



INTERNATIONAL AUSTRALIAN ACADEMY

Excellence Today

Success Tomorrow

2022 - 2023

02

*Why study at IAA?
Pathways to Bachelor
IAA Aritculation*

*Welcome to Adelaide
Why study in Adelaide?
Accommodation in Adelaide*

12

18

*Schedule of Fees
Academy Default Refund
General English*

*Certificate III in Business
Certificate IV in Business
Certificate IV in Entrepreneurship
and New Business*

22

28 *Diploma of Business
Diploma of Leadership and
Management*

*Diploma of Project
Management
Advanced Diploma of
Leadership and Management*

32

36

*Entry Requirements
Enrolment Application
Important information*



Welcome to the International Australian Academy. I trust that your learning experience with us will be satisfying, rewarding and engaging.

As a contemporary, progressive school, the Academy embraces new ways of teaching, while retaining the attributes that our students value such as comparatively smaller class sizes and an emphasis on work based experience in our courses.

We pride ourselves on the fact that our students are trained by industry professionals and graduate as confident aspirants in their chosen field of study. We are continually developing numerous industry partnerships that enable us to provide a combination of practical and theory based learning sought after by employers.

I am sure you will enjoy the challenge that studying at the Academy brings, and I look forward to congratulating you at the graduation ceremony that will mark the culmination of this important step along your chosen career path. I take this opportunity to remind you of the Academy's motto:

“Excellence today – Success tomorrow”.

Austin Perrot
Principal & Chief Executive Officer

Why Study at International Australian Academy?

The International Australian Academy (IAA) is a premier institution in the provision of educational services to international students. We believe that these services extend beyond the fostering of a stimulating and inclusive learning environment in the classroom to ensure that students are also physically, mentally and emotionally prepared for employment or progression to university by providing ongoing counselling, tutoring, and individual mentoring. Our holistic approach to education is what sets us apart from other providers.

IAA is proud of the achievements our students have made both academically and career-wise. Many of our students have returned to their country of origin with newly acquired skills and expertise which they have put to good use. They have overcome many challenges and have successfully acquired lucrative careers in their relevant fields. These successes reflect the success of IAA as an educational provider.

Our status as a premier institution would not be possible without the coordinated efforts of our staff. Highly qualified, experienced and from all walks of life, the staff at IAA use their diverse knowledge and skills to make effective contributions to the organisation's operational goals; and to ensure that we live up to our motto of "Excellence Today - Success Tomorrow." Being a premier institution, however, does not mitigate the necessity for continuous improvement. IAA has a history of continually improving itself in all areas of the organisation, whilst still maintaining our dedicated commitment to facilitating learning and achieving educational outcomes to students. The senior management of IAA understand that our future development is contingent on continuous improvement and innovation to maintain our competitive edge and ensure that we continually better ourselves.

The International Australian Academy is a Registered Training Organisation registered under the Australian Skills Quality Authority. The registration status of the Academy and the qualifications we offer are available from the Australian Government website: www.training.gov.au

The International Australian Academy is a registered to deliver the following qualifications on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

RTO Number: 40364

CRICOS Provider Number: 03211J



QUALIFICATIONS

BSB30120 Certificate III in Business

BSB40320 Certificate IV in Entrepreneurship and New Business

BSB40120 Certificate IV in Business

BSB50120 Diploma of Business

BSB50420 Diploma of Leadership and Management

BSB50820 Diploma of Project Management

BSB60420 Advanced Diploma of Leadership Management

Non-AQF General English

CRICOS Code: 107151G

CRICOS Code: 104030G

CRICOS Code: 107150H

CRICOS Code: 107152F

CRICOS Code: 104232H

CRICOS Code: 104050C

CRICOS Code: 107149A

CRICOS Code: 091159A

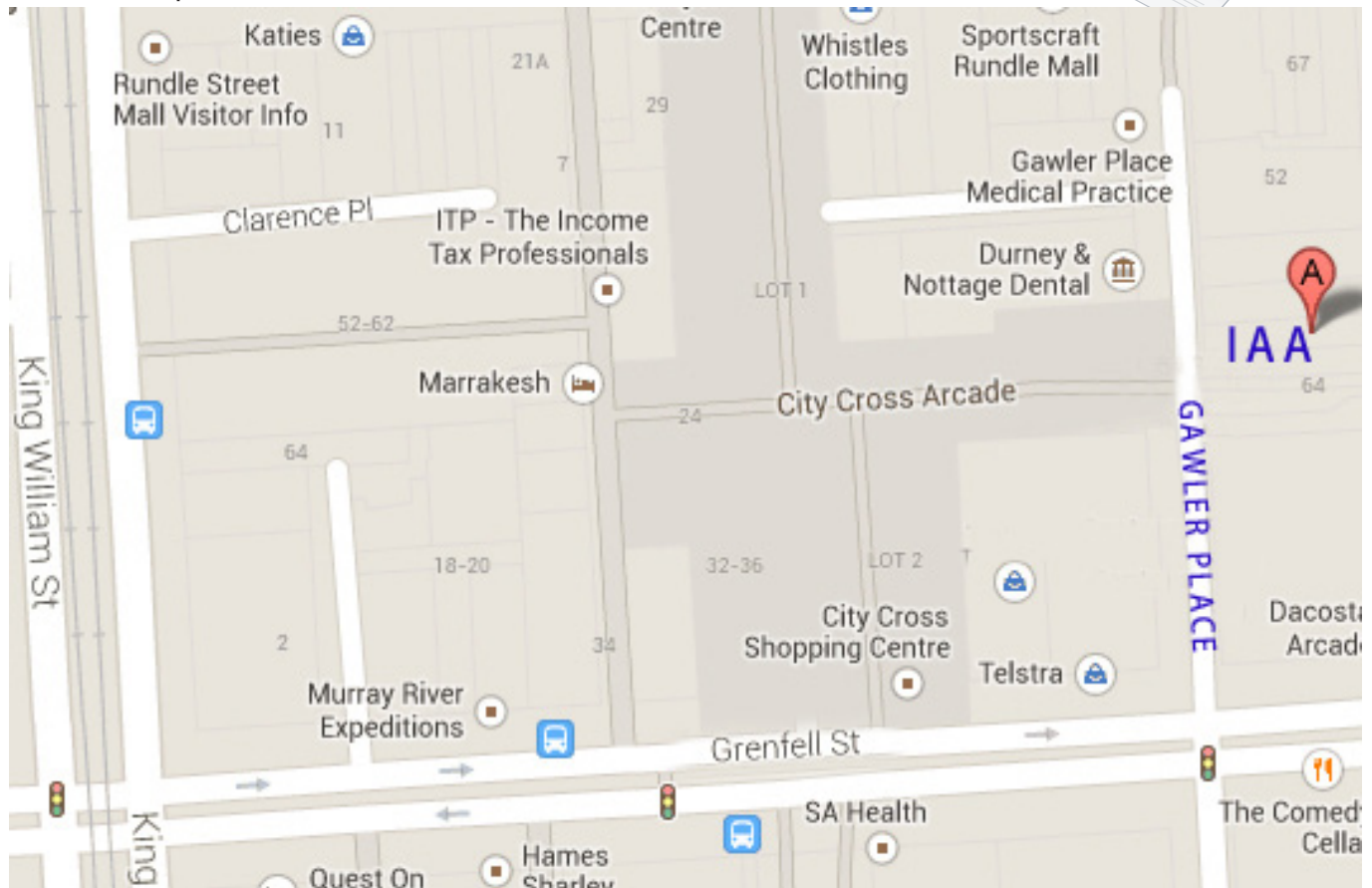
Location of the International Australian Academy

The Academy's campus is located, in Adelaide's central business district with easy access to public transport i.e., trams and buses. Our modern facilities located at:

62 – 64 Gawler Place Adelaide SA 5000

Phone: +61 8 7444 4622

Email: enquiries@iaa.sa.edu.au



Office Hours: 9.30 am to 5pm Monday to Friday except public holidays



Pathways To Bachelor Degree

Our courses provide students with the skills and knowledge to succeed in a dynamic work environment. As a result, course subjects you complete at IAA Australia may be eligible for credit toward Bachelor programs at universities.

