Vision & Mission

† To provide students with quality, professional and outcome-oriented training and services, to enable them to achieve optimal competency in their relevant fields.

† To empower students with the skills to achieve their academic, life and personal goals.
Welcome to ANIBT

Vision & Mission

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† To empower students with the skills to achieve their academic, life and personal goals.
Since 2003, the Australian National Institute of Business and Technology (ANIBT) has been shaping students’ futures across its 3 campuses as a leading provider of quality education. We are an innovative and dynamic registered training provider that aims to empower our students through education and life-long learning.

ANIBT delivers a broad range of nationally recognized educational options, from Certificate II up to Advanced Diploma and Graduate Certificate level qualifications. We work closely with prominent universities in Victoria to provide excellent future academic pathways and opportunities. Three key pathways currently available are through Latrobe University, Charles Sturt University and Holmesglen Institute of TAFE, with many more being negotiated.

The institute is committed to providing exceptional educational outcomes for every client that joins it for their training journey. We offer flexible training programs and promote continuing education. ANIBT Management works closely with industry to create training programs and an environment that develops practical skills and personal attitudes that form a foundation for a student’s future success. This ensures that our graduates are work-ready and able to meet industry needs.

Our highly competent and qualified staff are eager to assist, recognising the diverse learning styles of students, and providing flexible options for students to achieve their academic and life goals. Our goal is to increase opportunities through education. We are committed to equality and diversity in both education and employment. The graduation ceremonies for our graduates reflect this diversity in both our students and staff.

Established in 2003, the Australian National Institute of Business and Technology (ANIBT) started out as a small RTO based in East Melbourne, focusing primarily on Hospitality and Air-conditioning training.

The institute has since grown to become a leading private education facility, catering to both international and domestic students. We endeavor to provide quality and practical training to our clients, partnering with them in developing their full potential.

The key to ANIBT’s success has been its ability to quickly adapt and respond to the ever changing educational and economic environment. By doing so, it has cemented itself as a market leader in the provision of practical, quality educational programs.

ANIBT is committed to integrating Access and Equity principles within all of the services provided to our clients. All staff recognise the rights of our clients and provide information, advice and support that is consistent with our Mission Statement and the Code of Practice.

Regardless of cultural background, gender, disability or age, you have the right to study in an environment that is free from discrimination and harassment; and to be treated in a fair manner while you are studying with us.
10 REASONS TO STUDY AT ANIBT

1 ALL PROGRAMS ARE DESIGNED WITHIN INDUSTRY

All programs are individually designed to meet industry specifics. At ANIBT our vocational programs are designed in consultation with industry. Graduates gain skills specific to their industry, increasing their future employment opportunities.

2 FACILITIES

ANIBT’s training facilities are of a high standard including modern classrooms equipped with audio/visual technology for enhanced course delivery.

3 PRACTICAL/HANDS-ON LEARNING

ANIBT understands that employers value students with practical experience. That is why ANIBT’s vocational programs have been designed to give you practical, hands-on training that will ensure you are fully equipped to enter the workforce upon completion of your course.

5 WE HAVE OVER 9 YEARS EXPERIENCE IN EDUCATION

ANIBT has had a long history in providing educational opportunities to thousands of students from around the world. We aim to continue this history by providing quality education across programs in English language and vocational education.

6 VOCATIONAL PATHWAYS

ANIBT provides a number of pathways from vocational programs that allow students to progress on to Bachelor and Masters programs with credits. This enables students to complete their degree faster, through one of our university partners.

7 ALL OUR QUALIFICATIONS ARE HIGHLY RECOGNISED

ANIBT maintains accreditation and industry recognition from many bodies within the English Language and Vocational sectors and industry including:
- Australian Skills Quality Authority (ASQA)
- Department of Education, Employment and Workplace Relations (DEEWR)
- ACPI (Association of Career Professionals)
- CICA (Career Industry Council of Australia)

9 WE HAVE SOME OF THE INDUSTRY’S BEST TRAINERS

When studying at ANIBT you can be assured that you are being trained by some of the best trainers in the industry. All our training staff are highly qualified, and also have extensive industry experience. This means instead of teaching you from a book, the trainers teach you based on real life experience.

8 ACCESS TO NEXT CAREERS

All ANIBT students have access to Next Careers. Next Careers is a results driven organisation that has been established to equip you with the information you require to take the next steps forward to your career. Next Careers provides students with career counselling and relevant job placement assistance with some of Australia’s most well known companies either when studying or on completion of your course.

10 STUDY OPTIONS

Self paced, On Line, Classroom and Workshops or Work Based Training. A combination of delivery methods is also available.

*Self paced and On Line are only available for domestic students.
ANIBT students come from many parts of the world. Being away from home may be a challenging start, therefore we ensure that they are warmly welcome and settled in Melbourne with minimum hassle. ANIBT provides the services required to assist students to begin and complete their course successfully.

