Angad Australian Institute of Technology Pty Ltd

Careers Created Here

Prospectus

Melbourne Australia 2022 / 23

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ABOUT ANGAD
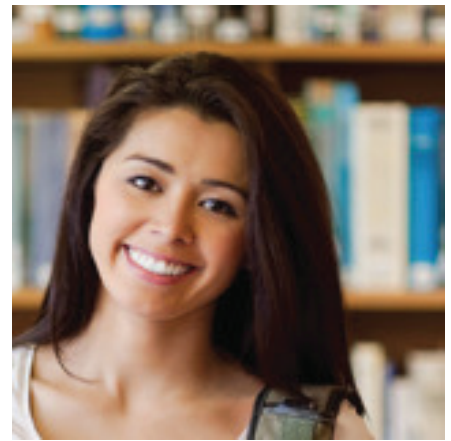
About Us

We're a modern institute, set in Melbourne city's education precinct. We believe that our students must have the most experienced and professional faculty, the best facilities and the most comfortable environment to make learning a pleasure. Above all, we provide opportunities for our students to gain genuine skills required to forge successful careers.

We choose trainers who are experienced in providing education for students from diverse cultural backgrounds, and who can provide the support and counseling students need to succeed with their studies in Melbourne, one of the world's most livable cities. We provide the support required to assist students with the challenges they sometime experience when studying overseas, and in a second language - English.

Our students study with the aid of modern computer laboratories. The Institute is fully wired for network access, providing students with Internet connections from any computer on campus.

ANGAD Australian Institute of Technology is in a beautiful location, with inspiring views of green and peaceful Flagstaff garden right across the road. It's just a short walk to the shops, cafes, galleries, famous Queen Victoria Market, parks and festivals that make Melbourne famous with visitors from all around the world.

Our History

We commenced training in July 2008, back then we had just one course to offer, Diploma in Community Welfare Work. Today, we offer 9 qualifications, and more than four thousand students have studied with us and have gained valuable career skills.

We achieved rapid growth throughout most challenging periods educational institutions in Australia have ever experienced. We believe our success is due to our passion for providing everything students need to succeed.

We have highly qualified trainers, who genuinely care about their students, modern, comfortable classrooms and student lounges, well-equipped computer laboratories, plenty of student support and professional counselling services in a great location in Melbourne CBD.

We strive to be provider of choice for quality education services for international students. Our services are designed to assist students in realising their full potential in their chosen areas of learning to help them become productive and valuable members of society wherever they choose to reside and work.

About Melbourne

"World's most liveable city'
Melbourne has been ranked the world's most liveable city by the Economist Intelligence Unit's (EIU) Global Liveability Index

VIEW OF MELBOURNE FROM SOUTH BANK

Modern Melbourne

Melbourne is a vibrant and beautiful city. It has been judged to be one of the most livable cities in the world, with a mixture of modern architectural wonders, along with elegant buildings, meticulously preserved from long ago. It is home to over 5 million people, who come to live in Australia from every corner of the world. People feel safe in Melbourne, where it is easy to live, study and work in comfort and harmony.

The Culture

Melbourne is truly a multicultural city, and there's something exciting to make everyone feel welcome. There are hundreds of street cafés and restaurants offering food from all over the world to suit every taste and budget. People enjoy an outdoor life, with many arts, ethnic and sports festivals, as well as beautiful parks, beaches, rivers and snowfields to enjoy – all within easy reach of the city. There are many markets and fairs all over the city and suburbs where wonderful food, arts and crafts can be enjoyed.

The Weather

People who don't live in Melbourne like to make fun of the weather. They say Melbourne can have four seasons in one day! The reality is that Melbourne has a comfortable climate mostly warm and dry in the summer, cold and sometimes wet in the winter. Many people say that Melbourne in autumn is something extra special. That's a time when the street trees present a spectacular pattern of gold, green, red and orange, and the days are cool and sunny. It's absolutely magnificent to be in Melbourne in autumn.