Diploma Level

Graduates will have 33% credit (1 year) for a Diploma linked to a 3 year Bachelor Degree

Advanced Diploma Level

Graduates will have 33% credit (1.5 year) for an Advanced Diploma linked to a 3 year Bachelor Degree

Bachelor of Business:

- (Management)
- (Human Resource Management)
- (Logistics and Supply Chain Management)
- (Marketing)
- (Innovation and Entrepreneurship)
- (International Business)
- (Sport and Recreation Management)
- (Tourism and Event Management)
- (Finance)
- (Information Strategy and Management)
- (Economics, Finance and Trade) (Legal Studies)

Bachelor of Commerce:

- (Accounting)

Bachelor of Business:

- (Management)
- (Human Resource Management)
- (Logistics and Supply Chain Management)
- (Marketing)
- (Innovation and Entrepreneurship)
- (International Business)
- (Sport and Recreation Management)
- (Tourism and Event Management)
- (Finance)



Bachelor of Accounting
 Bachelor of Banking and Finance
 Bachelor of Business
 Bachelor of Business Economics
 Bachelor of Commerce
 Bachelor of Finance

Bachelor of Business
 Bachelor of Business (Management)
 Bachelor of Business (Marketing)

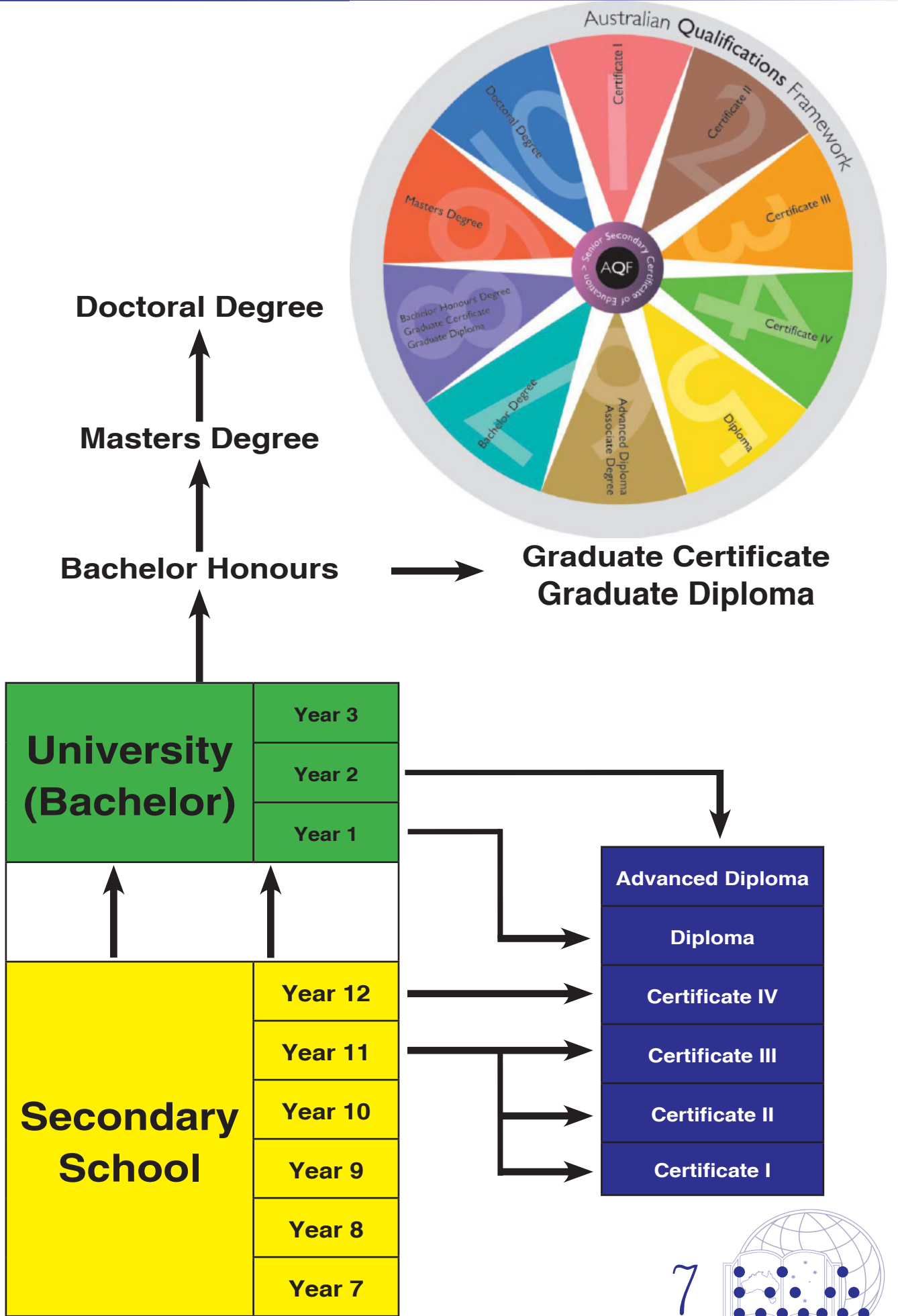
Bachelor Of Business (Management)
 Bachelor Of Business (Marketing)

Bachelor Of Business (Management)
 Bachelor Of Business (Marketing)

Bachelor of Business
 Bachelor of Management

Bachelor of Business
 Bachelor of Management

Australian Qualification Framework (AQF)





University Year 3
Cost estimate:
AUD\$43,000

University Year 3
Cost estimate:
AUD\$43,000



University Year 2
Second Semester
Cost estimate:
AUD\$20,000

University Year 2
Cost estimate:
AUD\$43,000



Advanced Diploma
Duration: 1 Year
Cost: AUD\$14,000



University Year 1
Cost estimate:
AUD\$43,000



Diploma
Duration: 1 Year
Cost: AUD\$16,000



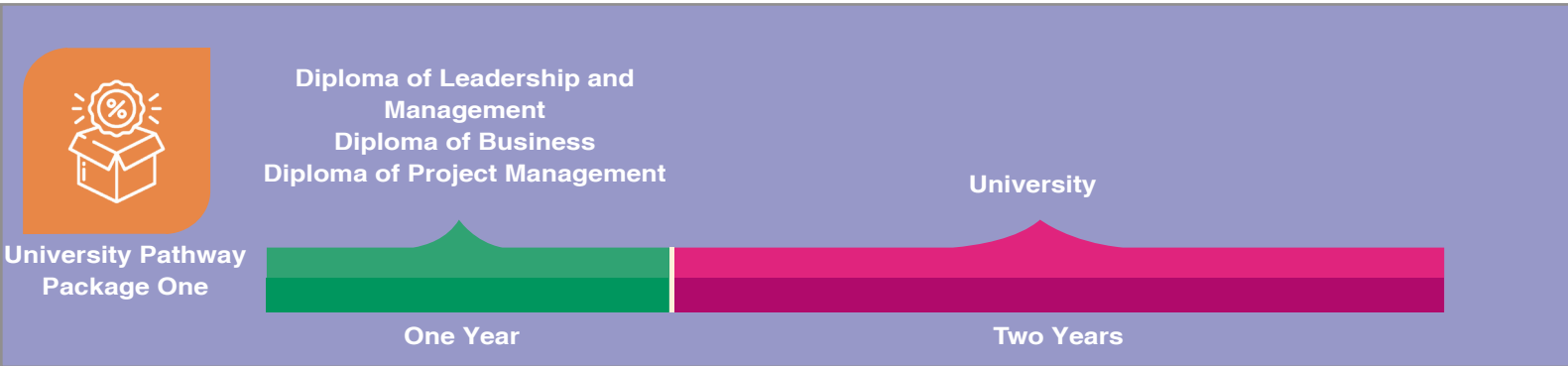
High School (SACE)
Year 11 & 12
Cost estimate:
AUD\$50,000



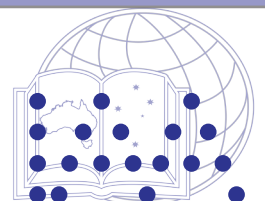
Certificate III & IV
Duration: 1.25 Years
Cost: AUD\$24,000



