



Australian Industrial
Systems Institute

AISI Student Handbook

Bachelor of Construction Management (Honours)

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About us

AISI delivers high quality education over a range of specialisations to students from a broad variety of cultural and educational backgrounds. AISI students enjoy a unique teaching and learning experience and benefit from the Institute's close affiliation with prominent industry partners and a commitment to the career outcomes of students.

Philosophy

AISI adopts a global approach to its educational activities, which is reflected in our approach to the teaching, learning, and research conducted at the Institute. AISI strives to foster an international outlook in the development of our students in order to prepare graduates for the increasingly globalised job market and develop graduates with a rigorous academic knowledge, and with the transferable skills to solve complex problems in multiple contexts.

Mission statement

AISI's mission is to assist all students achieve their academic and career goals. In doing so, the Institute aims to play a fundamental role in fostering a strong sense of global cooperation and interdependence amongst young professionals in their industry of expertise.

Campus and Facilities

AISI is located in the heart of Melbourne's CBD and is easily accessible by public transport. The campus has been designed to foster an engaging teaching and learning environment and is equipped with up-to-date learning facilities to support you throughout your studies, including library and learning resources, study spaces for individuals or group projects, student common area and IT lab available for private

study continuously throughout the week. All enrolled students will have access to the AISI network, the portal to their student email, online learning resources and enrolment details. Students will also have access to the Institute's wireless network service, as well as its on-campus print and copy facilities. Campus facilities are available from 8:00am to 8:00pm 7 days per week.

All AISI students will receive a student identity card as proof of their student status and to facilitate access to the Institute's facilities. Replacement cards are available from Student Administration for a fee, and students are required to carry their ID card with them at all times when on-campus.

Student Code of Conduct

All AISI students are expected to treat all staff, students, and any other members of the public with dignity, respect, and professionalism. Specifically, students must:

- Approach interactions with a positive and constructive attitude
- Value and respect differences in opinion and worldview
- Treat everyone fairly and equally
- Preserve an ideal environment for various work, study and research needs
- Respect privacy
- Recognise the Wurundjeri people of the Kulin nation as the traditional custodians of the land on which AISI operates.

Additionally, AISI students must:

- Comply with all AISI policies and procedures, accessible via the AISI website
- Understand what constitutes discrimination, harassment, and bullying, and ensure they do not encourage or perpetrate it
- Observe key deadlines and dates
- Read all written notifications received from AISI, including emails and letters
- Uphold the principles of academic integrity during all stages of assessments, for any form of assessment whether formal (e.g. examinations and essay submissions) or informal (e.g. in-class tests). These principles are outlined in the AISI Academic Integrity Policy

- Ensure they do not act in a way that unfairly disadvantages or advantages other students
- Use all AISI resources primarily for learning and research purposes, and respect the rules and limitations of usage (outlined in the AISI Online Usage Policy)
- Treat AISI resources and infrastructure with care and respect
- Report any breaches of this Code of Conduct that they engage in or witness.

This Code of Conduct applies to all student activities associated with AISI, including learning opportunities provided by a third party.

Students must remain aware of the above information, and seek assistance if unsure.

Student Support Services

AISI is dedicated to supporting students throughout their studies at the Institute to ensure your student experience is the best it can be. We understand that academic success can be dependent on a whole range of academic and non-academic factors and therefore offer a variety of support services throughout your time at the Institute to help you get the most from your degree.

Academic support services are offered to all enrolled AISI students free of charge. They include:

- Individual consultations with our Academic Skills Officer
- Library orientation tours
- Essay writing, research, and study skills workshops
- Academic English workshops
- Academic and career counseling.

Welfare support services are also freely available to enrolled students on campus and include:

- Confidential counseling for issues of a personal or non-academic nature
- New student orientation programs
- Accommodation assistance and advice
- Transition support and visa advice for international students new to Australia
- On-campus social activities.

In addition, reasonable adjustments will be made for students with specific needs. AISI can arrange for services such as translation and note-taking.

All services are available 9:00am – 5:00pm, Monday – Friday.

