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.
Since 2003, the Australian National Institute of Business and Technology (ANIBT) has been shaping students’ futures across its 2 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 III 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. Several key pathways currently available are through Academies Australasia Polytechnic (AAPoly), Kaplan Business School Australia 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.
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.

4. **WE HAVE OVER 10 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.

5. **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.

6. **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,
   - ACPI (Association of Career Professionals)
   - CICA (Career Industry Council of Australia)

7. **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.

8. **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.

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

10. **FAST-TRACK YOUR COURSE**
    
    ANIBT’S vocational programs allow you to fast-track your studies.
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 http://www.anibt.vic.edu.au
LIVING IN 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.

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

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.

ABOUT MELBOURNE

CULTURE

CLIMATE
Students 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.

**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.

**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.

**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.
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 Australian 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.border.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 up to 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. All students will be required to sit an LLN test during their enrolment process; this is to identify any areas where the student may require additional support or assistance. 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 successfully 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.

The ESOS framework
Providing quality education and protecting your rights
The Australian government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia’s Laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007.

The ESOS framework sets out the standards Australian providers offering education and training services to overseas students must meet. These standards cover a range of information you have a right to know and services that must be offered to you, including:
• Orientation and access to support services to help you study and adjust to life in Australia.
• Who the contact offer or officers is for overseas students
• If you can apply for course credit
• When your enrolment can be deferred, suspended or cancelled
• What your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well if attendance will be monitored for your course
• A complaints and appeals process

One of the standards does not allow another provider to enroll a student who wants to transfer to another course but who has not completed six months of the final course of study in Australia. If you want to transfer before you have completed six months of your final course you need your provider's permission.

Your responsibilities
As an overseas student on a student visa, you have responsibilities to
• Satisfy your student visa conditions
• Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
• Meet the terms of the written agreement with your education provider
• Inform your provider if you change your address
• Maintain satisfactory course progress
• If attendance is recorded for your course, follow your provider’s attendance policy, and
• If you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Contact details Who? Why? How?
Your provider for policies and procedures that affect you _ Speak with your provider
Go to your provider’s website Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) For your ESOS rights and responsibilities _ www.aei.gov.au _ ESOS Helpline +61 2 6240 5069
Achieve a Solid Qualification in Business and Management

Qualifications

Certificate IV in Small Business Management – BSB40415*
Certificate IV in Business Administration – BSB40515*
Certificate IV in Work Health and Safety – BS41415
Certificate IV in Project Management Practice – BSB41515*
Certificate IV in Training and Assessment – TAE40110
Diploma of Business – BSB60215*
Diploma of Leadership and Management – BSB51915*
Diploma of Project Management – BSB51415*
Advanced Diploma of Business – BSB60215*
Advanced Diploma of Leadership and Management – BSB61015*

*This course can be offered to international students.

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.

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 +613 9620 2922 to discuss your previous experience and we will be able to guide you through the RPL process.
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.

The nationally recognised qualification in Graduate Certificate in Career Development Practice is 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.

Qualifications
Graduate Certificate in Career Development Practice (CHC70308)

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.
Achieve an Exciting Career in Hospitality

Qualifications

Certificate III in Commercial Cookery – SIT30813*
Certificate III in Patisserie – SIT31113*
Certificate IV in Commercial COOKERY – SIT40413*
Certificate IV in Patisserie – SIT40713*
Diploma of Hospitality – SIT50313*
Diploma of Hospitality – Hotel Operations – SIT60313*
Advanced Diploma of Hospitality – SIT50313*
Advanced Diploma of Hospitality – Hotel Operations – SIT60313*

*This course 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, or Manager. Typically, work would be undertaken in various hospitality enterprises where food is prepared and served including restaurants, hotels, or cafés. Students who complete the Hotel Operations units would be working in the area of Rooms Division, Front Office, Guest Services and Housekeeping.

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.

Work - Based Training

Practical Placements - Student Information (See ANIBT website for full details)
ANIBT also offers a range of Accredited Short Courses that meet the legislative requirements for individuals to hold to work in food preparation and licensed venues.

**Provide Responsible Service of Alcohol**

The Provide Responsible Service of Alcohol Course will provide you with the Nationally Recognised Unit of Competence: SITHFAB201 - Provide Responsible Service of Alcohol, which is accredited by the Victorian Commission for Gambling and Liquor Regulation (VCGLR). This course is a legal requirement for anyone working in a licensed venue in Victoria where you are required to serve alcohol.

**Food Handlers Certificate (Level 1)**

The Food Handlers Certificate Course will provide you with the Nationally Recognised Unit of Competence: SITXFSA101 – Use hygienic practices for food safety and complies with the legislative requirements for food safety and hygiene practices as outlined in the Australian Food Standards Code. This course is a legal requirement for all staff who work in the food industry within a range of businesses including hotels, cafes and restaurants, retail food outlets, temporary food events, aged care facilities, hospitals and community care services.