The Shops

As well as being the business centre of Victoria, the city of Melbourne is full of large shops and interesting boutiques. It's the fashion capital of Australia. In the nearby suburbs are hundreds of smaller shopping centres, and a few huge ones. Melbourne is famous for its many "surprises", to be found in little shopping centres. You could go to a different café every day of the week, and not be in the same one twice – but everyone has their own favourites. There are several huge markets right near the city, where a wonderful array of cheap clothing, fresh food straight from the farm, computer goods, garden supplies, pets – just about everything you can imagine – are sold.

Sports

There are plenty of local sports clubs, gyms, indoor sports arenas, park and fitness tracks to enjoy in the heart of the city and all around it.
There aren't too many people from Melbourne who don't follow a football club. Australian rules football is the most highly attended spectator sport in Australia and results of Saturday football match lead Monday morning conversation of daily commuters.
Whether it's a Formula 1 Grand Prix, a Tennis Grand Slam, the world's best spring racing carnival or a one-off blockbuster at the MCG, Melbourne is at the top of the bucket list of sports fans right around the globe.

Public Transport

It's easy, safe and cheap to get around in Melbourne.
There are the famous Melbourne trams, running up and down the city and throughout the suburbs, comfortable trains and buses as well. Many people choose to travel by car or bicycle, though parking your car in the city can be a bit of a challenge at times!

STUDENT SUPPORT
SERVICES

Being an international student is exciting, but it can also be challenging. We have a designated Student Support Officer who can be approached to gain advice on academic and personal issues. ANGAD's Student Support Officer offers professional and confidential advice in areas where they can be of help and can also provide links to external sources of support, as deemed necessary.

Our Student Support Officer is able to provide support to all common issues that students face during their studies.

Academic Issues

Students are able to gain advice and support in ensuring they maintain appropriate academic levels. Students' progress is closely monitored. Guidance and support is provided where non-satisfactory results are identified.

Personal / Social Issues

If students have any personal or social issues, ANGAD's Student Support Officer can be approached throughout normal Institute hours.

Accommodation

ANGAD's Student Support Officer is able to refer students to appropriate accommodation service providers and is always available to discuss any issues or concerns that a student may have with their accommodation arrangements.

Medical Issues

Student Administration will always have an up-to-date list of medical professionals within close proximity to the Institute. A student with medical concerns should inform ANGAD's student support officer who will assist the student in finding a GP or a Specialist.

Career services

We have dedicated staff members who can help you with resume writing, interview preparation, completing job applications, online job searches and other employment related information.

ANGAD Student Recreational Club

The student support officer will occasionally organize social events that allow all students enrolled to mingle and socialize. These events may range from cultural and sightseeing events, to dinners, excursions and sporting events. These activities give students an opportunity of mixing with fellow students and to experience local attractions.

For further information please contact Student Support Officer.

Facilities

At Angad Australian Institute of Technology, we believe that it is important to create a welcoming, nurturing atmosphere where students can not only learn, but also feel at home. We pay attention to details when it comes to providing quality training infrastructure to our students. We have handpicked all our physical resources to ensure they stand high on our own quality benchmarks.

Modern Classrooms

In sync with modern times, the Institute has spacious air-conditioned classrooms with natural light and views of the city. There are overhead data projectors installed for classroom presentations.

Computer Laboratories

The students have access to computers equipped with latest hardware and software to encourage high quality learning. These computer labs have access to web and e-mail.

Amenities Room

Student amenities room is well equipped with kettles, microwave, vending machine and fridge.

Counselling Services

We guide and support our Students by giving them access to expert Student Counsellors to help students resolve concerns about their studies, career and personal lives.

Recreational Activities

To make learning a pleasure, staff organise social events that allow all students to mingle and socialise. These events range from cultural and sightseeing events, to dinners, excursions and sporting events.

Certificate III in Commercial Cookery

Course Code: SIT30816, CRICOS Code: 093366M

Career Opportunities:

This qualification provides a pathway to work as a commercial cook in organisations such as restaurants, hotels, clubs, pubs, cafés, and coffee shops.

Course Description: 52 weeks

This qualification reflects the role of commercial cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification includes a work component of 216 hrs.

