Course Prospectus 2018

English Language
Automotive Electrical and Mechanical
Carpentry
Concreting
Landscaping
Waterproofing
Bricklaying
Plumbing
Building and Construction
Business and Management
Table of Contents

The Institute .......................................................................................................................... 3
Mission Statement ................................................................................................................ 3
Philosophy ............................................................................................................................. 3
Academic Staff ..................................................................................................................... 3
Articulation and Pathways ................................................................................................. 3
Training and Assessment ................................................................................................. 4
Courses................................................................................................................................. 6
22258VIC Certificate IV in EAL (Further Study) ................................................................. 6
AUR30316 – Certificate III in Automotive Electrical Technology ........................................ 9
AUR30616 – Certificate III in Light Vehicle Mechanical Technology .................................. 11
AUR40816 – Certificate IV in Automotive Mechanical Overhauling ................................ 14
AUR50216 – Diploma of Automotive Technology ............................................................. 16
CPC30211 Certificate III in Carpentry ............................................................................. 19
CPC30313 Certificate III in Concreting ........................................................................... 22
AHC30916 Certificate III in Landscape Construction ......................................................... 25
CPC31411 Certificate III in Construction Waterproofing ................................................... 27
CPC30111 – Certificate III in Bricklaying/Blocklaying ....................................................... 30
CPC40110 Certificate IV in Building and Construction (Building) ...................................... 33
CPC40508 Certificate IV in Building and Construction (Site Management) ....................... 35
CPC50210 Diploma of Building and Construction (Building) ............................................ 38
CPC50308 Diploma of Building and Construction (Management) ..................................... 40
CPC50108 – Diploma of Building Surveying .................................................................... 43
CPC60212 – Advanced Diploma of Building and Construction (Management) ................ 46
MEM30305 – Certificate III in Engineering – Fabrication Trade ....................................... 49
BSB30115 – Certificate III in Business .......................................................................... 52
BSB40215 – Certificate IV in Business ........................................................................... 54
BSB51915 Diploma of Leadership and Management ......................................................... 57
BSB61015 Advanced Diploma of Leadership and Management ....................................... 59
CPC32413 Certificate III in Plumbing ............................................................................. 61
CPC40912 Certificate IV in Plumbing and Services ........................................................... 64
Application Process .......................................................................................................... 67
Student Services ................................................................................................................ 73
Student Services ................................................................................................................ 76
Accommodation .................................................................................................................. 76
Airport Reception ............................................................................................................. 76
Studying in Australia ......................................................................................................... 76
The Australian Industrial Systems Institute (AISI) is a Registered Training Organisation offering high quality education of Australian and international standards, in a wide range of discipline areas, to students from all over the globe.

The Institute

The Australian Industrial Systems Institute (AISI), through its founders, has an established reputation for higher quality Australian education provision in a number of discipline areas. AISI is a well equipped, modern and highly progressive institution offering unique education and career opportunities to students of broad backgrounds.

AISI is a Registered Training Organisation and delivers Nationally Recognised Qualifications. Many of the courses offered at AISI are endorsed for delivery to international students and registered for delivery to local students.

Mission Statement

AISI mission is to assist all its students in achieving their academic and career goals and in so doing playing a responsible and fundamental role in global cooperation and interdependence of young professionals.

Philosophy

Given our unique location within a multicultural nation, we foster an international outlook in our overall development of young people of different cultures. We strive to enhance opportunities for education and career pathways of a globally competitive standard.

Academic Staff

All trainers/lecturers at AISI are fully qualified and highly experienced in their field. With a special appreciation and understanding for international students they present new systems of learning in a pleasant, professional and caring manner, easily understood by all students, while concurrently making them feel comfortable.

Articulation and Pathways

As a duly registered training organization as part of the Australian Qualifications Framework, upon successful completion of Diploma courses and meeting university academic progression criteria, students are eligible to articulate into relevant undergraduate degree programs at preferred universities in Australia.
AISI has an articulation agreement in place with Charles Darwin University for Advanced Standing towards the Bachelor of Engineering (Electrical and Electronics, and Mechanical) at Charles Darwin University (CDU). Details of the agreement may be viewed by clicking on the CDU logo below. AISI also has an advanced standing arrangement for entry into the Bachelor of Accounting following completion of the Diploma of Management, a direct entry arrangement with University of Tasmania into the Bachelor of Engineering following completion of the Diploma of Automotive Technology and an Advanced standing arrangement with the European University Cyprus (12 credits following satisfactory completion of the Diploma of Management), click logos below for further details.

Training and Assessment

Your training will consist of theory and practical classes.

Since individuals learn in different ways, teaching is organised in variety of ways:

- Training seminars
- Guided Discussions
- Directed Readings
- Audio/Visual Multimedia
- Information Technology based tutorials
- Case Studies
- Individual and Group Work
- Worksheets/ Surveys
- Role Playing
- Report back sessions and
- Inviting guest speaker/s

The specific teaching method used will depend on the nature of subject being studied.

Most of the courses also incorporate the use of videotapes and other audio/visual equipment and computer laboratories. Overhead projectors and handouts allied to a number of subjects are employed to facilitate learning by the students.

Assessment for each unit of competence includes a range of approaches to allow students a number of different ways to demonstrate competence. Assessment will include practical demonstration of competence, written tests, assignments, case study reports, participation in role plays and classroom activities. Practical work takes place in both a simulated environment and within a commercial environment (where appropriate) for all courses. Students must demonstrate that they are ‘job ready’ in order to complete their program.

Where an overseas student is required to take extra units to complete a course of study at the end of their scheduled program, and the remaining units do not constitute a full-time load, the student may...
complete the units with a less than full-time load. This applies to overseas students who are required to repeat units of study, however, Australian Industrial Systems Institute will not allow them to repeat any unit more than once.
Courses

22258VIC Certificate IV in EAL (Further Study)

CRICOS Code: 082553K

DESCRIPTION

The 22258VIC Certificate IV in EAL (Further Study) is designed for participants who need to develop English language skills to participate in a further study context in complex interactions and to critically analyse and produce complex texts relevant to further study.

Approximate ISLPR outcome for 22258VIC Certificate IV in EAL (Further Study) is 3/3+. Approximate ACSF level is 4. This is the equivalent of IELTS 5.5-6.5.

These qualifications are consistent with the criteria and specifications of the AQF Level 4 as outlined in the Australian Qualification Framework Second Edition January 2013, as follows:

Knowledge: Graduates of a Certificate IV will have theoretical and practical knowledge and skills for specialised and/or skilled work and learning through knowledge of:

- Resources and strategies to support own English language learning
- English language structures and conventions to enable participation in complex extended verbal transactions, conversations and presentations, and to read and write complex printed and digital texts, relevant to own purposes and appropriate to audience
- Knowledge of Australian culture to enable participation in complex extended verbal transactions, conversations and presentations, and to read and write complex printed and digital texts, relevant to own purposes and appropriate to context
- Communication technologies

Skills: Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply a range of methods, tools and information to:

- Read and evaluate a range of information about potential pathway options
- Develop, document and evaluate a learning plan according to identified processes
- Select and evaluate types of evidence to assemble a portfolio
- Participate in extended transactions and conversations in English
- Present and respond to complex instructions and information
- Apply research skills to locate and evaluate information relevant to own goals and purposes
- Critically analyse complex texts
- Write complex texts relevant to a range of purposes and audiences
- Use a range of learning/communication technology to communicate in English

Application of knowledge and skills: Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters by:

- Planning and monitoring future English language skills development in relation to identified pathways
- Analysing and participating in complex verbal transactions and exchanges in English
- Researching and analysing a range of information in complex texts
- Writing complex texts
- Applying digital literacy skills

The volume of learning for this qualification is typically between 0.5 and 2 years and incorporates structured and unstructured learning activities such as:
- structured activities to develop English language listening and speaking, reading and writing knowledge and skills at ACSF Level 4 to enable more effective participation in those activities relevant to the learner
- research and evaluate pathway options to independently develop and implement a learning plan over time to enable learning goals to be reviewed and amended

ENTRY REQUIREMENTS

Applicants should be over 18 years old at the time of commencement.

Entry to each EAL Course in / qualification must be determined according to the following criteria:

- a participant’s current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level)
- a participant’s prior formal education experience, both overseas and in Australia
- any prior EAL learning
- a participant’s learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs

ENGLISH LANGUAGE ENTRY REQUIREMENTS

IELTS 5 or its equivalent OR
ISLPR 2+ OR
ACSF 3 OR
Certificates III in EAL, EAL Framework OR
CSWE III OR
CGEA I

COURSE STRUCTURE

- VU21353 Research pathways and produce a learning plan and portfolio
- VU21508 Give complex presentations for further study
- VU21509 Analyse and participate in complex spoken discourse for further study
- VU21510 Take notes from complex aural texts for further study
- VU21511 Read and write complex texts for research purposes
- VU21512 Read and write complex texts for further study
- VU21513 Use critical reading and writing skills for further study
- VU21514 Use language analysis skills to review own texts
- BSBITU303A Design and produce text documents

COURSE HOURS

420

DURATION

22 weeks (21 hours per week)

COURSE COMMENCEMENT

Monthly Intake commencing the first Monday of every month

COURSE FEE
Tuition Fee: $6,250
Application Fee: $250

CLIENT GROUPS

Fee for Service – Domestic and International Students

ARTICULATION

There are no formal articulation arrangements for pathways into VET or higher education courses on completion of the Certificates in EAL.

A range of potential pathways are possible when EAL certificate courses utilise training package units of competency as electives. Successful completion of these units within Certificates in EAL will be eligible for credit into other training package qualifications. RTOs may design EAL certificate courses which contain a number of elective units from a particular Training Package qualification to provide a specific pathway to that qualification on completion.

Employment Pathway

The program is designed to allow participants to undertake further study in vocational or higher education programs.

ASSESSMENT

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.
AUR30316 – Certificate III in Automotive Electrical Technology

CRICOS Code: 091594D

DESCRIPTION

This qualification reflects the role of individuals who service, diagnose and repair electrical systems and components in vehicles in the automotive electrical service and repair industry.

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

This qualification may be accessed by direct entry.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

OTHER Language of instruction in previous studies was English
or Language spoken at home is English
or Satisfactory standard achieved from the Australian Industrial Systems Institute
or Hong Kong C.E.E. Grade C
or better
or Other acceptable equivalents

CENTRELINK STUDENT RELATED PAYMENTS (LOCAL STUDENTS)

AUR30312 Certificate III in Automotive Electrical Technology is approved for Youth Allowance, Austudy payment, ABSTUDY, and the Pensioner Education Supplement through Centrelink.

COURSE STRUCTURE

Core

- AURAEA002 Follow environmental and sustainability best practice in an automotive workplace
- AURASA002 Follow safe working practices in an automotive workplace
- AURETK002 Use and maintain electrical test equipment in an automotive workplace
- AURETR006 Solder electrical wiring and circuits
- AURETR007 Apply knowledge of automotive electrical circuits and wiring systems
- AURETR009 Install vehicle lighting and wiring systems
- AURETR010 Repair wiring harnesses and looms
- AURETR012 Test and repair basic electrical circuits
- AURETR023 Diagnose and repair spark ignition engine management systems
- AURETR024 Diagnose and repair compression ignition engine management systems
- AURETR025 Test, charge and replace batteries and jump-start vehicles
- AURETR027 Install ancillary electronic systems and components
- AURETR028 Diagnose and repair instruments and warning systems
- AURETR029 Diagnose and repair charging systems
- AURETR030 Diagnose and repair starting systems
- AURETR031 Diagnose and repair ignition systems
• AURETR032 Diagnose and repair automotive electrical systems
• AURETR035 Apply knowledge of petrol and diesel engine operation
• AURETR043 Diagnose and repair electronic body management systems
• AURT TA018 Carry out diagnostic procedures

Elective

• AURETR005 Install automotive security systems and components
• AURETR008 Remove and replace electrical units and assemblies
• AURETR011 Install basic ancillary electrical systems and components
• AURETR013 Inspect, test and service charging systems
• AURETR014 Inspect, test and service starting systems
• AURETR015 Inspect, test and service batteries
• AURT TA004 Carry out servicing operations
• AURTTE004 Inspect and service engines
• AURTTF001 Inspect and service petrol fuel systems
• AURTTK002 Use and maintain tools and equipment in an automotive workplace
• AURTTW001 Carry out soft soldering techniques
• AURT TA005 Select and use bearings, seals, gaskets, sealants and adhesives

DURATION

The course is conducted over a 48 week delivery plus 4 weeks breaks (totalling 52 weeks) at 20 hours per week required attendance (960 hours scheduled delivery).

COURSE COMMENCEMENT

Monthly Intake commencing the first Monday of every month

COURSE FEE

Tuition $11,600
Text Book $150
Safety Equipment $150

CLIENT GROUPS

Fee for Service – Domestic and International Students

ASSESSMENT

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.

TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a workshop facility.
AUR30616 – Certificate III in Light Vehicle Mechanical Technology

CRICOS Code: 091614E

DESCRIPTION
This qualification reflects the role of individuals who perform a broad range of tasks on a variety of light vehicles in the automotive retail, service and repair industry.

ENTRY REQUIREMENTS
Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

This qualification may be accessed by direct entry.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

OTHER Language of instruction in previous studies was English
or Language spoken at home is English
or Satisfactory standard achieved from the Australian Industrial Systems Institute
or Hong Kong C.E.E. Grade C
or better
or Other acceptable equivalents

CENTRELINK STUDENT RELATED PAYMENTS (LOCAL STUDENTS)

This course is approved for Youth Allowance, Austudy payment, ABSTUDY, and the Pensioner Education Supplement through Centrelink.

COURSE STRUCTURE

Core

- AURAEAO02 Follow environmental and sustainability best practice in an automotive workplace
- AURASAO02 Follow safe working practices in an automotive workplace
- AURETR012 Test and repair basic electrical circuits
- AURETR023 Diagnose and repair spark ignition engine management systems
- AURETR025 Test, charge and replace batteries and jump-start vehicles
- AURETR029 Diagnose and repair charging systems
- AURETR030 Diagnose and repair starting systems
- AURETR031 Diagnose and repair ignition systems
- AURLTB003 Diagnose and repair light vehicle hydraulic braking systems
- AURLTD004 Diagnose and repair light vehicle steering systems
- AURLTD005 Diagnose and repair light vehicle suspension systems
- AURLTE002 Diagnose and repair light vehicle engines
- AURLT001 Diagnose and repair light vehicle emission control systems
- AURTAA004 Carry out servicing operations
- AURTAA018 Carry out diagnostic procedures
- AURTBB001 Inspect and service braking systems
AURTTC003 Diagnose and repair cooling systems
AURTEE004 Inspect and service engines
AURTF001 Inspect and service petrol fuel systems
AURTTK002 Use and maintain tools and equipment in an automotive workplace

Elective
AURLT001 Diagnose and repair light vehicle mechanical fuel injection systems
AURLT002 Diagnose and repair light vehicle diesel fuel injection systems
AURTAA005 Select and use bearings, seals, gaskets, sealants and adhesives
AURLI003 Remove, inspect and refit light vehicle wheel and tyre assemblies
AURLTQ001 Diagnose and repair light vehicle final drive assemblies
AURLTQ002 Diagnose and repair light vehicle drive shafts
AURLTX001 Diagnose and repair light vehicle manual transmissions
AURLTX002 Diagnose and repair light vehicle automatic transmissions
AURLTX003 Diagnose and repair light vehicle clutch systems
AURTTC001 Inspect and service cooling systems
AURTTE002 Inspect and service steering systems
AURTTD004 Inspect and service suspension systems
AURTTT001 Inspect and service final drive assemblies
AURTT003 Inspect and service drive shafts
AURTT002 Inspect and service manual transmissions
AURTTX003 Inspect and service automatic transmissions

DURATION
The course is conducted over a 48 week delivery plus 4 weeks breaks (totalling 52 weeks) at 20 hours per week required attendance (960 hours scheduled delivery).

