



QUEENSFORD
COLLEGE

RTO: 31736 CRICOS Provider No.: 03010G

International Prospectus

#queensfordstories



WELCOME TO QUEENSFORD COLLEGE

Welcome to Queensford College and to Australia. This is now an exciting new era for you to expand your academic and personal life experiences. At Queensford College our students come from over 40 different countries, you will experience many cultures in an environment of cultural harmony and empowerment where students can achieve their academic and personal goals.

You will study your course/s with experienced, dynamic trainers who will help you communicate and share ideas. Being part of this process will open up a whole new world of learning where you will begin achieving more than you ever dreamed.

Queensford College's courses and programs may also open up pathways for students to go on to further studies. Some students also choose to join various universities in Australia for higher education.

Please read this prospectus carefully as it will guide you through your studies with us. We are certain that your experience with Queensford College will be memorable.

[Directors of Queensford College](#)

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QUEENSFORD COLLEGE

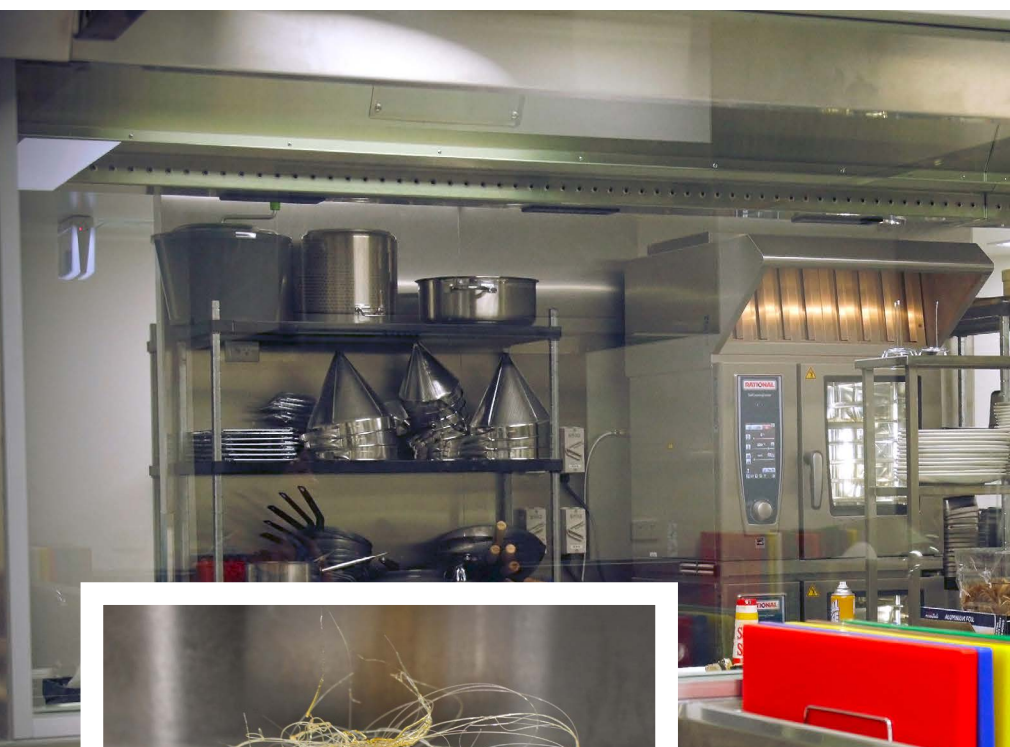
QUEENSFORD COLLEGE



CLOCK TOWER

POLE

T&G BUILDING



ABOUT QUEENSFORD COLLEGE

Queensford College is a Registered Training Organisation (RTO 31736) that is focused on providing quality education and training in fully-accredited courses for over 10 years. Registered under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Provider No. 03010G), the college is authorised to offer, accept, and teach overseas students who are in Australia on a student visa.

Our campuses are present in three key states in Australia; Queensland (Brisbane), New South Wales (Parramatta) and South Australia (Adelaide).

From these campuses we are home to international students from over 50 nationalities and have been providing nationally-recognised qualifications that are all accredited with the Australian Skills Quality Authority (ASQA).

We specialise in delivering courses in Aged Care, Early Childhood Education and Care, Hospitality and Commercial Cookery, Nursing, Leadership and Management, and Information Technology.

Our programs open up possible pathways for Queensford College students to take part in internships, find employment opportunities or to go on to further studies with higher education providers.

Legislation, Regulations and Codes

As an RTO and a provider of training to overseas students, Queensford College is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. Students need to be aware that all actions required under the applicable legislation, regulations and codes are not subject to the discretion of the College and are required by law. You can find our more information about the legislation and Regulations that underpin Queensford College practices at the following websites:

Education Services for Overseas Students Act (ESOS Act) 2000
<https://www.legislation.gov.au/Details/C2017C00292>

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code)
https://www.legislation.gov.au/Details/F2017L01182/Html/Text#_Toc487026943

The Tuition Protection Service (TPS)
<https://tps.gov.au/StaticContent/Get/StudentInformation>

The Australian Skills Quality Authority (ASQA)
<https://www.asqa.gov.au>

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
<https://www.studyinaustralia.gov.au>

National Vocational Education and Training Regulator Act 2011
<https://www.legislation.gov.au/Details/C2017C00245>

Campus Details

BRISBANE (HEAD OFFICE)

Level 2, 359 Queen Street
Brisbane Queensland 4000
Australia
P: 1300 236 364
P: +61 7 3221 1626
E: info@queensford.edu.au

PARRAMATTA


Fitzwilliam Street Campus, Parramatta
Level 3, 1 Fitzwilliam Street
Parramatta New South Wales 2150
Australia

