td>
<td>Basic learning strategies</td>
</tr>
<tr>
<td>SWEPER102A</td>
<td>Giving personal information</td>
</tr>
<tr>
<td>SWETRA103A</td>
<td>Comprehending and participating in short transactional exchanges</td>
</tr>
<tr>
<td>SWEMSG107A</td>
<td>Comprehending and leaving telephone messages</td>
</tr>
<tr>
<td>SWEINS108A</td>
<td>Comprehending written instructions and completing a short form</td>
</tr>
<tr>
<td>SWEEDED109A</td>
<td>Comprehending and composing written descriptions</td>
</tr>
<tr>
<td>SWETXT111A</td>
<td>Comprehending and composing short informal written texts</td>
</tr>
<tr>
<td>SWELRN201A</td>
<td>Intermediate learning strategies</td>
</tr>
<tr>
<td>SWECAS202A</td>
<td>Comprehending and participating in routine casual conversations</td>
</tr>
<tr>
<td>SWEEEX203A</td>
<td>Comprehending and participating in transactional exchanges</td>
</tr>
<tr>
<td>SWEINS206A</td>
<td>Comprehending and giving spoken instructions</td>
</tr>
<tr>
<td>SWEFOR208A</td>
<td>Comprehending written instructions and completing formatted texts</td>
</tr>
<tr>
<td>SWENEW211A</td>
<td>Comprehending news and information texts</td>
</tr>
<tr>
<td>SWEJOB214A</td>
<td>Comprehending and composing jobseeking tests</td>
</tr>
</tbody>
</table>

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**Certificate II in Spoken and Written English 10363NAT**

<table>
<thead>
<tr>
<th>CRICOS Code</th>
<th>Duration</th>
<th>Study Mode</th>
<th>Fees</th>
<th>Delivery Location</th>
<th>Intake</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>085873C</td>
<td>20 weeks</td>
<td>25 hours per week</td>
<td>Refer to Fees table (page 17)</td>
<td>City</td>
<td>Refer to Intake Dates (page 4)</td>
<td>Refer to Entry Requirements</td>
</tr>
</tbody>
</table>

Certificate II in Spoken and Written English is a post-beginner course and a component of the Certificates in Spoken and Written English (CSWE) general education curriculum framework.

It is a beginner course for learners who have just started learning English language and literacy and who have had minimal exposure to English.

**Resources & Materials**

All Prescribed Text Books and Learning Materials. Refer to Fees page 17.
Certificate III in EAL (Further Study) 22255VIC
CRICOS Code 082674A
Duration 24 weeks
Fees Refer to Fees page 17
Delivery Location City
Eligibility Criteria Refer to Entry Requirements page 14

This Certificate III in EAL (Further Study) is a general English course designed for students, typically IELTS level 4.5 who wish to improve their English level to IELTS 5.0 or above.

On successful completion of this course, you will be able to:
1. develop and document a learning plan and portfolio
2. use listening, speaking, reading and writing skills to:
   i. give oral presentations for further study
   ii. read and write straightforward texts for research purposes
   iii. participate in a range of interactions and group activities for further study
   iv. analyse and produce a range of straightforward texts relevant to further study
   v. listen and take notes for research
   vi. read and analyse instructional and/or advisory texts

Certificate IV in EAL (Further Study) 22258VIC
CRICOS Code 082675M
Duration 24 weeks
Fees Refer to Fees page 17
Delivery Location City
Eligibility Criteria Refer to Entry Requirements page 14

This Certificate IV in EAL (Further Study) is a general English course designed for students, typically IELTS level 5.0 who wish to improve their English level to IELTS 5.5 or above.

On successful completion of this course, you will be able to:
1. research pathways and produce a learning plan and portfolio
2. use listening, speaking, reading and writing skills to:
   i. give complex presentations for further study
   ii. read and write complex texts for research purposes
   iii. analyse and participate in complex spoken discourse for further study
   iv. read and write a range of complex texts for further study
   v. use a range of critical reading and writing skills for further study
   vi. use language analysis skills to review own texts
   vii. take notes from complex aural texts for further study

Resources & Materials

Printed Material:
All Prescribed Text Books and Learning Materials. Refer to Fees page 17.
Your Career in Hospitality

Hospitality as a profession is a highly regarded career, where Hotel Managers, Food and Beverage Managers, or Food and Beverage Directors command high salaries and are sought after internationally.

Your professional hospitality and business skills will also be valued across a variety of industries in management, or perhaps you could manage your own business?

VIT has some of the best kitchen facilities in Melbourne. These kitchens are well equipped with quality stoves and ovens to ensure you receive the most practical (hands on) experience possible during your studies.

VIT has produced many graduates with qualifications that meet industry requirements and standards.

Hospitality Industry Courses

- SIT30813 Certificate III in Commercial Cookery
- SIT40413 Certificate IV in Commercial Cookery
- SIT31113 Certificate III in Patisserie
- SIT40713 Certificate IV in Patisserie
- SIT50313 Diploma of Hospitality
- SIT60313 Advanced Diploma of Hospitality

Resources & Materials

All Hospitality courses require the following resources and materials:

- Equipment: Standard Chefs tool kit
- Uniform: Standard Chefs uniform and shoes, individually fitted

All Prescribed Text Books and Learning Materials. Refer to Fees page 17.

“Anybody can make you enjoy the first bite of a dish, but only a real chef can make you enjoy the last”
Francois Minot
Certificate III in Commercial Cookery SIT30813
CRICOS Code 081659G
Duration 64 weeks (3 days per week)
Fees Refer to Fees table (page 17)
Delivery Location City, Abbotsford
Intake Refer to Intake Dates (page 4)
Eligibility Criteria Refer to Entry Requirements (page 14)
Work Based Training 144 hours of work based training is included in this course and is guaranteed by VIT

The course is designed for applicants who wish to gain skills in hospitality as well as international cuisine. Students develop practical skills and obtain essential knowledge required to become qualified cooks.

Certificate IV in Commercial Cookery SIT40413
CRICOS Code 081660D
Duration 100 weeks (3 days per week)
Fees Refer to Fees table (page 17)
Delivery Location City, Abbotsford
Intake Refer to Intake Dates (page 4)
Eligibility Criteria Refer to Entry Requirements (page 14)
Certificate III in Commercial Cookery can be used as a pathway into Certificate IV in Commercial Cookery.
Work Based Training 144 hours of work based training is included in this course and is guaranteed by VIT

The Certificate IV in Commercial Cookery provides the skills and knowledge for an individual to be competent as a qualified chef or cook in a supervisory or team leading role in the kitchen. Work can be undertaken in various kitchen settings, such as in restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

Diploma of Hospitality SIT50313
CRICOS Code 081663A
Duration 88 weeks (3 days per week)
Fees Refer to Fees table (page 17)
Delivery Location City, Abbotsford
Intake Refer to Intake Dates (page 4)
Eligibility Criteria Refer to Entry Requirements (page 14)

The Diploma of Hospitality course provides the skills and knowledge for an individual to be competent as a Supervisor or Team Leader in any hospitality function area. This individual would supervise, lead and execute judgments using wide-ranging technical, creative, or conceptual competencies. Work would be undertaken in various hospitality settings.

Advanced Diploma of Hospitality SIT60313
CRICOS Code 081664M
Duration 107 weeks (3 days per week)
Fees Refer to Fees table (page 17)
Delivery Location City, Abbotsford
Intake Refer to Intake Dates (page 4)
Eligibility Criteria Refer to Entry Requirements (page 14)

The Advanced Diploma of Hospitality course provides the skills and knowledge for an individual to be competent as a Manager in any hospitality function area. This individual would analyse, design and execute judgments using wide-ranging technical, creative, conceptual or managerial competencies. Work would be undertaken in various hospitality settings.
## COMMERCIAL COOKERY
### UNITS OF COMPETENCY
- Certificate III in Commercial Cookery
- Certificate IV in Commercial Cookery
- Diploma of Hospitality
- Advanced Diploma of Hospitality