COURSE COMMENCEMENT
Monthly Intake commencing the first Monday of every month

COURSE FEE
Tuition $11,600
Text Book $150
Safety Equipment $150

Application Fee: $ 250

CLIENT GROUPS
Fee for Service – Domestic and International Students

ARTICULATION
Pathways from the qualification
Further training pathways from this qualification include AUR40816 Certificate IV in Automotive Mechanical Overhauling or other relevant qualifications.
Employment Pathway

Job roles and employment outcomes
The Certificate III in Light Vehicle Mechanical Technology prepares new employees or recognises and develops existing workers performing mechanical work in the automotive light vehicle service and repair industry.

Job roles related to this qualification include:

- light vehicle mechanical technician.

ASSESSMENT

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.

TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a workshop facility.
AUR40816 – Certificate IV in Automotive Mechanical Overhauling

CRICOS Code: 091681E

DESCRIPTION

This qualification reflects the role of individuals who perform advanced troubleshooting and repair tasks in the automotive retail, service and repair industry.

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

Those undertaking Certificate IV in Automotive Mechanical Overhauling are required to have completed an automotive mechanical Certificate III qualification or be able to demonstrate equivalent competency.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

IELTS 5.5
OTHER Language of instruction in previous studies was English
or Language spoken at home is English
or Satisfactory standard achieved from the Australian Industrial Systems Institute
or Hong Kong C.E.E. Grade C
or better
or Other acceptable equivalents

CENTRELINK STUDENT RELATED PAYMENTS (LOCAL STUDENTS)

This course is approved for Youth Allowance, Austudy payment, ABSTUDY, and the Pensioner Education Supplement through Centrelink.

COURSE STRUCTURE

Core

- AURTTA021 Diagnose complex system faults

Elective

- AURtte005 Overhaul engines
- AURttf003 Overhaul diesel fuel injection system components
- AURttm011 Recondition engine cylinder heads
- AUREtR018 Overhaul starting system motors
- AURHTB003 Overhaul hydraulic and air over hydraulic braking system components
- AURTTX008 Overhaul manual transmissions
- AURTTX007 Overhaul clutch assemblies
- AURTTQ004 Overhaul final drive assemblies
- AURTTM004 Assemble engine blocks and sub-assemblies
DURATION

23 weeks for those who enter with a Certificate III in Automotive Technology or equivalent.

COURSE COMMENCEMENT

Monthly Intake commencing the first Monday of every month

COURSE FEE

Tuition $6,950
Text Book $150
Safety Equipment $150

Application Fee: $ 250

CLIENT GROUPS

Fee for Service – Domestic and International Students

ARTICULATION

Pathways from the qualification

Further training pathways from this qualification include AUR50216 Diploma of Automotive Technology or other relevant qualifications.

Employment Pathway

Job roles and employment outcomes
The Certificate IV in Automotive Mechanical Overhauling is intended to provide advanced training for automotive technicians who want to further develop their repair and technical skills. Employment outcomes targeted by this qualification include.

Job roles related to this qualification include:

- automotive lead/master technician.

ASSESSMENT

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.

TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a workshop facility.
AUR50216 – Diploma of Automotive Technology

CRICOS Code: 091706A

DESCRIPTION

This qualification reflects the role of individuals who diagnose, analyse, evaluate, design and modify vehicle systems in the automotive retail, service and repair industry.

ENTRY REQUIREMENTS

Those undertaking the Diploma of Automotive Technology are required to have completed Certificate IV in Automotive Mechanical Diagnosis or Certificate IV in Automotive Mechanical Overhauling or be able to demonstrate equivalent competency. Applicants must be over 18 years old; or mature age entry is available where the participant is judged to have appropriate maturity or experience, but does not meet the academic requirements as stated.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

IELTS 5.5
OTHER Language of instruction in previous studies was English
or Language spoken at home is English
or Satisfactory standard achieved from the Australian Industrial Systems Institute
or Hong Kong C.E.E. Grade C
or better
or Other acceptable equivalents

PACKAGING RULES

Total number of units = 12

1 core unit, plus

11 elective units, of which:

- up to 11 units may be chosen from the Elective Units listed below
- up to 2 units may be chosen from a Certificate IV qualification or above in this Training Package or another endorsed Training Package or accredited course, provided that the units chosen contribute to the vocational outcome of this qualification and do not duplicate the outcome of another unit chosen for the qualification.

COURSE STRUCTURE

Core

- AURFAA007 Develop and document specifications and procedures

Elective

- AURLTE003 Analyse and evaluate faults in light vehicle engine and fuel systems
- AURETE001 Analyse and evaluate electrical and electronic faults in engine management systems
- AURLTD007 Analyse and evaluate faults in light vehicle steering and suspension systems
- AURLTB002 Analyse and evaluate faults in light vehicle braking systems
- AURAFQA006 Conduct research and present technical reports
- AURLTQ003 Analyse and evaluate faults in light vehicle transmission and driveline systems
- AURETX001 Analyse and evaluate electrical and electronic faults in driveline management systems
- MSMENV472 Implement and monitor environmentally sustainable work practices
- MSAENV672B Develop workplace policy and procedures for environmental sustainability
- AURETR034 Develop and apply electrical system modifications
- AURTTF003 Overhaul diesel fuel injection system components

**DURATION**

The course is conducted over a 24 week delivery plus 2 weeks breaks (totalling 26 weeks) at 20 hours per week required attendance (480 hours scheduled delivery).

**COURSE COMMENCEMENT**

Monthly Intake commencing the first Monday of every month

**COURSE FEE**

Tuition $6,950  
Text Book $150  
Safety Equipment $150

Application Fee: $ 250

**CLIENT GROUPS**

Fee for Service – Domestic and International Students

**ARTICULATION**

Pathways from the qualification

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification.

Employment Pathway

Job roles and employment outcomes
The Diploma of Automotive Technology prepares new employees or recognises and develops existing workers who are performing advanced diagnosis and design tasks in the automotive industry. Job roles related to this qualification include:

- advanced diagnostic technician
- automotive system designer

**ASSESSMENT**

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.
TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a workshop facility.
CPC30211 Certificate III in Carpentry

CRICOS Code: 081206D

DESCRIPTION

This qualification provides a trade outcome in carpentry, covering work in residential and commercial applications. This training program is appropriate for a tradesperson working in the carpentry sector as a general carpenter.

The qualification has compulsory requirements that cover common skills for the construction industry, as well as a specialist field of work.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (SAC 2006) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement. See notes below.

Employment Pathway

Occupational titles may include:

- Carpenter
- Carpenter and joiner

ENTRY REQUIREMENTS

Applicants should have completed a year 11 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

IELTS 5.5

OTHER Language of instruction in previous studies was English

or Language spoken at home is English

or Satisfactory standard achieved from the Australian Industrial Systems Institute

or Hong Kong C.E.E. Grade C

or better

or Other acceptable equivalents

PACKAGING RULES

To achieve this qualification, the candidate must demonstrate competency in:

- 30 units of competency:
- 22 core units
- 8 elective units.

A maximum of two of the eight required elective units may be substituted by selecting relevant units of competency from any Certificate III or IV construction qualification or qualification in another endorsed Training Package.
Some units in this qualification may have prerequisite requirements, which must be met when packaging the qualification. Users are referred to the list of CPC08 units with prerequisite unit requirements available in this Training Package for this purpose.

COURSE STRUCTURE

Compulsory Units

- CPCCCA2002A Use carpentry tools and equipment
- CPCCCA2011A Handle carpentry materials
- CPCCCA3001A Carry out general demolition of minor building structures
- CPCCCA3002A Carry out setting out
- CPCCCA3023A Carry out levelling operations
- CPCCCM1012A Work effectively and sustainably in the construction industry
- CPCCCM1013A Plan and organise work
- CPCCCM1014A Conduct workplace communication
- CPCCCM1015A Carry out measurements and calculations
- CPCCCM2001A Read and interpret plans and specifications
- CPCCCM2002A Carry out excavation
- CPCCCM2007A Use explosive power tools
- CPCCCM2008A Erect and dismantle restricted height scaffolding
- CPCCCM2010A Work safely at heights
- CPCCCO2013A Carry out concreting to simple forms
- CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

Construction and erection of frames, trusses, eaves and roofs field of work

- CPCCCA3003A Install flooring systems
- CPCCCA3004A Construct wall frames
- CPCCCA3005A Construct ceiling frames
- CPCCCA3006A Erect roof trusses
- CPCCCA3007B Construct pitched roofs
- CPCCCA3008A Construct eaves

DURATION

The course is conducted over a 48 week delivery plus 4 weeks breaks (totalling 52 weeks) at 20 hours per week required attendance (960 hours scheduled delivery).

COURSE COMMENCEMENT

Monthly Intake commencing the first Monday of every month

COURSE FEE

Tuition $6,950
Text Book $150
Safety Equipment $150

Application Fee: $ 250

CLIENT GROUPS
ARTICULATION

Pathways from the qualification

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification.

Employment Pathway

Job roles and employment outcomes
The Diploma of Automotive Technology prepares new employees or recognises and develops existing workers who are performing advanced diagnosis and design tasks in the automotive industry. Job roles related to this qualification include:

- advanced diagnostic technician
- automotive system designer

ASSESSMENT

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.

TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a workshop facility.
CPC30313 Certificate III in Concreting

Not Currently Available to International Students

DESCRIPTION

This qualification is designed to meet the needs of concreters working in concreting operations on residential and commercial projects.

The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as a specialist field of work.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Employment Pathway

Occupational titles may include:

- Concreter
- Concrete pump operator

ENTRY REQUIREMENTS

Applicants should have completed a year 11 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

This qualification may be accessed by direct entry.

Pathways into the qualification

Credit may be granted towards this qualification by those who have completed CPC20112 Certificate II in Construction, CPC20211 Certificate II in Construction Pathways or other relevant qualifications.

Note: There are no specific licences that relate to this qualification as delivered by AISI.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

COURSE STRUCTURE

Core Units

- CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground
- CPCCCM1012A Work effectively and sustainably in the construction industry
- CPCCCM1013A Plan and organise work
- CPCCCM1014A Conduct workplace communication
- CPCCCM1015A Carry out measurements and calculations
- CPCCCM2001A Read and interpret plans and specifications
- CPCCCM2006B Apply basic levelling procedures
- CPCCCO2021A Handle concreting materials
- CPCCCO2022A Use and maintain concreting plant, tools and equipment
- CPCCCO3041A Place concrete
- CPCCCO3042A Finish concrete
- CPCCCO3043A Cure concrete
- CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry
Elective Units
- CPCCSF2004A Place and fix reinforcement materials
- CPCCCA3001A Carry out general demolition of minor building structures
- CPCCCM2007B Use explosive power tools
- CPCCCM2008B Erect and dismantle restricted height scaffolding
- CPCCBL3001A Lay paving
- CPCCCO3047A Cut and core concrete
- CPCCCA3002A Carry out setting out

DURATION
The course is conducted over a 44 week delivery plus 8 weeks breaks (totalling 52 weeks) at 20 hours per week required attendance (860 hours scheduled delivery).

COURSE COMMENCEMENT
Monthly Intake commencing the first Monday of every month

COURSE FEE
- Full-Time Fee-for-service
  - Tuition $15,500
  - Text Book and Training Materials $300
  - Safety Equipment $300 (Includes Safety Glasses (to AS1337), Safety Boots (steel toe cap), Combination Overalls (khaki), Hearing Protection (ear muffs/ear plugs), Sun protection equipment, Safety Helmet, Hair Restraint (long hair needs to be restrained))

Application Fee: $250 (Non Refundable)

CLIENT GROUPS
- Fee for Service – Domestic

ARTICULATION
Pathways from the qualification
Further training pathways from this qualification may include other higher level Construction Qualifications such as CPC40611 Certificate IV in Building and Construction (Specialist Trades), CPC40708 Certificate IV in Building and Construction (Trade Contracting) or other relevant qualifications.

ASSESSMENT
Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and practical demonstration sessions as scheduled, with tests generally scheduled during normal class time. Students must demonstrate competence on a construction site.

TRAINING AND ASSESSMENT NOTE
Parts of this course will be conducted off-campus within a construction environment.

CONSTRUCTION INDUCTION CARD
All students undertaking the building and construction courses at AISI are required to hold a current Construction Induction Card.
To obtain the card, students are required to attend a one day training program. The cost of the program is included in the tuition fee for the enrolled course paid to AISI. All students are required to obtain a Construction Induction Card prior to undertaking any practical activities on site, or entering any construction site. The Construction Induction Card will enable participants to work safely in the construction industry.

The Construction Induction Card course is recognised by WorkSafe for the registration of construction workers for OH&S induction.

The Construction Induction Card course is intended to provide individuals with the skills and knowledge to operate safely in a work environment and should be completed prior to entering a construction workplace.

Under WorkSafe Victoria requirements, all persons participating in onsite activities in the building and construction industry must undertake Construction Induction Card training.

At the completion of this Construction Induction Card course, participants will be issued with a statement of attainment on the day of training. This statement of attainment, which is valid for 60 days after training is completed, allows the participant to perform construction work while WorkSafe is processing their Construction Induction Card.

The Construction Induction Card course provides participants with the skills and knowledge to work safely in the construction industry including:

- Identifying OH&S legislative requirements
- Identifying construction hazards and control measures
- Identifying OHS communication and reporting processes
- Identifying OHS incident response procedures

PLEASE NOTE: Students will be required to present a photo ID on the day of training (see below for acceptable ID documents). If acceptable identification is not presented, student details will not be forwarded to WorkSafe until such documentation is sighted.