Entry Requirements:

English Language Requirements:
An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course

Academic Requirements:

Applicants should have successfully completed year 12 or equivalent level of studies.

Age requirement:

Applicants must be of 18 years of age to apply.

Course Fee:

Tuition Fee: AUD11,000, Material Fee: AUD800, Enrolment Fee: AUD200

Course Structure:

SIT30816 – Certificate III in Commercial Cookery

Unit Code	Unit Name
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHKOP001	Clean kitchen premises and equipment
SITHKOP002	Plan and cost basic menus
SITHPAT006	Produce desserts
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices
SITHCCC020	Work effectively as a cook
SITHIND002	Source and use information on the Hospitality Industry
SITXCOM002	Show social and cultural sensitivity
SITHCCC003	Prepare and present Sandwiches
SITHKOP005	Coordinate cooking operations

Certificate IV in Commercial Cookery

Course Code: SIT40516, CRICOS Code: 093367K

Career Opportunities:

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.
Possible job titles include:
·Chef
·chef de partie.

Course Description: 78 weeks

This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification includes a work component of 216 hrs.

Entry Requirements:

English Language Requirements:
An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course

Academic Requirements:

Applicants should have successfully completed year 12 or equivalent level of studies.

Age requirement:

Applicants must be of 18 years of age to apply.

Course Fee:

Tuition Fee: AUD17,000, Material Fee: AUD800, Enrolment Fee: AUD200

Course Structure:

SIT40516 – Certificate IV in Commercial Cookery

Unit Code	Unit Name
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHCCC019	Produce cakes, pastries and breads
SITHCCC020	Work effectively as a cook
SITHKOP002	Plan and cost basic menus
SITHPAT006	Produce desserts
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITXHRM001	Coach others in job skills
SITXINV002	Maintain the quality of perishable items
SITKOP005	Coordinate cooking operations
BSBDIV501	Manage diversity in the workplace
SBSUS401	Implement and monitor environmentally sustainable work practices
SITXFIN003	Manage finances within a budget
SITHKOP004	Develop menus for special dietary requirements
SITXMGT001	Monitor work operations
SITXWHS003	Implement and monitor work health and safety practices
SITXHRM003	Lead and manage people

Unit Code	Unit Name
SITXCOM005	Manage conflict
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR203	Work effectively with others
SITHKOP001	Clean kitchen premises and equipment
SITXWHS001	Participate in safe work practices
SITHIND002	Source and use information on the Hospitality Industry
SITXCOM002	Show social and cultural sensitivity
SITHCCC003	Prepare and present Sandwiches

Diploma of Hospitality Management

Course Code: SIT50416, CRICOS Code: 093368J

Career Opportunities:

Possible job titles include:
banquet or function manager, bar manager,
café manager, chef de cuisine, chef patissier,
club manager, executive housekeeper,
front office manager, gaming manager,
kitchen manager, motel manager,
restaurant manager, sous chef
unit manager catering operations.

Course Structure:

SIT50416 – Diploma of Hospitality Management

Course Description: 78 weeks

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialization in accommodation services, cookery, food and beverage and gaming.

Entry Requirements:

English Language Requirements:
An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course

Academic Requirements:

Applicants should have successfully completed year 12 or equivalent level of studies.

Age requirement:

Applicants must be of 18 years of age to apply.

Course Fee:

Tuition Fee: AUD17,000, Material Fee: AUD800, Enrolment Fee: AUD200

Unit Code	Unit Name
SITXWHS003	Implement and monitor work health and safety practices
SITXCOM005	Manage conflict
SITXFIN003	Manage finances within a budget
SITXHRM003	Lead and manage people
SITXMGT001	Monitor work operations
BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
SITXCCS007	Enhance customer service experiences
SITXCCS008	Develop and manage quality customer service practices

Unit Code	Unit Name
SITXMGT002	Establish and conduct business relationships
SITXFIN004	Prepare and monitor budgets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM002	Roster staff
SITXFSA001	Use Hygienic practices for food safety
SITXFSA002	Participate in safe food handling practices
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC003	Prepare and present sandwiches
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC012	Prepare poultry dishes
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHCCC018	Prepare food to meet special dietary requirements
SITHPAT006	Produce desserts
SITHCCC019	Produce cakes, pastries and breads
SITHKOP005	Coordinate Cooking operations

Advanced Diploma of Hospitality Management

Course Code: SIT60316   CRICOS Code: 108699G

Career Opportunities:

Possible job titles include:
banquet or function manager, bar manager, cafe manager, chef de cuisine, chef patissier, club manager, executive housekeeper, front office manager, gaming manager, kitchen manager, motel manager, resturant manager, sous chef unit manager catering operations.

