



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**



**International**  
**Western Australia**

# **SOUTH METROPOLITAN TAFE**

## **2016 ENGLISH COURSE GUIDE**

RTO CODE: 52787



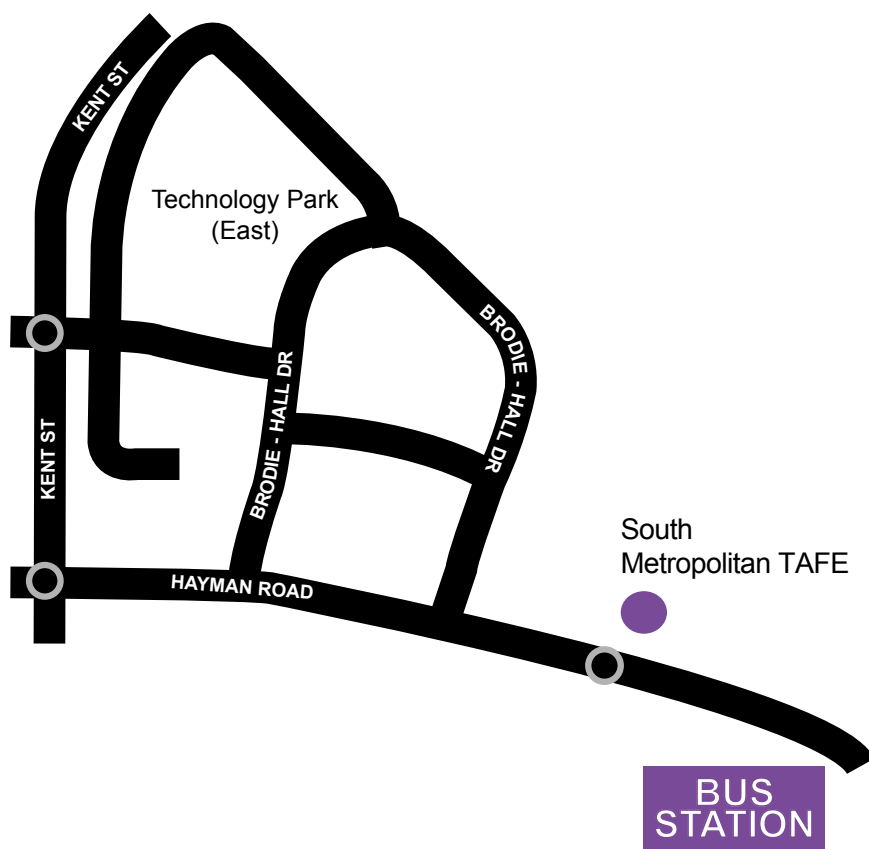
TAFE International Western Australia offers a wide range of English Courses to provide a pathway into TAFE and Higher Education courses.

# SOUTH METROPOLITAN TAFE

South Metropolitan TAFE offers general and academic English language classes to International students at our Bentley campus.

International students can also study Certificates in Spoken and Written English at our Balga, Carlisle, Midland and Thornlie campuses.

## ELICOS Bentley campus location



## Bentley campus

South Metropolitan TAFE's Bentley campus is located on Hayman Road directly opposite Curtin University and adjoins Perth's premier business and education precinct, Bentley Technology Park. The Bentley campus is 15 minutes from the Perth city centre. Students can easily catch the University circuit buses which travel through Perth's suburbs stopping at each campus. Courses offered at the Bentley campus include: ELICOS General & Academic English and IELTS Ready Preparation.

## Facilities at the Bentley campus

- > Computer room, wireless internet, eBeam whiteboard, overhead projectors and multi-media resources
- > Library with free computer and internet access and extensive English language learning resources
- > Student canteen offering a variety of food
- > Frequent public transport (Student concession for discounted travel is available on application to Transperth)
- > Bakery, butcher, bistro and restaurant selling delicious products created and served by hospitality students (at our Bentley campus, during regular term dates only)
- > International Student Centre



## Balga, Carlisle, Midland and Thornlie campuses

A range of English programs is also offered at our Balga (Loxwood Road, Balga), Carlisle (Corner Oats and Bank Streets, Carlisle), Midland (Corner Lloyd Street and Eddie Barron Drive, Midland) and Thornlie (Burslem Drive, Thornlie) campuses, which include Certificates I - IV Spoken and Written English.

## International student services

South Metropolitan TAFE offers a range of student support services to international students including:

- > Information about further study options at South Metropolitan TAFE and at other training organisations or universities
- > Assistance with study requirements and extra tuition through an additional free three hour English support class at Bentley
- > Flexible entry into ELICOS courses. South Metropolitan TAFE assesses students on a continual basis and offers individual study programs if required
- > Summer School English courses
- > Excursions at the end of each term
- > South Metropolitan TAFE's international students receive a student discount when they join Curtin University's gymnasium, sporting and recreational facilities

## Contact details

International Student Centre

📍 South Metropolitan TAFE Level 1, B Block Bentley Campus Hayman Road, Bentley WA 6102 Australia

☎ +61 8 9442 8331

@ internationalcentre@smtafe.wa.edu.au

## Orientation

At orientation students will be introduced to the International Centre staff and ELICOS teaching staff. Students will be given an orientation booklet which provides information about South Metropolitan TAFE's and students' study requirements.

Students will be supplied with their timetables and given explanations about assessments and class levels. They will be provided with a morning tea, assessed for placement in an appropriate English language class and taken on a tour of the campus.

