

文件下载自万友教育网站

版权归学校所有

www.oneuedu.com

万友优势 ADVANTAGE



客户信息私密性

录入系统后自动设置权限，除专属的案件专员其他内部人员及外部人员不可见



精英团队

文案专员为每位学生一对一定制专属方案，移民律师外部协助。团队为学生带来高质量服务



学生案件更新通知

当文案专员每完成一步，会更新在万友系统中，客户会以邮件的形式收到步骤更新通知，查看自己案件的最新进程



全程服务透明

无押金等不必要条款，客户案件信息透明，收费项会在案件开始前与客户协商一致，案件开始后无特殊意外情况，不会产生收费项目

提供服务 PROVIDE SERVICES

学校
查询

课程
查询

学生
签证

留学
准备

出发
准备

绿卡
资讯



详细流程请扫码
添加客服为您解答



COURSE GUIDE



MELBOURNE

ANGEL UNITED GROUP PTY LTD T/A



RTO No: 22218 CRICOS No: 03167G

DON'T JUST PICK A PLACE, PICK A FUTURE

INDEX

Letter Of CEO	4
Our Mission and Core values	5
SPI Location	6
Facilities and equipment	8
Information for Students	10
Student support, Welfare and Behavior	13
Language Literacy and Numeracy Requirements	14
Campuses	18
Melbourne	22
Australia	24
International Students	30
St Peter's Entry Requirements	40
Our Courses	41
Contact Details	53
How To Apply	54

LETTER FROM THE CEO



“ IT GIVES ME A GREAT PLEASURE TO
WELCOME YOU TO ST PETER INSTITUTE. ”

Every educational institute needs to implement valuable learning. St Peter Institute creates positive attitude and inspire the students to achieve professional excellence in the most memorable way.

The need to modify and adapt is continuous and at St Peter Institute we appreciate this opportunity as we believe it brings out the best in us, helping us strive further to provide valued learnings at all times.

We are motivated to remain an innovative with our best education level, surpassing our students in providing them a better experience.

We help our students by providing them transformational information solutions so that they can have the bright future to build innovative and intelligent ideas.

As we embark upon our journey to the exciting times ahead. We will continue to co-innovative with our education to ensure profitable growth and ever increasing value by creating an inspiring environment for our students.

Warm regards,
Raj Chopra

Chief Executive Officer
St Peter Institute



Bourke St. Campus

OUR MISSION

St Peter Institute is a comprehensive, learner-centered institution that **constantly strives to become the standard of excellence for fostering intellect, creativity and character** in an active, student learning community.

The Institute provides careers and continuous education coursework and programs that **enhance dynamic, intellectual, cultural and, economic development challenges of Australia**. Through support services and a technology enriched learning environment, the institute endeavors to empower each learner with skills, knowledge, and values needed for higher programs, workforce entry, advancement, and personal enrichment. Further, St Peter Institute **promotes an appreciation of cultural diversity, social responsibility, and academic excellence**.

The mission of St Peter Institute is to educate and develop you as a professional. As an Institute uniquely situated in the **heart of Melbourne CBD**, we are committed to providing training that makes an important contribution to the lives of our students within Victoria, the nation and worldwide.



OUR CORE VALUES



QUALITY

We advance quality standards through faculty, academic offerings and support services provided to students. This is evidenced in institutional practices, learning and administrative outcomes.



LEARNER-CENTERED

We maintain a strong commitment to all learners and their emerging needs, by fulfilling the academic and cultural needs of the region.



INCLUSIVENESS

We promote a caring environment that is rooted in a participative governance structure. Mutual respect and trust are evidenced in collaborative work teams which cross over divisions, departments and programs.



DIVERSITY

We embrace diversity in its curriculum, activities, student population and staff.



ST PETER INSTITUTE'S
CAMPUSES ARE LOCATED IN THE
HEART OF MELBOURNE CBD AND
CLOSE TO FLINDERS ST. STATION
AND PUBLIC TRANSPORT.

THE BOURKE STREET CAMPUS IS
SITUATED IN THE INTERSECTION
OF TWO FAMOUS STREETS:
SWANSTON ST. AND BOURKE ST.
THE CAMPUS ENTRANCE IS VIA
SWANSTON ST. AND OFFERS
A FRIENDLY LEARNING ENVIRONMENT.



STUDENTS AT BOURKE ST.



5 MIN
WALK



LITTLE COLLINS ST. CAMPUS



BOURKE ST. CAMPUS

Buildings are situated close to main shopping centre, banks, doctors & dentists, food-courts, and libraries of Melbourne.

The Little Collins campus is well serviced by public transport, walking and cycling links.

Affirming and building upon its heritage, St Peter Institute will become the recognized leader in transformative education of the whole person through engaged learning, community participation, and the development of ethical leaders.



CULTURAL ACTIVITIES

The campuses will be the model of a diverse, civil, involved, and ethical community in which civic responsibility, intellectual activity, and cultural expression are taken seriously.

In St Peter Institute, we embrace a unique blend of values directed at achieving the highest standards of the society.



GROWTH

The Institute continuously strives to expand accessibility to the institution by increasing enrolment and enhancing educational offerings, campus facilities and fiscal & human resources.

ACCOUNTABILITY

The Institute is accountable for strategies and actions that produce measurable outcomes. Data-driven decision making is a standard in the planning process, with special emphasis on strategies that result in enhanced effectiveness.

