

ENTRY REQUIREMENTS

Academic Entry Requirements*

Not applicable

While assessing the application, Administration officer will ensure that the evidence of highest formal academic qualifications and documents are accompanied that show current academic level.

*Students without formal qualification but are having work experience in the course related field may be eligible to enrol into courses through Recognition of Prior Learning (RPL). For detailed information on RPL, please refer student handbook.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Official Tests of English Language Proficiency

Descriptions	IELTS	TOEFL	PTE	OET	CAE
Score valid for	2 Years	2 Years	2 Years	2 Years	2 Years
Modules Tested	Reading, Writing, Speaking & Listening	Reading, Writing, Speaking & Listening	Reading, Writing, Speaking & Listening	Reading, Writing, Speaking & Listening	Reading, Writing, Speaking & Listening
Website	www.ielts.org	www.toefl.org	www.ptecom	www.occupationalenglish.org	www.cambridgeenglish.org
Type of Testing	Paper based	Computer based	Computer based	Paper based	Paper based
Maximum Score	9.0 Bands	118-120	86-90	A	80
Minimum Score required for admission at Superior Training Centre	5.5	46-59	43-50	D	47

Alternative evidence:

Any overseas/international learner who scores below the minimum level in the tests mentioned above, must have undertaken, or agree to undertake, an English language programme (ELICOS) of at least 10 weeks' duration.

OR

Any overseas/international learner who has completed a certificate IV or above qualification in Australia in an English-medium institution, is deemed to have satisfied College English language proficiency requirements. Proof of completion must be provided at the time of application.

OR

Any on-shore learner who does not have an IELTS/TOEFL/ PTE Academic/Cambridge score, or Elicos certification, may satisfy College English language requirements, if at the time of their application, they can demonstrate a Core Skills Profile for Adults Level 3 or above, in the ACER English language, literacy and numeracy test.

Test Score Comparison Chart:

IELTS	TOEFL	PTE	OET	CAE
9	118-120	86-90	A	
8.5	115-117	83-86	A	
8	110-114	79-83	A	80
7.5	102-109	73-79	B	74
7	94-101	65-72	B	67
6.5	79-93	59-64	C	58
6	60-78	51-58	C	52
5.5	46-59	43-50	D	47
5	35-45	35-42	D	41

ESOS FRAMEWORK

Australia has a reputation as a safe, progressive and dynamic place to study; and we maintain this reputation by providing quality education and consumer protection specifically developed for overseas students.

The Education Services for Overseas Students (ESOS) Act 2000 and associated legislation is the legal framework governing the responsibility of education institutions towards overseas students. These laws set out rights and responsibilities of the overseas students. The Department of Education is responsible for administering the ESOS Act and its associated instruments.

Student's rights

The ESOS framework protects your rights by ensuring the following:

- right to receive information about the courses, fees, modes of study and other information from your provider prior to the enrolment.
- right to sign a written student acceptance agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money.
- your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider defaults in providing the course.

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- appropriate induction and access to welfare services to help you study and adjust to life in Australia
- if you can apply for recognition of prior learning (RPL)
- situations in which your enrolment can be deferred, suspended or cancelled
- what your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- a complaints and appeals process.
- One of the standards does not allow another education provider to enroll a student who wants to transfer to another course, but has not completed six months of the principal course of study you plan to undertake in Australia. If you want to transfer before hand you need your provider's permission.

Student's responsibilities

As an overseas student on a student visa, your responsibilities include:

- Comply with student visa conditions at all times
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- abide by the terms of the student acceptance contract with Superior Training Centre
- inform Superior Training Centre of change of address and contact details
- maintain satisfactory course progress and attendance
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Further ESOS Information

Website: www.aei.gov.au/ESOS

Email: esosmailbox@deewr.gov.au

Fax: (02) 6123 5870

OBLIGATION OF STUDENTS WITH SCHOOL- AGED DEPENDENTS

Students with school aged dependents, staying in Australia for more than 3 months, must enrol their dependents in either a State government or Private (non-government) school. Most State Schools are free or provided at a minimal cost to Australian permanent residents and citizens. Financial contributions are required by all people in Australia whom do not have permanent residency status and require their dependants to be schooled.