## Teachers and teaching resources

Our teachers are highly qualified and very friendly. All of our English teachers are required to have a recognised qualification in teaching English to speakers of other languages (TESOL) and a recognised training and assessment qualification.

Teaching resources are selected from the latest English as a Second Language (ESL) teaching publications, including multi-media and web based interactive products. We also have guest speakers, excursions, and social events so that you get to use your English in real life situations.

Classes at South Metropolitan TAFE's International English Language Centre are compliant with Australian government ELICOS standards. South Metropolitan TAFE's also meets (Australian) NEAS requirements and follows quality procedures.

For overseas recognition of English study with South Metropolitan TAFE's, students may request a Common European Framework of Reference (CEF) equivalent grade at no extra cost.

### Fully accredited ELICOS centre

The ELICOS Centre has the following accreditation and memberships:



Accredited by NEAS Australia for the provision of the highest quality English language teaching programs.



English Australia (EA) membership: the peak professional body for all accredited English language (ELICOS) centres in Australia.

## Sample timetable (please note there are no classes on Friday)

	Monday	Tuesday	Wednesday	Thursday
<b>Session 1</b> 9:00-10:30	Vocabulary	Everyday Listening and Speaking	Writing and Reading	Computer Assisted Language Learning
<b>Break (30mins)</b>				
<b>Session 2</b> 11:00-12:30	Grammar Extension and Academic Speaking	Speaking and Pronunciation	Everyday Reading	Academic Listening
<b>Lunch (45mins)</b>				
<b>Session 3</b> 01:15-3:15	Academic Reading	Everyday Writing	Grammar for Writing and Academic Writing	Study Skills or Integrated Skills
<b>Optional support class with supervisor</b>	Guided Independent Learning	Guided Independent Learning	Guided Independent Learning	N/A





## English courses

Course	Duration	Fee	Hours (p/week)	Campus	ELICOS start dates 2015
General and Academic English Enrolment every Monday up to week 6	5-40 weeks	\$300 per week	20hrs	Bentley	<b>Summer School</b> 4/1/16-25/1/16
IELTS Ready Preparation course (Intermediate to Advanced)	5-40 weeks	\$300 per week	20hrs	Bentley	<b>Term 1</b> 1/2/16-8/4/16 <b>Term 2</b> 18/4/16-24/6/16 <b>Term 3</b> 18/7/16-23/9/16 <b>Term 4</b> 3/10/16-9/12/16
Certificate I in Spoken and Written English	20 weeks	\$5,485	20hrs	Blaga, Carlisle, Midland and Thornlie	<b>Semester 1</b> 1/2/16
Certificate II in Spoken and Written English	20 weeks	\$5,485	20hrs	Blaga, Carlisle, Midland and Thornlie	<b>Semester 2</b> 18/7/16
Certificate III in Spoken and Written English	20 weeks	\$5,485	20hrs	Blaga, Carlisle, Midland and Thornlie	
Certificate IV in Spoken and Written English	20 weeks	\$5,485	20hrs	Blaga, Carlisle, Midland and Thornlie	

## General and Academic English

(CRICOS Code: 013023G)

### Duration

5 to 40 weeks (depending on visa regulations)

### Campus + intakes

**Bentley Campus:** April, July, October with flexible entry

### Admission requirements

You will be asked to sit an English placement test to determine your English level.

### About this course

This course will help you to develop the English language skills needed to further your study or employment opportunities in Australia. At the end of your course you will receive a Certificate of Completion showing your English levels, which can be used for entry into further education in Australia.

### Hours of study

20 hours a week for 10 weeks

### Method of assessment

You will be assessed via a portfolio of evidence consisting of a range of tasks in each skill (listening, speaking, reading and writing). Each term students receive a Student Progress Record on which their individual progress is recorded.

### Major study areas

- > Writing
- > Reading
- > Listening
- > Speaking
- > Computer Assisted Language Learning
- > Mainstream preparation

### How is this course taught?

- > Lectures
- > Workshops
- > Practical skills

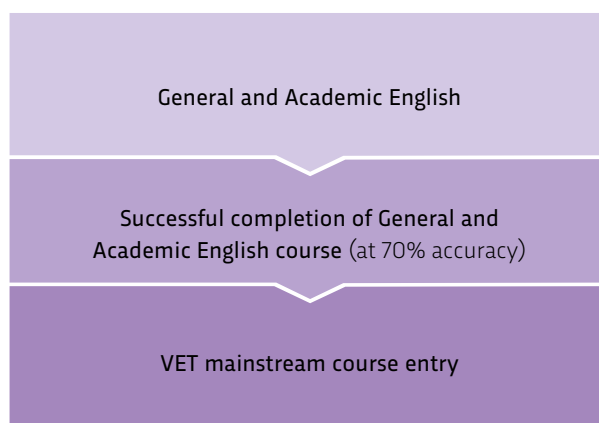
### Further study opportunities

Successful completion of this course with 70% accuracy in speaking, listening, reading and writing will give you the English language entry requirement into any mainstream course at South Metropolitan TAFE (ie. courses that accept IELTS 5.5). Please visit the TAFE International Western Australia website for a full listing of entry requirements for mainstream courses. Some courses require higher English levels.