With Australian high school graduation certificate



Without Australian high school graduation certificate



Reasons to study at IAA



Centrally located in the heart of the beautiful city of Adelaide, close to shops, transport and many government services



Onsite student services and support



Articulation to University of South Australia and other leading universities



Nationally recognised qualifications



Competitive fee structure



bilingual-speaking support staff



Experienced and highly trained staff



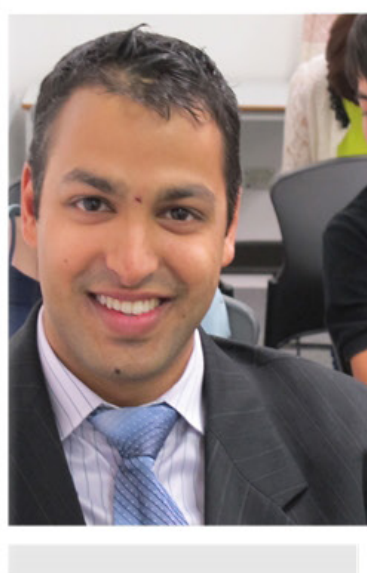
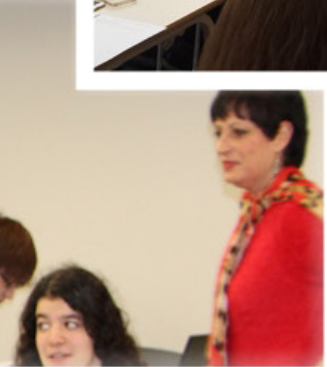
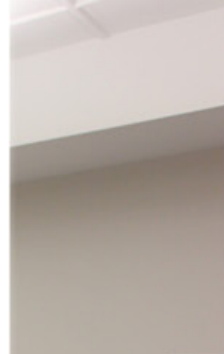
Excellent teaching facilities and Modern equipment



Small group student tutoring



Innovative learning approach that achieves both academic and practical business skills through a blend of classroom and online 'eLearning' delivery .



Adelaide, the capital of South Australia, was planned in 1836, by surveyor Colonel William Light, cosmopolitan city of around 1.1 million people. The city centre has a grid of wide streets and various squares all within 1 square mile.

This centre is surrounded by a green belt of 930 hectares of parkland. The main street, King William Street, runs from north to south through Victoria Square at the heart of the city.

Adelaide is considered the arts and events capital of Australia, hosting many high-profile cultural, music and sports events. the city centre is compact, easy to travel around and is surrounded on

all sides by spacious parklands.

South Adelaide is close to the sea, with Semaphore and Port Adelaide to the north, Henley Beach and West Beach to the east, Glenelg and Brighton to the south, and even further south Onkaparinga and the Fleurieu Peninsula. The beachfront in the heart of seaside Glenelg is only 20 minutes from the city centre and 10 minutes from the domestic and international airports.

Adelaide is known as the “Green City”, because it has earned a well-deserved ‘green’ reputation, with its large number of environmentally-friendly initiatives and visitor experiences. The most appropriate words used to describe Adelaide are: quiet, rich in arts and culture, festival state, culturally diverse, easily accessible, and relaxed. Adelaide is not as big as Sydney or Melbourne; however, it has an element of small town charm to it which makes it a beautiful place to live.





With a Mediterranean climate, Adelaide generally has mild and wet winters. Summers are warm and dry. In summer (December to February), the average maximum is around 29 degrees Celsius (84 °Fahrenheit), but there is considerable variation. In winter (June to August), the average maximum is around 15–16 degrees Celsius (59–61 °Fahrenheit), and the average minimum is around 7–8 °Celsius (45–46 °Fahrenheit).

Adelaide is the perfect destination to access some of Australia's most celebrated wine regions with over 200 top cellar doors and winery restaurants, all within an hour's drive of the city. Adelaide is a laid-back, enjoyable city, with a great selection of Thai, Mexican, Vietnamese restaurants and wine bars swinging open their doors.



Some other advantages about Adelaide:

- is an attractive, well-planned city of wide streets, squares and parks and has an elegant mixture of historic and modern buildings
- has a convenient and inexpensive transport system
- is a multicultural city with over 100 different ethnic communities from all over the world
- has a tradition of education excellence
- is Australia's most affordable mainland city
- provides plenty of recreational activities including cinemas and theatres, music, shopping and water sports at nearby base.



Australia's Most Affordable City

In Mercer's international annual cost of living survey, Adelaide regularly achieves an excellent ranking as one of the most affordable cities. Statistics show that it costs 24% more to live in Sydney, 21% more to live in Melbourne, 12% more to live in Perth and 8% more to live in Brisbane.

International students will require approximately: AU\$14,000 per year or AU\$270 a week to cover living expenses in Adelaide. Depending on your lifestyle you may require more or less than these amounts (This is a rough guide only. Remember your living costs are separate to your tuition fees).

Guide to Average Weekly Expenses in Adelaide

ITEM	COST AUD\$
Rent (shared or separate)	\$135 - 385
Food	\$80 - 135
Electricity, Gas Bill	\$40 - 55
Transport	\$20 - 40
Telephone, postage	\$20 - 30
Other (clothes, entertainment, etc)	\$35+
Total	\$355 - \$700

*Source - Survey of International Students' Spending in Australia - Australian Education International (AEI) Department of Education, Science and Training (DEST).

This should be viewed as a guide only for a single student. Costs can vary enormously from one student to another. These are basic living costs and do not include program tuition fees, costs for textbooks, other study related needs, running a car, medical expenses, or any luxuries.





- | | |
|---------------------------------------|---|
| 1: Old Adelaide Gaol | 4: Parliament House |
| 3: Adelaide Train Station | 8: SA State Library & SA Museum, Art Gallery of South Australia |
| 5: Festival Theatre | 10: St Peters Cathedral |
| 7: Government House | 12: Botanic Garden & Bicentennial Conservatory |
| 9: South Australia Migration Museum | 14: Ayers House |
| 11: Adelaide Zoo | 16: Tandanya National Aboriginal Cultural Institute |
| 13: National Wine Centre of Australia | 18: General Post Office GPO |
| 15: Col Light Memorial | 20: Her Majesty Theatre |
| 17: Town Hall | 22: Veale Gardens |
| 19: Greek Orthodox Cathedral | |
| 21: St Francis Xavier Cathedral | |
| 23: Victoria Park Racecourse | |

Accommodation and Transport Options

A range of accommodation options are available to international students in Adelaide - just ask a Student Support Officer. Some options include inner city apartments, home stay and temporary accommodation.

It is important to research some temporary accommodation options before you leave home. Do this by visiting www.southaustralia.com. You might want to book a couple of nights of cheap accommodation with a backpackers or youth hostel. Use this as a temporary base, while you find permanent accommodation. As well as website are flatmatefinders.com.au or sharehousing.org



Temporary Accommodation

Backpacker accommodation is often used initially by students and is relatively cheap and also a great way to meet like-minded people.



Renting a house or flat

Many students prefer independent living so there are plenty of rental flats and share houses available. A share house can often be more affordable and gives you a great chance to make new friends and meet locals. It's very important that you know your rights and responsibilities when you rent a house or flat.



Homestay

This is a great way to immerse yourself in the Australian way of life and make lasting friendships with an Australian family. Homestay is the most common form of accommodation for high school students.





Students are responsible to provide their own transport to and from facilities. Students have the following options of transport on the Adelaide:

Buy a Car (recommended) - Students will require a driver's licence prior to arrival. Price range for cars from \$5000 (used) to \$15,000 AUD and over (new)



Public Transport - Adelaide Metro is Adelaide's public transport system. It includes a wide variety of transport methods such as ferries, buses, trams, and trains that connect different parts of the city.

There are some FREE public transport options in Adelaide City, such as the free City Connector bus that links the City Centre and North Adelaide, and free City and Jetty Road trams that travel around the city centre's famous cultural and tourist destinations. You can buy tickets to use the public transport system, however, purchasing a MetroCard offers discounted fares for international students. You also can apply for a student MetroCard online. www.adelaidemetro.com.au



Taxis are a popular way of transport, although they're more expensive than public transportation. Various rideshare apps and services operate throughout Adelaide.