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
<th>Certificate III SIT30813</th>
<th>Certificate IV SIT40413</th>
<th>Diploma SIT50313</th>
<th>Adv. Diploma SIT60313</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITXSA101</td>
<td>Use hygienic practices for food safety</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SITXWHS101</td>
<td>Participate in safe work practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITXSA201</td>
<td>Participate in safe food handling practices</td>
<td></td>
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<tr>
<td>SITXIN202</td>
<td>Maintain the quality of perishable items</td>
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<td></td>
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<tr>
<td>BSBUS301A</td>
<td>Participate in environmentally sustainable work practices</td>
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<td></td>
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<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SITHKOP101</td>
<td>Clean kitchen premises and equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SITXCCS303</td>
<td>Provide service to customers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITHHRM301</td>
<td>Coach others in job skills</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SITHCCC101</td>
<td>Use food preparation equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITXCC201</td>
<td>Produce dishes using basic methods of cookery</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITXCC202</td>
<td>Produce appetisers and salads</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SITXCC203</td>
<td>Produce stocks, sauces and soups</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SITXCC204</td>
<td>Produce vegetable, fruit, egg and farinaceous dishes</td>
<td></td>
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<tr>
<td>SITXCC301</td>
<td>Produce poultry dishes</td>
<td></td>
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<tr>
<td>SITXCC302</td>
<td>Produce seafood dishes</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>SITXCC303</td>
<td>Produce meat dishes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITHPAT306</td>
<td>Produce desserts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITXCC308</td>
<td>Produce cakes, pastries and breads</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITXCC307</td>
<td>Prepare food to meet special dietary requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITHKOP102</td>
<td>Plan and cost basic menus</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SITHCC309</td>
<td>Work effectively as a cook</td>
<td></td>
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<tr>
<td>HLTAFD003</td>
<td>Provide first aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITXIN201</td>
<td>Receive and store stock</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITXCC306</td>
<td>Handle and serve cheese</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITXWHS401</td>
<td>Implement and monitor work health and safety practices</td>
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</tr>
<tr>
<td>BSBDIV501A</td>
<td>Manage diversity in the workplace</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITHHRM401</td>
<td>Roster staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITXFIN401</td>
<td>Interpret financial information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBUS301A</td>
<td>Implement and monitor environmentally sustainable work practices</td>
<td></td>
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<tr>
<td>SITHKOP402</td>
<td>Develop menus for special dietary requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SITHKOP403</td>
<td>Coordinate cooking operations</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SITHHRM402</td>
<td>Lead and manage people</td>
<td></td>
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<tr>
<td>SITXMGMT401</td>
<td>Monitor work operations</td>
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<tr>
<td>SITXFIN402</td>
<td>Manage finances within a budget</td>
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<tr>
<td>SITXCOM403</td>
<td>Manage conflict</td>
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<tr>
<td>SITXSA401</td>
<td>Develop and implement a food safety program</td>
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<tr>
<td>SITXGLC501</td>
<td>Research and comply with regulatory requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
<td></td>
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<tr>
<td>SITXCCS401</td>
<td>Enhance the customer service experience</td>
<td></td>
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<tr>
<td>SITHRM503</td>
<td>Monitor staff performance</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>SITXCCS501</td>
<td>Manage quality customer service</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SITXFIN501</td>
<td>Prepare and monitor budgets</td>
<td></td>
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<tr>
<td>SITXHRM501</td>
<td>Recruit, select and induct staff</td>
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<tr>
<td>SITXMGTS501</td>
<td>Establish and conduct business relationships</td>
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<tr>
<td>SITXFIN601</td>
<td>Manage physical assets</td>
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<tr>
<td>SITXMPR502</td>
<td>Develop and implement marketing strategies</td>
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<tr>
<td>BSBMGT617A</td>
<td>Develop and implement a business plan</td>
<td></td>
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<tr>
<td>SITXWH601</td>
<td>Establish and maintain a work health and safety system</td>
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<tr>
<td>BSBFIN601A</td>
<td>Manage finances</td>
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<tr>
<td>BSBRSK501B</td>
<td>Manage risk</td>
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</tbody>
</table>
Certificate III in Patisserie prepares students to become qualified Pastry Cooks. An emphasis is placed on providing hands-on, practical training whilst students are learning to make cakes, gateaux, pastries, yeast goods and petits fours.

Certificate IV in Patisserie provides the skills and knowledge for an individual to be competent as a qualified Pâtissier (Pastry Chef) and gain employment in a supervisory or team leading role in a patisserie or pastry kitchen. Work can be undertaken in various hospitality enterprises where patisserie products are prepared and served such as restaurants, hotels, catering operations, clubs, pubs, bakery, cafes and coffee shops. Students also learn specialised skills like modeling marzipan, preparing sugar items, chocolate, chocolate confectionary as well as coffee making.

The Certificate IV in Patisserie can be used as a pathway into Certificate III in Patisserie.

Diploma of Hospitality course provides the skills and knowledge for an individual to be competent as a Supervisor or Team Leader in any hospitality function area. This individual would supervise, lead and execute judgments using wide-ranging technical, creative, or conceptual competencies. Work would be undertaken in various hospitality settings.

Advanced Diploma of Hospitality course provides the skills and knowledge for an individual to be competent as a Manager in any hospitality function area. This individual would analyse, design and execute judgments using wide-ranging technical, creative, conceptual or managerial competencies. Work would be undertaken in various hospitality settings.
## PATISSERIE

### UNITS OF COMPETENCY

- Certificate III in Patisserie
- Certificate IV in Patisserie
- Diploma of Hospitality
- Advanced Diploma of Hospitality

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
<th>Certificate III SIT30813</th>
<th>Certificate IV SIT40413</th>
<th>Diploma SIT50313</th>
<th>Adv. Diploma SIT60313</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHCCC307</td>
<td>Prepare food to meet special dietary requirements</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SITXSA101</td>
<td>Use hygienic practices for food safety</td>
<td></td>
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<tr>
<td>SITXWH5101</td>
<td>Participate in safe work practices</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SITXSA201</td>
<td>Participate in safe food handling practices</td>
<td></td>
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</tr>
<tr>
<td>SITXINV202</td>
<td>Maintain the quality of perishable items</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>BSBSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
<td></td>
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</tr>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
<td></td>
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<tr>
<td>SITHKOP101</td>
<td>Clean kitchen premises and equipment</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SITXCCS303</td>
<td>Provide service to customers</td>
<td></td>
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<tr>
<td>SITHHRM301</td>
<td>Coach others in job skills</td>
<td></td>
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<tr>
<td>SITHCCC101</td>
<td>Use food preparation equipment</td>
<td></td>
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<tr>
<td>SITHCCC201</td>
<td>Produce dishes using basic methods of cookery</td>
<td></td>
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<tr>
<td>SITHXINV201</td>
<td>Receive and store stock</td>
<td></td>
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<tr>
<td>SITHCCC207</td>
<td>Use cookery skills effectively</td>
<td></td>
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<tr>
<td>SITXHPAT301</td>
<td>Produce cakes</td>
<td></td>
<td></td>
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<tr>
<td>SITXHPAT302</td>
<td>Produce gateaux, torten and cakes</td>
<td></td>
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<tr>
<td>SITXHPAT303</td>
<td>Produce pastries</td>
<td></td>
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<tr>
<td>SITXHPAT305</td>
<td>Produce petits fours</td>
<td></td>
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<tr>
<td>SITXHPAT304</td>
<td>Produce yeast based bakery products</td>
<td></td>
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<tr>
<td>SITXHPAT306</td>
<td>Produce desserts</td>
<td></td>
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<tr>
<td>SITHFAB204</td>
<td>Prepare and serve espresso coffee</td>
<td></td>
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<tr>
<td>HELAID003</td>
<td>Provide first aid</td>
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<tr>
<td>SITXCCS306</td>
<td>Handle and serve cheese</td>
<td></td>
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<tr>
<td>SITHHRM402</td>
<td>Lead and manage people</td>
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<tr>
<td>SITHXWHS501</td>
<td>Implement and monitor work health and safety practices</td>
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<tr>
<td>BSBDV501A</td>
<td>Manage diversity in the workplace</td>
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<tr>
<td>SITHHRM401</td>
<td>Roster staff</td>
<td></td>
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<tr>
<td>SITXFIN401</td>
<td>Interpret financial information</td>
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<tr>
<td>SITXFIN402</td>
<td>Manage finances within a budget</td>
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<tr>
<td>SITHKOP403</td>
<td>Coordinate cooking operations</td>
<td></td>
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<tr>
<td>SITXCOM401</td>
<td>Manage conflict</td>
<td></td>
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<tr>
<td>BSBSUS301A</td>
<td>Implement and monitor environmentally sustainable work practises</td>
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<tr>
<td>SITMGT401</td>
<td>Monitor work operations</td>
<td></td>
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<tr>
<td>SITXHPAT401</td>
<td>Prepare and model marzipan</td>
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<tr>
<td>SITXHPAT402</td>
<td>Produce chocolate confectionery</td>
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<tr>
<td>SITXHPAT403</td>
<td>Model sugar based decorations</td>
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<tr>
<td>SITXHPAT404</td>
<td>Design and produce sweet buffet showpieces</td>
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<tr>
<td>SITHCCC401</td>
<td>Produce specialised food items</td>
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<tr>
<td>SITXGLC501</td>
<td>Research and comply with regulatory requirements</td>
<td></td>
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<tr>
<td>BSMBGT515A</td>
<td>Manage operational plan</td>
<td></td>
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<tr>
<td>SITXCCS401</td>
<td>Enhance customer service experience</td>
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<tr>
<td>SITHHRM503</td>
<td>Monitor staff performance</td>
<td></td>
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<tr>
<td>SITHXCCS501</td>
<td>Manage quality customer service</td>
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<tr>
<td>SITXFIN501</td>
<td>Prepare and monitor budgets</td>
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<tr>
<td>SITHHRM501</td>
<td>Recruit, select and induct staff</td>
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<tr>
<td>SITXMG5501</td>
<td>Establish and conduct business relationships</td>
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<tr>
<td>SITXFIN601</td>
<td>Manage physical assets</td>
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<tr>
<td>SITXMPR502</td>
<td>Develop and implement marketing strategies</td>
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<tr>
<td>BSMBGT617A</td>
<td>Develop and implement a business plan</td>
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<tr>
<td>SITHWH601</td>
<td>Establish and maintain a work health and safety system</td>
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<tr>
<td>BSBFIN601A</td>
<td>Manage finances</td>
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<tr>
<td>BSBRSK501B</td>
<td>Manage risk</td>
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</tbody>
</table>
Diploma of Interactive Digital Media CUF50207

