



RTO: 41228 | CRICOS: 03640K

INTERNATIONAL

PROSPECTUS

2023

2024



STUDENT CON

CONTENT	PG NO:
About Axis	03
Campus locations & facilities	04 - 05
Why study at Axis Institute?	06
Living in Australia	07
Support services	08
Campus Resources	09
Studying at Axis	10 - 11
Our Courses	12
Academic calendar	13
Entry requirements	14
Application process	15



Axis Institute is a Registered Training Organisation (RTO 41228) and a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Provider No: 03640K) provider. We focus on providing quality education and training in fully-accredited courses. We have campuses in Brisbane City, Queensland, and Parramatta, New South Wales, Australia. From these locations, we cater to both local and international students, offering nationally recognised qualifications in various fields of study.

Our areas of specialisation include Cookery & Hospitality, Early Childhood Education & Care, Leadership & Management, Information Technology and Accounting. Axis Institute is registered under the Commonwealth Register of Institutions and Courses for Overseas Students. This authorisation enables us to offer, accept, and educate overseas students who hold a student visa while in Australia.

All our vocational education courses have been designed and developed to meet the needs and requirements of diverse industries. This ensures that our students acquire the necessary skills and competencies to make immediate contributions to their chosen fields.

At Axis Institute, we provide comprehensive academic support to our students through state-of-the-art campus facilities, highly qualified staff, and trainers. We also promote the use of modern technology and innovative teaching techniques to deliver our courses. Our ultimate goal is to deliver an exceptional learning experience, enabling our students to compete globally and achieve their professional or entrepreneurial aspirations

LEGISLATION, REGULATIONS AND CODES

As an RTO and a provider of training to overseas students, Axis Institute is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications.

Students need to be aware that all actions required under the applicable legislation, regulations and codes are not subject to the discretion of the Institute and are required by law. You can find out more information about the legislation and Regulations that underpin

Axis Institute practices at the following websites:

- Education Services for Overseas Students Act (ESOS Act) 2000
<https://www.legislation.gov.au/Details/C2017C00292>
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code)
https://www.legislation.gov.au/Details/F2017L01182/Html/Text#_Toc487026943
- The Tuition Protection Service (TPS)
<https://tps.gov.au/StaticContent/Get/StudentInformation>
- The Australian Skills Quality Authority (ASQA)
<https://www.asqa.gov.au>
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
<https://www.studyinaustralia.gov.au>
- National Vocational Education and Training Regulator Act 2011
<https://www.legislation.gov.au/Details/C2017C00245>

CAMPUS DETAILS

BRISBANE CAMPUS (HEAD OFFICE)

Level 6, 359 Queen Street
Brisbane, Queensland, 4000
P: 07 2102 3553
E: info@axisinstitute.edu.au

PARRAMATTA CAMPUS

Level 5, 9 Wentworth Street
Parramatta, New South Wales, 2150
P: 02 8358 7277
E: info@axisinstitute.edu.au

CAMPUS

CAMPUS LOCATIONS & FACILITIES

Brisbane Campus, Queensland

Nestled along the winding banks of the mighty Brisbane River, the vibrant city of Brisbane captivates with its unique blend of natural beauty and cosmopolitan charm. Skyscrapers harmonize with lush parklands, inviting you to explore a city where urban adventures and outdoor escapes intertwine seamlessly. Discover the rich tapestry of cultural experiences, from world-class galleries and theaters to bustling markets and trendy eateries. With its warm climate and friendly locals, Brisbane beckons you to embrace its laid-back yet dynamic spirit and uncover a destination that leaves an indelible mark on your soul.

Studying in Brisbane

Over 75,000 international students are calling Brisbane their second home. They all have access to a wide range of study choices whether vocational training or higher learning. Brisbane also offers a long list of credible educational institutions like Axis Institute.

Students studying at Queensland education institutions are eligible for concessions on public transport, a GO card. Modes of transport include buses, trains, and ferries. Students are allowed to apply for the tertiary concession fares. Free City Loop and Spring Hill Loop bus services are available within the Brisbane CBD.

For more information: <http://translink.com.au>

Top Campus Facilities

Located in the heart of the CBD, the Brisbane Campus provides a warm, friendly, multicultural environment with:

- Modern spacious classrooms
- Commercial training kitchen
- Child Care simulation room/area
- Computer lab

How To Get In Touch With Us

Level 6, 359 Queen Street
Brisbane, Queensland, 4000
P: 07 2102 3553
E: info@axisinstitute.edu.au



CAMPUS LOCATIONS & FACILITIES

Parramatta Campus, New South Wales

Parramatta, Sydney, a vibrant tapestry of history and modernity, beckons explorers to uncover its captivating charm. Nestled on the banks of the Parramatta River, this multicultural hub pulsates with an eclectic fusion of cultures, cuisine, and creativity. Immerse yourself in its rich colonial past, strolling along the historic streets adorned with heritage buildings. Discover a thriving dining scene, bustling markets, and dynamic arts precincts that breathe life into this ever-evolving gem of the Western Suburbs, where tradition meets innovation in perfect harmony.