Schedule of Fees

Whilst student fees are outstanding students will not be permitted to attend their scheduled class until such time as the outstanding fees have been paid.

The payment of all fees and charges is receipted and dated at the time of payment. Records of fees receipted and dated are maintained and secured for two years after the student ceases to be a student and is kept within the financial management system software for up to five years as required by taxation legislation.

Tuition Fees

Course	Total Tuition Fee
BSB30120 Certificate III in Business	\$11,000
BSB40320 Certificate IV in Entrepreneurship and New Business	\$13,000
BSB40120 Certificate IV in Business	\$13,000
BSB50120 Diploma of Business	\$16,000
BSB50420 Diploma of Leadership and Management	\$16,000
BSB50820 Diploma of Project Management	\$16,000
BSB60420 Advanced Diploma of Leadership and Management	\$16,000
General English (CRICOS course code 091159A) (@ \$340 per week)	

Non-Tuition Fees

Enrolment Fee (non-refundable)	\$250
Re-issue of Parchment	\$25
Re-issue of Transcript	\$25
Airport Pickup	\$50
Additional Statement of Attainment	\$45
Student ID. Card replacement	\$50
Finding Homestay	\$250
Changing Homestay	\$250
Student Locker Rental	\$50
RPL Assessment	Fees upon request
Late payment of overdue fees	\$300



Academy Default Refund

If the Academy defaults and is unable to fulfil the contract with the student, the Academy will refund, within 5 working days of the default day, the proportion of fees paid by the student for which services were not received. The Academy defaults if the course:

- does not start on the agreed starting date; or
- stops being provided after it starts, and before it is completed; or
- is not provided fully to the student because the Academy has had sanctions imposed;

NB. If the above occurs student shall be referred to ACPET for ongoing training management and placement at another RTO where possible.

Category	Time application received	Amount of refund	Airport Pickup	Documentary evidence student will need to provide
Visa Refusal	At any time	All payments less administrative charges	Full refund	Original letter of rejection from DIBP (Australian authority)
Application Refusal	At any time at the Academy discretion	Less application fee	Full refund	
Withdrawal Transfer Enrolment Cancellation	More than 28 days prior to course commencement	90% of Tuition Fee No refund of Application fee	Full refund	<ul style="list-style-type: none"> • Proof of course withdrawal • Letter of offer from other RTO • Letter from student
	Less than 28 prior to course commencement	50% refund No refund of Application fee	Full refund	<ul style="list-style-type: none"> • Proof of course withdrawal • Letter of offer from other RTO • Letter from student
	After the course has commenced	No refund	No refund	None
Rejection of Visa Renewal	After course has commenced	Refund on pro-rata basis	No refund	None
Visa Cancellation for Breach of Visa Conditions	At any time	Refund on pro-rata basis	No refund	None
Refund if Provider Defaults	At any time	Full refund Or Transfer to another institution via ACPET	No refund	None
Compassionate and Compelling Circumstances	At any time	CEO may approve a refund on pro-rata basis	No refund if service has been provided	Evidence of claim
Appeal of Application Outcome	Student can access the Academy's complaints process if they are not satisfied with the refund decision. The complaint will be reviewed by the CEO and special considerations can be made upon the CEO's decision. No costs are incurred for appealing the Academy's decision.			

Student terminated due to misconduct that resulted in damage to Academy property will be charged for damages and/or repairs. The cost will be deducted from the refundable portion of the students fees with remaining portion invoiced.



General English

CRICOS Code: 091159A

Course Detail

Our General English course (Elementary - Upper Intermediate) is designed to help students develop language skills for real life situations – like speaking and conversation. We will help you develop the confidence to live, travel or work in Australia. You will graduate with real-world English skills you can use anywhere.

DURATION:
10-46 Weeks



STUDY MODES:
Classroom-based learning
Group discussions or work
Assignments/Projects
Seminars
Self-study



LEVELS:
4 Levels



Course Content

Entry Level (approximate IELTS equivalents)	General English Course Level	Course Duration	English Language Proficiency Required
5-6	Upper Intermediate	10 weeks	Intermediate
4-5	intermediate	10 weeks	Pre Intermediate
3-4	Pre Intermediate	10 weeks	Elementary
2-3	Elementary	10 weeks	Nil

Course Aim

The General English course aims to provide core English language skills. All students will develop the necessary skills to communicate effectively and confidently in a diverse range of topics encountered everyday. The comprehensive course curriculum is designed to assist students to improve their English in:

- Formal and informal settings
- Grammar and vocabulary
- Reading comprehension
- Confidence in using English language
- Learning Australian culture and way of life

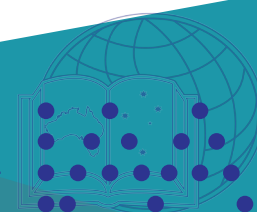
Outcome

The General English course at IAA to assist students achieve either their career or educational goals. The course is carefully designed to address all the macro skills - reading, listening, writing and speaking, as well as grammar, vocabulary, pronunciation skills and intercultural communication.

Structure of the Course

Classes are offered year-round at each different English level (Elementary, Pre-Intermediate, Intermediate and Upper-Intermediate) to accommodate students at a wide variety of skill levels. Classes are structured around 46 weeks. Students spend on average 12 weeks at each level before progressing to the next level.

To ensure their success, students need to be proactive and engaged learners, complete assigned homework and assignments, work closely with their class teacher and attend classes on a regular basis. Upon successful completion of the program, students have the option of graduating or moving into further Business or Management leadership programs.





BSB30120

Certificate III in Business

CRICOS Code: 107151G

Course Detail

This qualification is designed for individuals looking to develop office skills from a junior/entry level role and build the skills and knowledge necessary to be an effective office team member.

Working with our trainer student can further enhance their technical skills in document production and broaden the knowledge in general office procedures and operational systems such as complaint handling, continuous improvement and information knowledge.

DURATION:

26 Weeks



STUDY MODES:

Classroom-based learning
Observation
Presentations
Assignments/Projects
Questions/activities
Case studies



UNITS:

13 Units



Course Content

Core Units (6 Units):

- BSBCRT311 Apply critical thinking skills in a team environment
- BSBPEF201 Support personal wellbeing in the workplace
- BSBSUS211 Participate in sustainable work practices
- BSBTWK301 Use inclusive work practices
- BSBWHS311 Assist with maintaining workplace safety
- BSBXCM301 Engage in workplace communication

Elective Units (7 Units):

- BSBTEC303 Create electronic presentations
- BSBTEC301 Design and produce business documents
- BSBPEF301 Organise personal work priorities
- BSBOPS305 Process customer complaints
- SIRXCEG002 Assist with customer difficulties
- SIRXMKT001 Support marketing and promotional activities
- SIRXPDK001 Advise on products and services

Course Aim

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

During the course you will learn how to increase your confidence and knowledge in business operations. Develop an increased understanding of business operations. Deliver quality customer service to your customers. Work effectively with your fellow team members and managers. All coursework and assessments are done in the context of a business and there is plenty of opportunity to develop skills and tools relevant to the daily running of a business.

Qualification

As part of the Australian Qualifications Framework this program is nationally recognised. Graduates will be awarded the BSB30120 Certificate III in Business (Customer Engagement). A statement of attainment will be awarded to those who do not complete all units.

Articulation Arrangements:

Students who complete BSB30120 Certificate III in Business, can then undertake BSB40120 Certificate IV in Business at IAA.

Entry Requirements

- Language, literacy and numeracy test required as condition of enrolment
- Completion of Year 10 / HSC or equivalent
- Minimum IELTS 5.5 (overall) or equivalent





BSB40120

Certificate IV in Business

CRICOS Code: 107150H

Course Detail

This qualification is designed for individuals build key skills and knowledge to support student success in a variety of Business Services job roles. Develop the ability to supervise the performance of others and carry out a variety of administrative or operational tasks that require self-development skills.

This qualification will prepare student for roles where may provide leadership and guidance to others and have some responsibility for the productivity of other staff in the workplace.