Wentworth Street Campus, Parramatta
Level 5, 9 Wentworth Street
Parramatta NSW 2150
Australia
P: +61 2 8660 0040
E: info@queensford.edu.au

ADELAIDE


Level 11, 90 King William Street
Adelaide South Australia 5000
Australia
P: +61 8 8410 4605
E: info@queensford.edu.au


Connect on Social Media

 Facebook
[/queensfordcollege](https://www.facebook.com/queensfordcollege)

 Instagram
[@queensfordcollege](https://www.instagram.com/queensfordcollege)

 LinkedIn
[/queensford-college](https://www.linkedin.com/company/queensford-college)

 Vimeo
[/queensford](https://www.vimeo.com/queensford)

 TikTok
[/queensford](https://www.tiktok.com/queensford)

CAMPUS LOCATIONS & FACILITIES



Brisbane Campus, Queensland

Brisbane is the third largest and third most populous city in Australia. It is also the capital of the state of Queensland (QLD) and is almost five times the size of Japan. Brisbane has a subtropical climate which makes it the perfect place for many outdoor activities like kayaking up the Brisbane River, camping and hiking in one of the national parks, snorkelling around one of the Moreton Bay islands, and a whole lot more.



Studying in Brisbane

Over 75,000 international students are calling Brisbane their second home. They all have access to a wide range of study choices whether vocational training or higher learning. Brisbane also offers a long list of credible educational institutions like Queensford College.

Students studying at Queensland education institutions are eligible for concessions on public transport, a GO card. Modes of transport includes buses, trains, and ferries. Students are allowed to apply for the tertiary concession fares. A free City Loop and Spring Hill Loop bus services are available within the Brisbane CBD. For more information: <http://translink.com.au>



Top Campus Facilities

Located in the heart of the CBD, the Brisbane Campus provides a warm, friendly, multicultural environment with modern classrooms.

- Commercial training kitchen
- Clinical skills laboratory
- Child Care stimulation room
- Aged Care stimulation room
- Computer labs



How To Get In Touch With Us

Address: Level 2, 359 Queen Street,
Brisbane, Queensland 4000, Australia
Phone: +61 7 3221 1626
Email: info@queensford.edu.au
Website: www.queensford.edu.au

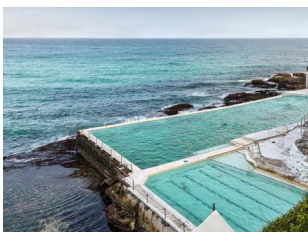


CAMPUS LOCATIONS & FACILITIES



Parramatta Campuses, New South Wales

Parramatta is a suburb in Sydney, in New South Wales (NSW) and the state's second largest commercial business district. Established in 1788 by the British, Parramatta is a historic area teeming with many historic places to visit like the Old Government House, the Hambledon Cottage, and the Parramatta Park. Aside from the rich history, Parramatta is undeniably lively and exciting as it offers unlimited options for leisure, travel, and recreation.



Studying in Parramatta

New South Wales government is seeing the steady influx of international students in Parramatta with the additional funding for the construction of more school communities and infrastructure that will help students learn, live, and travel with ease. Parramatta has opened its doors to Queensford College, a forward thinking education provider, with now two campuses operating at the heart of Parramatta City.

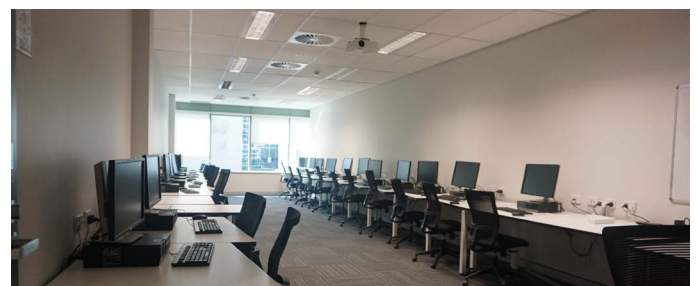
Some tertiary institutions are now able to offer international student student concession Opal card, allowing students to save on the cost of travel on buses, trains, light rail and most ferries throughout Greater Sydney. For more information: <https://www.transport.nsw.gov.au>



Top Campus Facilities

Located in the heart of Parramatta CBD, both Campuses provides a warm, friendly, multicultural environment with modern classrooms.

- Clinical skills laboratory
- Computer Lab



How To Get In Touch With Us

Address: *Fitzwilliam Street Campus, Parramatta*
Level 3, 1 Fitzwilliam Street,
Parramatta, New South Wales
2150, Australia

Phone: +61 2 8660 0040

Email: info@queensford.edu.au

Website: www.queensford.edu.au

Wentworth Street Campus, Parramatta
Level 5, 9 Wentworth Street
Parramatta, New South Wales
2150, Australia

CAMPUS LOCATIONS & FACILITIES



Adelaide Campus, South Australia

Adelaide is a coastal city and is the capital of the state of South Australia (SA). It is home to more than 1.35 million people and is ranked as the fifth most populous city in the continent. and is composed of a diverse mix of immigrants from Europe and Asia. Adelaide is also known to give that Mediterranean vibe as it follows the same climate – long, very hot summers and then cold, snowless winters.



Studying in Adelaide

Adelaide is a major destination hub for over 35,000 international students. It is a perfect city for learners from abroad as the cost of living here is very affordable. Adelaide is classified as a regional area, which means the studying at our regional campus on King William Street offers a different experience than being in a capital city. With the benefits of the relaxed lifestyle, sense of community engagement, practical opportunities, small class sizes and tailored support services.