TYPES OF IDENTITY DOCUMENTS

The documents listed below are examples of documents that can be used as proof of identity. Other documents may be used as long as the document as a minimum provides proof of the participant’s full name as well as a photo:

- Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)
- Driver’s Licence – Australian with photo, must be current.
- Driver’s Learners Permit – Australian with photo, must be current.
- Boat Operator’s Licence – Australian with photo, must be current.
- Firearm Licence – Victorian with photo, must be current. (Can accept interstate Firearms Licence as long as it contains a photo and is current)
- Licence to Perform High Risk Work or equivalent photo certificate of competency that is current, not expired.
- State, Territory or Federal Government Employee ID card with photo
- Other Australian Government issued ID card with photo
- Photo identity card issued by a Tertiary Education Institution must be current
- Keypass ID Card with photo, must be current
- Consumer Affairs Victoria Proof of Age Card with photo

AISI will organize the training for each student and you will be required to attend on your scheduled date.
AHC30916 Certificate III in Landscape Construction

Not Currently Available to International Students

DESCRIPTION

This qualification provides a general vocational outcome in landscape construction. The landscaping industry expects this qualification to be achieved to meet job outcomes at this level.

Employment Pathway

Occupational titles may include:

- Landscaper

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

This qualification may be accessed by direct entry.

CENTRELINK STUDENT RELATED PAYMENTS (LOCAL STUDENTS)

This course is PENDING for Youth Allowance, Austudy payment, ABSTUDY, and the Pensioner Education Supplement through Centrelink.

COURSE STRUCTURE

Core Units

- AHCDRG301 Install drainage systems
- AHCLSC301 Set out site for construction works
- AHCLSC302 Construct landscape features using concrete
- AHCLSC303 Construct brick and/or block structures and features
- AHCLSC305 Construct stone structures and features
- AHCLSC306 Implement a paving project
- AHCLSC307 Implement a retaining wall project
- AHCPCM302 Provide information on plants and their culture
- AHCPGD301 Implement a plant establishment program
- AHCWHS301 Contribute to work health and safety processes

Elective Units

- CPCCCA3002A Carry out setting out
- CPCCCM2001A Read and interpret plans and specifications
- CPCCBL3001A Lay paving
- CPCCCM1015A Carry out measurements and calculations

DURATION

Kontea Pty Ltd Trading as Australian Industrial Systems Institute, ACN 123 724 336
Provider Number: 21916, CRICOS Number: 02838D
Level 1, 398 Lonsdale Street, Melbourne, Victoria, 3000 Australia
Tel: (61 3) 9670-0915, Fax: (61 3) 9670-0918
The course is conducted over a 48 week delivery plus 4 weeks breaks (totalling 52 weeks) at 20 hours per week required attendance (960 hours scheduled delivery).

**COURSE COMMENCEMENT**

Monthly Intake commencing the first Monday of every month

**COURSE FEE**

Full-Time Fee-for-service
Tuition $15,500
Text Book and Training Materials $300
Safety Equipment $300 (includes Safety Glasses (to AS1337), Safety Boots (steel toe cap), Combination Overalls (khaki), Hearing Protection (ear muffs/ear plugs), Sun protection equipment, Safety Helmet, Hair Restraint (long hair needs to be restrained))

Application Fee: $ 250 (Non Refundable)

**CLIENT GROUPS**

Fee for Service – Domestic

**ARTICULATION**

Pathways from the qualification

Further training pathways from this qualification include, but are not limited to, AHC42016 Certificate IV in Landscape or AHC52016 Diploma of Landscape Project Management.

**ASSESSMENT**

Assessment comprises written assignments, tests and practical application projects. Students are required to attend assessments and practical demonstration sessions as scheduled, with assessments generally scheduled during normal class time. Students must demonstrate competence on in a landscape design environment.

**TRAINING AND ASSESSMENT NOTE**

Parts of this course will be conducted off-campus within a landscape construction environment.

AISI will organize the training for each student and you will be required to attend on your scheduled date.

Note: This course supersedes and is equivalent to AHC30910 – Certificate III in Landscape Construction.
CPC31411 Certificate III in Construction Waterproofing

Not Currently Available to International Students

DESCRIPTION

This qualification provides a trade outcome in waterproofing for the residential and commercial construction industry.

The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as two specialist fields of work.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Employment Pathway

Occupational titles may include:
- Waterproofer

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.
Applicants must be over the age of 18 at the time of commencement.
This qualification may be accessed by direct entry.

Pathways into the qualification

Credit may be granted towards this qualification by those who have completed CPC20112 Certificate II in Construction, CPC20211 Certificate II in Construction Pathways or other relevant qualifications.
Note: There are no specific licences that relate to this qualification as delivered by AISI.
Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

COURSE STRUCTURE

Core Units
- CPCCCM1012A Work effectively and sustainably in the construction industry
- CPCCCM1013A Plan and organise work
- CPCCCM1014A Conduct workplace communication
- CPCCCM1015A Carry out measurements and calculations
- CPCCCM2001A Read and interpret plans and specifications

Core Units – Waterproofing preparation field of work
- CPCCWP2001A Handle waterproofing materials
- CPCCWP2002A Use waterproofing tools and equipment
- CPCCWP2003A Prepare for construction waterproofing process
- CPCCWP2004A Prepare surfaces for waterproofing application
- CPCCWP3001A Apply waterproofing process to below ground level wet areas
- CPCCWP3002A Apply waterproofing process to internal wet areas
- CPCCWP3003A Apply waterproofing process to external wet areas
- CPCCWP3004A Apply waterproofing remedial processes

Elective Units
- CPCCCO2013A Carry out concreting to simple forms
- CPCCCM2006B Apply basic levelling procedures
- CPCCCM2007B Use explosive power tools
- CPCCCM2008B Erect and dismantle restricted height scaffolding
- CPCCCM2010B Work safely at heights

**DURATION**

The course is conducted over a 36 week delivery plus 8 weeks breaks (totalling 44 weeks) at 20 hours per week required attendance (720 hours scheduled delivery).

**COURSE COMMENCEMENT**

Monthly Intake commencing the first Monday of every month

**COURSE FEE**

Full-Time Fee-for-service
Tuition $15,500
Text Book and Training Materials $300
Safety Equipment $300 (Includes Safety Glasses (to AS1337), Safety Boots (steel toe cap), Combination Overalls (khaki), Hearing Protection (ear muffs/ear plugs), Sun protection equipment, Safety Helmet, Hair Restraint (long hair needs to be restrained))

Application Fee: $250 (Non Refundable)

**CLIENT GROUPS**

Fee for Service – Domestic

**ARTICULATION**

Pathways from the qualification

Further training pathways from this qualification may include other higher level Construction Qualifications such as CPC40611 Certificate IV in Building and Construction (Specialist Trades), CPC40708 Certificate IV in Building and Construction (Trade Contracting) or other relevant qualifications.

**ASSESSMENT**

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and practical demonstration sessions as scheduled, with tests generally scheduled during normal class time. Students must demonstrate competence on a construction site.

**TRAINING AND ASSESSMENT NOTE**

Parts of this course will be conducted off-campus within a construction environment.

**CONSTRUCTION INDUCTION CARD**

All students undertaking the building and construction courses at AISI are required to hold a current Construction Induction Card.
To obtain the card, students are required to attend a one day training program. The cost of the program is included in the tuition fee for the enrolled course paid to AISI. All students are required to obtain a Construction Induction Card prior to undertaking any practical activities on site, or entering any construction site.
The Construction Induction Card will enable participants to work safely in the construction industry.
The Construction Induction Card course is recognised by WorkSafe for the registration of construction workers for OH&S induction.
The Construction Induction Card course is intended to provide individuals with the skills and knowledge to operate safely in a work environment and should be completed prior to entering a construction workplace.
Under WorkSafe Victoria requirements, all persons participating in onsite activities in the building and construction industry must undertake Construction Induction Card training. At the completion of this Construction Induction Card course, participants will be issued with a statement of attainment on the day of training. This statement of attainment, which is valid for 60 days after training is completed, allows the participant to perform construction work while WorkSafe is processing their Construction Induction Card.

The Construction Induction Card course provides participants with the skills and knowledge to work safely in the construction industry including:
- Identifying OH&S legislative requirements
- Identifying construction hazards and control measures
- Identifying OHS communication and reporting processes
- Identifying OHS incident response procedures

PLEASE NOTE: Students will be required to present a photo ID on the day of training (see below for acceptable ID documents). If acceptable identification is not presented, student details will not be forwarded to WorkSafe until such documentation is sighted.

TYPES OF IDENTITY DOCUMENTS

The documents listed below are examples of documents that can be used as proof of identity. Other documents may be used as long as the document as a minimum provides proof of the participant’s full name as well as a photo:
- Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)
- Driver’s Licence — Australian with photo, must be current.
- Driver’s Learners Permit — Australian with photo, must be current.
- Boat Operator’s Licence — Australian with photo, must be current.
- Firearm Licence — Victorian with photo, must be current. (Can accept interstate Firearms Licence as long as it contains a photo and is current)
- Licence to Perform High Risk Work or equivalent photo certificate of competency that is current, not expired.
- State, Territory or Federal Government Employee ID card with photo
- Other Australian Government issued ID card with photo
- Photo identity card issued by a Tertiary Education Institution must be current
- Keypass ID Card with photo, must be current
- Consumer Affairs Victoria Proof of Age Card with photo

AISI will organize the training for each student and you will be required to attend on your scheduled date.
CPC30111 – Certificate III in Bricklaying/Blocklaying

Not Currently Available to International Students

DESCRIPTION

This qualification provides a trade outcome in bricklaying and blocklaying.

The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as two specialist fields of work.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Employment Pathway

Occupational titles may include:
- Bricklayer
- Blocklayer

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.
Applicants must be over the age of 18 at the time of commencement.
This qualification may be accessed by direct entry.

Pathways into the qualification

Credit may be granted towards this qualification by those who have completed CPC20112 Certificate II in Construction, CPC20211 Certificate II in Construction Pathways or other relevant qualifications.

Note: There are no specific licences that relate to this qualification as delivered by AISI.
Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

COURSE STRUCTURE

Core Units
- CPCCCA3002A Carry out setting out
- CPCCCM1012A Work effectively and sustainably in the construction industry
- CPCCCM1013A Plan and organise work
- CPCCCM1014A Conduct workplace communication
- CPCCCM1015A Carry out measurements and calculations
- CPCCCM2001A Read and interpret plans and specifications
- CPCCCM2006B Apply basic levelling procedures
- CPCCCM2008B Erect and dismantle restricted height scaffolding
- CPCCCM2009A Carry out basic demolition
- CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

Brick and blocklaying field of work Units
- CPCCBL2001A Handle and prepare bricklaying and blocklaying materials
- CPCCBL2002A Use bricklaying and blocklaying tools and equipment
- CPCCBL3002A Carry out masonry veneer construction
- CPCCBL3003A Carry out cavity brick construction
- CPCCBL3004A Construct masonry steps and stairs
- CPCCBL3005A Lay masonry walls and corners
- CPCCBL3006A Lay multi-thickness walls and piers
- CPCCBL3009A Install flashings and damp proof course
- CPCCBL3010A Construct masonry arches
- CPCCBL3011A Construct curved walls
- CPCCBL3014A Install fire-rated masonry construction

**Elective Units**
- CPCCCM2007B Use explosive power tools
- CPCCCM2010B Work safely at heights
- CPCCCM3001C Operate elevated work platforms
- CPCCCC02013A Carry out concreting to simple forms
- BSBSMB301A Investigate micro business opportunities
- BSBSMB406A Manage small business finances

**DURATION**

The course is conducted over a 48 week delivery plus 4 weeks breaks (totalling 52 weeks) at 20 hours per week required attendance (960 hours scheduled delivery).

**COURSE COMMENCEMENT**

Monthly Intake commencing the first Monday of every month

**COURSE FEE**
Full-Time Fee-for-service
Tuition $15,500
Text Book and Training Materials $300
Safety Equipment $300 (Includes Safety Glasses (to AS1337), Safety Boots (steel toe cap), Combination Overalls (khaki), Hearing Protection (ear muffs/ear plugs), Sun protection equipment.

Application Fee: $ 250 (Non Refundable)

**CLIENT GROUPS**
Fee for Service – Domestic

**ARTICULATION**

Pathways from the qualification
Further training pathways from this qualification may include other higher level Construction Qualifications such as CPC40611 Certificate IV in Building and Construction (Specialist Trades), CPC40708 Certificate IV in Building and Construction (Trade Contracting) or other relevant qualifications.

**ASSESSMENT**

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and practical demonstration sessions as scheduled, with tests generally scheduled during normal class time. Students must demonstrate competence on a construction site.

**TRAINING AND ASSESSMENT NOTE**

Parts of this course will be conducted off-campus within a construction environment.

**CONSTRUCTION INDUCTION CARD**

All students undertaking the building and construction courses at AISI are required to hold a current Construction Induction Card.
To obtain the card, students are required to attend a one day training program. The cost of the program is included in the tuition fee for the enrolled course paid to AISI. All students are required to obtain a Construction Induction Card prior to undertaking any practical activities on site, or entering any construction site. The Construction Induction Card will enable participants to work safely in the construction industry. The Construction Induction Card course is recognised by WorkSafe for the registration of construction workers for OH&S induction. The Construction Induction Card course is intended to provide individuals with the skills and knowledge to operate safely in a work environment and should be completed prior to entering a construction workplace. Under WorkSafe Victoria requirements, all persons participating in onsite activities in the building and construction industry must undertake Construction Induction Card training. At the completion of this Construction Induction Card course, participants will be issued with a statement of attainment on the day of training. This statement of attainment, which is valid for 60 days after training is completed, allows the participant to perform construction work while WorkSafe is processing their Construction Induction Card. The Construction Induction Card course provides participants with the skills and knowledge to work safely in the construction industry including:

- Identifying OH&S legislative requirements
- Identifying construction hazards and control measures
- Identifying OHS communication and reporting processes
- Identifying OHS incident response procedures

PLEASE NOTE: Students will be required to present a photo ID on the day of training (see below for acceptable ID documents). If acceptable identification is not presented, student details will not be forwarded to WorkSafe until such documentation is sighted.

TYPES OF IDENTITY DOCUMENTS
The documents listed below are examples of documents that can be used as proof of identity. Other documents may be used as long as the document as a minimum provides proof of the participant's full name as well as a photo:

- Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)
- Driver’s Licence – Australian with photo, must be current.
- Driver’s Learners Permit – Australian with photo, must be current.
- Boat Operator’s Licence – Australian with photo, must be current.
- Firearm Licence – Victorian with photo, must be current. (Can accept interstate Firearms Licence as long as it contains a photo and is current)
- Licence to Perform High Risk Work or equivalent photo certificate of competency that is current, not expired.
- State, Territory or Federal Government Employee ID card with photo
- Other Australian Government issued ID card with photo
- Photo identity card issued by a Tertiary Education Institution must be current
- Keypass ID Card with photo, must be current
- Consumer Affairs Victoria Proof of Age Card with photo

AISI will organize the training for each student and you will be required to attend on your scheduled date.
CPC40110 Certificate IV in Building and Construction (Building)

CRICOS Code: 081207C

DESCRIPTION

This qualification is designed to meet the needs of builders and managers of small to medium-sized building businesses.