Course Description: 104 weeks

This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialization in accommodation services, cookery, food and beverage and gaming.

Entry Requirements:

English Language Requirements:
An IELTS score of 5.5 or equivalent is required for entry into this program.
However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course

Academic Requirements:

Applicants should have successfully completed year 12 or equivalent level of studies.

Age requirement:

Applicants must be of 18 years of age to apply.

Course Fee:

Tuition Fee: AUD22200, Material Fee: AUD1600, Enrolment Fee: AUD200

Course Structure:

SIT60316 – Advanced Diploma of Hospitality Management

Unit Code	Unit Name
BSBDIV501	Manage diversity in the workplace
BSBFIM601	Manage finances
BSBMGT517	Manage operational plan
BSBMGT617	Develop and implement a business plan
SITXCCS008	Develop and manage quality customer service practices
SITXFIN003	Manage finances within a budget
SITXFIN004	Prepare and monitor budgets
SITXFIN005	Manage physical assets
SITXGLC001	Research and comply with regulatory requirements
SITXHRM003	Lead and manage people
SITXHRM004	Recruit, select and induct staff
SITXHRM006	Monitor staff performance
SITXMGT001	Monitor work operations
SITXMGT002	Establish and conduct business relationships
SITXMPR007	Develop and implement marketing strategies
SITXWHS004	Establish and maintain a work health and safety system
SITXFSA001	Use Hygienic practices for food safety
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC003	Prepare and present sandwiches
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC001	Use food preparation equipment
SITHCCC012	Prepare poultry dishes

Unit Code	Unit Name
SITHCCC013	Prepare seafood dishes
SITHCCC014	Prepare meat dishes
SITHPAT006	Produce desserts
SITHCCC018	Prepare food to meet special dietary requirements
SITXFSA002	Participate in safe food handling practices
SITHCCC006	Prepare appetisers and salads
SITHCCC019	Produce cakes, pastries and breads
SITXCOM005	Manage conflict
SITHIND002	Source and use information on the hospitality industry
SITHCCC020	Work effectively as a cook

CERTIFICATE IV in Business

Course Code: BSB40120 CRICOS Code: 109321M

Career Opportunities:
Upon completion of this qualification, you gain employment as a supervisory role and can be utilized in a variety of business environments.

Course Description: 26 weeks
This course is designed for international students who will be involved in classroom training in a full time capacity to gain the qualification. The qualification is designed for people who wish to work in a supervisory role and can be utilised in a variety of business environments.

The Course is beneficial for any person who may be interested in
- Office Manager
- Office Administrator
- Supervisor
- Team Leader
- Public Relations Officer

Entry Requirements:
An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

Academic Requirements:
Applicants should have successfully completed year 12 or equivalent level of studies.

Age requirement:
Applicants must be of 18 years of age to apply.

Course Structure:
BSB40120 - Certificate IV in Business

Course Fee: Tuition Fee: AUD5200, Material Fee: AUD300, Enrolment Fee: AUD200

Unit Code	Unit Name
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBXCM501	Lead communication in the workplace
BSBCMM511	Communicate with influence
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBSTR402	Implement continuous improvement
BSBOPS404	Implement customer service strategies

DIPLOMA of Leadership and Management

Course Code: BSB50420 CRICOS Code: 104195H

Course Description: 52 weeks

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.
Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

Career Opportunities:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
– Executive personal assistant
– General Manager
– Manager
– Assistant Manager
– Project assistant

Entry Requirements:

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

Academic Requirements:

Applicants should have successfully completed year 12 or equivalent level of studies.