South Australian Government provides transport concessions for international students on presentation of their formal student identification card. There are also two free services that serve the city and North Adelaide, which are Free City Connector and Free Tram. For more information:

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



Top Campus Facilities

Located in the heart of the CBD, the Adelaide Campus provides a warm, friendly, multicultural environment with modern classrooms.

- Childcare stimulation room
- Aged care stimulation room
- Computer lab



How To Get In Touch With Us

Address: Level 11, 90 King William Street,
Adelaide, South Australia 5000, Australia

Phone: +61 8 8410 4605

Email: sa@queensford.edu.au

Website: www.queensford.edu.au

Why Study at Queensford College

#1 Become A Globally Competitive Student & Train Under A World-Class Team

With Queensford College, study confidently knowing our courses are nationally recognised under the VET Quality Framework. This is an assurance that our capability to cater to international students like you is in line with other leading educational institutions in and out of Australia.

Trainers at Queensford College are all qualified educators, experienced professionals, and industry experts. Our whole academics team is always working towards upgrading their expertise and competency level through research, training, and further studies.

#3 Dedicated Student Support and Resources You Can Access Online

You will have access our dedicated student support team for any assistance you need. They will be monitoring your progress in your chosen course and you can contact them back for your questions and concerns.

Along with access your course and other helpful information anytime, anywhere with a Learning Management System (LMS). It is a portal that lets you in all the available resources that you can use to continue studying after class or even when you're away from the campus.

#5 Payment Options to Suit Your Financial Situation

Flexible payment options are available that meet your financial situations.

Option 1 Upfront 100% Payment*: through your own pocket either by EFT or credit card (MasterCard or Visa).

Option 2 Payment Plan: through convenient instalments weekly, fortnightly, monthly or per semester. Terms and conditions apply.

Option 3 Direct Debit: withdrawal of funds can be arranged and scheduled from your nominated bank account.

Contact us for more information on payment options:

info@queensford.edu.au

*Students are not required to pay more than 50% of the total tuition fees upfront before the commencement of the course that is more than 25 weeks. Upfront 100% payment is required for courses of 25 weeks or less.

#2 Experience a Multicultural Environment to Study and Thrive In

With students from over 50 different nationalities, experience a multicultural environment to study and thrive in. By studying in a multicultural environment at strategically located campuses with state-of-the-art facilities from experienced industry trainers that will help you reach the pinnacle of your career.

#4 Specialised Training Facilities for Hospitality, Nursing, Aged Care, and Child Care

Enhancing the student's learning experience, our Brisbane campus is continually being upgraded with specialised training facilities.

Located on Level One at Brisbane campus, is an fully completed commercial training kitchen with functional state-of-the-art facilities. Providing commercial cookery and hospitality students the perfect stage to perform culinary miracles.

Brisbane and Parramatta campuses both have clinical and nursing facilities that nursing students can use for practice and actual work simulation.

Aged Care and Child Care have individual simulation rooms furnished with child care furniture, first aid and manual handling equipment.

#6 We'll Help You On Your Pathway To University

Dream bigger and aim higher with the opportunities that you will discover during your study here.

On successful completion of the Diploma and Advanced Diploma courses at Queensford College, students may apply for credit transfer/exemptions with associated Queensford College or non established pathway partners.

Queensford College offers you a range of Tertiary Education Pathways into a university degree. Pathways are established credit agreements between Queensford College and other tertiary institutes that may include admission and/or credit for your previous studies.



CRICOS Provider Code: 00233E



CRICOS Provider Code: 03147A

Contact us for more information on pathway arrangements:

info@queensford.edu.au

Ann from Kenya
Leadership and Management Student

“So far having done the Diploma and now doing the Advanced Diploma, I’d recommend to come to study at Adelaide as you will gain something good for your life.”

I’m studying Advanced Diploma of Leadership and Management at the Adelaide Campus. I choose this course because I finished my training as a registered nurse and I want to further my career as a leader, a manager in the healthcare system. This college is beneficial to me as it has small class sizes and the interaction between students and the trainer is good so it helps to break down the barriers so that we are able to communicate with the trainer and they are able to help us.



Andres from Colombia
Commercial Cookery and Hospitality Management Student

“Studying at Queensford College has helped achieve my professional goals.”

My studies have helped me climb positions where I am placed for vocational placement. From commis chef to chef de partie. Because every week in class I learn new skills, I am able to put it into practice and the chefs there can see I can do a lot more. They have more confidence in me and I have more duties and responsibilities but at the same time, I have more space to create. I really enjoyed the creativity we have in class. Our assessments in class require us to create and plate dishes to solve problems of creating menus in a professional environment.



Esther from Papua New Guinea
Nursing Student

“I was impressed with what the college offers, dynamic trainers, excellent facilities and mostly it is a multicultural environment.”

I enjoy clinical skills lab days where we get to learn how to use different clinical instruments, we get a feel of the real hospital setting, and also enjoy being with friends from different cultural backgrounds. The nursing training staff are amazing with professional knowledge in nursing. They know the stuff inside out and back to front and they they make learning heaps of fun. My career plan is to go back to my home country and start up an aged care facility.



Olatoye from Africa
Child Care Student

“I wanted to experience first hand the college’s amazing support services for their International Students.”

I come from a big family, where literally everywhere I turn I see a child. So ever since I can remember I’ve always wanted a career that involved teaching children. Studying early childhood education and care provided me the opportunity to learn about a child’s early years and how to connect with them in a professional manner. I hope one day to start my childcare centre back home in Africa.





AN INTERNATIONAL STUDENT GUIDE TO LIVING IN AUSTRALIA

Visit our blog for more international related articles: queensford.edu.au/blog

Information on Living in Australia

Australian Culture

Language - English is the official language spoken in Australia and all the education in Australia is in English.