**SELECTION AND ADMISSION**

ANIBT’s selection and admission process complies with the equal opportunity obligations in Australia. In accordance with Australia’s National Code of Practice for providers of education and training to overseas students, ANIBT’s procedures for the selection process are based on the following:

- Course counseling
- English language proficiency, in accordance with student visa requirements
- Language, literacy and numeracy
- Legislative and regulatory guidelines, including Australian Government’s Education and Services for Overseas Students (ESOS) Act
- Minimum academic qualifications
- Recognition of Prior Learning or Credit Transfer

Students should read carefully the pre-enrolment information available from ANIBT brochures, authorised agents and the ANIBT website


**AIRPORT PICKUP SERVICE**

Airport Pickup is an optional service provided by ANIBT to meet international students at Melbourne Airport, deliver them to their chosen accommodation and ensure that their arrival in Australia is free from any anxieties. Students should contact ANIBT to confirm that airport pickup has been arranged at least 1 (one) week before they leave their home country. There is a fee for this service.

**ORIENTATION**

Attendance at Orientation Day is COMPULSORY for all ANIBT students. Orientation occurs after an enrolment at a stipulated date or on an individual basis. Topics covered in orientation include course fees and refund policy, student visa conditions, Overseas Student Health Cover, budgeting and banking, health and nutrition, public and private transport, road and traffic laws, disciplinary policy, access and equity, occupational health and safety, privacy legislation and other student rights and responsibilities. Students will be briefed on the Australian Qualifications Framework. ANIBT academic policies (training and assessment) will also be explained. Students will be provided with an outline of competency-based training and advised on how they can access flexible learning and assistance regarding academic matters – for example, language, literacy and numeracy. Orientation is also an opportunity for students to meet ANIBT staff.

**STUDENT SERVICES**

Student Services help students effectively resolve issues related to personal and academic welfare, accommodation matters, cultural adaptation and any other concerns that may arise. If necessary, students may be referred to professional counseling or other relevant services. ANIBT is committed to ensuring that student welfare is given the highest priority and that all students are treated equally and fairly.
ABOUT MELBOURNE

Melbourne, crowned the world's most livable city via the Economist Intelligence Unit's survey, is the second largest city in Australia and is a multi-cultural society with a long history of welcoming foreign visitors and settlers. A major cultural, sporting and business centre, the city attracts thousands of international tourists and students. Dining out in this diverse city is a cosmopolitan experience with a representation of all international cuisines. Chinatown located in the central business district has hundreds of restaurants catering to different tastes with prices ranging from the very affordable to the extravagant. This scenario is duplicated in other areas of Melbourne. There are Greek, Italian, Vietnamese, Indian and Middle Eastern precincts to choose from. Southgate on the banks of the Yarra River is a popular eating and shopping precinct. Melbourne is a shopping paradise and can be a bargain hunter's delight but if your taste is for branded items, the city is also home to the world's biggest names.

CULTURE

Melbourne is often known as the sporting and cultural capital of Australia, with a wide variety of sporting events and numerous festivals throughout the year. The Formula One Grand Prix, Australian Open Tennis Championships, International Cricket, Spring Racing Carnival and the Australian Football League Grand Final are all annual sporting events. Film, drama, dance, music and art are all well represented. Melbourne takes pride in its diverse ethnic population and is home to thousands of students including 50,000 international students. Melbourne is ranked fifth in the Global University City Index of February 2009 as having the superior services and quality that make up a great university city.

CLIMATE

Melbourne's weather can be unpredictable and is known to occasionally provide four seasons in one day. A range of clothing to suit the variable weather is therefore recommended for anyone planning to visit or study in Melbourne. In general, the climate presents a cool winter with snow falls in the mountains during this time. Summer is hot and dry. The beaches entice surfers and holiday makers for seaside recreation. Spring and autumn are particularly pleasant; the parklands beautiful and ideal for relaxation.
Studens should note the following guide to costs when they study in Australia. The cost of accommodation, food, transport, clothing, entertainment, books, stationery and other necessary expenses is about AUD$18,000 - AUD$20,000 per year. A 10% Goods and Services Tax (GST) is included in most retail items. Students should have at least AUD$4,000 – AUD$5,000 to cover the initial costs of settling into Melbourne.

ACCOMMODATION

You can choose homestay with a host family who usually provides three meals a day – an excellent way to experience Australian culture and practice speaking English. Homestays cost about AUD$260 per week. ANIBT can arrange homestay for you. A rental apartment or house may be a cheaper option if you share it with other students. The cost ranges from AUD$80 to AUD$300 per week depending on its location, the type of property and the number of people sharing it.

TRADING HOURS

Normal shopping hours are 9:00 AM to 5:00 PM Monday to Wednesday. Most large retail shops and shopping centers are open until 9:00 PM on Thursday and Friday. Supermarkets are usually open to 12:00 AM every day. On Saturday most shops close early afternoon. Sunday trading hours are normally 11:00 AM to 5:00 PM. Most convenience stores open 24 hours daily – these however tend to be more expensive than shopping centers and have a limited range of goods.