Crisis support

On-campus security

AISI front reception is staffed continuously during all hours that campus is open, and can contact building security for assistance at any time. Please go directly to reception for building security if you have any of the following concerns:

- Feeling unsafe or threatened for any reason.
- Seeing something or someone suspicious in the building.
- Theft.
- Any reason you cannot exit the building or do not wish to do so alone.

Crisis numbers

For EMERGENCIES ONLY:

- Police, Ambulance, and Fire Brigade - Triple Zero (000)

Call 000 in the following situations:

- any suspected offence in progress, being witnessed or just committed
- any situation where life or injury is threatened
- motor vehicle accident where persons are injured
- air, rail or water accident
- any event which might cause danger to persons or property
- explosion or bomb incident/threat
- a disturbance or breach of the peace, for example domestic violence incident or anti-social behaviour.

For non-life threatening problems due to floods, bushfires, storms, earthquakes:

- Emergency Services (SES) - Telephone 132 500
- For non-urgent police issues:
- Non Emergency Police – 131 444
- Closest Police station to AISI – 9637 1100

Health issues:

- Nurse On Call - 1300 606 024
- Poisons Information Centre [24 hours] - 131 126
- Dentists: Dental Hospital Service [Emergency Only] - 9341 1040

Mental health:

- Lifeline: 24-hour crisis support and suicide prevention – 13 11 14
- Care Ring: 24-hour counselling service - 136 169

Frequently Asked Questions

Learning Management System (LMS)

It is essential that students have access to the LMS at AISI, as it is a tool to manage supplementary course content, announcements, online class discussion, and assessment submission where relevant. Each student receives a unique student login to the LMS on enrolment.

Accessing learning resources

All AISI students have access to library and learning resources free of charge. Simply present your student ID to access physical library items, or log in using your AISI online username and password in order to use the online learning resources such as e-journal databases.

Timetables

You can find out your timetable through the Student Portal once the enrolment process is complete.

Student participation

Details about a student representative body to be formed in the first year of the delivery of the course

will be available at new student orientation.

Students will have the opportunity to nominate and vote for a student representative on the Academic Board by the end of the first Trimester. Academic Board plays a major role in reviewing and approving policies that impact on the student experience and benefit greatly from the student perspective. Students interested in finding out more should contact student support officers in the Admissions Office.

Misconduct and disciplinary action

An AISI student or staff member who breaches policies and procedures, commits academic misconduct, or contravenes the Code of Conduct, may face disciplinary action.

Depending on the severity of the behavior, disciplinary measures for students may include:

- Mandatory attendance to meetings and workshops with the relevant academic or non-academic student support staff
- Marks taken off, or automatic fail of a subject
- Suspension
- Expulsion.

Grounds for suspension and expulsion include:

- Severe, repeated instances of academic misconduct
- Severe, repeated instances of breach of student Code of Conduct, particularly where bullying or harassment is involved.

Refer to the AISI Academic Misconduct Policy for details on what academic misconduct is, and how AISI will respond to different instances. Additionally, please read the Student Code of Conduct carefully to ensure you understand AISI's expectations of all students as a condition of your enrolment.

Complaints and Appeals

As a student at AISI, you are entitled to make a compliant, and make an appeal against a decision made by AISI that affects you. This includes appeals against a decision made in response to a complaint. AISI is committed to ensuring that all complaints and appeals procedures are:

- Resolved within an established timeframe
- Respectful of the privacy and rights of all parties involved

- Appropriate for dealing with sensitive issues
- Accessible to all students
- Conducted with equity, fairness, and transparency
- Free of charge, and with as little as possible effect on students' enrolment or academic progress.

How to submit a complaint or appeal

We encourage you to first make an appointment with the Student Support Officer, if possible, to discuss your issue and ask any questions about how your complaint or appeal will be processed. Please note, AISI will not accept complaints and appeals regarding issues from more than six months ago unless extenuating circumstances apply.

To submit a complaint or appeal, go to the AISI website and download the relevant form. There are different forms for non-academic and academic issues, and if you are not sure which one applies, Student Administration or Student Support staff will be able to assist you. When you have completed the form and attached any relevant evidence, submit it to the Student Support Officer.