Studying in Parramatta

New South Wales government is seeing the steady influx of international students in Parramatta with the additional funding for the construction of more school communities and infrastructure that will help students learn, live, and travel with ease. Axis Institute, a forward-thinking education provider, has now opened its doors at the heart of Parramatta City, welcoming students to avail themselves of its offerings.

Some tertiary institutions are now able to offer international student concession opal card, allowing students to save on the cost of travel on buses, trains, light rail and most ferries throughout Greater Sydney.

For more information: <https://www.transport.nsw.gov.au>

Top Campus Facilities

Located in the heart of the CBD, the Parramatta Campus provides a warm, friendly, multicultural environment with:

- Modern spacious classrooms
- Commercial training kitchen
- Child Care simulation room/area
- Computer lab

How To Get In Touch With Us

Level 5, 9 Wentworth Street
Parramatta, New South Wales, 2150
P: 02 8358 7277
E: info@axisinstitute.edu.au



WHY STUDY AT AXIS?

#1 BECOME A GLOBALLY COMPETITIVE STUDENT & TRAIN UNDER A WORLD-CLASS TEAM

At Axis Institute, you can confidently pursue your studies, knowing that our courses hold national recognition under the VET Quality Framework. This recognition ensures that we maintain the same high standards as other leading educational institutions worldwide, making us an ideal choice for international students like you.

Our trainers at Axis Institute are not only qualified educators but also experienced professionals and industry experts. They are dedicated to continuously enhancing their expertise through research, training, and further studies, ensuring that you receive top-notch guidance throughout your educational journey.

#2 IMMERSE YOURSELF IN A MULTICULTURAL ENVIRONMENT CONDUCIVE TO LEARNING AND GROW

With students hailing from all over the world, Axis Institute offers a rich multicultural environment that fosters a vibrant and inclusive learning atmosphere. Strategically located campuses equipped with state-of-the-art facilities, coupled with experienced industry trainers, provide you with an exceptional opportunity to excel in your chosen field and carve a path towards a successful career.

#3 ACCESS DEDICATED STUDENT SUPPORT AND ABUNDANT ONLINE RESOURCES

At Axis Institute, we prioritize your success and well-being. Our dedicated student support team is readily available to assist you with any questions, concerns, or assistance you may need along your educational journey. They will monitor your progress and provide guidance whenever required.

Moreover, our Learning Management System (LMS) grants you access to your courses and a wealth of valuable resources online. This platform empowers you to continue studying at your own pace, anytime and anywhere, ensuring uninterrupted learning even when you're away from campus.

#4 EXPERIENCE SPECIALIZED TRAINING FACILITIES FOR HOSPITALITY AND CHILD CARE

To enhance your learning experience, Axis Institute continuously upgrades its campuses with specialized training facilities.

For our Child Care courses, each campus is equipped with individual simulation rooms, specialized resources, and comprehensive first aid equipment. These facilities provide hands-on practical training opportunities, allowing you to develop the necessary skills and expertise in a safe and controlled environment.

Additionally, our Brisbane and Parramatta campuses boast fully furnished commercial training kitchens featuring state-of-the-art facilities. These cutting-edge culinary spaces provide aspiring Kitchen Management and Hospitality students with the perfect stage to showcase their talents and create culinary wonders.

#5 PAYMENT OPTIONS TO SUIT YOUR FINANCIAL SITUATION

Flexible payment options are available that meet your financial situations.

Option 1 Upfront 100% Payment*: *through your own pocket either by EFT or credit card (MasterCard or Visa).*

Option 2 Payment Plan: *through convenient installments weekly, fortnightly, monthly or per semester. Terms and conditions apply.*

Option 3 Direct Debit: *withdrawal of funds can be arranged and scheduled from your nominated bank account.*

Contact us for more information on payment options: info@axisinstitute.edu.au

*Students are not required to pay more than 50% of the total tuition fees upfront before the commencement of the course that is more than 25 weeks. Upfront 100% payment is required for courses of 25 weeks or less.

LIVING IN AUSTRALIA

AUSTRALIAN CULTURE

Language - English is the official language spoken in Australia and all the education in Australia is in English.