WORK OPPORTUNITIES

International students are permitted to work 20 hours per week while studying, and full time during study breaks or Christmas/New Year holiday periods. However they must ensure that work does not interfere with their scheduled classes and academic progress.

PUBLIC TRANSPORT

Melbourne’s public transport is clean, efficient and provides good value for money. Trams, trains and buses interconnect within the city and with the suburbs.
Access and Equity
ANIBT is committed to promoting full and equal participation to all students, and providing them with fair and unprejudiced access to the activities and learning environment. ANIBT fosters a study and work environment which is free from discrimination and harassment. Its aim is to promote the principles and spirit of legislation related to human rights, equal opportunity and non-discrimination. Refer to http://www.anibt.vic.edu.au for further details.

Appeals
ANIBT will act promptly on complaints from students. ANIBT has an open and fair policy which is accessible on http://www.anibt.vic.edu.au. Appeals will be heard internally and outcomes will be recorded in writing, and are subject to external appeal. Details of policies and procedures on appeals and grievances are also available from the Student Handbook.

Respect & Disciplinary Measures
Students are expected to maintain appropriate behavior while studying at ANIBT. Inappropriate behavior will result in ANIBT enforcing disciplinary measures as outlined in the Institutes Health, Safety and Respect regulations available on http://www.anibt.vic.edu.au and in the Student Handbook. This information will also be presented during Orientation Day.

Flexible Learning and Assessment
Courses offered at ANIBT take into account the diverse learning styles and needs of students. Course delivery and assessments are designed to be flexible, fair, reliable and valid.

ANIBT recognises qualifications within the Australian Qualifications Framework (AQF) issued by other Registered Training Organisations (RTOs). ANIBT will also consider formal learning outside the AQF.

Orientation
An introduction to ANIBT is conducted during Orientation Day. This may occur at the beginning of a term or on an individual basis. Orientation is compulsory and introduces students to ANIBT policies and procedures, rules and regulations, facilities and general information on living in Melbourne. It is a chance to meet ANIBT staff and ask questions. Each student will receive a Student Handbook outlining students’ rights and obligations, as well as fees, charges, refund policy and directions for resolving complaints and grievances.

Recognition of Prior Learning (RPL) and Credit Transfer
Students may apply for RPL or Credit Transfer prior to admissions. Further information on RPL is available on http://www.anibt.vic.edu.au or via ANIBT Administration. Applicants will need to provide evidence to support their claim of prior learning or requests for exemptions before beginning their courses. International students granted RPL or Credit Transfer are required to study 20 (twenty) hours per week until they begin the last semester of their course.
ADDITIONAL POLICIES & PROCEDURES WITH STUDENT VISAS

Attendance and Academic Progress
Students are required to attend all relevant classes and complete their course assignments within the set time frame. They must abide by all ANIBT’s rules and regulations that are in force at any time. ANIBT is obliged to report to the Australian Government any students who are not making satisfactory progress in their studies. These students may be asked to leave Australia by the Department of Immigration and Border Protection (DIBP).

Conditions attached to overseas student visas
Under Australian Government regulations, international students must be enrolled for and engaged in full-time study. Before accepting an enrolment offer from ANIBT you should ensure that you fully understand the conditions attached to an overseas student visa as stipulated in the DIBP regulations; available on http://www.immi.gov.au.

Overseas Student Health Cover
Overseas Student Health Cover (OSHC) is compulsory for all international students while studying in Australia. OSHC does not cover optometry, dental services or pre-existing conditions (i.e. prior to entry into Australia). It covers 85% of the Australian Government scheduled fee.

Privacy
ANIBT complies with Commonwealth and State legislation regarding privacy. International students should be aware that information provided to ANIBT may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to International Students.

Language, Literacy and Numeracy Requirements
International students must meet the minimum English language proficiency requirement for entry into a course. English proficiency may be tested and, if the test reveals that the English language skills are insufficient, the student will be required to improve his/her proficiency by enrolling in an English language program before commencement of studies. Specific English language requirement for each course can be found on http://www.anibt.vic.edu.au. Language, literacy and numeracy requirements are monitored by trainers on an ongoing basis. Additional support for English is available on request from Australian National College of English (ANCE http://www.ance.vic.edu.au), the ELICOS (English Language Intensive Courses for Overseas Students) arm of ANIBT.

Processing your application for enrolment
Processing your application will commence as soon as it is received by ANIBT. If your application is successful a Letter of Offer (of placement) together with an Offer Acceptance form will be sent to you. You must then sign the Offer Acceptance form and send it back to ANIBT to formalize your enrolment. Upon receipt of your payment of the course fees, ANIBT will send an electronic Confirmation of Enrolment (eCOE) Form that you will need to present to the Australian Embassy or High Commission with the application for your visa.

