Managing Director Michelle Hoad is passionate about the role of education and training in supporting our international students to achieve their potential and empower them for success in their chosen careers or further studies.

Michelle warmly welcomes new international students and values the rich cultural diversity they bring to our institute.

With strategic leadership, innovation and by remaining responsive to her client’s needs, Michelle endeavours to make a difference in the lives and future prospects of all students, local and international, as well as the wider community.

MICHELLE HOAD
MANAGING DIRECTOR, WEST COAST INSTITUTE
Overview
West Coast Institute (WCI) is the premier large training provider in Perth’s northern suburbs and provides training to international students from over 50 countries.

WCI currently offers courses in the following areas:
> Multimedia
> Construction
> Business and Management
> Children’s and Community Services
> Health, Recreation and Lifestyle
> Hospitality and Tourism
> Information Technology
> Environmental Studies

Our Campuses
WCI has three campuses in the Perth metropolitan area: Joondalup, McLarty and Clarkson.

Getting to West Coast Institute
The main campus of West Coast Institute (WCI) is located in Joondalup, 25 kilometres north of Perth, or just a 10 minute train ride. It is located in the Joondalup Learning Precinct, which includes Edith Cowan University (ECU).

All of WCI’s campus locations are a short walk from public transport, provided by Transperth, including the bus and train. There is a free Central Area Transit (CAT) bus that operates within the Joondalup Central Business District (CBD) and learning precinct, which provides frequent services around the city.

Please note: A number of our Health and Community Services courses are delivered between the Joondalup campus and the nearby McLarty Annex. The free CAT bus is available to transport students from the train station to the main campus and McLarty Avenue.
Specialist Training

Trades North
The Trades North campus in Clarkson opened in 2011 and has rapidly become a leading trade provider in Western Australia, delivering programs including bricklaying, carpentry, wall and floor tiling and plastering.

Academy of Hospitality and Tourism
Multi-Award Winning Academy of Hospitality and Tourism includes Pavilion restaurant, new training kitchens and specialist bakery and patisserie kitchens. WCI is the only Australian education provider to date to be awarded the prestigious World Association of Chefs Societies (WACS) award for excellence in quality culinary education.

Academy of Digital Technologies
International students can study at the Academy of Digital Technologies and take advantage of Western Australia’s only Institute delivered in a motion capture studio which enhances the learning experience of design, animation and games animation programs.

Academy of Health Sciences
The Academy of Health Sciences has a proven track record in delivering innovative and specialised health training that produces award winning graduates in a number of health disciplines including Enrolled Nursing.

International Support
International students enjoy a high level of personal attention from experienced and committed staff at the West Coast International Centre. The International Student Centre focuses strongly on supporting and advising our international students to ensure their experience at West Coast Institute is positive and rewarding. They are always ready and willing to assist with information relating to course entry requirements, applications and enrolments, fees and charges, visa requirements, and learning support.

The friendly team can help you with:
> Course information
> Enrolments and withdrawals
> Scholarships
> Learning support
> Personal or study concerns
> Accommodation
> Student Visa queries
> Social activities
> Finding local facilities (shops, banks, post offices etc.)
> University pathways

Contact Information
International Student Centre
Ground Floor, Building D
Joondalup Campus
35 Kendrew Crescent
Joondalup WA 6027
Telephone: +61 8 9233 1239
Email: internationalstudy@wcit.wa.edu.au
West Coast Institute delivers a range of courses that can assist you to gain entry into university. West Coast Institute has arrangements with Western Australian universities that give Diploma and Advanced Diploma graduates, entry to degree programs with very competitive advanced standing or credit transfers.

West Coast Institute is a great option if you are aiming to enter university because:

> West Coast Institute courses provide an industry focused pathway to further study if you do not meet university entry requirements
> West Coast Institute offers smaller class sizes with extra English and academic support
> You have the opportunity to work part time using your vocational skills while completing your degree
> Completion of a West Coast Institute course means that you will have a reduced study load, course duration and fees when you enrol into your university degree
> On completion of TAFE and university you will have two qualifications that are attractive to employers and that will give you a competitive edge in the global job market

To search a complete list of university pathway agreements, please go to ETI’s website (www.eti.wa.edu.au/universitypathways).

International students are able to package their West Coast Institute course with an approved undergraduate degree at Curtin University, Edith Cowan University (ECU) or Murdoch University. University packaging is available to international students under streamlined visa processing (SVP) arrangements. SVP was implemented by the Australian Department of Immigration and Border Protection (Immigration) in 2012, and allows for quicker processing of student visas because all international students who have a Confirmation of Enrolment (COE) from an approved university are assessed by Immigration as though they are from an Assessment Level 1 country regardless of their country of birth.