The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Builder licensing varies across States and Territories and additional requirements to attainment of this qualification may be required.

ENTRY REQUIREMENTS

Applicants should have completed a year 11 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

IELTS 5.5

OTHER Language of instruction in previous studies was English or Language spoken at home is English or Satisfactory standard achieved from the Australian Industrial Systems Institute or Other acceptable equivalents

COURSE STRUCTURE

Core Units

- CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects
- CPCCBC4002A Manage occupational health and safety in the building and construction workplace
- CPCCBC4003A Select and prepare a construction contract
- CPCCBC4004A Identify and produce estimated costs for building and construction projects
- CPCCBC4005A Produce labour and material schedules for ordering
- CPCCBC4006A Select, procure and store construction materials for low rise projects
- CPCCBC4007A Plan building or construction work
- CPCCBC4008A Conduct on-site supervision of building and construction projects
- CPCCBC4009A Apply legal requirements to building and construction projects
- CPCCBC4010B Apply structural principles to residential low rise constructions
- CPCCBC4011B Apply structural principles to commercial low rise constructions
- CPCCBC4012A Read and interpret plans and specifications
- BSBSMB406A Manage small business finances

Elective Units

- CPCCOHS1001A Work safely in the construction industry
- BSBSMB404A Undertake small business planning
- BSBSMB402A Plan small business finances

**DURATION**

52 weeks (21 hours per week).

**COURSE COMMENCEMENT**

Monthly Intake commencing the first Monday of every month

**COURSE FEE**

Tuition $15,250  
Text Book/Resource Material $300  
Safety Equipment $200 (Boots, Safety Glasses and Overalls)  
Application Fee: $ 250 (Non-refundable)

**CLIENT GROUPS**

Fee for Service students – Domestic and International

**ARTICULATION**

Pathways from the qualification

After achieving the CPC40110 Certificate IV in Building and Construction (Building), candidates may undertake a range of Diploma level qualifications within the CPC08 Construction, Plumbing and Services Integrated Framework Training Package, or other Training Packages. The main progression pathway is to CPC50210 Diploma of Building and Construction (Building).

**Employment Pathway**

Occupational titles may include:

- Builder
- Construction manager

**ASSESSMENT**

Assessment comprises written assignments, tests and practical work. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time. Students must demonstrate competence on a construction site.

**TRAINING AND ASSESSMENT NOTE**

Parts of this course will be conducted off-campus within a construction environment.
CPC40508 Certificate IV in Building and Construction (Site Management)

CRICOS Code: 081209A

DESCRIPTION

This training program is appropriate for a participant interested in working as a site manager or Supervisor in the building and construction industry.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (SAC 2006) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement. See notes below.

Employment Pathway

Occupational titles may include:

- project manager
- construction manager
- estimating manager
- sales manager

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

CENTRELINK STUDENT RELATED PAYMENTS (LOCAL STUDENTS)

This course is approved for Youth Allowance, Austudy payment, ABSTUDY, and the Pensioner Education Supplement through Centrelink.

COURSE STRUCTURE

Core Units

- CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects
- CPCCBC4002A Manage occupational health and safety in the building and construction Workplace
- CPCCBC4007A Plan building or construction work
- CPCCBC4008A Conduct on-site supervision of building and construction projects
- CPCCBC4009A Apply legal requirements to building and construction projects
- CPCCBC4010A Apply structural principles to residential low rise constructions
- CPCCBC4011A Apply structural principles to commercial low rise constructions
- CPCCBC4012A Read and interpret plans and specifications
- BSBWOR402A Promote team effectiveness

Elective Units

- CPCCBC4017A Arrange resources and prepare for the building or construction project
- CPCCBC4021A Minimise waste on the building and construction site
- CPCCBC4024A Resolve business disputes
- CPCCSU5001A Implement and monitor environmentally sustainable work practices
- BSBITU202A Create and use simple spreadsheets
- BSBPMG510A Manage projects
**DURATION**

52 weeks (21 hours per week).

**COURSE COMMENCEMENT**

Monthly Intake commencing the first Monday of every month

**COURSE FEE**

Full-Time Fee-for-service
Tuition $11,250
Text Book $300
Safety Equipment $200 (Includes Safety Glasses (to AS1337), Safety Boots (steel toe cap), Combination Overalls (khaki), Hearing Protection (ear muffs/ear plugs), Sun protection equipment, Safety Helmet, Hair Restraint (long hair needs to be restrained))

Application Fee: $250 (Non Refundable)

**CLIENT GROUPS**

Fee for Service students – Domestic and International

**ARTICULATION**

After achieving the CPC40508 Certificate IV in Building and Construction (Site Management), candidates may undertake a range of Diploma level qualifications within the CPC08 Construction, Plumbing and Services Integrated Framework Training Package, or other Training Packages. The main progression pathway is to CPC50308 Diploma of Building and Construction (Management).

**ASSESSMENT**

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and practical demonstration sessions as scheduled, with tests generally scheduled during normal class time. Students must demonstrate competence on a construction site.

**TRAINING AND ASSESSMENT NOTE**

Parts of this course will be conducted off-campus within a construction environment.

**CONSTRUCTION INDUCTION CARD**

All students undertaking the building and construction courses at AISI are required to hold a current Construction Induction Card.
To obtain the card, students are required to attend a one day training program. The cost of the program is included in the tuition fee for the enrolled course paid to AISI. All students are required to obtain a Construction Induction Card prior to undertaking any practical activities on site, or entering any construction site. The Construction Induction Card will enable participants to work safely in the construction industry. The Construction Induction Card course is recognised by WorkSafe for the registration of construction workers for OHS induction.

The Construction Induction Card course is intended to provide individuals with the skills and knowledge to operate safely in a work environment and should be completed prior to entering a construction workplace. Under WorkSafe Victoria requirements, all persons participating in onsite activities in the building and construction industry must undertake Construction Induction Card training.

At the completion of this Construction Induction Card course, participants will be issued with a statement of attainment on the day of training. This statement of attainment, which is valid for 60 days after training is completed, allows the participant to perform construction work while WorkSafe is processing their Construction Induction Card.
The Construction Induction Card course provides participants with the skills and knowledge to work safely in the construction industry including:

- Identifying OH&S legislative requirements
- Identifying construction hazards and control measures
- Identifying OHS communication and reporting processes
- Identifying OHS incident response procedures

PLEASE NOTE: Students will be required to present a photo ID on the day of training (see below for acceptable ID documents). If acceptable identification is not presented, student details will not be forwarded to WorkSafe until such documentation is sighted.

TYPES OF IDENTITY DOCUMENTS

The documents listed below are examples of documents that can be used as proof of identity. Other documents may be used as long as the document as a minimum provides proof of the participant’s full name as well as a photo:

- Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)
- Driver’s Licence – Australian with photo, must be current.
- Driver’s Learners Permit – Australian with photo, must be current.
- Boat Operator’s Licence – Australian with photo, must be current.
- Firearm Licence – Victorian with photo, must be current. (Can accept interstate Firearms Licence as long as it contains a photo and is current)
- Licence to Perform High Risk Work or equivalent photo certificate of competency that is current, not expired.
- State, Territory or Federal Government Employee ID card with photo
- Other Australian Government issued ID card with photo
- Photo identity card issued by a Tertiary Education Institution must be current
- Keypass ID Card with photo, must be current
- Consumer Affairs Victoria Proof of Age Card with photo

AISI will organize the training for each student and you will be required to attend on your scheduled date.
CPC50210 Diploma of Building and Construction (Building)

CRICOS Code: 081208B

DESCRIPTION

This qualification is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with clients.

The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Builder licensing varies across States and Territories and additional requirements to attainment of this qualification may be required.

The program is appropriate for a person interested in working as a builder in the building and construction industry, including selecting contractors, overseeing the work and its quality, and liaising with clients.

Employment Pathway

Occupational titles may include:

- Builder

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education. Applicants must be over the age of 18 at the time of commencement.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

IELTS 5.5

OTHER Language of instruction in previous studies was English or Language spoken at home is English or Satisfactory standard achieved from the Australian Industrial Systems Institute or Other acceptable equivalents

COURSE STRUCTURE

Core Units

- CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects
- CPCCBC4003A Select and prepare a construction contract
- CPCCBC4004A Identify and produce estimated costs for building and construction projects
- CPCCBC4010B Apply structural principles to residential low rise constructions
- CPCCBC4013A Prepare and evaluate tender documentation
- CPCCBC5001B Apply building codes and standards to the construction process for medium rise building projects
- CPCCBC5002A Monitor costing systems on medium rise building and construction projects
- CPCCBC5003A Supervise the planning of on-site medium rise building or construction work
- CPCCBC5010B Manage construction work
- CPCCBC5018A Apply structural principles to the construction of medium rise buildings
Elective Units

- BSBOHS504B Apply principles of OHS risk management
- BSBPMG505A Manage project quality
- BSBPMG508A Manage project risk

DURATION

78 weeks (21 hours per week).

COURSE COMMENCEMENT

Monthly Intake commencing the first Monday of every month

COURSE FEE

Tuition $17,250
Text Book/Resource Material $300
Safety Equipment $200 (Boots, Safety Glasses and Overalls)
Application Fee: $ 250 (Non-refundable)

CLIENT GROUPS

Fee for Service students – Domestic

ARTICULATION

After achieving the CPC50210 Diploma of Building and Construction (Building), candidates may undertake a range of Advanced Diploma level qualifications within the CPC08 Construction, Plumbing and Services Integrated Framework Training Package, or other Training Packages. The main progression pathway is to Advanced Diploma of Building and Construction (Management).

ASSESSMENT

Assessment comprises written assignments, tests and practical work. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time. Students must demonstrate competence on a construction site.

TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a construction environment.
CPC50308 Diploma of Building and Construction (Management)

CRICOS Code: 081210G

DESCRIPTION

This qualification is designed to meet the needs of senior managers within building and construction firms.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (SAC 2006) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement. See notes below.

Employment Pathway

Occupational titles may include:

- project manager
- construction manager
- estimating manager
- sales manager

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

CENTRELINK STUDENT RELATED PAYMENTS (LOCAL STUDENTS)

This course is approved for Youth Allowance, Austudy payment, ABSTUDY, and the Pensioner Education Supplement through Centrelink.

COURSE STRUCTURE

Mandatory Units

- BSBFIN501A Manage budgets and financial plans
- BSBHRM402A Recruit, select and induct staff
- BSBMGT515A Manage operational plan
- BSBOSH504B Apply principles of OHS risk management
- BSBWOR502A Ensure team effectiveness

Elective Units

- CPCCBC5001A Apply building codes and standards to the construction process for medium rise building projects
- CPCCBC5002A Monitor costing systems on medium rise building and construction projects
- CPCCBC5003A Supervise the planning of on-site medium rise building or construction work
- CPCCBC5005A Select and manage building and construction contractors
- CPCCBC5007A Administer the legal obligations of a building or construction contract
• CPCCBC5011A Manage environmental management practices and processes in building and construction
• CPCCBC5013A Develop professional technical and legal reports on building and construction projects

DURATION

78 weeks (21 hours per week).

COURSE COMMENCEMENT

Monthly Intake commencing the first Monday of every month

COURSE FEE

Full-Time Fee-for-service
Tuition $16,250
Text Book $300
Safety Equipment $200 (Includes Safety Glasses (to AS1337), Safety Boots (steel toe cap), Combination Overalls (khaki), Hearing Protection (ear muffs/ear plugs), Sun protection equipment, Safety Helmet, Hair Restraint (long hair needs to be restrained))

Application Fee: $ 250 (Non Refundable)

CLIENT GROUPS

Fee for Service students – Domestic and International

ARTICULATION

The Diploma of Building and Construction (Management) CPC50308 is a nationally recognised qualification within the Australian Quality Training Framework (AQTF). Upon successful completion, participants are able to further their studies and undertake the Advanced Diploma of Business (BSB60207)

ASSESSMENT

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and practical demonstration sessions as scheduled, with tests generally scheduled during normal class time. Students must demonstrate competence on a construction site.

TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a construction environment.

CONSTRUCTION INDUCTION CARD

All students undertaking the building and construction courses at AISI are required to hold a current Construction Induction Card.
To obtain the card, students are required to attend a one day training program. The cost of the program is included in the tuition fee for the enrolled course paid to AISI. All students are required to obtain a Construction Induction Card prior to undertaking any practical activities on site, or entering any construction site.
The Construction Induction Card will enable participants to work safely in the construction industry.
The Construction Induction Card course is recognised by WorkSafe for the registration of construction workers for OH&S Induction.
The Construction Induction Card course is intended to provide individuals with the skills and knowledge to operate safely in a work environment and should be completed prior to entering a construction workplace. Under WorkSafe Victoria requirements, all persons participating in onsite activities in the building and construction industry must undertake Construction Induction Card training.

At the completion of this Construction Induction Card course, participants will be issued with a statement of attainment on the day of training. This statement of attainment, which is valid for 60 days after training is completed, allows the participant to perform construction work while WorkSafe is processing their Construction Induction Card.

The Construction Induction Card course provides participants with the skills and knowledge to work safely in the construction industry including:

- Identifying OH&S legislative requirements
- Identifying construction hazards and control measures
- Identifying OHS communication and reporting processes
- Identifying OHS incident response procedures

PLEASE NOTE: Students will be required to present a photo ID on the day of training (see below for acceptable ID documents). If acceptable identification is not presented, student details will not be forwarded to WorkSafe until such documentation is sighted.

**TYPES OF IDENTITY DOCUMENTS**

The documents listed below are examples of documents that can be used as proof of identity. Other documents may be used as long as the document as a minimum provides proof of the participant’s full name as well as a photo:

- Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)
- Driver’s Licence – Australian with photo, must be current.
- Driver’s Learners Permit – Australian with photo, must be current.
- Boat Operator’s Licence – Australian with photo, must be current.
- Firearms Licence – Victorian with photo, must be current. (Can accept interstate Firearms Licence as long as it contains a photo and is current)
- Licence to Perform High Risk Work or equivalent photo certificate of competency that is current, not expired.
- State, Territory or Federal Government Employee ID card with photo
- Other Australian Government issued ID card with photo
- Photo identity card issued by a Tertiary Education Institution must be current
- Keypass ID Card with photo, must be current
- Consumer Affairs Victoria Proof of Age Card with photo

AISI will organize the training for each student and you will be required to attend on your scheduled date.
CPC50108 – Diploma of Building Surveying

Not Currently Available to International

DESCRIPTION

This qualification is designed to meet the needs of surveyors in the building and construction industry.

The qualification has core unit of competency requirements that cover specialist surveying skills for the construction industry.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Employment Pathway

Occupational titles may include:

- Building surveyor
- Building certifier

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

Pathways into the qualification

This qualification may be accessed by direct entry.

Note:
There are no specific licences that relate to this qualification as delivered by AISI.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

CENTRELINK STUDENT RELATED PAYMENTS (LOCAL STUDENTS)

This course is approved for Youth Allowance, Austudy payment, ABSTUDY, and the Pensioner Education Supplement through Centrelink.

