

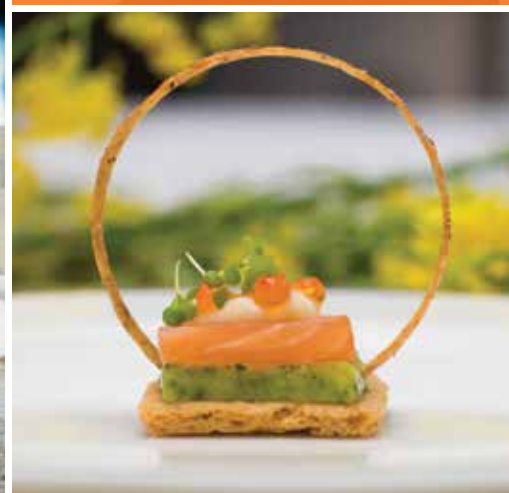
# 2020 INTERNATIONAL COURSE GUIDE

**Australia**

Melbourne & Sydney



80 years  
of specialist training





## William Angliss Institute

555 Latrobe St, Melbourne, Victoria, Australia 3000

Tel: +61 3 9606 2169

[angliss.edu.au/international](http://angliss.edu.au/international)

RTO: 3045 CRICOS: 01505M HEP: 9534

### Important Contacts

For your ESOS Rights  
& Responsibilities

#### Department of Education

[internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx](http://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx)

Tel: 1300 566 046 (in Australia)

For Visa Matters

#### Department of Home Affairs

[immi.homeaffairs.gov.au](http://immi.homeaffairs.gov.au)

Tel: 131 881 (in Australia)

Free Support, Information  
& Welfare Services

#### Study Melbourne

[studymelbourne.vic.gov.au](http://studymelbourne.vic.gov.au)

Tel: 1800 056 449 (in Australia)

For Employee Entitlements

#### Fair Work Ombudsman

[fairwork.gov.au](http://fairwork.gov.au)

Tel: 131 394 (in Australia)

Making a Complaint about  
an Education Provider

#### Overseas Students Ombudsman

[ombudsman.gov.au](http://ombudsman.gov.au)

Tel: 1300 362 072 (in Australia)

Police, Fire or Ambulance  
services in life threatening  
or emergency situations

**Call '000' (in Australia)**

### DECLARATIONS

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# Where are we?

Melbourne  
Sydney  
Singapore  
Sri Lanka  
Vietnam  
China

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VICTORIAN  
INTERNATIONAL  
EDUCATION  
AWARDS  
2018

**WINNER**  
WILLIAM ANGLISS INSTITUTE  
Premier's Award  
International Education  
Provider of the Year

**WINNER**  
WILLIAM ANGLISS INSTITUTE  
Excellence in International  
Education – TAFE

**STUDY MELBOURNE**  
Victoria  
Australia

# 2020 Tuition Fees

## for International Students

## Melbourne Campus

CRICOS	COURSE CODE	COURSE/QUALIFICATION TITLE	PACKAGED OR PREREQUISITE COURSES	TOTAL COURSE DURATION	SEMESTER FEE	INDUSTRY PLACEMENT SEMESTER(S)	TOTAL COURSE TUITION FEES	INTAKES	PG.
<b>BACHELOR DEGREES</b>									
089144D	CRS1400274	Bachelor of Resort and Hotel Management		3 yrs	\$9,880		\$59,280	Feb, Jul	15
089145C	CRS1400277	Bachelor of Resort and Hotel Management (Professional Practice)		4 yrs	\$9,880	\$2,470	\$64,220	Feb, Jul	15
058617K	CRS1201421	Bachelor of Tourism and Hospitality Management		4 yrs	\$9,880	\$2,470	\$64,220	Feb, Jul	16
085672A	CRS1400177	Bachelor of Event Management		3 yrs	\$9,880		\$59,280	Feb, Jul	18
058616M	CRS1201422	Bachelor of Culinary Management		4 yrs	\$9,880	\$2,470	\$64,220	Feb, Jul	19
089135E	CRS1400280	Bachelor of Food Studies		3 yrs	\$9,880		\$59,280	Feb, Jul	20
092215A	CRS1400381	Bachelor of Tourism		3 yrs	\$9,880		\$59,280	Feb, Jul	17
092216M	CRS1400368	Bachelor of Tourism (Ecotourism)		3 yrs	\$9,880		\$59,280	Feb, Jul	17
092217K	CRS1400380	Bachelor of Tourism (Marketing)		3 yrs	\$9,880		\$59,280	Feb, Jul	17
070200A	WA17HESA26	Study Abroad (26 weeks)		0.5 yr	\$9,880		\$9,880	Feb, Jul	21
070201M	WA17HESA52	Study Abroad (52 weeks)		1 yr	\$9,880		\$19,760	Feb, Jul	21
070201M	WA17HESA52	Study Abroad (52 weeks) with Work Integrated Learning semester		1 yr	\$9,880	\$2,470	\$12,350	Feb, Jul	21

### CULINARY

#### CERTIFICATE III IN COOKERY ONLY

093736A	SIT30816	Certificate III in Commercial Cookery		1 yrs	\$9,300		\$18,600	Feb, Apr, Jul Oct	24
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#### COMMERCIAL COOKERY

093737M	SIT40516	Certificate IV in Commercial Cookery		1.5 yrs	\$9,300		\$27,900	Feb, Apr, Jul, Oct	24
090997D	SIT50416	Diploma of Hospitality Management	Packaged with Cert. IV in Commercial Cookery	2 yrs	\$8,200		\$36,100	Feb, Jul	24
091147E	SIT60316	Advanced Diploma of Hospitality Management	Packaged with Cert. IV in Commercial Cookery	2.5 yrs	\$8,200		\$44,300	Feb, Jul	24
058616M	CRS1201422	Bachelor of Culinary Management	Packaged with Cert. IV in Commercial Cookery and Adv. Dip. of Hospitality Management	5 yrs	\$9,880	\$2,470	\$78,880	Feb, Jul	24

#### CERTIFICATE III IN PATISSERIE ONLY

093734C	SIT31016	Certificate III in Patisserie		1 yr	\$9,300		\$18,600	Feb, Apr, Jul, Oct	26
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#### PATISSERIE

093735B	SIT40716	Certificate IV in Patisserie		1.5 yrs	\$9,300		\$27,900	Feb, Apr, Jul, Oct	26
090997D	SIT50416	Diploma of Hospitality Management	Packaged with Cert. IV in Patisserie	2 yrs	\$8,200		\$36,100	Feb, Jul	26
091147E	SIT60316	Advanced Diploma of Hospitality Management	Packaged with Cert. IV in Patisserie	2.5 yrs	\$8,200		\$44,300	Feb, Jul	26
058616M	CRS1201422	Bachelor of Culinary Management	Packaged with Cert. IV in Patisserie and Adv. Dip. of Hospitality Management	5 yrs	\$9,880	\$2,470	\$78,880	Feb, Jul	26

#### COMMERCIAL COOKERY PLUS PATISSERIE

093737M	SIT40516	Certificate IV in Commercial Cookery	Packaged with Certificate IV in Patisserie	2 yrs	\$9,300		\$37,200	Feb, Jul	24
093735B	SIT40716	Certificate IV in Patisserie	Packaged with Certificate IV in Commercial Cookery	2 yrs	\$9,300		\$37,200	Feb, Jul	24



# 2020 Tuition Fees

## for International Students

# Sydney Campus

CRICOS	COURSE CODE	COURSE / QUALIFICATION TITLE	PACKAGED OR PREREQUISITE COURSES	TOTAL COURSE DURATION	SEMESTER FEE	INDUSTRY PLACEMENT SEMESTER(S)	TOTAL COURSE TUITION FEES	INTAKES	PG.
<b>BACHELOR DEGREE</b>									
058616M	CRS1201422	Bachelor of Culinary Management		4 yrs	\$9,500	\$2,375	\$61,750	Feb, July	19
089144D	CRS1400274	Bachelor of Resort and Hotel Management		3 yrs	\$9,500		\$57,000	Feb, July	15
089145C	CRS1400277	Bachelor of Resort and Hotel Management (Professional Practice)		4 yrs	\$9,500	\$2,375	\$61,750	Feb, July	15
<b>ASSOCIATE DEGREE</b>									
089147A	CRS1400275	Associate Degree in Resort and Hotel Management		2 yrs	\$9,500		\$38,000	Feb, July	15
<b>CULINARY</b>									
<b>CERTIFICATE III IN COMMERCIAL COOKERY ONLY</b>									
093736A	SIT30816	Certificate III in Commercial Cookery		1 yr	\$8,100		\$16,200	Feb, Apr, July, Oct	24
<b>COMMERCIAL COOKERY</b>									
093737M	SIT40516	Certificate IV in Commercial Cookery		1.5 yrs	\$8,100		\$24,300	Feb, Apr, July, Oct	24
090997D	SIT50416	Diploma of Hospitality Management	Packaged with Cert. IV in Commercial Cookery	2 yrs	\$7,800		\$32,100	Feb, July	24
091147E	SIT60316	Advanced Diploma of Hospitality Management	Packaged with Cert. IV in Commercial Cookery	2.5 yrs	\$7,800		\$39,900	Feb, July	24
058616M	CRS1201422	Bachelor of Culinary Management	Packaged with Cert. IV in Commercial Cookery and Adv. Dip. of Hospitality Management	5 yrs	\$9,500	\$2,375	\$73,150	Feb, July	24
<b>CERTIFICATE III IN PATISSERIE ONLY</b>									
093734C	SIT31016	Certificate III in Patisserie		1	\$8,100		\$16,200	Feb, Apr, July, Oct	26
<b>PATISSERIE</b>									
093735B	SIT40716	Certificate IV in Patisserie		1.5 yrs	\$8,100		\$24,300	Feb, Apr, July, Oct	26
090997D	SIT50416	Diploma of Hospitality Management	Packaged with Cert. IV in Patisserie	2 yrs	\$7,800		\$32,100	Feb, July	26
091147E	SIT60316	Advanced Diploma of Hospitality Management	Packaged with Cert. IV in Patisserie	2.5 yrs	\$7,800		\$39,900	Feb, July	26
058616M	CRS1201422	Bachelor of Culinary Management	Packaged with Cert. IV in Patisserie and Adv. Dip. of Hospitality Management	5 yrs	\$9,500	\$2,375	\$73,150	Feb, July	26
<b>TRAVEL &amp; TOURISM</b>									
<b>AVIATION</b>									
096221D	AVI30116	Certificate III in Aviation (Cabin Crew)		0.5 yr	\$9,200		\$9,200	Feb, July	38
<b>HOSPITALITY</b>									
<b>HOSPITALITY (HOTEL MANAGEMENT STREAM)</b>									
090997D	SIT50416	Diploma of Hospitality Management		1 yrs	\$7,800		\$15,600	Feb, July	32
089147A	CRS1400275	Associate Degree in Resort and Hotel Management	Packaged with Diploma of Hospitality Management	2 yrs	\$9,500		\$34,600	Feb, July	15
089145C	CRS1400277	Bachelor of Resort and Hotel Management (Professional Practice)	Packaged with Dip. of Hospitality Management	4 yrs	\$9,500	\$2,375	\$58,350	Feb, July	15

# Additional Costs

ADDITIONAL EXPENSES (ASSOCIATED WITH SOME COURSES)		YEARLY COST
<b>MOST COURSES</b>		
Material Fee (e.g text books, class materials...)		Approx. A\$500
<b>COMMERCIAL COOKERY / CULINARY MANAGEMENT</b>		
Uniform*		From A\$95
Shoes *		From A\$80
Equipment*		From A\$335
<b>PÂTISSERIE</b>		
Uniform*		From A\$95
Shoes *		From A\$80
Equipment*		From A\$385
<b>TOURISM</b>		
Excursions, field trips, accommodation and class materials		From A\$800
<b>BAKING</b>		
Uniform*		From A\$95
Shoes *		From A\$80
Equipment*		From A\$395
<b>FOOD SCIENCE AND TECHNOLOGY</b>		
Course notes, laboratory coat, excursions		From A\$200
<b>HOSPITALITY</b>		
Uniform for food and beverage service units*		From A\$140
<b>EVENTS</b>		
Uniform*		From A\$55
<b>ANGLISS INTERNATIONAL HOTEL SCHOOL</b>		
Overseas study tour (optional)		Approx. A\$1,100

OTHER FEES AND CHARGES	COST
Re-issue of Student ID Card	A\$25
Re-issue of Transcript of Results	A\$15
Re-issue of certificates	A\$80
International Administration Fee (as applicable)	A\$100
Administration Processing Fee for course cancellation	A\$750
Re-print of payment fee letter (invoice)	A\$10
Re-issue of Letter of Completion	A\$10
Telegraphic Transfer (TT) of tuition fees	A\$25
No-show for pre-booked airport reception service	A\$60
Penalty for late tuition fee payment (per week)	A\$100
Re-issue of Letter of Offer	A\$100
Re-issue of Confirmation of Enrolment (CoE)	A\$150
NOTES	

Note 1: Items marked with an \* can be purchased from outlets on campus or elsewhere.

Note 2: Only tuition fees listed on pages 2-4 are paid directly to William Angliss Institute.

Note 3: All prices listed above are subject to change without notice.

## DEPOSIT

Non-refundable deposit of \$500 applies to package with Diploma.

Non-refundable deposit of \$1000 applies to package with Advanced Diploma.

Non-refundable deposit of \$3000 applies to package with Bachelor Degree.



William Angliss Institute

# Why study at William Angliss?



80 years  
of experience



Convenient  
locations



22,000 enrolments  
annually



Government  
owned specialist  
centre



Strong  
employment  
outcomes



1,800 international  
students from  
60 countries



The biggest  
& best facilities



Study alongside  
local Australian  
students

## Award Winning



### 2018

**2018 Victorian International Education Awards**  
*Premier's Award - International Provider of the Year*

**2018 Victorian International Education Awards**  
*Winner - Excellence in International Education - TAFE*

**2018 Victorian International Education Awards**  
*Finalist - Excellence in International Student Employability*

**RACV Victorian Tourism Awards**  
*Best Tourism Education and Training Provider.*

**2018 Asian Culinary Cup**  
*Winner*

**International Centre of Excellence in Tourism & Hospitality Educational**  
**- Graduate 2018 Global Index**  
*#1 in Disability Support*

### 2017

**2017 AUSTAFE National Culinary**  
*Silver medal*

**2017 AUSTAFE Victorian finals**  
*Two silver medals and one bronze medal*

**2017 Bocuse d'Or New Zealand Selection**  
*Teacher Andrew Ballard competed at 2018 Asia-Pacific level*

**2017 Thierry Marx Career Development Award Competition**  
*One runner up and recipient*

**2017 AFTA National Industry Training Awards Finalist**  
*Best Registered Travel Industry Training Institution*

### 2016

**2016 Victorian International Education Awards**  
*Highly Commended Excellence in International Education - TAFE*

**2016 AUSTAFE Victorian State Finals competition**  
*Four bronze medals*

**2016 World Butcher's Challenge in Europe**  
*Two butchery apprentices competed and representing Australia*

**2016 VicTAFE Cookery Challenge**  
*1st Place*

**2016 Australian Event Awards**  
*Finalist*

# Careers and Employment Support

We focus on assisting students to gain successful employment during their studies and following graduation.