For detailed information about applying for a university package and to find out which West Coast Institute courses are approved for university packaging under SVP arrangements, please go to ETI’s website (www.eti.wa.edu.au).

For more information about Assessment Levels and SVP, please go to Immigration’s website (www.immi.gov.au).
Students must be ready to join classes on the dates indicated below. Orientation takes place one week prior to the commencement of classes - details will be outlined in your Letter of Offer and can also be found on the website (www.eti.wa.edu.au).

Certificate, Diploma and Advanced Diploma Courses

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
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<tbody>
<tr>
<td>2014</td>
<td>1</td>
<td>Monday 3rd February</td>
<td>Friday 4th July</td>
</tr>
<tr>
<td>2014</td>
<td>2</td>
<td>Monday 21st July</td>
<td>Friday 19th December</td>
</tr>
</tbody>
</table>

Other important dates such as cut off dates for Applications, Acceptances and Confirmation of Enrolment (COE) requests are available on our website at www.eti.wa.edu.au
<table>
<thead>
<tr>
<th>Course Details</th>
<th>Duration</th>
<th>Tuition Fees</th>
<th>Additional Costs</th>
<th>Entry Requirements</th>
<th>Campus + Intake Date</th>
<th>SVP?</th>
</tr>
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<tbody>
<tr>
<td><strong>ART, DESIGN + MULTIMEDIA</strong></td>
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<tr>
<td>CUF30107 Certificate III in Media - Digital CRICOS Code: 067512M</td>
<td>6 months</td>
<td>$5,450</td>
<td>Certificate II in Information, Digital Media &amp; Technology</td>
<td>Joondalup</td>
<td>February or July</td>
<td>No</td>
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<tr>
<td>ICA40811 Certificate IV in Digital Media Technologies CRICOS Code: 076412G</td>
<td>6 months</td>
<td>$5,450</td>
<td>Certificate III Information, Digital &amp; Technology or Certificate III in Media - Digital</td>
<td>Joondalup</td>
<td>February or July</td>
<td>No</td>
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<tr>
<td>ICA50911 Diploma of Digital Media Technologies CRICOS Code: 076417B</td>
<td>1 year</td>
<td>$10,900</td>
<td>Certificate IV Digital Media Technologies</td>
<td>Joondalup</td>
<td>February or July</td>
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<tr>
<td><strong>BUILDING DESIGN, CONSTRUCTION + ENGINEERING</strong></td>
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<tr>
<td>CPC30111 Certificate III in Bricklaying / Blocklaying CRICOS Code: 077176F</td>
<td>2 years</td>
<td>$23,400</td>
<td>$3,275 per year</td>
<td>Year 10 with passes in Maths</td>
<td>Trades North Clarkson</td>
<td>February or July</td>
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<tr>
<td>CPC30211 Certificate III in Carpentry CRICOS Code: 077177E</td>
<td>2 years</td>
<td>$23,400</td>
<td>$3,275 per year</td>
<td>Year 10 with passes in Maths</td>
<td>Trades North Clarkson</td>
<td>February, April, July or October</td>
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<tr>
<td>CPC31011 Certificate III in Solid Plastering CRICOS Code: 077178D</td>
<td>2 years</td>
<td>$23,400</td>
<td>$3,275 per year</td>
<td>Year 10 with passes in Maths</td>
<td>Trades North Clarkson</td>
<td>February or July</td>
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<tr>
<td>CPC31311 Certificate III in Wall &amp; Floor Tiling CRICOS Code: 077179C</td>
<td>2 years</td>
<td>$23,400</td>
<td>$3,275 per year</td>
<td>Year 10 with passes in Maths</td>
<td>Trades North Clarkson</td>
<td>February or July</td>
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<tr>
<td><strong>BUSINESS + MANAGEMENT</strong></td>
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<tr>
<td>FNS30311 Certificate III in Accounts Administration CRICOS Code: 037480G</td>
<td>6 months</td>
<td>$5,450</td>
<td>Year 10</td>
<td>Joondalup</td>
<td>February or July</td>
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<tr>
<td>FNS40611 Certificate IV in Accounting CRICOS Code: 076404G</td>
<td>6 months</td>
<td>$5,450</td>
<td>Certificate III in Accounts Administration</td>
<td>Joondalup</td>
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<tr>
<td>FNS50210 Diploma of Accounting CRICOS Code: 075959B</td>
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<td>Certificate IV in Accounting</td>
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<tr>
<td>FNS60210 Advanced Diploma of Accounting CRICOS Code: 075908B</td>
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<td>Diploma of Accounting</td>
<td>Joondalup</td>
<td>February or July</td>
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## COURSE TABLES continued