Protection of Student Fees
Fees paid by overseas students to ANIBT are deposited in a separate Education Account. ANIBT is a part of the Federal Government Tuition Protection Service (TPS) Scheme. This scheme ensures that if, for any reason, ANIBT is unable to continue operating, students who have not completed their courses will be offered enrolment in another school under this scheme. For details of TPS, please refer to www.aei.gov.au.
Students may apply for enrolment through one of our authorised agents or may apply directly to ANIBT. Students applying directly to ANIBT should follow this procedure:

- Read all pre-enrolment information
- Select your preferred course
- Complete the application form and attach all relevant transcripts and records
- Students applying for Recognition of Prior Learning or Credit Transfer must supply the relevant information. Paperwork in languages other than English must be translated into English by an accredited translator.
- International students must provide proof of English language proficiency
- Forward the signed completed form to

ANIBT Admissions
Level 7, 474 Flinders Street
Melbourne VIC 3000, Australia
Facsimile: +613 9620 2933
Telephone: +613 9620 2922
Email: admissions@anibt.vic.edu.au

Conditions of Enrolment

1. ANIBT reserves the right to accept or reject any application for enrolment at its discretion. If an applicant accepts a place offered by ANIBT and pays the fees it constitutes a binding contract between the student and ANIBT.

2. ANIBT may by written notice amend the conditions of enrolment as deemed necessary to comply with any legislative requirements of the Commonwealth of Australia and the State of Victoria.

3. All fees, charges and accounts will be payable in advance as determined by ANIBT following policies under TPS. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees, charges or accounts are paid. Any payments not made by the due date will incur a late payment penalty of AUD$200 and after another two weeks will accrue a further penalty of AUD$50 per week or part week until the full amount has been paid.

4. Students requiring improved Language, Literacy and Numeracy skills to manage vocational training courses sucessfully will be assessed and offered arrangements for support.
Refund information, Policies and Procedures
For details of ANIBT’s refund policies and procedures, please refer to the relevant section in the Application for Enrolment form or at ANIBT website http://www.anibt.vic.edu.au.
Achieve a Solid Qualification in Business, OH&S and Management

Study Business, OH&S, or Management with ANIBT and you will have the chance to choose from a wide range of exciting roles in either small or large organisations or you will have the knowledge to start your own business.

These courses offered by ANIBT will enable you to achieve what you’ve always wanted to do in the world of business, OH&S, or management. They will equip you with the skills and knowledge to manage strategic and operational areas of any organisation. A vast array of opportunities exists across all facets of business and government for people with professional managerial skills. Professionals across a broad range of corporate and government sectors are increasingly required to manage multiple priorities and be disciplined in their approach to project based activities within their organizations.

These nationally recognised qualifications reflect the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out, and evaluate their own work and/or the work of a team. Whether you are aspiring to own and manage your own business or are currently working your way up the ladder within an existing business and looking to formalise your skills, these would be ideal qualifications to complete.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing. Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous experience and we will be able to guide you through the RPL process.

Qualifications

Certificate IV in Small-Business Management (BSB40407) *
Certificate IV in Business Administration (BSB40507) *
Certificate IV in Occupational Health and Safety (BSB41407)
Certificate IV in Project Management (BSB41507)
Diploma of Business (BSB50207) *
Diploma of Management (BSB51107)*
Diploma of Occupational Health and Safety (BSB 51307)
Diploma of Project Management (BSB51407) *
Advanced Diploma of Business (BSB60207) *
Advanced Diploma of Management (BSB60407) *

* These courses can be offered to international students.
Become Qualified in Career Services

Studying with ANIBT for any course in Career Services will benefit anyone with a strong desire to help others through delivery of employment / vocational training services or offering broad career advice and planning / assessment skills.

These nationally recognised qualifications in Vocational Graduate Certificate in Career Development Practice are geared to help our students in exploring their interests, values, and skills in a wide range of occupations. They also enable students to deepen their understanding of career entry, training/assessment, career transition, employment services, and career management.

A wide range of opportunities exist across the private and public sectors for people qualified in career services courses including (but not limited to) senior case manager, senior employment consultant, employment services branch manager, team leader, program manager, human resources manager, career information officer, or career & transition services coordinator.

The Vocational Graduate Certificate in Career Development Practice is endorsed by the industry body - Career Industry Council of Australia (CICA) (www.cica.org.au)

Recognition of Prior Learning

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing. Please contact ANIBT directly on + 61 3 9620 2922 to discuss your previous experience and we will be able to guide you through the RPL process.

Qualifications

Vocational Graduate Certificate in Career Development Practice (CHC70308)

* These courses can be offered to international students.
The hospitality industry provides a vast array of career opportunities across a broad range of sectors. Studying Hospitality with ANIBT opens the door to unlimited opportunities for your career that you can find anywhere in the world. These qualifications provide the skills and knowledge for an individual to be competent as a middle or senior manager in any hospitality functional area and in particular Patisserie, Commercial Cookery, or Catering Operations.