Climate - Being such a large country Australia experiences varied climatic conditions across the country.

Culture - Australia's indigenous heritage plays a defining role in the cultural landscape – creating and maintaining continuous links with the people and the land.

Transportation - Australia has reliable and affordable modes of public transportation: bus networks and train lines, ferries, trams, taxis and bicycles.

Food - Australia offers different varieties of food from Australian, Italian, Mexican, Asian, and Middle Eastern.

Student Housing - International Students studying in Australia have various housing options, they can choose to stay in Homestay Accommodation, Renting, Shared Accommodation.

Living Costs

Knowing the average living costs in Australia is an important part of your preparation for living and studying in Australia. The costs below are an approximate guide only, and you should be aware that these costs may vary depending on your study location in Australia.

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your cost of living in Australia: www.insiderguides.com.au/cost-of-living-calculator.

Living Expenses

- Groceries and eating out - \$80 to \$280 per week
- Gas, electricity - \$35 to \$140 per week
- Phone and Internet - \$20 to \$55 per week
- Public transport - \$15 to \$55 per week
- Car (after purchase) - \$150 to \$260 per week
- Entertainment - \$80 to \$150 per week

Accommodation

One of the first things international students will have to determine when preparing to study in Australia is where to live. The majority of Australian students live off-campus, through homestay programs, hostels, or rental properties. Queensford College does not provide accommodation facilities however, college representatives can guide students to accommodation providers (including Homestay and student accommodation facilities). The accommodation placement fee is AUD\$200. Please provide the college with at least 14 days' notice if you require our staff to arrange accommodation for you.

Websites for Finding Accommodation

- www.realestate.com.au
- www.flatmates.com.au
- www.yha.com.au
- www.domain.com.au
- www.airbnb.com.au

Accommodation Types

Hostels and Guesthouses

- Cost: \$90 to \$150 per week
- Type: Hotels and discounted hotels
- Location: Usually in the city centre
- Recommended stay: Short

Homestay

- Cost: \$235 to \$325 per week
- Type: House
- Location: Usually in the city centre
- Recommended stay: Short

Rentals

- Cost: \$85 to \$440 per week
- Type: Apartments, Units or Houses
- Location: Mostly not in the city centre
- Recommended stay: Long

On Campus

- Cost: \$90 to \$280 per week
- Type: Apartment or bedroom units
- Location: Usually in the university campus
- Recommended stay: Medium

Other Information on Living in Australia

Information on living and studying in Australia can be found at Study in Australia <https://www.studyinaustralia.gov.au>.

The website provides general information on studying and living in Australia, along with events and things to do.

Support Services in Australia

Australia is generally a very safe and welcoming place to live and study, but it is still important to understand your new environment to ensure you have a safe and happy stay.

EMERGENCY - Dial 000

For emergency services requiring ambulance, fire brigade and/or police dial **Triple Zero (000)**. In events of life threatening situations, such as a car crash or a fire. If you require a translator then tell the operator your language and they will connect you with one.

Support Service	How They Can Help You	Contact Information
Australian Consumer Law	Understand your legal rights in regards to shopping or purchasing services.	consumerlaw.gov.au
Australian Human Rights Commission	If you feel you are being treated unfairly because of your race, descent, colour or ethnic/national origin then make a complaint to the Australian Human Rights Commission.	humanrights.gov.au/race-discriminati
Australian Taxation Office	Contact them to arrange a Tax File Number or learn more about payments made to you while you're here.	ato.gov.au
Beyond Blue	A free counselling service that you can contact if you are feeling depressed or anxious.	1300 224 636 beyondblue.org.au
Lifeline	If you need someone to talk to about your mental health, this resource is a crisis support hotline.	131 114 lifeline.org.au
Brisbane Student Hub	Provides information, advice and referrals on healthcare, employment, budget management, accommodation and legal services, as well as connecting students to local events and activities.	mdaltd.org.au/brisbane-studenthub
Department of Foreign Affairs and Trade (For Embassies)	If you require help from your country's embassy within Australia.	dfat.gov.au
Department of Home Affairs	This government department handles visa enquiries and issues.	homeaffairs.gov.au
Commonwealth Ombudsman	This ombudsman can help you in dealing with problems with private institutions and education providers.	ombudsman.gov.au ombudsman.qld.gov.au
Tuition Protection Service	It is a government initiative if your institution could not deliver your course of study, then government either help you in completing course elsewhere or help you in getting refund of uncompleted studies.	tps.gov.au
Fair Work Ombudsman	If you require assistance understanding your workplace rights and responsibilities.	13 13 94 fairwork.gov.au
Council of International Students Australia	The peak body for the interests and needs of international students, they always require volunteers.	cisa.edu.au
Residential Tenancies Authority	If you have any issues with accommodation, or would like to know what your rights are.	rta.qld.gov.au/student-tenants.org.au sa.gov.au
Road Transport Authority	If you plan to drive in Brisbane then find out about the road rules and what you need to get yourself into a car.	transport.qld.gov.au
New South Wales Hospitals		
Blacktown Hospital	(02) 9881 8000 https://www.wslhd.health.nsw.gov.au/Blacktown-Mount-Druitt-Hospital	
Macquarie University Hospital	(02) 9812 3000 https://muh.org.au	
South Australia Hospitals		
Royal Adelaide Hospital	08 7074 0000 https://www.rah.sa.gov.au	
The Queen Elizabeth Hospital	(08) 8222 6000 https://www.sahealth.sa.gov.au	