### Cost

**Tuition:** \$300 per week (\$3,000 per term)

### Study pathway



## IELTS Ready Preparation

(CRICOS Code: 061803D)

### Duration

5 to 40 weeks

### Campus + intakes

**Bentley Campus:** February, April, July, October with flexible entry

### Admission requirements

Intermediate English level or recognised equivalent

### About this course

This course will take you through the structure of the IELTS test using simulated IELTS tasks. You will receive constructive feedback from lecturers with extensive experience in training learners for the IELTS test. On completion of your course you will receive a Certificate of Completion showing your English levels.

### Hours of study

20 hours a week for 10 weeks.

### Method of assessment

You will be assessed via a portfolio of evidence consisting of a range of tasks in each skill (listening, speaking, reading and writing). Each term students receive a Student Progress Record on which their individual progress is recorded.

### Major study areas

- > Writing for IELTS
- > Reading for IELTS
- > Listening for IELTS
- > Speaking for IELTS
- > Vocabulary and grammar included with each lesson
- > IELTS test assessment skills

### How is this course taught?

- > Lectures
- > Exam Practice

### Further study opportunities

In Australia an IELTS 5.5 and above is recognised for English language level entry requirement by most vocational training organisations. An IELTS 6 and higher is usually required for university entry. Please contact your further education provider directly for more information on the IELTS level you need for your study area.

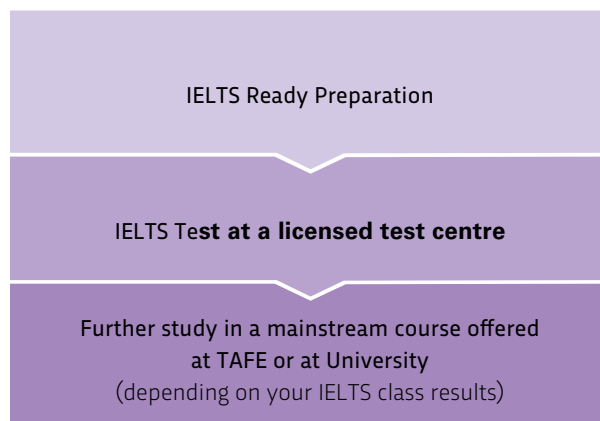
### Cost

**Tuition:** \$300 per week (\$3,000 per term)

### Please note

South Metropolitan TAFE does not conduct IELTS tests. If you wish to do an official IELTS test please contact the test centre of your choice.

### Study pathway 1



OR

### Study pathway 2



## Certificate I in Spoken and Written English

(CRICOS Code: 081718B | National Code: 10364NAT)

### Duration

20 weeks - 1 semester

### Campus + intakes

Balga, Carlisle, Midland and Thornlie: February and July

### Admission requirements

Students will take a placement test to determine appropriate English level.

### About this course

Certificate I in Spoken and Written English is a foundation course for people who need to develop their basic language skills. The Certificate I in Spoken and Written English is a nationally accredited course. Students will receive a Record of Results upon successful completion of the course.

### Major study areas

- > Writing
- > Reading
- > Listening
- > Speaking (including pronunciation)
- > Grammar

### How is this course taught?

- > Lectures
- > Course work
- > Group projects

### Further study opportunities

Successful completion of the Certificate III in Spoken and Written English leads to enrolment in the Certificate IV in Spoken and Written English.

### Cost

**Tuition:** \$5,485 per semester

### Study pathway





## Certificate II in Spoken and Written English

(CRICOS Code: 081719A | National Code: 10364NAT)

### Duration

20 weeks - 1 semester

### Campus + intakes

Balga, Carlisle, Midland and Thornlie: February and July

### Admission requirements

Students will take a placement test to determine appropriate English level.

### About this course

Certificate II in Spoken and Written English is a Post Beginner course giving students the English language skills to satisfy their everyday needs. The Certificate II in Spoken and Written English is a nationally accredited course. Students will receive a Record of Results upon successful completion of the course.

### Major study areas

- > Writing
- > Reading
- > Listening
- > Speaking (including pronunciation)
- > Grammar

### How is this course taught?

- > Lectures
- > Course work
- > Group projects

### Further study opportunities

Successful completion of the Certificate II in Spoken and Written English leads to enrolment in the Certificate III in Spoken and Written English.

### Cost

**Tuition:** \$5,485 per semester

### Study pathway



## Certificate III in Spoken and Written English

(CRICOS Code: 081718B | National Code: 10364NAT)

### Duration

20 weeks - 1 semester

### Campus + intakes

Balga, Carlisle, Midland and Thornlie: February and July

### Admission requirements

Students will take a placement test to determine appropriate English level.

### About this course

Certificate III in Spoken and Written English is an Intermediate course which develops the skills to satisfy basic social needs, and the requirements of routine business and recreational situations. The Certificate III in Spoken and Written English is a nationally accredited course. Students will receive a Record of Results upon successful completion of the course.

### Major study areas

- > Writing
- > Reading
- > Listening
- > Speaking (including pronunciation)
- > Grammar

### How is this course taught?

- > Lectures
- > Course work
- > Group projects

### Further study opportunities

Successful completion of the Certificate III in Spoken and Written English leads to enrolment in the Certificate IV in Spoken and Written English.