CRICOS Code  069424F
Duration  54 weeks (3 days per week)
Fees  Refer to Fees table (page 17)
Delivery Location  City
Intake  Refer to Intake Dates (page 4)
Eligibility Criteria  Refer to Entry Requirements (page 14)

This is an intensive ‘hands on’ course, enabling students to gain a range of skills and knowledge in digital interactive media. This course introduces students to interactive media including animation, graphics and web design.

Resources & Materials

All Prescribed Text Books and Learning Materials. Refer to Fees page 17.

Units of Competency

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMM401A</td>
<td>Make a presentation</td>
</tr>
<tr>
<td>BSBCRT402A</td>
<td>Collaborate in a creative process</td>
</tr>
<tr>
<td>BSBRIL401A</td>
<td>Establish networks</td>
</tr>
<tr>
<td>BSBSMG510A</td>
<td>Manage projects</td>
</tr>
<tr>
<td>BSBSOH509A</td>
<td>Ensure a safe workplace</td>
</tr>
<tr>
<td>CUFCMGPS01A</td>
<td>Manage and exploit copyright arrangements</td>
</tr>
<tr>
<td>CUFANM403A</td>
<td>Create titles for screen productions</td>
</tr>
<tr>
<td>CUFUDIG402A</td>
<td>Design user interfaces</td>
</tr>
<tr>
<td>CUFUDIG502A</td>
<td>Design web environments</td>
</tr>
<tr>
<td>BSBSDE402A</td>
<td>Interpret and respond to a design brief</td>
</tr>
<tr>
<td>CUFUDIG505A</td>
<td>Design information architecture</td>
</tr>
<tr>
<td>CUFUDIG506A</td>
<td>Design interaction</td>
</tr>
<tr>
<td>CUFUDIG403A</td>
<td>Create user interfaces</td>
</tr>
<tr>
<td>CUFPOS402A</td>
<td>Manage media assets</td>
</tr>
<tr>
<td>CUFUDIG503A</td>
<td>Design e-learning resources</td>
</tr>
</tbody>
</table>

Diploma of Information Technology Networking ICA50411

CRICOS Code  076987A
Duration  66 weeks (3 days per week)
Fees  Refer to Fees table (page 17)
Delivery Location  City
Intake  Refer to Intake Dates (page 4)
Eligibility Criteria  Refer to Entry Requirements (page 14)

This qualification provides the skills and knowledge for an individual to manage, as an independent ICT specialist or as part of a team, the installation of a range of networks, including internetworking and security, build and manage network systems in a business environment.

Resources & Materials

All Prescribed Text Books and Learning Materials. Refer to Fees page 17.

Units of Competency

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAICT418A</td>
<td>Contribute to copyright, ethics and privacy in an IT environment</td>
</tr>
<tr>
<td>ICAICT511A</td>
<td>Match IT needs with the strategic direction of the enterprise</td>
</tr>
<tr>
<td>ICAWNK529A</td>
<td>Install and manage complex ICT networks</td>
</tr>
<tr>
<td>ICTSU5187A</td>
<td>Implement server virtualisation for a sustainable ICT system</td>
</tr>
<tr>
<td>ICTTEN6206A</td>
<td>Produce an ICT network architecture design</td>
</tr>
<tr>
<td>ICTTEN5021A</td>
<td>Install, configure and test a server</td>
</tr>
<tr>
<td>ICAWNK506A</td>
<td>Configure, verify and troubleshoot WAN links and IP services in a medium enterprise network</td>
</tr>
<tr>
<td>ICAWNK507A</td>
<td>Install, operate and troubleshoot medium enterprise routers</td>
</tr>
<tr>
<td>ICAWNK508A</td>
<td>Install, operate and troubleshoot medium enterprise switches</td>
</tr>
<tr>
<td>ICAWNK513A</td>
<td>Manage system security</td>
</tr>
<tr>
<td>ICAWNK505A</td>
<td>Design, build and test a network server</td>
</tr>
<tr>
<td>ICAWNK525A</td>
<td>Configure an enterprise virtual computing environment</td>
</tr>
<tr>
<td>ICAWNK526A</td>
<td>Install an enterprise virtual computing environment</td>
</tr>
<tr>
<td>ICAWNK503A</td>
<td>Install and maintain valid authentication processes</td>
</tr>
<tr>
<td>BSBRSK501A</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
</tbody>
</table>

Pathways

Diploma of Information Technology Networking
Bachelor of Information Technology and Systems

Students completing the Diploma of Information Technology Networking course will be eligible for credit transfer towards VIT’s Bachelor of Information Technology and Systems.
Entry Requirements: Vocational Courses
Certificate I, II, III, IV, Diploma & Advanced Diploma

1. Entry Requirements for International Students
An English Language proficiency level of one of the below:

a) VIT’s entry level exam or interview or equivalent in Cert I and Cert II Written and Spoken English.
b) Cert III in EAL / IELTS band score of 5.0 or equivalent for Cert III and Cert IV
c) Cert IV in EAL /IELTS band score of 5.5 or equivalent for Diploma/Advanced Diploma level
d) Satisfactorily completed ELICOS at least Intermediate level for Cert III and IV and Upper Intermediate level for Diploma and Advanced Diplomas
e) Completed Australian Year 11 for Cert III Course and Year 12 qualification for Cert IV and above
f) Completed year 11 from any English speaking countries such as New Zealand, England, USA and Scotland
g) Satisfactorily completed at least one semester of study in Australia in a tertiary course (satisfactorily for this purpose would mean that the applicant has completed more than 50% of the semester load) or
h) Completed a Placement Test devised and administered by VIT or a nominated accredited agency

Note:
i. VIT reserves the right to conduct a Placement Test when it is deemed that a student, though fulfilling the English requirements of VIT is not likely to progress satisfactorily in the chosen course. He/she may also be advised to undertake additional English coaching.
ii. For English requirements for Student Visa purposes please contact the nearest DIBP Office or Australian Embassy or visit their web site www.immi.gov.au
iii. The equivalency of the below have been adopted from ESL Framework (course information): an approximate guide to exit and entry alignment
• Cert III in EAL equals to IELTS Exit level 5.0
• Cert IV in EAL equals to IELTS Exit level 5.5

2. Other entry requirements for International students:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Completion of senior high school or equivalent to the Australian Year 11 for Cert III course and year 12 for Cert IV and above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulatory</td>
<td>A current and valid passport A valid study visa that covers the duration of study for the course</td>
</tr>
<tr>
<td>Age at Commencement</td>
<td>The VIT will not accept overseas students who would be under 18 years of age at the time of proposed commencement</td>
</tr>
</tbody>
</table>

National Recognition
VIT supports a policy of Mutual Recognition by recognising the AQF qualifications and Statement of Attainment issued by other RTOs.