You should have a response within ten business days of submitting your complaint or appeal. The response will tell you what action AISI will take next. If you are required to attend a meeting or hearing, you will be notified ten business days in advance.

External grievance resolution

After your complaint or appeal has been processed within AISI, you may still be unsatisfied and decide to resolve the matter external to AISI by contacting an external mediator. If this is the case, AISI will cooperate fully. Again, we recommend making an appointment with the Student Support Officer to assist you in starting this process.

Please note, AISI cannot guarantee that external grievance resolution processes will be free of charge to students.

Policies and Procedures

All policies and procedures relevant to students are available on the AISI website for your reference, including policies about:

- Administration processes such as Recognition of Prior Learning, Admissions, Tuition Fee Refund and Course Withdrawal, and Degree Issuance and Replacement
- Academic matters such as Assessment, Unsatisfactory Progress, Academic Integrity, Academic Misconduct, and Intellectual Property
- The culture and values of AISI such as Anti-Discrimination, Cultural Diversity, Student Counseling and Student Wellbeing, and international Student Support
- Detailed complaints and appeals processes.

Please go to www.aisihep.edu.au to access policies.

Other enquiries

If you have any questions, please do not hesitate to contact the Student Admissions Office during business hours (9:00am – 5:00pm, Monday – Friday). Our friendly student administration staff are available to guide you through various administrative procedures regarding your enrolment, including:

- Applications for Recognition of Prior Learning (RPL), special consideration, course deferral, leave of absence, subject/course withdrawal
- Enquiries and payment of tuition fees
- Enquiries about Overseas Student Health Cover (OSHC)
- Complaints, appeals, or academic and non-academic misconduct.

Student support staff are also happy to provide advice in any other areas, such as accessing AISI's student support services or external support services.

Academic Administration

Important Dates and Deadlines

Please refer to the website and student portal for the following important dates, updated each Trimester:

- Trimester commencement and completion dates
- Offer acceptance deadline
- Course payment fee deadlines
- New student orientation program dates
- Administrative deadline for RPL applications
- Withdrawal, deferral, and change of enrolment deadlines
- Course census dates
- Examination periods
- Study breaks.

Recognition of Prior Learning (RPL) and Credit Transfer

Students may apply to have previous learning in a relevant field credited towards their course, thereby reducing their study load and the length of their course. The Institute recognises formal learning (gained from an alternative higher-education degree), non-formal learning (gained through a structured program, such as a professional development program or industry internship) and informal learning (gained from work or life experience).

Students who believe they are eligible for credit must apply to have their prior learning recognised. To apply for recognition of prior learning, please download the application form from the AISI website, complete it, and submit it to Student Administration. Credit may be granted towards learning outcomes within a subject or for a whole subject. You may not gain credit for more than one third of the course. The Recognition of Prior Learning Policy is also available on our website containing more detailed information on the RPL process.

Student initiated deferral, suspension or cancellation.

Students are able to apply for deferral, suspension or cancellation of their studies on the basis of compassionate or compelling circumstances.

The Institute assesses each case on its individual merits to decide if deferral or suspension or cancellation of study can be granted.

The Institute may approve the deferral or suspension or cancellation of the enrolment of a student if it believes there are compassionate or compelling circumstances.

Students may apply for a cancellation of enrolments if they are unable to continue their enrolled courses.

When there is any deferral, suspension or cancellation action taken under this policy in regard to an international student the Institute t:

- informs the international student of the need to seek advice from Immigration on the potential impact on his or her student visa;
- reports the change to the overseas student's enrolment under section 19 of the ESOS Act.

Students who are dissatisfied with the outcomes of their application for deferral, suspension or cancellation of their enrolments may appeal the decisions using the Institute's complaints and appeals processes. The deferral, suspension or cancellation of an overseas student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health, or the wellbeing of others, is likely to be at risk.

Student initiated deferral, suspension or cancellation.

The Institute may suspend or cancel a students' enrolment in the following circumstances, including but not limited to :

- misbehaviour by the student;
- a breach of course progress; or
- the student's failure to pay an amount he or she was required to pay the Institute to undertake or continue the course as stated in the Acceptance Agreement.

