



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



**International**  
**Western Australia**

# **NORTH METROPOLITAN TAFE**

## **2016 ENGLISH COURSE GUIDE**

RTO CODE: 52786



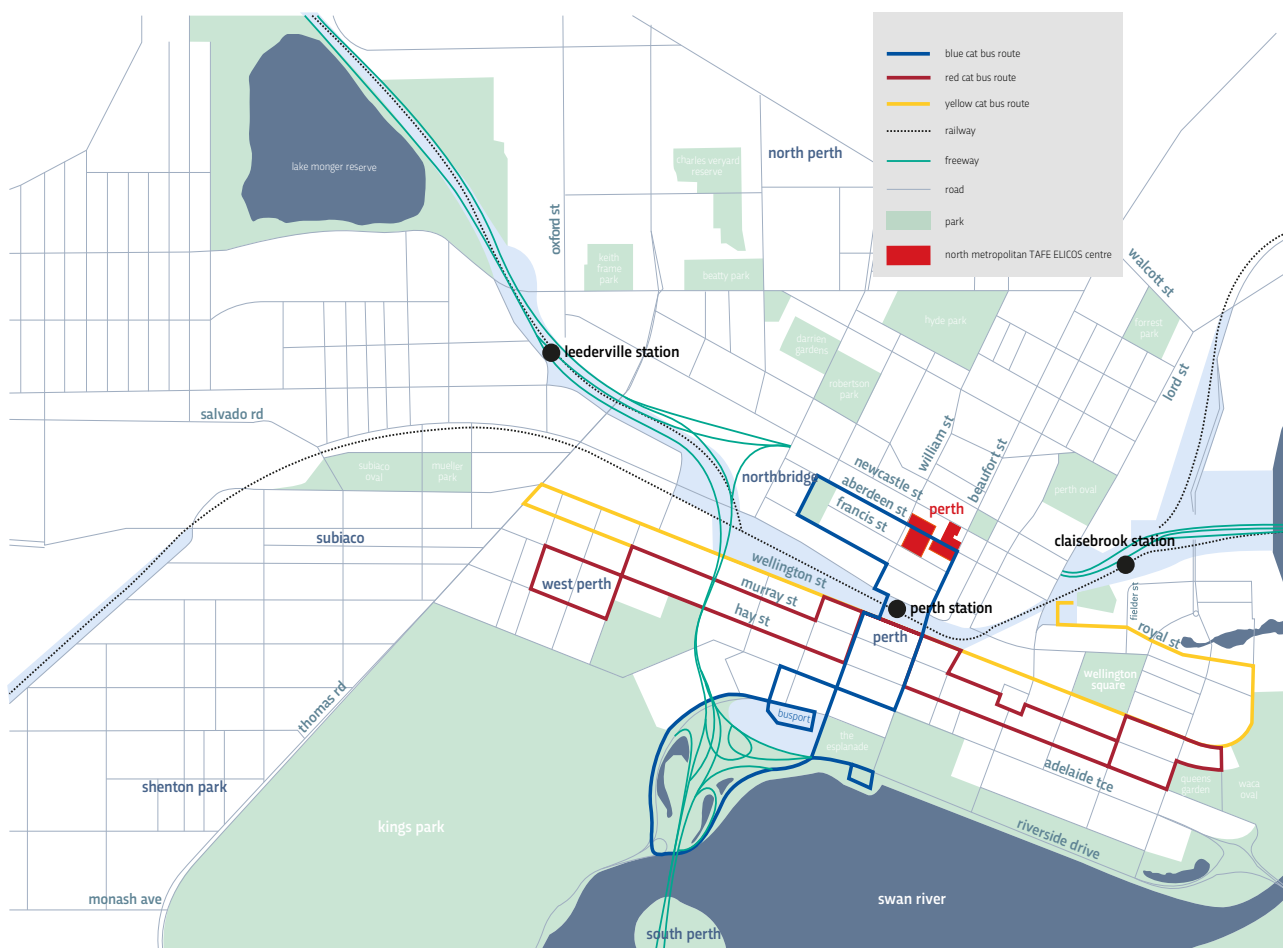
TAFE International Western Australia offers a wide range of English Courses to provide a pathway into TAFE and Higher Education courses.