Climate - Being such a large country Australia experiences varied climatic conditions across the country.

Culture - Australia's indigenous heritage plays a defining role in the cultural landscape – creating and maintaining continuous links with the people and the land.

Transportation - Australia has reliable and affordable modes of public transportation: bus networks and train lines, ferries, trams, taxis and bicycles.

Food - Australia offers different varieties of food from Australian, Italian, Mexican, Asian, and Middle Eastern.

Student Housing - International Students studying in Australia have various housing options, they can choose to stay in Homestay Accommodation, Renting, Shared Accommodation.

ACCOMMODATION

One of the first things international students will have to determine when preparing to study in Australia is where to live. The majority of Australian students live off-campus, through home-stay programs, hostels, or rental properties.

Axis Institute does not provide accommodation facilities however, Institute representatives can guide students to accommodation providers (including home-stay and student accommodation facilities).

The accommodation placement fee is AUD\$250. Please provide the Institute with at least 14 days' notice if you require our staff to arrange accommodation for you.

Vocational Placement will take place within a 15km radius of the Institute location, please take this into consideration when finding accommodation.

LIVING COSTS

Knowing the average living costs in Australia is an important part of your preparation for living and studying in Australia. The costs below are an approximate guide only, and you should be aware that these costs may vary depending on your study location in Australia.

ACCOMMODATION TYPES

Hostels and Guesthouses (Recommended stay: Short)

- Cost: \$90 to \$150 per week
- Type: Hotels and discounted hotels
- Location: Usually in the city centre

Home-stay (Recommended stay: Short)

- Cost: \$235 to \$325 per week
- Type: House
- Location: Usually in the city centre

Rentals (Recommended stay: Long)

- Cost: \$85 to \$440 per week
- Type: Apartments, Units or Houses
- Location: Mostly not in the city centre

Other Living Expenses

- Groceries and eating out - \$80 to \$280 per week
- Gas, electricity - \$35 to \$140 per week
- Phone and Internet - \$20 to \$55 per week
- Public transport - \$15 to \$55 per week
- Car (after purchase) - \$150 to \$260 per week
- Entertainment - \$80 to \$150 per week

Websites for Finding Accommodation

- www.realestate.com.au
- www.flatmates.com.au
- www.yha.com.au
- www.domain.com.au
- www.airbnb.com.au

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your cost of living in Australia: www.insiderguides.com.au/cost-of-living-calculator.

More Information on living and studying in Australia can be found at Study in Australia <https://www.studyinaustralia.gov.au>. The website provides general information on studying and living in Australia, along with events and things to do.

SUPPORT SERVICES

Australia is generally a very safe & welcoming place to live and study, but it is still important to understand your new environment to ensure you have a safe and happy stay.

EMERGENCY - Dial 000

For emergency services requiring ambulance, fire brigade and/or police dial Triple Zero (000). In events of life threatening situations, such as a car crash or a fire. If you require a translator then tell the operator your language and they will connect you with one.

SUPPORT SERVICE	HOW THEY CAN HELP YOU	CONTACT INFORMATION
Australian Consumer Law	Understand your legal rights in regards to shopping or purchasing services.	https://consumer.gov.au/
Australian Human Rights Commission	If you feel you are being treated unfairly because of your race, descent, color or ethnic/ national origin then make a complaint to the Australian Human Rights Commission.	https://humanrights.gov.au/our-work/race-discrimination
Australian Taxation Office	Contact them to arrange a Tax File Number or learn more about payments made to you while you're here.	https://www.ato.gov.au/
Beyond Blue	A free counselling service that you can contact if you are feeling depressed or anxious.	1300 224 636 https://www.beyondblue.org.au/
Lifeline	If you need someone to talk to about your mental health, this resource is a crisis support hot-line.	131 114 https://www.lifelineqld.org.au/
Brisbane Student Hub	Provides information, advice and referrals on healthcare, employment, budget management, accommodation and legal services, as well as connecting students to local events and activities.	https://www.qldstudenthub.qld.gov.au/
Department of Foreign Affairs and Trade (For Embassies)	If you require help from your country's embassy within Australia.	https://www.dfat.gov.au/
Department of Home Affairs	This government department handles visa enquiries and issues.	https://www.homeaffairs.gov.au/
Commonwealth Ombudsman	This ombudsman can help you in dealing with problems with private institutions and education providers.	https://www.ombudsman.gov.au/
Tuition Protection Service	It is a government initiative if your institution could not deliver your course of study, then government either help you in completing course elsewhere or help you in getting refund of uncompleted studies.	https://www.dese.gov.au/tps
Fair Work Ombudsman	If you require assistance understanding your workplace rights and responsibilities	13 13 94 https://www.fairwork.gov.au/
Council of International Students Australia	The peak body for the interests and needs of international students, they always require volunteers.	https://cisa.edu.au/
Residential Tenancies Authority	If you have any issues with accommodation, or would like to know what your rights are.	https://www.rta.qld.gov.au/