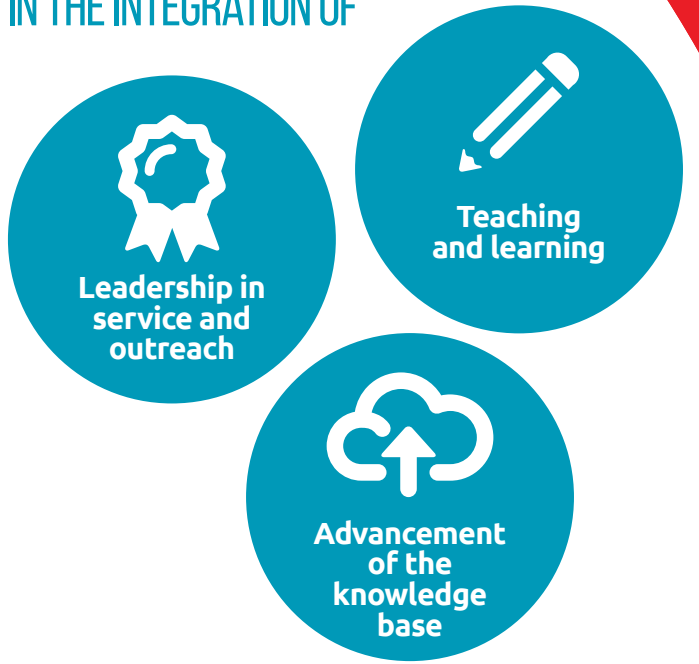
COMPUTING FACILITIES

Students will have internet access, MS Office - Word and Powerpoint for assignments and presentations in the class. Photocopier is available to the students for printing. Data projectors are used to enhance the quality of training.

RESOURCES

Resource centre access for the students to read books.

ST PETER INSTITUTE IS WORKING TOWARDS BEING THE WORLD LEADER IN THE INTEGRATION OF



FACILITIES AND EQUIPMENT

INTEGRITY

All policies and procedures of the Institute represent fair, responsible, ethical practices and behaviors to ensure standards of excellence.

INNOVATION

The Institute promotes creative actions that result in the expedient development of educational programs and workforce solutions for the communities we serve.



AUSTRALIA

AUSTRALIA IS A LAND OF CONTRASTS: SWEEPING GOLDEN BEACHES, CORAL REEFS RICH WITH MARINE LIFE, TROPICAL RAINFORESTS, MOUNTAIN RANGES, VAST GRAZING LANDS AND SPARSE DESERTS. ONE OF THE OLDEST CONTINENTS, AUSTRALIA IS THE ONLY COUNTRY TO OCCUPY AN ENTIRE CONTINENT.



ENTERTAINMENT

The Campuses offer surroundings suitable for social, shopping and other outdoor activities. They are also centrally located for students to experience the sophistication of our cities and excitement of our entertainment facilities.

There are plenty of opportunities for international students to have an enjoyable time with friends.

TRAVEL

During term breaks, you may like to venture beyond the capital cities to experience more of Australia's spectacular natural environment and great physical beauty - national parks, The Great Barrier Reef, Kakadu, Uluru and the Tasmanian Wilderness.

AUSTRALIA WELCOMES OVERSEAS STUDENTS

Overseas students are welcomed in Australia because they:

- Contribute to the development of people and institutions both in their home country and in Australia.
- Contribute to Australia's research capability.
- Develop cultural, educational and economic links between Australians and people of other nations.

Australia has a long history of involvement in international education development, staff and student exchange programs and scholarships.



TELEPHONES

Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Public telephones are available at all Post Offices, shopping centres and are often situated on street corners. Public pay phones accept a variety of coins and Phone cards. Phone cards are pre-paid for use in public pay phones and can be bought at a large number of retail outlets in denominations of \$A5, \$A10, \$A20 and \$A50. Credit phones take most major credit cards such as American Express, Visa, Master card and Diners. International and can be found at international and domestic airports, central city locations and hotels. Mobile phones are very popular and can be purchased from a number of retailers.

TRANSPORT

With one of the highest standards of living in the world, Australia offers modern transport systems. Australia has an extensive public transport system that includes trains, buses, trams, ferries, two major national airlines and a number of regional airlines. Metropolitan areas are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long. Tickets can be bought at train stations, on buses and trams and at news agencies.

Tourist students may drive in Australia on a valid overseas drivers licence but if the document is not in the English language the visitor must carry a translation with the permit. An international driving licence is not sufficient by itself. Metered taxicabs operate in all major cities and towns. You will find taxi ranks at transport terminals, main hotels or shopping centres or you can hail taxis in the street. A light and sign on the roof indicates if a cab is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. Taxi drivers do not have to be tipped.

STUDY METHODS

In Australia, much emphasis is placed upon private (individual) study along the lines of assignments, on research and learning to analyse data and present arguments about subject matter, and on being willing to defend one's argument.

All these involve heavy use of libraries, intensive note taking in lectures, and active participation in the learning process (as opposed to passive listening and rote learning).

To be a successful student in Australia, you will need to adapt

to these methods of learning, but most education institutions in Australia are very willing to help, as they offer counselling services and assistance to develop effective study skills. Many lecturers in Australia have vast experience teaching overseas students, they understand the difficulties in getting used to different study methods and they will be patient in helping you to develop new skills.

IF YOU VISITED ONE NEW
BEACH IN AUSTRALIA EVERY
DAY, IT WOULD TAKE OVER

27

YEARS TO SEE
THEM ALL

HEALTH CARE

Australia has a very good health care system. All Australians pay a Medicare levy (additional tax) to fund the public health system and ensure everyone gets access to doctors, hospitals and other health care services. People who pay extra into a private health insurance fund receive certain privileges when they use private health care services, as well as the usual services available in just about any Australian suburb or town. Most Australian institutions also provide special health care services and advice for students.

FOOD

Australia has a fantastic variety of food.

Our top quality meat, fish, fruits and vegetables are exported to markets all around the globe. There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the 'FOOD' that you are used to at home. You can sample almost every type of cuisine available throughout the world in restaurants. There are elegant restaurants or typical Aussie pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes.

And for those who like takeaway, most of the major global fast food chains are well represented. The adventurous can try some of our 'bush tucker'

MELBOURNE

FLINDERS STREET STATION - MELBOURNE

1/4

OF VICTORIA'S POPULATION
WAS BORN OVERSEAS

THE CITY IS HOME
TO RESIDENTS FROM

200

COUNTRIES

WHO SPEAK OVER

233

LANGUAGES AND
DIALECTS

MELBOURNE IS THE CAPITAL
OF THE STATE OF VICTORIA.
IT IS SITUATED ON THE YARRA
RIVER, AROUND PORT PHILLIP BAY
WITH ITS BEAUTIFUL BEACHES
AND WATER SPORTS FACILITIES.