Matters relating to misbehaviour by the student are addressed in the Academic Integrity Policy and the CEO.

Student Code of Conduct.

Matters relating to a breach of course progress are addressed in the Academic Progress Policy.

If the Institute initiates a suspension or cancellation of the student's enrolment, before imposing a suspension or cancellation, the Institute:

- informs the student of that intention and the reasons for doing so, in writing;
- advises the student of their right to appeal through the Institute's internal Students complaints and appeals process.

Students who are dissatisfied with the decision of the Institute to initiate suspension or cancellation of their enrolments may appeal the decisions using the Institute's complaints and appeals processes. The suspension or cancellation of the student's enrolment cannot take effect until the internal appeals process is completed, unless the student's health, or the wellbeing of others, is likely to be at risk.

When there is any deferral, suspension or cancellation action taken, and if the student is on a student visa, the Institute informs the student of the need to seek advice from Immigration, on the potential impact on their student visa and to report the change of the enrolment via PRISMS under section 19 of the ESOS Act.

The Institute maintains a record of any decision.

International students

Studying and Living in Australia

1. Cost of living

Under migration rules that came into effect 1 July 2016, international student visa applicants must have access to the following funds for each year of the visa

- Student / guardian: \$19,830AUD
- Partner / spouse: \$6,940AUD
- Child: \$2,920AUD

2. Accommodation

The cost of arranging accommodation in Australia varies from state to state, but in a major city like Melbourne it is generally high, particularly the closer students live to the Melbourne CBD. Many international students choose to share accommodation to keep costs down. Most visiting international students will enter into rental agreements with friends or find people through websites. It is important to stay safe

when looking for people to share accommodation with online, and what information you share. AISI's Admissions Office and international student support officers can help provide advice if you have concerns about your situation.

Here are some places you can look for accommodation:

- Flatmates – www.flatmates.com.au
- Urbanest – www.urbanest.com.au
- Unilodge – www.unilodge.com.au
- Iglu – www.iglu.com.au
- The Pad – www.thepad.com.au
- Newspaper classifieds
- Student noticeboards on campus
- Local shopping center noticeboards
- Online student accommodation services.

3. Overseas Student Health Cover

Overseas student health cover (OSHC) is insurance that provides cover for healthcare costs and hospital care that international students may need whilst studying in Australia. It is mandatory for international students to hold OSHC throughout their study in Australia as a condition of holding a visa.

You must provide proof of OSHC held as a condition of enrolment, which will be stored with your student file. Only Australian health funds that have signed

an agreement with the Australian government can provide OSHC. You are required to abide by any conditions of your OSHC throughout your coverage. If there is any change in your coverage or your OSHC provider, you must provide evidence of that to AISI to update your student file.

4. School-aged dependents

If you are responsible for a school-aged dependent who will accompany you to live in Australia, you will be required to make arrangements for their schooling. School fees in Australia vary significantly between schools. AISI highly recommends researching schools and school fees in the area before confirming your enrolment. For extra assistance in this area please contact the Student Admissions office during business hours (9:00am–5:00pm, Monday–Friday).

5. Visa information

International students are responsible for obtaining their student visa and must abide by the obligations of this visa throughout their studies at AISI. These include, but are not limited to:

- Maintaining a full-time study load
- Completing all coursework requirements and maintaining a pass mark
- Paying enrolment fees
- Informing AISI of any changes to their personal details as soon as possible
- Maintaining Overseas Student Health Cover (OSHC).

The Department of Home Affairs (DHA) provides a comprehensive and up-to-date list of visa obligations on their website; <https://www.homeaffairs.gov.au/> Also available on the department's website is the DHA's handbook which the Institute recommends to all international students.

International students are responsible for familiarising themselves with the requirements of their visa, however AISI is obliged to monitor your enrolment throughout your time at the Institute and report any relevant changes to your enrolment to the DHA.