This individual would analyse, design, and execute judgments using wide-ranging technical, creative, conceptual, or managerial competencies. Their knowledge base may be specialised or broad and they are often accountable for group outcomes. Having these qualifications will allow you to perform roles including senior manager in a large hospitality enterprise or owning/managing a small hospitality enterprise.

The types of positions available also include Food and Beverage Manager, Operations Manager, Executive Chef, Café Owner or Manager, or Motel Owner, Housekeeper, or Manager. Typically, work would be undertaken in various hospitality enterprises where food is prepared and served including restaurants, hotels, or cafés.

**Recognition of Prior Learning (RPL)**

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing. Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process.

**Qualifications**

- Certificate III in Hospitality Commercial Cookery (SIT30807) *
- Certificate III in Hospitality Patisserie (SIT31107) *
- Certificate IV in Hospitality Patisserie (SIT40707) *
- Diploma of Hospitality (SIT50307) *
- Advanced Diploma of Hospitality (SIT60307) *

* These courses can be offered to international students.
Work - Based Training

Practical Placements - Student Information

When you undertake work-based training and assessment you are participating in what is known as practical placement. In Australia the arrangements for students undertaking practical placement are governed by legislation. The following information details the requirements of the legislation and your rights and responsibilities while you are on practical placement. It will help you get the most out of your placement. Additional information and sample documents can be found on the websites for Skills Victoria and Skills Australia.

What is a practical placement?

A practical placement is structured workplace learning that helps prepare you for the workforce. It is part of your course and it is designed to help you better understand what you have learned by putting it into practice in the workplace for a specific period of time.

What are the advantages?

As a student, participation in practical placement will give you the opportunity to:
• apply knowledge and skills learned from your course in the workplace;
• gain skills that are recognised by industry;
• get to know employers’ expectations;
• increase your employment options and employability skills; and
• make contact with employers.

How is a practical placement found?

Often, the practical placement coordinator at your registered training organisation will find placements and match you to a host employer. However, some students may find their own placements. If you have a particular employer in mind, talk to your practical placement coordinator about it.

In selecting your placement, you need to take into account the following:
• the skills that you need to acquire for your course;
• the skills that the workplace can offer;
• any logistical issues, such as travelling to and from the workplace.
• What responsibilities are involved?

During the placement, you will be expected to behave like a new employee, following the rules of the workplace and the directions of the workplace supervisor and other employees. You will need to comply with all safety and OH&S policies and procedures, as well as other protocols that are practiced by the host employer.
Work-Based Training continued

Attitude

To benefit from the practical placement, the right attitude is very important. You will need to:

• be willing to learn;
• complete the tasks assigned to you by the workplace supervisor;
• listen to instructions and ask questions;
• be polite, courteous and well-mannered with all staff members;
• dress appropriately; and
• follow all workplace policies and procedures.

Attendance and Punctuality

Employers expect you to be punctual. You will be required to:

• start your placement on time each day;
• take only the allocated time for lunch and tea breaks, returning promptly to your work; and
• contact your workplace supervisor and your practical placement coordinator immediately if you are unable to attend your placement.

Safety

Your personal safety in the workplace is of utmost importance. You must comply with any occupational health and safety requirements of the host employer, including:

• wearing protective clothing and safety equipment;
• working in a safe manner;
• reporting any hazards or unsafe practices that you observe; and
• reporting any accidents to your workplace supervisor and practical placement coordinator immediately.

Medical Condition

Let your practical placement coordinator and workplace supervisor know if you suffer from any medical condition or disability that may affect your work performance. For some placements, you may be required to undertake a medical check or police check prior to beginning your placement. Your coordinator will notify you if this is required.

What about assessment?

Assessment is an important part of your practical placement. During your placement your coordinator may conduct a workplace visit. Assessment of the skills you have learned in the workplace counts toward your final results. For some courses, you may be required to maintain a logbook. Your placement coordinator will discuss this with you. Your placement coordinator will also give you information on the way your assessments will be conducted and recorded.
Teaching Methodology

ANIBT policy takes into consideration the diverse learning needs of the students. We therefore incorporate a range of teaching and delivery styles into all our courses. These include classroom instruction, practical demonstrations, field trips, group and individual work, audio / visual presentations, problem solving activities, role plays and an emphasis on real work situations.

Assessment Methodology

ANIBT follows the standards of the Australian Quality Training Framework (AQTF) and incorporates good educational practice into teaching and assessment. Assessment methods are:

- **Fair** – do not disadvantage any individual or group
- **Flexible** – appropriate to a range of learners and contexts
- **Reliable** – consistent over time and within various contexts
- **Valid** – assess what they claim to assess

Assessment may include a combination of the following: written assignments, oral presentations, role plays, discussions, class participation, practical demonstrations, portfolio presentations, trainer observations, tests and projects.