Age requirement:

Applicants must be of 18 years of age to apply.

Course Structure:

BSB51915 – Diploma of Leadership and Management

Course Fee:

Tuition Fee: AUD10,400, Material Fee: AUD600,
Enrolment Fee: AUD200

Unit Code	Unit Name
BSBPEF502	Develop and use emotional intelligence
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBOPS502	Manage business operational plans
BSBSTR502	Facilitate continuous improvement
BSBXCM501	Lead communication in the workplace
BSBTWK503	Manage meetings
BSBCMM511	Communicate with influence
BSBWHS521	Ensure a safe workplace for a work area
BSBPEF501	Manage personal and professional development
BSBLDR522	Manage people performance
BSBCRT511	Develop critical thinking in others

ADVANCED DIPLOMA OF Leadership and Management

Course Code: BSB60420   CRICOS Code: 108016F

Career Opportunities:

Upon completion of this qualification, you gain employment as a supervisory role and can be utilized in a variety of business environments..

Course Description: 52 weeks

This course is designed for people who want to work in the field of Business Management. Students enrolled in this course will be involved in classroom training in a full time capacity to gain the qualification. The qualification is designed for people who wish to work in a management role and can be utilized in a variety of business environments.
The Course is beneficial for any person who may be interested in
- Area Manager
- Department Manager
- Regional Manager
- Sales Manager
- Office Manager

Entry Requirements:

An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

Academic Requirements:

Applicants should have successfully completed year 12 or equivalent level of studies and diploma of management or substantial vocational experience in business/management or equivalent

Age requirement:

Applicants must be of 18 years of age to apply.

Course Structure:

BSB61015 – Advance Diploma of Leadership and Management

Course Fee: Tuition Fee: AUD10,400, Material Fee: AUD600, Enrolment Fee: AUD200

Unit Code	Unit Name
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
BSBCRT511	Develop critical thinking in others
BSBXCM501	Lead communication in the workplace
BSBPMG633	Provide leadership for the program
BSBPEF501	Manage personal and professional development
BSBCMM511	Communicate with influence

Living Costs

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

Accommodation Costs

Accommodation costs will vary from city to city and the following is an estimate of Melbourne accommodation.

Type of Accommodation		No. Of Weeks	Weekly Rent / Board Range (A$)	Estimated Total ($) Rent or Board and other expenses
Home	Living at Home (Board)	52	20 - 60	$7200 - 9,600
Sharing Rented House (with 2 others)	Close to City	52	135 - 165	$18,100 - 24,400
	Within 10 kilometres of City	52	105 -135	$16,400 - 22,700
	Regional area	52	60 - 80	$13,800 - 19,600
Apartment One Bedroom	One bedroom not shared	52	235 - 285	$23,700 - 31,100
Hostel	One bedroom shared bathroom/kitchen	52	155 - 190	$19,200 - 25,800
Homestay	Living with a local family	40	235 – 325*	$14,500 - 16,700

*Usually includes most meals.

Rental property prices vary from suburb to suburb. Check www.realestate.com.au or The Age newspaper for the current cost of renting in Melbourne.

General Costs

Students must also allow for general expenses such as those indicated below:

Weekly Cost (other than Rent)

ITEMS	AMOUNT
Food Contribution	$50.00 – $75.00
Takeaway Lunches & Drinks	$30.00 – $45.00
Bills / Utilities (Electricity, Gas etc)	$20.00 – $25.00
Telephone (not Mobile)	$10.00 – $15.00
Public Transport fares	$30.00 – $60.00
Spending Money	$40.00 – $70.00

Annual Cost

General Course Costs (books & equipment)	$500.00 - $700.00

Establishment Costs

Bond (usually 1 month's rent)	4.333 x weekly rent
Telephone / utilities connection	$150-160
General furniture items	$400-650

Please Note:

The above estimates are in Australian dollars (AUD$) and these estimates are subject to change. For further information on living costs in Melbourne please refer to the

- Live In Victoria website www.liveinvictoria.vic.gov.au which has a guide to living costs in Victoria.