Definitions

Change of enrolment	A change in student's study plan. This includes withdrawal from a subject, enrolment in an additional subject, or changing the period in which they will study a subject.
Credit points	Points allocated for successful completion of a unit. A student must complete a predetermined number of credit points to be awarded their enrolled degree.
Deferral	Postponing the commencement of study.
Department of Home Affairs (DHA)	A department of the Commonwealth Government that is responsible for immigration, citizenship and border control.
Education Services for Overseas Students Act 2000 (ESOS Act)	Australian federal legislation establishing legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. "For more information on ESOS act and framework check the following hyperlink" https://internationaleducation.gov.au/Pages/default.aspx
Orientation	A scheduled program that occurs twice per year, in which students are provided information face-to-face about the services AISI offers, the roles and responsibilities of staff as well as other important information such as staff contact details.
Recognition of Prior Learning (RPL)	An assessment process that involves assessment of a student's relevant prior learning (including formal, informal and non-formal learning) to determine the academic credit outcomes of a student's application for academic credit.
Withdrawal	Un-enrolling from a course or subject.

Bachelor of Construction Management (Honours)

Quick facts

Duration	3 years full time
Australian Qualifications Framework (AQF) recognition	Level 8
Campus address	Level 1, 398 Lonsdale Street, Melbourne, Vic, 3000
Tuition fees	\$25,000 per year

Course Overview

The Bachelor of Construction Management (Honours) will help you develop a comprehensive understanding of building and project performance needs of stakeholders within the built environment, both in the private and government sectors. The course is taught through a combination of classroom learning and hands-on, practical experience. In addition, the curriculum for this course is designed to meet the industry needs and the contemporary practices in construction management has been designed to fulfil the requirements of Australian Institute of Building (AIB), Australian Institute of Quantity Surveyor (AIQS), Royal Institute of Chartered Surveyor (RICS) and Chartered Institute of Building (CIOB) for the accreditation of graduates to join professional building associations in Australia and overseas.

The first year of the Bachelor of Construction Management (Honours) introduces you to key concepts and theories in the field, technical knowledge, and understanding of processes. To ensure that you gain practical, usable knowledge, we include real life case studies and examples wherever possible.

The second year further expands your knowledge in areas such as risk and safety, finance and cost management, ethical practice, and surveying. In year three, you will apply your knowledge and skills through a real-world work placement or a capstone project that requires you to develop actionable plans based on a given scenario. The capstone project integrates all acquired skills and knowledge in building technology, economics, law and construction management to formulate innovative proposals and solutions.

The course provides foundational managerial, legal and construction technology theory whilst establishing the development of transferable skills in all graduates, with emphases on developing communication, teamwork, project management, and report-writing skills. You will undertake specialised studies in building technology, construction management, IT, project performance and cost performance of buildings.

Through the whole degree you will improve your critical thinking, communication, teamwork, project management, and report-writing skills. You will acquire a depth and breadth of knowledge and practical skills that will give you a strong advantage in the jobmarket.

Course structure

Quick facts

Contact hours	16 per week
Private study hours	including mandatory online readings and preparations 24 hours per week.
Work placement hours	Elective work placement up to 38 hours per week for 12 weeks during trimester 8

The Bachelor of Construction Management (Honours) follows a structure in which the first two years are divided into three trimesters and the third year is divided into two semesters.

In this way, the course is designed to achieve all academic and professional accreditation requirements of a four-year course, delivered within three years.

Below is a list of all units in the course, by year and trimester:

FIRST YEAR

Trimester 1

CM101	Introduction to the Construction Industry
CM102	Introduction to Building Laws
CM103	Accounting Principles
CM104	Technical Drawings and Communications

Trimester 2

CM105	Building Services
CM106	Property and Construction Economics
CM107	Residential Construction
CM108	Construction Materials Science

Trimester 3

CM109	Measurements in Buildings
CM110	Industrial Construction
CM111	Structural Engineering
CM112	Medium Density Residential Construction

SECOND YEAR

Trimester 1

CM201	Estimating Cost Management
CM202	Professional Ethics and Practice
CM203	Property Finance
CM204	Procurement and Contract Administration

Trimester 2

CM205	High Rise Construction
CM206	Cost Planning in Quantity Surveying
CM207	Construction Site Management
CM208	Construction Programming and Scheduling