<table>
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<tr>
<th>Course Details</th>
<th>Duration</th>
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<th>Additional Costs</th>
<th>Entry Requirements</th>
<th>Campus + Intake Date</th>
<th>SVP?</th>
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<tbody>
<tr>
<td>BSB30112 Certificate III in Business</td>
<td>6 months</td>
<td>$5,450</td>
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<td>Year 10</td>
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<td>CRICOS Code: 079070M</td>
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<td>BSB40212 Certificate IV in Business</td>
<td>6 months</td>
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<td>Certificate III in Business or Year 12</td>
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<td>CRICOS Code: 079073G</td>
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<tr>
<td>BSB41013 Certificate IV in Human Resources</td>
<td>6 months</td>
<td>$5,450</td>
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<td>Certificate III in Business or Certificate III in Business Administration or Year 12</td>
<td>Joondalup February or July</td>
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<td>CRICOS Code: 080126A</td>
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<td>BSB50613 Diploma of Human Resources Management</td>
<td>6 months</td>
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<td>CRICOS Code: 080127M</td>
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<td>BSB40812 Certificate IV in Frontline Management</td>
<td>6 months</td>
<td>$5,450</td>
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<td>Certificate III in Business or Year 12</td>
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<td>CRICOS Code: 079072J</td>
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<td>BSB41307 Certificate IV in Marketing</td>
<td>6 months</td>
<td>$5,450</td>
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<td>Certificate III in Business or Year 12</td>
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<tr>
<td>CRICOS Code: 043069A</td>
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<tr>
<td>BSB51207 Diploma of Marketing</td>
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<td>CRICOS Code: 075958C</td>
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<td>CHILDREN + COMMUNITY SERVICES</td>
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<tr>
<td>CHC30712 Certificate III in Children’s Services</td>
<td>1 year</td>
<td>$11,400</td>
<td>$110</td>
<td>Year 10 + IELTS of 6.0</td>
<td>Joondalup February</td>
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<td>CRICOS Code: 026546G</td>
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<tr>
<td>CHC50908 Diploma of Children’s Services (Early</td>
<td>1 year</td>
<td>$11,400</td>
<td>$110</td>
<td>Certificate III Children’s Services</td>
<td>Joondalup February</td>
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<tr>
<td>Childhood Education and Care)</td>
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<td>CRICOS Code: 075966C</td>
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<tr>
<td>CHC30812 Certificate III in Education Support</td>
<td>6 months</td>
<td>$5,700</td>
<td>$143</td>
<td>Year 10 plus IELTS of 6.0</td>
<td>Joondalup February or July</td>
<td>No</td>
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<td>CRICOS Code: 069250A</td>
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<tr>
<td>CHC41712 Certificate IV in Education Support</td>
<td>6 months</td>
<td>$5,700</td>
<td>$143</td>
<td>Certificate III in Education Support</td>
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<td>CRICOS Code: 075936J</td>
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<td>Course Details</td>
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<td>Tuition Fees</td>
<td>Additional Costs</td>
<td>Entry Requirements</td>
<td>Campus + Intake Date</td>
<td>SVP?</td>
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<tr>
<td>CHC41812 Certificate IV in Youth Work</td>
<td>1 year</td>
<td>$11,400</td>
<td>$110</td>
<td>Year 10 or Certificate III in Community Services Work</td>
<td>Joondalup February or July</td>
<td>No</td>
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<tr>
<td>CHC30112 Certificate III in Community Services Work</td>
<td>6 months</td>
<td>$5,700</td>
<td>$110</td>
<td>Year 10</td>
<td>Joondalup February or July</td>
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<tr>
<td>CHC40708 Certificate IV in Community Services Work</td>
<td>6 months</td>
<td>$5,700</td>
<td>$110</td>
<td>Certificate III in Community Services Work</td>
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<td>No</td>
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<tr>
<td>CHC50612 Diploma of Community Services Work</td>
<td>1 year</td>
<td>$11,400</td>
<td>$110</td>
<td>Certificate IV in Community Service</td>
<td>Joondalup February or July</td>
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**HEALTH, RECREATION + LIFESTYLE**