### Cost

**Tuition:** \$5,485 per semester

### Study Pathway

Certificate III in Spoken and Written English  
(20 weeks - 400 hours)

Certificate IV in Spoken and Written English  
(20 weeks - 400 hours)

Further study in a vocational area of your choice

## Certificate IV in Spoken and Written English

(CRICOS Code: 081721G | National Code: 10365NAT)

### Duration

20 weeks - 1 semester

### Campus + intakes

Balga, Carlisle, Midland and Thornlie: February and July

### Admission requirements

Students will take a placement test to determine appropriate English level.

### About this course

Certificate IV in Spoken and Written English (further study) will develop the English skills necessary for further education. The Certificate IV in Spoken and Written English is a nationally accredited course. Students will receive a Record of Results upon successful completion of the course.

### Major study areas

- > Writing
- > Reading
- > Listening
- > Speaking (including pronunciation)
- > Grammar

### How is this course taught?

- > Lectures
- > Course work
- > Group projects

### Further study opportunities

Successful completion of the Certificate IV in Spoken and Written English as a Second language is an accepted English language level for entry into most vocational education courses.

### Cost

**Tuition:** \$5,485 per semester

### Study pathway

**Certificate IV in Spoken and Written English**  
(20 weeks - 400 hours)

**Further study in a vocational area of your choice**



## Study pathways

What can I study after I finish my English language course?

### Vocational Education and Training (VET) courses

South Metropolitan TAFE's English courses provide you with a pathway to further studies in Australia. Students can select from a wide range of courses at Certificate, Diploma, Advanced Diploma and Associate Degree level.

**South Metropolitan TAFE currently offers Associate Degrees in the following areas:**

- > Aviation
- > Business
- > Fashion Business
- > Hospitality Management
- > Network Technology
- > Software Development

**Other courses on offer range from Certificate to Advanced Diplomas including:**

- > Animal Management
- > Art, Design and Multimedia
- > Aviation
- > Building Design, Construction and Engineering
- > Business and Management
- > Community and Children's Services
- > Health and Lifestyle
- > Hospitality and Food Trades
- > Information Technology (IT)

ELICOS and TAFE course studies can be packaged. To view the full range of TAFE courses available visit the (TIWA) website: [tafeinternational.wa.edu.au/courses](http://tafeinternational.wa.edu.au/courses)





## University pathways

### TAFE to university packaging

If you are considering studying an undergraduate degree after your TAFE program, you have the option of packaging that course with Curtin University, Edith Cowan University (ECU), Murdoch University or the University of Western Australia (UWA).

You can commence a Diploma, Advanced Diploma or Associate Degree pathway with TAFE and, on completion, transfer to your chosen university to complete your degree program. When you apply for a packaged program you will receive a student visa for the whole period of your study.

Packaged programs 'lock' you into a university and a degree program and it is difficult to change your university and visa subclass once you have commenced. It is important that you discuss your options with an approved TIWA agent before making a decision to package your program.

Please note: To submit an application for a university package you must use a Registered Agent of the relevant University and TIWA. Your agent will assist you with the packaged application and guide you through the visa process. A list of Education Agents in your country can be viewed at [tafeinternational.wa.edu.au/agents](http://tafeinternational.wa.edu.au/agents)

**Packages can only be arranged at the time of application.**



## English language requirements for entry to TAFE programs

TIWA accepts a range of tests and evidence of English language equivalency for entry into TAFE courses.

For entry into most Certificate, Diploma and Advanced Diploma courses, TIWA requires the equivalent of an IELTS (academic) score of 5.5 with no band score less than 5. However, please note that some courses require higher levels of English for entry. Details can be found at: [tafeinternational.wa.edu.au/courses](https://tafeinternational.wa.edu.au/courses)

For entry into Associate Degree courses, the equivalent of an IELTS (academic) score of 6.0 with no band score less than 5.5 is required.

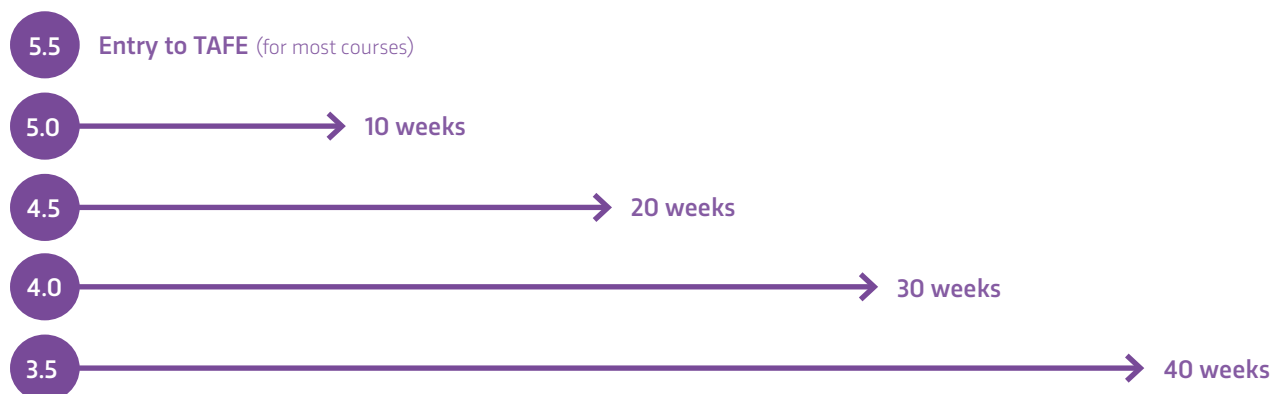
Where a recognised English Test score is not available students may be able to sit the TIWA English Language Placement Test which will indicate how long they may need to study English in order to meet the required English language level.