# NORTH METROPOLITAN TAFE

North Metropolitan TAFE's Perth Campus is located in the central business district of Northbridge. It is located in Perth's cultural and entertainment district, in a modern building designed specifically for education and training. It is very close to Perth's central shopping district and central transport network. If you like the inner city life, you will enjoy studying at Perth Campus.

The ELICOS program at North Metropolitan TAFE is delivered in partnership with Navitas English (CRICOS provider code 00289M; RTO provider code 0927).

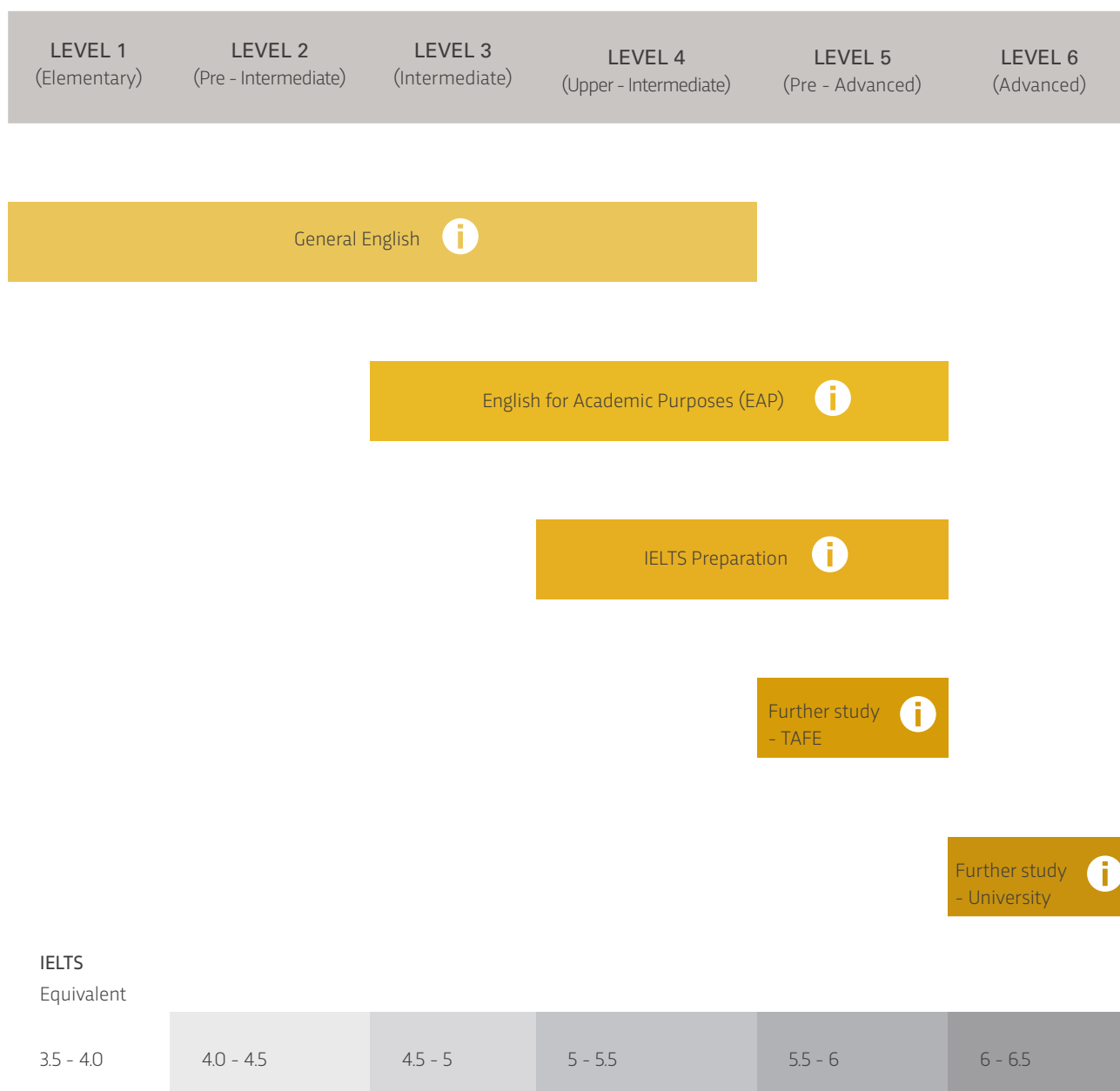
## ELICOS campus location



## Facilities at the Perth campus include:

- > Modern, well equipped teaching and learning spaces
- > Wireless internet access and fully equipped computer labs
- > Library and independent learning centre with computers, international and local newspapers and journals, and thousands of relevant books, videos, CDs, DVDs specifically designed for English language learners
- > Bookshop for all student needs
- > Gymnasium on the premises
- > Café and banking facilities
- > International student kitchen, garden courtyard and outdoor eating areas
- > Prayer room
- > Art Gallery
- > Massage + Beauty Therapy Services


## English courses and study pathways




## Contact details

North Metropolitan TAFE , ELICOS centre

 Level 2, Station 4, 25 Aberdeen Street, Northbridge WA 6865, Australia

 +61 8 9427 1096

 [enquiry.elicos@nmtafe.wa.edu.au](mailto:enquiry.elicos@nmtafe.wa.edu.au)



## General English (CRICOS Code: 013024G)

Our innovative and dynamic General English (GE) programs deliver exceptional results, developing real-world English skills through an intensive progression pathway.

Why this English course is the best choice for you:

- > Starts any Monday
- > Learn with professional teachers in small, intensive classes
- > Learn the language you need to interact effectively with people outside of school
- > Prepare for special courses such as IELTS and EAP