Translink (QLD)	To find out about trains, buses and ferries, including ticketing information, timetables and more in Queensland.	13 12 30 https://translink.com.au/
Transport for NSW	To find out about trains, buses and ferries, including ticketing information, timetables and more in New South Wales.	131 500 https://transportnsw.info/
Study Brisbane	For information on living and studying in Brisbane. They also host events for international students throughout the year.	https://www.choose-brisbane.com.au/study
National Sexual Assault, Domestic Family Violence Counselling Service	If you've been sexually assaulted and require information and support services that are available.	1800 737 732 https://1800respect.org.au/
Alcohol and Drug Information	24/7 support for people in Queensland with alcohol and other drug concerns.	1800 177 833 https://adis.health.qld.gov.au/
Community Legal Centres	Community legal centres provide free information, legal assistance and referral, representation and casework, community education and advocacy for vulnerable clients and communities facing legal problems.	Brisbane: (07) 3392 0092 https://www.communitylegalqld.org.au/contact-us/ Sydney: (02) 9212 7333 https://www.clcnsw.org.au/
Children's Services	To provide support and a range of services to children, young people, families and carers to ensure children's safety and wellbeing and to prevent children from being harmed.	1300 682 254 csyw.qld.gov.au
Kids Helpline	Australia's only free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.	1800 55 1800 https://kidshelpline.com.au/
Poison Information Centre	If you require up-to-date advice to assist in the management of poisonings.	13 11 26 https://www.poisonsinfo.nsw.gov.au/
New South Wales Hospitals		
Blacktown Hospital	(02) 9881 8000 https://www.wslhd.health.nsw.gov.au/Blacktown-Mount-Druitt-Hospital	
Macquarie University Hospital	(02) 9812 3000 https://www.mqhealth.org.au/	
Queensland Hospitals		
Mater Hospital	(07) 3840 8111 https://www.mater.org.au/health/hospitals/mater-hospital-brisbane	
Prince Charles Hospital	(07) 3139 4000 https://metronorth.health.qld.gov.au/tpch/	
Princess Alexandra Hospital	(07) 3240 2111 https://metrosouth.health.qld.gov.au/princess-alexandra-hospital	
Royal Brisbane Hospital	(07) 3646 8111 https://metronorth.health.qld.gov.au/rbwh/	
QE II Hospital	(07) 3275 6111 https://metrosouth.health.qld.gov.au/qeii-jubilee-hospital	
Wesley Hospital	(07) 3232 7000 https://wesley.com.au/	
Logan Hospital	(07) 3299 8899 https://metrosouth.health.qld.gov.au/logan-hospital	
Gold Coast Health	(07) 5519 8211 www.goldcoasthealth.com.au	

RESOURCES



BRISBANE CAMPUS KITCHEN



PARRAMATTA CAMPUS KITCHEN



RECEPTION & CLASSROOMS

STUDYING

POLICIES AND PROCEDURES

Students are able to access all relevant policies and procedures on Axis Institute website: <https://axisinstitute.edu.au/resources/>

Policies include:

- Refund Policy
- Critical Incident Policy/Procedure
- Transfer between Providers Policy and Procedure
- Complaints and Appeals Policy
- Monitoring Course Progress Policy and Procedure
- Attendance Policy and Procedure
- Leave Policy and Procedure
- Deferral, Suspension and Cancellation Policy and Procedure
- Student Academic and General Code of Conduct Policy
- Credit Transfer and Recognition of Prior Learning Policy
- Student Payments Policy
- Privacy Policy

STUDENT VISA REQUIREMENTS

Students are required to obey the following visa conditions of student visa subclass 500:

ATTENDANCE AND COURSE PROGRESS

International Full-Time Students are required to attend 20 hours per week of study. Students must maintain satisfactory course progress during their studies.

WORKING IN AUSTRALIA

Students can work up to a maximum of 48 hours per fortnight (period of 14 days from Sunday to Saturday) when their course is in session. Otherwise, full time while on holidays.

All people working in Australia have basic rights and protections in the workplace, including minimum pay and conditions. The Fair Work Ombudsman makes sure that these rights are protected and enforced fairly under Australia's workplace laws. Please refer to the link below of The Fair Work fact sheet: <https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement>

FINANCIAL CAPACITY

Students must maintain up to date payment during their studies and have sufficient funds to support their study and stay in Australia. Funds should be sufficient to contribute to the cost of travel, tuition, school costs for any dependants and living costs.