Our reputation with industry and our quality training provides a head start in gaining:

- **Part-time and casual employment**
- **Internship Placements**
- **Graduate Employment**

## Careers and Employment Services

- *Online jobs noticeboard*
- *Career development and guidance*
- *Advice on resume writing*
- *Interview techniques practice*
- *LinkedIn profile assistance*
- *Careers and Employment Expos*
- *Employment opportunities with employers from all over Australia*

## Careers and Employment Expos

- *Employment opportunities with employers from all over Australia*

## Networking with industry

- *Speed networking provides a unique opportunity to learn from employers*
- *Get involved in major events: Melbourne Food and Wine Festival; Melbourne Spring Racing Carnival; Melbourne International Film Festival*

## Internship Coordinators

- *Dedicated staff to guide and assist in securing internship placements: Bachelor Degrees and select programs*

## Industry on campus

- *Frequent on campus visits by leading industry employers looking to recruit students and share advice on applications and interviews*





## Industry Partners





# Melbourne Campus

William Angliss Institute's main campus is the largest specialist facility for hospitality, foods, tourism and events in Australia. The fully serviced campus is conveniently located in the Central Business District. The campus is situated within the free tram zone and is easily accessed by train, bus and tram.

**555 La Trobe Street, Melbourne**

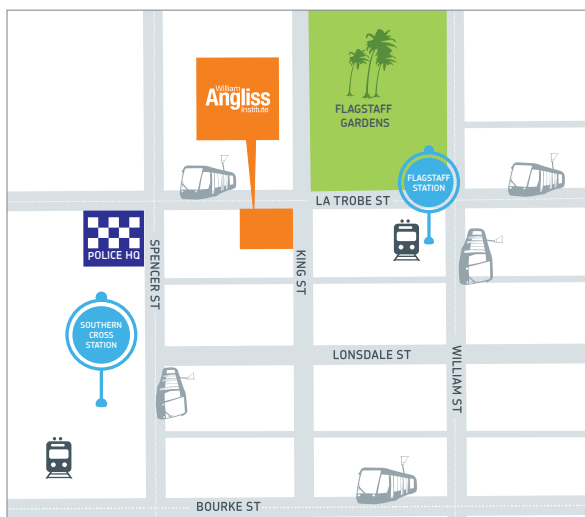


## Facilities

- 2 Training Restaurants
- 17 Fully Equipped Training Kitchens
- Cacao Barry Chocolate Laboratory
- 2 Cake Decoration Rooms
- Coffee Academy
- Patisserie Kitchens
- Meat Processing Rooms
- Food Technology Laboratories
- Demonstration Lecture Theatres
- 3 Hotel Training Suites
- Flight Attendant Training Facilities
- Conference Centre
- 110 Classrooms
- Learning Resource Centre
- Student Lounge
- On-Site Medical Centre
- Skills And Jobs Centre
- 2 Campus Cafes
- On-Site Club Chef Retail Outlet
- Dilmah Tea Room

## Around our campus

- Flagstaff Gardens and Flagstaff train station
- Southern Cross Station and Marvel Stadium
- Many tram lines and bus services
- The central business and legal district
- Victoria Police Headquarters
- Melbourne Central and Emporium Shopping Centres
- The Queen Victoria Market
- Royal Melbourne and St. Vincents Hospital
- Many restaurants, cafes, bars & events venues





# Sydney Campus

Our Sydney campus has moved to new modern facilities. The new location is easily accessible from three different train stations, a regular bus service and a cycle path passes by the new campus. Alexandria also offers affordable accommodation and is a growing food culture destination.

**11 Bowden Street, Alexandria**

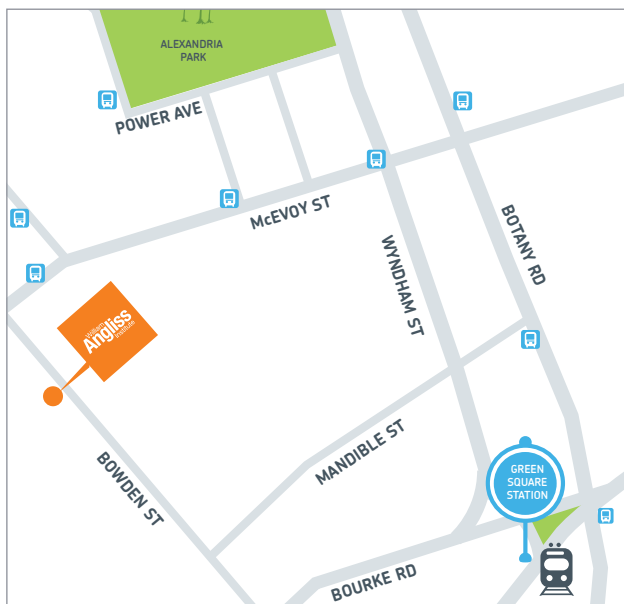


## Sydney Campus

- Huge, modern kitchens
- Large training restaurant
- Street front café
- Fully equipped bar
- A range of formal and modern informal learning spaces
- Student break-out spaces

### Around our campus

- Easy access to 3 different train stations
- Regular bus services and great cycle paths
- Affordable accommodation options
- Many restaurants, cafes, bars and events venues
- Centennial Park
- Paddington and Surry Hills neighbourhoods
- Royal Prince Alfred Hospital
- Boutique art galleries and shops



# Degree Programs

## Why study at Angliss?

### High Employment Rates

High Employment Rate with extra support from Career and Employment Services.

### Work Placement

One year of Work Integrated Learning (Industry Work Placement) included in Bachelor courses.



## Pathways to Degrees

### Bachelor of Hotel and Resort Management (Professional Practice)

Completed Diploma of Hospitality Management or equivalent \*



12 months study

12 months study

12 months Industry Work Placement

### Bachelor of Tourism and Hospitality Management or Bachelor of Culinary Management

Completed Diploma of Hospitality Management or equivalent \*



12 months study

12 months Industry Work Placement

12 months study

Completed Advanced Diploma of Hospitality Management or equivalent \*



6 months study

12 months Industry Work Placement

12 months study

*\*Subject to assessment for advanced standing*



# Resort and Hotel Management

Designed for future leaders in this dynamic industry, Bachelor qualifications in Resort and Hotel Management focus on a blend of operational skills, strategic thinking and innovation in service design.

## Associate Degree in Resort and Hotel Management

CRICOS Code:	089147A
Course Code:	CRS1400275
Campus:	Sydney
Intakes:	Feb, Jul
Duration:	2 years
Mode of study:	FT

The associate degree is the same as the first two years of the Bachelor qualification

Year 1	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 2	Semester 1 Semester 2	4 Subjects 4 Subjects

## CAREER PATHS

Resort & Hotel Manager  
Business Development Manager  
Human Resources Officer  
Revenue Manager  
Rooms Division Manager  
General Manager

## Bachelor of Resort and Hotel Management

CRICOS Code:	089144D
Course Code:	CRS1400274
Campus:	Melbourne/Sydney
Intakes:	Feb, Jul
Duration:	3 years
Mode of study:	FT

### Subject areas include:

- Fundamentals of the resort and hotel industry
- Emerging trends in the resort and hotel industry
- Managing resort operations
- Rooms division operations
- Innovation and entrepreneurship
- Digital marketing and distribution
- Financial analysis and decision making
- Human resource operations
- Risk and legal issues
- Revenue management.

Year 1	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 2	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 3	Semester 1 Semester 2	4 Subjects 4 Subjects

Extend your learning with the four year Bachelor of Resort and Hotel Management (Professional Practice).

## Bachelor of Resort and Hotel Management (Professional Practice)

CRICOS Code:	089145C
Course Code:	CRS1400277
Campus:	Melbourne /Sydney
Intakes:	Feb, Jul
Duration:	4 years
Mode of study:	FT

This program provides students with full time experience in a work environment under the mentorship of industry experts.

Year 1	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 2	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 3	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 4	Professional Practice	

NOTE: Professional Practice placement is subject to individual employer interview and entry criteria. If the placement is not secured, students will exit with Bachelor of Resort and Hotel Management.

[angliss.edu.au/degrees](http://angliss.edu.au/degrees)



# Tourism and Hospitality Management

The Bachelor of Tourism and Hospitality Management equips students with the knowledge, technical skill and industry insight to lead in the tourism and hospitality industries.

Recognised worldwide, this degree offers a balanced combination of practice and theory that can be readily applied for a future with tourism and hospitality operators, resorts and hotels, event planning, government and industry authorities.

## CAREER PATHS

Food & Beverage Manager  
Business Owner  
Front Office Manager  
Tourism Operator  
Tourism Representative  
Event Coordinator

### Bachelor of Tourism & Hospitality Management

CRICOS Code:	058617K
Course Code:	CRS1201421
Campus:	Melbourne
Intakes:	Feb, Jul
Duration:	4 years
Mode of study:	FT

#### Subject areas include:

- Introduction to the tourism industry
- Tourism theories and concepts
- Introduction to marketing
- Tourism attraction management
- Financial analysis and decision making
- Food and beverage service management
- Wine design
- Menu design and engineering
- Innovation and entrepreneurship
- Project restaurant
- Current issues in tourism and hospitality.

Year 1	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 2	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 3	Semester 1 Semester 2	Industry Work Placement
Year 4	Semester 1 Semester 2	4 Subjects 4 Subjects

NOTE: Industry Work Placement is subject to individual employer interview and entry criteria.

[angliss.edu.au/degrees](http://angliss.edu.au/degrees)

"The combination of learning theory with lots of off-campus practical experiences through the Institute's strong industry links gave me an advantage in pursuing my goals."

**Harriyadi Irawan** – Indonesia

**Graduate, Bachelor of Tourism and Hospitality Management**

Winner of the Premier's Award for International Education Student of the Year.



# Tourism

On offer are three specialisations that enable students to gain a broad contextual perspective of Tourism, a focus on Ecotourism or focus on Tourism marketing.

The Bachelor of Tourism explores this global industry and the ways in which we engage with travel and tourism experiences.

The Bachelor of Tourism (Ecotourism) focuses on the natural world and sustainable forms of tourism, while the Bachelor of Tourism (Marketing) provides the research, communication and digital knowledge and skills needed to meet and understand current market needs and trends.

## Bachelor of Tourism

CRICOS Code:	092215A
Course Code:	CRS1400381
Campus:	Melbourne
Intakes:	Feb, Jul
Duration:	3 years
Mode of study:	FT

### Subject areas include:

- Introduction to the tourism industry
- Destinations concepts
- Tourism distribution systems
- Visitor services
- Tourism theories and concepts
- People and place
- Tourism attraction management
- Niche tourism
- Designing for the visitor experience
- Planning for tourism
- Taking responsibility for tourism and hospitality
- Tourism futures.

## CAREER PATHS

Tourism manager

Sustainability coordinator  
(local government, tourism bodies)

Client relations or guest experience manager

Management roles related to creating great visitor experiences at private or non-profit organisations

## Bachelor of Tourism (Marketing)

CRICOS Code:	092217K
Course Code:	CRS1400380
Campus:	Melbourne
Intakes:	Feb, Jul
Duration:	3 years
Mode of study:	FT

### Subject areas include:

- Introduction to the tourism industry
- Visitor services
- Tourist behaviour
- Digital and social media in tourism
- Designing for the visitor experience
- Tourism market research
- Tourism marketing data analytics
- Innovation and entrepreneurship

Product development manager  
Interpretation officer for parks or wildlife based attractions

Advisory business or research consultant or strategist

## Bachelor of Tourism (Ecotourism)

CRICOS Code:	092216M
Course Code:	CRS1400368
Campus:	Melbourne
Intakes:	Feb, Jul
Duration:	3 years
Mode of study:	FT

### Subject areas include:

- Visitor services
- Coastal Environments\*
- Australian Landscapes: Inland Environments\*
- Understanding natural landscapes
- Designing for the visitor experience
- Delivering thematic interpretation

\*Two separate domestic study tours as part of the specialist subjects will be undertaken within this ecotourism course. Destinations will involve a coastal location such as Kangaroo Island and an inland location such as Central Australia. Additional fees apply.

Year 1	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 2	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 3	Semester 1 Semester 2	4 Subjects 4 Subjects

NOTE: There is no work integrated learning (internship) in these courses.



# Event Management

Learn to design and deliver dynamic and memorable events across a range of sectors including sporting, food and wine, music, business and community events.

## Bachelor of Event Management

CRICOS Code:	085672A
Course Code:	CRS1400177
Campus:	Melbourne
Intakes:	Feb, Jul
Duration:	3 years
Mode of study:	FT

### Subject areas include:

- Fundamentals of event practices
- Event design
- Marketing and communication for events
- Business development in the events industry
- Event evaluation and innovation
- Catering for the event industry
- Project management and logistics
- Key concepts in event studies
- Risk and legal issues
- Revenue management
- Sustainability for the events industry.

You are able to personalise your learning through a range of specialist electives such as Sporting Events and Conference and Convention Management.

*NOTE: There is no work integrated learning (internship) in this course*

Year 1	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 2	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 3	Semester 1 Semester 2	4 Subjects 4 Subjects

## CAREER PATHS

Event Manager  
Event and Sponsorship Executive  
Event Coordinator  
Festival Manager Event  
Project Manager  
Venue Manager  
Professional Conference Organiser

[angliss.edu.au/degrees](http://angliss.edu.au/degrees)

"My training at William Angliss Institute really gave me a head start to enter the industry, not only through the hands-on experiences that were provided, but also from networking opportunities and working on real events."