**IT IS A BEAUTIFUL SPACIOUS CITY WITH
ALL THE PARKS, GARDENS, SPORTING
VENUES AND SCENIC PLACES THAT
AUSTRALIAN SPACE AND NATURAL
RESOURCES ALLOW.**

Melbourne is a world-renowned cultural, artistic, financial and communication centre served by an international airport, passenger seaport and rail links to neighbouring States.

Melbourne, ranked as the world's 'most liveable city', enjoys clean fresh air and beautiful parks and gardens.

Melbourne is considered to be the shopping capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets.

One quarter of Melbourne's population was born overseas making it one of the world's most multicultural cities. There are now people from 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and over 2,300 elegant restaurants, bistros and cafes. Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.



CLIMATE

Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Below is a guide to the average daily temperatures.

SPRING: SEPTEMBER - NOVEMBER 12 - 22 DEGREES
SUMMER: DECEMBER TO FEBRUARY 28 - 32 DEGREES
AUTUMN: MARCH TO MAY 12 - 20 DEGREES
WINTER: JUNE TO AUGUST 10 - 15 DEGREES

Melbourne does not have a specific wet season - it can rain at any time of the year. Sports and other outdoor activities are possible at all times of the year.

INTERNATIONAL SPORTING EVENTS

- Spring Racing Carnival (Melbourne Cup)
- Australian Open (Grand Slam tennis)
- Grand Prix Motor Racing
- World Series and Test cricket
- Bells Beach Surf Classic



LANGUAGE LITERACY AND NUMERACY REQUIREMENTS



STUDENTS REQUIRE LANGUAGE, LITERACY AND NUMERACY CAPACITY EQUIVALENT TO THE DESCRIPTIONS BELOW.

St Peter Institute recognises that learning, reading, writing, oral communication and numeracy concepts and processes are integral skills required for work and are therefore an important component of training.

All students are required to undertake a Language Literacy and Numeracy (LLN) test prior to commencement of training. Outcomes from this test will be used by this college to develop support strategies for students' enrolment. It will also help the college decide whether to provide required support services or referral to external agencies.

The college requires a minimum **ACSF level 2** for enrolment into:

- BSB10120 Certificate I in Workplace Skills
- BSB20120 Certificate II in Workplace Skills

The college requires a minimum **ACSF level 3** or more for enrolment into:

- BSB30115 Certificate III in Business
- BSB40120 Certificate IV in Business
- FNS40217 Certificate IV in Accounting and Bookkeeping

The college requires a minimum **ACSF level 4** or more for enrolment into:

- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management
- FNS50217 Diploma of Accounting
- FNS60217 Advanced Diploma of Accounting
- BSB60420 Advanced Diploma of Leadership and Management
- BSB80120 Graduate Diploma of Management (Learning)

Learning	Level 1	Level 2	Level 3	Level 4	Level 5
	Identifies and approaches a more Experienced worker or assessor for assistance Takes required materials to training/class Keeps list of frequently used words	Discusses learning goals with supervisor/ assessor and identifies possible strategies to achieve Plan to accommodate work needs Uses key words and search engine to find information	Participates in quality improvement processes in the workplace, considering the priorities and commitments of self and others Develops and uses personal organisation systems such as files, notebooks, folders and checklists Negotiates professional Development plan aligned with personal and workplace needs, and takes responsibility for organising the formal training component	Actively seeks feedback from others as a way of improving performance (eg approaches peers, manager, customers) Uses a range of formal techniques to collaborate effectively with others to complete a multi-layered research task. Keeps record of new technical terms or Procedures encountered Through independent study.	Critically reflects on extended research project, describes difficulties encountered, considers ways to improve performance and transfers insights to a new context Implements systematic action learning process to support learning during team project Evaluates workplace learning culture and pathways in relation to own need for further training and development

Reading	Level 1	Level 2	Level 3	Level 4	Level 5
	Recognises very short Explicit pictorial texts, Reads and follows simple, familiar work timetable or schedule of activities specific to own job Reads simple diagrams	Follows instructions to search for information Locates specific information from a short text, eg a table of employee benefits, a pay slip, employment documentation, own job description, work update from staff memo Reads dials and scales on machinery/equipment, eg automatic weigher on packaging machine, temperature dials, counters, franking machine, sewing machine tension, air pressure gauge	Reads and responds to notices posted on chat rooms Reads and follows Information presented in Technical drawings, manuals and work instructions, patterns eg specifications for job, construction plans Uses 'help' facility on Software program to find out how to format a text, eg brief report, contribution to workplace or community newsletter, emails to colleagues or to place orders, spreadsheets	Gathers information for research from a variety of sources and critically analyses and reviews these, eg newspapers, journal articles, internet sites, blogs Reads a complex diagram and text to identify components and procedures for dealing with a technical fault or breakdown Demonstrates understanding of text describing complex interrelationships of events, eg reads and reviews a report detailing a problem and steps taken to address it	Critically evaluates information on possible management courses as part of own performance appraisal review Follows a complex flow chart in order to identify and distil relevant information, eg tracks source of non-compliance through workplace process Identifies, analyses and evaluates information from a wide variety of sources, eg -undertakes a task analysis in order to design and develop a training program for implementation in the workplace
Writing	Level 1	Level 2	Level 3	Level 4	Level 5
	Writes routine, Familiar workplace specific vocabulary and abbreviations Types own personal details into a computer assisted learning program Uses calendar to record Information related to Community or public dates, e.g. class term dates, culturally significant celebrations	Creates a short report, eg describes previous English classes or other training course Writes a list of tasks to be completed by other members of the group, eg roster, action plan Writes a brief message for a fellow worker eg shift changeover note	Completes performance appraisal review form and identifies personal goals Writes clear sequenced instructions for routine/everyday context, eg prepares workplace timetable for start up and shut down procedures Uses email for day to day communication eg to work colleague, to teacher, to a friend	Writes clear and detailed Instructions organised sequentially for members of a group in order to complete an activity, eg writes Standard Operating Procedure for a process involving several work stations, develops detailed flow chart to guide community development project Prepares data for team/group using graphs to compare production output over a period of time, and including suggested recommendations for improving production targets Uses software to prepare a report or presentation, eg PowerPoint, Flash	Writes an organisational plan based on task analysis, survey of participants, and financial information Writes a positionpaper or report based on analysis of data and consultations conducted with a range of stakeholders eg external and internal customer feedback on quality of service Designs a survey to accurately ascertain customer satisfaction levels and presents a process to evaluate responses