For the full list of tests and evidence of English language equivalency that are accepted, please visit the TIWA website: [tafeinternational.wa.edu.au/english-requirements](https://tafeinternational.wa.edu.au/english-requirements)

Please note TIWA reserves the right to require any student, whose actual English performance is found not to be consistent with the IELTS scores they presented with their Application form, to sit an independent English test as determined by TIWA.

*Please note the IELTS test is only valid for 2 years.*

### Approximate weeks of ELICOS to achieve required IELTS equivalent (depending on individual band score)







## Airport reception

Airport pickup can be arranged at a cost of \$120. Students will be taken directly to their homestay family or temporary accommodation. Please contact AHN: [homestaynetwork.org](http://homestaynetwork.org) to organise this service.

A taxi from the airport to central Perth costs approximately \$40. An airport bus costs approximately \$15, and can drop passengers at central city hotels.

## Accommodation during your studies

There are a variety of accommodation options available to international students studying in Western Australia including:

- > Temporary Accommodation
- > Rental Accommodation
- > Campus Living
- > Homestay

Be sure to arrive well in advance of your course commencing to secure good accommodation, as per the date stated on your student visa.

### Temporary accommodation

Temporary accommodation may be a good option for when you first arrive in Western Australia. There is a range of temporary accommodation on offer in Perth, which you can search for through the internet and book online. There are many backpacker hostels or budget hotels to choose from that range from \$30–\$150 AUD per night depending on whether you require shared or single rooms.

### Rental accommodation

Many students choose to share a rental house or apartment with other students as this reduces costs. The average rental price for a furnished room in share accommodation is around \$150 per week but can range from \$120–\$180 per week. This cost does not usually include electricity, water or gas.

Some useful websites to search for rental accommodation are:

- > [realestate.com.au](http://realestate.com.au)
- > [reiwa.com.au](http://reiwa.com.au)
- > [domain.com.au](http://domain.com.au)
- > [flatmates.com.au](http://flatmates.com.au)

You can also look in local newspapers such as *The West Australian* or *The Sunday Times*, where a large range of rentals are advertised. The International Student Centre at your college may be able to provide assistance in identifying suitable accommodation in one of the local suburbs.



## Accommodation during your studies (cont.)

### Accommodation checklist

- > Make sure you have read and understood the terms and conditions of any tenancy agreement before you sign.
- > If you pay a security deposit, make sure you obtain a receipt

### Campus living

Accommodation is available to South Metropolitan TAFE students at the at the **Edith Cowan University (ECU) Village Mt Lawley**. The ECU Village is 10 minutes by bus from the centre of Perth and transport to South Metropolitan TAFE. Rooms start from \$197 per person per week.

Please note this accommodation is only available to students over 18 years old. If you are under 18 years old please see the section below for Under-age Students.

For more information please visit the website [tafeinternational.wa.edu.au/accommodation](https://tafeinternational.wa.edu.au/accommodation)

### Homestay

Homestay allows students to live with an Australian family. This is very popular because you can make Australian friends, embrace the Australian lifestyle and improve your English. Homestay costs between \$265-\$300 per week, depending on your age and level of service provided. There is also a Homestay placement fee of \$240.

**Bookings must be made at least two weeks in advance. Late bookings will incur additional fees.**

**Homestay options are:**

Full service > \$300 per week, includes 3 meals per day

Half service > \$265 per week, includes 2 meals per day.

The fee also includes laundry, snacks, electricity and gas. For more information about Homestay and to make a booking, contact Australian Homestay Network (AHN) at [homestaynetwork.org](https://homestaynetwork.org)

### Under-age students

All applicants can study at TAFE in the calendar year they are turning 18. For students under 18 years of age, once AHN has identified a Homestay family they will give these details to TIWA, who will issue the Welfare Letter the student will need to include in their student visa application.

Sometimes parents have relatives or friends in Perth that they would like their child (under 18) to live with. For this to be approved parents need to provide evidence of a long-term family relationship with the proposed hosts. AHN will need to visit the home and ensure it is suitable and appropriate for the child, and all adults living in the home are required to provide Working with Children and Police Criminal Screening checks. This arrangement will need to be registered with AHN and fees do apply.

Please see the website for more information for under-age students [tafeinternational.wa.edu.au/under-18](https://tafeinternational.wa.edu.au/under-18)






## Budgeting

Students should arrive in Perth with at least \$1,000 and have access to another \$2,000 during their first few weeks for expenses associated with organising housing. Funds may be needed to pay bond on rental accommodation or for other services.

### Overseas Student Health Cover (OSHC)

All international students studying in Australia are required to pay Overseas Student Health Cover (OSHC) for the entire duration of their student visa. TIWA will only process payments for Bupa. TIWA can arrange your cover for you. If you wish to use another provider, you will need to make your own payment arrangements and show evidence of the payment to immigration when you apply for your visa.

The following table gives you a guide as to the cost of cover as at January 2016 (subject to change).

Months/duration			
6	\$292	\$827	\$1,195
12	\$583	\$1,654	\$2,390
18	\$891	\$2,559	\$3,960
24	\$1,188	\$3,411	\$5,280
30	\$1,485	\$4,264	\$6,600
36	\$1,782	\$5,117	\$7,920



Cover for you only.



Cover for you and your partner.