COURSE STRUCTURE

Core Units

- BSBADM506B Manage business document design and development
- BSBITS401B Maintain business technology
- CHCCOM403A Use targeted communication skills to build relationships
- CHCCOM504A Develop, implement and promote effective communication techniques
- CPCCSV5001A Assess the construction of domestic scale buildings
- CPCCSV5002A Evaluate materials for construction of domestic scale buildings
- CPCCSV5003A Produce working drawings for residential buildings
- CPCCSV5004A Apply legislation to urban development and building controls
- CPCCSV5005A Apply footing and geomechanical design principles to domestic scale buildings
- CPCCSV5006A Assess construction faults in residential buildings
- CPCCSV5007A Undertake site surveys and set-out procedures for building projects
- CPCCSV5008A Apply building control legislation to building surveying
- CPCCSV5009A Assess the impact of fire on building materials
- CPCCSV5010A Interact with clients in a regulated environment
- CPCCSV5011A Apply building codes and standards to residential buildings
- CPCCSV5012A Assess timber-framed designs for one and two storey buildings
- CPCCSV5013A Apply principles of energy efficient design to buildings
- CPCCSV5014A Apply building surveying procedures to residential buildings
- CPCCSV5015A Assess structural requirements for domestic scale buildings
- ICAICT102A Operate word-processing applications
- ICAICT103A Use, communicate and search securely on the internet
- ICAICT105A Operate spreadsheet applications
- ICAICT201A Operate database applications
  
**DURATION**

The course is conducted over a 62 week delivery plus 16 weeks breaks (totalling 78 weeks) at 20 hours per week required attendance (860 hours scheduled delivery).

**COURSE COMMENCEMENT**

Monthly Intake commencing the first Monday of every month

**COURSE FEE**

Full-Time Fee-for-service
Tuition $16,250
Text Book and Training Materials $300
Safety Equipment $300 (Includes Safety Glasses (to AS1337), Safety Boots (steel toe cap), Combination Overalls (khaki), Hearing Protection (ear muffs/ear plugs), Sun protection equipment, Safety Helmet, Hair Restraint (long hair needs to be restrained))

Application Fee: $ 250 (Non Refundable)

**CLIENT GROUPS**

Fee for Service – Domestic

**ARTICULATION**

Pathways from the qualification

Further training pathways from this qualification include CPC60108 Advanced Diploma of Building Surveying or other Advanced Diploma or Bachelor Degree programs.

**ASSESSMENT**
Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and practical demonstration sessions as scheduled, with tests generally scheduled during normal class time. Students must demonstrate competence on a construction site.

TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a construction environment.
CPC60212 – Advanced Diploma of Building and Construction (Management)

CRICOS Code: 086295B

DESCRIPTION

This qualification is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with the client. The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory.

The qualification also meets the needs of senior managers within building, construction and services firms typically working in larger organisations and managing more complex projects and processes.

Employment Pathway

Occupational titles may include:

- Construction Manager

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

This qualification may be accessed by direct entry.

Preferred qualification pathways into this qualification, include:

- CPC50210 Diploma of Building and Construction (Building)

Applicants must be over the age of 18 at the time of commencement.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

IELTS 5.5

OTHER Language of instruction in previous studies was English or Language spoken at home is English or Satisfactory standard achieved from the Australian Industrial Systems Institute or Other acceptable equivalents

PACKAGING RULES

To achieve this qualification, the candidate must demonstrate competency in:

- 10 units of competency
  - 4 core units
  - 6 elective units

The elective units are to be chosen as follows:
Some units in this qualification may have prerequisite requirements, which must be met when packaging the qualification. Users are referred to the list of CPC08 units with prerequisite unit requirements available in this Training Package for this purpose.

**COURSE STRUCTURE**

**Core Units**
- BSBOHS603B Analyse and evaluate OHS risk
- CPCBC6001B Apply building codes and standards to the construction process for large building projects
- CPCBC6003A Establish, maintain and review contract administration procedures and frameworks
- CPCBC6018A Manage processes for complying with legal obligations of a building or construction contractor

**Elective Units**
- BSBRSK5018 Manage risk
- BSBMKG609A Develop a marketing plan
- CPCBC6005A Manage tender developments for major projects
- CPCSUS5001A Develop workplace policies and procedures for sustainability
- CPCBC6006A Manage the procurement and acquisition of resources for building or construction projects
- CPCBC6012A Manage and administer development of documentation for building or construction projects

**DURATION**

The course is conducted over a 90 week delivery plus 14 weeks breaks (totalling 104 weeks) at 20 hours per week required attendance (1802 hours scheduled delivery).

**COURSE COMMENCEMENT**

Monthly Intake commencing the first Monday of every month

**COURSE FEE**

Tuition $16,500
Text Book/Resource Material $300
Safety Equipment $200 (Boots, Safety Glasses and Overalls)
Application Fee: $ 250 (Non-refundable)

**CLIENT GROUPS**

Fee for Service – Domestic

**ARTICULATION**
Pathways from the qualification

The Advanced Diploma of Building and Construction (Management) is a nationally recognised qualification within the Australian Qualifications Framework (AQF). Upon successful completion, participants are able to further their studies and undertake a range of higher level programs such as the Bachelor of Engineering (Civil).

ASSESSMENT

Assessment comprises written assignments, tests and practical work. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time. Students must demonstrate competence on a construction site.

TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a construction environment.
MEM30305 – Certificate III in Engineering – Fabrication Trade

Not Currently Available to International Students

DESCRIPTION

This qualification covers the skills and knowledge required for employment as an Engineering Tradesperson – Fabrication within the metal, engineering, manufacturing and associated industries or other industries where Engineering Tradespersons – Fabrication work. The qualification has been specifically developed to meet the needs of apprentices in the above trade. The qualification packaging has been developed on an assumption that competency will be developed through an integrated combination of on and off-the-job learning strategies such as those delivered through a formal apprenticeship. The qualification may also be achieved through formal skills recognition assessment processes.

This qualification is designed to provide an industry recognised skills profile related to trade work as an Engineering Tradesperson – Fabrication. Skills development would usually be undertaken through an Australian Apprenticeship arrangement where the mix of on and off-the-job training would be specified in the Training Plan associated with the Contract of Training between the employer and apprentice.

Assessment of some units of competency must, where indicated, include evidence of the candidate’s performance in a productive work environment where there is a sufficient range of appropriate tasks and materials to cover the scope of application of those units. All outcomes must reflect the standard of performance inherent in the job.

Employment Pathway

Occupational titles that this qualification is suitable for may vary and include metal fabrication tradesperson, boilermaker, 1st class sheet metal worker, 1st class welder, moulder, foundry tradesperson and patternmaker.

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

This qualification may be accessed by direct entry.

Pathways into the qualification

There is no qualification entry requirement. It is assumed that the learner is engaged as an apprentice under a Training Contract and that the learner is receiving appropriate structured on the job training while undertaking this qualification.

This qualification may be accessed by direct entry. Credit for relevant units of competency achieved should be granted towards this qualification for those who have completed MEM10105 Certificate I in Engineering, MEM10205 Certificate I in Boating Services, MEM20105 Certificate II in Engineering, MEM20205 Certificate II in Engineering – Production Technology or other relevant qualifications.

Credit towards this qualification may also include units of competency contained within relevant pre-vocational and pre-apprenticeship programs and Statements of Attainment.
Note: There are no specific licences that relate to this qualification as delivered by AISI

COURSE STRUCTURE

Core Units
- MEM12023A Perform engineering measurements
- MEM12024A Perform computations
- MEM13014A Apply principles of occupational health and safety in the work environment
- MEM14004A Plan to undertake a routine task
- MEM14005A Plan a complete activity
- MEM15002A Apply quality systems
- MEM15024A Apply quality procedures
- MEM16006A Organise and communicate information
- MEM16007A Work with others in a manufacturing, engineering or related environment
- MEM16008A Interact with computing technology
- MEM17003A Assist in the provision of on the job training
- MSAENV272B Participate in environmentally sustainable work practices

Group A – Fabrication Trade stream units
- MEM05004C Perform routine oxy acetylene welding
- MEM05005B Carry out mechanical cutting
- MEM05006CPerform brazing and/or silver soldering
- MEM05007C Perform manual heating and thermal cutting
- MEM05008C Perform advanced manual thermal cutting, gouging and shaping
- MEM05010C Apply fabrication, forming and shaping techniques
- MEM05012C Perform routine manual metal arc welding
- MEM05013C Perform manual production welding
- MEM05015D Weld using manual metal arc welding process
- MEM05017D Weld using gas metal arc welding process
- MEM05019D Weld using gas tungsten arc welding process
- MEM05026C Apply welding principles

Group B – Certificate III Trade specialisation units
- MEM05001B Perform manual soldering/desoldering – electrical/electronic components
- MEM05002B Perform high reliability soldering and desoldering
- MEM05003B Perform soft soldering
- MEM18002B Use power tools/hand held operations
- MEM05016C Perform advanced welding using manual metal arc welding process
- MEM18001C Use hand tools
- MEM05037C Perform geometric development
- MEM09002B Interpret technical drawing
- MEM05018C Perform advanced welding using gas metal arc welding process
- MEM05051A Select welding processes

DURATION
The course is conducted over a 48 week delivery plus 4 weeks breaks (totalling 52 weeks) at 20 hours per week required attendance (960 hours scheduled delivery).

COURSE COMMENCEMENT
Monthly Intake commencing the first Monday of every month

COURSE FEE
Full-Time Fee-for-service
Tuition $15,500
Text Book and Training Materials $300
Safety Equipment $300 (Includes Safety Glasses (to AS1337), Safety Boots (steel toe cap), Combination Overalls (khaki), Hearing Protection (ear muff/ear plugs), Sun protection equipment, Safety Helmet, Hair Restraint (long hair needs to be restrained))

Application Fee: $250 (Non Refundable)

CLIENT GROUPS

Fee for Service – Domestic

ARTICULATION

Pathways from the qualification
Further training pathways from this qualification include MEM40105 Certificate IV in Engineering and MEM50105 Diploma of Engineering – Advanced Trade or other relevant qualifications.

ASSESSMENT

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and practical demonstration sessions as scheduled, with tests generally scheduled during normal class time. Students must demonstrate competence on a construction site.

TRAINING AND ASSESSMENT NOTE

Parts of this course will be conducted off-campus within a construction environment.
BSB30115 – Certificate III in Business

CRICOS Code: 086830F

DESCRIPTION

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

ENTRY REQUIREMENTS

There are no entry requirements to this program. All applicants must be 18 year or over.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

A proficiency in English equivalent to IELTS 5.0 (or its equivalent) is required for all applicants.

PATHWAY FROM THE QUALIFICATION

After achieving this qualification candidates may undertake:

- BSB40215 Certificate IV in Business, or a range of other Certificate IV qualifications such as BSB40515 Certificate IV in Business Administration

Employment Pathway

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- customer service adviser
- data entry operator
- general clerk
- payroll officer
- typist
- word processing operator

QUALIFICATION REQUIREMENTS

Total number of units = 12
1 core unit plus
11 elective units, of which:

- 7 of the elective units must be selected from the elective units listed below
- 4 elective units may be selected from the elective units listed at http://training.gov.au/Training/Details/BSB30115, from this Training Package (BSB) or from any current accredited course or endorsed Training Package at the same qualification level
- if not listed in http://training.gov.au/Training/Details/BSB30115, 1 elective unit may be selected from a Certificate II qualification and 2 elective units may be taken from a Certificate IV qualification.

COURSE STRUCTURE
Core Units

- BSBWHS302 Apply knowledge of WHS legislation in the workplace

Elective Units

- BSBCUS301 Deliver and monitor a service to customers
- BSBINM301 Organise workplace information
- BSBINN301 Promote innovation in a team environment
- BSBFLM309 Support continuous improvement systems and processes
- BSBFLM305 Support operational plan
- BSBPRO301 Recommend products and services
- BSBUS401 Implement and monitor environmentally sustainable work practices
- BSBFLM312 Contribute to team effectiveness
- BSBWOR301 Organise personal work priorities and development
- BSBWRT301 Write simple documents
- BSBFLA301 Maintain financial records

DURATION

16 weeks (26 hours per week) [14 Weeks scheduled classes plus 2 weeks scheduled holiday periods].

COURSE COMMENCEMENT

Monthly Intake commencing the first Monday of every month

COURSE FEE

Tuition Fee: $3,390
Text Book/Resource Material: $360
Application Fee: $ 250 (Non-refundable)

CLIENT GROUPS

Fee for Service Students

ASSESSMENT

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.
BSB40215 – Certificate IV in Business

CRICOS Code: 086935G

DESCRIPTION

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

ENTRY REQUIREMENTS

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

• BSB30115 Certificate III in Business or other relevant qualification/s

OR

• with vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.

All applicants must be 18 year or over.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

A proficiency in English equivalent to IELTS 5.5 (or its equivalent) is required for all applicants.

PATHWAY FROM THE QUALIFICATION

After achieving this qualification candidates may undertake:

• A range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages

Employment Pathway

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

• Accounts Clerk
• Customer Service Advisor
• Clerk
• E-business Practitioner
• Legal Receptionist
• Medical Receptionist
• Office Administration Assistant
• Student Services Officer
• Word Processing Operator

This breadth of expertise would equate to the competencies required to undertake this qualification.
QUALIFICATION REQUIREMENTS

Total number of units = 10
1 core unit plus
9 elective units, of which:

- 7 of the elective units must be selected from the elective units listed below
- 4 elective units may be selected from the elective units listed at http://training.gov.au/Training/Details/BSB30115, from this Training Package (BSB) or from any current accredited course or endorsed Training Package at the same qualification level
- if not listed in http://training.gov.au/Training/Details/BSB30115, 1 elective unit may be selected from a Certificate II qualification and 2 elective units may be taken from a Certificate IV qualification.

COURSE STRUCTURE

Core Units

- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units

- BSBREL401 Establish networks
- BSBLED401 Develop teams and individuals
- BSBRES401 Analyse and present research information
- BSBINN301 Promote innovation in a team environment
- BSBWSU401 Implement and monitor environmentally sustainable work practices
- BSBFIA402 Report on financial activity
- BSBMK414 Undertake marketing activities
- BSBMK413 Promote products and services
- BSBWRT401 Write complex documents

DURATION

16 weeks (21 hours per week) [14 Weeks scheduled classes plus 2 weeks scheduled holiday periods].

COURSE COMMENCEMENT

Monthly Intake commencing the first Monday of every month

COURSE FEE

Tuition Fee: $3,500
Text Book/Resource Material: $250
Application Fee: $ 250 (Non-refundable)

CLIENT GROUPS

Fee for Service Students

ASSESSMENT
Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.
BSB51915 Diploma of Leadership and Management

CRICOS Code: 089370E

DESCRIPTION

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Job Roles

Job roles and titles vary across different industry sectors. The program is suitable to Department Manager in a small manufacturing business. Possible job titles relevant to this qualification include:

- Manager

ENTRY REQUIREMENTS

All applicants must be 18 year or over.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

International Student Entry: English Language level of IELTS 5.5 or its equivalent.