You will have the ability to follow workplace hygiene procedures, predetermined procedures, identify and control simple hazards and take particular hygiene measures to ensure the non-contamination of food and other items that might risk the health and safety of customers, colleagues and yourself.

**Food Safety Supervisor Certificate (Level 2)**

The Food Safety Supervisor Course will provide you with the Nationally Recognised Units of Competence: SITXFSA101 Use hygienic practices for food safety & SITXFSA201 Participate in Safe Food Handling Practices and complies with the legislative requirements for food safety and hygiene practices as outlined in the Australian Food Standards Code. A qualified Food Safety Supervisor is a legal requirement for all food industry businesses including hotels, cafes and restaurants, retail food outlets, temporary food events, aged care facilities, hospitals and community care services.

You will have the ability to identify risks associated with all stages of food preparation using HACCP procedures to minimise and control food safety hazards and risks as well as completing required documentation associated with the Food Safety Program.

**Provide First Aid (Level 2)**

The Provide First Aid Course will provide you with the Nationally Recognised Unit of Competence: HLTAID003 Provide First Aid and complies with the Australian Resuscitation Council (ARC) Guidelines relating to the provision of first aid.

You will have the ability to apply effective First Aid treatment to a range of situations and obtain life saving CPR skills. This Certificate is valid for 3 years with the CPR component to be updated every 12 months.
Holmesglen (CRICOS: 00012G):

Study any Diploma and Advanced Diploma at ANIBT
Intakes: January, April, July, October

Complete your degree at Holmesglen in 1.5 – 2 years.
Bachelor of Business Administration (course code V14333)
Intakes: March & July

ACADEMIES AUSTRALASIA POLYTECHNIC (AAPoly):

Study at ANIBT:
* Certificate III in Hospitality (Commercial Cookery/ Patisserie)
* Certificate IV In Hospitality (Patisserie)
* Diploma of Hospitality
* Advanced Diploma of Hospitality
Intakes: January, April, July, October

Complete Bachelor of Tourism and Hospitality Management (IBHM)
Credit exemptions of up to 12 of the 24 subjects)
Intakes: March, July, November

Kaplan Business School (CRICOS: 02887F)

Study at ANIBT:
* Diploma of Business
* Diploma of Leadership and Management
* Advanced Diploma of Business
* Advanced Diploma of Leadership and Management
Intakes: January, April, July, October

Complete your Bachelor of Business (1.5 – 2 years, fast track is applied) in the following fields:
* Accounting
* General Business
* Human Resources
* Hospitality & Tourism Management
Intakes: March, July, November

La Trobe University (CRICOS: 00115M)

Study at ANIBT:
* Certificate III in Hospitality (Commercial Cookery/ Patisserie)
* Certificate IV In Hospitality (Patisserie)
* Diploma of Hospitality
* Advanced Diploma of Hospitality
Intakes: January, April, July, October

Complete Bachelor of Business (Tourism and Hospitality/ Tourism Management and Marketing)
Credit exemptions of up to 180 of the 360 credit points in this program subject to faculty assessment at La Trobe University)
Intakes: March & July

Box Hill Institute:

Study at ANIBT:
* Diploma of Hospitality
* Advanced Diploma of Hospitality
Intakes: January, April, July, October

Complete Bachelor of Hospitality Management and
Receive 1 – 1.5 years Credit points transfer
Intakes: March & July
Next Careers is a Career Service Centre that has been established to equip current ANIBT students and recent graduates with the skills and resources needed to succeed in the demanding workforce. Our comprehensive career service will show students the ins and outs of the job application and preparation process.

Ongoing career support during and after studies is important to help students to understand their strengths and identify how their skills and interests can be developed into a fulfilling career. We aim to provide all students with personalised tools, skills and confidence to drive their career and achieve their goals and ambitions at any stage of their journey.

**Next Careers Student Career Support:**

**Build a profile**
To be successful in any career you need to have a brand and you need to be able to market it. We can help students to identify and develop a brand and show them the best way to market themselves both in person and online.

**Network**
Networking has become one of the leading ways in which potential employers recruit staff. Find out the best way to network and how it works such as LinkedIn, forums and professional memberships.

**Write Resumes**
New job applications require a new resume that meets the potential employers needs. Understanding what information should be included will put student’s miles ahead of the rest.

**Write Cover Letters**
Not all cover letters are the same! The cover letter is like the front cover of a book. Learning how to format a winning cover letter is a must.

**Prepare for Interviews**
Learning how to answer interviews questions is the final puzzle in the employment process. Different industries use different methods and understanding these methods could help you secure the position you are after.

**Student Employment Support:**

**Your rights at work**
We are here to provide students with information on their working rights including working conditions, wages and work place requirements.