LANGUAGE LITERACY AND NUMERACY REQUIREMENTS



Oral Communication	Level 1	Level 2	Level 3	Level 4	Level 5
	<p>Makes and responds to Simple enquiries relevant to personal needs, eg asks about a training program advertised on the notice board; asks directions to toilets</p> <p>Listens to suggestions And participates in a Negotiated group activity, eg comes to an agreement about a meeting place for a workplace function, class excursion, family picnic</p> <p>Expresses opinion in a short spoken exchange, eg indicates possible cause for machine failure</p>	<p>Makes a telephone-call and responds appropriately to questions which require basic personal details, eg makes an appointment at the community health centre</p> <p>Listens to short, explicit instruction to learn new procedures needed to complete a task, eg to use a piece of machinery in the workplace, use a computer program</p> <p>Participates in a faceto- face oral exchange, eg job interview, enquires about training opportunities, time of delivery/pick up</p>	<p>Gives clear sequenced instructions of several steps, eg how to use a photocopier/CD player/, log on/log off computer</p> <p>Participates in an oral Exchange requiring some negotiation, eg responds to specific enquiries, complaints, problems with clients or customers</p> <p>Listens to and notes specific information from An announcement such as emergency evacuation procedures</p>	<p>Presents issue/agenda item in a class or Workplace meeting, and furthers group understanding of relevant ideas through constructive engagement in subsequent discussion</p> <p>Compares the procedures used to complete tasks in discussions with colleagues /group members</p> <p>Actively participates in group discussion of new technology and subsequent changes to work, study, personal routines</p>	<p>Listens and provides evaluative feedback at a training session on new procedures</p> <p>Explains technological concepts or scientific phenomena to an audience or work group unfamiliar with the concepts involved, using aids such as machine / equipment parts, photos, diagrams and scaled models</p> <p>Negotiates outcomes in discussions which embrace a range of potentially conflicting perspectives within an organisation, eg changes to work practices; formulation of mission statement</p>

Numeracy	Level 1	Level 2	Level 3	Level 4	Level 5
	<p>Estimates lengths of Familiar objects using metric units, eg a person's height, lengths of fabric or lengths of wood used in everyday work</p> <p>Identifies and compares Familiar items, their quantities, sizes and costs, eg checks weight and/or length of product against job ticket</p> <p>Uses calendar to record Information related to community, workplace or public dates, eg class term dates, RDOs, culturally significant celebrations</p>	<p>Calculates cost of two items and estimates change due after making a payment</p> <p>Records numbers or quantities of materials distributed or sales figures and data onto spreadsheet or familiar workplace computers or hand held devices</p> <p>Accesses and compares information contained in two column tables, eg calculates postage and fees for certified mail</p>	<p>Works in a group to undertake a simple survey and documents the results including at least one every day or routine graph, eg a workplace survey of workers' OHS knowledge</p> <p>Uses appropriate Technological devices to measure and record data and report and act on results, eg blood pressure machine, micrometre, temperature gauge</p> <p>Identifies and explains uses and application of shape in different contexts, eg use of 2D and 3D shapes in house or building construction</p>	<p>Works in a team to plan and develop an operating budget for a task/project/ activity including income/revenue from different sources</p> <p>Uses a job or task description or set of instructions for making up a mixture based on ratios and selects, measures and makes up the mixture to any required amount correctly and according to OHS constraints (eg chemical spray, or industrial recipes)</p> <p>Interprets and uses ratios and scales to read and discuss the design and dimensions on the plan of a property in order to allocate working space and furniture, eg a building/ workplace, a sports building/facility</p>	<p>Researches and investigates statistical data gathered through individual research or experimentation, organises data into groups in a frequency table, represents data graphically, calculates and records measures of central tendency and spread and analyses and discusses the results including their relevance and impact on the topic of research/ investigation</p> <p>Given particular financial constraints and personal/family requirements, investigates and analyses the options for where to best rent or buy a home or holiday house based on location, prices and availability and make recommendations including cost</p>



ST PETER'S ENTRY REQUIREMENTS



GENERAL ENGLISH (ELEMENTARY TO UPPER-INTERMEDIATE)

GENERAL REQUIREMENTS FOR ALL COURSES



Applications

Applications for admission for students on a student visa must be made using the student application form along with required documents which is available on SPI website. Students must complete the student application form and send the completed form to the college along with required documents and the Application Fee. Completed student application forms will be processed by the college and assessed on the

basis of the information supplied. The participants for each program offered by the college will be selected in a manner that reflects access and equity principles. Completion of the student application form does not imply that the college will make an offer to the student.

Language, Literacy and Numeracy (LLN) Test

All students are required to undertake a Language Literacy and Numeracy (LLN) test prior to commencement of training. Outcomes from this test will be used by this college to develop support strategies for students' enrolment. It will also help the college decide whether to provide required support services or referral to external agencies.

Pre Enrolment /Training review

"Pre Enrolment /Training review" (PTR) form: The purpose of this form is to review on student's previous education, training, work experience, goals, interests, expectations and achievement expected from the course etc. will be conducted through PTR form, prior to their enrolment. All the students are required to fill this form prior to their enrolment in the course which will be assessed by the Administration Manager. The form is a questionnaire related to purpose for the student to enrol in the selected course.