PATHWAY FROM THE QUALIFICATION

After achieving the BSB51915 Diploma of Leadership and Management, candidates may undertake the BSB61015 Advanced Diploma of Leadership and Management, or a range of other Advanced Diploma qualifications.

PACKAGING RULES

Total number of units = 12

4 core units plus,
8 elective units

- 4 elective units must be selected from Group A
- up to 4 may be additional units from Group A or Group B
- if not listed below, up to 2 electives may be from Diploma or above in the Business Services Training Package
- if not listed below, 1 elective unit may be from any currently endorsed Training Package or accredited course at Diploma level.
Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

**COURSE STRUCTURE (As delivered by AISI)**

**Core Units**
- BSBLDR501 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness

**Elective Units (Group A)**
- BSBPMG522 Undertake project work
- BSBRSK501 Manage risk
- BSBMGT502 Manage people performance
- BSBFIM501 Manage budgets and financial plans
- BSBHRM405 Support the recruitment, selection and induction staff

**Elective Units (Group B)**
- BSBWRK510 Manage employee relations
- BSBUS501 Develop workplace policy and procedures for sustainability
- BSBADM502 Manage meetings

**DURATION**

52 weeks (20 hours per week, structured as 40 weeks full time face to face with 12 weeks breaks)

**COURSE COMMENCEMENT**

Monthly Intake commencing the first Monday of every month

**COURSE FEE**

Tuition Fee: $6,000
Application Fee: $250 (Non-refundable)

**CLIENT GROUPS**

Fee for Service Students

**ASSESSMENT**

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.
BSB61015 Advanced Diploma of Leadership and Management

CRICOS Code: 089371D

DESCRIPTION

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Employment Pathway

Occupational titles may include:

- Area Manager
- Department Manager
- Regional Manager

ENTRY REQUIREMENTS

Applicants should have completed a year 12 or equivalent level of secondary education.

Applicants must be over the age of 18 at the time of commencement.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

International Student Entry: English Language level of IELTS 5.5 or its equivalent.

PACKAGING RULES

Total number of units = 12
4 core units plus,
8 elective units

- 4 elective units must be selected from the listed electives
- up to 4 may be additional units from Group A or Group B
- 4 elective units may be selected from the listed electives or from any currently endorsed Training Package or accredited course at Advanced Diploma level

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.
COURSE STRUCTURE (As delivered by AISI)

Core Units

- BSBFIM601 Manage finances
- BSBINN601 Lead and manage organisational change
- BSBMGT605 Provider leadership across the organisation
- BSBMGT617 Develop and implement a business plan

Elective Units

- BSBRSK501 Manage risk
- BSBSSUS501 Develop workplace policy and procedures for sustainability
- BSBMKG609 Develop a marketing plan
- BSBDIV601 Develop and implement diversity policy
- BSBMGT616 Develop and implement strategic plans
- BSBHRM602 Manage human resources strategic planning
- BSBHRM604 Manage employee relations
- BSBMGT615 Contribute to organisation development

DURATION

The course is conducted over a 38 week delivery plus 8 weeks breaks (totalling 46 weeks) at 20 hours per week required attendance.

COURSE COMMENCEMENT

Monthly Intake commencing the first Monday of every month

COURSE FEE

Full-Time Fee-for-service
Tuition $8,000

Application Fee: $ 250 (Non Refundable)

CLIENT GROUPS

Fee for Service Students

ARTICULATION

Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at higher education level

ASSESSMENT

Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and practical demonstration sessions as scheduled, with tests generally scheduled during normal class time.
CPC32413 Certificate III in Plumbing

CRICOS Code: 089369J

DESCRIPTION
This qualification provides a trade outcome in plumbing.

Occupational titles may include:
- Plumber
- Plumber and drainer
- Plumber and gasfitter
- Gasfitter
- Roof plumber

The qualification has core and elective unit of competency requirements that cover common and specialist skills for the plumbing industry in six specialist streams:
- Stream 1 Water
- Stream 2 Sanitary
- Stream 3 Drainage
- Stream 4 Mechanical services
- Stream 5 Roofing
- Stream 6 Gas services

The plumbing industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

LICENSING/REGULATORY INFORMATION
This is a licensed occupation. Check with relevant state and territory licensing and regulatory authorities. State and territory jurisdictions may have different regulatory requirements.

ENTRY REQUIREMENTS
Applicants should have completed a year 12 or equivalent level of secondary education.
Applicants must be over the age of 18 at the time of commencement.
This qualification may be accessed by direct entry.

ENGLISH LANGUAGE ENTRY REQUIREMENTS
International Student Entry: English Language level of IELTS 5.5 or its equivalent.

PATHWAY FROM THE QUALIFICATION
After achieving the CPC32413 Certificate III in Plumbing, candidates may undertake the CPC40912 Certificate IV in Plumbing and Services.

PACKAGING RULES
Units of competency from a minimum of four of the following six plumbing streams are required for award of this qualification.

- Stream 1 Water and Stream 2 Sanitary are mandatory.
- The following units of competency are required for award of this qualification:
  - Stream 1 Water (mandatory): 24 core units and 5 elective units from the water stream and Stream 2 Sanitary (mandatory): 6 core units and 4 elective units from the sanitary stream.
  - Plus two of the following four streams:
    - Stream 3 Drainage: 9 core units and 3 elective units from the drainage stream
    - Stream 4 Mechanical services: 4 core units and 11 elective units from the mechanical services stream
    - Stream 5 Roofing: 8 core units and 4 elective units from the roofing stream
    - Stream 6 Gas services: 12 core units and 5 elective units from the gas services stream

NB: Units of competency achieved in one stream count as credit for the same unit in the core or elective requirements for any other stream.

Some units in this qualification may have prerequisite requirements, which must be met when packaging the qualification. Users are referred to the list of CPC08 units with prerequisite unit requirements available in this Training Package for this purpose.

COURSE STRUCTURE (As delivered by AISI)
Core Units
- CPCPCM2039A Carry out interactive workplace communication [Core (Water Stream)]
- CPCPCM2040A Read plans and calculate plumbing quantities [Core (Water Stream)]
- CPCPCM2041A Work effectively in the plumbing and services sector [Core (Water Stream)]
- CPCPCM2043A Carry out WHS requirements [Core (Water Stream)]
- CPCPCM2045A Handle and store plumbing materials [Core (Water Stream)]
- CPCPCM2046A Use plumbing hand and power tools [Core (Water Stream)]
- CPCPCM2047A Carry out levelling Core [(Water Stream)]
- CPCPCM2050A Mark out materials Core [(Water Stream)]
- CPCPCM2052A Weld using oxy-acetylene equipment [Core (Water Stream)]
- CPCPCM2053A Weld using manual metal arc welding equipment [Core (Water Stream)]
- CPCPCM2054A Carry out simple concreting and rendering [Core (Water Stream)]
- CPCPCM2055A Work safely on roofs [Core (Water Stream)]
- CPCPCM3021A Flash penetrations through roofs and walls [Core (Water Stream)]
- CPCPCM3022A Weld polyethylene and polypropylene pipes using fusion method [Core (Water Stream)]
- CPCPCM3023A Fabricate and install non-ferrous pressure piping [Core (Water Stream)]
- CPCPF3031A Fabricate and install fire hydrant and hose reel systems [Core (Water Stream)]
- CPCPT3020A Connect and install storage tanks to a domestic water supply [Core (Water Stream)]
- CPCPW3021A Set out and install water services [Core (Water Stream)]
- CPCPW3021A Set and adjust water service controls and devices [Core (Water Stream)]
- CPCPW3023A Install and commission water heating systems [Core (Water Stream)]
- CPCPW3025A Install water pumpsets [Core (Water Stream)]
- CPCPW3026A Set up and commission heated and cold water services [Core (Water Stream)]
- CPCPW3027A Connect irrigation systems from drinking water supply [Core (Water Stream)]
- HLTFA211A Provide basic emergency life support [Core (Water Stream)]
- CPCPD3021A Locate and clear blockages [Core (Sanitary Stream) / Core (Drainage Stream)]
- CPCPSN3011B Plan layout of a residential sanitary plumbing system [Core (Sanitary Stream)]
- CPCPSN3022A Install discharge pipes [Core (Sanitary Stream)]
- CPCPSN3023A Fabricate and install sanitary stacks [Core (Sanitary Stream)]
- CPCPSN3024A Install and fit off sanitary fixtures [Core (Sanitary Stream)]
- CPCPD2022A Install domestic treatment plants [Core (Drainage Stream)]
- CPCPD2024A Install stormwater and sub-soil drainage systems [Core (Drainage Stream)]
- CPCPD2025A Drain work site [Core (Drainage Stream) / Elective (Sanitary Stream)]
- CPCPD2026A Install prefabricated inspection openings and enclosures [Core (Drainage Stream) / Elective (Sanitary Stream)]
- CPCPD3021A Plan layout of a residential sanitary drainage system [Core (Drainage Stream)]
- CPCPD3022A Install below ground sanitary drainage systems [Core (Drainage Stream)]
- CPCPD3023A Install on-site disposal systems [Core (Drainage Stream)]
- RIICCM210A Install trench support [Core (Drainage Stream) / Elective (Mechanical Services Stream)]
- CPCPCM2048A Cut and join sheet metal [Core (Sanitary Stream) / Core (Mechanical Services Stream) / Elective (Water Stream) / Elective (Drainage Stream)]
- CPCPM3021A Assemble mechanical services components [Core (Mechanical Services Stream)]
- CPCPM3031A Fabricate and install steel pressure piping [Core (Mechanical Services Stream) / Elective (Water Stream)]
- CPCPM3033A Install small bore heating systems [Core (Mechanical Services Stream) / Elective (Water Stream)]
- CPCPM3033A Install small bore heating systems [Core (Mechanical Services Stream) / Elective (Water Stream)]

Elective Units
- CPCPCM2008B Erect and dismantle restricted height scaffolding [Elective (Water Stream) / Elective (Sanitary Stream) / Elective (Mechanical Services Stream)]
- CPCPCM2010B Work safely at heights [Elective (Water Stream) / Elective (Sanitary Stream) / Elective (Mechanical Services Stream)]
- CPCPD2023A Maintain effluent disinfection systems [Elective (Drainage Stream)]
- CPCPT3029A Install water pipe systems [Elective (Drainage Stream)]
- CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry [Elective (Mechanical Services Stream)]
- MEMO5049B Perform routine gas tungsten arc welding [Elective (Mechanical Services Stream)]
- MEMO5050B Perform routine gas metal arc welding [Elective (Mechanical Services Stream)]
- CPCPM3037A Install and test split system air conditioning [Elective (Mechanical Services Stream)]
- CPCPM3038A Install air conditioning control equipment [Elective (Mechanical Services Stream)]
- CPCPMS3035A Install and test ducting systems [Elective (Mechanical Services Stream)]
- MEM10010B Install pipework and pipework assemblies [Elective (Mechanical Services Stream)]
- MEM18086B Test, recover, evacuate and charge refrigeration systems [Elective (Mechanical Services Stream)]
- UEEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace [Elective (Mechanical Services Stream)]

DURATION
52 weeks (20 hours per week, structured as 50 weeks full time face to face with 2 weeks breaks).

COURSE COMMENCEMENT
Monthly Intake commencing the first Monday of every month

COURSE FEE
Tuition Fee: $15,750
Application Fee: $250 (Non-refundable)

CLIENT GROUPS
Fee for Service Students

ASSESSMENT
Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.
CPC40912 Certificate IV in Plumbing and Services

CRICOS Code: 089368K

DESCRIPTION
This qualification provides an outcome for:
- experienced fire operators with responsibility for project design and supervision (Fire services stream)
- experienced plumbing service operators with responsibility for project design and supervision (Air conditioning and mechanical services stream)
- plumbers who manage a plumbing business (Plumbing and services – Management stream)
- specialist plumbing services tradespersons and operators seeking to deepen their technical skills (Plumbing and services – Operations stream)
- specialist hydraulic consultants (Hydraulic services design stream).

Occupational titles may include:
- Plumbing contractor
- Fire services supervisor
- Air conditioning technician
- Specialist hydraulic designer.

The qualification has core and elective unit of competency requirements that cover common skills for the plumbing industry, as well as the four specialist streams and a range of elective options.

The plumbing industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

LICENSING/REGULATORY INFORMATION
This is a licensed occupation. Check with relevant state and territory licensing and regulatory authorities. State and territory jurisdictions may have different regulatory requirements.

ENTRY REQUIREMENTS
Applicants should have completed a year 12 or equivalent level of secondary education.
Applicants must be over the age of 18 at the time of commencement.
This qualification may be accessed by direct entry.
The course program stream as delivered by AISI (Plumbing and services – Operations stream) has an entry requirement of the completion of a relevant trade qualification or equivalent.

ENGLISH LANGUAGE ENTRY REQUIREMENTS
International Student Entry: English Language level of IELTS 5.5 or its equivalent.

PATHWAY FROM THE QUALIFICATION
After achieving the CPC40912 Certificate IV in Plumbing and Services, candidates may undertake the CPC50412 Diploma of Plumbing and Services.

PACKAGING RULES
Fire services stream
To achieve this qualification, the candidate must demonstrate competency in:
15 units of competency:
- 8 core units
- 7 elective units.

The units must be completed as follows:
- all four common core units
- all four core units shared between air conditioning and mechanical services stream and fire services
- seven elective units, ensuring that any licensing requirements are addressed.

Of these seven electives:
- at least four units must be selected from the pool of elective units in the fire services stream
- up to two units may be selected from a Certificate IV qualification in another endorsed Training Package or from the core or elective units of another stream within the Certificate IV in Plumbing and Services, ensuring both the integrity of the AQF alignment and the industry context of the qualification are maintained
- one unit may be selected from Certificate III or Diploma Plumbing and Services qualifications
- no more than three units may be selected from the common pool of elective units.

Air conditioning and mechanical services stream
To achieve this qualification, the candidate must demonstrate competency in:
15 units of competency:
- 8 core units
- 7 elective units.

The units must be completed as follows:
• all four common core units
• all four core units shared between air conditioning and mechanical services stream and fire services
• seven elective units, ensuring that any licensing requirements are addressed.

Of these seven electives:
• at least four units must be selected from the pool of elective units in the air conditioning and mechanical services stream
• up to two of the seven units may be selected from a Certificate IV qualification in another endorsed Training Package or from the core or elective units of another stream within the Certificate IV in Plumbing and Services, ensuring both the integrity of the AQF alignment and the industry context of the qualification are maintained
• one of the seven units may be drawn from Certificate III or Diploma Plumbing and Services qualifications
• no more than three units may be selected from the common pool of elective units.

Plumbing and services – Management stream
Industry considers it appropriate for people seeking to complete Certificate IV in Plumbing and Services – Management stream to hold a relevant Certificate III qualification in the industry.