Recognition of Prior Learning
Recognition of Prior Learning (RPL) means we recognize what you have already learnt from:

- Other courses
- Work experience

The RPL process involves us taking into account skills and knowledge you have acquired and measuring it against units in the course.

RPL applications are available with the admissions office upon request.

Access & Equity Policy
VIT promotes full and equal participation of all students and staff and fosters an environment free of discrimination and harassment. VIT follows a strict anti-discrimination policy, which covers sex, race, caste, religion, country, language, physical disability, etc. Copies of the relevant Acts are available with the Manager of Student Administration. You can also download the latest versions from the Victorian Civil and Administrative Tribunal web site www.vcat.vic.gov.au or from other relevant Government website. To view VIT’s policy on Access and Equity, please email info@vit.edu.au or visit our website www.vit.edu.au

Protection for Overseas Students
As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas students (CRICOS) at http://cricos.deewr.gov.au

CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary as they are audited at regular intervals. Please check carefully that the details of your course including its location match the information on http://cricos.deewr.gov.au

Teaching and Assessment Methods
Our qualified trainers follow modern teaching methods and all international students are assessed in each of the units in which they are enrolled.

Assessments are mostly ongoing and are designed to monitor course progress and achievements as well as to contribute to and enhance learning. A range of assessment methods are employed and the components of assessments for each course and unit may vary. The following are the types of assessments:
- Attendance
- Case Study
- Assignment
- Class activity / Worksheets
- Interview / Questioning
- Presentation
- Fieldwork / Work Based Training
- Written Test
- Project
- Practical / Observation
- Observation
- Demonstration
- Role Play
Application Process: Vocational Courses

Select your preferred course/s of study. Make sure you satisfy the entry requirements. Submit the completed Application Form (which can be downloaded from the VIT website www.vit.edu.au or available by email from info@vit.edu.au) together with certified copies of your passport, transcripts, academic records and proof of English proficiency to VIT. When VIT receives your Application Form it will be assessed to determine whether you have the pre-requisites for entry into the course of your choice.

If you are accepted, VIT will send you a Letter of Offer and an Enrolment Agreement, which details the initial deposit required to secure your place at VIT as well as any conditions attached to the offer.

To accept the offer you must sign the Enrolment Agreement and return it to us together with payment for the initial deposit required to secure your place as per the Letter of Offer. Fees may be paid by cash, cheque, major credit cards, direct payment into VIT’s bank account or by sending an international bank draft in Australian dollars.

When VIT receives your signed Enrolment Agreement and initial deposit, an official receipt and Confirmation of Enrolment (CoE) will be sent to you. You can use the CoE to apply for a student visa to study in Australia. More information on visa requirements can be found on the DIBP (Department of Immigration and Border Protection) at http://www.immi.gov.au

Initial Deposit

The approximate initial deposit payable in Australian dollars contains the following items:

- Tuition Fee deposit
- Learning Materials Fees
- Prescribed Text Book Fees
- Overseas Student Health Cover (OSHC for 1 year)
- Airport pickup (optional)
- Accommodation Placement Fee (once off, optional payment)
- Homestay accommodation for 2 weeks (optional)

^ Tuition Fee deposit will be specified in the Offer Letter.
# These fees will be specified in the Offer Letter.
* Exact fees will be mentioned in the Offer Letter and are subject to variation.

What is covered in the Course Fee?

Your Course Fee includes:
- Tuition Fees
- Learning Material Fees
- Prescribed Text Book Fees
- Orientation program

Your Course Fee does not cover:
- Food and general living expenses
- Overseas Student Health Cover (OSHC)
- Overseas Student Health Cover (OSHC) for any dependents or spouse.
- Other Course Costs as per Item 2.6

General Expenses

A single student will need approximately AUD 18,610 per year to live comfortably in Melbourne. Please be advised that airfares, visa costs, overseas student health cover (OSHC) and tuition fees will be additional. A married student will need a further AUD 6515 per year for a spouse and AUD 3720 per year for the first child and AUD 2790 per year for each other child.

Working in Australia (Overseas Students)

An Australian student visa allows you to work for up to 20 hours per week during the semester and full time during vacation breaks, provided that the work does not interfere with study. VIT will assist students in exploring the job market for casual and part-time employment.

Your Rights & Responsibilities

The Australian government wants overseas students in Australia to have a safe, enjoyable and rewarding experience to study in Australia. Australia’s laws promote equality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. For your rights and responsibilities as per ESOS Act 2000, please visit http://aei.dest.gov.au/esos

Bringing your family to Australia

Dependent family members are eligible to apply for a Student Dependent Visa to come to Australia with students. These can be obtained from the Australian High Commission or Embassy. They will require supporting documentation. School-aged dependents accompanying them to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

Support Services

Accommodation and Airport Pickup

VIT can arrange accommodation for students in apartments or homestay. If students require airport pickup, arrangements will be made for them to be met at the airport. VIT must be notified at least 10 working days in advance of the confirmed flight details and accommodation requirements. Applicants should indicate their preference for the type of accommodation they require on the Application Form.

Please see below table for homestay and airport pickup costs:

<table>
<thead>
<tr>
<th></th>
<th>Own Room</th>
<th>Meals</th>
<th>Minimum Stay</th>
<th>AUDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Board (single)*</td>
<td>Yes</td>
<td>3</td>
<td>2 weeks</td>
<td>from $305 per week</td>
</tr>
<tr>
<td>Full Board (twin share)*</td>
<td>Shared</td>
<td>3</td>
<td>2 weeks</td>
<td>from $270 per week</td>
</tr>
<tr>
<td>Accommodation Placement Fee</td>
<td></td>
<td></td>
<td></td>
<td>AUD $240</td>
</tr>
<tr>
<td>Airport Pickup</td>
<td></td>
<td></td>
<td></td>
<td>AUD $100</td>
</tr>
</tbody>
</table>

*Prices shown in the table include: Fully furnished room, bed linen and towels, plus 3 meals each day, and are correct as of first Semester 2015. Prices are subject to change.

Homestay placements issued more than 10 working days before arrival may be subject to change in location and price. Placing a single student in a twin share room is not an option. Twin share is only for friends or partners travelling together. Australia proudly promotes a multicultural society; therefore we cannot guarantee that all homestay families are of Australian heritage. For more details about the support services, please contact VIT info@vit.edu.au
Students Special Needs

Students need to inform VIT of any special needs that may have a direct bearing on their health, well-being and consequently their studies at VIT. All efforts will be made to cater to the special needs of students, however third party referrals may be resorted to by VIT, which may entail additional costs to the students.

Overseas Student Health Cover (OSHC)

Every person who comes to Australia under a student visa is required by law to have Overseas Student Health Cover (OSHC). The OSHC must be paid before a student visa can be issued. The OSHC charges are subject to annual Federal Government reviews. VIT has appointed OSHC Worldcare (Allianz Global Assistance Overseas Student Health Cover) to provide this service to International Students. Students must be covered by OSHC from the day they arrive in Australia, until the specified cover expires.

OSHC Worldcare membership cards take around 1–2 weeks to be delivered to the institute. If students have any medical problems prior to receiving their card, they can visit a doctor, pay for the consultation and ask for a receipt. OSHC Worldcare will reimburse some of the expenses as long as students have kept their receipts.

For further information please visit their website:
http://www.oshcallianzassistance.com.au

Only full-fee paying students (as listed on the CRICOS website) will be provided OSHC by VIT.

Orientation Program

This program is designed to assist students to become familiar with studying and living in Australia and includes the following:

- Information on Course of Study, academic requirements and timetables
- Enrolment agreement and course payment plan
- Institute policies and procedures, including Refund Policy, Deferral, Suspension and Cancellation Policy, Fees and Charges Policy, Reassessment Policy, Complaints Policy and Academic Integrity Policy
- Course delivery locations
- Distribution of prescribed resource material and Student Handbook
- Fire safety, evacuation and emergency procedure
- OH&S legislation and information
- Using banking facilities
- Public transport
- Advice on counseling and health services

It is mandatory for students to be present at Orientation at 9am on the orientation day at 123 Queen Street, Melbourne, Victoria 3000 (unless other location has been specified in the offer letter).

Students who are unable to attend due to exceptional circumstances will need to report to VIT Admissions Office with the required documents (passport, Letter of Offer, CoE and proof of English language proficiency) as soon as possible.