- Don't forget these costs do not include expenses relating to mobile phones, car or computer expenses.

·- Tuition Fees are not included in these living costs estimates.

It is recommended that students allow a minimum of AUD $19,830.00 per year to cover their living costs. It is also recommended to allow an extra AUD $2000.00 for costs that you may incur while settling in – such as food, transport, and any personal items you may require.

Deferring, Suspending or Cancelling an Enrolment

Students can only defer or suspend their studies under very limited circumstances. Please refer to the policy and procedure in the International Student Information Booklet.

The ESOS Framework

Please refer to the Australian Government explanation of how the Education Services to Overseas Students Act 2000 works: https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx

Prospective Students

Students intending to study should refer to the college website at www.angad.vic.edu.au
Further Information on living and studying in Australia, indicative costs of living and accommodation options can be found within the "International Student Information" which can be downloaded from our website www.angad.vic.edu.au . You are required to read the information prior to acceptance of our courses.

Application Form for
International Students

The following form is to be completed by students wishing to study with ANGAD Australian Institute of Technology. All potential applicants must complete the following form to initiate their enrolment process.

Angad Australian Institute of Technology Pty Ltd

CRICOS CODE: 02970M   PROVIDER CODE: 22073

1. Details of applicant

Title	Family Name		Given Names	

Date of Birth	Sex	Country of Birth	Citizenship	Marital Status
				☐ Married ☐ UnMarried

Passport Number	Passport Expiry Date	Visa Number	Visa Expiry

2. Address In Australia (If Known)

Full Address	Postcode

Country	Telephone	Email

3. Permanent Address in Home Country

Full Address	Postcode

Country	Telephone	Email

4. Educational Qualifications

Higher Qualification	Name of Institution	Year Awarded

Are you applying for Credit Transfer?   Yes / No   If yes, Please attach Relevant Nationally Recognized Qualifications or Statement of Attainment.

5. English Proficiency

Is English Your First Language?	If No, your first Language is	IELTS Score	TOEFL Score	PTE Score
Yes / No				

6. Course Preference(s)

Course	Commencement Date
☐ Certificate IV in Business (BSB40120)	Commencement Date
☐ Diploma of Business (BSB50120)	Commencement Date
☐ Diploma of Leadership and Management (BSB50420)	Commencement Date
☐ Advanced Diploma of Leadership and Management (BSB60420)	Commencement Date
☐ Certificate III in Commercial Cookery(SIT30816)	Commencement Date
☐ Certificate IV in Commercial Cookery(SIT40516)	Commencement Date
☐ Diploma of Hospitality Management(SIT50416)	Commencement Date
☐ Advanced Diploma of Hospitality Management (SIT60316)	Commencement Date
☐ Graduate Diploma of Management (Learning) (BSB80120)	Commencement Date

7. Authorised person to receive refund

Specified person(s), other than the overseas student, who is authorized to receive a refund:

Parent/ Guardian/ Agent/ Other	Given Name	Last Name

Please Note: Full refund policy is available in the student enrolment agreement and our website.

Application Checklist

☐ Complete all sections of the Application Form.

☐ Attach Certified/Verified Copy of Academic Transcripts

☐ Attach Certified/Verified Copy of Visa (If applicable)

☐ Attach Certified / Verified Copy of Passport

☐ Attach Certified / Verified Copy of IELTS Results or its equivalent

Refunds due to non-delivery of course by Institute

Please note that Government Legislation requires unused portion of the prepaid tuition fees to be refunded if:

- The course does not start of the agreed starting date which is notified in the Offer Letter.
- The course stops being provided after it starts and before it is completed.
- The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator.

Refunds under the above conditions will be paid to the student within 10 working days.

The Institute may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. The student may accept the offer in writing within 30 days. Where the student agrees to this arrangement, the Institute will not be liable to refund the money owed for the original enrolment.

Refunds based upon student application

All applications for refund must be made in writing by way of the 'Application for Refund' form (Available on website) and submitted to the Admissions Manager for approval.

Please note: where the student withdraws from the course without notification or breaches their Visa conditions, no refund is payable.