**Emma Hedin** – Sweden

**Advanced Diploma of Events**

Event Manager, Peter Jones Special Events



# Culinary Management

From culture and cuisine, to wine and artisanal products, graduates will gain the broad knowledge and specialist skills to prepare for management in the lively world of the culinary industries.

## Bachelor of Culinary Management

CRICOS Code:	058616M
Course Code:	CRS1201422
Campus:	Melbourne/Sydney
Intakes:	Feb, Jul
Duration:	4 years
Mode of study:	FT

### Specialist Subjects:

- Cookery and recipes
- Foundations of cuisine
- Understanding food service
- Sustainable procurement for hospitality and tourism
- Restaurant service
- Human resource management for the services industry
- Sensory education
- Financial analysis and decision making
- Flavour and function
- Strategy, change and leadership.

Year 1	Semester 1	4 Subjects
	Semester 2	4 Subjects
Year 2	Semester 1	4 Subjects
	Semester 2	4 Subjects
Year 3	Semester 1	Industry Work Placement
	Semester 2	
Year 4	Semester 1	4 Subjects
	Semester 2	4 Subjects

NOTE: Industry Work Placement is subject to individual employer interview and entry criteria.

## CAREER PATHS

Restaurateur  
Specialist Food and Wine Retailer  
Food and Beverage Manager  
Corporate Hospitality Manager  
Catering Operator



# Food Studies

With a focus on sustainability, gastronomy and ethics, the Bachelor of Food Studies provides you with rich insights into the journey of food from paddock to plate and beyond.

## Bachelor of Food Studies

CRICOS Code:	089135E
Course Code:	CRS1400280
Campus:	Melbourne
Intakes:	Feb, Jul
Duration:	3 years
Mode of study:	FT

*Applicants are required to undertake an interview prior to acceptance.*

### Subject areas include:

- Culture and Cuisine
- Understanding Food Systems
- Sensory Education
- Economics and Global Impacts
- Diet and Health in Society
- Fermenting Cultures
- Agriculture and Farming Systems
- Innovation and Entrepreneurship
- Food Policy and Governance
- Introduction to Marketing
- Communicating Food.

*NOTE: There is no work integrated learning (internship) in this course.*

Year 1	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 2	Semester 1 Semester 2	4 Subjects 4 Subjects
Year 3	Semester 1 Semester 2	4 Subjects 4 Subjects

## CAREER PATHS

Food Project Coordinator  
Food Policy Advisor Event/  
Exhibition Curator  
Food and Wine Development Officer  
Food Entrepreneur  
Specialist Food Retailer

[angliss.edu.au/degrees](http://angliss.edu.au/degrees)





# Are you currently enrolled in a university in your home country?

## Study Abroad.

The Study Abroad program at William Angliss Institute provides the opportunity for you to study in Australia for six or twelve months, allowing you to transfer the credits to your home institution or broaden your educational experience. Of particular value is the opportunity to undertake six months of work integrated learning.

**You will be awarded a transcript of subjects undertaken that can be used for gaining credit back home or your future employment applications.**

### Options Of Study

#### What will I study?

All students must study full time by selecting a minimum of three and no more than four subjects (from year one and two degree studies) to complete within one semester. This is a total of 24 credit points where each subject is worth 6 credit points (this is equivalent to 3 to 4 credit points in USA and Japan).

Option 1 6 months	One Semester Up to 4 academic units	
Option 2 12 months	1st Semester Up to 4 academic units	2nd Semester Up to 4 academic units
Option 3 12 month	1st Semester Up to 4 academic units	2nd Semester 6 months Industry Work Placement

### Entry requirements

#### To apply you must have:

- Completed at least one full-time year of study at an accredited tertiary institution,
- Achieved at least a passing grade average, and
- Meet the minimum English language requirements for Bachelor degree, if English is not the first language.

*Note: Selection and acceptance of students for industry placement, may be based on an interview process with participating employers.*

# Culinary Studies

## Why study at Angliss?



### World Class Facilities

- 17 fully equipped training kitchens
- 4 fully equipped training bakeries
- 4 demonstration kitchens & lecture theaters
- Chocolate Laboratory
- Two training restaurants open to the public:  
*The Angliss Restaurant and The Bistro*
- Cafés and bakeshop
- Two food technology laboratories



### Work in a real restaurant with maximized practical contact hours

- Gain practical experience in on-campus restaurants
- Learn culinary techniques from famous chefs



### Awards

- 2018 Asian Culinary Cup – FHC Global food & Hospitality Expo, Shanghai, China – Winner
- 2017 AUSTAFE National Culinary Trophy – Won with silver medal
- 2017 Bocuse d'Or New Zealand Selection 2017 – Teacher Andrew Ballard competed at 2018 Asia-Pacific level
- 2016 VicTAFE Cookery Challenge – 1st Place



*Chef of the Year 2018*

Award-winning cookery alumni Jack Lee is wowing diners in Melbourne's west with his refined brunch menu and special dining events at his Point Cook café, Bean Smuggler.

"Not only did I learn how to cook but also how to manage a kitchen including cost control, stock management, rostering, hygiene, and food safety. Everything I learned from William Angliss Institute has helped me stand up better than other chefs who have not received proper training."

**Jack Lee** – Korea

**Graduate, Certificate III in Commercial Cookery**

*Owner, Bean Smuggler*



## Culinary Studies Careers

*Approximate Salary Range Per Year\**

### Cookery

**Commis Chef**  
\$20,930 - \$40,854

**Cook**  
\$40,610 - \$56,158

**Kitchen Chef**  
\$36,975 - \$59,918

**Chef de Partie**  
\$42,774 - \$57,515

### Sous Chef

\$47,098 - \$66,126

**Executive Chef**  
\$54,475 - \$105,236

### Bakery

**Baker**  
\$36,087 - \$59,834

**Baker Manager**  
\$45,124 - \$71,574

### Patisserie

**Assistant Pastry Chef**  
\$32,144 - \$54,005

**Pastry Cook**  
\$39,650 - \$59,253

**Pastry Chef**  
\$38,372 - \$65,293

**Pastry Sous Chef**  
\$40,268 - \$68,510

**Executive Pastry Chef**  
\$49,749 - \$100,334

### Food Science & Technology

**Food Technologist**  
\$43,258 - \$80,716

**Food Safety Coordinator**  
\$50,300 - \$84,400

**Research & Development Manager**  
\$55,500 - \$83,800

\*Sources: • [livingin-australia.com/salaries-australia](http://livingin-australia.com/salaries-australia) • [benchmark.co](http://benchmark.co) • [payscale.com](http://payscale.com)

DISCLAIMER: The information is collected on 01/06/2018. Salaries are indicative and approximate only. Employment contracts and packages are variable.

# Commercial Cookery

You'll develop the fundamental skills and knowledge required in professional cooking and kitchen management using state-of-the-art facilities.

## Certificate III in Commercial Cookery

CRICOS Code:	093736A
Course Code:	SIT30816
Campus:	Melbourne/Sydney
Intakes:	Feb, April *, Jul, Oct*
Duration:	12 months
Mode of study:	FT

### Subject areas include:

- Produce dishes using basic methods of cookery
- Prepare appetisers and salads;
- Stocks, soups and sauces
- Prepare vegetable, fruit, egg and farinaceous dishes
- Prepare and cook meat, poultry and seafood
- Produce cakes, pastries and breads
- Produce desserts
- Coach others in job skills
- Safe work practices, clean kitchen premises, safe food handling practices
- Produce and serve buffets
- Plan and cost effective menus
- Prepare food to meet special dietary requirements.

\*April and Oct intake in Melbourne campus: accelerated program. \* April and Oct intake in Sydney: standard program.

## Certificate IV in Commercial Cookery

CRICOS Code:	093737M
Course Code:	SIT40516
Campus:	Melbourne/Sydney
Intakes:	Feb, April *, Jul, Oct*
Duration:	18 months
Mode of study:	FT

### Subject areas include those from Certificate III plus:

- Coordinate cooking operations
- Develop menus for special dietary needs
- Monitor work operations
- Manage finances within a budget
- Lead and manage people
- Produce cook chill and cook freeze foods
- Sustainability work practices
- Manage diversity in the workplace.

Extend your studies for another 6 months to also attain a Certificate IV in Patisserie.

**SYDNEY ONLY:** Certificate IV in Commercial Cookery includes one term ( 10 weeks) internship to be undertaken at term 5.

## Diploma of Hospitality Management

CRICOS Code:	090997D
Course Code:	SIT50416
Campus:	Melbourne/Sydney
Intakes:	Feb, Jul
Duration:	24 months
Mode of study:	FT

### Subject areas include:

- Business operations
- Hospitality budgeting
- Workplace diversity
- Legal knowledge for business
- Rostering
- Service quality.

## Advanced Diploma of Hospitality Management

CRICOS Code:	091147E
Course Code:	SIT60316
Campus:	Melbourne/Sydney
Intakes:	Feb, Jul
Duration:	30 months
Mode of study:	FT

### Subject areas include:

- Business planning
- Financial operations
- Human resource management
- Marketing strategies
- Asset management.

## Add a Bachelor Degree

Advance your management qualifications and acquire work experience with the bachelor of Culinary Management.



## CAREER PATHS

Executive chef  
Sous chef  
Chef de partie  
Kitchen chef  
Qualified cook  
Commis chef

## Study Paths

On successful completion of the Advanced Diploma, you will be eligible to apply for entry with advanced standing credits into the Bachelor of Culinary Management offered by William Angliss Institute.

6 months	12 months	18 months	24 months	30 months	36 months
Certificate III in Commercial Cookery					
Certificate IV in Commercial Cookery		Diploma of Hospitality Management	Advanced Diploma of Hospitality Management		
Certificate IV in Commercial Cookery		Certificate IV in Patisserie	Diploma of Hospitality Management	Advanced Diploma of Hospitality Management	Bachelor of Culinary Management

Pathways to Degrees (Page 14)

# Pâtisserie

Indulge your passion for the sweet life by becoming a professional in the delicious art of the pâtissier or pastry cook and business owner.

This specialist course offers the opportunity to learn unique skills of professional gateaux, pastries and restaurant desserts. Specialised units include petits fours, pastries, breads and artisan skills of chocolate and sugar decorations.

## Certificate III in Pâtisserie

CRICOS Code:	093734C
Course Code:	SIT31016
Campus:	Melbourne/Sydney
Intakes:	Feb, April *, Jul, Oct*
Duration:	12 months
Mode of study:	FT

### Subject areas include:

- Produce yeast based bakery products
- Produce cakes
- Produce pastries
- Produce dishes using basic methods of cookery
- Prepare and serve espresso coffee
- Prepare and model marzipan
- Produce petits fours
- Produce gateaux, tarts and cakes
- Produce desserts
- Handle and serve cheese
- Participate in safe food handling practices.

\*April and Oct intake in Melbourne campus: accelerated program.\* April and Oct intake in Sydney: standard program.

## Certificate IV in Pâtisserie

CRICOS Code:	093734C
Course Code:	SIT40716
Campus:	Melbourne/Sydney
Intakes:	Feb, April *, Jul, Oct*
Duration:	18 months
Mode of study:	FT

### Subject areas include those from Certificate III plus:

- Decorate cakes and cookies
- Produce chocolate confectionery
- Design and produce sweet buffet showpieces
- Model sugar-based decorations
- Coordinate cooking operations
- Manage finances with a budget
- Lead and manage people
- Monitor work operations
- Serve food and beverage.

Extend your studies for another 6 months to also attain a Certificate IV in Commercial Cookery.

**SYDNEY ONLY:** Certificate IV in Pâtisserie includes one term ( 10 weeks) internship to be undertaken at term 5.

## Diploma of Hospitality Management

CRICOS Code:	090997D
Course Code:	SIT50416
Campus:	Melbourne/Sydney
Intakes:	Feb, Jul
Duration:	24 months
Mode of study:	FT

### Subject areas include:

- Business operations
- Hospitality budgeting
- Workplace diversity
- Legal knowledge for business
- Rostering
- Service quality.

## Advanced Diploma of Hospitality Management

CRICOS Code:	091147E
Course Code:	SIT60316
Campus:	Melbourne/Sydney
Intakes:	Feb, Jul
Duration:	30 months
Mode of study:	FT

### Subject areas include:

- Business planning
- Financial operations
- Human resource management
- Marketing strategies
- Asset management.

## Add a Bachelor Degree

Advance your management qualifications and acquire work experience with the bachelor of Culinary Management.

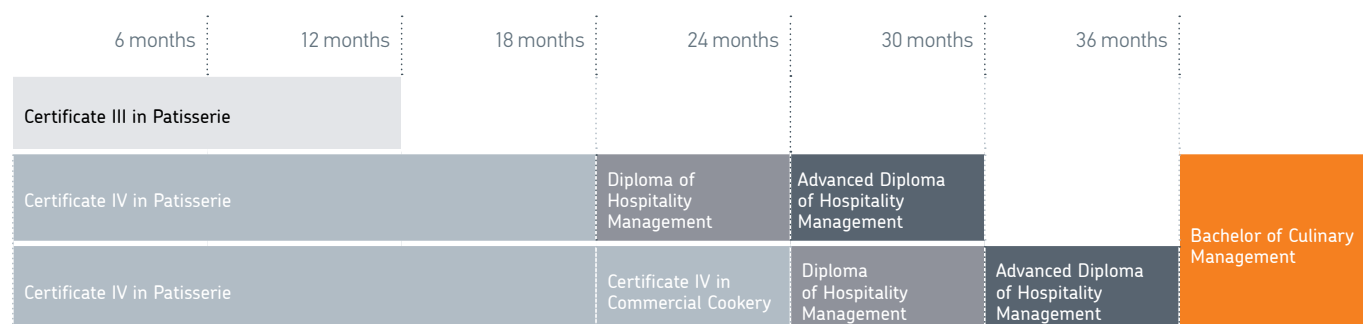
## CAREER PATHS

*Business Owner*  
*Executive Pastry Chef*  
*Pastry Sous Chef*  
*Pastry Chef*  
*Pastry Cook*  
*Assistant Pastry Chef*

Yoan Tjahjadi – Indonesia  
 Graduate, Certificate IV in Patisserie + Diploma of Hospitality  
 Ivan Setyawan – Indonesia  
 Graduate Certificate IV in Commercial Cookery + Diploma of Hospitality  
 Owners/Managers of Nameloka Patisserie, Jakarta

## Study Paths

On successful completion of the Advanced Diploma, you will be eligible to apply for entry with advanced standing credits into the Bachelor of Culinary Management offered by William Angliss Institute.