**Vocational Placement Support**
Assist and support students throughout their work placements which may be required as part of their studies.
Application for Enrolment Form 2016

Conditions of application

☐ A Student will only be enrolled at ANIBT upon written notification of acceptance of enrolment from
Admissions (Domestic - 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 Admissions (Domestic - 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:

January 2016 version 2
Review 2017
Enrolment form

Victorian Student Number

<table>
<thead>
<tr>
<th>Do you have a Victorian Student Number (VSN)?</th>
<th>Yes, please provide your VSN</th>
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<tbody>
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<td>Yes, I have a VSN but the number is unknown to me</td>
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<tr>
<td></td>
<td>No, I have never been issued with a VSN</td>
</tr>
</tbody>
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**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
- [ ] 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
- [ ] Certificate I
- [ ] Graduate Certificate
- [ ] Certificate II
- [ ] Bachelor Degree
- [ ] Certificate III
- [ ] Advanced Diploma or Associate Degree
- [ ] Certificate IV
- [ ] Diploma or Associate Diploma

Name of Qualification:

Any additional information

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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 Self

□ 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: ______________________

Unique Student Identifier

Do you have a Unique Student Identifier (USI)? □ Yes, please provide your USI

□ Yes, I have a USI but the number is unknown to me

□ No, I have applied for a USI

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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?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes, Aboriginal</th>
<th>Yes, Torres Strait Islander</th>
</tr>
</thead>
</table>

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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Privacy Statement

I understand that:

Government 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.

This section must be completed if you are applying for a State Government Securing Jobs for Your Future – Skills for Victoria, or Commonwealth funded position.

Responsibilities

The responsibility for determining eligibility for government funding lies with the enrolling training provider Australian National Institute of Business & Technology (ANIBT).

It is the responsibility of you the applicant to provide complete and accurate information as required by the Government and ANIBT for the purpose of determining eligibility for a funded position. Please supply and attach a copy of the following document/s:

1. Victorian Drivers License for Victorian residential address, age and your GREEN Healthcare Card for Australian Citizen/Permanent Resident

Or

2. Passport showing Citizenship and Victorian residential address/Age

Or

3. Birth certificate and Victorian Drivers License

Government Subsidized Training Eligibility

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

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

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## Prior Qualification Eligibility Exemption

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

<table>
<thead>
<tr>
<th>Do you wish to apply for an eligibility exemption?</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 2. You are unemployed as a result of redundancy or retrenchment</td>
<td></td>
</tr>
<tr>
<td>Date of redundancy/retrenchment: <strong><strong><strong>/</strong>__/</strong></strong></td>
<td></td>
</tr>
<tr>
<td>For how long have you been unemployed? _______ (months/years)</td>
<td></td>
</tr>
<tr>
<td>Who was your last employer? ________________________</td>
<td></td>
</tr>
<tr>
<td>Have you had any community support since then? ________________________</td>
<td></td>
</tr>
<tr>
<td>☐ 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:</td>
<td></td>
</tr>
<tr>
<td>☐ Special skill / license / training required for chosen occupation</td>
<td></td>
</tr>
<tr>
<td>☐ Social factors/Economic Hardship</td>
<td></td>
</tr>
<tr>
<td>☐ Prolonged medical/health issues</td>
<td></td>
</tr>
<tr>
<td>☐ Physical/psychological</td>
<td></td>
</tr>
</tbody>
</table>

**Declaration:**

ANIBT is a fee for service provider and as such fees and refunds are important factors to all ANIBT stakeholders. As an RTO, ANIBT is proactive in managing receipts of student fees and payments such as refunds, risk management, and meeting business cash flow requirements for day-to-day operations to ensure viability as a training organisation.

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.

I confirm that I have read and fully understand the detailed information about course requirements, Refund Policy and Procedures.

Student Signature: ___________________________ Date: ___________________________
APPLICATION FORM
Australian National Institute of Business and Technology

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

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

If you have any relevant employment details please attach details.

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

Are you applying for exemptions? ☐ Yes ☐ No

Have you completed part or all of an Australian government recognised qualification and require credit transfers? ☐ Yes ☐ No

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

Do you require Airport reception and transfer? ☐ Yes ☐ No

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__________________________

Please indicate which course area you are applying for
☐ Project Management ☐ Business
☐ Hospitality (Commercial Cookery) ☐ Hospitality (Hotel Operations)
☐ Hospitality (Patisserie) ☐ Hospitality (Theory)
☐ Management

Please specify which intake date you wish to begin your studies
☐ January 20___ ☐ April 20____
☐ July 20_____ ☐ October 20___
☐ Other _______
5. Fees and charges, while correct at the time of printing, are subject to change through the processes of regular course revision.

ANIBT reserves the right to accept or reject any application for enrolment at its discretion.

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

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

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.

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.

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

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.

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

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.

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.

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Fees payable by bank cheque/draft/telegraphic transfer to:
Australian National Institute of Business & Technology
Bank Name: Westpac    BSB: 033 005    Account Number: 302 762
Swift Code: WPACAU2S

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

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.

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

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.

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Swift Code: WPACAU2S
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 3056
Tel: 61 3 9388 0402

www.anibt.vic.edu.au
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www.instagram.com/anibt_melb
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