·Applications for refunds are to be processed by the Administration Manager within 10 working days from the date of application.

·Refunds payable will be paid to the student within 28 days.

The assessment of refund applications shall be granted as indicated below:

Enrolment Fee	Non-refundable
Tuition Fees	
Visa refused prior to course commencement	Visa refusal refunds are calculated in accordance with the legislative instrument under subsection 47E (4). The calculation under subsection 47E(4) is as follows: The amount of unspent pre-paid fees that the provider must refund the student for the purpose of subsection 47E(2) of the Act is the total amount of the pre-paid fees the provider received for the course in respect of the student less the following amount: the lesser of: (a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or (b) the sum of $500.
Visa refused due to submission of fraudulent documents by or on behalf of the student.	**No Refund**
Withdrawal at least 10 weeks to agreed start date	**50% Refund**
Withdrawal less than 10 weeks prior to agreed start date	**No Refund**
Withdrawal after the agreed start date	**No Refund**
Visa cancelled due to actions of the student	**No Refund**
Course withdrawn by Institute	**Full refund including enrolment fee**
Visa Extension is refused	**Refund of unused portion of tuition fees for future terms**
The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator	**Refund of unused tuition fees.**
Withdraws from the course without notification or breaches their Visa conditions	**No Refund**
The institute is unable to provide the course for which the original offer was made	**Full refund**
RPL Fees	**No refund if 'Statement of Attainment' is provided**
Student abandons the course	**No Refund**
Application rejected by ANGAD	**Full refund including enrolment fee**
The institute cancels an enrolment due to serious student misconduct	**No refund of any prepaid tuition fees**

Why we collect your personal information?

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information?

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information?

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information?

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact ANGAD Australian Institute of Technology to:
- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

For further information about our privacy policy, please visit our website (http://www.angad.vic.edu.au/policies-and-procedures/)

1. I acknowledge that the information provided in the application is complete and correct.
2. I agree to undertake a testing requirement prior to any course entry, if deemed necessary by ANGAD Australian Institute of Technology, and adhere to any other pre-requisite identified above.
3. I have read all the pre-enrolment information referred to the International Student Information Booklet.
4. I understand that I can pay full course fee if I wish to, but I am not required to pay more than 50% upfront.

Name of Applicant _____ **Signature of Applicant** _____ **Date:** _____

Please return the application form along with the attachments to the following address:
Angad Australian Institute of Technology Pty Ltd.
Level 6,501, Latrobe Street, Melbourne, Victoria 3000. Phone: +61 3 9670 9095, Fax: +61 3 9670 9094
Website: www.angad.vic.edu.au Email: info@angad.vic.edu.au

TESTIMONIALS

Student Name: TIONG, Felix - Malaysia

I like studying at ANGAD Australian Institute of Technology as the Institute has provided me with International exposure of meeting students from different nationalities. My speaking and writing skills have inproved a lot over the past months.I am truly enjoying every single day studying here with full support from my trainers.

Student : Harpreet S - India

I am from India and I am a student of Commercial Cookery. I have gained valuable practical skills in the kitchen while pursuing this course. Angad is a great institute with a fabulous studying environment and spacious classrooms.

Student: Ash - India

I am a student of hospitality management. I enrolled in this course as this institute has a good reputation in the education sector. Learning at Angad is fun as the training has a good mix of theory and practical. I will recommend this institute to others if they want to study at a good education provider.

Student : Fang Wan - China

My name is Fang Wan. I come from China. I am studying Advanced Diploma of Leadership & Management at ANGAD Australian Institute of Technology for developing my career. My experience as a student has been life-changing as I have developed management skills.

Student Name: LAU, Eik (Penang)

Learning at ANGAD Institute is an exciting experience. The teachers engage students in a lot of interesting ways and are always very supportive. It is a pleasure studying at ANGAD institute.

Student: Ann - Philippines

I have been studying in this institute since past one year. The support I received from the staff and trainers during COVID pandemic has been outstanding. I learned valuable skills from my trainers which helped me securing a part-time job in the industry.

Careers Created Here

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