To achieve this qualification, the candidate must demonstrate competency in:
• 1.5 units of competency:
• 10 core units
• 5 elective units.
The units must be completed as follows:
• all four core units
• all six core units (Plumbing and services – Management stream)
• five elective units, ensuring that any licensing requirements are addressed.

Of these five electives:
• up to five units may be selected from the pool of elective units in the Plumbing and services – Management stream
• two of the five units may be selected from a Certificate IV qualification in another endorsed Training Package or from the core or elective units of another stream within the Certificate IV in Plumbing and Services, ensuring both the integrity of the AQF alignment and the industry context of the qualification are maintained
• one of the five units may be drawn from Certificate III or Diploma Plumbing and Services qualifications
• no more than three units may be selected from the pool of elective units common to all streams.

Plumbing and services – Operations stream
This stream has an entry requirement of the completion of a relevant trade qualification or equivalent.

To achieve this qualification, the candidate must demonstrate competency in:
• 15 units of competency:
• 12 core units
• 3 elective units.
The units must be completed as follows:
• all four core units
• all eight core units (Plumbing and services – Operations stream)
• three elective units, ensuring that any licensing requirements are addressed.

Of these three electives:
• up to three units may be selected from the pool of elective units in the Plumbing and services – Operations stream
• two of the five units may be selected from a Certificate IV qualification in another endorsed Training Package or from the core or elective units of another stream within the Certificate IV in Plumbing and Services, ensuring both the integrity of the AQF alignment and the industry context of the qualification are maintained
• one of the three units may be drawn from Certificate III or Diploma Plumbing and Services qualifications
• no more than three units may be selected from the pool of elective units common to all streams.

Hydraulic services design stream
To achieve this qualification, the candidate must demonstrate competency in:
• 15 units of competency:
• 10 core units
• 5 elective units.
The units must be completed as follows:
• all four core units
• all six core units in the hydraulic services design stream
• five elective units.

Of these five electives:
• at least two units must be selected from the pool of elective units in the hydraulic services design stream
• one of the five units may be selected from a Certificate IV qualification in another endorsed Training Package, ensuring both the integrity of the AQF alignment and the industry context of the qualification are maintained
• one of the five units may be drawn from the Diploma of Hydraulic Services Design qualification
• no more than three units may be selected from the common pool of elective units.

Some units in this qualification may have prerequisite requirements, which must be met when packaging the qualification. Users are referred to the list of CPC08 units with prerequisite unit requirements available in this Training Package for this purpose.

COURSE STRUCTURE (As delivered by AISI)
Core Units
- BSBOHS403B Identify hazards and assess OHS risks [Core Unit (Common)]
- CPCCBC4012B Read and interpret plans and specifications [Core Unit (Common)]
- CPCCCM4011A Carry out work-based risk control processes [Core Unit (Common)]
- CPCCCM4012A Estimate and cost work [Core Unit (Common)]
- BSBSMB401A Establish legal and risk management requirements of small business [Core Units (Plumbing and services – Operations stream)]
- CPCFDR4011B Design and size sanitary drainage systems [Core Units (Plumbing and services – Operations stream)]
- CPCFDR4012B Design and size stormwater drainage systems [Core Units (Plumbing and services – Operations stream)]
- CPCFDR4013B Design and size domestic treatment plant disposal systems [Core Units (Plumbing and services – Operations stream)]
- CPCPGS4011C Design and size consumer gas installations [Core Units (Plumbing and services – Operations stream)]
- CPCPGS4022A Service Type A gas appliances [Elective (Plumbing and services – Operations stream)]
- CPCPWT4022A Commission and maintain backflow prevention devices [Elective (Plumbing and services – Operations stream)]
- CPCPWT4023A Commission and maintain hot and heated water temperature control devices [Elective (Plumbing and services – Operations stream)]

**Elective Units**
- CPCPGS4022A Service Type A gas appliances [Elective (Plumbing and services – Operations stream)]
- CPCPWT4022A Commission and maintain backflow prevention devices [Elective (Plumbing and services – Operations stream)]
- CPCPWT4023A Commission and maintain hot and heated water temperature control devices [Elective (Plumbing and services – Operations stream)]

**DURATION**
52 weeks (20 hours per week, structured as 44 weeks full time face to face with 8 weeks breaks).

**COURSE COMMENCEMENT**
Monthly Intake commencing the first Monday of every month

**COURSE FEE**
Tuition Fee: $15,750
Application Fee: $250 (Non-refundable)

**CLIENT GROUPS**
Fee for Service Students

**ASSESSMENT**
Assessment comprises written assignments, tests and practical application projects. Students are required to attend tests and examinations as scheduled, with test generally scheduled during normal class time.
Application Process

Download an Application for Enrolment form (PDF Format):


How To Enrol (International Off-Shore Students)

STEP 1. Review course information and read information on this website related to International students

STEP 2. Complete and sign Application for Enrolment Form

- Print the Application for Enrolment Form
- Fill out the Application for Enrolment Form
- Send Enrolment Form to AISI:
  - BY FAX: +61 3 9671 4440
  - BY MAIL: Level 1, 398 Lonsdale Street, Melbourne, Victoria, 3000 Australia

AISI will:

a. Check if places are available and advise the applicant if no places are available, otherwise:
b. If places are available, check documentation is complete, including:
   - Completed enrolment application form
   - Signed written agreement
   - Certified transcripts of academic records
   - Certified evidence of date of birth
   - Copy of passport details
   - Copy of English language test/ evidence English language proficiency
   - Any documented request for Special Assistance/Programs where required
c. Request any documentation outstanding
d. Check that the applicant has received pre-enrolment information

Where qualifications, experience and English language proficiency are not appropriate for entry into the selected course, the Administration Manager advises the applicant as such in writing within 10 days of receipt of the application.

Where qualifications, experience and English language proficiency are appropriate for entry into the selected course, the Administration Manager will:

a. Confirm recommended course place is available
b. Confirm documentation and consultation process is complete
c. Follow up any academic or management requests
d. Finalise documentation
e. Advise outcome of application and complete enrolment process if application is accepted

STEP 3. Receive a Letter of Offer

- You will receive a Letter of Offer in the mail if your application is approved. You will receive a notification by mail if your application is not approved.
- This usually takes 2 – 3 weeks from when we receive your application form.
- If you have not received an Offer Letter after a month, please contact Student Services:
  - EMAIL: info@aisi.edu.au
  - PHONE: (61 3) 9670-0915
STEP 4. Apply for Student Visa

About Australian Student Visas.

Student visa (subclass 500)

This visa allows you to stay in Australia to study full-time in a recognised education institution.

Requirements

You must have:

- applied for and been accepted to study in a registered full-time course at an educational institution in Australia
- organised appropriate welfare arrangements for the duration of your intended stay in Australia if you are under 18 years of age.

This visa is for students who want to come to Australia to study at a registered education institution.

What this visa lets you do

- You can study a registered full-time course in Australia.
- Eligible family members can accompany you to Australia.
- You and your family members can generally work a specified number of hours.
- You can generally stay in Australia until your course is finished.

Before you apply

Before you apply for this visa, you must have:

- been accepted to study full-time at an educational institution in Australia
- organised appropriate welfare arrangements for the duration of your intended stay in Australia if you are under 18 years of age.

Cost

The visa application charges are listed in Fees and charges:

You might have to pay other costs, such as the costs of health assessments, police certificates, or any other certificates or tests. You are responsible for making the necessary arrangements.

How long this visa lasts

This visa allows you to stay in Australia for the duration of your course.
Further detailed information about Student visa (subclass 500) is available from Department of Immigration and Border Protection information on the Student visa (subclass 500): https://www.border.gov.au/Trav/Visa-1/500-

There are also a number of other visa options and information on these is available at http://www.border.gov.au/ from the Department of Immigration and Border Protection:

STEP 5. Sign Written Agreement (sent with Letter of Offer). Make Payment for Tuition Fee. Retain one copy of the written agreement for yourself and send the other back to AISI. AISI cannot receive payment until a signed written agreement is received.

Payment Methods

Payment of the following must be made prior to the commencement of study:

- Half/Full Tuition Fees
- Enrolment Fee
- Text Book Fee
- Equipment Fee
- Overseas Student Health Cover (OSHC)

Fees can be forwarded utilising the details as provided in the Letter of Offer

STEP 6. Receive Confirmation of Enrolment (COE)
Once AISI has received the Signed Agreement (sent with the Letter of Offer) and cleared funds into its bank account:

- You will receive an electronic Confirmation of Enrolment (eCoE) via eMail
- You must take this to your nearest Australian DIBP (Department of Immigration and Border Protection) to obtain a student visa.

STEP 7. Apply for Student Visa
Take your COE to your nearest Australian DIBP (Department of Immigration and Citizenship) to apply for a student visa.

STEP 8. Arrange Your Flight Ticket, Accommodation, and Airport Pick-up

- Arrange your flight online or with your local travel agent.
- AISI can organise accommodation and airport pickup for you. Please contact Student Services to arrange these:
  - EMAIL: info@aisi.edu.au
  - PHONE: (61 3) 9670-0915
  - FAX: (61 3) 9670-0918

*Note: please notify AISI at least one week prior to commencement if you need to defer your course due to delay of visa processing.

You will be required to attend an orientation at the Lonsdale Street campus as outlined in your letter of offer.

Admission

Admission to the Australian Industrial Systems Institute is granted under the individual requirements within the categories depending upon students’ qualifications, educational objectives and course selection.

Proficiency in English, student past academic records and age requirements are all specified within each course offered. See course outlines for specific details.

Orientation

Orientation programs are offered on campus to all new participants within all AISI courses. At orientation students are addressed by the Campus Principal and have an opportunity to meet their lecturers and undergo a tour of the campus and its facilities.

Attendance

Lesson attendance is an important part in the educational process at AISI. All students are expected to attend classes regularly in line with course and student visa requirements.

Student Visa Obligations

Prior to making any study arrangements with Australian Industrial Systems Institute, it is important for the overseas student to have an understanding of the Visa regulations. Please view the Australian Visa Regulations at the DIBP website (http://www.border.gov.au/) for further details.

CRICOS

(Commonwealth Registrar of Institutions and Courses for Overseas Students)

To be eligible for a student visa, you must first be accepted for full-time study for the whole or part of an education or training course offered by an Australian education provider who is registered on CRICOS.

IELTS (International English Language Testing System)

Each country has its own Pre-Visa Assessment level entry, ranging from Level 1 to 5. Requirements differ in each country and may be lesser than other countries, however it is desirable that the pending
student has an IELTS Certificate of 5.5 or higher to gain maximum benefits from the courses we have to offer. To find out what your level of assessment is refer to Australia’s Immigration Department and point you to the document called Vocational Education & Training.

**Letter of Offer**

Prior to enrolling, the overseas student may request a ‘letter of offer’, appropriate to the course of their choice. This letter will show all relevant information pertaining to the course on offer, and may aid you with your Visa requirements.

**eCOE (Electronic Confirmation of Enrolment)**

Upon acceptance of the overseas student to enter a training program at Australian Industrial Systems Institute, the Institute will issue an eCOE. This enrolment form is required by immigration, preceding the application for a student visa. If the overseas student intends to complete an English course in Australia, prior to commencing at the Institute, it is necessary to obtain a separate eCOE for each individual course.

**Overseas Student Health Cover (OSHC)**

Australian Industrial Systems Institute will pay OSHC on behalf the new student direct to the OSHC fund. Details of OSHC membership will be provided upon the students arrival at the Institute.

**Language, Literacy and Numeracy**

Language, literacy and numeracy (LL&N) needs of all individuals are an important part of Australian Industrial Systems Institute’s Teaching and Learning Strategies. Where LL&N needs are identified at the commencement of, or during, a course, the student will be referred to a suitable internal or external support service. Trainers and assessors are responsible for ensuring that they are conscious of individual learning needs in class, and will adapt their delivery and assessment methods to suit the needs of their students. Additional assistance will be provided by the teacher where necessary to assist students in successfully completing their course.

Where necessary and appropriate, adjustments will be made to methods of delivery and assessment to suit the needs of the individual, so that the student has a reasonable chance of success in their program.

**Recognition of Prior Learning**

What is Recognition of Prior Learning (RPL) and Credit Transfer?

RPL and Credit Transfer acknowledge skills / knowledge / competencies you have learnt from:

- Education and Training (both formal and informal) including other programs, courses, secondary schooling, adult education courses, work-based training, etc;
- Work Experience; and/or
- Life Experience (including volunteer work, committee responsibilities, family duties, hobbies, etc).

Previous learning may be recognized in a variety of ways. Relevant formal qualifications or completed courses (subjects) from other recognized educational institutions that you have already gained can be recognized through Credit Transfer. Other relevant formal or informal learning may be recognized though Recognition of Prior Learning (RPL).

The RPL and Credit Transfer process matches skills / knowledge / competencies you already have against those being developed in the program you are doing, or intend to do.
Applicants are required to provide valid, current, relevant, and verifiable evidence to substantiate the claim for RPL and Credit Transfer which in many cases is a collection or portfolio of evidence including: documentation, interview, demonstration, projects, etc. If what you have learned at work or elsewhere is relevant to the program, you may not have to do those parts of the program again.

The Institute recognizes and accepts any Australian Qualifications Framework qualifications and Statements of Attainment that are issued by other Registered Training Organizations (RTOs). Credit will therefore be given for modules or units of competency for which an original official Certificate or Statement of Attainment is produced.

**Why should I apply? What are the advantages?**

A successful application for RPL and/or Credit Transfer could mean:

- You complete your program earlier than expected;
- You study only courses (subjects) that are new and challenging; and/or
- A reduced program load, leaving time for elective units, short courses and workshops.

**Application process**

If you have already formal qualifications or transcripts / statement of results for completed courses that you believe to be relevant to the program you want to study, and attach it with certified copies of your original documents to your enrolment application form. Alternatively, you may apply directly to your Coordinator.

If you believe that you are eligible to have formal or informal learning recognized, you may discuss your eligibility during orientation. This person will discuss with you whether you have sufficient documentation and/or other evidence to support an application for RPL. A wide range of evidence may be acceptable, including for example documentation such as workplace reports, forms, references, publications, certificates from successfully completed (non-accredited) courses etc, or samples of your work or photographic or video material.

If you have sufficient evidence to support an application for RPL, or believe that you can show that what you have already learned is relevant to the program by giving a demonstration or some other form of assessment, obtain an “Recognition of Prior Learning (RPL) Application Form” from Student Administration. Complete the form, attach relevant supporting evidence, and submit to the course area co-ordinator. When your application form is received, the course area co-ordinator will review it and decide on one or more of the following actions:

- Grant RPL or Credit Transfer where appropriate, and advise you in writing of the outcome;
- Invite you and (if you wish) your nominated industry specialist or support person to for an informal discussion / interview;
- Ask you to provide further evidence to support your application; or
- Advise you in writing that your application was unsuccessful in this instance.