ESOS Framework

Registered Training Organisations (RTOs) that appear on the CRICOS (Commonwealth Register of Institutes and Courses for Overseas Students) Register are governed by the ESOS (Education Services for Overseas Students) Framework. This encompasses the Education Services for Overseas Students (ESOS) Act 2000, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. These laws are in place to protect overseas students, and to uphold high standards of education within private Australian education institutions. For further information please refer to the following website: https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx

Deferring, Suspending or Cancelling the Student’s Enrolment

Students are able to defer their commencement or temporarily suspend their enrolment during their course only in certain limited circumstances, on the grounds of compassionate or compelling circumstances, or due to student visa delay. Students who wish to cancel their enrolment must obtain written approval from VIT and are required to submit their request to Student Services.

Student’s enrolment can be deferred, suspended or cancelled due to misbehaviour. It is important to note that deferring, suspending or cancelling an enrolment may affect the student’s student visa.

To view VIT’s policy on Deferring, Suspending or Cancelling the Student’s Enrolment, please email info@vit.edu.au or visit our website http://www.vit.edu.au

Complaints and Appeals

Complaints and appeals will be addressed promptly through a fair and equitable process. Should a student have a complaint or appeal they should first bring this to the attention of Student Services. If the issue has not been resolved to the student’s satisfaction, the student is required to submit his/her complaint in writing to the Student Services office. Please refer to the Complaints and Appeals Policy, which contains an attached form for students to use when submitting their written complaint or appeal. To request the Complaints and Appeals Policy, please email info@vit.edu.au or visit our website www.vit.edu.au. VIT will act on the subject of any complaint/appeal as per the Complaints and Appeals Policy.

In response to requirements of the new legislation covering the education and training of overseas students in Australia, VIT uses the Overseas Students Ombudsman (http://www.oso.gov.au). If a complaint/appeal cannot be dealt with internally, the Overseas Students Ombudsman office can be contacted at Tel 1300 362 072, Fax 02 6276 0123 or visit their website for further information. The Ombudsman’s services are free, independent and impartial – the Ombudsman does not take sides.

VIT will act promptly on the subject of any complaint or appeal found to be substantiated.

Terms and Conditions

Before commencing a course at VIT, an Enrolment Acceptance Agreement will be signed between the applicant and VIT.
<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Tuition Fees</th>
<th>Learning Material Fees</th>
<th>Prescribed Text Book Fees</th>
<th>Course Fee**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert I in Spoken and Written English (10362NAT)</td>
<td>15 weeks, 25 hrs/week</td>
<td>$2,449</td>
<td>$100</td>
<td>$250</td>
<td>$2,799</td>
</tr>
<tr>
<td>Cert II in Spoken and Written English (10363NAT)</td>
<td>20 weeks, 25 hrs/week</td>
<td>$3,649</td>
<td>$100</td>
<td>$250</td>
<td>$3,999</td>
</tr>
<tr>
<td>Cert III in EAL (22255VIC)</td>
<td>24 weeks, 25 hrs/week</td>
<td>$4,419</td>
<td>$100</td>
<td>$480</td>
<td>$4,999</td>
</tr>
<tr>
<td>Cert IV in EAL (22258VIC)</td>
<td>24 weeks, 25 hrs/week</td>
<td>$4,419</td>
<td>$100</td>
<td>$480</td>
<td>$4,999</td>
</tr>
<tr>
<td><strong>HOSPITALITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert III in Commercial Cookery (SIT30813)</td>
<td>64 weeks, 3 days/week</td>
<td>$12,169</td>
<td>$150</td>
<td>$680</td>
<td>$12,999</td>
</tr>
<tr>
<td>Cert IV in Commercial Cookery (SIT40413)</td>
<td>100 weeks, 3 days/week</td>
<td>$14,919</td>
<td>$200</td>
<td>$880</td>
<td>$15,999</td>
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<tr>
<td>Cert III in Patisserie (SIT31113)</td>
<td>52 weeks, 3 days/week</td>
<td>$13,169</td>
<td>$150</td>
<td>$680</td>
<td>$13,999</td>
</tr>
<tr>
<td>Cert IV in Patisserie (SIT40713)</td>
<td>88 weeks, 3 days/week</td>
<td>$15,919</td>
<td>$200</td>
<td>$880</td>
<td>$16,999</td>
</tr>
<tr>
<td>Diploma of Hospitality (SIT50313)</td>
<td>88 weeks, 3 days/week</td>
<td>$16,219</td>
<td>$200</td>
<td>$1,580</td>
<td>$17,999</td>
</tr>
<tr>
<td>Advanced Diploma of Hospitality (SIT60313)</td>
<td>107 weeks, 3 days/week</td>
<td>$17,219</td>
<td>$200</td>
<td>$1,580</td>
<td>$18,999</td>
</tr>
<tr>
<td><strong>INFORMATION TECHNOLOGY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Information Technology Networking (ICA50411)</td>
<td>66 weeks, 3 days/week</td>
<td>$10,269</td>
<td>$150</td>
<td>$1,580</td>
<td>$11,999</td>
</tr>
<tr>
<td><strong>MULTIMEDIA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Interactive Digital Media (CUF50207)</td>
<td>54 weeks, 3 days/week</td>
<td>$7,469</td>
<td>$150</td>
<td>$480</td>
<td>$8,099</td>
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<tr>
<td><strong>BUSINESS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert IV in Business (BSB40207)</td>
<td>33 weeks, 3 days/week</td>
<td>$4,519</td>
<td>$100</td>
<td>$380</td>
<td>$4,999</td>
</tr>
<tr>
<td>Diploma of Business (BSB50207)</td>
<td>50 weeks, 3 days/week</td>
<td>$7,519</td>
<td>$100</td>
<td>$380</td>
<td>$7,999</td>
</tr>
</tbody>
</table>

** Course Fee includes Tuition Fees, Learning Material Fees and Prescribed Text Book Fees.
1.0 Arranging for personal living expenses

1.1 As an international student, one must be aware that, they must fund their entire study and living expenses independently. The Migration Regulations require international students to show evidence of funds to contribute to the cost of living expenses while studying in Australia. This helps to ensure students are better able to make the most of their studies and have a safe and enjoyable experience in Australia.

1.2 While international students are able to supplement their income with money earned through part-time work in Australia, the 'living costs' requirement helps to support the success of students in their studies by ensuring that they do not rely on such work to meet all their expenses.

1.3 From 1 July 2012, the basic rate of living costs under the Migration Regulations have increased from the previous rate of AUD $18,000 per year. Under these regulations prospective student applicants and their family members must have access to the following funds to meet the living costs requirements:

   - AUD $18,610 per year for the main student
   - AUD $6,515 per year for the student's partner
   - AUD $3,720 per year for the student's first child
   - AUD $2,790 per year for every other child; and where required
   - Demonstrate that the funds they are relying upon to meet the costs of studying in Australia will be genuinely available to them during their stay in Australia.

It is compulsory for children between the ages of 5 and 18 to attend school and pay school tuition fees. Childcare costs also need to be considered. For further information, please refer to the DIBP website http://www.immi.gov.au

2.0 Fees and Charges

2.1 Initial Payment

Overseas students are required to make an initial payment comprising their first semester's tuition fees, the overseas student health cover charge, and any other fees prescribed by VIT prior to receiving a Confirmation of Enrolment (COE) statement. The COE is used to support a student's application for entry to Australia for the purpose of study.

2.2 Subsequent Payments

As a general rule, all tuition fees must be pre-paid 2 weeks in advance of the semester commencement date. After commencing studies at VIT, students may be able to choose other payment options with the agreement of VIT.

2.3 Late payments: Late payment will attract a penalty of AUD $25.00 per day for each day beyond the due date up to 20 working days, in addition to the overdue amount. Where students intend to pay beyond the due date the student must include in the payment the appropriate late fee, as detailed in the policy.

2.4 Methods of payment: VIT accepts the following methods of fee payment: cash, EFTPOS, credit card, personal cheque, bank cheque, or electronic funds transfers. The Student Identification Number (SID), name is to be mentioned as reference in all the transactions and details of payment emailed to info@vit.edu.au with SID.