DURATION:
43 Weeks



STUDY MODES:
Classroom-based learning
Observation
Presentations
Assignments/Projects
Questions/activities
Case studies



UNITS:
12 Units



Course Content

Core Units (6 Units):

- BSBCRT411 Apply critical thinking to work practices
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBTWK401 Build and maintain business relationships
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBWRT411 Write complex documents
- BSBXCM401 Apply communication strategies in the workplace

Elective Units (6 Units):

- BSBPEF502 Develop and use emotional intelligence
- BSBPEF402 Develop personal work priorities
- BSBOPS404 Implement customer service strategies
- BSBSTR402 Implement continuous improvement
- BSBMKG433 Undertake marketing activities
- SIRXSL003 Achieve sales results

Course Aim

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

Qualification

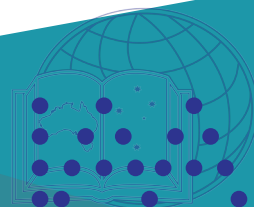
As part of the Australian Qualifications Framework this program is nationally recognised. Graduates will be awarded the BSB40120 Certificate IV in Business (Operations). A statement of attainment will be awarded to those who do not complete all units.

Articulation Arrangements:

BSB40120 Certificate IV in Business, can then undertake BSB50120 Diploma of Business and/or BSB50420 Diploma of Leadership and Management at IAA.

Entry Requirements

- Language, literacy and numeracy test required as condition of enrolment
- Completion of Year 11/ SACE 1/ HSC or equivalent
- Minimum IELTS 5.5 (overall) or equivalent





BSB40320

Certificate IV in Entrepreneurship and New Business

CRICOS Code: 104030G

Course Detail

This qualification is designed for individuals discover practical skills for every step in your entrepreneurial journey. Covering all aspects of a new business, learn how to negotiate contracts, create a business plan, recruit your team, manage finances and promote your product or service.

DURATION:
38 Weeks



STUDY MODES:
Classroom-based learning
Observation
Presentations
Assignments/Projects
Questions/activities
Case studies



UNITS:
10 Units



Course Content

Core Units (4 Units):

- BSBESB401 Research and develop business plans
- BSBESB402 Establish legal and risk management requirements of new business ventures
- BSBESB403 Plan finances for new business ventures
- BSBESB404 Market new business ventures

Elective Units (6 Units):

- BSBESB301 Investigate business opportunities
- BSBESB405 Manage compliance for small businesses
- BSBFIN401 Report on financial activity
- BSBINS401 Analyse and present research information
- BSBLDR412 Communicate effectively as a workplace leader
- BSBLDR413 Lead effective workplace relationships

Course Aim

This qualification reflects the role of individuals who establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.

The course is suitable for those planning to set up a small business or may be in the early stages of running a small business.

All courses at the International Australian Academy are designed in consultation with employers and industry groups. This ensures that you will be up to date with industry practices and trends and that your skills and knowledge are relevant.

Qualification

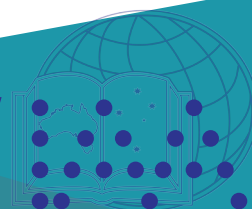
As part of the Australian Qualifications Framework this program is nationally recognised. Graduates will be awarded the BSB40320 Certificate IV in Entrepreneurship and New Business. A statement of attainment will be awarded to those who do not complete all units.

Articulation Arrangements:

Students who complete BSB40320 Certificate IV in Entrepreneurship and New Business, can then undertake BSB50120 Diploma of Business and/or BSB50420 Diploma of Leadership and Management at IAA.

Entry Requirements

- Language, literacy and numeracy test required as condition of enrolment
- Completion of Year 11/ SACE 1/ HSC or equivalent
- Minimum IELTS 5.5 (overall) or equivalent





BSB50120

Diploma of Business

CRICOS Code: 107152F

Course Detail

This qualification is designed for individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. They will begin by identifying their personal goals, vision and business idea. In addition to reviewing the basic principles of entrepreneurship, the course will guide them through the process of actively validating their idea in the market.

DURATION:
43 Weeks



STUDY MODES:
Classroom-based learning
Observation
Presentations
Assignments/Projects
Questions/activities
Case studies



UNITS:
12 Units



Course Content

Core Units (5 Units):

- BSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace

Elective Units (7 Units):

- BSBFIN601 Manage organisational finances
- BSBOPS502 Manage business operational plans
- BSBHRM525 Manage recruitment and onboarding
- BSBOPS504 Manage business risk
- BSBOPS601 Develop and implement business plans
- BSBPMG430 Undertake project work
- BSBTWK503 Manage meetings

Course Aim

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Qualification

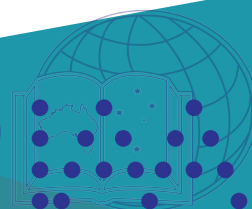
As part of the Australian Qualifications Framework this program is nationally recognised. Graduates will be awarded the BSB50120 Diploma of Business (Operations). A statement of attainment will be awarded to those who do not complete all units.

Articulation Arrangements:

On successful completion of the BSB50120 Diploma of Business qualification students may choose to enrol in the BSB60420 Advanced Diploma of Leadership and Management at IAA or take advantage of the credit transfer arrangements available with the University of South Australia and other universities in South Australia.

Entry Requirements

- Language, literacy and numeracy test required as condition of enrolment
- Completion of Year 12 / SACE 2 / HSC or equivalent
- Minimum IELTS 5.5 (overall) or equivalent





BSB50420

Diploma of Leadership and Management

CRICOS Code: 104232H

Course Detail

This qualification is designed for individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They will experiment with different management styles, learn how to get the right people to participate, evaluate risks and communicate their vision.

DURATION:
52 Weeks



STUDY MODES:
Classroom-based learning
Observation
Presentations
Assignments/Projects
Questions/activities
Case studies



UNITS:
12 Units



30

Course Content

Core Units (6 Units):

- BSBCMM511 Communicate with influence
- BSBCRT511 Develop critical thinking in others
- BSBLDR523 Lead and manage effective workplace relationships
- BSBOPS502 Manage business operational plans
- BSBPEF502 Develop and use emotional intelligence
- BSBTWK502 Manage team effectiveness

Elective Units (6 Units):

- BSBFIN501 Manage budgets and financial plans
- BSBLDR522 Manage people performance
- BSBOPS505 Manage organisational customer service
- BSBPEF501 Manage personal and professional development
- BSBSTR502 Facilitate continuous improvement
- BSBWHS521 Ensure a safe workplace for a work area

Course Aim

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

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others.

They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

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

Qualification

As part of the Australian Qualifications Framework this program is nationally recognised. Graduates will be awarded the BSB50420 Diploma of Leadership and Management. A statement of attainment will be awarded to those who do not complete all units.

Articulation Arrangements:

On successful completion of the BSB50420 Diploma of Leadership and Management qualification students may choose to enrol in the BSB60420 Advanced Diploma of Leadership and Management at IAA or take advantage of the credit transfer arrangements available with the University of South Australia and other universities in South Australia.

Entry Requirements

- Language, literacy and numeracy test required as condition of enrolment
- Completion of Year 12 / SACE 2 / HSC or equivalent
- Minimum IELTS 5.5 (overall) or equivalent





BSB50820

Diploma of Project Management

CRICOS Code: 104050C

Course Detail

This qualification is designed for individuals who desire a career in a project leadership and management role and accountable for achieving project objectives. Students will gain a comprehensive set of skills relating to project management including in-depth studies of a project's: scope, time, costs, quality, HR, IT and communication, risk, stakeholder engagement, governance, and procurement.