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<tr>
<th>Course Details</th>
<th>Duration</th>
<th>Tuition Fees</th>
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<th>Entry Requirements</th>
<th>Campus + Intake Date</th>
<th>SVP?</th>
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<tbody>
<tr>
<td>HLT32412 Certificate III in Allied Health Assistance</td>
<td>6 months</td>
<td>$5,700</td>
<td>$100</td>
<td>Year 10</td>
<td>Joondalup February or July</td>
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<tr>
<td>52386 Certificate IV in Preparation for Entry into Nursing</td>
<td>6 months</td>
<td>$7,800</td>
<td>$150</td>
<td>Certificate III Aged Care or Certificate III in Allied Health or Equivalent to Year 11 including English &amp; General Maths. Students must also have an IELTS score of 6.0 with all bands at 6.0</td>
<td>Joondalup February or July</td>
<td>No</td>
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<tr>
<td>HLTS1612 Diploma of Nursing (Enrolled / Division 2 Nursing)</td>
<td>1.5 years</td>
<td>$23,400</td>
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<td>Certificate IV in Health Science Foundations or Certificate IV in Preparation for Entry into Enrolled Nursing or Year 12 + Maths &amp; Science &amp; an IELTS of 6.5 with no band lower than 6.0 or equivalent</td>
<td>McLarty Joondalup February or July</td>
<td>Yes</td>
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<tr>
<td>SIB30110 Certificate III in Beauty Services</td>
<td>6 months</td>
<td>$5,450</td>
<td>$1,378 per semester</td>
<td>Year 10</td>
<td>Joondalup February or July</td>
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<tr>
<td>SIB50110 Diploma of Beauty Therapy</td>
<td>6 months</td>
<td>$5,450</td>
<td>$1,033 per semester</td>
<td>Year 10</td>
<td>Joondalup February or July</td>
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## HOSPITALITY + TOURISM

<table>
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<tr>
<th>Course Details</th>
<th>Duration</th>
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<th>Additional Costs</th>
<th>Entry Requirements</th>
<th>Campus + Intake Date</th>
<th>SVP?</th>
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<tbody>
<tr>
<td>FDF30710 Certificate III in Retail Baking - Combined CRICOS Code: 071347G</td>
<td>1 year</td>
<td>$14,000</td>
<td>$1,500</td>
<td>Year 10</td>
<td>Joondalup February or July</td>
<td>No</td>
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<tr>
<td>SIT30812 Certificate III in Commercial Cookery CRICOS Code: 080551F</td>
<td>1 year</td>
<td>$14,000</td>
<td>$1,950</td>
<td>Year 10</td>
<td>Joondalup February or July</td>
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<tr>
<td>SIT40413 Certificate IV in Commercial Cookery CRICOS Code: 081102A</td>
<td>6 months</td>
<td>$7,000</td>
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<td>Certificate III in Commercial Cookery</td>
<td>Joondalup February or July</td>
<td>No</td>
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<tr>
<td>SIT40312 Certificate IV in Hospitality CRICOS Code: 080553D</td>
<td>1 year</td>
<td>$14,000</td>
<td>$1,950</td>
<td>Year 10</td>
<td>Joondalup February or July</td>
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<td>SIT50312 Diploma of Hospitality CRICOS Code: 080554C</td>
<td>6 months</td>
<td>$7,000</td>
<td>$1,200</td>
<td>Certificate IV in Hospitality</td>
<td>Joondalup February or July</td>
<td>Yes</td>
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<tr>
<td>SIT30612 Certificate III in Events CRICOS Code: 080548A</td>
<td>6 months</td>
<td>$5,450</td>
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<td>Year 10</td>
<td>Joondalup February or July</td>
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<td>SIT50512 Diploma of Events CRICOS Code: 080549M</td>
<td>1 year</td>
<td>$10,900</td>
<td></td>
<td>Certificate III in Events</td>
<td>Joondalup February or July</td>
<td>Yes</td>
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## INFORMATION TECHNOLOGY

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<tr>
<th>Course Details</th>
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<th>Campus + Intake Date</th>
<th>SVP?</th>
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<tr>
<td>ICA20111 Certificate II in Information, Digital Media &amp; Technology CRICOS Code: 047500C</td>
<td>6 months</td>
<td>$5,450</td>
<td>Year 10 + Maths</td>
<td>Joondalup February or July</td>
<td>No</td>
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<td>ICA30111 Certificate III in Information, Digital Media &amp; Technology CRICOS Code: 036073G</td>
<td>6 months</td>
<td>$5,450</td>
<td>Year 10 or Certificate II in Information, Digital Media &amp; Technology</td>
<td>Joondalup February or July</td>
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<tr>
<td>ICA40411 Certificate IV in Information Technology Networking CRICOS Code: 036074G</td>
<td>6 months</td>
<td>$5,450</td>
<td>Certificate III in Information, Digital Media &amp; Technology</td>
<td>Joondalup February or July</td>
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<td>ICA50411 Diploma of Information Technology Networking CRICOS Code: 076621J</td>
<td>6 months</td>
<td>$5,450</td>
<td>Certificate IV Information Technology Networking</td>
<td>Joondalup February or July</td>
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<tr>
<td>Course Details</td>
<td>Duration</td>
<td>Tuition Fees</td>
<td>Additional Costs</td>
<td>Entry Requirements</td>
<td>Campus + Intake Date</td>
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<tr>
<td>ICA40511 Certificate IV in Programming</td>
<td>6 months</td>
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<td>Certificate III in Information, Digital Media &amp; Technology or Year 12 equivalent</td>
<td>Joondalup February or July</td>
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<tr>
<td>ICA50711 Diploma of Software Development</td>
<td>6 months</td>
<td>$5,450</td>
<td></td>
<td>Certificate IV in Programming</td>
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### SCIENCE + ENVIRONMENTAL STUDIES