Pathways to Degrees (Page 14)

# Baking

In this food processing program, you will learn commercial styles of baking along with creating true artisan style breads, pastries and cakes. You will develop fundamental knowledge and skills in a commercial bakery training kitchen, preparing you for a career in the bakery industry.

## Certificate III in Baking

CRICOS Code:	0100017
Course Code:	FBP30517
Campus:	Melbourne
Intakes:	Feb, Jul
Duration:	12 months
Mode of study:	FT

### Subject areas include:

- Produce laminated pastry products
- Produce savoury bread products
- Produce gateaux, tortes and entremets
- Produce specialty flour bread products
- Produce sponge cake products
- Produce cake and pudding products
- Produce sweet yeast products
- Produce artisan bread products
- Identify cultural, religious and dietary considerations for food production
- Implement the food safety program and procedures.

## CAREER PATHS

*Owner/Franchisee*  
*Store Manager*  
*Baker*  
*Production Manager*  
*Pastry Cook*

[angliss.edu.au/bakery](http://angliss.edu.au/bakery)



# Food Science & Technology

Studies in food science and technology incorporate chemistry, biology and microbiology and prepare you to work in a wide range of roles across the food industry.

Blending chemistry, biology and microbiology, food science opens up a variety of careers in the food industry. Learn how to make food healthier, tastier and safer for consumers with our expert teachers, guest lecturers, field trips and networking opportunities with industry. You will complete a major food project which is shown to industry and judged by experts.

## Diploma of Food Science & Technology

CRICOS Code:	099622G
Course Code:	FBP50118
Campus:	Melbourne
Intakes:	Feb, Jul
Duration:	12 months
Mode of study:	FT

### Subject areas include:

- Develop a new food product
- Develop a HACCP based food safety program
- Apply sensory analyses in food processing
- Identify the biochemical properties of food
- Perform food tests
- Develop, manage and maintain quality systems for food processing
- Implement and review the production of chocolate and confectionery products
- Apply meat science.

## CAREER PATHS

Quality assurance  
supervisor/ manager  
Production manager  
R&D technologist  
Laboratory technician  
Technical sales representative  
Food safety auditor  
Technical manager  
Packaging technologist

## Study Paths

6 months

12 months

Diploma of Food Science and Technology

Bachelor of Culinary Management (4 Years) or  
Bachelor of Food Studies (3 Years)

[angliss.edu.au/foodscience](http://angliss.edu.au/foodscience)



# Hospitality Management

Why study at Angliss?

## Hospitality Management

### Hotel Management



### Food, Beverage & Business Management



## Strong Industry Connections

Angliss has strong industry connection, giving you opportunities to inspect key hospitality venues, gain volunteer and paid work experience and network with future employers.



## Specialist Facilities

On-site training facilities, including the The Angliss International Hotel School, Angliss Restaurant and The Bistro, gives you the opportunity to train in real-life situations.



## Hospitality Study Careers

*Approximate Salary Range Per Year\**

### Hospitality - Food & Beverage

**Food & Beverage Supervisor**  
\$41,620 - \$57,076

**Food & Beverage Manager**  
\$46,653 - \$82,225

**Food & Beverage Director**  
\$65,659 - \$187,530

### Hospitality - Hotel Management

**Guest Services Manager**  
\$33,741 - \$82,434

**Shift Manager, Hotel Front Desk**  
\$38,255 - \$64,564

**Functions Manager**  
\$54,175 - \$123,344

**Housekeeping Manager**  
\$41,416 - \$71,962

**General Manager Hotel**  
\$53,331 - \$105,734

\*Sources: • [livingin-australia.com/salaries-australia](https://livingin-australia.com/salaries-australia) • [benchmark.co](https://www.benchmark.co) • [payscale.com](https://www.payscale.com) DISCLAIMER: The information is collected on 01/06/2018. Salaries are indicative and approximate only. Employment contracts and packages are variable.

# Hospitality

## Food, Beverage & Business Management.

Commencing with the foundations of customer service, food and beverage service and working in the hospitality industry, our courses provide a pathway to supervision, management and business ownership/management.

### Certificate III in Hospitality

CRICOS Code:	<b>091435G</b>
Course Code:	<b>SIT30616</b>
Campus:	<b>Melbourne</b>
Intakes:	<b>Feb, Jul</b>
Duration:	<b>6 months</b>
Mode of study:	<b>FT</b>

#### Subject areas include:

- Food and beverage service skills
- Coffee and bar knowledge
- Provide advice on food
- Customer service
- Workplace hygiene
- Sustainability
- Control stock
- Financial transactions
- Hygiene practices.

### Diploma of Hospitality Management

CRICOS Code:	<b>090997D</b>
Course Code:	<b>SIT50416</b>
Campus:	<b>Melbourne</b>
Intakes:	<b>Feb, Jul</b>
Duration:	<b>12 months</b>
Mode of study:	<b>FT</b>

#### Subject areas include those from Certificate III plus:

- Business operations
- Finance
- Customer service
- Hospitality budgeting
- Workplace diversity
- Roster staff
- Electives: Wine studies, Functions or e-Business.

**Continue your studies** for an additional 6 months to complete the Advanced Diploma.

### Advanced Diploma of Hospitality Management

CRICOS Code:	<b>091147E</b>
Course Code:	<b>SIT60316</b>
Campus:	<b>Melbourne/Sydney</b>
Intakes:	<b>Feb, Jul</b>
Duration:	<b>18 months</b>
Mode of study:	<b>FT</b>

#### This qualification consolidates skills from Certificate III and Diploma, and further develops your knowledge in a range of areas:

- Manage finances
- Business planning
- Human resource management
- Marketing strategies
- Electives: Wine studies, Hotel function coordination, Hotel guest services, Accommodation services or e-Business.

### Add a Bachelor Degree

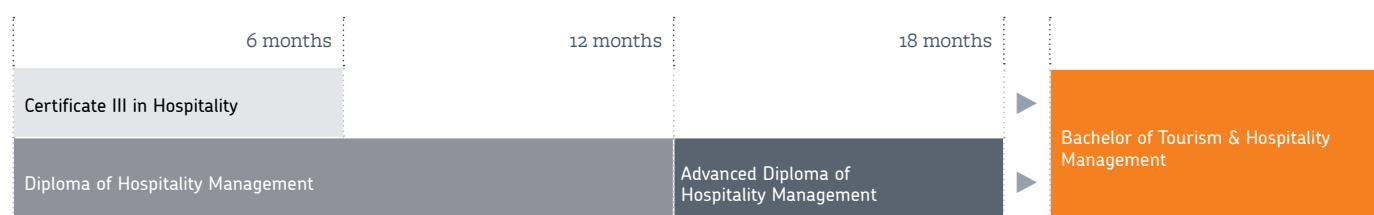
Advance your management qualifications and acquire work experience with the Bachelor of Tourism and Hospitality Management.

## CAREER PATHS

*Restaurant manager*  
*Restaurant, café or bar owner*  
*Front of house coordinator*  
*Bar manager*  
*Operations manager*  
*Conference manager*



## Study Paths



*Pathways to Degrees (Page 14)*



# Hospitality

## Hotel Management

Focusing on hospitality in a hotel environment, these intensive programs provide students with the expert skills and knowledge to commence their pathway to success in the vibrant and growing hotel industry. The hotel management stream program incorporates additional specialist Masterclasses and a nine week term of work-based training\*.

### Exclusive Masterclasses

Masterclasses provide students with specialised skills in addition to the Diploma units and may include topics such as:

- *Luxury sales*
- *High end beverages*
- *Premium personalised services*
- *Interview presentation skills.*

### Premier Partnerships

Work-based training\* provides the opportunity to work with our leading hotel partners. The work based training consists of placement in one of our partner hotels and provides exposure to operations in various departments

### International Study Tours

Students are provided the opportunity to attend an International Study Tour on completion of their work placement. The Tour fees are additional to tuition fees, and is heavily subsidised by the Institute. The Tour is an experience that adds to the students' appreciation of the international hotel industry.

\*Selection and acceptance of students for industry placement (work-based training), is based on an interview process with participating employers.



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### Diploma of Hospitality Management

CRICOS Code:	090997D
Course Code:	SIT50416
Campus:	Melbourne / Sydney
Intakes:	Feb, Jul
Duration:	12 months
Mode of study:	FT

#### Subject areas include:

- *Food and beverage service*
- *Food knowledge*
- *Introduction to kitchen operations*
- *Bar operations*
- *Customer service*
- *Reservations*
- *Front office and reception service operations*
- *Concierge and porter services*
- *Room service and housekeeping.*

#### Supervised training will be completed in:

- *Operational management and planning*
- *Leadership*
- *Workplace health and safety*
- *Managing quality customer service*
- *Managing budgets.*

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### Add a Bachelor Degree

Advance your management qualifications and acquire work experience with the Bachelor of Resort and Hotel Management.

## CAREER PATHS

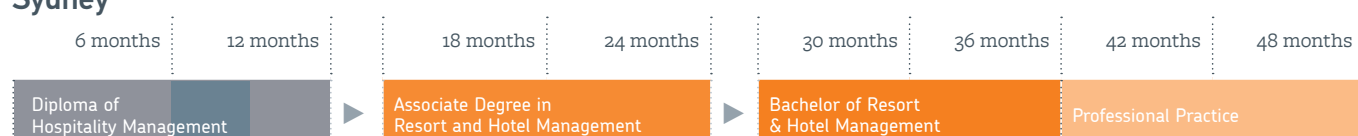
*Food and beverage manager  
Guest services manager  
Executive housekeeper  
Rooms division manager  
Front office manager  
Concierge*

## Study Paths

### Melbourne



### Sydney



■ Work-based learning\*

■ Work-integrated learning internship.

# Travel and Tourism

## Why study at Angliss?



### Award-winning Training

With a strong national reputation in the industry, Angliss was inducted into the Australian Federation of Travel Agents (AFTA) Hall of Fame. In 2018, Angliss won the RACV Tourism Awards for Best Tourism Education and Training provider and is an AFTA accredited training provider.



### Travel and Tourism

Delivering comprehensive hands-on knowledge, this course will provide you with the skills required to work in the retail travel industry. Weekly presentations by industry professionals will expose you to industry trends and future career options.



### Aviation

This course is designed to prepare students for entry into airline training programs as cabin crew. It is delivered by qualified trainers with extensive airline experience.



"I was both learning how to prepare myself for the real world and applying it at the same time."

**Carlos Garcia** – Colombia  
Graduate, Advanced Diploma  
of Travel and Tourism

GLOBAL SALES ASSISTANT,  
URBAN ADVENTURES,  
INTREPID TRAVEL



## Travel and Tourism Study Careers

*Approximate Salary Range Per Year\**

### Travel & Tourism

**Travel Coordinator**  
\$37,252 - \$80,559

**Corporate Travel Consultant**  
\$37,579 - \$63,237

**Travel Agency Manager**  
\$43,250 - \$63,923

\*Sources: • livingin-australia.com/salaries-australia • benchmark.co • payscale.com  
DISCLAIMER: The information is collected on 01/06/2018. Salaries are indicative and approximate only. Employment contracts and packages are variable.

# Aviation

## (Cabin Crew)

This course aims to provide students with the guidance and preparation to give them a leading edge when applying for individual airline crew training programs. Individual airlines have many specific requirements for entry to their own training programs.

### Certificate III In Aviation

CRICOS Code:	096221D
Course Code:	AVI30116
Campus:	Melbourne / Sydney
Intakes:	Feb, Jul
Duration:	6 months
Mode of study:	FT
Contact hours	4 days p/week

#### Subject areas include:

- Airline Operations and Documentation
- Aviation Safety and Security
- Passenger Services
- Emergency Procedures
- In-Flight Service and Development
- Aviation Major Services and Destinations
- First Aid
- Responsible Service of Alcohol.

#### Special requirements:

- Visa eligibility to travel to New Zealand
- Minimum age is 18 years old
- Reach test (this may vary according to airline – William Angliss Institute requires a reach test of 2.3 metres for admittance to this course)
- Swimming proficiency - applicants should be aware that the course involves a swimming test that will highlight if a student requires more swimming training prior to applying to an airline
- A high level of daily grooming is a requirement of the course and students will be required to use their own makeup and grooming products, under guidance from trainers.

#### Students will gain:

- Certificate III in Aviation (Cabin Crew)
- Responsible Service of Alcohol Certificate (RSA)
- Apply First Aid Certificate
- Exclusive Achievement Certificate (subject to meeting excellence benchmarks in attendance, punctuality, grooming and presentation). This certificate may assist students in their future employment applications
- Emergency procedure assessment experience in a 737 Aircraft.

#### Tuition fee includes:

- Individually tailored uniform
- 2 hour 'wet-drill' training at Melbourne City Baths
- 5 day study tour to New Zealand – airfares, accommodation and breakfast included.



## CAREER PATHS

*Flight Attendant*

*Airline Ground Operations*

## Study Paths

6 months	18 months	24 months
Certificate III in Aviation (Cabin Crew)	Diploma of Travel and Tourism Management	Advanced Diploma of Travel and Tourism Management

# Travel and Tourism

International travel agencies, airlines, resorts and tour operators all recognise our expert training and seek out our skilled graduates.

## Certificate IV in Travel and Tourism

CRICOS Code:	093959G
Course Code:	SIT40116
Campus:	Melbourne
Intakes:	Feb / Jul
Duration:	6 months
Mode of study:	FT

### Subject areas include:

- Provide advice on destinations
- Prepare quotations
- Computerised reservations or operations system
- Provide specialist advice on cruises
- Construct airfares
- Book suppliers' products and services
- Process documentation
- Access and interpret product information
- An international trip
- Industry based excursions & guest speakers.

## Diploma of Travel & Tourism Management

### Packaged With Certificate IV

CRICOS Code:	093243M
Course Code:	SIT50116
Campus:	Melbourne
Intakes:	Feb / Jul
Duration:	12 months
Mode of study:	FT

### Subject areas include those from Certificate IV plus:

- Finances and budgets
- Diversity in the workplace
- Quality customer service
- Lead and manage people
- Establish and conduct business relationships
- Implement and monitor environmentally sustainable work practices
- Plan e-marketing communications
- Marketing strategies
- Optional overseas trip
- Industry based excursions & guest speakers.