OVERSEAS HEALTH INSURANCE

Students must have and maintain health insurance, Overseas Student Health Cover (OSHC), during their stay in Australia in case of an accident. Overseas Student Health Cover (OSHC) provides students with medical care and hospital cover and is available for up to five years for monthly payments from a number of different providers.

You can find further information about OSHC by going to the following web site: <https://www.health.gov.au/resources/publications/overseas-student-health-cover-oshc-fact-sheet>

SCHOOL AGED DEPENDANTS

Any school aged dependants accompanying overseas students, as part of their student visa application, to Australia are required to pay full fees if they are enrolled in either a government or non-government school.

UP-TO-DATE CONTACT DETAILS

Axis Institute requires students to keep us informed of any changes of their details so that they are correct and up to date in our systems. We require students to notify any changes made within 7 days that involve: contact details, residential address, passport information and emergency contact details.

ORIENTATION

Orientation is a welcome and an informative program for new students commencing their studies at Axis Institute. The program consists of presentation, campus tour, enrolment and information that helps new students settle into the new study environment.

UNIQUE STUDENT IDENTIFIER (USI)

International students studying in Australia requires a unique student identifier (USI). International students cannot apply for a USI whilst they are still overseas. International students will only be able to apply for a USI once you have entered Australia using your non-Australian passport and Australian visa.

A USI is required for students undertaking nationally recognised training (qualifications, accredited courses, skill sets and units of competency) unless exempt. If you don't have a USI you will not receive your qualification or statement of attainment.

CLASS SCHEDULE, MODE OF STUDY AND ASSESSMENT

The classes may be scheduled on-campus on any days of the week. The lectures may be scheduled any time between 7.30am and 9:30pm. Session timetables will be provided to students at orientation. Timetables may change without notice. Please refer the academic calendar (Page 13) to view holiday breaks and intake dates (Please note that some courses doesn't follow the academic breaks and holidays).

On campus students may experience a combination of lecturers, group discussions, case studies, class excursions, research projects, practical demonstrations and if applicable, vocational placement. Please refer to the student handbook and course information for more details on the mode of study, and methods of assessment.

AT AXIS

ADDITIONAL ADMINISTRATIVE FEES

On addition to the enrolment and tuition fees, the following administrative fees and charges apply:

DESCRIPTION	FORM TYPE/CONTACT OFFICE	AMOUNT \$AUD
Enrolment fee (Non-refundable)	Enrolment Application form/Online	\$350
Interim transcript	Student Services Team	1st copy free, thereafter \$50
Student ID card	Student Services Team	1st copy free, thereafter \$20
Change of commencement date/ deferral of the course	Enrolment Variation form	\$250 or; Free to the applicants due to delayed visa processing, and caused by serious medical illness
Change of course	Enrolment Variation form	\$250
RPL application and information collection	RPL/Credit transfer application form	\$250 administration fee
Credit transfer	RPL/Credit transfer application form	\$250 administration fee
Early Termination request	Enrolment Variation form	No additional fees
Qualification and final transcript	Student Services Team	1st copy free, Thereafter: \$50
Statement of attainment	Student Services Team	1st Copy free. Thereafter: \$50
Express service for certificates	Student Services Team	\$20 for the next day, \$50 same day Extra \$20 for the express post
Refund Attraction Fee	Tuition fee refund application	\$250
Late Assessment Fee (Theory) due to non-submission on due date (with no evidence of medical or other compelling reasons)	Student Services Team	\$150 per unit
Re-sit Practical Assessment due to missed Practical Assessment (with no evidence of medical or other compelling reasons)	Student Services Team	\$150 per day \$600 per day (for Kitchen Management) Note: Special charges apply to Kitchen Management courses due to the increased cost of materials, equipment, and venue.
Appeal of assessment / re-assessment	Complaints and Appeals Form/ Reception	No charges
Printing and photocopy	Student Services Team	Free for 300 pages per course. Thereafter: \$20
Leave request	Enrolment Variation form	No fee
Late payment of fees	Accounts Department	\$50 per week
Plagiarism penalty	Student Services Team	\$350
Replacement of textbook and/or learning materials	Written application	As applicable
Accommodation Placement Fee	Admissions Team	\$250
Airport Pickup fee	Admissions Team	\$250

Note: All administrative charges are subject to change and reviewed annually.