### General English fact file

	GE 1	GE 2	GE 3	GE 4
<b>Aim</b>	Prepares you for: <ul style="list-style-type: none"> <li>&gt; using basic English for travel, work and everyday communication</li> <li>&gt; GE 2</li> </ul>	Prepares you for: <ul style="list-style-type: none"> <li>&gt; using English independently for travel, work and everyday communication</li> <li>&gt; GE 3 and EAP 3</li> </ul>	Prepares you for: <ul style="list-style-type: none"> <li>&gt; using English proficiently for travel, work and everyday communication</li> <li>&gt; GE 4, EAP 4 and IELTS 4</li> </ul>	Prepares you for: <ul style="list-style-type: none"> <li>&gt; using English fluently and proficiently for travel, work and everyday communication</li> <li>&gt; EAP and IELTS courses</li> </ul>
<b>Level</b>	CEFRA1: Elementary	CEFRA2: Pre-Intermediate	CEFRB1: Intermediate	CEFR B2: Upper Intermediate

### Additional details

<b>Assessments</b>	Tests in Reading, Writing, Speaking & Listening in Weeks 5 and 9 of each term
<b>Timetable</b>	10.30am – 4.30pm
<b>Duration</b>	5 – 10 weeks
<b>Certification</b>	North Metropolitan TAFE certificates are recognised by TAFE International Western Australia
<b>Hours per week</b>	20 (4 hours of lessons per day, Monday to Friday)
<b>Entry level</b>	Your level will be determined by a placement test
<b>Minimum age</b>	17 years
<b>Cost</b>	\$300 per week
<b>Start dates</b>	Start any Monday





## English for Academic Purposes (CRICOS Code: 013025F)

When you study at an English-speaking university or college, you need to speak and write English with confidence so you can communicate effectively. The English for Academic Purposes (EAP) course are unique because they enable you to enter a wide range of vocational education programs at TAFE International Western Australia, of higher education, also leading to degree programs in leading universities and institutions around Australia. Each course includes academic study skills modules to help you achieve the best possible result in your studies.