Recognition of Prior Learning (RPL)

If you think you may be eligible to apply for RPL, please contact the College to discuss further.

Credit Transfer

Students who have successfully completed whole units of competency within the training package with another institution in Australia can apply for a credit transfer (CT).



CRICOS PROGRAM CODE: 092186A

General English is an ideal way to learn to use English effectively in an everyday environment.

St Peter Institute offers 4 levels of General English with all levels carefully designed to cover the macro-skills of speaking, listening, reading and writing as well as grammar and pronunciation practice.

Students find they progress in a fast and enjoyable manner. Lessons are of the highest quality which makes them both interesting and productive.

Levels

Individual levels consists of following weeks:

Elementary	12 Weeks
Pre-Intermediate	12 Weeks
Intermediate	10 Weeks
Upper Intermediate	10 Weeks

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$700
Tuition Fee:	AUD \$12,700
Total:	AUD \$13,900

Students receive continuous feedback from their teachers about the progress.

Course Delivery

- Classroom-based
- Face-to-face
- Work books
- Practical activities.

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

Course Duration

Total course duration 56 weeks (including 12 weeks of holidays)

Career Opportunities

This course provides students with the opportunity to master the language skills for working and living in Australia. Students get the opportunity to learn English in Melbourne at an English language school with a reputation for practical activities, applied learning and outstanding results.

Entry/Admission Requirements

- Basic computer skills
- Meet all Student Visa requirements
- Entry to the course is determined by: In order to be placed in an appropriate ELICOS Course Level, students' current language proficiency level will be assessed based on their IELTS score or its equivalent including the result of the College's Placement Test by the administration staff and if necessary through consultation with the ELICOS Course Coordinator.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Assessment Methods

Learners will be tested on arrival so that they can be placed in class suitable for their English proficiency level. During the course a number of assessment methods are used, including:

- In-class participation
- Homework tasks
- Formal and informal class tests
- Participation in group activities



BSB10120

CERTIFICATE I IN WORKPLACE SKILLS

CRICOS PROGRAM CODE: 105902M

This qualification reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. They may undertake a variety of simple tasks under close supervision.

This qualification provides a range of introductory skills and knowledge to provide individuals with an understanding of the business environment.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$500
Tuition Fee:	AUD \$4,200
Total:	AUD \$5,200

Course Duration

Delivery will occur over a 26 weeks (24 weeks training and 2 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy. SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- * Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:

<https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Certificate I in Workplace Skills ACSF Profile.
- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations

- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Assistant
- Sales Worker
- Community & Personal Services worker
- General Clerk

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

BSBOPS101

Use business resources

BSBPEF101

Plan and prepare for work readiness

Elective Units

BSBWHS211

Contribute to the health and safety of self and others

BSBOPS201

Work effectively in business environments

BSBPEF202

Plan and apply time management

BSBSUS211

Participate in sustainable work practice

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

BSB20120

CERTIFICATE II IN WORKPLACE SKILLS

CRICOS PROGRAM CODE: 105903K

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$500
Tuition Fee:	AUD \$4,200
Total:	AUD \$5,200

Course Duration

Delivery will occur over a 26 weeks (24 weeks training and 2 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy. SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- * Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:

<https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Certificate II in Workplace Skills ACSF Profile.
- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations

- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Officer
- Sales Worker
- Community & Personal Services worker
- General Clerk
- Receptionist or Office Assistant

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

BSBCMM211

Apply communication skills

BSBOPS201

Work effectively in business environments

BSBPEF202

Plan and apply time management

BSBSUS211

Participate in sustainable work practices

BSBWHS211

Contribute to the health and safety of self and others

Elective Units

BSBPEF201

Support personal wellbeing in the workplace

BSBTEC201

Use business software applications

BSBPEF101

Plan and prepare for work readiness

BSBOPS203

Deliver a service to customers

BSBTWK201

Work effectively with others

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

BSB30120

CERTIFICATE III IN BUSINESS

CRICOS PROGRAM CODE: 105904J

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$500
Tuition Fee:	AUD \$5,400
Total:	AUD \$6,400

Course Duration

Delivery will occur over a 56 weeks (52 weeks training and 4 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy. SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- * Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here: <https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Certificate III in Business ACSF Profile.
- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations

- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Clerical Officer
- Administration Officer
- Sales Worker
- Data Entry Operator
- Customer Service Officer

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Unit

BSBCRT311

Apply critical thinking skills in a team environment

BSBPEF201

Support personal wellbeing in the workplace

BSBTWK301

Use inclusive work practices

BSBWHS311

Assist with maintaining workplace safety

BSBXC301

Engage in workplace communication

BSBSUS211

Participate in sustainable work practices

Elective Units

BSBTEC301

Design and produce business documents

BSBTEC201

Use business software applications

BSBPEF301

Organise personal work priorities

BSBOPS301

Maintain business resources

BSBOPS305

Process customer complaint

BSBINS303

Use knowledge management systems

BSBPUR301

Purchase goods and services

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

BSB40120

CERTIFICATE IV IN BUSINESS

CRICOS PROGRAM CODE: 105905H

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They 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.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$500
Tuition Fee:	AUD \$2,990
Total:	AUD \$3,990

Course Duration

Delivery will occur over a 28 weeks (26 weeks training and 2 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy. SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- Meet all Student Visa requirements, including: - Year 12 academic education (or equivalent)

* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:

<https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Certificate IV in Business ACSF Profile.
- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations

- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.

- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Officer
- Sales Manager
- Customer Service Manager
- Personal Assistant

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 10 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Unit

BSBTEC404

Use digital technologies to collaborate in a work environment

BSBWRT411

Write complex documents

BSBXC401

Apply communication strategies in the workplace

BSBCRT411

Apply critical thinking to work practices

BSBWHS411

Implement and monitor WHS policies, procedures and programs

BSBTWK401

Build and maintain business relationships

Elective Units

BSBMKG433

Undertake marketing activities

BSBCMM411

Make presentations

BSBHRM413

Support the learning and development of teams and individuals

BSBPEF403

Lead Personal Development

BSBOPS404

Implement customer service strategies

BSBPEF402

Develop personal work priorities

BSB50420

DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS PROGRAM CODE: 1042256

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.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$1,000
Tuition Fee:	AUD \$9,700
Total:	AUD \$11,200

Course Duration

Delivery will occur over an 52 Week (50 weeks training and 2 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- Meet all Student Visa requirements, including:
 - Year 12 academic education (or equivalent)
- * Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:

<https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Diploma of Leadership and Management ACSF Profile.
- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations

- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

- Assessments will be conducted face to face which could include:
- Direct observation – in a simulated classroom environment – usually role plays
 - Product based methods – these are generally reports, case studies, projects and presentations.
 - Questioning – written and verbal questioning is used for a number of assessment tasks.
 - A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Office Manager
- Business Development Manager
- Corporate Services Manager
- Senior Administrator
- Senior Executive

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

BSBLDR523

Lead and manage effective workplace relationships

BSBPEF502

Develop and use emotional intelligence

BSBOP5502

Manage business operational plans

BSBTWK502

Manage team effectiveness

BSBCMM511

Communicate with influence

BSBCRT511

Develop critical thinking in others

Elective Units

BSBLDR522

Manage people performance

BSBSTR502

Facilitate continuous improvement

BSBWHS521

Ensure a safe workplace for a work area

BSBTWK503

Manage meetings

BSBOP5505

Manage organisational customer service

BSBPEF501

Manage personal and professional development

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

BSB60420

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS PROGRAM CODE: 1059066

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

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$1,500
Tuition Fee:	AUD \$11,500
Total:	AUD \$13,500

Course Duration

Delivery will occur over an 90 Week (78 weeks training and 12 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shortened accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

Entry to this qualification is limited to those who:

- 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.

- * Students with overseas qualifications will

need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:

<https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Advanced Diploma of Leadership and Management ACSF Profile.
- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations

- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Customer Service Manager
- Business Manager
- Business Analyst

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

BSBLDR602

Provide leadership across the organisation

BSBOPS601

Develop and implement business plans

BSBLDR601

Lead and manage organisational change

BSBCRT611

Apply critical thinking for complex problem solving

BSBSTR601

Manage innovation and continuous improvement

Elective Units

BSBSTR602

Develop organisational strategies

BSBXCMM501

Lead communication in the workplace

BSBCMM511

Communicate with influence

BSBSUS511

Develop workplace policies and procedures for sustainability

PSPGEN150

Establish And Maintain Strategic Networks

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

BSB80120

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

CRICOS PROGRAM CODE: 105907F

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$1,000
Tuition Fee:	AUD \$17,700
Total:	AUD \$19,200

Course Duration

Delivery will occur over a 86 weeks (78 weeks training and 8 weeks holiday break) period of full time study.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy. SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.
- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration -it's odd under entry requirements.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

Student must have completed nationally recognised relevant Advanced Diploma Qualification (AQF level 6) / equivalent* / higher level qualification achieved in the last 5 years. OR
- At least twelve months of work experience in a leadership/management or learning management role in the last 5 years.
* Students with overseas qualifications will

need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here: <https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

LLN Requirements

The qualification has been analysed against the skill level requirements of the Australian Core Skills Framework (ACSF) and recorded in the Graduate Diploma of Management ACSF Profile. Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.

The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Graduate Diploma of Management ACSF Profile.
• See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
• IELTS overall band of 6.0 or
• TOEFL IBT test score band of 60 equivalents or
• PTE Academic band score 51 equivalent or
• Satisfactory completion of General English – Advanced level or
• Successful completion of Senior Secondary certificate of education in Australia conducted in English or
• Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
• Student's first language is English or
• Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- RTO Manager,
- Career Development Manager (Education Sector),
- RTO Education Advisor
- L&D Manager

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

TAELED803

Implement improved learning practice

BSBHRM613

Contribute to the development of learning and development strategies

BSBLDR811

Lead strategic transformation

Elective Units

BSBSTR801

Lead innovative thinking and practice

BSBINS603

Initiate and lead applied research

BSBHRM611

Contribute to organisational performance development

BSBLDR601

Lead and manage organisational change

PSPMGTO12

Facilitate knowledge management

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

BSB50820

DIPLOMA OF PROJECT MANAGEMENT

CRICOS PROGRAM CODE: 104047J

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.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$1,000
Tuition Fee:	AUD \$8,700
Total:	AUD \$10,200

Course Duration

Delivery will occur over a 52 weeks (50 weeks training and 2 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy. SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- Meet all Student Visa requirements, including:
- Year 12 academic education (or equivalent)
* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:

<https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Diploma of project Management ACSF Profile.
- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations
• IELTS overall band of 5.5 or
• TOEFL IBT test score band of 54-56 equivalents or
• PTE Academic band score 42 equivalent or
• Satisfactory completion of General English – Upper Intermediate level or
• Successful Completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
• Successful completion of Senior Secondary certificate of education in Australia conducted in English or
• Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
• Student's first language is English or
• Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Project leader/team leader
- Project contract manager
- Project manager (industry specific)

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

BSBPMG530

Manage project scope

BSBPMG531

Manage project time

BSBPMG534

Manage project human resource

BSBPMG533

Manage project cost

BSBPMG532

Manage project quality

BSBPMG535

Manage project information and communication

BSBPMG536

Manage project risk

BSBPMG540

Manage project integration

Elective Units

BSBPEF501

Manage personal and professional development

BSBTWK502

Manage team effectiveness

BSBSTR502

Facilitate continuous improvement

BSBPMG537

Manage project procurement

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

FNS40217

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS PROGRAM CODE: 098408K

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$1,000
Tuition Fee:	AUD \$8,700
Total:	AUD \$10,200