Information about the enrolment and fees for temporary visa holders and dependants of overseas students may be obtained from:

NSW Department of Education and Training

Temporary Residents Program

Ground Floor, 827-839 George Street, Sydney NSW 2001

Phone: (61) 1300 300 229 (local call)

www.internationalschool.edu.au

ARRANGEMENTS FOR STUDENTS UNDER 18 YEARS OF AGE

The Department of Immigration and Border Protection (DIBP) requires all international students who will be under 18 years of age when entering Australia on a student visa, to have appropriate accommodation, support and welfare arrangements in place. When you apply for a student visa, you will need to provide evidence that will be living with a parent, custodian or relative, or that the College has approved your care arrangements.

Students who have not turned 18 are subject to visa conditions that require them to maintain adequate welfare and accommodation arrangements. If the College has agreed to your care arrangement, you must not change these arrangements until you have obtained written approval from the College.

If student is aged below 18 years, guardian must have signed an undertaking for the care of the student.

OTHER INFORMATION

Advanced Standing/RPL

Student who have successfully completed accredited courses e.g. Certificate, Diploma etc. from a recognised training organisation in Australia or overseas prior to enrolling at Superior Training Centre may be eligible for Advanced Standing/RPL towards their current studies at this college. Student wishing to apply for Advanced Standing/RPL must complete an application for Advanced Standing/RPL form after they have received and accepted a formal offer of a place from the College. This form is available from reception desk. Forms must be submitted for processing before term census dates.

Student holding a Student Visa must apply Advanced Standing/RPL before enrolment. This is a requirement of Department of Immigration and Border Protection (DIBP). Considering the number of Advanced Standing/RPL Units the department will make a decision for student's duration of stay in Australia to complete the rest of the Course in this college.

For more information about Advanced Standing/RPL, consult the Student Handbook.

LEARNING, TEACHING AND ASSESSMENT METHODS

The College offers courses using various modes of delivery (e.g. classroom based, on-line and distance). However, for international students, face-to-face learning and teaching is compulsory for a full-time study load. Course delivery combines theory-based tutorial and practical sessions involving small groups, individual and team activities, and demonstrations using simulated work environment.

Assessment, procedures and criteria will be made clear to all participants. In general, assessment methods include: individual and group performance and presentation, oral and written tests, demonstrations and other classroom-based activities.

Assessment will provide for the recognition of competencies no matter how, where or when they have been acquired. Assessments will also cover the range of skills and knowledge needed to demonstrate competency, and will integrate knowledge and skills with practical application.

Assessing student performance will be conducted in accordance with the assessment guidelines and competency standards of the relevant training package. Assessment will also have regard to validity, reliability, fairness and flexibility.

If students are unhappy with a result on any assessment task, they can lodge a formal appeal in accordance with the College re-assessment policy, details of which appear in the Student Handbook.

CAMPUS LOCATION

The College address is: Unit 1, 13 York Rd, Ingleburn, NSW, 2565 and the location is conveniently located a few minutes' walk from Ingleburn railway station.

LOCAL ENVIRONMENT AND FACILITIES

Australia is a multicultural country. A large number of international students come to Australia to pursue their study annually. Our campus is situated in Sydney, one of the beautiful cities in the world. Sydney has renowned places to visit including beautiful Opera House, Harbour Bridge, and Bondi Beach.

Australia is a multi-cultural country and a preferred destination for international students. The College campus is situated in western Sydney, New South Wales which is among one of the most beautiful cities in the world. It has renowned attractions to visit including the renowned Opera House, Harbour Bridge, and Bondi Beach.