### Why is this English course the best choice for you:

- > Direct Entry to North Metropolitan TAFE from EAP 4 without the need to take IELTS or TOEFL
- > Curriculum includes study skills training such as: critical thinking, research techniques, exam skills and academic report writing

### Course content:

#### Academic study and assessment skills

- > Critical thinking
- > Research techniques
- > Exam skills
- > How to avoid plagiarism

#### Academic writing skills

- > Australian-style essays and reports
- > Planning and writing an academic research report
- > Planning and writing an academic essay

#### Academic reading skills

- > Reading for context
- > Expanding vocabulary

#### Academic speaking skills

- > Planning and delivery of an academic seminar
- > Appropriate grammar and vocabulary

#### Academic listening skills

- > Note-taking for lectures
- > Listening for meaning

#### Course assessment

You will be assessed by a combination of:

- > Examinations
- > Research report (EAP 4 and EAP 5)
- > Research essay
- > Seminar presentation, and/or
- > Case study (EAP 5)

## English for Academic Purposes (cont.)

### English for Academic Purposes fact file

	EAP 3	EAP 4	EAP 5
<b>Aim</b>	Prepares you for: <ul style="list-style-type: none"> <li>&gt; EAP 4</li> <li>&gt; a relevant qualification for employment purposes</li> </ul>	Prepares you for: <ul style="list-style-type: none"> <li>&gt; EAP 5</li> <li>&gt; vocational studies</li> <li>&gt; a relevant qualification for employment purposes</li> </ul>	Prepares you for: <ul style="list-style-type: none"> <li>&gt; tertiary studies</li> <li>&gt; a relevant qualification for employment purposes</li> </ul>
<b>Minimum requirements</b>	<ul style="list-style-type: none"> <li>&gt; IELTS 4.5 writing (academic), other bands 4.0</li> <li>&gt; TOEFL PBT 475 (writing minimum TWE 3.5)</li> <li>&gt; TOEFL iBT 53 (other skills 11)</li> <li>&gt; North Metropolitan TAFE or Navitas English entry test</li> <li>&gt; PTE 30 (writing minimum 30, other skills 24)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; IELTS 5.0, writing 5.0 (academic), other bands 4.0</li> <li>&gt; TOEFL PBT 500 (writing minimum TWE 4.0)</li> <li>&gt; TOEFL iBT 61 (other skills 13) or successful completion of EAP 3</li> <li>&gt; North Metropolitan TAFE or Navitas English entry test</li> <li>&gt; PTE 36 (writing minimum 36, other skills 30)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; IELTS 5.5, writing 5.5 (academic), other bands 5.0</li> <li>&gt; TOEFL PBT 525 (writing minimum TWE 5.0)</li> <li>&gt; TOEFL iBT 71 (other skills 15) or successful completion of EAP 4</li> <li>&gt; North Metropolitan TAFE or Navitas English entry test</li> <li>&gt; PTE 42 (writing minimum 42, other skills 36)</li> </ul>
<b>Assessments</b>	Comparison Essay (Week 5) 20% Seminars (Weeks 7 & 8) 20% Argument Essay (Week 9) 20% Examinations (Weeks 5 & 9) 30% Observation & Participation 10%	Weekly Essays (Weeks 2-7) 20% Seminars (Weeks 5 & 6) 20% Research Report (Week 9) 20% Examinations (Weeks 5 & 9) 30% Observation & Participation 0%	Research Report (Week 5) 20% Seminars (Weeks 7 & 8) 20% Research Essay (Week 9) 20% Examinations (Weeks 5 & 9) 25% Case Study (Week 10) 10% Observation & Participation 5%

### Additional details

<b>Timetable</b>	8.15am – 2.25pm
<b>Duration</b>	10 weeks
<b>Certification</b>	North Metropolitan TAFE certificates are recognised by TAFE International Western Australia
<b>Hours per week</b>	20 (4 hours of lessons per day, Monday to Friday)
<b>Entry level</b>	Your level will be determined by a placement test
<b>Minimum age</b>	17 years
<b>Cost</b>	\$300 per week
<b>Start dates</b>	EAP 3 – 25 January, 4 April, 13 June, 22 August, 31 October EAP 4 – 25 January, 4 April, 13 June, 22 August, 31 October EAP 5 – 4 April, 31 October Note: Due to the assessment schedules in each course students must arrive no later than Monday of Week 2.

## IELTS Plus (CRICOS Code: 041750M)

The International English Language Testing System (IELTS) is quickly becoming the most widely recognised English test in the world. It is accepted for entry into higher education and professional bodies, and for Australian visa applications.