Support Service	How They Can Help You	Contact Information
Translink (QLD)	To find out about trains, buses and ferries, including ticketing information, timetables and more in Queensland.	13 12 30 translink.com.au
Transport for NSW	To find out about trains, buses and ferries, including ticketing information, timetables and more in New South Wales.	131 500 transportnsw.info opal.com.au
Adelaide Metro (SA)	To find out about trains, buses and, including ticketing information, timetables and more in South Australia.	1300 311 108 adelaidemetro.com.au
Study Brisbane	For information on living and studying in Brisbane. They also host events for international students throughout the year.	studybrisbane.com
Study Adelaide	For information on living and studying in Adelaide. They also host events for international students throughout the year.	studyadelaide.com
National Sexual Assault, Domestic Family Violence Counselling Service	If you've been sexually assaulted and require information and support services that are available.	1800 737 732 1800respect.org.au
Alcohol and Drug Information	24/7 support for people in Queensland with alcohol and other drug concerns.	1800 177 833 adis.health.qld.gov.au
Community Legal Centres	Community legal centres provide free information, legal assistance and referral, representation and casework, community education and advocacy for vulnerable clients and communities facing legal problems.	Brisbane: (07) 3392 0092 communitylegalqld.org.au/contact Adelaide: 1800 615 677 unitingcommunities.org Sydney: (02) 9212 7333 https://www.clcnsw.org.au
Children's Services	To provide support and a range of services to children, young people, families and carers to ensure children's safety and wellbeing and to prevent children from being harmed.	1300 682 254 csyw.qld.gov.au
Kids Helpline	Australia's only free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.	1800 55 1800 kidshelpline.com.au
Poison Information Centre	If you require up-to-date advice to assist in the management of poisonings.	13 11 26 health.qld.gov.au
Queensland Hospitals		
Mater Hospital	(07) 3840 8111 mater.org.au	
Prince Charles Hospital	(07) 3350 8111 metronorth.health.qld.gov.au/tpch	
Princess Alexandra Hospital	(07) 3240 2111 metrosouth.health.qld.gov.au/princess-alexandra-hospital	
Royal Brisbane Hospital	(07) 3253 8111 metronorth.health.qld.gov.au/rbwh/	
QE II Hospital	(07) 3275 6111 metrosouth.health.qld.gov.au/qeii-jubilee-hospital	
Wesley Hospital	(07) 3232 7000 wesley.com.au	
Logan Hospital	(07) 3299 8899 metrosouth.health.qld.gov.au/logan-hospital	
Gold Coast Hospital	(07) 5519 8211 goldcoast.health.qld.gov.au/hospitals-and-centres/gold-coast-university-hospital	



Policies and Procedures

Students are able to access all relevant policies and procedures on the Queensford College website:

<https://queensford.edu.au/downloads>

Policies include:

- Refund Policy
- Critical Incident Policy/Procedure
- Transfer between Providers Policy and Procedure
- Complaints and Appeals Policy
- Monitoring Course Progress Policy and Procedure
- Attendance Policy and Procedure
- Leave Policy and Procedure
- Deferral, Suspension and Cancellation Policy and Procedure
- Student Academic and General Code of Conduct Policy
- Credit Transfer and Recognition of Prior Learning Policy
- Student Payments Policy
- Privacy Policy

Student Visa Requirements

Students are required to obey the following visa conditions of student visa subclass 500:

Attendance and Course Progress

International Full-Time Students are required to attend 20 hours per week of study. Students must maintain satisfactory course progress during their studies.

Working in Australia

Students can work up to a maximum of 40 hours per fortnight (period of 14 days from Monday to Sunday) when their course is in session. Otherwise, full time while on holidays.

All people working in Australia have basic rights and protections in the workplace, including minimum pay and conditions. The Fair Work Ombudsman makes sure that these rights are protected and enforced fairly under Australia's workplace laws. Please refer to the link below of The Fair Work fact sheet:

<https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement>

Financial Capacity

Students must maintain up to date payment during their studies and have sufficient funds to support their study and stay in Australia. Funds should be sufficient to contribute to the cost of travel, tuition, school costs for any dependants and living costs.

Overseas Health Insurance

Students must have and maintain health insurance, Overseas Student Health Cover (OSHC), during their stay in Australia in case of an accident. Overseas Student Health Cover (OSHC) provides students with medical care and hospital cover and is available for up to five years for monthly payments from a number of different providers.

You can find further information about OSHC by going to the following web site: <http://www.health.gov.au/internet/main/Publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1#insurersofferoshc>

Studying at Queensford College

School Aged Dependents

Any school aged dependents accompanying overseas students, as part of their student visa application, to Australia are required to pay full fees if they are enrolled in either a government or non-government school.

Up-to-Date Contact Details

Queensford College requires students to keep us informed of any changes of their details so that they are correct and up to date in our systems. We require students to notify any changes made within 7 days that involve: contact details, residential address, passport information and emergency contact details.

Orientation

Orientation is a welcome and an informative program for new students commencing their studies at Queensford College. The program consists of presentation, campus tour, enrolment and information that helps new students settle into the new study environment.

Unique Student Identifier (USI)

International students studying in Australia requires a unique student identifier (USI). International students cannot apply for a USI whilst they are still overseas. International students will only be able to apply for a USI once you have entered Australia using your non-Australian passport and Australian visa.

A USI is required for students undertaking nationally recognised training (qualifications, accredited courses, skill sets and units of competency) unless exempt. If you don't have a USI you will not receive your qualification or statement of attainment.