Cover for you, your partner and your children under 18 years of age if they live with you in Australia.

More information about Bupa OSHC can be found at: [tafeinternational.wa.edu.au/help-and-advice/health-cover](http://tafeinternational.wa.edu.au/help-and-advice/health-cover)

### Additional costs

Additional study costs can vary for each student. Some courses have resource fees that need to be paid direct to the college. These are listed under each course in this guide. Students should also budget for other costs like material fees, equipment, photocopying, stationery and text books.

### Employment

You may decide to find a part-time job, to increase your income and gain work experience. Your international student visa allows you to work while you are in Australia. Generally, international students are allowed to work up to 40 hours per fortnight during each semester and unlimited hours during semester breaks.

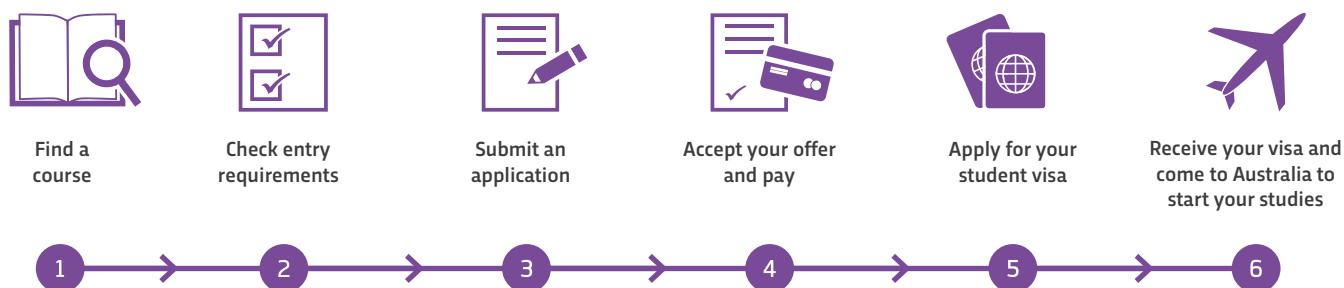
You may be able to earn \$15-\$20 per hour depending upon skills and experience, but you should not rely on these earnings to pay tuition fees. You can discuss work options with the International Student Coordinator after you have started your course so that you can assess them in relation to your course commitments and workload.

### Sample weekly budget (AUD)

Rent – shared accommodation (average)	\$70 - \$250
Gas, water, electricity, phone (landline)	\$60 - \$100
Phone + internet	\$20 - \$50
Food + eating out	\$80 - \$200
Public transport	\$40
Clothing + entertainment	\$50 - \$100
<b>Total</b>	<b>\$290 - \$750 (average \$520)</b>

Sourced from: <http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs>

## Application Procedure



### 1. Find a course

You can choose from over 250 TAFE courses. Visit the online course catalogue at [tafeinternational.wa.edu.au/courses](https://tafeinternational.wa.edu.au/courses)

### 2. Check the entry requirements

All applicants can study at TAFE in the calendar year they are turning 18. There are no English or Academic entry requirements to begin our English (ELICOS) programs. However, all of our Certificate and Diploma courses have specific Academic and English proficiency requirements. You can find out about these requirements by going to the TAFE International Western Australia (TIWA) website [tafeinternational.wa.edu.au](https://tafeinternational.wa.edu.au)

Make sure that you can meet the entry requirements of your chosen course before you proceed to the next step in the application process.

#### Application + acceptance deadlines

Deadlines for submitting applications to TIWA for admission to TAFE courses depend on your passport nationality and whether or not students are applying on or offshore.

Students should also be aware that there are deadlines for accepting offers and making fee payment. CoEs will not be issued after the cut-off date, this is to ensure that students leave a reasonable time to get their visa and arrive in time for orientation and the start of classes.

Visit the website for information on important dates and deadlines: [tafeinternational.wa.edu.au](https://tafeinternational.wa.edu.au)

### 3. Submit your application

You can apply to study at a TAFE college by completing your application online at [tafeinternational.wa.edu.au/apply](https://tafeinternational.wa.edu.au/apply)

You can apply directly to TIWA or you can apply through one of our approved education agents. You pay the same fees whether you apply directly to us or through one of our education agents.

Many students choose to apply directly, especially as they can use this guide and the TIWA website to find all the information they need and submit their applications online. Other students choose to use education agents to assist them in preparing and submitting their study and visa applications. If you do not already have an agent, you can find an approved TIWA agent on our website: [tafeinternational.wa.edu.au/agents](https://tafeinternational.wa.edu.au/agents)

#### Receive your Letter of Offer

Once we have received your application and supporting documentation, we will assess your eligibility to study your selected course(s). If eligible and there are places available we will send you a 'Letter of Offer'. This letter will be sent to you directly or through the education agent you have nominated according to your instructions on the application form.

If we have not received all of the required supporting documentation from you, for example certified copies of certificates etc. then your Letter of Offer will have conditions listed noting the information you still need to provide.

There are many high demand courses that fill up very quickly, so you should consider returning your acceptance and payment promptly.

**Please note your place is subject to availability at the time of acceptance and payment.**

You will also need to allow sufficient time before your course starts to obtain your visa and make arrangements to come to Western Australia. Usually at least 3 - 6 months is needed to do this.



#### 4. Accept your offer and pay

To accept your offer, you must return your signed Letter of Acceptance with:

- > Supporting documentation that you were requested to supply, in your Letter of Offer (i.e. conditions).
- > Payment of your schedule of fees, as indicated on your Letter of Offer.