## Diploma of Travel & Tourism Management

### Direct Entry

CRICOS Code:	093243M
Course Code:	SIT50116
Campus:	Melbourne
Intakes:	Feb / Jul
Duration:	12 months
Mode of study:	FT

### Subject areas include:

- Provide advice on destinations
- Computerised reservations or operations system.
- Provide specialist advice on cruises
- Access and interpret product information
- Develop & implement marketing strategies
- Plan e-marketing communications
- Tourism products and services
- Electives: retail, guiding, wine tourism.

## Advanced Diploma of Travel & Tourism Management

CRICOS Code:	093733D
Course Code:	SIT60116
Campus:	Melbourne
Intakes:	Feb / Jul
Duration:	18 months
Mode of study:	FT

### Subject areas include those from Diploma plus:

- Broad industry knowledge, industry visits, networking opportunities and guest speakers
- Development of a business plan looking at all aspects of business is a major focus of study with elective choices available during the course of study
- Develop the skills needed to run your own tourism business.

## Add a Bachelor Degree

Advance your management qualifications and acquire work experience with the Bachelor of Tourism or Bachelor of Tourism and Hospitality Management.



## CAREER PATHS

Tour guide  
 Travel agent  
 Information officer  
 Marketing officer  
 Resort manager  
 Customer service  
 Tour costing  
 Advertising and promotions  
 Airline ground operations  
 Tour operator  
 Cruise operations  
 Reservations agent  
 Technical manager

Mei Ting (Mandy) Ho  
 Hong Kong  
 Diploma of Travel & Tourism  
 Asia Marketing Manager  
 Global Ballooning Australia

## Study Paths

6 months	12 months	18 months	
Certificate IV in Travel & Tourism	Diploma of Travel & Tourism Management	Advanced Diploma of Travel & Tourism Management	Bachelor of Tourism and Hospitality Management
Diploma of Travel & Tourism Management	Advanced Diploma of Travel & Tourism Management		
Diploma of Travel & Tourism Management			Bachelor of Tourism*

\*Choose one of: Bachelor of Tourism, Bachelor of Tourism (Ecotourism) or Bachelor of Tourism (Marketing).

# Event Management

## Why study at Angliss?



### Real experiences creating job-ready graduates

Work with real clients to run real events. Our students run events, both within William Angliss Institute and for external clients.

### Work placement opportunities

Diploma students have the opportunity to apply for a work placement over one semester of study in an event-related area, for approximately one day a week.



### Industry-based excursions

Training is closely aligned with industry best practice, with site visits providing a greater understanding of how the industry works, ensuring you are job-ready when you graduate.



### Award-winning training

Our Events training programs have been finalists in the Australian Events Awards for the last five years, winning the title in 2012 and 2013.

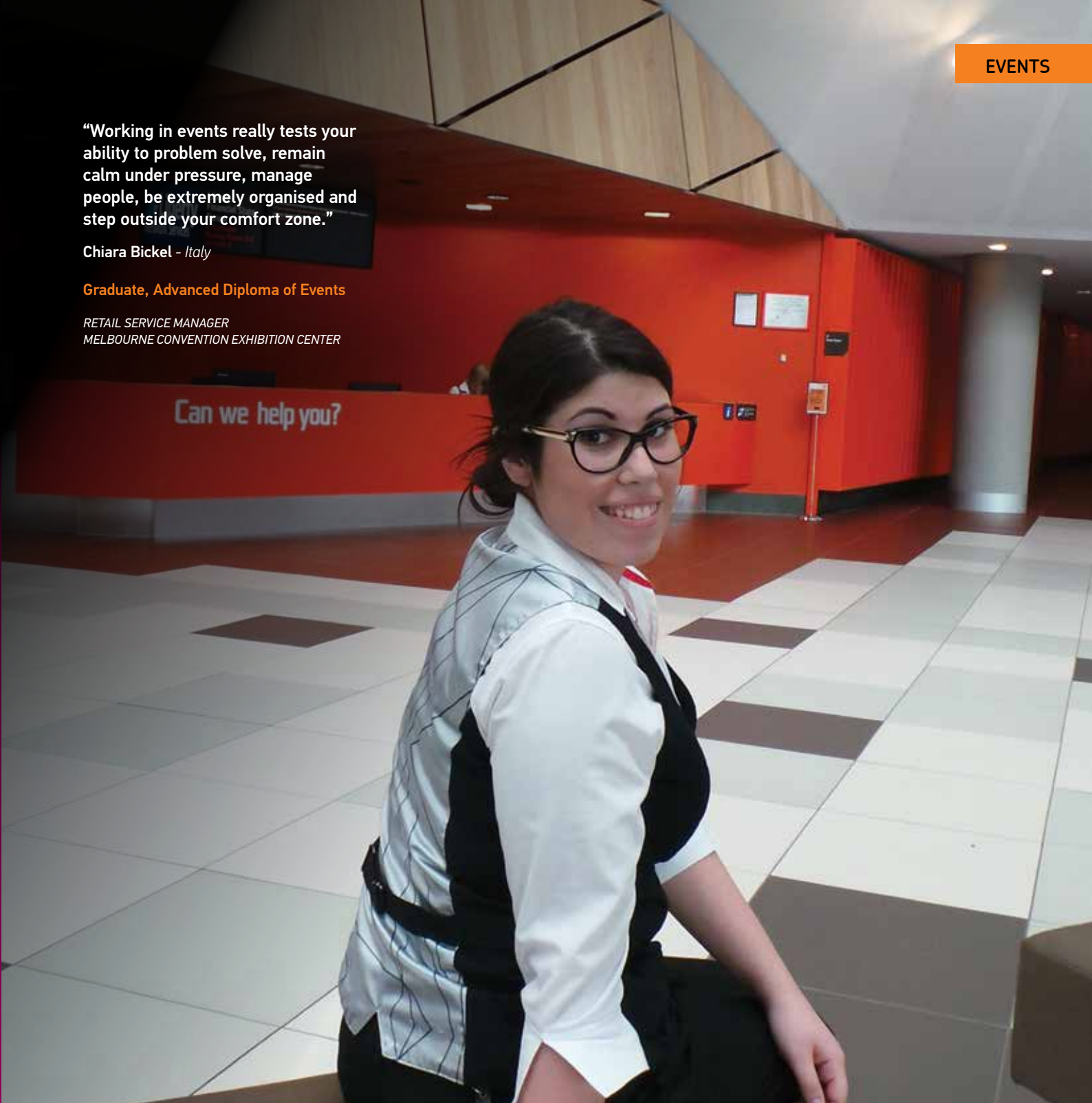


“Working in events really tests your ability to problem solve, remain calm under pressure, manage people, be extremely organised and step outside your comfort zone.”

Chiara Bickel - Italy

Graduate, Advanced Diploma of Events

RETAIL SERVICE MANAGER  
MELBOURNE CONVENTION EXHIBITION CENTER



## Event Study Careers

Approximate Salary Range Per Year\*

### Event Management

**Event Manager**  
\$43,963 – \$83,446

**Senior Event Management**  
\$57,299 – \$95,391

\*Sources: • livingin-australia.com/salaries-australia • benchmark.co • payscale.com DISCLAIMER: The information is collected on 01/06/2018. Salaries are indicative and approximate only. Employment contracts and packages are variable.

# Event Management

Coordinate real events for real clients. Learn how to plan, fund, market and manage successful events – everything from international sporting events to celebrity weddings.

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## Diploma of Event Management

CRICOS Code:	093738K
Course Code:	SIT50316
Campus:	Melbourne
Intakes:	Feb / Jul
Duration:	12 months
Mode of study:	FT

### Subject areas include:

- Event operations
- Event venues
- Leadership skills
- Project management
- Regulatory requirements
- Budget preparation skills
- Marketing knowledge.

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## Advanced Diploma of Event Management

CRICOS Code:	091089K
Course Code:	SIT60216
Campus:	Melbourne
Intakes:	Feb / Jul
Duration:	18 months
Mode of study:	FT

### Subject areas include those from the Diploma plus:

- Event trends
- Event feasibility
- Event proposals
- Marketing strategies
- Innovation knowledge
- Sustainability policy
- Health and safety systems
- Risk management skills.

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## Add a Bachelor Degree

Advance your management qualifications with the Bachelor of Event Management.

## Compliance Certificates:

When enrolling in the Diploma of Event Management or the Advanced Diploma of Event Management, students will gain the following certificates:

- Responsible Service of Alcohol (RSA) certificate
- Food Handlers Certificate (SITXFSA001 Use hygienic practices for food safety).

These will be undertaken within the first term of study unless you have already completed them in a previous qualification such as the Certificate III in Hospitality.

## CAREER PATHS

*Conference coordinator*

*Event coordinator*

*Event planner*

*Event sales coordinator*

*Exhibitions coordinator*

*In-house meetings coordinator*

*Event venue coordinator*

## Study Paths

6 months

12 months

24 months

Diploma of  
Event Management

Advanced Diploma of  
Event Management

Diploma of  
Event Management

Bachelor of Event Management

# Student Support

Opportunities are provided to enrich your student experience and improve your life on and off campus. William Angliss Institute offers a range of services and assistance to support you in your studies, professional and personal life.

## Angliss International Office

Angliss International Office is responsible for the admissions and welfare of all international students.

The office provides advice on matters relating to course admissions, student visa regulations, ESOS requirements, payment of fees and further study options for international students.

In conjunction with Student Services at the Institute, the Angliss International Office provides international students with important support services and pastoral care while students are studying at the Institute.

## International Student Course Coordinators

International student course coordinators are appointed in the teaching departments to help you to understand your study plan, assignment tasks and day-to-day issues. They will also monitor your course progress, consult with your teachers and organise support services if required to ensure that you progress through your course satisfactorily.

## Student Activities

William Angliss Student Activities (WASA) organise activities, events and social gatherings on and off campus. There is also a range of clubs and societies, providing you with opportunities to make new friends and enjoy your life on and off campus during your studies.

## Orientation

Information regarding your course, timetables, assessment and student life will be provided during the Orientation and Enrolment sessions. You must attend the Orientation program in the week prior to commencement of your course at the Institute.

The orientation program offers a number of activities to welcome you to William Angliss Institute and provides you with essential information regarding your study.

- Meet other students
- Obtain information on OSHC, student visa, legal services, emergency and health services, facilities and complaints and appeals processes
- Get to know your international coordinators, program managers, international office staff and student services staff
- Find useful resources and services at the Institute including information on accommodation, study strategies, academic requirements and expectations.

## Learning Advisors

Learning Advisors provide learning support including:

- Understanding assessments
- Research skills
- Time and study management
- Writing skills
- Assessment preparation
- English language skills.

[angliss.edu.au/studentsupport](http://angliss.edu.au/studentsupport)

## Careers and Employment

The Careers and Employment service can assist with your career development and opportunities to gain valuable experience to ensure a smooth transition from study to work.

### Services include:

- Career guidance and development
- Writing resumes, interview and job-hunting skills
- Advertised jobs noticeboard
- Information sessions and on-campus interviews with industry employers
- Opportunities to be involved in major events including Melbourne Food and Wine Festival, Spring Racing Carnival, Melbourne Formula 1 Grand Prix
- Various fashion and sports entertainment events
- Bi-annual Careers and Employment Expo, as well as other careers-related events and activities where you can network and meet potential employers.

[angliss.edu.au/careers-employment](http://angliss.edu.au/careers-employment)

## Medical Centre

The on-site Medical Centre offers a fully confidential service to all students. With Overseas Student Health Cover, the service is free.

A full range of medical services are offered including women's health services, pathology testing, health checks, dietary advice, referrals, and sports medicine.



## Counselling and Personal Development

Counselling and Personal Development services are available to discuss any issues that may be affecting your ability to study.

All services are free and confidential, and include:

- *Personal counselling for stress, depression, relationship problems etc.*
- *Personal development coaching/mentoring*
- *Self-help resources*
- *Accommodation information*
- *Financial support information and referrals*
- *Workplace and consumer rights support and referrals.*

## Disability Services

Specialised support is available for students with a diagnosed disability. Support may include:

- *Interpreters and note-takers*
- *Participation assistants for practical classes*
- *Tutors*
- *Assistance with assignments and coursework outside of class*
- *Readers and scribes*
- *Access to adaptive technology*
- *Learning support during tests and assessments.*

## Accommodation Services

Student Services provides a guide for International students to help them with finding accommodation in Melbourne. The guide lists student accommodation options, hostels, serviced accommodation, homestay agencies, short term rentals and real estate agents if you wish to rent privately.

## Learning Resource Centre

The Learning Resource Centre (LRC) offers library services, access to approximately 100 computers, and to the Institute's wireless network. The LRC also has study rooms equipped with digital resources that can be booked by students.

Home to a substantial range of industry journals, cookbooks and publications that students can access, the LRC also has a Special Collection that focuses on Australian culinary history and culture.

## myWAI Student Portal

The myWAI Student Portal provides information for students including:

- *Results*
- *Student email*
- *Events*
- *Examination information*
- *Timetables*
- *Services.*

## The Lounge

The Lounge is a great place for students to relax and meet up with others. The Lounge offers a pool table, table tennis, beanbags, board games and a large LCD/TV. The Lounge also has food and drink vending machines, two microwaves, sandwich press and hot water facilities.

[angliss.edu.au/student-life](http://angliss.edu.au/student-life)

## Angliss Global Network

Once you have graduated from William Angliss Institute, you automatically become a member of Angliss Global Network, a community of esteemed alumni, staff and industry specialists. As an alumnus of the Institute, you will continue to be an important member of the Angliss community, and the Angliss Global Network will provide you with exclusive access to graduate job opportunities, invitation-only alumni events, the best networking opportunities and the latest industry news.

[angliss.edu.au/agn](http://angliss.edu.au/agn)

# Scholarships and Competitions

## Scholarships

The William Angliss Institute Foundation and William Angliss Institute provides educational opportunities and financial assistance to recognize academic merit and support disadvantaged students in achieving their career ambitions.

### The Sir William Angliss International Merit Scholarships (VIC/NSW)

For continuing international students based on merit.

### The Memorial Fund Scholarship(VIC/NSW)

For continuing international students in any study area based on credit or equity.

## Australia Awards

Australia Awards Scholarships are long term development awards administered by the Department of Foreign Affairs and Trade.

[dfat.gov.au/people-to-people/australia-awards/Pages/australia-awards-scholarships.aspx](https://dfat.gov.au/people-to-people/australia-awards/Pages/australia-awards-scholarships.aspx)

## Nestle Golden Chefs Hat Scholarship

The Nestlé Golden Chefs Hat Scholarship was established in recognition of Nestlé Professionals' ongoing commitment to developing future leaders in the food services industry. The scholarship is awarded to domestic and international VET students continuing their studies in the Commercial Cookery programs.