Material fees will vary according to the course being undertaken and covers the cost of materials and other incidentals

COURSES

Course Name	CRICOS Course Code	Duration	Campus [#]	Delivery Mode	Vocational Placement	Assessment	IELTS
CHILD CARE							
CHC30121 Certificate III in Early Childhood Education and Care	111870H	52 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	160 Hours*	Knowledge questions, Practical project/ Observation, Roleplay, Case study, A Presentation, Formal Reports, Lab activities & Vocational Placement Logbook	5.5 or equivalent upper intermediate level of English
CHC50121 Diploma of Early Childhood Education and Care [#]	111868B	52 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	280 Hours*	Knowledge questions, Practical project/ Observation, Roleplay, Case study, A Presentation, Formal Reports, Lab activities & Vocational Placement Logbook	
<i>#Students must have completed CHC30113 OR CHC30121 Certificate III in Early Childhood Education and Care before commencing CHC50121 Diploma of Early Childhood Education and Care course.</i> <i>*Students must be able to gain a Working with Children Government Check that is relevant to their state before commencing vocational placement. Any associated costs will be shouldered by the student.</i>							

KITCHEN MANAGEMENT							
SIT40521 Certificate IV in Kitchen Management	111871G	78 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	360 Hours	Knowledge questions, Practical project/ Observation, Roleplay, A Presentation, Formal Reports & Vocational Placement Logbook	5.5 or equivalent upper intermediate level of English
HOSPITALITY							
SIT50422 Diploma of Hospitality Management	111872F	26 Weeks*	Brisbane & Parramatta	Blended (Face-to-Face & Online)	Up to 360 Hours*	Knowledge questions, Practical project/ Observation, Roleplay, Case study, A Presentation, Formal Reports, Lab activities & Vocational Placement Logbook	5.5 or equivalent upper intermediate level of English
^Duration for the SIT50422 Diploma of Hospitality Management is 26 weeks if it is packaged together with SIT40521 Certificate IV in Kitchen Management at AXIS Institute. And it is subject to students completing relevant units of competency that are common across the qualifications. Contact admissions team for more information. *360 hours of vocational placement are subject to the elective unit selected.							

LEADERSHIP AND MANAGEMENT							
BSB50420 Diploma of Leadership and Management	104345K	52 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	Not applicable	Knowledge questions, Practical project/ Observation, Roleplay, A Presentation, Formal Reports, Classroom activities	5.5 or equivalent upper intermediate level of English
BSB60420 Advanced Diploma of Leadership and Management*	111873E	52 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	Not applicable	Knowledge questions, Practical project/ Observation, Roleplay, A Presentation, Formal Reports, Classroom activities	
BSB80120 Graduate Diploma of Management (Learning)	111867C	104 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	Not applicable	Knowledge questions, Case study, Practical project/Observation, Roleplay, A Presentation, Formal Reports, Classroom activities	
#Must have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) OR Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.							

INFORMATION TECHNOLOGY							
ICT50220 Diploma of Information Technology	113204D	78 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	Not applicable	Knowledge questions, Case study, Practical project/Observation, Roleplay, A Presentation, Formal Reports, Classroom activities	5.5 or equivalent upper intermediate level of English
ICT60220 Advanced Diploma of Information Technology	113247D	52 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	Not applicable	Knowledge questions, Case study, Practical project/Observation, Roleplay, A Presentation, Formal Reports, Classroom activities	

ACCOUNTING							
FNS40222 Certificate IV in Accounting and Bookkeeping	113248C	52 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	Not applicable	Knowledge questions, Practical project/ Observation, Roleplay, A Presentation, Formal Reports, Classroom activities	5.5 or equivalent upper intermediate level of English
FNS50222 Diploma of Accounting	113249B	52 Weeks	Brisbane & Parramatta	Blended (Face-to-Face & Online)	Not applicable	Knowledge questions, Case study, Practical project/Observation, Roleplay, A Presentation, Formal Reports, Classroom activities	
#Students must have completed must have completed the following units of competency (or equivalent), FNSACC321 Process financial transactions and extract interim reports, FNSACC322 Administer subsidiary accounts and ledgers, FNSACC418 Work effectively in the accounting and bookkeeping industry, FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports). These competencies may have been achieved through completion of FNS5500014 Accounting Principles Skill Set OR FNS40222 Certificate IV in Accounting and Bookkeeping.							