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<th>Course Details</th>
<th>Duration</th>
<th>Tuition Fees</th>
<th>Additional Costs</th>
<th>Entry Requirements</th>
<th>Campus + Intake Date</th>
<th>SVP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC21010 Certificate II in Conservation &amp; Land Management</td>
<td>6 months</td>
<td>$5,450</td>
<td>$890</td>
<td>Year 10</td>
<td>Joondalup February or July</td>
<td>No</td>
</tr>
<tr>
<td>AHC31410 Certificate III in Conservation &amp; Land Management</td>
<td>6 months</td>
<td>$5,450</td>
<td>$890</td>
<td>Certificate II in Conservation &amp; Land Management</td>
<td>Joondalup February or July</td>
<td>No</td>
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<tr>
<td>AHC40910 Certificate IV in Conservation &amp; Land Management</td>
<td>6 months</td>
<td>$5,450</td>
<td>$890</td>
<td>Certificate III in Conservation &amp; Land Management</td>
<td>Joondalup February or July</td>
<td>No</td>
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<tr>
<td>AHC51110 Diploma of Conservation &amp; Land Management</td>
<td>6 months</td>
<td>$5,450</td>
<td>$890</td>
<td>Certificate IV in Conservation &amp; Land Management</td>
<td>Joondalup February or July</td>
<td>Yes</td>
</tr>
<tr>
<td>AHC20410 Certificate II in Horticulture</td>
<td>6 months</td>
<td>$5,450</td>
<td>$920</td>
<td>Year 10</td>
<td>Joondalup February or July</td>
<td>No</td>
</tr>
<tr>
<td>AHC30710 Certificate III in Horticulture</td>
<td>6 months</td>
<td>$5,450</td>
<td>$920</td>
<td>Certificate II in Horticulture</td>
<td>Joondalup February or July</td>
<td>No</td>
</tr>
<tr>
<td>AHC40410 Certificate IV in Horticulture</td>
<td>6 months</td>
<td>$5,450</td>
<td>$920</td>
<td>Completion of any Certificate III in Horticulture</td>
<td>Joondalup February or July</td>
<td>No</td>
</tr>
<tr>
<td>AHC50410 Diploma of Horticulture</td>
<td>6 months</td>
<td>$5,450</td>
<td>$920</td>
<td>Certificate IV in Horticulture</td>
<td>Joondalup February or July</td>
<td>Yes</td>
</tr>
<tr>
<td>AHC30910 Certificate III in Landscape Construction</td>
<td>6 months</td>
<td>$5,450</td>
<td>$420</td>
<td>Certificate II in Landscaping</td>
<td>Joondalup February or July</td>
<td>No</td>
</tr>
</tbody>
</table>
APPLICATION PROCEDURE

1. Find a Course
You can choose from over 250 TAFE courses. Visit the online course catalogue: [www.eti.wa.edu.au](http://www.eti.wa.edu.au) for information on 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 ETI’s website ([www.eti.wa.edu.au](http://www.eti.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 ETI for admission to TAFE programs depend on the assessment level countries students are applying from and whether or not students are applying on or offshore. Level 3-4 offshore applications should apply early for places, as visa processing can take more time.

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: [www.eti.wa.edu.au](http://www.eti.wa.edu.au)

3. Submit your Application
You can apply to study at a TAFE Institute by completing your application online at: [www.eti.wa.edu.au](http://www.eti.wa.edu.au) or by completing the application form in the back of this guide and submitting it:

> By Email: admissions.eti@dtwd.wa.gov.au

> By Post: Education and Training International, Level 2, 123 Adelaide Terrace, East Perth, Western Australia, 6004

You can apply directly to Education and Training International (ETI) or you can apply through one of ETI’s 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 ETI 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 ETI agent on our website ([www.eti.wa.edu.au](http://www.eti.wa.edu.au)).
4. 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 is no deadline for accepting an offer, which is completed by meeting any conditions listed on your Letter of Offer and making payment. However, there are many high demand courses that fill up very quickly, so you should consider returning your acceptance and payment as promptly as you can.