## Competitions

The institute supports competitions and activities that drive students to excel.

The institute hosted and participated in over 20 key industry competitions included:

- Fonterra Proud to be a Chef Program
- John Patrick Conway Competition
- Nestle Golden Chef's Hat Award National & Regional Cooking Competition
- Barry Callebaut Chocolate Competition
- AUSTAFE
- VicTAFE Cookery Challenge
- Shared tables Thierry Marx Career Development
- Food Technology Student Product launch
- Asia Pacific Council on Hotel, Restaurant and Institution Education (ApacCHRIE) Challenge.



# Studying and Living in Australia

## Visas to study in Australia

Student Visas are for full-time study in courses that are registered for delivery to international students. These courses must have a CRICOS Code listed with the Course title and all visa documentation will refer to the course title and CRICOS code.

Detailed information on applying for a student visa to study in Australia should be obtained directly from the Department of Home Affairs website

[immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500)

Note: William Angliss Institute staff are not permitted by law to advise or provide any assistance to you on any visa matters.

## Living and other expenses

The Australian government requires that you are able to demonstrate the ability to afford your study and living expenses in Australia.

You must be able to prove your financial capacity by demonstrating one of the following:

- Evidence of 12 months' living costs, course fees and travel costs for you and your accompanying family members. You will have to provide schooling costs for any school-aged dependants (please refer to the table on the application form)
- Evidence that your spouse or parent is willing to support you and has an annual income of at least AUD 60,000 for single students or at least AUD 70,000 for students that are accompanied by family members.

Please visit the Department of Home Affairs website for more information.

[immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility)

Check details of study and life in Melbourne  
[studymelbourne.vic.gov.au](https://studymelbourne.vic.gov.au)

Check details of study and life in Sydney  
[www.study.sydney](https://www.study.sydney)

## Work Rights and Tax File Number

All students granted student visas automatically receive permission to work with their student visa. The 'permission to work' granted on your visa is effective from the first date that your classes commence. Under this work permit, you may work for a maximum of 40 hours over a two week period during a semester, and without restriction during mandated school holidays.

You must obtain a Tax File Number if you intend to work. Please refer to the following websites for more information:

**Australian Taxation Office:**

[ato.gov.au](https://ato.gov.au)

You may be eligible to claim for funds paid by your employer into a retirement fund (superannuation) on departing Australia.

**Superannuation Payment:**

[ato.gov.au/super](https://ato.gov.au/super)

You are protected by law whilst working in Australia and your work rights may be checked:

**Fair Work Ombudsman:**

[fairwork.gov.au](https://fairwork.gov.au)

## Accommodation

The Institute does not have on-campus accommodation, but can assist in locating short-term accommodation placements for new international students. The Institute can also provide referrals to a number of private organisations that specialise in providing longer-term accommodation placement services. They may charge you a fee for this service.

The Institute does not accept any payments for accommodation or associated services, as these payments are made through agreements between you and the accommodation services providers.

Note: The Institute is not responsible or liable for any airport reception or accommodation-related services provided by external organisations.

## Overseas Student Health Cover (OSHC)

You are required by the Australian Government to join an OSHC scheme and to hold health insurance for the duration of your student visa. For more information visit the Department of Home Affairs website.

You will not need OSHC if you provide evidence that you are a Swedish student covered by either CSN (the Swedish National Board of Student Aid) or by Kammarkollegiet. If you are a Swedish student, you may choose to use OSHC instead of your national scheme

[immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility](https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility)

## Teaching and Assessment

Institute teachers have been recruited and assessed in accordance with the Standards for Registered Training Organisations 2015 as required by the Australian Skills Quality Authority (ASQA).

Teachers utilise a variety of training methods to assess competency for courses. This may include one or more of the following approaches:

- Classroom delivery
- Lecture theatre delivery
- Specialist classroom delivery
- Online delivery
- Distance learning
- Work-based learning
- Mixed mode (refers to a combination of two or more of these modes).

The Institute will conduct no more than one-third of the units (or equivalent) of a higher education or VET course by online or distance learning to an overseas student.

The Institute's assessment procedures comply with the principles of validity, reliability, fairness and flexibility.

The successful completion of a course requires demonstration of competency to workplace standard in all units of that course.

# Policies and Procedures

Institute policies and procedures for international students are in accord with the Australian Government Education Services for Overseas Students Act 2000, Education Services for Overseas Students Regulations 2001, National Code of Practice for Providers of Education and Training to Overseas Students 2018, Australian Recognition Framework Standards for Registered Training Organisations and the Vocational Education and Training Act 1990.

The Institute has policies and procedures that specifically apply to International Students and it is important that you read and understand these policies. They are available on [angliss.edu.au/policy-international/](http://angliss.edu.au/policy-international/) and include:

- *Credits and Skills Recognition*
- *Welfare for International Students under the Age of 18*
- *Course Progress*
- *Issuing Qualifications and Statements of Attainment*
- *Deferred, Suspended or Cancelled Studies*
- *Change of Institution/Provider*

## Notification of address

Under Australian Government student visa regulations, you must register your residential address and telephone number with the Angliss International Office within seven days of arriving in Australia. You must also notify the Institute on the appropriate form of any changes to your contact number or residential address, within seven days, every time you change address. Students who undertake practical work placements as part of their course must also comply with this requirement. Addresses must be confirmed and or updated every 6 months.

## Use of personal information

Your personal information that is available to the Institute, such as your address, telephone number(s) or academic results, cannot be disclosed under Australian law to third parties, including your parents, sponsors, family members or friends, without your written consent.

Under Australian law (ESOS Act 2000), your personal information may be made available by the Institute to Commonwealth and State Government authorities. The Institute is also required to tell the Department of Home Affairs about certain changes to your enrolment and of any breach to the condition of your visa relating to attendance and/or satisfactory course progress.

## Maintaining privacy

We provide security for all our database intelligence in line with the Information Privacy Act 2001 and Electronic Transactions (Victoria) Act 2000. If we need to seek the services of a third party in order to receive your information or maintain our database, we will obtain a privacy agreement with that operator so as to maintain a secure database.

If at any time you receive information from us that you do not wish to receive, you may inform us by contacting the Information Centre by phone or email and we will remove your details from our database.

## Code of Conduct

The Student Code of Conduct explains to students their obligations and responsibilities and convey the Institute's principles, which are aimed at enhancing the students' learning experience.

## Complaints and Appeals.

The Institute also has policies and procedures relating to Freedom of Information, access and equity, student agreements, appeals processes, declarations, enrolment and orientation, assessment, excursions, field trips, uniforms, equipment, and attendance. You can find more information on these policies and procedures on our website, or by contacting the Information Centre by phone or email.

## Transfer to another education provider

If you have completed less than 6 months of your principle course, you can only change education providers in some situations. See Education Services for Overseas Students (ESOS) National Code for details.

[internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx](http://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx)

Check your education provider's transfer policy.

[angliss.edu.au/siteassets/international/international-student-application-release-policy.pdf](http://angliss.edu.au/siteassets/international/international-student-application-release-policy.pdf)

# Tuition Fees and Additional Expenses

Courses are offered to international students in semester blocks. Fees are not determined on a single subject basis but for places in entire courses which are designed by the Institute to ensure graduates maximise their career opportunities. For future stages of your course, the Institute reserves the right to adjust your annual tuition fees to take into account increases in Institute and course delivery costs.

In relation to tuition fees for new or current international students, the following statements apply.

## 1. Payments

- 1.1 The first semester tuition fees paid to the Institute includes an AUD \$750 administration processing fee, which is not refundable.
- 1.2 Tuition fees must be paid one semester in advance. New international students must pay in advance according to the terms and conditions contained within the Offer Letter and Acceptance Agreement. Continuing international students make payment according to the payment due date on their invoice before the start of the next semester.
- 1.3 Deposit for VET / Degree packaging. Prospective students must pay a minimum of one semester's tuition fees plus visa length OSHC to obtain a Confirmation of Enrolment (CoE). In the case of course packaging, students must pay non-refundable deposits as indicated below for the confirmation of enrolment.

Packaging Program(s)	First Semester Fees paid in full (plus OHSC fees)	Deposit required for principal course*
VET (Certificate + Diploma)	Yes	Yes – A\$500
VET (Certificate + Adv. Diploma)	Yes	Yes – A\$1,000
VET (Certificate + Adv. Diploma + Bachelor Degree)	Yes	Yes – A\$3,000

*\* Principle Course of Study: - The principal course of study is the highest qualification (normally the last course) covered by the student's visa.*

- 1.4 Tuition fees and deposits can be paid in the form of a bank draft, cash, credit card or telegraphic transfer.
- 1.5 All bank charges relating to telegraphic transfer (TT) of funds to the Institute are the responsibility of the international student, and a processing fee of A\$25 must be deposited in addition to the tuition fees. The balance of bank fees for a TT of funds that are less than A\$25 will be credited to the student's next semester tuition fees.

## 2. Accelerated Mode of Studies

- 2.1 Timetables and tuition fees are indicative of full study loads – a student with approval to take additional semester subjects must pay tuition fees for those extra subjects in that semester. The fee will be determined pro-rata.

## 3. Repeat Subjects

- 3.1 Tuition fees must be paid for repeat subjects or components of repeat subjects. A learning plan will be developed for students who are repeating subjects. The fee will be determined pro-rata.

## 4. Credit Subjects

- 4.1 In the case that credits are granted and substitute subjects are applied to maintain full-time study load, full semester fees will apply.

## 5. Transfer of courses at William Angliss Institute

- 5.1 Should an international student be granted permission to transfer to another course at William Angliss Institute, tuition fees for the first semester of the new course must be paid in full as well as the administration fee to issue a new Offer Letter and Acceptance Agreement and CoE.

## 6. Deferment

- 6.1 In the case where a student is suspended and/or deferred their studies, the tuition fees not utilised will be transferred as credit for the deferred studies when they return to the Institute. In the event that the student does not return to study at the Institute, the refund policy will apply.

## 7. Non-Payment

- 7.1 An invoice with a payment schedule for the following semester tuition fees will be issued to each student, and sent to the student's local mailing address registered with the Institute as well as their Institute's email address. Non-receipt of this invoice will not be accepted as reason for non-payment of tuition fees by the scheduled date. A late fee will be charged if payment is not received by the due date.
- 7.2 Non-payment of tuition fees will result in a cancellation of a student's enrolment. Student will be notified in writing of WAI's intention to report and given 28 days for internal appeal before a notification is sent to Department of Education via Provider Registration and International Students Management System (PRISMS) as required under ESOS legislation.
- 7.3 Outstanding fees will attract debt collection agency charges that must be paid by a student before the Institute will issue any course certification to that student.

# Refund of Fees for International Students

## Purpose

To ensure that William Angliss Institute (WAI) complies with provisions under the Education Services for Overseas Students (ESOS) framework, the Standard Codes 2007, and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) requirements.

To ensure that WAI implements a fair and equitable refund policy for international students and intending international students who have made payment to undertake a course of study at William Angliss Institute (WAI) in Melbourne/Sydney.

## Policy

### Refunds due to William Angliss Institute (WAI) default

William Angliss Institute (WAI) will refund all pre-paid fees not utilised paid by an international student or intending international student within two weeks of the default in relation to a course if:

- the Institute fails to deliver the course on the agreed start date; or
- the course ceases to be provided by the Institute after it starts and before it is completed; or
- the course is not provided in full because a sanction has been imposed on the Institute by Australian government agencies; and the student has not withdrawn before the default day.

WAI will report a provider default via PRISMS within 3 business working days to the Secretary (or delegate) and Tuition Assurance Scheme, and default outcome within 7 days.

WAI discharges its obligation to refund where a place in an alternative course is arranged at the Institute's expense and the offer is accepted by the student in writing.

### Partial Refunds due to student default – refund less AUD\$750 administration processing fee

WAI will refund all pre-paid fees not utilised, excluding AUD\$750 administration processing fee and any non-refundable deposits paid, paid by an international student

or intending international student within four weeks of receipt of a written claim in relation to a course if:

- a student provides more than 28 days' notice from course commencement of withdrawal from course; or
- a student visa application is rejected or visa renewal is refused on or before census date; or
- a student fails to meet course progression rules and is thus not permitted to re-enrol and the tuition fees were paid in advance of the notification of the exclusion from further studies at the Institute; or
- a student withdraws from the course and returns home before a course commences because of exceptional and extenuating circumstances of a compassionate nature such as a death or severe illness in the immediate family; or
- a student fails to meet the entry requirements as per the offer letter and course deferment is not possible; or
- a student holds a Department of Home Affairs approved transfer and unconditional letter of offer to another institution where a letter of release is not required.

### No Refunds due to student default (excluding visa refusal)

WAI will not refund any money paid by an international student or intending international student in relation to a course if:

- a written claim for the student's withdrawal from the course at that location is received less than 28 days before the starting date of the course or after the course commencement date; or
- the student provides false or misleading information; or
- the student makes false declaration on the application form; or
- the student submits fraudulent documents; or
- the student fails to disclose previous visa refusal or cancellation
- the student does not commence the course on the agreed start date and has not previously withdrawn; or
- the student's failure to start the course at the location on the agreed starting day; or
- a deferment request is received after

the starting date of the original course commencement; or

- the student fails to pay the required tuition fees; or
- the student breaches any condition of their student visa; or the student misbehaves or in breach of any enrolment conditions; or
- the student has been granted permanent residency or any other visas; or
- suspension or deferment is not approved. (Where a suspension is approved by WAI for "compassionate & compelling" circumstances any pre-paid tuition fees not utilised will be transferred to the next study period. All transferred fees are not refundable and subject to a no further transfer condition).

## Deposits

Deposits for principal course are not refundable unless in the case of visa rejection.

### Refund of Overseas Student Health Cover (OSHC) Premium

Students who have arrived in Australia and apply for refund of Overseas Student Health Cover (OSHC) premium will be subject to the designated OSHC company's refund policy and procedures. Application should be made directly to the OSHC provider.

Students who have not yet arrived in Australia and have prepaid OSHC premium to WAI, will be fully refunded their OSHC premium through application to William Angliss Institute.

Application should be made by submitting an Application for Refund with William Angliss Institute.

### Alternative Tuition Arrangements

WAI may arrange, at the discretion of the Institute, for another course, or part of a course, to be provided to an international student or intending international student as an alternative to refunding course money.