For more information visit: <https://axisinstitute.edu.au/course-search/>

ACADEMIC CALENDAR

2023 DATES				
Intake Date	Semester	Term	Semester Dates	Duration
23 January	Semester 1	Term 1	23 Jan 2023 - 05 Mar 2023	6 Weeks
06 March		Term 2	06 Mar 2023 - 16 Apr 2023	6 Weeks
Autumn Break			17 Apr 2023 - 23 Apr 2023	1 Week
24 April	Semester 2	Term 1	24 Apr 2023 - 04 Jun 2023	6 Weeks
05 June		Term 2	05 Jun 2023 - 16 Jul 2023	6 Weeks
Winter Break			17 Jul 2023 - 30 Jul 2023	2 Weeks
31 July	Semester 3	Term 1	31 Jul 2023 - 10 Sep 2023	6 Weeks
11 September		Term 2	11 Sep 2023 - 22 Oct 2023	6 Weeks
Spring Break			23 Oct 2023 - 29 Oct 2023	1 Week
30 October	Semester 4	Special Term	30 Oct 2023 - 10 Dec 2023	6 Weeks
Summer Break			11 Dec 2023 - 21 Jan 2024	6 Weeks

Public Holidays			
Date	Event	QLD	NSW
01 Jan Sun	New Year's Day	✓	✓
02 Jan Mon	New Year Holiday ^	✓	✓
26 Jan Thur	Australia Day	✓	✓
07 Apr Fri	Good Friday	✓	✓
08 Apr Sat	Holy Saturday	✓	✓
09 Apr Sun	Easter Sunday	✓	✓
10 Apr Mon	Easter Monday	✓	✓
25 Apr Tue	Anzac Day	✓	✓
01 May Mon	Labour Day	✓	n/a
12 Jun Mon	King's Birthday	✓	✓
16 Aug Wed	Royal Queensland Show	✓	n/a
02 Oct Mon	Labour Day	n/a	✓
24 Dec Sun	Christmas Eve	✓	✓
25 Dec Mon	Christmas Day	✓	✓
26 Dec Tue	Boxing Day	✓	✓
31 Dec Sun	New Year's Eve Day	✓	✓

2024 DATES				
Intake Date	Semester	Term	Semester Dates	Duration
22 January	Semester 1	Term 1	22 Jan 2024 - 03 Mar 2024	6 Weeks
04 March		Term 2	04 Mar 2024 - 14 Apr 2024	6 Weeks
Autumn Break			15 Apr 2024 - 21 Apr 2024	1 Week
22 April	Semester 2	Term 1	22 Apr 2024 - 02 Jun 2024	6 Weeks
03 June		Term 2	03 Jun 2024 - 14 Jul 2024	6 Weeks
Winter Break			15 Jul 2024 - 28 Jul 2024	2 Weeks
29 July	Semester 3	Term 1	29 Jul 2024 - 08 Sep 2024	6 Weeks
09 September		Term 2	09 Sep 2024 - 20 Oct 2024	6 Weeks
Spring Break			21 Oct 2024 - 27 Oct 2024	1 Week
28 October	Semester 4	Special Term	28 Oct 2024 - 09 Dec 2024	6 Weeks
Summer Break			10 Dec 2024 - 19 Jan 2025	6 Weeks

Public Holidays			
Date	Event	QLD	NSW
01 Jan Mon	New Year's Day	✓	✓
26 Jan Fri	Australia Day	✓	✓
29 Mar Fri	Good Friday	✓	✓
30 Mar Sat	Holy Saturday	✓	✓
31 Mar Sun	Easter Sunday	✓	✓
01 Apr Mon	Easter Monday	✓	✓
25 Apr Thu	Anzac Day	✓	✓
06 May Mon	Labour Day	✓	n/a
10 Jun Mon	King's Birthday	✓	✓
14 Aug Wed	Royal Queensland Show	✓	n/a
07 Oct Mon	Labour Day	n/a	✓
24 Dec Tue	Christmas Eve	✓	✓
25 Dec Wed	Christmas Day	✓	✓
26 Dec Thu	Boxing Day	✓	✓
31 Dec Tue	New Year's Eve Day	✓	✓

This is a generic calendar, and it may vary for each course as some courses do not follow the academic calendar. Axis Institute reserves the right to change the holiday timetable if required, and students will be notified accordingly. Any intakes that fall on a public holiday will be moved to the next day.

LEGEND

QLD = Brisbane, NSW = Parramatta | ✓ = Applicable holiday | ^ = Holiday in lieu of

ENTRY REQUIREMENTS

Entry Requirements have been set in place to ensure that all international students who gain entry into a Nationally Accredited Program have the appropriate skills and abilities they require to assist them in their studies.

Some courses may have higher entry requirements, please check specific course information for more details. The following outlines entry requirements for international students intending to undertake study at Axis Institute.

Note: All documents that are submitted upon application for enrolment at the Institute must be translated into English and be certified a true copy of the original.