2.5 Tuition Fee Payment Plan: This will be as indicated in the enrolment acceptance agreement.

2.6. Other Course Costs (as applicable, in Australian dollars)

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPL Assessment</td>
<td>$150 per unit</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>$150 per application</td>
</tr>
</tbody>
</table>
| Re-conducting of Assessment         | (i) Cost of assessment for each method: $50  
   (ii) Cost of assessment for each practical method: $150  
   (iii) Cost of assessments on demand for each method (if approved by Course Coordinator/VET coordinator, within 7 working days from the date of payment) Theory: $200, Practical: $500 |
| Unit Re-enrolments                  | (i) Re-enrolment for theory unit $100  
   (ii) Re-enrolment for practical unit $600 |
| External Appeal Fees                | No fee applicable if the Overseas Students Ombudsman is the appeals body |
| Airport pickup (if opted in the application) | $100 |
| Change of course                    | $250 |
| Replacement Student ID              | $25 |
| Document Re-issue                   | $50 lost documents  
   $150 certificate re-issue |
| Pen                                  | $1.00 |
| Notebook (40 pages)                 | $2.00 |
| Blank paper                         | 5c per sheet |
| Re-print of Receipt                 | $20 per receipt |
| Overseas Student Health Cover (for spouse or dependent - price subject to change) | $553  
   For dependent's pricing visit http://www.oshcallianzassistance.com.au |
| Student Photocopying                | 10c per page |
| Accommodation (if opted in the application) | Range $250 to $400 p/w |
| Issue of reference letters/ Certificates on demand | $300 same day  
   $150 next business day |
| Uniform (Hospitality Courses only)   | $80 |
| Tool Kit (Hospitality Courses only)  | from $50 |
| Steel-capped shoes (Hospitality Courses only) | from $40 |

VICTORIAN INSTITUTE OF TECHNOLOGY
CRICOS Provider Number: 02044E  RTO No. 20829  TEQSA ID: PRV14007
2.7 Free of charge services:

2.7.1 Referral Services: Any referral service provided by VIT is free of charge. However the service itself may be free, or fee for service, by the referred service provider. A few of such services are:

a) Referral services for external mediation: In respect of ‘Student Complaints and Appeals’ process; for any external referral services required by the students, students are directed to the Overseas Students Ombudsmen by VIT. The referral service provided by VIT is free of charge to Students. For more details for external mediation, visit http://www.oso.gov.au
b) Accommodation assistance.

c) Psychological counselling referrals: Psychological counselling referrals would be available at no cost to students. The third party counsellor may come to VIT’s campuses to counsel students, who require these services on an individual basis. While the referral and coordination with the counsellors will be done at no extra cost, the personal fee for such counselling sessions may entail expenditure to a student, which has to be paid directly to the counsellors by the student.

3.0 Refund Policy

3.1 Prior to Commencement

a) If written notice of withdrawal is received from a student more than 60 days prior to the initial course commencement, 100% of the tuition fees and 100% course materials costs are refundable, less Administration charges of AUD$250 and where applicable, any agent’s fee.

b) If written notice of withdrawal is received from a student less than 60 days but more than 28 days prior to the initial course commencement, 50% of the tuition fees and 100% course materials costs are refundable, less Administration charges of AUD$250 and where applicable, any agent’s fee and course materials costs.

c) If written notice of withdrawal is received from student less than 28 days prior to commencement of course date, no refund will be issued.

d) If a student defers the course commencement date and then applies for a refund, no refund will be issued.

3.2 Post Commencement

a) If a student withdraws or has their enrolment cancelled after their commencement date, no refund will be issued to the student. This includes any amount paid or scheduled for payment for resource material fees, airport pickup, accommodation placement or homestay.

b) If a student has enrolled in a ‘Package of Courses’ and requests a refund prior to completing six months of their principal course, the students will be considered to have defaulted after the commencement date and will be dealt with in accordance with clause 3.6.1(b). The principal course of study is the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study, i.e. a Package of Courses. The principal course would normally be the final course of study and that, which leads to the highest qualification in the Package. Where a student visa has been issued for only one course, that course is the student’s principle course of study.

3.3 Visa Refusal

If a student's visa has been refused, the student is entitled to the following refund:

a) If a student has applied for an initial student visa to study at VIT and this visa was not granted, a refund of tuition fees received by VIT less an amount of AUD $250 administration fee will be issued to the student within 28 days of a written request. The written request must be accompanied with proof of visa refusal. Without proof of visa refusal from the Australian Government a refund will not be granted.

b) In the event that an extension to their visa will not be extended.

3.4 Transfer/Cancellation

a) In the event that a student seeks and is granted approval by VIT to transfer to another provider prior to completion of six months study of the principal course, no refund of any course money paid in advance will be granted.

b) In the event that the student’s enrolment is cancelled because of infringement with Victorian Institute of Technology’s disciplinary policy or breach of student visa conditions, no refund of any course money paid in advance will be granted.

3.5. Refund due to Provider Default

3.5.1 Provider Default occurs in the following circumstances:

a) The course does not commence on the agreed commencement date (or)

b) The course ceases to be provided at any time after it commences but before it is completed (or)

c) The course is not provided in full to students because a sanction has been imposed on the provider

3.5.2 In the case of a Provider Default, students can choose to either:

a) Receive a refund of tuition fees, which will be issued to students within 14 days of the specified starting date or from the time the course ceases to be delivered in accordance with the refund provisions of the ESOS Act. (or)

b) Receive placement in an alternative course with VIT or another provider. If students choose this option, students must submit a signed written request that indicates their agreement of placement. If VIT is unable to provide a refund or place students in an alternative course, the Tuition Assurance Scheme will be responsible in placing students in a suitable alternative course at no extra cost. If students are international students and the Tuition Assurance Scheme is unable to place students in a suitable alternative course, the ESOS Assurance Fund Manager will then attempt to place students in a suitable alternative course or, if this is not possible, the students will be eligible for a refund as calculated by the Fund Manager.

3.6. Refund due to Student Default

3.6.1 Student Default occurs in the following circumstances and no refund will be made:

a) Student does not commence the course on the agreed commencement date

b) Student cancels their enrolment in a course (this includes abandonment of course enrolled before its completion)

c) Student fails to make payment of their fees

d) Student breaches a condition of their student visa

e) Student misbehaviour

3.6.2 Refund of Resource Material Fee, OSHC, Airport Pickup and Homestay

a) If a student's refund application has been approved prior to course commencement, VIT will refund the Resource Material Fee's. If a student has commenced their studies, the student is not eligible for a refund of the Resource Material Fee's.

b) If a student's refund application has been approved prior to course commencement, VIT will refund the Overseas Student Health Cover (OSHIC) amount paid by Students to VIT. If a student has commenced their studies and requires a refund of OSHIC, the student will be required to apply to OSHIC Worldcare directly for the reimbursement of amount paid.

c) If a student's refund application has been approved prior to course commencement, VIT will refund any amount, which has not been paid to Homestay provider, Accommodation Placement Fee and Airport Pickup. In other circumstances, where services have been paid for, Students are required to apply directly to the Homestay and Airport Pickup service providers for a refund.

d) VIT does not take responsibility and is not liable for the refund policies of other service providers.

3.7 Applying for a refund

a) To apply for a refund students must complete the Refund Application Form and attach any evidence or documentation relevant to the refund application. Students must submit the form to Admissions for refunds prior to arrival or commencement, or Student Services for refunds after commencement.

b) Students will be notified of the outcome of their refund application in writing within 10 working days of the receipt of the Refund Application Form.

4.0 Complaints Policy

If a student is dissatisfied with the outcome of their refund application, he/she can lodge an appeal under the VIT’s Complaints and Appeals Policy. To request the Complaints and Appeals Policy, please email info@vit.edu.au or visit our website www.vit.edu.au.

The Refund Policy and the Complaints and Appeals Policy does not remove the right for a student to take further action under Australia’s Consumer Protection Laws.
VIT Course Delivery Locations

City - Registered Office
Level 10, 123 Queen Street
Melbourne, VIC 3000

Abbotsford (School of Hospitality)
413 Johnston Street
Abbotsford, VIC 3067

Address for Correspondence

VIT (Victorian Institute of Technology)
Administration Office
Level 14
123 Queen Street
Melbourne VIC 3000
Australia

Tel: + 61 3 9670 7848
Fax: + 61 3 9670 7849
Email: info@vit.edu.au
Web: www.vit.edu.au
HIGHER EDUCATION
Bachelor of Information Technology and Systems
ICA70112   CRICOS Code 085576A

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Overseas Student Health Cover  24
Orientation Program  24
Student Fees and Refund Policy  24
Delivery Location  26
Bachelor of Information Technology and Systems
ICA70112

<table>
<thead>
<tr>
<th>CRICOS Code</th>
<th>085576A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>156 weeks</td>
</tr>
<tr>
<td>Fees</td>
<td>$7,500 per semester</td>
</tr>
<tr>
<td>Delivery Location</td>
<td>City</td>
</tr>
<tr>
<td>Intake Dates</td>
<td>March and August 2015</td>
</tr>
<tr>
<td>Age Requirement</td>
<td>Over 18 years</td>
</tr>
</tbody>
</table>

**Entry Requirements**
- Equivalent Australian Year 12
- English (Australian Year 12 equivalent)
- Mathematics & Statistics (Australian Year 11 equivalent)
- A minimum IELTS overall score of 6 or equivalent with no band lower than 5.5.