Should an international student or intending international student agree to accept the alternative course to receiving a refund of course money, William Angliss Institute is no longer liable to refund the student money owed for the original enrolment.



## Refund requests

Apart from instances of provider default where no Application for Refund is required, an international student or intending international student must make a claim for a refund by completing the Request Form for International Student for the attention of:

Manager – Angliss International Office  
William Angliss Institute  
555 La Trobe Street  
Melbourne 3000 Australia

The claim must identify the reason for the refund and must include supporting documentation according to the circumstances such as:

- A letter from the Department of Home Affairs advising of a rejection of the student visa application or a refusal to extend a student visa; or
- Proof of compassionate and/or compelling circumstances that may prevent the student upholding the enrolment agreement that may include:
  - › Serious illness or medical condition that prohibits them from continuing their studies.
  - › Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
  - › Major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies.
  - › A traumatic experience which could include but is not limited to:
    - » Involvement in or witnessing of an accident; or
    - » A crime committed against the student; or

- » The student has been a witness to a crime and this has impacted on the student (these cases should be supported by police or psychologists' reports).
- › An unconditional letter of offer from another institution along with a Department of Home Affairs approval letter to transfer (if applicable); and
- › A completed and signed William Angliss Institute Application for Course Withdrawal Form (if enrolled)
- › A progress and attendance report from the preliminary course as requested in the conditional offer letter.

The request must be signed and dated correctly by the student. Signature of the request must match the student's signature on the application form and the Acceptance Agreement and/or other documents provided to WAI. The date of notification of the request for a refund is from the date the request is received at the International Office at the Institute.

The student must show proof that the tuition fees had been paid in full at the time the refund request is made and all debts to WAI been paid in full prior to processing a refund.

## Payment of Refunds

The provision of a refund from William Angliss Institute does not guarantee the issue of a release letter and conversely the issue of a release letter does not guarantee the eligibility for refund. Refer to International Students Application for Release Policy.

Refunds will be paid directly to the student or the person nominated by the student.

The refund will be calculated in the currency of the country the bank account is held in and the exchange rate will be determined on the day of the transaction.

A refund due to provider default will be paid within 2 weeks after the default day.

A refund due to student default will be paid within 4 weeks after the default day.

## Appeals Process

A student who is refused a full refund or partial refund or any refund under the William Angliss Institute Refund Agreement may appeal within seven days in writing to:

Director – Angliss International  
William Angliss Institute  
555 La Trobe Street  
Melbourne 3000 Australia

The decision of the Director – Angliss International in relation to any refunds from the Institute will be final.

## Resolution Processes

This agreement and William Angliss Institute's dispute resolution processes do not stop the student's right to pursue other legal remedies or to take action under Australia's consumer protection laws.

# 2020 Academic Calendar

## Melbourne

### Certificates, Diplomas, Advanced Diplomas\*

Activity	2020 Dates
Orientation	10 -14 Feb
Commence Semester 1	17 Feb
Census Date	13 Mar
Mid-semester break	10 - 18 Apr
End Semester 1	27 Jun
Mid-year vacation for students	29 Jun - 18 Jul
Orientation	13 -17 Jul
Commence Semester 2	20 Jul
Census Date	14 Aug
Mid-semester break	21 - 26 Sep
End Semester 2	28 Nov

### Bachelor Degrees\*

Activity	2020 Dates
Orientation	17 -21 Feb
Commence Semester 1	24 Feb
Census Date	23 Mar
Mid-semester break for students	6 - 17 April
End Semester 1	19 Jun
Mid-year vacation for students	22 Jun - 31 July
Orientation	27 - 31 July
Commence Semester 2	3 Aug
Census Date	31 Aug
Mid-semester break for students	14 - 25 Sep
End semester 2	27 Nov

## Sydney

### February and July intakes

#### Certificates, Diplomas, Advanced Diplomas

Activity	2020 Dates
Orientation	6-7 Feb
Commence Semester 1	10 Feb
Census Date	06 Mar
Mid-semester break	10 - 17 Apr
End Semester 1	19 Jun
Mid-year vacation for students	22 Jun - 10 July
Orientation	9-10 Jul
Commence Semester 2	13 Jul
Census Date	7 Aug
Mid-semester break	21 Sep - 2 Oct
End Semester 2	27 Nov

### April and September intakes

#### Certificates, Diplomas, Advanced Diplomas

Activity	2020 Dates
Orientation	27 Mar
Commence April intake	30 Mar
Census Date	24 Apr
Mid-semester break	08 -19 Jun
End Semester	14 Aug
Mid-year vacation for students	17 Aug - 04 Sep
Orientation	04 Sep
Commence Sept intake	07 Sep
Census Date	02 Oct
Mid-semester break	16 Nov 2020 - 15 Jan 2021
End Semester	26 Mar 2021

## Public Holidays

Melbourne [business.vic.gov.au/victorian-public-holidays-and-daylight-saving/victorian-public-holidays](https://business.vic.gov.au/victorian-public-holidays-and-daylight-saving/victorian-public-holidays)

Sydney [nsw.gov.au/about-new-south-wales/public-holidays](https://nsw.gov.au/about-new-south-wales/public-holidays)

\* Dates subject to change. Please refer to [angliss.edu.au](https://angliss.edu.au) for current information.

# How to Apply

If you need assistance with your application, please contact one of our approved representatives (agents) from around the world to provide advice and assistance. Visit [angliss.edu.au/agents/](http://angliss.edu.au/agents/)

1

## Pre-Application

Have you checked and understood:

- Academic programs available including course structure, delivery methods, campus locations and projected course graduate/ career outcomes
- Academic entry requirements
- English language requirements
- Financial requirements to undertake study at the Institute and living in Australia
- Requirements of Genuine Temporary Entrant (GTE) and overall compliance with the student visa conditions.
- Check the Department of Home Affairs website [homeaffairs.gov.au](http://homeaffairs.gov.au) for visa application process and eligibility criteria under the Simplified Student Visa Framework (SSVF).

2

## Application

Application steps:

- Complete ALL sections of the International Student Application Form AI
- Attach one set of all certified documents as identified in the Document Checklist for Application
- **Submit to your Agent or send to:**  
William Angliss Institute, International Office,  
555 La Trobe Street, MELBOURNE VIC 3000 AUSTRALIA  
Email: [international@angliss.edu.au](mailto:international@angliss.edu.au) Fax: +61 3 9670 9348.

3

## Application Assessment

The International Office will assess the application and may request for additional documents such as:

- Additional questions and information that relate to your application.
- Financial Evidence. The Institute reserves the right to ask applicants to present evidence of funds subject to assessment of the application.

4

## Offer

- After the application is assessed and if successful, a Letter of Offer and Acceptance Agreement will be forwarded to the Applicant/Agent.
- Applicant/Agent to ensure that the Applicant understands the terms and conditions of the Letter of Offer and Acceptance Agreement and accuracy of course(s) offered.

5

## Acceptance

- Applicant reads and understands all the details and signs the Letter of Offer and Acceptance Agreement (including Student Declaration and Agent Declaration if applicable).
- Signed Letter of Offer and Acceptance Agreement returned to the Institute with evidence of payment  
The Institute will issue the Confirmation of Enrolment (CoEs) for your student visa application.
- Attend the Orientation and Enrolment session at the Institute.

*Disclaimer: Incorrect or incomplete applications will not be processed and may lead to a delay in processing time. Please ensure that all documents provided are certified or notarised by an authorised organisation. The Institute reserves the right to decline applications for any reason at our discretion. The Institute will not refund any money paid by an international student or intending international student in relation to a course if the student submits fraudulent documents or misleading information or fails to disclose previous visa refusal/cancellation or makes false declaration on the application forms.*

# Entry Requirements

William Angliss Institute accepts international students on the basis of their demonstrated capacity to succeed and who meet the minimum Academic and English requirements for each level of study (e.g. certificate or diploma or bachelor degree). You must achieve the required academic grades and the English language proficiency requirements to be eligible for a full offer.

## Academic requirements

Admission to the Institute is on the basis of academic merit. William Angliss Institute academic entry requirements must be demonstrated by ONE of the following:

Qualification	Academic requirement in Australia	Academic requirement in your home country
Bachelor Degree	An Australian Year 12 qualification with an ATAR/TER score of 60 or higher. <i>OR</i> Successful completion of a recognized Foundation Studies program in Australia with credit average. <i>OR</i> Satisfactory completion of the International Baccalaureate Diploma minimum 25 points over six subjects.	Senior high school certificate that is equivalent to an Australian Year 12 qualification with the required score from the public examination. <i>OR</i> Cambridge GCE Advanced Level Certificate with grade 'D' or higher in 3 Advanced Level subjects
Diploma, Advanced Diploma	An Australian Year 12 qualification with an ATAR/TER score of 50 or higher. <i>OR</i> Successful completion of a recognized Foundation Studies program in Australia. <i>OR</i> Satisfactory completion of the International Baccalaureate Diploma minimum 23 points.	Senior high school certificate that is equivalent to an Australian Year 12 qualification with satisfactory results and attendance. <i>OR</i> Cambridge Overseas School Certificate or GCE O levels passes in at least 5 subjects with minimum of 4 Cs
Certificates	Successful completion of an Australian Year 11 with satisfactory results and attendance. <i>OR</i> Successful Completion of a recognized Foundation Studies program in Australia. <i>OR</i> International Baccalaureate Certificate minimum 25 points.	Cambridge Overseas School Certificate or GCE O levels passes in at least 5 subjects with minimum of 3 Cs

## English language requirements

International students must have a good command of written and spoken English. William Angliss Institute English Language entry requirements must be demonstrated by ONE of the following:

Qualification	Certificate, Diploma, and Advanced Diploma	Degree
IELTS (Academic Module)	Overall 5.5 (no band below 5.0)	Overall 6.0 (no band below 5.5)
TOEFL iBT (Internet-Based)	69-70 with no band less than 14	79-80 with no band less than 18
TOEFL Paper	523 (with a min. TWE 3.5)	550 (with a min. TWE 4.0)
TOEFL CBT (Computer-Based)	193 (with a min. TWE 3.5)	213 (with a min. TWE 4.0)
PTE Academic	46 with no communicative skill score less than 40	54 with no communicative skill score less than 47
TOEIC	Listening and Reading 650 - 700 Speaking 150 Writing 130	Listening and Reading 700 - 780 Speaking 160 Writing 150
CEF	B2	C1
CELS (all skills)	Pass	Pass with Merit
ISLPRS (all skills)	2+	3
FCE (Cambridge)	Yes	No
CAE (Cambridge)	Yes	Yes
CPE (Cambridge)	Yes	Yes
Upper Intermediate (English for Academic Purposes) certificate from a recognised English language centre	Yes	No
Advanced English (for Academic Purposes) certificate from a recognised English language centre	Yes	Yes
Senior Secondary Certificate of Education completed in Australia	Yes	Yes
Certificate IV or higher completed in Australia	Yes	Yes
Tertiary studies in medium of English	Yes	Yes
Evidence of at least 5 years of studies in an English speaking country (Australia, New Zealand, United Kingdom, Canada, United States of America, South Africa, Republic of Ireland)	Yes	Yes

## William Angliss Institute English Language Testing (IELTS)

William Angliss Institute may utilise an online testing tool or request that a test is issued by an Institute Approved English School to estimate the level of English proficiency for international students who choose not to sit an IELTS test.

These tests assesses the competence of students in reading, speaking, listening and writing skills by expressing standards in terms of IELTS equivalence. Students must have the equivalent English level to the stipulated IELTS levels required for direct entry into the Bachelor degree. Interviews may also be conducted when required.

## Studying English in Australia

### English Language Intensive Courses for Overseas Student (ELICOS)

If you do not meet the Institute's minimum English language proficiency entrance requirements, you may choose to complete an intensive English course (ELICOS) at an Institute approved ELICOS Provider in Australia. For an up-to-date list of Institute approved providers see [angliss.edu.au/international](http://angliss.edu.au/international).

Approved ELICOS Centre	CRICOS No
ABILITY English	01530K
Australian Pacific College	01331F
Discover English	03262J
EC English	01682E
English Language Company	02551G
Greenwich English College	02672K
Hawthorn-Melbourne	02931G
ILSC	02137M
Impact English College	02995B
International House Sydney	02623G
Kaplan International English	03008A
Langports Sydney	03570G
Navitas English	00289M
South Australian College of English	00094M
Sydney English Language Centre (SELC)	00051M
Universal English College	00053J

You must undertake studies sufficient to exit at a level deemed equivalent to the required levels for the main course of study (see table opposite page). English for Academic Purposes for further studies, or similar courses, are strongly recommended as a preparation for all courses at the Institute.

You should make direct contact with an Institute Approved ELICOS Provider by visiting [angliss.edu.au/international](http://angliss.edu.au/international) for full details of ELICOS Providers.

For students undertaking ELICOS before entry into William Angliss Institute, international students must demonstrate appropriate levels of English language proficiency at the commencement of their courses. Levels are measured as equivalent to direct entry proficiency criteria.

Students from certain countries can undertake a maximum period of 25 weeks of ELICOS training after English language testing. These strategies are in place with the belief that if a student needs a long period of ELICOS or struggles with English language proficiency from the outset they may be at greater risk of non-compliance with visa conditions or may need to extend their stay in Australia if they are required to repeat units, or undertake additional ELICOS courses.

Packaged Course	Qualification Level	Equivalent IELTS score
ELICOS/VET/HE	English for Academic Purposes (EAP) Upper-Intermediate Level	Overall score of 5.5 (Academic)
ELICOS/HE	English for Academic Purposes (EAP) Advanced Level	Overall score of 6.0 (Academic)

## Students under 18 years old

If you are under 18 years of age and will be accompanied by your parent(s) or custodian, or will be staying with a relative at least 21 years of age, of good character and who has been nominated by your parent(s) or custodian, the Institute will issue you with the CoE on payment of tuition and other required fees.

If you are not being accompanied by your parent(s) or custodian, or will not be staying with a relative, the organisations listed below can provide you with assistance in organising a suitable guardianship. You should make contact with one of these organisations to obtain full details of their services available to you. If you use the services of one of them, we will issue you with a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter (along with the CoE) on payment of your tuition and other required fees.

The Institute will only issue this documentation when the organisation demonstrates in writing that suitable accommodation, support and general welfare arrangements have been organised for you. You should pay any fees associated with the services provided by one of these organisations directly to that organisation.