#### 5. Receive your Confirmation of Enrolment (CoE) and apply for your student visa

Subject to the availability of places after you have signed and returned the Letter of Acceptance, made full payment and met any conditions, we will provide you with a Confirmation of Enrolment (CoE) which you will need in order to apply for a student visa at the Australian High Commission or Embassy in your country.

**You must have a student visa in order to enter Australia and commence your studies.**

The latest and most accurate information on obtaining your student visa can be found on the Department of Immigration and Border Protection's website: [border.gov.au](http://border.gov.au)

If you need help obtaining your visa and other aspects of moving to Australia, which may be best provided in your own country or language, then you might like to use the services of one of our approved education agents.

#### 6. Receive your visa and come to Australia to commence your studies

When your student visa has been granted, you are ready to come to Western Australia to begin your course. Please take note of the orientation dates for the South Metropolitan TAFE as you will be provided with important information that you need to know to successfully complete your course of study and to make the most of your time in Western Australia.

**You must arrive in Australia prior to the commencement of your course or your enrolment may be deferred to the next available intake and you may have to return home.**

## Enrolment Conditions

### 1. ESOS Act and National Code

The Australian Government wants international students in Australia to have a safe, enjoyable and quality study experience. Australian laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS (Education Services for Overseas Students) framework and they include the ESOS Act and the National Code. For information about ESOS and your rights as an international student in Australia please go to the Australian Education International (AEI) website: [internationaleducation.gov.au](http://internationaleducation.gov.au)

### 2. Code of conduct

#### Student responsibilities

To maintain your enrolment with TAFE International Western Australia (TIWA) you must:

1. Maintain satisfactory course progress throughout your studies.
2. Regularly attend classes, actively participate and complete assignments and assessments as required.
3. Treat all staff and students with courtesy and respect, regardless of physical, intellectual, racial, cultural or religious differences.
4. Be considerate of the opinions, life experiences and learning/teaching styles of fellow students and staff. Unwelcome, offensive, abusive, belittling or threatening behaviour directed at staff or students will not be tolerated.
5. Actively participate in all teaching and learning activities in a non-disruptive manner to other students and staff.
6. Do not engage in activities that contravene Australian law
7. Respect and care for all college facilities and equipment.
8. Present for learning in a fit and proper condition ensuring that you are not under the influence of any substance.
9. Ensure that all submitted work is the result of your own genuine efforts by refraining from plagiarising and copying from other people.
10. Seek prior approval for any extended absence from your TAFE college.
11. Make payment of all tuition, resource and materials fees by the due date.

Breaches of this code will be managed within the International Students Behaviour Management Policy.

### 3. Changing course and/or campus

If you decide you would like to change the course you are studying, or attend classes at a different campus of the college you are enrolled at, you should contact the International Centre at your TAFE college to discuss whether this is possible and how this may affect your visa.

If you choose to proceed with a change of course or campus you will need to complete a **Change of Course Application Form** or a **Change of Campus Request Form**, which can be downloaded from [tafeinternational.wa.edu.au/forms](http://tafeinternational.wa.edu.au/forms). You will be contacted by TIWA via email during this process and advised in writing of the outcome.

### 4. Transferring to a different college

If you have not completed 6 months of study in your principal course\* with TIWA and wish to transfer to another provider, you must complete a **Release Letter Request Form**.

*\*The principal course is defined as the highest qualification in a package of courses.*

Release from a course of study will only be granted in exceptional circumstances relating to your welfare. These circumstances are defined as a sudden change beyond your control that impact plans for on-campus study in Australia. Such circumstances must be supported by documentary evidence.

If you are under 18 years of age you must provide a letter from your parent/guardian to support your application for release.

Applications for release can be made by completing a **Release Letter Request Form**, which can be downloaded from: [tafeinternational.wa.edu.au/forms](http://tafeinternational.wa.edu.au/forms)



Your application must detail the reason(s) for early release, full details of the new college and course you will be enrolling into, and a valid offer of enrolment from the new college. If your release is approved you will be issued a release letter. You must then contact Immigration to notify them that you have changed provider, as this may affect your visa. If your release is refused you will receive a written reply outlining the reasons for refusal. You will have 20 days to appeal the decision.

## 5. Course progress

As an international student, if you do not achieve satisfactory course progress you may not be able to continue your studies.

To show that you are making every effort to achieve satisfactory course progress, it is very important that you attend all scheduled classes.

If you are unable to attend class, you should contact your lecturer and the International Centre at your TAFE college.

**If you do not attend classes and do not notify the International Centre, then your continuing enrolment and visa may be at risk.**

If you have not been attending classes and/or not completing assessments, then your lecturers are required to notify the International Centre that you are at risk of unsatisfactory course progress. A member of the International Centre staff will then contact you to discuss your progress and work with you to put in place a plan to help you to get your studies back on track.

If you have made unsatisfactory progress, that is, achieved less than 50% of the course requirements in two consecutive study periods i.e. two consecutive terms; then your enrolment may be cancelled and a report sent to the Immigration which may affect your visa.

## 6. Attendance requirements - ELICOS students

If you are enrolled in an English Language Intensive Courses for Overseas Students (ELICOS) program, you must attend 80% of all timetabled classes. If you do not attend, are more than 20 minutes late to class or you leave class before the scheduled finish time; then you will be marked absent. If you cannot attend for two or more days you must obtain a medical certificate and provide a copy to the International Centre at your TAFE college.