Trimester 3

CM209	Surveying
CM210	Sustainable Building Systems
CM211	Minor Research Project
CM212	Construction Risk and Safety Management

THIRD YEAR	
Semester 1	
CM301	Building Information Modelling
CM302	Principles of Project Management
CM303	Advanced Cost Management
CM304	Property Development
Semester 2	
One elective:	
CM305	Work Integrated Learning
OR	
CM306	Capstone Project

Unit Outlines

Please go to the AISI the website for detailed unit outlines of all units in the Bachelor of Construction Management (Honours), including weekly lecture and workshop topics, assessment descriptions (including requirements, weighting, and due dates), and unit administrative details, including contact information for Lecturers and Course Coordinators.

Be sure to check the unit outlines before the commencement of each trimester, as administrative responsibilities and contact information is subject to change each delivery period.

Each unit outline will also be distributed in the first class of that unit, but students who wish additional copies can download them from the AISI website and print them on campus.

Future Pathways

Careers

The building construction industry is continually evolving and growing more complex, with changes in national regulatory and industrial requirements, and reflecting global economic trends. As such there is a growing demand for highly knowledgeable, skilled graduates to meet the professional needs across sectors seeking construction industry expertise. Graduates of the AISI Bachelor of Construction Management (Honours) will thus be well positioned to embark on successful careers both locally and internationally.

Potential career paths open to Graduates of the Bachelor of Construction Management (Honours) include:

- Construction manager: Plan, direct, coordinate, or budget activities concerned with the construction and maintenance of structures, facilities, and systems. The construction manager participates in the conceptual development of a construction project and oversee its organisation, scheduling, and implementation.
- Site manager: Oversees the construction operations on a day-to-day basis, and ensure that work is done safely on site, on time and within the budget and to the right quality standards.
- Estimator: Prepares cost estimates by analyzing proposals, requirements blueprints, specifications, and related documents.
- Quantity surveyor: Concerned with cost planning and commercial management of contracts throughout the entire life cycle of the project from inception to post-completion.
- Project manager: Ensures overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project.

Further Study

On completion of the Bachelor of Construction Management (Honours), students will be well positioned to apply for further study in relevant disciplines, such as Masters by coursework programs, and Higher Degrees by Research, including Masters by research and PhD programs

Professional Membership

AISI is currently working on getting the course accredited by AIB and AIQS. However, full accreditation of the course will not be finalised before at least one cohort of graduates complete the course. Meanwhile, students and graduates are able to apply for the membership of both organisations in the respective categories. For more information you can review the following hyperlinks

- AIB

<https://aib.org.au/membership/membership-grades/>

- AIQSS.

<https://www.aiqs.com.au/eligibility-0>

Course Delivery

1. On Campus

The majority of the Bachelor of Construction Management (Honours) will be delivered face to face, on campus at AISI, 398 Lonsdale Street, Melbourne.

2. Work Integrated Learning

AISI has partnerships with many industry leaders. Work-integrated learning, placements or internships with a host industry provider during the final trimester may be an option for some students instead of the Capstone Project. In WIL you will have early entry to the industry, and you will have the opportunity to work in a real-world problem. You will be guided and supervised by a supervisor from the host organisation in addition to the academic supervisor. The placement duration is for a trimester or 12 weeks. During these 12 weeks, you need to attend the workplace for a minimum of 20 hours and up to 38 hours per week as per the attendance requirements of the host organisations and approved by AISI.

At the host organisation, you need to follow the instructions given to you by the assigned supervisor. At the first date in the host organisation, you will receive an induction that includes OH&S policies and procedures followed at the workplace. You need to be very familiar with these policies and procedures and actions required in case of incidents and emergencies. If you have any concerns regarding your safety, exposure to any hazard that may affect your health and wellbeing you need to alert your work supervisor, your academic supervisor, and or AISI management immediately.