Learning Facilities

ANIBT provides the following facilities for students:

- Modern, well equipped classrooms
- Computer laboratories with Internet access
- Independent Learning Centre / Library
- Audio visual aids
- Student lounge and kitchenette facilities
- Well-equipped hospitality kitchen
Application for Enrolment Form 2013

Application Guidelines:

☐ A Student will only be enrolled at ANIBT upon written notification of acceptance of enrolment from ANIBT Student Services.
☐ A sales agent or business development officer cannot make any guarantees to a student of a placement in any qualification.
☐ Students are not permitted to attend class unless they have a prior written notification of acceptance.
☐ ANIBT Student Services may postpone, cancel a course if minimum numbers, and/or other reasons beyond our control occur. Upon cancellation of enrolment and if no training had taken place, a full refund of course fees will be returned.
☐ Upon acceptance a student who has not attended or engaged in training services for more than three months of the qualification will be withdrawn.

Course Advisor

Date

Please print in boxes using only BLOCK letters; TICK boxes or CIRCLE where applicable.

Title of Qualification

Course Code/Program:

Mode of Study: ☐ RPL ☐ Online ☐ Distance ☐ Classroom ☐ Workshop

Personal Details

Title: ☐ Mr. ☐ Mrs. ☐ Ms. Gender: ☐ Male ☐ Female

Date of birth

Family name: Given names:

Home address:

Town / suburb: State: Postcode:

Telephone: Mobile:

Fax: Email:

Emergency Contact Details

Contact Name: Phone:

September 2013 Version 1.12
Review February 2013
Approved G.M.
### Victorian Student Number

<table>
<thead>
<tr>
<th>Do you have a Victorian Student Number (VSN)?</th>
<th>Yes, please provide your VSN</th>
<th>Yes, I have a VSN but the number is unknown to me</th>
<th>No, I have never been issued with a VSN</th>
</tr>
</thead>
</table>

### Educational Details

**Have you attended secondary school?**

- [ ] Yes
- [ ] No

**What is your highest COMPLETED School Level / Year or equivalent if you attended school in your country of origin?**

(Tick ONE box only)

- [ ] Completed Year 12
- [ ] Completed Year 11
- [ ] Completed Year 10
- [ ] Completed Year 9 or equivalent
- [ ] Completed Year 8 or lower
- [ ] Completed Year 7 or lower
- [ ] Did not go to school

**In which YEAR did you complete that school level? (Eg. 1995)**


### Have you successfully completed any of the following Qualifications?**

- [ ] Yes
- [ ] No

*If YES, then tick ANY applicable boxes:*

- [ ] Graduate Diploma or higher post graduate qualification
- [ ] Graduate Certificate
- [ ] Bachelor Degree
- [ ] Advanced Diploma or Associate Degree
- [ ] Diploma or Associate Diploma

**Name of Qualification:**

**Any additional information:**

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September 2013  Version 1.12
Review February 2013
Approved G.M.
Enrolment form

Have you previously enrolled as a Trainee or Apprentice?  Yes ☐ No ☐

If yes, name of qualification: ____________________________ Year completed: __________

Employment details

Are you employed? ☐ Yes ☐ No

If yes, what date did you commence? ____________________________

What is the name of your current position? ______________________________________________________

Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

☐ Full-time employee ☐ Employed – unpaid work
☐ Part-time employee ☐ Unemployed and seeking full-time work
☐ Employed – not employing others ☐ Unemployed and seeking part-time work
☐ Employer ☐ Not employed and not seeking employment

If employed, please provide employer details:

Business name: ______________________________________________________

Address: ____________________________________________________________

Town / suburb: ____________________________ State: __________ Postcode: __________

Name of primary contact person: _________________________________________

His / her position: ____________________________ ABN: ______________________

Telephone: ____________________________ Email: ______________________

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Enrolment form

Study Reason

Which of the following best describes your main reason for undertaking this course/traineeship?

(Tick ONE box only)

- To get a job
- To start my own business
- To get a better job or promotion
- I want extra skills for my job
- For personal interest or self development
- To develop my existing business
- To try a different career
- It is a requirement of my job
- To get into another course of study
- Other reasons

How did you hear about us?

- Web
- Newspaper
- Mail out
- Facebook
- Other promotion

Statistical Information

Were you born in Australia? □ Yes □ No  If no, which country?

Are you an Australian Citizen / Permanent Resident? □ Yes □ No

Do you speak a language other than English at home? □ Yes □ No

If yes, which language?

How well do you speak English? □ Very well □ Well □ Not well □ Not at all

Are you of Aboriginal or Torres Strait Islander origin?