For International students, any variation to course load or duration resulting from an application for Credit Transfer/RPL, will be reported to DIBP.

**School-Aged Dependants**

Intending overseas students are advised that any school-aged dependants accompanying them to Australia are required to pay full fees if they are enrolled in either a government or non-government school.

**International Student Age at Commencement**
Australian Industrial Systems Institute will not accept overseas students who would be under 18 years of age at the time of proposed commencement.

Access and Equity

The Institute is committed to the principle of access and equity in vocational education and training with the goal of improving the knowledge, skills and quality of life for Australians and overseas students, having regard to the particular needs of disadvantaged groups.

Staff are responsible for ensuring that they understand and comply with the Access & Equity policy and behave in a courteous and sensitive manner when dealing with other staff, students and clients.

Students are responsible for behaving in a courteous and sensitive manner when dealing with other students, staff and clients. We all have a right to work and study in an environment free from harassment, discrimination or threatening behaviour.

This right is accompanied by our responsibility to respect the rights of others and respect differences and diversity.

Use of personal information

Personal information provided to Australian Industrial Systems Institute may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and where Australian Industrial Systems Institute is required, under s19 of the ESOS Act 2000, to tell DIBP about certain changes to the student’s enrolment; and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

Student Services

Australian Industrial Systems Institute offers a well established and developed environment in which to study. Students have access to the latest technology, facilities and resources to maximise their learning experience.

Services provided include:

- Self-study facilities after class
- Accommodation assistance
- Social programmes
- Further education and counselling
- Student welfare services
- Textbook sales
- Student Health Cover Insurance (OSHC)
- Airport Transfer

Student Safety

While Australia is considered to be a very safe country, obviously it is still wise to avoid dangerous situations. Personal safety and security is a matter of common sense and awareness. Trust your instincts. If in doubt, move away. Here are a few tips for your personal safety.

Useful Tips When You Are Out And About:
• Walk in well-lit areas
• Walk mid-point between travelled routes between buildings
• Try to walk with a group of people – organise a group of other students if you are going in the same direction.
• Use caution when using elevators, isolated stairways, or toilet areas.
• Plan the safest route to your destination and use it. Stick to the main roads if possible. Never hitchhike!
• Remain alert. Use your peripheral vision. Wearing headphones may decrease your awareness.
• If approached, maintain a comfortable distance while you answer a question or give directions. Never turn your back on someone who has approached you.
• Try and arrange a lift home from a friend or a taxi if you are going out late. Get dropped off as close to your door as possible.
• Avoid using ATMs in dark or lonely places.

If you suspect you are being followed:

• Be suspicious – keep looking behind you, so the person knows you cannot be surprised.
• Cross the street or change direction.
• Go to a well-lit area, enter a residence or building where there are people and phones.
• Do not wear a personal audio player or play music so loudly that you are unaware of your surroundings.
• If you are on campus, contact any staff member.

Personal Safety on Public Transport

• Don’t stand alone while waiting for a tram, bus or train, especially at night. Stand with other people.
• If you’re on a tram, bus or train and it’s nearly empty, sit near the driver or as close as possible to the guard’s compartment.
• At the railway station, stand back from the edge of the platform. Avoid sitting near the exit door of the train as an attacker may be able to grab your property and run before you can react.
• When disembarking from public transport, walk with other commuters.
• If travelling by taxi, remember the driver’s identification number displayed on the dashboard. There should also be a photo of the driver, if it is not there don’t get in. Once you’ve reached your destination, ask the driver to wait until you have safely entered.
• If you are catching a tram or bus, check the timetable before so that you are not waiting at the bus stop for long periods. Select a well-lit bus stop at night and make sure that you can see the area around you.

Personal Safety When Driving

• Plan the safest route to your destination and avoid isolated roads especially at night.
• Be alert when walking to your car and always have your keys ready.
• Before you open the door, check the rear seat and luggage compartment.
• Lock your car once you’re inside it. Keep your windows up when travelling alone.
• If your car breaks down, move the vehicle off the roadway if possible, raise the bonnet, activate the hazard lights and then lock yourself inside the vehicle call the RACV- 13 72 28 for Roadside assistance. Wait for an emergency vehicle to offer assistance.
• If you think you are being followed, drive to the nearest Police, Fire or Service Station for assistance. Don’t drive home.
• Make sure you always have enough fuel in your vehicle.
• Never pick up hitchhikers.

Handbag Snatching
Keep your handbag in front of your body, avoid dangling it by your side from your hand or shoulder.

Be aware of people coming from behind – even on motorbikes and cars.

Never leave your bag on a shopping trolley – or at your feet or on the hook of the door in a public toilet – always keep it with you.

When you put money in your handbag, don’t let people see where you put it – especially when you are using an ATM.

Be constantly aware of what valuables are in your bag – eg. driver’s licence and credit cards.

If your bag is taken, immediately cancel any credit cards, and change your house locks as soon as possible. Report to the police.

When packing groceries into your car, never leave your handbag on the boot or roof of your car. Thieves are watching and can easily grab your property. Always leave your bag locked inside your car when you are packing groceries away.

REMEMBER: If confronted by somebody trying to take your bag, give it to them. No amount of money or inconvenience is worth serious injury.

EMERGENCY CONTACTS

Police, Ambulance and Fire Brigade – 000

In an emergency you can contact the Police, Fire Brigade and Ambulance by dialing 000. The operator will ask for your name and address and other details of the emergency situation. This call is free of charge but should be used only in an emergency.

If you feel unsafe or threatened at any time, have anything stolen, or are assaulted, you can contact the Police for help and to report the incident.

If you require non-urgent advice or information or need to report a non-urgent matter, like lost property, you should attend or call the local Police Station. Contact details for your local Police Station can be found at the http://www.police.vic.gov.au/content.asp?Document_ID=7.

Indian Hotline – 1800 342 800

This helpline – staffed by trained volunteers fluent in English and Hindi – provides guidance on what to do and where to go in a crisis. It is an initiative of a police reference group, formed with members of the Indian community.

OSHC Worldcare 24-hour Emergency Helpline – 1800 814 781

OSHC Worldcare has a 24-hour Emergency Helpline that provides medical, legal and interpreting services to students in need.

Victims of Crime Helpline – 1800 819 817

Whatever the incident, being a victim of crime can be a frightening experience with many short and long term consequences. If you are a victim of a crime and would like to speak to someone, please call 1800 819 817 (free call).

International Student Legal Advice Clinic (ISLAC)

ISLAC is a free advice clinic to help you with any legal problems relating to employment, student rights, discrimination, victims of crime, police complaints and more.
International Student Hotline

1300 363 079 – Monday to Friday 8.00am to 6.00pm

The Australian Government is committed to providing the highest quality education system and making sure that international students receive the support they need while they are studying. If you are having problems with your study, safety, accommodation or at work, you can call the International Student Hotline, which is operated by the Department of Education, Employment and Workplace Relations (DEEWR):

- For advice on who you should contact, or
- To report your concerns.

There is no need to give your name.

Student Counselling

Expert student counsellors are available to students to provide support and informed advice to students in their studies, career and personal lives. Informed advice and assistance is offered and students are encouraged to develop interdependence and their own resources in finding solutions and means through trying situations.

Accommodation

The Student Support Officer plays an integral part in assisting students in finding suitable accommodation prior to commencing their studies.

Airport Reception

Upon arrival a member of the Administration/Admissions Team or an associate of AISI can receive students at the airport and assist new students coming from abroad. This is an additional service and separate charges apply.

Studying in Australia

Australia provides a unique kind of education and a learning style that encourages you to be innovative, creative and think independently. Australia attracts the third largest number of international students in the English-speaking world after the USA and UK. In some countries Australia is the students’ first choice study destination.

Australia offers an education experience that makes a real difference. Graduates from Australia are very successful in finding jobs and hold prominent positions worldwide. Additionally, they are readily accepted for postgraduate study at leading international universities.
Australia is a dynamic, vibrant country and its people are energetic, friendly and confident. Multicultural Australia is a safe, friendly, sophisticated and harmonious society in which students can learn and travel in an English speaking country.

Australia also offers excellent value for money and a standard of living which is among the highest in the world. Living expenses and tuition costs in Australia are considerably less expensive than the UK and USA.

Living Costs in Australia

Australia is a sophisticated, friendly and affordable country which enjoys one of the highest standards of living in the world. The average international student in Australia spends about $335 per week on:

- accommodation
- food
- clothing
- entertainment
- transport
- international and domestic travel
- telephone
- incidental costs

You may spend more or less, depending on the course you choose to study, where you choose to live and your lifestyle.

Accommodation

Accommodation available to International students includes Homestay, Hostels, Guest Houses, Share Accommodation and Rental Accommodation. Prices for accommodation vary in Melbourne from $70 to $350.

Food

Markets and supermarkets sell a variety of fresh meat, fruit and vegetables as well as rice, breads, spices and other ingredients. Halal and kosher foods are available.

Melbourne’s restaurants and cafes offer a wide variety of foods from around the world, including Chinese, Italian, Japanese, Korean, Ethiopian, Brazilian, Malaysian, Greek, Indian, Thai, Vietnamese, Lebanese, French and Indonesian.

Shopping

Central Melbourne and its suburbs have many large shopping centres, department stores, discount stores, markets and supermarkets which can be reached easily by public transport.

Transport

Melbourne has an extensive public transport of buses, trains and trams. AIPS has easy access to major bus, rail and tram routes. As Melbourne is a well-planned city it is easy to travel in by car. Cars travel on the left side of the road. Drivers can use their home country licences for three months from the date of entry to Australia. An international licence can be used providing the licence from the country of origin is also valid.

The following links will help you to get around in Melbourne:
Street Directories

- Whereis - http://www.whereis.com/

Public Transport

The Victrip website provides information on the public transport system in Melbourne, including costs and timetables: http://www.victrip.com.au. To find out more about living and studying in Australia, the Study in Australia website includes useful information on applications, visa requirements, accommodation options, cost of study, background information about Australia, and lots more.

Typical living costs for a single student

The living costs below are based on 2 people sharing an unfurnished two bedroom apartment, flat or house. The amounts are in Australian dollars (A$). Remember to add your program fees and airfares to get a realistic total.

Establishment costs for first year of study:

- Bond (refundable security deposit) $400
- General (furniture, connection fees, etc.) $1000
- Overseas Student Health Cover $312

Recurrent costs

- Rent per person (weekly $100; annually $5,200)
- Food and drink (weekly $50; annually $2,600)
- Travel (up to 10km from city) (weekly $22; annually $1,144)
- Telephone (weekly $10; annually $520)
- Gas, electricity, water (weekly $15; annually $780)
- Books, stationery, photocopying (annually $500)
- Personal expenses (clothes, entertainment) (weekly $40; annually $2,080)

School-aged dependents

There are requirements for compulsory school attendance for children or dependents of international students. In Victoria it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend school until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees in any school, college or university that they enrol in whilst in Australia. School fees vary depending on the school. Details about the Victorian public school system are available at Victorian Public Schools. Intending students with dependents should budget for school fees, living costs and health insurance in their calculations. If you are intending that your dependents will attend a private school in Victoria you will have to contact the specific school to obtain information of fees. Information on private school in Australia is available at Independent Schools.

If you would like to bring your children to Australia with you, you must be aware of the following schooling issues:

- It is an immigration policy that school-age dependants of international students undertake formal schooling while they are in Australia.
- Children who have their fifth birthday before 1st April of that calendar year are eligible to start school.
- You will need to provisionally enrol your child in a school before you leave your home country and you will normally have to pay the school fees one semester in advance. The school will
issue an electronic Confirmation of Enrolment Form (eCoE) stating the program and its duration, so that you can obtain the appropriate visa for your child.

- The Australian Diplomatic Mission in your country can tell you which State schools are registered to take international students. Fees are payable by international students at all State schools unless you:
  - Are in receipt of sponsorship or scholarships from the Australian Government (e.g. the Australian Development Scholarship, IPRS);
  - Hold a higher institution or approved non-government scholarship. These scholarships must be approved by the State government for the dependants to be exempt from school fees.
- You will be responsible for school fees and other costs including school uniforms, books, excursions and stationery.
- When choosing the most appropriate school for your child, it is best to ask questions about the school's curriculum, size, extra-curricular activities and the size of individual classes.
- You should also take into consideration the distance from the school to your education institution, the suburb in which you intend to live and the method of transport you plan to use.

**Full time study and attendance**

Australian law requires International students to study at a full time study load. A full-time study load is normally a minimum of 20 hours per week for 40 weeks each calendar year or continuous 12-month period. Students must also be studying at least one unit that is not by distance or online learning in each study period. A study period is 6 months of study at the Institute.

**Satisfactory progress**

If you do not have satisfactory academic progress you will be reported to DIAC which will lead to cancellation of your visa. Unsatisfactory academic progress is defined in the ESOS legislation as failing more than 50% of units in any two consecutive study periods. If this occurs the Institute will report you to DIAC. A study period is 6 months of study.

The Institute will monitor your academic progress, identify students who are “at risk” of breaching this requirement and act to assist students who are “at risk” through meetings, counselling sessions and other strategies.

**Student code of behaviour**

The Student Code of Behaviour requires the following rights and expectations to be respected and adhered to at all times:

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation
- The right to work in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and the Registered Training Organisation property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the complaints and Appeals Procedure)
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courteously at all times
- The expectation that students will not engage in cheating or plagiarism
- The expectation that students will submit work when required.
- The expectation that students will maintain consistent participation by attending all required classes and assessments.
• The expectation that students will at all times meet the requirements, terms and conditions in the student agreement including payment of fees.
• The expectation that students will attend all required classes and assessment to as part of the requirement to progress through the course satisfactorily and complete the course in within the time frame notified on the Confirmation of Offer.
• The expectation that students “at risk” of not meeting course progress requirements will participate in all aspects of the intervention strategy developed by the college in consultation with the student.

For non-compliance with the Code of Conduct the following procedure for discipline will be followed:

• A member of AISI will contact student in the first instance and arrange a counselling meeting to discuss the issue or behaviour and to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student’s administrative file. (Step 1)
• Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with a Training Manager to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student’s personal file. (Step 2)
• Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing and a time frame in which to rectify the issue. A copy of this letter will be included on the student’s administrative file. (Step 3)
• After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour still continue, training services will be withdrawn and the student will be sent a student deferral, suspension or cancellation warning letter.
• Failure to attend scheduled meetings may result in the Institute deciding to defer, suspend or cancel a student’s enrolment.
• If the Institute intends suspending or cancelling the student’s enrolment where it is not at the student’s request, the student must be informed they have 20 working days to appeal to the Institute. If the appeal is not upheld or the student withdraws from the appeal process then AISI must report the student to DEERW and DIAC via PRISMS. The suspension or cancelling of the student’s enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student’s welfare.
• Suspension or cancellation of your enrolment has to be reported to DIAC and may affect the status of your VISA.
• At any stage of this procedure students are able to access the College complaints and appeals procedure to settle any disputes that may arise.