Your place is not confirmed until payment is made, conditions are met, and you have returned and signed the acceptance letter.

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

5. Accept your Offer

To accept your Offer, you must return your signed Acceptance Form with:

> Supporting documentation that you were requested to supply, in your Letter of Offer (i.e. conditions)
> Payment of your tuition fees, as indicated on your schedule of fees
> OSHC cover letter, where applicable

6. Receive your Confirmation of Enrolment (CoE) and apply for your Student Visa

Once you have met any conditions and made the minimum initial payment required, 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: [www.immi.gov.au](http://www.immi.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 ETI’s approved education agents.

7. 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 your Institute as you will be provided with important information that you need to know to successfully complete your course and to make the most of your time in Western Australia.

Please also note that 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.
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 (www.aei.gov.au).

2. Code of Conduct

Student Responsibilities

International students should ensure that they:

1. Meet TAFE course requirements and meet the requirements of the Australian Government’s Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIICCSRTE) - Department of Immigration and Border Protection (Immigration) Course Progress Policy

2. Notify the International Student Coordinator at their TAFE Institute of their residential address within seven days of arrival and of any change to their residential address within seven days of any change

3. Notify the International Student Coordinator at their TAFE Institute immediately if they want to terminate their studies, withdraw from their course, or there are any changes to their visa status

4. Pay the required fees when an Offer of Placement is made or owing on receipt of invoice

5. Not engage in activities that contravene Australian law. (Students who do so will be terminated and reported to the Department of Immigration and Border Protection)

6. Not engage in plagiarism, or cheating, which are serious offences and may result in cancellation of your enrolment

7. Allow other students to learn in a safe and suitable environment

In the case of students who are under 18 years of age, the parent or guardian must ensure compliance with all of the above.

Provider Responsibilities

Education and Training International and TAFE Institute Responsibilities:

1. Provide international students with the same level of instruction and educational services as normally provided to Australian students enrolled at TAFE

2. Provide an orientation program for international students

3. Monitor the welfare of students and provide counselling and ongoing support while enrolled at TAFE

4. Appoint one or more staff members to act as the point of contact for students

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 Institute you are enrolled at, you should contact the International Centre at your Institute 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 www.eti.wa.edu.au. You will be contacted by ETI via email during this process and advised in writing of the outcome.

4. Transferring to a different Institute

If you decide that you would like to transfer to another Institute, then you must apply for a Release. Release from a course of study will only be granted in exceptional circumstances relating to your welfare. 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 www.eti.wa.edu.au.

Your application must detail the reason(s) for early release, full details of the new Institute and course you will be enrolling into, and a valid offer of enrolment from the new Institute. If your release is approved you will be issued a release letter. You must then contact the Department of 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 achieve satisfactory course progress, you must have passed or demonstrated competency in 50% or more of the units you are enrolled into each semester.

To show that you are making every effort to achieve satisfactory course progress, it is very important that you attend all scheduled classes, unless you are ill or have a personal issue that needs urgent attention. If you are unable to attend class, you should contact your lecturer and the International Centre at your Institute. 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 Department of Immigration and Border Protection (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 including pregnancy; and
- a natural disaster which affects you or your family.

You must apply in writing to the ETI Manager, Student Services and Compliance at 123 Adelaide Terrace, East Perth WA 6004 or email admissions.eti@dtwd.wa.gov.au

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. The Department of Immigration and Border Protection (Immigration) will be informed of the change relating to your course of study, this may affect your visa status. You will be advised of this when your application is processed.

If the deferral or temporary suspension is refused, you will be advised in writing and you will have 20 days to lodge an appeal. (Refer to Complaints and Appeals Policy on the website: www.eti.wa.edu.au).
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 www.eti.wa.edu.au.

When you have completed the form and uploaded 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.

10. Complaints and Appeals

Talk to someone at your TAFE Institute

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 Institute. 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 Institute. Your International Student Adviser will be able to help you with this. To find contact details for the International Office at your Institute, please go to the website www.eti.wa.edu.au and follow the links to find your Institute’s information page.

Make a complaint to ETI

If you have lodged a complaint with your Institute and are not satisfied with the outcome, you may take your complaint to Education and Training International (ETI). ETI will review the outcome and an independent judgement will be made. You will then be notified in writing of the outcome.

You can make a formal complaint directly to ETI if you are unable to solve the issue by informally discussing the matter with a staff member in the International Centre at your Institute. This complaint should be lodged in writing and will be treated in confidence.