The Bachelor of Information Technology and Systems (BITS) focuses on delivering knowledge and skills in computer networking, application development and computer-based software to meet current IT industry needs. The course seeks to ensure that graduates develop a broad and coherent body of knowledge in the underlying principles and concepts of information technology. It aims to provide students with the opportunity to explore and identify critical IT industry demands and to understand how these demands are met.

The degree offers units across the complete spectrum of information technology and systems, including the study of hardware, software, networking, security, database and programming technologies and includes relevant cognitive, technical and communication skills. The course is designed to produce graduates who have a strong industry focus and who have demonstrated the full range of knowledge and skills gained through a relevant project in the final year. It also prepares the candidate for IT industry certifications in the fields of networking, systems administration and programming.

**Qualification Rule**
To attain the Bachelor of Information Technology & Systems qualification, 24 units (144 Credit Points) including all core units must be achieved:

**Core Units:**
- 13 Units
- Level 2 Units (Stream 1 or 2)*: 6
- Level 3 Units (Stream 1 or 2)*: 5

Students should select Stream 1 or 2 in Level 2 and follow through the same stream in Level 3.
- Stream 1: Networking
- Stream 2: Application Development

**Resources & Materials**
- Printed Material: All prescribed textbooks, workbooks and/or other printed material.

**Library**
VIT’s Library has an excellent selection of current print books, e-Books and e-Journals to help you achieve success in your studies. E-journals and E-books are available to our students 24/7, and can be viewed on virtually any device. VIT has a qualified Librarian on duty to help students with all their information needs.
Students Special Needs

Students need to inform VIT of any special needs that may have a direct bearing on their health, well-being and consequently their studies at VIT. All efforts will be made to cater to the special needs of students, however third party referrals may be resorted to by VIT, which may entail additional costs to the students.

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OSHC Worldcare membership cards take around 1-2 weeks to be delivered to the institute. If students have any medical problems prior to receiving their card, they can visit a doctor, pay for the consultation and ask for a receipt. OSHC Worldcare will reimburse some of the expenses as long as students have kept their receipts.

For further information please visit their website: http://www.oshcallianzassistance.com.au

Orientation Program

This program is designed to assist students to become familiar with studying and living in Australia and includes the following:

- Information on Course of Study, academic requirements and timetables
- Enrolment agreement and course payment plan
- Institute policies and procedures, including Refund Policy, Deferral, Suspension and Cancellation Policy, Fees and Charges Policy, Reassessment Policy, Complaints Policy and Academic Integrity Policy
- Course delivery locations
- Distribution of prescribed resource material and Student Handbook
- Fire safety, evacuation and emergency procedure
- OH&S legislation and information
- Using banking facilities
- Public transport
- Advice on counseling and health services

It is mandatory for students to be present for orientation at 123 Queen Street, Melbourne, Victoria 3000.

Students who are unable to attend due to exceptional circumstances will need to report to VIT Admissions Office with the required documents (Passport, Offer Letter, Confirmation of Enrolment and proof of English language proficiency) as soon as possible.

ESOS Framework

Education Providers that appear on the CRICOS (Commonwealth Register of Institutes and Courses for Overseas Students) Register are governed by the ESOS (Education Services for Overseas Students) Framework. This encompasses the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. These laws are in place to protect overseas students, and to uphold high standards of education within private Australian education institutions. For further information please refer to the http://aei.gov.au website.

Statement regarding Cancellation, Suspension or Derferment

VIT may cancel your enrolment in the following instances:

a) When you demonstrate misconduct as outlined in the Enrolment Acceptance declaration.

b) When you have unsatisfactory or erratic course progress, for example, unsatisfactory course progress in consecutive study periods.

c) When you don’t pay your fees on time

d) When you fail to return to study after a scheduled student break

VIT may suspend your enrolment in the following instances:

a) When you behave as per Student Code of Conduct

You may defer commencement of a course or suspend or cancel your enrolment during your course in the following limited circumstances:

a) On the grounds of compassionate or compelling circumstances (have to be supported by documentary evidence in all cases and will be at the discretion of the Institute).

b) Unavailability of a course

c) Student visa delay

VIT may defer commencement of a course when a course is not offered.

Complaints and Appeals

Complaints and appeals will be addressed promptly through a fair and equitable process.

Should a student have a complaint or appeal they should first bring this to the attention of Student Services. If the issue has not been resolved to the student’s satisfaction, the student is required to submit his/her complaint in writing to the Student Services office. Please refer to the Complaints and Appeals Policy, which contains an attached form for students to use when submitting their written complaint or appeal. To request the Complaints and Appeals Policy, please email info@vit.edu.au or visit our website www.vit.edu.au. VIT will act on the subject of any complaint/appeal as per the Complaints and Appeals Policy.

In response to requirements of the new legislation covering the education and training of overseas students in Australia, VIT has decided to use the Overseas Students Ombudsman (http://www.oso.gov.au). If a complaint/appeal cannot be dealt with internally, the Overseas Students Ombudsman office can be contacted at Tel 1300 362 072, Fax 02 6276 0123 or visit their website for further information. The Ombudsman’s services are free, independent and impartial – the Ombudsman does not take sides. In situations where the use of the Ombudsman is inappropriate or not agreed, VIT will use LEADR Mediation Services.

VIT will act promptly on the subject of any complaint/appeal found to be substantiated.

Terms and Conditions

Before commencing a course at VIT, an Enrolment Agreement will be signed between the applicant and VIT.

Student Fees and Refund Policy

Definitions

Weekly tuition fee = (total tuition fee for the course / number of calendar days in the course) x 7, if the fee calculated is not a whole dollar amount, round the fee up to the nearest whole dollar.

Weeks in default period – number of weeks during which VIT or a student defaulted and for which VIT received payment of tuition fee in respect of the student. If the number of weeks calculated is not a whole number, round the number up to the whole number.

Note: when counting the number of calendar days from the default day to the end of the period to which payment relates, the default day is not included in the count.
Student Fees and Refund Policy (continued)

Fees and Charges

a) The basis for enrolment at VIT is on a full-time, full-fee paying basis only. It is neither a scholarship, employment nor an immigration program. All fees and charges are required to be prepaid as per enrolment acceptance agreement.
b) Students are required to pay the fees and any other charges like re-assessment or re-enrolment fee (where applicable) by due date as notified.
c) If the payment is not received by the due date, students will be advised of VIT’s intention to cancel their enrolment. Students have twenty working days to appeal this decision using VIT’s complaints and appeals procedures. If Students fail to appeal or a student’s appeal is unsuccessful, VIT will cancel their enrolment. This may result in cancellation of student’s visa by DIBP. Should VIT subsequently agree to reinstate enrolment, a fee of $750 will be charged, in addition to the fees owing (including late fees).
d) If students do not clear all their outstanding fees, they will not be allowed to attend the classes or may be asked to leave the class either by the lecturers or other VIT staff. Any classes and assessments missed as a result would be covered by the Re-Assessment policy and may incur additional costs.
e) In all cases where fees are not paid, even after cancelling the enrolment, if the dues are still not cleared, services of ‘Credit Managers’ or ‘Debt Collectors’ would be enlisted for the recovery of the overdue amount, in which case the personal contact details of the students will be shared with the Debt Recovery Agency. This will involve additional expenses to the student and may affect their credit rating.

Initial payment

As overseas students, Students are required to make an initial payment as detailed on the Offer Letter but not exceeding 50% of the total course tuition fees, the overseas student health cover charge, and any other fees prescribed by VIT prior to receiving a Confirmation of Enrolment (COE) statement. The COE is used to support Student’s application for entry to Australia for the purposes of study.