Please note: If you have not turned 17 years of age by the commencement date of the course you are enrolling in, you must be accompanied and reside with your parent(s) or a suitable nominated relative in Australia. In this case, William Angliss Institute does not need to issue you a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter. William Angliss Institute does not accept students that are under 16 years of age.

### EduCARE Services Australia:

[educareservicesaustralia.com.au](http://educareservicesaustralia.com.au) or email [mas@i.net.au](mailto:mas@i.net.au)

### A&J Student Care Services:

[guardians4student.com.au](http://guardians4student.com.au) or email [ajstudentcare@bigpond.com](mailto:ajstudentcare@bigpond.com)

Please refer to [www.angliss.edu.au/study-with-us/international-student-info/policies-and-procedures/](http://www.angliss.edu.au/study-with-us/international-student-info/policies-and-procedures/) for the Guardianship policy and procedures.

# Document Checklist for Application

## Application Form

- ☐ Completed all sections
- ☐ Signed declaration by applicant
- ☐ Signed declaration by accredited agent or representative (if applicable)
- ☐ Signed declaration by sponsor/guardian if under 18 years of age.

## Passport

- ☐ Copy of identification pages of your passport
- ☐ Copy of current visa (if you are in Australia).

## Academic Documents

- ☐ Certified copies of relevant academic records in your home country, such as high school or college/university certificates
- ☐ Certified copies of relevant academic records in Australia, such as high school or college/university certificates (if relevant).

## English Proficiency Documents

- ☐ Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute, plus a letter reporting your attendance level and completion date
- ☐ If you are studying English in Australia prior to William Angliss Institute, a copy of the English language course Offer Letter and the CoE from the English language centre
- ☐ If you have completed English in Australia, a certified copy of your English language certificate and attendance report
- ☐ If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit the certificate. WAI will verify your English language proficiency test score online
- ☐ If you have undertaken the PTE Academic test, you must send the scores to WAI on-line. No PDF versions of PTE Academic score can be accepted.

## Other Required Documents

- ☐ Financial Evidence (you may be asked to provide additional financial evidence after your application has been assessed)
- ☐ For students currently in Australia, a copy of Overseas Student Health Cover card as well as names and dates of birth of family member(s) if applying for family cover:
- ☐ Certified copies of work references (if relevant)
- ☐ Other (if requested by the Institute).

## Before Arrival

- ☐ On acceptance you may want to organise airport pick up by completing Airport Reception and Homestay Service Form (A3).
- ☐ You are required to apply for a Unique Student Identifier (USI) as soon as your student visa has been granted. Please ensure that you go to the website below and apply for a USI before the Orientation program: [usi.gov.au/create-your-USI/](https://usi.gov.au/create-your-USI/) USI is a reference number made up of numbers and letters that gives students access to their USI account.
- ☐ Check details of study and life in Melbourne [studymelbourne.vic.gov.au](https://studymelbourne.vic.gov.au)
- ☐ Check details of study and life in Sydney [www.study.sydney](https://www.study.sydney)

## Contact Us

For information available to international students, phone William Angliss Institute's International Office on +61 3 9606 2169 or visit [angliss.edu.au](https://angliss.edu.au) or email [international@angliss.edu.au](mailto:international@angliss.edu.au)

1. This application is the property of the Institute. Supporting documentation will NOT be returned.
2. Your application cannot be processed unless full documentation is attached.
3. The Institute reserves the right to decline any application.

*Disclaimer: Incorrect or incomplete applications will not be processed and may lead to a delay in processing time. Please ensure that all documents provided are certified or notarised by an authorised organisation. The Institute reserves the right to decline applications for any reason at our discretion. The Institute will not refund any money paid by an international student or intending international student in relation to a course if the student submits fraudulent documents or misleading information or fails to disclose previous visa refusal/cancellation or makes false declaration on the application forms.*

## Part 1: Personal Details

(Please include a certified copy of the identification pages of your passport) (attach documents)

OFFICE  
USE  
ONLY

### Personal Details

Have you previously applied/studied at the Institute? ☐ Yes ☐ No If yes, please provide your Institute ID number:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Other:

Family name (as in passport):

Given name(s):

English name (If you use one):

Date of birth (DD/MM/YYYY):  Sex: ☐ Male ☐ Female

Current age:  First language:

Citizenship (as in passport):  Country of birth (as in passport):

### Relationship Status

Relationship Status: ☐ Single (never married) ☐ De facto ☐ Married

If you are not single, will your spouse and/or any dependents travel to Australia with you? ☐ Yes ☐ No

If yes, please provide their names and their relationship to you:

Name:  Relationship:  Current age:

Name:  Relationship:  Current age:

Name:  Relationship:  Current age:

If married, date of marriage, (DD/MM/YYYY):  Name of your spouse:

(Please provide a copy of marriage certificate)

### Disability/Allergies

Do you have a disability, impairment, allergy or long-term medical condition which may affect your studies? ☐ Yes ☐ No

If 'Yes', please provide details: (This information is for support services only and will not affect the outcome of your application)

### Home address in home country (mandatory)

Address:

Province:

Country:  Zip:

Phone:

Mobile Telephone:

Email (mandatory):

### Home address in Australia (if you are already in Australia)

Address:

Suburb:

Country: AUSTRALIA Post code:

Phone:

Mobile Telephone:

## Part 2: Guardianship

(Please complete this section if you will be under 18 years of age at the time of enrolment) (attach documents)

Name of your parent/guardian

Parent/guardian's business telephone (include country code):

### While in Australia, the student:

- ☐ will be residing with a parent or suitable nominated relative; or  
☐ will be residing with a nominated carer approved by WAI's Guardianship Service.

## Part 3: Visa-related Information (Please attach copy of your current visa if applicable) (attach documents)

Passport number:

Expiry date (DD/MM/YY):

Are you currently in Australia? ☐ Yes ☐ No

If yes, state your visa type (eg student, tourist, etc) visa subclass number and expiry date:

Visa type:

Subclass no.:

Expiry date (DD/MM/YY):

Have you or any immediate family members had any visa grants and/or visa refusals to Australia for the last 5 years? ☐ Yes ☐ No

Have you or any immediate family members had any visa refusals to other countries? ☐ Yes ☐ No

If yes for either one of two above questions, please provide details below:

## Part 4: Overseas Student Health Cover (OSHC) (If you are already in Australia) (attach documents)

Do you have OSHC? ☐ Yes ☐ No If yes, please provide details:

OSHC Provider Name:

OSHC Number:

Expiry date (DD/MM/YY):

## Part 5: Course Applying For

Course	CRICOS Code	Course Title	Intake	Campus (Melbourne/Sydney)
Course 1				
Course 2				
Course 3				
Course 4				

If packaging Certificate, Diploma, Advanced Diploma or Degree courses, please include details of all courses.

### Study Abroad Program (please complete only if applying for Study Abroad program)

Please list the subjects you wish to study in order of preference:

Preference	Subject Name	Code	Preference	Subject Name	Code
1			4		
2			5		
3			6		

## Part 6: Education Background *(attach documents)*

☐

### Studies outside Australia

Please provide details and documentation of your secondary and post-secondary qualifications achieved overseas, either completed, incomplete or pending, including an explanation of the grading system.

#### Secondary and Post-Secondary Studies

Name of qualification	Institution	Country	Start	Completed

### Studies in Australia (if applicable)

☐

Have you undertaken or are you currently enrolled in study in Australia? ☐ Yes ☐ No *If no, Go to Part 7.*

You **must** list all the courses you have undertaken or are currently enrolled in studying in Australia.

Name of qualification	Institution	State	Start	Completed

Please attach certified copies of relevant academic records in Australia, such as high school or college/university result transcripts, certificates and relevant CoE(s).

## Part 7: Credit Transfer and Advanced Standing *(attach documents)*

☐

Are you applying for exemptions as a result of previous experience/study? ☐ Yes ☐ No

*If "Yes", please attach translated copies of the course, subject outlines, subject descriptors and other relevant information for each subject or unit.*

## Part 8: Summary of Work Experience

☐

(Complete only if relevant. Certified Documentary Evidence Required)

Employer	Position	Duties	Country	Start	Finish

## Part 9: English Language Proficiency *(attach documents)*

☐

Please tick the appropriate box and attach your results.

☐ **English is your first language**

☐ **English was the language of instruction in your secondary/tertiary studies**

*(Documentary evidence must be provided if the institution is located in a non-English speaking country)*

☐ **I have completed an approved English language test** *(complete the details below - attach evidence)*

Type of English Proficiency Test:

Date taken (DD/MM/YY):

☐ **I have not yet completed an approved English language test. I intend to apply or complete the following test on the date specified below**

*(Complete the details below). Test must be taken within 2 years of course commencement.*

Type of English Proficiency Test:

Date taken (DD/MM/YY):

☐ **Completed English course in Australia** *(attach evidence)*

Name of English language course:

Name of English language centre:

Start date (DD/MM/YY):

Completion date (DD/MM/YY):

☐ **Applying or Attending ELICOS Program** *(attach evidence)*

*If 'Yes' provide details of English language course and English language centre and attach Offer Letter.*

Name of English language course:

Name of English language centre:

## Part 10: Student Statement *(attach documents)*

☐

**Please note:** You must provide a separate Statement of Purpose (S.O.P) which clearly covers the following key considerations:

1. Why have you chosen William Angliss Institute over other education providers in your home country.
2. What do you expect to learn from the course that you have applied for, and your understanding of the course content.
3. What type of employment positions will you apply for after graduating from William Angliss institute and what your expected starting salary in your home country will be?
4. If you have undertaken previous post-secondary study or work that is NOT RELATED to the course you are applying for, please explain your choice of course and change of career path. Please provide evidence to support your change of career path.

☐

## Part 11: Financials

### Part 11.1: Details of Sponsor

Sponsor(s) must be one of the following:

- Self-sponsored
- Immediate family members
- Partner (spouse or de-facto partner, including same-sex de-facto partners)
- Aunt or uncle
- Approved government, institutional or corporate sponsor.

Relationship to the student	Full Names (as per passport or birth certificate)	Occupation

☐

### Part 11.2: Financial Declaration

Table of expenses	
Travel for the applicant One return airfare to Australia	\$2,000 to \$4,000
Travel for family member (if applicable) One return airfare to Australia per person	\$2,000 to \$4,000 (if applicable)
Tuition fees (applicant) (Refer to the course guide for tuition fee costs per semester/year)	\$15,200 to \$19,000 per year (depending on program)
Tuition fees for dependent children aged 5-18 years	\$8,000 per year (if applicable)
Deposit for packaged program (if applicable)	Diploma \$500 Advanced Diploma \$1,000 Bachelor \$3,000
Living costs	Applicant \$20,290 Partner/spouse \$7,100 Child \$3,040
OSHC	Student single \$656 Dual Family \$3,536 Multi Family \$6,408
Other costs such as uniform and books (if applicable)	Approx. \$500

- ☐ I understand that William Angliss Institute may refuse to issue an offer if it assesses my financial capacity as insufficient.
- ☐ I understand that William Angliss Institute tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.
- ☐ I understand William Angliss Institute may seek any additional information and documentation/evidence to confirm my financial capacity to funds.
- ☐ I declare that I have sufficient funds as outlined as per the table above.
- ☐ I understand that the Department of Home Affairs may require evidence of funds for 12 months' of expenses or annual income of at least AUD 60,000 - AUD 70,000.
- ☐ I am aware of the tuition fee and living costs of my stay in Australia, including any dependent family members, and have the financial capacity to meet such costs and any annual fee increase for the duration of my course.

Signature of applicant

Date (DD/MM/YY)



## Part 12: Declaration

### Applicant's declaration

1. I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
2. I acknowledge that any false or misleading statement may result in denial of my admission request or subsequent cancellation of my enrolment at WAI, which in turn may affect the validity of my visa.
3. I authorise the Institute to seek verification of my academic and professional qualifications, and work experience. I understand that the Institute reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5. I acknowledge that the Institute reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I understand that the personal information I have provided may be released to government agencies as required by law, I further understand that it may be disclosed to third parties for the purpose of progressing my application.
7. I acknowledge that I have read and understand the description of the program/s that I am applying for.
8. I authorise the Institute to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
9. I declare that I am applying to be a genuine temporary entrant to Australia and as a genuine student and that I have read and understood conditions relating to these requirements ([homeaffairs.gov.au/trav/stud/more](http://homeaffairs.gov.au/trav/stud/more))
10. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
11. I declare that my signature is true and correct and matches the signature in my passport.

I (insert full name):

understand all of the requirements for the courses and visa application and confirm that all of the information provided is true.

Signature of applicant: (as in passport signature page)

Date (DD/MM/YY)

Note: Applicant declaration must be signed by a parent or legal guardian if the student is under 18 years of age.

Signature of guardian:

Date (DD/MM/YY)

### Agent's declaration (if applicable)

1. I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by the Department of Home Affairs and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant's declarations that they are a genuine student.
2. To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.
3. The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).
4. I recommend the Institute proceed with the assessment for admission of this applicant.
5. I confirm the student has signed this application form.
6. I have provided the student's personal email address and residential address, as disclosed to me by the student

Agency name:

Agency branch office:

Agent staff member name:

Signature of Agent:

Date (DD/MM/YY)

DISCLAIMER: William Angliss Institute respects your privacy. The information you have provided will not be given to any third parties, and will only be used internally. Upon graduation, you will automatically become a part of the William Angliss Institute Alumni. Please note: you will be given the opportunity to unsubscribe at the time of completing your course.

We have made every effort to ensure that the information contained in this document is correct at the time of printing. William Angliss Institute reserves the right to change the admission requirements, fees and units of competency in listed courses whenever necessary. All reasonable attempts will be made to publish the most up-to-date information, but course details can change, and you will always find the most current information on our website at [www.angliss.edu.au](http://www.angliss.edu.au).

# Short Courses

Our range of cooking, compliance and skillset Short Courses are designed for people seeking employment, employees wanting to up-skill, industry professionals, novices and those of us who are somewhere in between.

[shortcourses.angliss.edu.au](http://shortcourses.angliss.edu.au)

## Courses Available:

- Responsible Service of Alcohol (RSA)
- Advanced RSA
- Licensees' First Step
- Food Handlers – Hospitality Sector
- Food Safety Supervisors – Hospitality Sector
- Cookery
- Confectionery
- Wine Appreciation
- Baking
- Patisserie
- Coffee & Tea
- Gelato
- Team Building
- Ready 4 Work





## William Angliss Institute

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