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

If your issue is still not resolved:

International Education Conciliation Service

If you have tried to resolve your problem with your Institute/ETI 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 www.des.wa.gov.au/international_education/Disputes The International Education Conciliation Service is a free and independent service for international students which aims to help you find an appropriate solution to your problem.

Western Australian Ombudsman

If you have lodged an internal appeal and are not happy with the outcome you have the right to access an external complaints and appeals process. Complaints/Appeals must be made in writing to:

Ombudsman Western Australia
PO Box Z5386
St Georges Terrace
PERTH WA 6831

Email - mail@ombudsman.wa.gov.au

The Western Australian Ombudsman will only consider whether ETI has followed its own policies and procedures and whether the handling of your complaint/appeal has been fair and reasonable.
PART A: APPLICANT DETAILS

Personal Details: PRINT YOUR NAME AS IT APPEARS IN YOUR PASSPORT. Please use BLOCK LETTERS. All fields must be completed.

Title (Mrs, Miss, Ms, Mr etc): .................................. Date of birth (DD/MM/YY): .................................. Gender (Male/Female)
Family name (as shown on your passport): .................................. Given names: ..................................
Preferred name: .................................. Email address: ..................................................................................

Home Country Address:

Number + Street: .................................. Suburb/City: .................................. Country: .................................. Postcode: ..................................
Telephone (country code/area code/number): .................................. Mobile: ..................................

Local Address in Western Australia:

if known

Number + Street: .................................. Suburb: .................................. Postcode: ..................................
Telephone: .................................. Mobile: ..................................

Emergency:

Name of Emergency Contact: ..................................
Relationship (husband, sister, mother etc): ..................................
Telephone number (include country and area codes): ..................................

Parent/Guardian Details:

IF YOU ARE UNDER 18 YEARS OF AGE, PLEASE COMPLETE THE FOLLOWING:

Parent/Guardian's Full Name: ..................................
Number + Street: .................................. Suburb/City: .................................. Country: .................................. Postcode: ..................................
Telephone (country code/area code/number): .................................. Mobile: ..................................
Email address: ..................................
Country of Birth: ............................................................................................................................................................................
Country of citizenship (as shown on passport): ............................................................................................................................................................................
Passport number: ................................................................................................................................. Expiry date: ........................................................................................
Do you hold a current Australian Visa?  Yes ☐ No ☐ Visa expiry date: ........................................................................................
If Yes, what type of visa do you hold? ............................................................................................................................................................................
If No what type of visa will you be applying for? ............................................................................................................................................................................
In which country will you be applying for your Visa? ............................................................................................................................................................................
Have you studied in Australia previously?  Yes ☐ No ☐
If Yes, Institute: ................................................................................................................................. Duration: ........................................................................................
Are you currently enrolled at another College/University in Australia? Yes ☐ No ☐
Have you applied for Australian permanent residency status? Yes ☐ No ☐ If Yes Date of application: ....................................
Please note: If you obtain Australian permanent residency at any stage during the application process, you need to advise ETI immediately.

**Passport + Visa Details:**

**Overseas Student Health Cover (OSHC):**

Do you have current Overseas Student Health Cover? Yes ☐ No ☐
If Yes, who is your provider?: ............................................................................................................................................................................
Membership number: ................................................................................................................................. Expiry Date: ........................................................................................
If No, do you need Family or Single cover?  Single ☐ Dual Family ☐ Multi Family ☐

**English Level:**

COMPLETE THE FOLLOWING AND PROVIDE EVIDENCE WITH YOUR APPLICATION.

English is my first language ☐

English was the language of instruction during my secondary school or college studies and I gained a satisfactory pass in English ☐

I have undertaken an English Course ☐

Course name: ................................................................................................................................. English College: ........................................................................ Level of English Course: ................................................................

I have undertaken an IELTS test ☐ Date: ........................................................................................ Overall Band Score: ................................................................

Band scores:  
Listening: ................................................................................................................................. Reading: ................................................................

Writing: ................................................................................................................................. Speaking: ................................................................

I have undertaken a TOEFL test ☐ Date: ........................................................................................ TOEFL Score: ................................................................

I have undertaken a Pearson test ☐ Date: ........................................................................................ Score: ................................................................

**Equity + Disability:**

THE INFORMATION BELOW IS USED TO ASSIST IN MONITORING, SUPPORTING AND IMPROVING SERVICES TO STUDENTS WITH MEDICAL/DISABILITY REQUIREMENTS.

Do you have a disability, impairment or long-term medical condition which may affect your studies? Yes ☐ No ☐

Please indicate the type/s of disability

Hearing ☐ Vision ☐ Learning ☐ Medical ☐ Mobility ☐ Other ☐

Would you like to receive information on support services, equipment and facilities available that may assist you? Yes ☐ No ☐

Please give brief details about your condition/disability.