- No □
- Yes, □ Aboriginal
- Yes, □ Torres Straight Islander

Do you consider yourself to have a disability, impairment or long term condition? □ Yes □ No

(If Yes, please indicate areas of disability)

<table>
<thead>
<tr>
<th>Hearing Impaired/ Deafness</th>
<th>Physical</th>
<th>Intellectual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning</td>
<td>Mental illness</td>
<td>Acquired brain impairment</td>
</tr>
<tr>
<td>Vision</td>
<td>Medical condition</td>
<td>Other: Please detail below</td>
</tr>
</tbody>
</table>

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Review February 2013
Approved G.M.
Enrolment form

Privacy Statement

I understand that:

Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organizations. For more information in relation to how student information may be used or disclosed please contact ANIBT’s Communications and Student Services Coordinator on phone 03 9620 2922 or email admin@anibt.vic.edu.au

I acknowledge and agree to the terms described in this privacy statement:

Trainee / Student Signature: ____________________________ Date: ____________________________

ANIBT respects your right to information privacy. Information collected is kept in accordance with the Privacy Legislation. Please contact us if you would like a copy of our Privacy Policy and/or information on privacy.

Government Subsidized Training Eligibility

<table>
<thead>
<tr>
<th>Citizenship/residency status – Please tick ONE box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Citizen</td>
</tr>
<tr>
<td>Holder of a Special Category Visa (subclass 444)</td>
</tr>
<tr>
<td>East Timorese Asylum Seeker</td>
</tr>
<tr>
<td>Australian Permanent Resident (holder of a PR visa)</td>
</tr>
</tbody>
</table>

Skills for Growth | Do you have a Skills for Growth referral? | Yes | No |

Eligibility exemption for government funding is available under certain conditions. Our enrolment staff will advise of this process.

Do you wish to apply for an eligibility exemption? | Yes | No |

2. You are unemployed as a result of redundancy or retrenchment

Date of redundancy/retrenchment: __/__/____
For how long have you been unemployed? _______________ (months/years)
Who was your last employer?
Have you had any community support since then?

3. You are disadvantaged in the labour market because of factors that constitute a barrier to employment or re-employment. Please tick relevant area below:

- Special skill / license / training required for chosen occupation
- Social factors/Economic Hardship
- Prolonged medical/health issues
- Physical/psychological

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Declaration:

I declare that the information provided on this application is accurate and true and I give ANIBT permission to investigate that all information is valid and reliable.

Student Signature: ____________________________

Date: ____________________________
APPLICATION FORM
Australian National Institute of Business and Technology

DETAILS OF APPLICANT

Family Name: ____________________________
Given Names: ____________________________
Date of Birth: ____________________________
Nationality: ____________________________
Address (Home Country): ____________________________
Tel: __________________ Fax: __________________
Email Address: ____________________________
Address in Australia (if known): ____________________________
Telephone: ____________________________

EDUCATIONAL BACKGROUND

Name of Highest Qualification: ____________________________
Name of Institution: ____________________________
English Language Proficiency score (ie IELTS or other)
Self-Score (please tick one)
Beginner Intermediate Advanced

EMPLOYMENT DETAILS

If you have any relevant employment details please attach details.

OSHHC (Overseas Student Health Cover)

Are you applying for OSHC?
Yes (Single) Yes (Family) No

EXEMPTIONS

Are you applying for exemptions?
Yes No

ACCOMMODATION

Do you require accommodation?
Yes No
If Yes, what type of accommodation?
Homestay Hostel Temporary Accommodation

AIRPORT PICKUP

Do you require Airport reception and transfer?
Yes No

OTHER INFORMATION

How did you first learn about ANIBT?
Australian Education Centre in your country Exhibition
Newspaper
Recommended by a friend or relative
Recommended by an education agent:
Agent name__________________________________________

COURSE SELECTION

Please indicate which course area you are applying for
Business
Career Development English
Hospitality Management

Course Title ____________________________________________

COURSE COMMENCEMENT

Please specify which intake date you wish to begin your studies
January _________ April _________
July _________ October _________
Other _________

Further information about ANIBT and the application process can be obtained from www.anibt.vic.edu.au
VISA TYPE
(Please tick one)

Student Visitor
(Tourist) Working Holiday Other

Passport Number

Visa Type (eg 572)

Expiry Date

APPLICATION CHECKLIST

Check that you have:
• Completed all sections of the Application for Admission
• Read & understood the Conditions of Enrolment and Refund Policy

Check that you have included:
• Certified copies of your academic qualifications eg. school, college or university transcripts (translated into English if necessary).
• Evidence of your English Language ability if required.
• A copy of your passport, visa or birth certificate if required.
• Any relevant employment documentation.

REFUND INFORMATION

1. ANIBT reserves the right to cancel or postpone any courses prior to the scheduled commencement date as deemed necessary.

2. If ANIBT defaults: * the course does not start on the agreed date, the course ceases to be provided before it is completed, the course is not provided in full to the student; the student is entitled to a full refund. Under these circumstances refund will be paid within 14 days after the occurrence of these events.