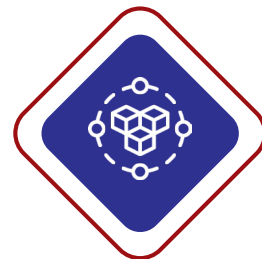
DURATION:
52 Weeks



STUDY MODES:
Classroom-based learning
Observation
Presentations
Assignments/Projects
Questions/activities
Case studies



UNITS:
12 Units



Course Content

Core Units (8 Units):

- BSBPMG530 Manage project scope
- BSBPMG531 Manage project time
- BSBPMG532 Manage project quality
- BSBPMG533 Manage project cost
- BSBPMG534 Manage project human resources
- BSBPMG535 Manage project information and communication
- BSBPMG536 Manage project risk
- BSBPMG540 Manage project integration

Elective Units (4 Units):

- BSBPEF501 Manage personal and professional development
- BSBSTR502 Facilitate continuous improvement
- BSBTWK502 Manage team effectiveness
- BSBLDR523 Lead and manage effective workplace relationships

Course Aim

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Qualification

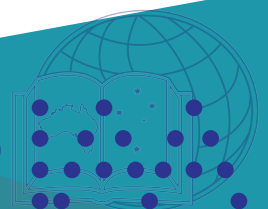
As part of the Australian Qualifications Framework, this program is nationally recognised. Graduates will be awarded the BSB50820 Diploma of Project Management. A statement of attainment will be awarded to those who do not complete all units.

Articulation Arrangements:

On successful completion of the BSB50820 Diploma of Project Management qualification students may choose to enrol in the BSB60420 Advanced Diploma of Leadership and Management at IAA or take advantage of the credit transfer arrangements available with the University of South Australia and other universities in South Australia.

Entry Requirements

- Language, literacy and numeracy test required as condition of enrolment
- Completion of Year 12 / SACE 2 / HSC or equivalent
- Minimum IELTS 5.5 (overall) or equivalent





BSB60420

Advanced Diploma of Leadership and Management

CRICOS Code: 107149A

Course Detail

DURATION:
46 Weeks



STUDY MODES:
Classroom-based learning
Observation
Presentations
Assignments/Projects
Questions/activities
Case studies



UNITS:
10 Units



This qualification is designed for individuals who identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.



Course Content

- **Core Units (5 Units):**

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBLDR601 Lead and manage organisational change
- BSBLDR602 Provide leadership across the organisation
- BSBOPS601 Develop and implement business plans
- BSBSTR601 Manage innovation and continuous improvement

- **Elective Units (5 Units):**

- BSBXCM501 Lead communication in the workplace
- BSBHRM614 Contribute to strategic workforce planning
- BSBPEF501 Manage personal and professional development
- BSBSTR602 Develop organisational strategies
- BSBFIN601 Manage Organisational Finances

Course Aim

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

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

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

Qualification

As part of the Australian Qualifications Framework this program is nationally recognised. Graduates will be awarded the BSB60420 Advanced Diploma of Leadership and Management. A statement of attainment will be awarded to those who do not complete all units.

Articulation Arrangements:

On successful completion of the BSB60420 Advanced Diploma of Leadership and Management qualification students may take advantage of the credit transfer arrangements available with the University of South Australia and other universities in South Australia.

Entry Requirements

- Language, literacy and numeracy test required as condition of enrolment
- Minimum IELTS 5.5 (overall) or equivalent
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions)
or
Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.



Entry Requirements

Courses	Level	Course Requirements
General English ELICOS	<i>Non-AQF Award</i>	Academic: No qualification is required. English Language Proficiency: Students with no previous knowledge of English will be placed in the Elementary class.
Certificate level courses	<i>AQF 3 and 4</i>	Academic: Completion of Australian Year 10 for Certificate III level, Year 11 or equivalent for Certificate IV level English Language Proficiency: Intermediate Level of English IELTS Test Score of 5.0 overall(General or Academic) TOEFL iBT 35 PTE Academic 36 Cambridge English Advanced(CAE):154 OET Pass Grade D TOEIC 605 or above
Diploma and Advanced Diploma level courses	<i>AQF 5 and 6</i>	Academic: Completion of Australian Year 12 or equivalent or Certificate IV for Diploma level Completion of Diploma for Advanced Diploma level English Language Proficiency: Upper-intermediate Level of English or IELTS Test Score of 5.5 overall(General or Academic) TOEFL iBT 46 PTE Academic 42 Cambridge English Advanced(CAE):162 OET Pass Grade B TOEIC 605 or above

You may be exempted to provide evidence of English Language competence if:

- you have studied for 5 years in in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland.
- you are citizens and passport holders of one of the following English-speaking countries: UK, USA, Canada, NZ or Republic of Ireland.
- you have completed a Certificate IV OR higher level course in an Australian Education Provider under a student visa in past 2 years.
- you have successfully completed a foundation course in Australia in past 2 years.
- you have successfully completed your High School or higher tertiary qualification in Australia under a student visa in past 2 years



APPLICATION PROCESS

1

Choose a course

2

Check your
eligibility

3

Complete the
Enrolment
Application

4

Submit the
Application

5

Accept your offer

6

Pay your fees

7

Get Confirmation
of Enrolment(CoE)

8

Obtain a Student
Visa

9

Plan your travel

10

Start your new
journey with IAA

ENROLMENT F.A.Q

1. Contact the International Australian Academy

Browse our wide range of courses and email the Academy at enquiries@iaa.sa.edu.au to make the enquiry about your course selections.

2. Check your eligibility

Check each Academic entry requirement and English language requirement for the selected course.

3. Complete the Enrolment Application (Online)

All Enrolment Applications must be accompanied by:

- Certified copies of your academic qualifications (testamurs)
- Certified copies of your academic transcripts
- English language results
- Photocopy of your current passport
- Copy of visa (if already issued)
- Change of name certificate (if you have any).

Documents submitted in a language other than English must be accompanied by a complete English translation made by an accredited translator with a government body or the Registrar of the issuing institution.

4. Submit the Application

Once applications have been processed an Offer and Acceptance Agreement will

be issued with an invoice for payment for your course fees.

The Offer and Acceptance Agreement confirms your acceptance into your course of study, gives the key dates including course commencement and orientation dates.

Please Note: the Academy does not accept enrolments from students who have yet to complete the first 6 months of their course with another provider.

5. Accept your offer

Read your Letter of Offer and sign it then email it back to us.

6. Pay your fees

Once we received your signed offer letter and you will need to pay the fee shown on the offer letter to our Bank account.

7. Get Confirmation of Enrolment (CoE)

A CoE will be issued to assist with student visa application along with relevant course of study details. ie dates and start times.

After you've accepted your offer, you'll receive a Confirmation of Enrolment (CoE). You need to submit it to the Department of Home Affairs with your student visa application. It includes important information about your course



and will reflect the details outlined in your Letter of Offer from IAA

8. Obtain a Student Visa

Obtain a Student Visa from the Australian Embassy or high Commission using the CoE issued on enrolment. This student visa will be for the length of time the student continues to study at the Academy.

The following conditions apply to all Student visas:

- remaining enrolled in a registered course;
- maintaining satisfactory attendance in the course and maintaining course progress
- for each study period;
- continuing to satisfy the requirements for grant of the Student visa, including
- continuing to have sufficient financial capacity to support your study and stay in Australia;
- notifying your education provider of your residential address in Australia and any changes in your residential address within 7 days of the change;
- maintaining health insurance during your stay in Australia: this usually means having a up-to-date health insurance policy for Overseas Student Health Cover (OSHC); and
- complying with work limitations.

For more information on obtaining a Student Visa go to <http://https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Your CoE will include the date you're expected to finish your course. The duration of your student visa will be based on this date.

You must complete your course within the time granted by your student visa. Except in extremely limited circumstances, you cannot stay in Australia beyond your visa expiry date.

9. Plan your travel

Get all your documents ready and book the accommodation arrangements and purchase the airticket.

10. Attend Orientation

All new students are to meet at the Academy at 9.00am on their first day to meet the CEO who will welcome you and introduce you to key staff and get your Student ID Cards and Apply for USI.

Once your enrolment has been processed, and accepted to the course students are required to complete and sign the Offer and Acceptance Agreement and return that along with the nominated fee payment to secure their position in the course.

Important information

ESOS Framework

internationaleducation.gov.au
The Education Services for Overseas Students Act (ESOS) governs and regulates the delivery of education in Australia for overseas students studying on a student visa. The National Code sets forth nationally consistent standards that education providers must comply with regards to course delivery and the related laws protecting international students.