If you attend less than 80% of your classes, you will be notified in writing by a member of the International Centre staff and you will be required to attend a meeting to discuss your unsatisfactory attendance. You may bring a support person with you to this meeting.

If you have unsatisfactory attendance that is, attended less than 80% of all timetabled classes; your enrolment may be cancelled and a report sent to Immigration which may affect your visa.

## 7. Late arrival

Students must ensure that they arrive on or before the commencement date indicated on their Letter of Offer.

**Late starts will only be granted in exceptional circumstances, where evidence can be provided.**

Approval for a late start must be obtained and granted prior to your course commencement date. Students who cannot arrive on time may be required to defer their enrolment to the next available intake.

## 8. Deferral or suspension of study

**Your enrolment can be deferred or temporarily suspended for compassionate grounds or exceptional circumstances, such as:**

- > severe medical illness to you or a member of your family;
- > death in your family;
- > medical condition while undertaking your studies
- > pregnancy; and
- > a natural disaster which affects you or your family.

Prior to lodging your application to defer it is recommended you contact the Department of Immigration and Border Protection (DIBP) to discuss how this may impact your visa. Should you decide to proceed you must complete the **Application to Defer**, which can be downloaded from [tafeinternational.wa.edu.au/forms](http://tafeinternational.wa.edu.au/forms)

Your application must detail your reason(s) for requesting to defer or temporarily suspend your studies and include documents to substantiate exceptional circumstances.

If you are under 18 years of age you must provide written support from your parent or legal guardian to support your application.

When a deferral or temporary suspension is approved, you will be advised in writing of the deferral period and your new commencement date. Immigration will be informed of the change relating to your course of study. This may affect your visa status.

**Please note:** Should you wish to defer one (1) commencement of your studies you will not be required to provide evidence of compassionate or exceptional circumstances. Deferral of your enrolment may result in an increase of Tuition, Resource and Material fees. If you defer your enrolment, you will be required to pay the fees which apply at your new commencement date. Confirmation of Enrolments (CoEs) for the revised period will not be issued until all additional fees and charges are paid in full.

If the deferral or temporary suspension is refused, you will be advised in writing and you will have 20 days to lodge an appeal.

Please refer to the **Complaints and Appeals Policy** on the website: [tafeinternational.wa.edu.au/complaints-and-appeals](https://tafeinternational.wa.edu.au/complaints-and-appeals)

## 9. Refunds and withdrawals

After you have completed your enrolment your circumstances may change which means you may have to withdraw. To withdraw from your course, you must complete a **Refund and Withdrawal Form**, which can be downloaded from: [tafeinternational.wa.edu.au/forms](https://tafeinternational.wa.edu.au/forms)

When you have completed the form and provided any supporting documentation it will be processed. Please note that processing of your withdrawal, and any fee refund you may be due can take up to 4 weeks.

To view a copy of TIWA's **Refund Policy** please visit: [tafeinternational.wa.edu.au/current-students/refund-policy](https://tafeinternational.wa.edu.au/current-students/refund-policy)

All TIWA refunds will be made in accordance with the refund table and conditions contained within this policy.

## 10. Complaints and appeals

### Talk to someone at your TAFE college

If you have a complaint about your course of study, you should try to resolve the problem by speaking with a staff member in the International Centre at your college. The staff member will discuss your complaint and possible courses of action with you. If you are unable to resolve your complaint, you may then make a formal complaint at your college. Your International Student Adviser will be able to help you with this. To find contact details for the International Office at your college, please go to the website [tafeinternational.wa.edu.au](https://tafeinternational.wa.edu.au) and follow the links to find your college's profile page.

### Make a complaint to TIWA

If you have lodged a complaint with your TAFE college and are not satisfied with the outcome, you may take your complaint to TIWA. The outcome will be reviewed and an independent judgement will be made. You will then be notified in writing of the outcome.

This complaint should be lodged in writing and will be treated in confidence.

Manager of Student Services and Compliance, TIWA Student Services, Locked Bag 16, Osborne Park DC, WA 6916.

TIWA aims to resolve all complaints within 10 working days, and will keep you informed of the progress of your complaint should it need further investigation.

### If your issue is still not resolved:

If you have tried to resolve your problem with your college/TIWA and have not been able to come to a solution, you can get assistance from the **International Education Conciliation Service** at the Department of Education Services: [des.wa.gov.au/internationaleducation/ieconciliation](https://des.wa.gov.au/internationaleducation/ieconciliation)

The Conciliation Service is a free and independent service for international students which aims to help you find an appropriate solution.

### Western Australian Ombudsman

The Ombudsman resolves complaints about the decision making of public authorities and aims to improve the standard of public administration.

If you have lodged an internal appeal at your TAFE college and are not happy with the outcome you have the right to access an external complaints and appeals process.

The Western Australian Ombudsman will only consider whether TIWA has followed its own policies and procedures and whether the handling of your complaint/appeal has been fair and reasonable.

### Complaints/appeals must be made in writing to:

Ombudsman Western Australia

✉ PO Box Z5386, St Georges Terrace, PERTH WA 6831 | @ mail@ombudsman.wa.gov.au

## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

More information can be found on the web  
**[tafeinternational.wa.edu.au](http://tafeinternational.wa.edu.au)**

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