International students must meet the minimum English and Academic entry requirements of the course they are applying for, as detailed below and also available on the Axis Institute website. Students must be aged 18 years and older to enrol into any courses offered by Axis Institute.

ACADEMIC AND ENGLISH LANGUAGE REQUIREMENTS OR ANY CERTIFICATE II OR CERTIFICATE III QUALIFICATION:	
Academic Requirements	English Language Requirements
- Depending on the nationality of the student, completion of Australian equivalent year 10 may be sufficient for Certificate II level qualification and completion of Australian equivalent year 11 may be sufficient for Certificate III level qualification. * OR - Mature Age Students who do not have any qualification – they must pass the Axis Institute’s Internal LLN/ English Placement test*	- Student must provide evidence of attaining an overall IELTS score of 4.5 bands or equivalent scores on a similar test (such as TOEFL, PTE etc) to commence a Certificate II Qualification and an overall IELTS score of 5.0 bands or equivalent scores on a similar test (such as TOEFL, PTE etc) to commence a Certificate III Qualification. OR - Student must have attained at least pre-intermediate Level of English and must provide evidence of the same before commencing a Certificate II Qualification or have attained at least Intermediate Level of English and must provide evidence of the same before commencing a Certificate III Qualification. OR - Student must have completed Certificate II in Spoken and Written English and must provide evidence of the same before commencing a Certificate II Qualification. OR - Student must have completed Certificate III in Spoken and Written English and must provide evidence of the same before commencing a Certificate III Qualification. OR - Student must pass AXIS Institute’s relevant Internal English Placement Test.
ACADEMIC AND ENGLISH LANGUAGE REQUIREMENTS FOR ANY CERTIFICATE IV QUALIFICATION OR HIGHER:	
Academic Requirements	English Language Requirements
- Depending on the nationality of the student, completion of Students must have completed at least an Australian year 12 equivalent. OR - Depending on the nationality of the student, completion of Australian equivalent year 11 may be sufficient. * OR - Mature Age Students who do not have any qualification – they must pass the Axis Institute’s Internal LLN/ English Placement test*	- Student must provide evidence of attaining an overall IELTS score of 5.5 bands or equivalent scores on a similar test (such as TOEFL, PTE etc). OR - Student must have attained at least Upper Intermediate Level of English and must provide evidence of the same before commencing the course. OR - Student must pass Axis Institute’s relevant Internal English Placement Test
ENGLISH LANGUAGE REQUIREMENTS EXEMPTED IF	
- The student is enrolled in full-time school studies as a principal course including in a secondary exchange programme, a postgraduate research course, a standalone English Language Intensive Course for Overseas Students (ELICOS), and Foreign Affairs or Defence sponsored students. OR - If the student has completed at least five years’ study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland. OR - If the student is a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland	
*Applicable for students who fall under the SSVF Matrix (Based on the risk rating of Axis Institute and Student Nationality).	

CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING (RPL)

To receive a Credit Transfer, you are required to produce evidence of units of competency/qualifications previously undertaken and successfully completed. Applications for Credit Transfer must include units of competencies completed, duration of the course and evidence of completion (certificate and transcript or statements of attainment).

RPL is an assessment-only process, determining the competence of an individual acquired through formal and non-formal and experience gained through work-related, volunteer or life experience, to determine if they meet the requirements for a unit of study.

Applications for Credit Transfer and RPL will be considered on a case-by-case basis. Applicants should check the box on their enrolment form to indicate their intent to apply for Credit Transfer and/or RPL on. Post-enrolment, applicants should request an application form for Credit Transfer/RPL from Student Services at their respective campus.

Contact us for more information.

APPLICATION PROCESSES

There are two ways to apply to study at Axis Institute.

- You can either apply directly by filling out our application form or submitting it to our International Department. **OR**
- One of our approved agents can guide you through the enrolment process and assist you with your visa application.

1

Student to Apply for Chosen Course

Select from our range of courses in the International Prospectus or on our website and return a completed application form along with the required documents to us.

2

Institute Assesses & Verifies Applications

Once we receive your application we will assess your application against the requirements of the course and issue a conditional offer letter. Where deemed necessary Axis Institute may interview the candidate.

3

Student to Review, Process, Accept & Pay.

Review your letter of offer to ensure course fees, duration, payment plan etc. are stated correctly and to accept the offer, you must sign and return it. Next, make the necessary payment as per the letter of offer and provide the evidence along with the signed acceptance of offer.

4

Institute Issues eCOE

Electronic confirmation of enrolment (eCOE) will be issued.

5

Student to Apply for Australian Student Visa

Apply for an Australian student visa online or with the help of your chosen agency.



Follow our Socials

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