Class Schedule, Mode of Study and Assessment

The classes may be scheduled on-campus on any days of the week between Monday to Friday over a maximum of five days a week. The lectures may be scheduled any time between 8.30am and 5.00pm. Session timetables will be provided to students at orientation. Timetables may change without notice. Please refer the academic calendar on the website to view holiday breaks and intake dates:

<https://queensford.edu.au>

On campus students may experience a combination of lecturers, group discussions, case studies, class excursions, research projects, practical demonstrations and if applicable, vocational placement. Please refer to the student handbook and course information for more details on the mode of study, and methods of assessment.

Additional Administrative Fees

In addition to the enrolment and tuition fees, the following administrative fees and charges apply:

Description	Form Type/Contact Office	Amount \$AUD
Application fee (Non-refundable)	Application Form/Online	\$250
Interim Transcript	Online Request Form	1st copy no charge, thereafter \$50
Student ID Card	Reception	1st copy no charge, thereafter \$15
Change of Commencement Date/Deferral of the Course	Enrolment Variation Form	\$250 or; Free to the applicants due to delayed visa processing, and caused by serious medical illness
Change of Course	Enrolment Variation Form	\$250
RPL Application and Information Collection	RPL/Credit transfer application form	\$250 administration fee
Credit Transfer	RPL/Credit transfer application form	\$250 administration fee
RPL Qualification Review Fee	Written Application	60% of course fee
Early Termination Request	Enrolment Variation Form	No additional fees
Qualification and Final Transcript	Online Request Form	1st copy no charge, Thereafter \$50
Statement of Attainment	Online Request Form	1st copy no charge, Thereafter \$50
Express Service for Certificates	Reception	\$20 for the next day, \$50 same day Extra \$10 for the express post
Refund Attraction Fee	Tuition Fee Refund Application	\$250
Re-Assessment (Theory)	Reception	\$150 per unit (up to 3 attempts)
Re-Sit Practical Assessment	Reception	\$600 per each practical assessment
Missed Vocational Placement	Vocational Placement	\$150 per day
Appeal of Assessment / Re-assessment	Reception	No charges
Printing and Photocopy	Reception	Free for 300 pages per course. Thereafter: \$20
Leave Request	Enrolment Variation Form	\$50 unless special circumstances
Late Payment of Fees	Accounts Department	\$50 per week
Replacement of Textbook and/or Learning Materials	Written Application	As applicable
Accommodation Placement Fee	Admissions Team	\$250
Airport Pickup fee	Admissions Team	\$250

Note: All administrative charges are subject to change and review.

Material fees will vary according to the course being undertaken and covers the cost of materials and other incidentals.

COURSES

Leadership and Management

For detail course information visit: queensford.edu.au/course-categories/management/

Course Name	Course Code	CRICOS Course Code	Duration	Intake	Campus [#]	Delivery Mode	Vocational Placement	Assessment	IELTS
Diploma of Leadership and Management	BSB51918	098755B	52 Weeks	Refer to page 17	QLD, SA, NSW ²	Blended (Predominantly Face-to-Face and Online)	Not applicable	Written activities, assignment and practical project	5.5 or equivalent upper intermediate level of English
Advanced Diploma of Leadership and Management	BSB61015	088532M	52 Weeks	Refer to page 17	QLD, SA, NSW ²	Blended (Predominantly Face-to-Face and Online)	Not applicable	Written activities, assignment and practical project	5.5 or equivalent upper intermediate level of English

Hospitality

For detail course information visit: queensford.edu.au/course-categories/hospitality

Certificate IV in Commercial Cookery [^]	SIT40516	092402J	72 Weeks [^]	Refer to page 17	QLD, SA, NSW ¹	Blended (Predominantly Face-to-Face and Online)	48 Food Service Shifts (240 Hours)	Written activities assessment/ knowledge questions, assignment, and practical project	5.5 or equivalent upper intermediate level of English
Diploma of Hospitality Management [^]	SIT50416	091045M	84 Weeks [^]	Refer to page 17	QLD, SA, NSW ¹	Blended (Predominantly Face-to-Face and Online)	36 Food Service Shifts (200 Hours)	Written activities assessment/ knowledge questions, assignment, and practical project	5.5 or equivalent upper intermediate level of English

[^]Duration of these courses may be shorter depending on your previous study on same fields.

For commercial cookery and hospitality management course packaging information please contact us: info@queensford.edu.au

Community Services and Health

For detail course information visit: queensford.edu.au/course-categories/community-services/

Diploma of Early Childhood Education and Care	CHC50113	084087D	98 Weeks	Refer to page 17	QLD, SA, NSW ²	Blended (Predominantly Face-to-Face and Online)	360 Hours	Knowledge questions, case study, vocational placement log book	5.5 or equivalent upper intermediate level of English
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Prior to placement students will be required to undergo a Working with Children Check and receive a positive notice and blue card. Certain placement facilities may require occupational vaccinations, for more information about vocational placement contact Queensford College.

Certificate IV in Ageing Support	CHC43015	089225C	52 Weeks	Refer to page 17	QLD, SA, NSW ¹	Blended (Predominantly Face-to-Face and Online)	120 Hours	Knowledge questions, case study, role play / observation / demonstration report, vocational placement log	5.5 or equivalent upper intermediate level of English
Diploma of Nursing	HLT54115	096029D	105 Weeks	Limited intakes	QLD, NSW ¹	Blended (Predominantly Face-to-Face and Online)	400 Hours	Exams, clinical simulations, case studies and professional experience placement	Specific English Entry Requirements*

For the above courses students may need to undertake an Australian National Police check.

HLT54115 Diploma of Nursing is accredited by the Australian Nursing & Midwifery Accreditation Council (ANMAC) and is approved at the Brisbane and Fitzwilliam Street, Parramatta Campuses.