3. In situations 1 and 2, the refund is covered by the ESOS Act 2000 and not by ANIBT’s refund/cancellation fees agreement.

TERMS AND CONDITIONS

1. ANIBT reserves the right to accept or reject any application for enrolment at its discretion. If an applicant accepts a place offered by ANIBT and pays the fees, it constitutes a binding contract between ANIBT and the student.

2. All fees, charges and accounts will be payable in advance as determined by ANIBT. Students will not be permitted to commence, or continue their course, at the beginning of any term, until all outstanding fees, charges or accounts are paid.

3. Any payments made not by the due date will incur a late payment penalty of A$200. After a further two weeks a penalty of A$50 per week or part thereof will be payable until the full amount has been paid.

4. Subject to staff availability there is no guarantee that every unit will be offered in any particular term. All units are subject to change through the processes of regular course revision.

5. Fees and charges, while correct at the time of printing, are subject to change without prior notice.

REFUNDS AND CANCELLATION FEES

1. Application fees, Accommodation Placement Fees and Airport Pickup Fees are non - refundable.

2. All tuition fees will be refunded if the application for an initial visa is rejected. Proof of refusal must be provided no later than two weeks after the date of refusal, otherwise normal cancellation fees will be charged.

3. Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to non-compliance on the part of the student with the rules and regulations set by the Australian Government.

4. No reduction in tuition fees for students who arrive after course commencement will be considered.

5. A student whose enrolment is terminated by ANIBT will not be entitled to any fee refund. Any refund is at the discretion of ANIBT.

6. Notification of cancellation/withdrawal from unit/s, withdrawal or deferral from a course of study must be made in writing to ANIBT. A refund under clause 9 will be paid within 28 working days after receiving a written notice from the student; and a statement explaining how the refund is calculated will be included upon request.

7. Material fees are NON-REFUNDABLE after Course Commencement Date.

8. Under clause 9.1 and 9.2 Term 1,2,3 & 4 is dependent on an individual student’s course commencement date and differs from student to student.

9. Where student applies for cancellation/withdrawal under clause 6, the following CANCELLATION fees will apply.

9.1 Before Course Commencement Date

- More than 10 weeks
  - Less than 4 weeks

9.2 After Course Commencement Date

- During Term 1
  - During Term 2
  - During Term 3
  - During Term 4

Application for withdrawal received during Term break under clause 9.2 will incur an additional fee of $500.

10. Packaged Course Refunds: Students applying for withdrawal after completing a course or any other course other than their principal course of study, but prior to completing six months of their principal course will be considered to have defaulted after the commencement date and will be dealt with in accordance to clause 9.2 above.

11. Exemptions to clause 9 may only occur where there are extenuating or compassionate grounds, as determined by the CEO of ANIBT.

12. In the event of any disagreement between the parties, the dispute resolution process of ANIBT does not circumscribe the student’s right to pursue other legal remedies.

This agreement does not remove the right to take further action under Australia’s consumer protection laws.

FEES PAYMENT

Fees payable by bank cheque/draft/telegraphic transfer to:
Australian National Institute of Business & Technology
Bank Name: Westpac   BSB: 033 005   Account Number: 422 182
Swift Code: WPACAUS2

APPLICANTS STATEMENT

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in the brochure or website and I have sufficient information about ANIBT to enroll. I give ANIBT permission to obtain official records from any educational institution attended by me. I understand that any information gathered by ANIBT relating to me “maybe made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code”. I accept liability for payment of all fees. I have read and understood the refund policy of ANIBT.

I agree to abide by the above TERMS AND CONDITIONS.

Declaration

Signature Date

DECLARATION by parents of students under 18 years.
I agree to abide by the above TERMS AND CONDITIONS on behalf of my child.

Signature Date

Representatives Stamp

Level 7, 474 Flinders Street, Melbourne VIC 3000, Australia
Tel: 61-3-9620 2922  Fax: 61-3-9620 2933  Email: info@anibt.vic.edu.au  Web: www.anibt.vic.edu.au
Australian National Institute of Business and Technology Pty Ltd

B222-20090619-07
Qualifications Pathway

Location

Head Office
Level 7, 474 Flinders Street, Melbourne VIC 3000
Tel: 61 3 9620 2922

City Campus
Levels 7, 8 and 13, 474 Flinders Street, Melbourne VIC 3000
Tel: 61 3 9620 2922

Hospitality Training Campus
Unit 2, 306 Albert Street, Brunswick VIC 3000
Tel: 61 3 9388 0402

Web
www.anibt.vic.edu.au

Twitter
www.twitter.com/anibtmelb
Vision & Mission

To provide students with quality, professional and outcome-oriented training and services, to enable them to achieve optimal competency in their relevant fields.

To empower students with the skills to achieve their academic, life and personal goals.