.......................................................................................................................................................................................................

.......................................................................................................................................................................................................
Previous Studies: A certified copy of original transcripts of all official results must accompany this application. Please include grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete.

Secondary school studies

<table>
<thead>
<tr>
<th>Month/Year Commenced</th>
<th>Month/Year Completed</th>
<th>Year Level Achieved</th>
<th>Name + Country of School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Tertiary or post secondary studies

<table>
<thead>
<tr>
<th>Month/Year commenced</th>
<th>Month/Year completed</th>
<th>Title of Course</th>
<th>Name + Country of Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

PART B: APPLYING FOR A TAFE COURSE

English Course: Do you intend to undertake English language studies? Yes ☐ No ☐ If Yes approximate start date: ........................................
Course name: .................................................................................. Campus: .................................................................
Number of weeks: 5 ☐ 10 ☐ 15 ☐ 20 ☐ 25 ☐ 30 ☐ 40 ☐ 50 ☐ Other: .................................................................

TAFE Course: Please complete details of the TAFE course you want to enrol into:
Course number: ................................................................. Course name: .................................................................
Institute name: ................................................................. Campus: .................................................................
I am applying for admission in: Semester 1 (February) ☐ OR Semester 2 (July) ☐ Year 20.....

PART C: TAFE TO UNIVERSITY PACKAGE (UNDER STREAMLINE VISA PROCESSING ARRANGEMENTS)

Course Pathway: Do you wish to package this application with a University Degree? Yes ☐ No ☐
If Yes, which University would you like to package with? Curtin ☐ ECU ☐ Murdoch ☐
Please complete details for the TAFE and corresponding University course you want to package. Details of available pathways can be found on ETI’s website www.eti.wa.edu.au on the University packaging page.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Institute</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am applying for admission in: Semester 1 (February) ☐ OR Semester 2 (July) ☐ Year 20.....

To apply for a university package, please go to www.eti.wa.edu.au/universitypackaging for further information, fees and university application forms.
### PART D: FINALISING YOUR APPLICATION

#### Application Checklist:

**YOU MUST ATTACH CERTIFIED COPIES OF AWARD CERTIFICATES AND FULL ACADEMIC TRANSCRIPTS, INCLUDING KEYS TO THE GRADING SYSTEM USED. ALL DOCUMENTS MUST BE IN ENGLISH; IF NOT, PLEASE INCLUDE CERTIFIED ENGLISH TRANSLATIONS.**

**Have you:**
- [ ] Completed all sections of the Application form
- [ ] Attached certified copies of all academic qualifications (including secondary school)
- [ ] Attached certified copies of your English language proficiency
- [ ] Attached a certified copy of your passport (if available)
- [ ] Attached the University application forms you must complete if you are applying for a packaged program (see part C for details)

**NOTE: IF YOU ARE UNDER 18 THIS DECLARATION MUST ALSO BE SIGNED BY YOUR PARENT OR GUARDIAN.**

1. I declare the information in this application and supporting documentation is true.
2. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in cancellation of my enrolment.
3. I consent that my personal information may be made available to Australian Commonwealth and State agencies including Immigration pursuant to obligations under the ESOS Act and the National Code.

#### Declaration + Agreement:

**Applicant’s Signature:** .......................................................... **Date:** ............................... (DD/MM/YY)

**Parent/Guardian’s Signature:** ................................................. **Date:** ............................... (DD/MM/YY)

*(If student is under 18)*

---

### OFFERS:

Please note that the notification of the outcome of this application, will be sent to you and your agent (if applicable); at the email address listed in Part A of this form. It is important that you supply a current email address so that we are able to keep in contact with you throughout the application process.

### ETI CONTACT DETAILS:

**Education + Training International**

- **Address:** Ground floor, 123 Adelaide Terrace, East Perth Western Australia 6004
- **Postal address:** PO Box 6830, East Perth BC Western Australia 6892
- **Tel:** (+61 8) 9218 2100 (press 2)
- **Email:** admissions.eti@dtwd.wa.gov.au
- **Web:** www.eti.wa.edu.au

### SUBMITTING YOUR APPLICATION:

This application form can be completed in writing. When you have completed all details and attached all required documentation, please submit to ETI’s Admissions Team at admissions.eti@dtwd.wa.gov.au or by post ETI Admissions, PO Box 6830, East Perth BC, Western Australia 6892.

You may choose instead to complete and submit your application online, go to www.eti.wa.edu.au and click on the Apply now link.

In some countries you may find it helpful or convenient to seek the assistance of one of our Education Agents. They are available to assist you with your application and visa. Please go to www.eti.wa.edu.au for details of your nearest agent.