The classes comprise students from many different countries making it a truly multi-cultural environment. Classrooms are equipped with modern technology with latest equipment and high-speed Internet access. College classes are small, and academic staff are well-qualified, experienced and strongly focused on individual student's needs.

Many academic staff use multi-media for visual aids during their classes. Computers and printers are available in laboratories for student use including internet research and for completing assignments.

SUPPORT SERVICES

Arrivals

Superior Training Centre can arrange to pick up international students from the airport and transport them to pre-arranged accommodation if an airport pick up service is requested (charges apply).

Accommodation

Temporary and long-term accommodation arrangements can be made for students on request. Students requiring pre-arranged accommodation should notify the College two weeks prior to their departure for Australia.

Banking

Superior Training Centre can assist international students open a local bank account. To open a bank account in Australia, identification such as a current passport, current driver's license and a tax file number are required. Tax file numbers can be obtained from the Australian Taxation Office. Students who show proof of their student status, e.g.

student ID card, may be exempt from paying account opening fees and charges at many banks. Further information can be obtained from Student Services.

Common Room

There is a common area available for students to relax during breaks with a small kitchen equipped with microwave, refrigerator and hot water.

Fax Services

Superior Training Centre reception keeps all faxes it receives. Students must collect personal faxes within two weeks of arrival. Students can copy/fax document subject to payment of a small charge.

Legal Advice Service

Students should note that there are number of agencies in the Australian community that offer inexpensive or free legal advice and help. The Legal Aid Office in each state will give free advice in short interviews, at certain times, to anyone. It will also give free legal help to persons with limited income who are charged with certain serious crimes.

Accidents

Superior Training Centre takes its responsibilities under occupational health and safety legislation very seriously, ensuring it is compliant with all regulations and requirements. The College will provide information ensuring that all students, academic and non-academic staff fully aware of their individual and collective occupational health and safety responsibilities. In the unlikely event of a mishap, accident or any other situation, students should promptly notify a responsible member of the College staff. First aid facilities are available at reception, and emergency services – ambulance, fire and police – can be contacted using 000.

Social Activities

Superior Training Centre frequently organises several social activities for students. Students are advised to check the noticeboard for the date of such activities. Activities may include:

- Sporting events
- Nature walks
- Cultural events and festivals
- River cruises
- BBQ and College dinner
- End of Term Parties

Family:

In many cases, students wish to bring family members with them during their study in Australia. For more information on visas for family members, please visit the Department of Immigration and Border Protection website: www.border.gov.au. Please note that school-aged dependants accompanying a student to Australia will be required to pay full fees if they are enrolled in either a government or private school.

Transfer from other providers:

Students already studying in Australia and applying for transfer of their student visa to Superior Training Centre will be considered for entry only if the College is satisfied that

all the requirements (including payment of fees) of the former institution have been met. A letter of release from the previous institution may be required.

COST ASSOCIATED TO STUDY IN AUSTRALIA

The international students need to be aware that the cost of receiving an education in Australia is high, considering tuition fees, living costs, and international travel. Therefore, students should plan properly to ensure they are able to pay the costs they will incur in Australia before making such a move.

OTHER FEES

Course Application Fee: AU\$150.00

Accommodation Placement Fee: AU\$200.00

Airport pick up Fee: AU\$200.00

OVERSEAS STUDENT HEALTH COVER (OSHC)

International students must have overseas student health cover for the duration of their study in Australia as part of visa conditions. The OSHC cover fee for one year course is AU\$548.65 (Single) and AU\$5,679.00 (Family). These figures are subject to change; therefore, students are advised to contact Australian Health Management (AHM) or visit its website: www.ahm.com.au for current fee structures and costs.

REFUND POLICY

Please refer to www.stc.nsw.edu.au for details of the Superior Training Centre refund policy.

LIVING COST IN AUSTRALIA

Living costs depend on individual students. However, the Department of Immigration and Border Protection has financial requirements students must show in order to receive a visa to study in Australia. From 1 July 2016, the 12-month living cost is assessed as AU\$ 19,830.00.