IELTS tests speaking, listening, reading and writing skills to provide scores from band 1 (non-user) to band 9 (expert user). These scores are combined to provide an overall band score. Most higher education institutes, including North Metropolitan TAFE, require 5.5 for entry to certificate and diploma programs and English speaking universities and higher education institutions require students to have an overall band score of between 6.0 and 7.5 to be eligible for entry to degree programs.

### Why is this English course the best choice for you:

- > Starts any Monday
- > Learn with professional teachers in small, intensive classes
- > Learn what IELTS consists of and take practice tests under exam conditions to get a feel for what it is like to take the real test.
- > Get feedback from your teacher so you can develop weak areas and build on your strengths.
- > Results in the assessments for North Metropolitan TAFE's IELTS Plus courses are accepted for entry to TAFE International Western Australia.

### IELTS Plus fact file

	IELTS 4	IELTS 5
Aim	Prepares you for: <ul style="list-style-type: none"><li>&gt; achieving IELTS 5.5 for entry to certificate and diploma programs</li></ul>	Prepares you for: <ul style="list-style-type: none"><li>&gt; achieving IELTS 6.0 and above for entry to degree and tertiary programs</li></ul>
Level	IELTS 5.0 to 5.5	IELTS 5.5 to 6.0 and above

### Additional details

Assessments	<ul style="list-style-type: none"><li>&gt; Research report (week 9)</li><li>&gt; Mid-term exams (week 5)</li><li>&gt; Final exams (week 10)</li></ul>
Timetable	8.20am – 2.30pm
Duration	10 weeks
Certification	North Metropolitan TAFE certificates are recognised by TAFE International Western Australia
Hours per week	20 (4 hours of lessons per day, Monday to Friday)
Entry level	IELTS 5.0 or equivalent (upper Intermediate)
Minimum age	17 years
Cost	\$300 per week
Start dates	Start any Monday with preferred start dates: 25 January, 4 April, 13 June, 22 August, 31 October



## English for Special Purposes (ESP)

Each term students in EAP and IELTS classes have the opportunity to study English related to their interests or further studies. For example, students interested in business have the option to study Business English, while someone who wishes to do a mainstream course at North Metropolitan TAFE in nursing or aged care can take English for Health and Community Service.

During each ESP unit, students will have the opportunity to do the following related to their chosen subject area:

- > Learn discipline specific vocabulary and phrases
- > Read articles about important issues and concepts
- > Listen to industry figures talk about their experiences
- > Engage in discussions and express opinions
- > Prepare and deliver presentations
- > Consider Australian standards of Operational Health and Safety (OH & S)

## English for Health and Community Services (EHCS)

- > For students who need a working knowledge of human anatomy and diseases, first aid procedures, health and fitness, and nutrition.
- > Recommended for students wishing to join courses related to aged care, nursing, dentistry, fitness, disability, and child care.

## English for Information Technology and Engineering (EITE)

- > For students who need to be able to understand and make descriptions of computer systems, engineering processes and industrial environments with reference to technical vocabulary and phrases.
- > Recommended for students wishing to join courses related to IT and engineering.

## English for Travel, Tourism & Hospitality (ETTH)

- > For students interested in talking about food, cooking, hotel accommodation and facilities, customer service, and travel.
- > Recommended for students wishing to join courses related to travel, tourism, hospitality and events management.

## Business English (BE)

- > For students wishing to develop their communication skills in a business environment, including participating in meetings and negotiations, writing reports, and corresponding in English.
- > Recommended for students wishing to join courses related to management and administration, accounting, advertising, international trade, and banking.

## English for International Communication (EIC)

- > For students wishing to develop their practical conversational skills; this unit has a speaking focus and allows students to practice and improve their everyday English skills
- > Recommended for any student wishing to interact with a range of different nationalities outside the classroom.