Course Duration

Delivery will occur over an 56 Week (52 weeks training and 4 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Basic Computer Skills
- A good command of written English
- Meet all Student Visa requirements, including:
 - Year 12 academic education (or equivalent)
- * Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here: <https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

[aspX](https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx)

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Certificate IV in Accounting and Bookkeeping ACSF Profile.
- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations

- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Accounts Officer
- Accounts Supervisor
- Bookkeeper

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

BSBSMB412

Introduce cloud computing into business operations

FNSACC311

Process financial transactions and extract interim reports

FNSACC312

Administer subsidiary accounts and ledgers

NSACC408

Work effectively in the accounting and bookkeeping industry

FNSACC416

Set up and operate a computerised accounting system

FNSTPB401

Complete business activity and instalment activity statements

FNSTPB402

Establish and maintain payroll systems

BSBFIA401

Prepare financial reports

Elective Units

BSBWOR501

Manage personal work priorities and professional development

FNSACC405

Maintain inventory records

BSBCUS403

Implement customer service standards

BSBWRT301

Write simple documents

BSBITU306

Design and produce business documents

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

FNS50217

DIPLOMA OF ACCOUNTING

CRICOS PROGRAM CODE: 098409J

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$1,000
Tuition Fee:	AUD \$8,700
Total:	AUD \$10,200

Course Duration

Delivery will occur over an 56 Week (52 weeks training and 4 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Completion of the FNSSS00014 Accounting Principles Skill Set;
- OR
- Completion of FNS40217 Certificate IV in Accounting and Bookkeeping or equivalent; or its superseded versions (FNS40215 Certificate IV in Bookkeeping or FNS40615 Certificate IV in Accounting) or their equivalent.

* Students with overseas qualifications will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:

<https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Diploma of Accounting ACSF Profile.

- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations

- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are generally reports, case studies, projects and presentations.
- Questioning – written and verbal questioning is used for a number of assessment tasks.

- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Finance Sector Supervisor
- Assistant Accountant

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

FNSACC512

Prepare tax documentations for individuals

FNSACC513

Manage budgets and forecasts

FNSACC514

Prepare financial reports for corporate entities

FNSACC516

Implement and maintain internal control procedures

FNSACC517

Provide management accounting information

FNSACC511

Provide financial and business performance information

Elective Units

FNSACC601

Prepare and administer tax documentation for legal entities

BSBLDR413

Lead effective workplace relationships

BSBTEC402

Design and produce complex spreadsheets

BSBAUD412

Work within compliance frameworks

FNSACC414

Prepare financial statements for non-reporting entities

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

FNS60217

ADVANCED DIPLOMA OF ACCOUNTING

CRICOS PROGRAM CODE: 098410E

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

FEES

Registration Fee: (non-refundable)	AUD \$500
Material Fee:	AUD \$1,500
Tuition Fee:	AUD \$13,200
Total:	AUD \$15,200

DURATION

90 Weeks (78 weeks classroom delivery + 12 weeks of holidays)

Course Duration

Delivery will occur over an 90 Week (78 weeks training and 12 weeks holiday break) period of full time study.

- Where students successfully apply for credit and/or RPL the course duration will be shorten accordingly and adjustments made to any COE issued or remove it or add to course duration.

Entry/ Admission Requirements

Pre-Training Review (PTR):

- Selection for enrolment in SPI courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at SPI. A satisfactory outcome of PTR with authorised SPI Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, SPI review applicants existing knowledge, skills, experience and qualifications. SPI will then review this information in conjunction with other admission requirements below.

Age Requirements

SPI requires that all students must be 18 years of age or above at the commencement of the course.

Prior Achievement Requirements

- Completion of both FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set;
- OR
- Completion of FNS50215 Diploma of Accounting;
- OR
- Completion of FNS50217 Diploma of Accounting.* Students with overseas quali-

cations will need to have level equivalency determined by the Department of Education, Skills and Employment, online applications here:

<https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx>

LLN Requirements

- The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in the Advanced Diploma of Accounting ACSF Profile.
- Students entering this qualification will have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed, and make a recommendation about the suitability of the student to enrol.
- See the SPI LLN Policy & Procedures for more details.

English Language Requirements

All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent in line with DHA recommendations

- IELTS overall band of 5.5 or
- TOEFL IBT test score band of 54-56 equivalents or
- PTE Academic band score 42 equivalent or
- Satisfactory completion of General English – Upper Intermediate level or
- Successful completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or
- Successful completion of Senior Secondary certificate of education in Australia conducted in English or
- Completion of full-time studies in Australia towards a Certificate IV or above or a Foundation course or
- Student's first language is English or
- Student was educated for 5 years in an English speaking country.

If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result.

Assessment Methods

Assessments will be conducted face to face which could include:

- Direct observation – in a simulated classroom environment – usually role plays
- Product based methods – these are gener-

ally reports, case studies, projects and presentations.

- Questioning – written and verbal questioning is used for a number of assessment tasks.
- A combination of the above methods.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Accounting Manager
- Assistant Accountant

Course Delivery

- Face to face at our Melbourne Campus - 20 hours per week of classroom based training sessions
- 8 hours of self study including structured self-directed learning & completing assessment work started in class
- Up to an hour per week of individual support if required

Unit Code/Unit Name

Core Units

FNSACC624

Monitor corporate governance activities

FNSINC601

Apply economic principles to work in the financial services industry

FNSINC602

Interpret and use financial statistics and tools

Elective Units

FNSACC612

Implement reconstruction plan

FNSORG602

Develop and manage financial systems

FNSACC605

Implement organisational improvement programs

FNSACC611

Implement organisational improvement programs

FNSFMK505

Comply with financial services regulation and industry codes of practice

FNSRSK602

Determine and manage risk exposure strategies

FNSCUS401

Participate in negotiations

FNSCUS402

Resolve disputes

FNSPIM410

Collect, assess and use information

BSBWHS411

Implement and monitor WHS policies, procedures and programs

BSBSUS601

Lead corporate social responsibility

HOW TO APPLY



01_ YOUR APPLICATION

- Read and understand the information about the course and the pre-enrolment information in St Peter Institute Student Handbook and visit www.spi.vic.edu.au
- Download the St Peter Institute Student Application Form from www.spi.vic.edu.au. Complete, sign and date the conditions of enrolment.
- Attach certified copies of supportive documents required in English.
- Forward all documents to St Peter Institute directly info@spi.vic.edu.au or to one of our registered education agent.