Domestic students must pay their first semester’s tuition fees, and any other fees prescribed by VIT once they have received a formal “Letter of Offer” and prior to the commencement of the semester in which they are to commence study. Subsequent payments are to be made as per the schedule.

Subsequent payments

All tuition fees must be paid 2 weeks in advance of the second and subsequent semester’s commencement dates.

Late payments

Late payment will attract a penalty of AU $25.00 per day for each day beyond the due date up to 20 working days, in addition to the overdue amount. Where Students intend to pay beyond the due date Student must include in the payment the appropriate late fee, as detailed in the policy.

Methods of payment

VIT accepts the following methods of fee payment: cash, EFTPOS, credit card, personal cheque, bank cheque, or electronic funds transfers. The Student Identification Number (SID), name is to be mentioned as reference in all the transactions and details of payment emailed to info@vit.edu.au with SID.

Other fees (as applicable)

<table>
<thead>
<tr>
<th>Replacement</th>
<th>$25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reissue of Certificate or Statement of attainment</td>
<td>$150</td>
</tr>
<tr>
<td>Other Documents Reissue</td>
<td>$50</td>
</tr>
<tr>
<td>Late Fee payment</td>
<td>$25 per day</td>
</tr>
</tbody>
</table>

(*) Accommodation

VIT can arrange accommodation for students in apartments or homestay. If students require airport pickup, arrangements will be made for them to be met at the airport. VIT must be notified at least 10 working days in advance of the confirmed flight details and accommodation requirements. Applicants should indicate their preference for the type of accommodation they require on the Application Form.

Please see below table for homestay and airport pickup costs:

<table>
<thead>
<tr>
<th>Airport Pickup</th>
<th>$100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation*</td>
<td>From $270 per week depending on the type of accommodation</td>
</tr>
<tr>
<td>Re-enrolment of a course (if the student enrolment is cancelled due to non-payment of fee)</td>
<td>$750 (if VIT agrees to reinstate)</td>
</tr>
</tbody>
</table>

(*) Accommodation

Free of charge services

Referral Service provided VIT are free of charge. These include:

- External Appeal
- Accommodation assistance.
- Psychological counselling referrals*

*Psychological counselling referrals are at no cost to students. The third party counsellor may come to VIT’s campuses to counsel students, who require these services on an individual basis. While the referral and coordination with the counsellors will be done at no extra cost, the personal fee for such counselling sessions may entail expenditure to students, which has to be paid directly to the counsellors by students.

Arranging for personal living expenses

As an international student, he or she must be aware that, they must fund the entire studies and living expenses independently. The Migration Regulations require international students to show evidence of funds to contribute to the cost of living and studying in Australia. This helps to ensure students are better able to make the most of their studies and have a safe and enjoyable experience in Australia.

While international students are able to supplement their income with money earned through part-time work in Australia, the ‘living costs’ requirement helps to support the success of students in their studies by ensuring that they do not rely on such work to meet all their expenses.

Prospective Student visa applicants and their family members must have access to the following funds to meet the living costs requirements:

- $18,610 per year for the main student
- $6,515 per year for the student’s partner
- $3,720 per year for the student’s first child
- $2,790 per year for every other child, and where required
- $8,000 per year for schooling fee for Children aged 5 to 18

The figures approximate and correct at the time of publication. Up to date financial information can be obtained from www.immi.gov.au website.
Refund Policy

Refund due to Student Default:

Visa Refusal

a. If students were refused a student visa and the refusal was a reason for the student's failure to start the course on the agreed starting date for the course, or withdrawing from the course on or before the agreed starting date, course fee (tuition fee and the non-tuition fee) minus the lesser of the following will be refunded:
   i. 5% of the amount of course fees received by the provider in respect of the student before the default date
   ii. AU $500.00

b. If a student was refused a student visa after the student commenced the course and that refusal has resulted in either the student withdrawing from the course or the student failing to pay an amount that he/she is liable to pay VIT to undertake the course, tuition fee for the weeks in default period (unspent tuition fees) will be refunded. Non tuition fee paid will not be refunded. Refund amount = weekly tuition fee x weeks in default period

Prior to Commencement (Other than visa refusal)

a. If written notice of withdrawal is received from a student more than 60 days prior to the initial course commencement, total course fee (tuition fee plus non tuition fee) less AU $500.00 is refundable.
b. If written notice of withdrawal is received from a student less than 60 days but more than 28 days prior to the initial course commencement, 50% of the tuition fees plus 100% of the non-tuition fee is refundable.
c. If written notice of withdrawal is received from students less than 28 days prior to the commencement of course date or failed to commence the course on an agreed commencement date, no refund will be issued.
d. If students defer course commencement date and then apply for a refund, no refund will be issued.

Post commencement (Other than visa refusal)

Under following circumstances, no refund will be issued to students:

• Students cancel their enrolment in a course after their commencement date (this includes abandonment of course enrolled in before its completion)
• In the event that students seek and are granted approval by VIT to transfer to another provider prior to completion of six months study of the principal course
• In the event that the student’s enrolment is cancelled because of infringement with Victorian Institute of Technology’s Disciplinary Policy or breach of student visa conditions or fail to make scheduled payment of their fees and charges

Refund of OSHC, Airport Pickup and Accommodation charges

If students’ refund application has been approved prior to course commencement, VIT will refund the Overseas Student Health Cover (OSHC) amount paid by students to VIT. If students have commenced their studies and require a refund of OSHC Student will be required to apply to OSHC provider directly for reimbursement of amount paid.

If students refund application has been approved prior to course commencement, VIT will refund any amount, which has not been paid to accommodation provider, Accommodation Placement Fee and Airport Pickup. In other circumstances, where the money have been paid for, students are required to apply directly to the accommodation provider and Airport Pickup service providers for a refund.

VIT does not take responsibility and is not liable for the refund policies of those service providers.

Applying for a refund

To apply for a refund students must complete the Refund Application Form and attach any evidence or documentation relevant to the refund application. Students must submit the form to Admissions for refunds prior to arrival/commencement, or Student Services for refunds after commencement.

VIT will notify the student of the outcome of their refund application in writing and paid any refund calculated as per the policy within 10 working days of the receipt of the Refund Application Form.

Note:

If students are dissatisfied with the outcome of their refund application, he/she can lodge an appeal under the VIT’s Complaints and Appeals Policy. To request the Complaints and Appeals Policy, please email info@vit.edu.au or visit our website: www.vit.edu.au.

Delivery Location

Victorian Institute of Technology - City Campus
723 Queen Street
Melbourne, VIC 3000
Australia
Victorian Institute of Technology (VIT) is a Registered Training Organisation

VIT (RTO No. 20829) provides education services for Australian and Overseas students under the Australian Government’s Australian Qualifications Framework (AQF). The National Vocational Education and Training Regulator Act 2011 also governs the Institute’s operations.

VIT is registered with the Australian Skills Quality Authority (ASQA), the national VET regulator, to provide education and training to domestic and international students in Victoria. VIT’s Certificate and Diploma courses are listed on the www.training.gov.au (TGA) and CRICOS websites.

Disclaimer

Every reasonable effort has been made to ensure that the information in this document referring to VIT was correct at the time of publication. However, the Institute reserves the right to discontinue, change or remove any course, subject, units of competency, fee, admission requirement, staffing or other arrangement without prior notice.

Statement of Compliance

The following Accreditation of Programs statements apply to all VIT programs.

CRICOS Registration Statement

VIT is duly authorised to deliver educational programs to overseas students in Victoria, Australia. It is listed on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Register) to deliver programs in Victoria.

VIT’s CRICOS Provider Number is: 02044E

The CRICOS website can be accessed at http://cricos.dewr.gov.au

TEQSA Registration

VIT is duly authorised to deliver higher education programs to overseas students in Victoria, Australia. It is listed with Tertiary Education Quality and Standards Agency (TEQSA) to deliver programs in Victoria.


TEQSA ID: PRV14007

Streamlined Visa Processing (SVP)

Victorian Institute of Technology (VIT) is an accredited SVP provider.

VIT Delivery Locations

City - Head Office
Level 10, 123 Queen Street
Melbourne VIC 3000 Australia

Abbotsford - School of Hospitality
413 Johnston Street
Abbotsford VIC 3067 Australia

Enquiries

Victorian Institute of Technology
Level 14, 123 Queen Street
Melbourne VIC 3000
Australia

Tel: + 61 3 9670 7848
Fax: + 61 3 9670 7849
Email: info@vit.edu.au
Web: www.vit.edu.au