While you are at the work placement, you need to:

- Be very punctual in attendance.
- Conduct yourself professionally following the host organisations and AISI guidelines
- Complete all training requirements and meetings required.
- Adhere to host organisation and AISI policies and procedures.
- Complete WIL reports and reflections as required by the Higher Education Manager. To see our policy on work integrated learning and choosing third parties to collaborate with, please refer to our Work Integrated Learning Policy and Third Party Arrangements Policy found in our policy bank.

Entry requirements

Cohort	Qualifications and Prerequisites	Alternative Admission Arrangements
Domestic students (school leavers)	<p>Successful Completion of VCE and VCE prerequisites: Units 3 and 4: a minimum study score of 25 in English (or equivalent) or 30 in English (EAL); and Units 1 and 2: satisfactory completion in two units (any study combination) of any mathematics.</p> <p>Or</p> <p>Successful Completion of the VCE equivalent such as the International Baccalaureate (IB) with a score of 5 in English Standard Level or 4 for Higher Level and a score of 5 in Mathematical Methods Standard Level or 4 for Higher Level</p>	Completion or partial completion of an approved tertiary qualification (including Certificates, Diplomas, Advanced Diplomas, Associate Degrees and Degrees).
Domestic students (mature-aged)	Applicants without a formal qualification but with appropriate years of relevant work experience will be considered.	Recognition of Prior Learning (RPL) allow students to gain credits (advanced standing) toward their course in recognition of skills and knowledge gained through work experience, life experience and/or formal training such as a Diploma of Building and Construction (Building). Applicants are assessed on a case-by-case basis.
International students	<p>High school studies and/or foundation studies (must be accredited).</p> <p>IELTS academic: 6.5 overall (min. 6.0 in each subtest)</p> <p>PTE academic: 64 overall (min. 54 in each subtest) or equivalent</p>	Recognised prior study and/or a transfer from another recognised and accredited higher education provider.

English language requirements

All domestic students must have achieved a minimum VCE study score of 25 (or equivalent) in English, or 30 in English as an Additional Language (EAL).

International students for whom English is not their first language must have achieved an academic IELTS score of 6.5 with, with a score no less than 6.0 in each band. Students from countries where English is not the first language may be deemed to have met the English requirement for the course), if they have successfully completed:

- A minimum two years tertiary qualification equivalent to an Australian Diploma or higher within the past five years in an institution where the entire qualification is taught and assessed in English (an official letter from the institution stating the program is entirely taught and assessed in English may be required).
- The equivalent of one year of a university degree within the last two years in a University where the entire course is taught and assessed in English (an official letter from the University stating the course is entirely taught and assessed in English may be required).
or
- AISI Diploma of Building and Construction and/or the Advanced Diploma of Building and Construction (Management).

NOTE: Students applying to AISI after March 2020 will need to sign an agreement to undergo study via online delivery and remote learning due to COVID19 restrictions that may apply during time of study. Please email info@aisi.edu.au for further information if this is applicable to you.

Monitoring overseas student progress, attendance and course duration.

AISI HEP monitors overseas students' course progress and, where applicable, attendance for each course in which the overseas student is enrolled.

The expected duration of study specified in the overseas student's CoE must not exceed the CRICOS registered duration.

AISI HEP monitors the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student's CoE.

AISI HEP has and implements documented policies and processes to identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the overseas student's assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements.

AISI HEP clearly outlines and informs the overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

Higher education: course progress requirements

AISI HEP as part of having a higher education course has and implements a documented policy and process for monitoring and recording course progress for the overseas student, specifying:

- requirements for achieving satisfactory course progress, including policies that promote and uphold the academic integrity of the registered course, and processes to address misconduct and allegations of misconduct
- processes for recording and assessing course progress requirements
- processes to identify overseas students at risk of unsatisfactory course progress
- details of the AISI HEP's intervention strategy to assist overseas students at risk of not meeting course progress requirements in sufficient time for those overseas students to achieve satisfactory course progress
- processes for determining the point at which the overseas student has failed to meet satisfactory course progress...

L1, 398 Lonsdale St, Melbourne VIC 3000
Telephone: +61 3 96700915
PRV Code: 14310 CRICOS Code: 02383D RTO Code: 21916
Email: info@aisi.edu.au

www.aisi.edu.au