*Please note that there are specific Entry Requirements for the HLT54115 Diploma of Nursing, for more information, please view the prerequisites here: <https://queensford.edu.au/course/diploma-of-nursing>. Please check with the International Admissions and Marketing Team for intake dates at these campus. For more information please enquire at with the admissions team at info@queensford.edu.au

Information Technology

For detail course information visit: queensford.edu.au/course-categories/information-technology

Diploma of Information Technology	ICT50118	0101580	78 Weeks	Refer to page 17	NSW ¹	Blended (Predominantly Face-to-Face and Online)	Not applicable	Knowledge question, written activity, observation / demonstration report, major project	5.5 or equivalent upper intermediate level of English
Advanced Diploma of Network Security	ICT60215	096219J	52 Weeks	Refer to page 17	NSW ¹	Blended (Predominantly Face-to-Face and Online)	Not applicable	Knowledge question, written activity, observation / demonstration report, major project	5.5 or equivalent upper intermediate level of English

*CAMPUS LOCATIONS

QLD: Queensland - Brisbane Campus
SA: South Australia - Adelaide Campus

NSW¹: New South Wales - Fitzwilliam Street Campus, Parramatta
NSW²: New South Wales - Wentworth Street Campus, Parramatta

ACADEMIC CALENDAR

2020 Dates

Intake Date	Semester	Term	Semester Dates	Duration	Public Holidays				
Date	Event	QLD	SA	NSW					
28 January	Semester 1	Term 1	28 Jan 2020 - 08 Mar 2020	6 Weeks	01 Jan Wed	New Year's Day	✓	✓	✓
09 March*		Term 2	09 Mar 2020 - 19 Apr 2020	6 Weeks	27 Jan Mon	Australia Day^	✓	✓	✓
		Autumn Break	20 Apr 2020 - 26 Apr 2020	1 Week	09 Mar Mon	Adelaide Cup Day	n/a	✓	n/a
27 April	Semester 2	Term 1	27 Apr 2020 - 07 Jun 2020	6 Weeks	10 Apr Fri	Good Friday	✓	✓	✓
08 June*		Term 2	08 Jun 2020 - 19 Jul 2020	6 Weeks	11 Apr Sat	Easter Saturday	✓	✓	✓
		Winter Break	20 Jul 2020 - 02 Aug 2020	2 Weeks	12 Apr Sun	Easter Sunday	✓	✓	✓
03 August	Semester 3	Term 1	03 Aug 2020 - 13 Sep 2020	6 Weeks	13 Apr Mon	Easter Monday	✓	✓	✓
14 September		Term 2	14 Sep 2020 - 25 Oct 2020	6 Weeks	25 Apr Sat	Anzac Day	✓	✓	✓
		Spring Break	26 Oct 2020 - 01 Nov 2020	1 Week	04 May Mon	Labour Day	✓	n/a	n/a
02 November	Semester 4	Special Term	02 Nov 2020 - 13 Dec 2020	6 Weeks	08 Jun Mon	Queen's Birthday	n/a	✓	✓
		Summer Break	14 Dec 2020 - 24 Jan 2021	6 Weeks	12 Aug Wed	Royal Queensland Show+	✓	n/a	n/a
					05 Oct Mon	Queen's Birthday	✓	n/a	n/a
					05 Oct Mon	Labour Day	n/a	✓	✓
					24 Dec Thu	Christmas Eve	✓	✓	n/a
					25 Dec Fri	Christmas Day	✓	✓	✓
					26 Dec Sat	Boxing Day	✓	n/a	✓
					28 Dec Mon	Proclamation / Additional Day	✓	✓	✓

2021 Dates

Intake Date	Semester	Term	Semester Dates	Duration	Public Holidays				
Date	Event	QLD	SA	NSW					
25 January	Semester 1	Term 1	25 Jan 2021 - 07 Mar 2021	6 Weeks	01 Jan Fri	New Year's Day	✓	✓	✓
08 March		Term 2	08 Mar 2021 - 18 Apr 2021	6 Weeks	26 Jan Tue	Australia Day^	✓	✓	✓
		Autumn Break	19 Apr 2021 - 25 Apr 2021	1 Week	08 Mar Mon	Adelaide Cup Day	n/a	✓	n/a
26 April	Semester 2	Term 1	26 Apr 2021 - 06 Jun 2021	6 Weeks	02 Apr Fri	Good Friday	✓	✓	✓
07 June		Term 2	07 Jun 2021 - 18 Jul 2021	6 Weeks	03 Apr Sat	Easter Saturday	✓	✓	✓
		Winter Break	19 Jul 2021 - 01 Aug 2021	2 Weeks	04 Apr Sun	Easter Sunday	✓	✓	✓
02 August	Semester 3	Term 1	02 Aug 2021 - 12 Sep 2021	6 Weeks	05 Apr Mon	Easter Monday	✓	✓	✓
13 September		Term 2	13 Sep 2021 - 24 Oct 2021	6 Weeks	25 Apr Sun	Anzac Day	✓	✓	n/a
		Spring Break	25 Oct 2021 - 31 Oct 2021	1 Week	26 Apr Mon	Anzac Day (in lieu of)	n/a	n/a	✓
01 November	Semester 4	Special Term	01 Nov 2021 - 12 Dec 2021	6 Weeks	03 May Mon	Labour Day	✓	n/a	n/a
		Summer Break	13 Dec 2021 - 23 Jan 2022	6 Weeks	14 Jun Mon	Queen's Birthday	n/a	✓	✓
					11 Aug Wed	Royal Queensland Show+	✓	n/a	n/a
					04 Oct Mon	Queen's Birthday	✓	n/a	n/a
					04 Oct Mon	Labour Day	n/a	✓	✓
					24 Dec Fri	Christmas Eve	✓	✓	n/a
					25 Dec Sat	Christmas Day	✓	✓	✓
					26 Dec Sun	Boxing Day	✓	n/a	✓
					27 Dec Mon	Additional Day	✓	✓	n/a
					28 Dec Tue	Additional Day	✓	✓	✓

This is a generic timetable and it may vary from class to class. Queensford College reserves the right to change the holiday's time table if required and students will be notified accordingly.