APPLICATION ASSESSMENT

- Upon receiving your application, St Peter Institute will assess the application according to the admissions policies along with Pre Enrolment /Training review" (PTR) form and other required documents. Student may be required to attend the Genuine Temporary Entrants (GTE) interview at this stage.
- Completion of the student application form doesn't not imply that the college will make an offer to the student.
- All students are required to undertake a Language Literacy and Numeracy (LLN) test prior to commencement of training. Outcomes from this test will be used by this college to develop support strategies for students' enrolment. It will also help the college decide whether to provide required support services or referral to external agencies.

OFFER LETTER

- You will be provided with a written Offer Letter and Written Agreement if your application is successful and this will generally take 1 to 3 working days for St Peter Institute programs.

ACCEPTING OFFER

- Student must carefully read all the conditions mentioned in the Letter of Offer and Written Agreement.
- To accept the offer, sign the Written Agreement.
- Send the above documents to St Peter Institute or to one of our registered education agent.
- Contact SPI and speak to our student support staff or email at info@spi.vic.edu.au if you need more information.

02_ MAKING PAYMENT

Make payment amount according to written agreement.

Please include your student ID, full name and date of birth as a reference for payment.

PAYMENT METHODS



ONLINE PAYMENTS*



TELEGRAPHIC TRANSFER



DIRECT DEPOSIT



VISIT OUR OFFICE

Account Name: Angel United Group Pty. Ltd.
Bank: Commonwealth Bank Australia
BSB No.: 063 012
Account number: 1043 4658
SWIFT Code: CTBAAU2S

*MasterCard and Visa are accepted.

Visit www.spi.vic.edu.au

It is important to provide the deposit evidence and student enrolment details to the St Peter Institute Office for identification purposes.

03_ ENROLMENT AND VISA

ELECTRONIC CONFIRMATION OF ENROLMENT

Electronic Confirmation of Enrolment (eCOE) will be issued upon receipt of complete Student Acceptance Agreement and relevant tuition fee payment.

VISA APPLICATION

- Include the eCoE(s) with your visa application.
- Please consult your local education agent about visa application matters or visit the **Department of Home Affairs (DHA)** website for more details on visa application to Australia: www.homeaffairs.gov.au

04_ ARRIVING IN MELBOURNE

ATTEND ORIENTATION AND BRING YOUR:

- eCoE
- Offer letter or evidence of payment.
- Passport and copy of your visa.

FOR ORIENTATION DATE, PLEASE CHECK YOUR OFFER LETTER

Note: Delivery method is Online via video conferencing with phone and email support during COVID-19.

CONTACT DETAILS

BOURKE STREET CAMPUS

Level 2, Leviathan Building, 271 – 281 Bourke Street
Australia, Melbourne (VIC) - 3000
info@spi.vic.edu.au
www.spi.vic.edu.au

PHONE: +61 3 9077 8276
+61 3 9654 5860

LITTLE COLLINS STREET CAMPUS

Level 4 4.16 – 4.17, 343 Little Collins
Australia, Melbourne (VIC) - 3000
info@spi.vic.edu.au
www.spi.vic.edu.au

PHONE: +61 3 9077 8276
+61 3 9654 5860

24/7 Emergency Contact Number: 0422 255 201

St Peter Institute Operating Hours: Monday to Sunday Time: 9:00 AM to 6:00 PM

Office Hours: Monday to Friday Time: 9:00 AM to 6:00 PM

Send all applications and supporting documentation to the above address.

The **CEO, Director of Admission, Course Coordinator Staff** and **Administrative Staff** of the Institute are available to provide general advice and assistance with matters such as studying, accommodation, English language problems and counselling.

Students requiring special or intensive assistance must contact the **Course Coordinator** or the **Student Support Officer** who may refer them to external support services if required. The Institute will not charge for support services it provides or for referring students to external support services.

Students will have to pay fees charged by external support services that they use.



STUDENT SUPPORT OFFICERS

Mr. Toby Huang

Accounts Manager
+61 3 9077 8276
toby@spi.vic.edu.au

Mr. Ritesh Patel

Admin Manager
+61 3 9077 8276
ritesh@spi.vic.edu.au



MANAGEMENT AND ADMINISTRATION

Mr. Rajan Chopra

Chief Executive Officer
+61 3 9077 8276
rajan@spi.vic.edu.au

Mr. Eshwar Lakavathu

Managing Director
+61 3 9077 8276
eshwar@spi.vic.edu.au

Mr. Ceasar Singh

Director of Admission
+61 3 9077 8276
ceasar@spi.vic.edu.au

BOURKE ST. CAMPUS
LEVEL 2, 271 – 281 BOURKE ST. (ACCESS BY 167 SWANSTON ST) MELBOURNE (VIC) - 3000, AUSTRALIA

LITTLE COLLINS ST. CAMPUS
LEVEL 4, 4.16 – 4.17, 343 LITTLE COLLINS ST. MELBOURNE (VIC) - 3000, AUSTRALIA

TELEPHONE: +61 3 9077 8276 | E-MAIL: [INFO@SPI.VIC.EDU.AU](mailto:info@spi.vic.edu.au) | FACEBOOK: STPETERINSTITUTE
WWW.SPI.VIC.EDU.AU



MELBOURNE

ANGEL UNITED GROUP PTY LTD T/A



RTO No: 22218 CRICOS No: 03167G

DON'T JUST PICK A PLACE, PICK A FUTURE