## Timetable

Shift 1		Shift 2	
8.15am - 10.15am	Lesson 1	-	
10.20am - 11.20am	Self-access	10.20am - 12.20pm	Lesson 1
11.20am - 12.20pm	Lunch		
12.25pm - 2.25pm	Lesson 2	12.25pm - 1.25pm	Self-access: session 1/ lunch
		1.25pm - 2.25pm	Self-access: session 2/ lunch
-	-	2.30pm - 4.30pm	Lesson 2

## Teachers and teaching resources

North Metropolitan TAFE's English language teachers are friendly, highly qualified and experienced. As well as having excellent language teaching skills, they have expertise in particular skill areas such as pronunciation, grammar, listening and note taking, research skills etc.

Teachers at North Metropolitan TAFE use a combination of modern teaching methodologies to support the students in their learning. They use practical and authentic materials and practice a learner-centred approach. Teaching programs are adjusted to suit the needs of the individual students in class and to ensure student progress is consistent.

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

### 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.



## Self-access

### Why study outside the class is important

Study outside the classroom is an essential part of language learning and preparing for study in North Metropolitan TAFE's courses. Students are therefore expected to do homework every day in their own time in order to:

- > improve their understanding of the English language
- > develop their communication skills
- > prepare for assignments and examinations
- > develop responsibility for their own progress in learning English

### Extra help from teachers

At North Metropolitan TAFE we believe it is important to provide students with opportunities to get help from teachers outside the class. Therefore North Metropolitan TAFE schedules 4 extra hours of tutorial time every week with teachers so students can:

- > Ask for help with homework
- > Practice listening and conversation skills in a range of fun activities
- > Get help with assignments (this is very important for students in English for Academic Purposes courses)
- > Practice taking reading, writing and listening tests (this is very important for students in IELTS Plus courses)

### myStudy Space (on-line learning portal)

All students studying English at North Metropolitan TAFE are given an account to connect to the school's on-line learning portal anywhere,

anytime, using any device (computer, tablet or mobile phone), as long as they have access to an internet connection.

This enables students to:

- > Practice using English on-line with friends
- > Get lots of study advice and great tips about how best to learn English
- > Share interesting ideas and experiences with teachers and other students
- > Access extra learning materials and media

## Library

Students can use a wide variety of self-study materials in North Metropolitan TAFE excellent library, including reading books specially designed for students learning English, vocabulary and grammar exercise books, newspapers and magazines, and practice IELTS testing materials.





## Student activities

### Why study outside the class is important

The social activities program at North Metropolitan TAFE is called 'Boomerang', and through this program you can participate in cultural, sporting and social activities with students from all over the world. Whether it's a BBQ in Kings Park or a trip to Rottnest Island, you will have unforgettable memories to take home with you. For all students, activities are a wonderful way to make friends, practise English and have loads of fun!

Social activities	Sightseeing	Sport and physical activities	Cultural
Karaoke parties	Local attractions	Beach volleyball	Museums
Pub visits	Beaches	Soccer	Art galleries
River Cruises	Markets	Surfing and diving	Native Australian culture
BBQs	Walks	Sailing	Festivals and concerts
Trivia nights		Indoor rock climbing	Self-access: session 2/ lunch
		Dance lessons	Lesson 2
		Yoga	
		Martial arts	

## Support services

### Counselling

North Metropolitan TAFE has two International Student Counsellors that can provide support for personal issues, study advice and settlement in a new culture.

### 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 North Metropolitan TAFE may be able to provide assistance in identifying suitable accommodation in one of the local suburbs.

### 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





## Accommodation during your studies (cont.)

### Campus living

The **Edith Cowan University (ECU) Village Mt Lawley** is a short distance from the North Metropolitan TAFE's Mt Lawley campus. 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](http://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](http://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 TAFE International Western Australia (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](http://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/healthcover](http://tafeinternational.wa.edu.au/healthcover)

### 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>



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

Students can select from a wide range of courses at Certificate, Diploma and Advanced Diploma level.

### Study areas to choose from

Business + Management	Hospitality
Creative Arts	IT + Interactive Digital Media
Education + Community Services	Science + Environmental Studies
Engineering, Mining + Construction	Travel + Tourism
Health	

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

### 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)





## 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 North 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/current-students/forms](https://tafeinternational.wa.edu.au/current-students/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

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

Level 7, 3 Forrest Place, Perth WA 6000

Telephone: +61 8 9218 2100

RTO Provider Number 52395

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