Some public holidays will differ in States as declared by their State Government. Please visit for more information: <https://www.australia.gov.au/about-australia/special-dates-and-events/public-holidays>

Nursing intake dates are limited, please check with the International Admissions Team for more information.

*Any intakes that fall on a public holiday will be moved to the next day after.

LEGEND

QLD = Queensland

SA = South Australia

NSW = New South Wales

✓ = Applicable holiday

n/a = Not applicable holiday

^Holiday in lieu of

+Brisbane Area Only

REQUIREMENTS

Entry Requirements

Entry Requirements have been set in place to ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies.

Some courses may have higher entry requirements, please check specific course brochures for more information.

The following outlines entry requirements for international students intending to undertake study at Queensford College.

English language requirements maybe exempted if the student, please refer to our website for details.

Mature Age Students who do not have any qualifications, must pass the Queensford College internal LLN/ English Placement test.

Please note that there are specific Entry Requirements for the HLT54115 (CRICOS Course Code: 096029D) Diploma of Nursing, for more information, please view the prerequisites here: <https://queensford.edu.au/course/diploma-of-nursing/>

Students must be 18 years or over at the time of course commencement.

Academic Requirements

Certificate III Level:

- have completed at least an Australian year 11 or equivalent.
- must pass Queensford College's internal LLN/ English Placement test.

Certificate IV, Diploma and Advanced Diploma Level:

- depending on upon the nationality of the student year 11 (Australian equivalent year 11) may be sufficient - please check with Queensford College prior to enrolment
- have completed at least an Australian year 12 equivalent
- must pass Queensford College's internal LLN/ English Placement test

English Language Proficiency Level

Certificate III Level:

- students must provide evidence of attaining an overall IELTS score of 5.0 or equivalent scores on a similar test (such as TOEFL, PTE etc.); or
- attained at least Intermediate Level of English and must provide evidence of the same; or
- student must pass Queensford College's relevant Internal English Placement Test

Certificate IV, Diploma and Advanced Diploma Level:

- student must provide evidence of attaining an overall IELTS score of 5.5 bands or equivalent scores on a similar test (such as TOEFL, PTE etc.); or
- student must have attained at least Upper Intermediate Level of English and must provide evidence of the same; or
- student must pass Queensford College's relevant Internal English Placement Test

For more information on entry requirements, please visit: queensford.edu.au/application-process

Credit Transfer / Recognition of Prior Learning (RPL)

To receive a Credit Transfer, you are required to produce evidence of units of competency/qualifications previously undertaken and successfully completed. Applications for Credit Transfer must include units of competencies completed, duration of the course and evidence of completion (certificate and transcript or statements of attainment).

RPL is an assessment-only process, determining the competence of an individual acquired through formal and non-formal and experience gained through work-related, volunteer or life experience, to determine if they meet the requirements for a unit of study.

Applications for Credit Transfer and RPL will be considered on a case-by-case basis.

Applicants should check the box on their enrolment form to indicate their intent to apply for Credit Transfer and/or RPL on. Post-enrolment, applicants should request an application form for Credit Transfer/RPL from Student Services at their respective campus.

More information can be found at queensford.edu.au/downloads on our website at:

Computer Requirements

Students studying at Queensford College will need to ensure they are able to connect to the internet and have the capability to use our online learning system that meets the minimum technical requirements, which are:

- Access to a laptop/computer is preferred
- An operating system supporting the following browsers (current version and up to three most recent versions): Chrome, Firefox, Safari (excluding Safari on Windows), and Microsoft Edge
 - For Windows: Windows 10, 4 Gb RAM installed (minimum)
 - FOR MAC: Mac OS X 10.13 or above
- Access to Word processing software, such as Microsoft Word
- Reliable internet connection

For more information contact us at: info@queensford.edu.au

APPLICATION PROCESS

There are two way to apply to study at Queensford College. You can either apply directly by filling out our application form and submitting to our International Department or through one of our approved international education agent. Our approved agents can guide you through the enrolment process and assist you with your visa application.

1 Student to Apply for Chosen Course

Select from our range of courses in the International Prospectus or on our website and return a completed application form along with the required documents to us. Download the International Student Application Form here: <http://queensford.edu.au/downloads>

2 College Assesses and Verifies Applications

Once we receive your application we will assess your application against the requirements of the course and issue a conditional offer letter, which is followed by an interview with candidate and financial documents verification.

3 Student to Review, Process and Accept

Review your letter of offer to ensure course fees, duration, payment plan etc. are stated correctly. Required payment of tuition fee. Return signed acceptance of offer.

4 College Issues eCOE

Electronic confirmation of enrolment (eCOE) will be issued.

5 Student to Apply for Australian Student Visa

Apply for an Australian student visa at your nearest Australian Mission overseas.

6 Student to Plan their Departure & Arrival to Australia

Once you have been accepted to study at an institution and have received confirmation of your student visa, the next step is to start planning for your arrival.

7 Student to Attend Orientation

You must attend Orientation to get important information and advice to support your successful transition to study in Australia.

For more information contact us at:

info@queensford.edu.au



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REAL VIDEOS
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Brisbane Campus

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Fitzwilliam Street Campus,
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Wentworth Street Campus,
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Adelaide Campus