Tuition Protection Service (TPS)

The TPS is a government initiative protecting international students in the event that an education provider is unable to fulfil their obligation to deliver the agreed course of study. The TPS ensures that international students are able to complete their studies in another course or another education provider or that they get a refund of their unspent tuition fees. More details please visit tps.gov.au

Overseas Student Health Cover (OSHC)

International students are required to obtain private health cover by joining a private health insurance scheme. The premium cover must be paid before a student visa is issued. It covers the cost of medical and hospital care which international students may need while in Australia and will also pay for most prescription drugs and emergency ambulance transport. IAA can arrange health cover for you before you come to Australia if you choose to pay the health cover charges with your tuition fees. Please be mindful that IAA does not take any responsibility if you do not pay or make prior arrangements for your overseas student health cover. Remember that you will also need to maintain it

throughout your stay in Australia International students may choose from the following health care providers:

Australian Health Management:

www.ahm.com.au

Medibank Private:

www.medibank.com.au

BUPA Australia OSHC

www.overseasstudenthealth.com.au

More information on what cover you need is available at health.gov.au and search for “overseas student cover”.

Language, Literacy and Numeracy test (LLN)

Students undertaking IAA VET courses must possess sound language, literacy and numeracy (LLN) skills to successfully complete the course. All students are required to undertake a language, literacy and numeracy (LLN) test conducted by IAA. If students do not meet English and LLN requirements, Students will be asked to take further language, literacy and numeracy training e.g.

Plagiarism

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment and will result in a written warning and repeating the VET unit of competency, as well as incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from IAA. All works submitted must be an accurate reflection of the student's level of competence. See IAA's Plagiarism and Cheating Policy and Procedure.

Unique Student Identifier (USI)



The USI is a mandatory data element of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). AVETMISS is the national data standard that ensures consistent and accurate capture and reporting of VET information about students. RTO must report a USI for every student undertaking nationally accredited training whenever they submit AVETMISS data as part of the National VET Provider Collection, unless an exemption applies. Students can create USI on their own or consent to IAA to create USI on their behalf.

Course Delivery

Our courses are delivered face-to-face in a classroom and via online access through the Academy's eLearning portal. The training includes theory, group discussions, presentations and research. Attendance at lecture sessions is an assessed requirement. Satisfactory attendance at scheduled classes (i.e. attendance for at least 80 per cent of the scheduled course contact hours) is a mandatory visa requirement. All instruction is in English.

The Academy is set-up with facilities, which provide plenty of opportunity and ample space for you to practice and develop your skills, and we have modern teaching facilities and equipment.

Students have access to necessary instructional and assessment facilities, materials and equipment.

Training facilities include:

- Fully resourced lecture rooms
- Suitable training equipment set up safely and securely
- Adequate acoustics, ventilation and lighting

- Amenities for meal breaks
- Accessible references and resources
- Student Resource Centre with computers and access to the Internet
- Access to Library of E-books (remote and on-site)

Conduct of Assessments

Assessments are conducted throughout the year. Assessments are theoretical as well as practical. Students will be monitored on punctuality, attendance, behaviour along with self management and learning skills.

Assessment is competency based and is designed to determine whether you can demonstrate the target competencies. All assessment must meet the criteria of the training package and incorporates the principles and standards of the Australian Quality Framework. Assessment records are kept to monitor progress.

Assessors are required:

- to be fair and reasonable during assessment.
- to be familiar with the field, and with the requirements of relevant industry standards.
- to be up to date with assessment methods and procedures appropriate for the course.
- to make proper assessment decisions based on explicit evidence of competency.

Students who have obtained Not Yet Competent (NYC) in a unit may re-do failed assessments without a need to see a Reassessment Officer, if they have attended at least 70 percent of scheduled classes for that unit and they complete the unit within the term in which it was offered. However, if a student:

i. has attended less than 70 percent of scheduled classes for a unit and failed an assessment in that unit,



Important information Cont.

OR

ii. has NYC units carried over from earlier terms,

OR

iii. has failed a practical class, the student will need to pay a reassessment administration fee to cover the costs of employing a Reassessment Officer.

Volume of Learning

For the student to complete all their learning, they will have to spend time outside the formal scheduled activities. In the extra hours, a student is expected to allocate time to self study by way of research, review of existing cases, across multiple sources of information or authentic examples, and subsequently prepare formal summative assessment material and any other activities to cover the course curriculum. Some of the time may be spent “on the job” whilst some will be self-directed learning. The total hours listed in each of the qualifications is the amount of training timetabled for campus based activities that the student is expected to attend. This time covers tuition time and group activities / discussions and some time for agreement on assessments / projects content.

Satisfactory Course Progress

It is a condition of an International student’s VISA that they are required to maintain satisfactory course progress to enable them to complete their studies within the specified duration of their student visa. Course progress monitoring is conducted each term to ensure that students are achieving competency in 50% or more of the scheduled competencies. Should a student not achieve 50% of the scheduled competencies, IAA will commence its intervention process

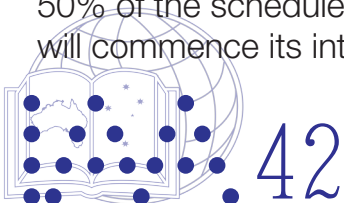
by informing the student in writing of their failure to meet the minimum requirements for course progression. Assistance and support will be provided as necessary to enable the student to achieve competency. However, should the student not meet the minimum 50% course progression requirement in two consecutive terms, IAA will be obliged to report the student to DoHA. IAA will convey this intention to the student in writing and the student has 20 days to lodge an appeal with IAA. If the appeal is unsuccessful, the student will be reported to DoHA.

Satisfactory Attendance

Under Section 19.1(c) of the Education Services for Overseas Students (ESOS) Act 2000, IAA is required to inform the Department of Home Affairs within 31 days (14 days for students under 18 years of age), of any student who do not commence their course when scheduled to do so. Students who do not attend any scheduled classes within 31 days will be sent an Intention to Cancel Due to Non- Commencement notification via email. This may result in the cancelation of the student’s visa. Students will be advised they may lodge an appeal in which they will have 20 working days to respond to the notification. The appeal must be lodged together with supporting evidence of compassionate or compelling reasons.

The IAA College may only decide not to report a student for breaching the 80 per cent attendance requirement where:

- a. the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances (for example illness where a medical certificate states that the student is unable to attend classes) apply; and
- b. that decision is consistent with its



documented attendance policies and procedures; and
c. the College confirms that the student is attending at least 70 per cent of the scheduled course contact hours for the course in which he or she is enrolled.

Failure of meeting attendance conditions will result in the following procedure:

- a. STEP ONE (90% projected attendance/ absent for more than 5 consecutive days without approval) - A student will be sent an Initial Warning Letter to come for counselling.
- b. STEP TWO (80% projected attendance) - A student will be sent a Final Warning Letter and counselled.
- c. STEP THREE (below 80% projected) - A student will be sent an Intention to Report Letter (Students may be reported to the ESOS Agency/ Department of Home Affairs (DoHA) Immigration and citizenship)

Academic Support

IAA staff will support students academically during their study and make full effort to assist students to maximise their potential and academic targets. We take a collaborative approach with our students to make them as involved in their learning as possible. This is particularly important for new international students studying in Australia. If a student is struggling academically or if they feel that the level of English assigned to them is not suitable they can meet with the Academic Director and a unique study plan will be devised for them or to talk about the best option for them. Trainers give students regular detailed feedback and an array of homework options are available to cater for the needs of every individual.

Library Services

We strongly encourage our students to avail of the books in the College. Student can obtain additional books and learning material upon request from their teacher. IAA will also assist you in applying for library cards from Adelaide City Library and SA State Library along with the local library near our campus in Adelaide CBD to borrow books and avail of their excellent study facilities.

General Support

The INTERNATIONAL AUSTRALIAN ACADEMY located in Adelaide is a one-stop place for students and parents to request general information and assistance. All are welcome to contact International Office by walking in, phone (+61-8-7444-4622) or via email: enquiries@iaa.sa.edu.au. All student support services offered at IAA are at no cost to students. However any services obtained at external specialist will be paid by the student.

Orientation

An orientation program delivered to new students at IAA before course commencement involves familiarisation of living and studying in Adelaide and provides the opportunity for new classmates to interact and meet each other.

Student Wellbeing

At IAA, student welfare is our priority. We strive to create a safe and caring environment for our students while nurturing their drive to explore and enjoy the fruitful student available life in Adelaide Our staff are always on hand to offer support and guidance to students and if we cannot help internally, we can refer

Important information Cont.

students to external sources.

Course Credit at the Academy is the term given for the assessment of an applicant's previous qualification, for the purpose of gaining credits or exemptions for a partial or full qualification. Where a student is assessed and considered previously to have completed the equivalent of a unit or proportion of a course through formal study or other study they may receive credit for that unit or proportion, and the course requirements may be correspondingly reduced.

Course Credit (CC)

Course credit is defined by the National Code 2018 as follows:

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

Students can be granted course credit if they have suitable prior learning or experience.

- Students are required to sign (or otherwise accept) the record of the course credit.
- Students will be given a copy of the course credit for their records, and a copy will be kept on the student's file.

Granting Course Credit

AQF qualifications and/or Statements of Attainment issued by any other RTO are recognised by the International Australian Academy. The Academy reserves the right to verify the authenticity of any documents presented to determine the currency of competency/modules indicated on the transcript.

Statements of Attainment recognised must be:

- Acceptable within the guidelines of the relevant Nationally Endorsed Training Package
- Issued by an RTO who is registered to issue the Statement of Attainment
- Verified by the International Australian AcademyIf you wish to include Units of Competency obtained from another RTO, you must provide the original Statement of Attainment for verification. The Statement of Attainment must include the RTO's name, the RTO's National and State Code, and the Unit of Competency National Code.

The Academy will determine the suitability and adequacy of evidence for course credit and inform you in writing of the outcome. Status granted through credit transfer is recorded on your Student Academic Record. There are no fees when applying for recognition through credit transfer.

Where RPL or CC is granted to International students the Academy will notify DIBP and provide, where possible, meaningful learning activities for the student for the resulting change of the course duration ensuring a full-time 20 hr per week load.

Recognition of Prior Learning (RPL)

Enrolling students can apply for Recognition of Prior Learning (RPL) for whole competencies of the course they enrol in prior to the commencement, or during the first term in the chosen course. It should be noted that a shortening of overall course duration does not change the requirement for students to be enrolled in full-time study.

RPL can only be conducted once a student has commenced. All students are to be given the opportunity to claim RPL at the time



of commencement. As it is difficult to assess overseas qualifications and equivalence, it is not possible to complete a formal RPL process prior to this time.

RPL Evidence

RPL assessment looks at work experience (on the job training or job experience), and life experience (community group involvement, business pursuits, sports, hobbies, household management) as well as formal training programs you have undertaken in the past (school, college, university or other registered training providers).

Evidence can be provided through, but is not limited to: practical demonstration, presentations, oral assessment, written assessment, completion of a project.

You can apply for RPL if you think you already have the experience or knowledge relevant to the units of competency contained in the course.

No fees are charged in relation to course credit or RPL for international students.

Deferring, suspending or Cancellation of enrolment

We recognise that there may be times when a student wished to defer, temporarily suspend or cancel their enrolment. If this is the case students must contact the Student Support Officer who will provide advice and assistance.

A student wishing to defer an enrolment must do so prior to the commencement of the course using the Student Request to Defer Form which is available from Administration. Students should contact either the CEO or the Student Support Co-ordinator to discuss

options and must contact DIBP to discuss visa implications prior to completing the Student Request to Defer Form. Applications for deferment must meet the Refund Policy condition in that your application must be lodged more than 31 days prior to the commencement of your course. The Academy is obliged to notify the Australian Government and in doing so, the student's visa conditions may be affected. Applications are available by emailing enquiries@iaa.sa.edu.au.

NOTE: If you defer in a year, and commence a program in the following year, the fees which will apply will be the fees for the year in which study commences. If you defer and subsequently withdraw, your tuition fees will not be refunded.

Students wishing to temporarily suspend their studies must apply for deferral of their studies and the Academy may, depending on the circumstances, choose to grant or decline any such request. Students are required to maintain their attendance while their application is being processed. The CEO will use professional judgment to assess each case on its individual merits, when determining whether compassionate or compelling circumstances exist. Academy is obliged to notify the Australian Government of student suspensions of 28 days or more and in doing so, the student's visa conditions may be affected.

Should a student have his/her enrolment suspended or cancelled by the Academy, the student is allowed 20 days in which to lodge an appeal. After 20 days, the Academy is obliged to notify the Australian Government and in doing so, the student's visa conditions may be affected.

In compliance with Commonwealth

Important information Cont.

Legislation the Academy can only defer or temporarily suspend the enrolment of any overseas student for:

- compassionate or compelling circumstances
- student misconduct
- Compassionate or compelling circumstances may include:
- Serious illness or injury - you will need medical certificate stating unable to attend class
- Bereavement of close family members - parents or grandparents (death certificate to be provided)
- Major political upheaval or disaster in your home country requiring emergency travel
- Traumatic experience - Involved in or witnessing an accident
- Committing a crime – or impacted by a crime (police reports required)

Academy Default

In the following circumstances student refunds are covered by the ESOS Act 2000 and the ESOS Regulations 2001:

- If the course does not commence on the agreed starting date.
- If the course ceases to be provided at any time after it starts, but before it is completed.
- If the course is not provided in full to the student, because of any sanctions imposed upon the International Australian Academy.

In the unlikely event that the Academy is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The notification of Academy default and refund will occur within 5 working days of the day on which the

course ceased being offered. Alternatively, you may be offered enrolment in an alternative course by Academy at no extra cost to you.

You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If the Academy is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) OSTAS will place you in a suitable alternative course at no extra cost to you. Finally, if OSTAS cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager

Transferring to another Education Provider

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (“National Code 2018”) restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. Students who wish to apply for a permission to transfer to another institute must complete IAA Australia’s Application for Letter of Release from available at School Receptions.

If you have accepted an offer of place and received a Confirmation of Enrolment (CoE) from the International Australian Academy, you cannot transfer to another education provider before completing six months of your CoE course. After you have completed the first six months of your principle course, you do not need to seek permission from the



Academy to change to another provider.

If you are granted a student visa based on multiple courses or packaged courses, your CoE course is the last course for which your visa is granted.

Transfer within six months

You can only transfer to another education provider before completing six months of your CoE course in the following circumstances:

1. You have obtained a Letter of Release from the Academy. The application process and circumstance in which the Academy can issue a Letter of Release are outlined in the Academy's International Student Transfer Policy.
2. The course for which you have received a CoE has ceased to be offered by the Academy and ceased to be registered on CRICOS.
3. A student is sponsored by their government and the sponsor considers the change to be in the student's best interest and has provided written support for the change

If your transfer to another provider is successful, you may need to renew your current visa or apply for a new student visa if your new course is in a different education sector. Please contact the Department of Immigration & Border Protection (DIBP) for further advice on your student Visa options.

Transfer from the Academy to another provider after six months

If you wish to transfer to another provider after you have completed six months of your CoE course, you do not need to seek permission from the Academy.

However it is a condition of your student visa to inform the Academy that you have changed to another provider and discontinue your course.

Change provider after six months

Apply for admission and accept an offer of place at another education provider.

1. You will need to obtain a new Confirmation of Enrolment (CoE),
2. Contact the Academy and discontinue your enrolment.
3. Inform DIBP of the change of provider.

Transfer to the Academy from another provider

As a registered training organisation we cannot accept student who have enrolled with another RTO and are subject to the six (6) month study commitment, unless certain conditions are met.

- if the original provider or course has ceased to be registered
- the original provider has given a letter of release
- the original provider has had a sanction imposed on its registration that prevents the student from continuing their principal course.
- a student's government sponsor has provided written support for the change.



© International Australian Academy 2009 - 2022

Address: 62– 64 Gawler Place
Adelaide SA 5000
Phone: +61 8 7444-4622
Email: enquiries@iaa.sa.edu.au

ABN: 65 139 938 104
ACN: 139 938 104
CRICOS Provider Number: 03211J

IAA Education Pty Ltd trading as the International Australian Academy
All content is subject to change without notice.

