ELITE EDUCATION

VOCATIONAL INSTITUTE

RTO Code: 45018   CRICOS Code: 03546G

2019

Marketing Brochure

WELCOME TO ELITE EDUCATION!

Elite Education Vocational Institute (EEVI) is a Registered Training Organisation (RTO) that aims to become a leading vocational and training organisation is Australia.

Our mission is to equip our graduates with the skills and mindsets needed to become influential global citizens within their respective industries and society as a whole.

The motto of Elite Education Vocational Institute can be summarised in three Latin words: i.e., Cognitio (Cognition), Sapientiam (Wisdom) and Veritas (Truth), which represent the three stages of knowledge formation by human beings:
• Stage 1: Obtaining knowledge through learning – the Cognition process (i.e., Vocational Education studies);
• Stage 2: Applying knowledge and skills through practice – Obtaining wisdom;
• Stage 3: Creating new knowledge & innovation by exploring the truth of the world.

Elite Education Vocational Institute (EEVI) takes great pride in the quality of the courses and services offered to current and prospective students who wish to gain a highly recognised Australian Vocational Education Qualification. As one of the leading education providers, EEVI currently offers students the following courses:

VET COURSES
• FNS40217 Certificate IV in Accounting and Bookkeeping (AQF Level 4) (CRICOS Code 0100053);
• FNS50217 Diploma of Accounting (AQF Level 5) (CRICOS Code 0100052);
• BSB50215 Diploma of Business (AQF Level 5) (CRICOS Code 093456J);
• BSB51415 Diploma of Project Management (AQF Level 5) (CRICOS Code 0100049);
• BSB51918 Diploma of Leadership and Management (AQF Level 5) (CRICOS Code 0100050);
• ICT50118 Diploma of Information Technology (AQF Level 5) (CRICOS Code 0100141);
• BSB60215 Advanced Diploma of Business (AQF Level 6) (CRICOS Code 093457G);
• BSB61015 Advanced Diploma of Leadership and Management (AQF Level 6) (CRICOS Code 0100051).

ENGLISH COURSES
• General English (CRICOS Code 0100054) (Intermediate and Upper-Intermediate);
• EAP 1 (CRICOS Code 098097J);
• EAP 2 (CRICOS Code 098098G).

EEVI is based in Sydney and has two campuses. Its CBD campus is located in the Central Business District (CBD) of Sydney at Level 5, 770-772 George Street, Sydney NSW 2000. It is centrally located with thorough access to public transport, restaurants, shopping centres, affordable accommodation, prospective employment opportunities and a vibrant nightlife.

The North Sydney campus is located in the North Sydney CBD and adjacent to the North Sydney Stanton library. Both campuses are fully equipped with ample amenities, free Wi-Fi, computers, and the North Sydney Campus also has a fully equipped physical library.

EEVI provides students a supportive and nurturing education environment. We see the improvement of students' education outcomes and overall welfare as the most important role of the Institute. To create a multicultural learning environment, we welcome students from all regions of the globe. New students will quickly become part of the EEVI family and learn in safe, friendly, multicultural classrooms where they are encouraged to participate and develop their personal skills and confidence to gain a career in accounting, business management and more, or take the pathway to a Bachelor's degree in Australia.

Overall, Elite Education Vocational Institute aims at not only helping students to acquire knowledge as a learner, but also to provide life-long learning support to its students throughout their whole career. Knowledge acquisition needs patience, confidence, and persistence! Elite Education Vocational Institute will be always with you and help you to solve your problems!

We look forward to welcoming you to Elite Education Vocational Institute and offer our full commitment to provide you with the skills and knowledge needed for your future success.

1.BSB50215 - Diploma of Business (AQF Level 5) (CRICOS Code: 093456J)

This course is accredited by the Australian Skills Quality Authority (ASQA). Visit http://training.gov.au/Organisation/Details/45018 for further information regarding the accreditation of this course. The Diploma of Business is designed for individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suitable for individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities. In summary, this qualification is designed for:
• Individuals aspiring to build careers requiring business competencies;
• Individuals wanting to master the essential business skills to coordinate, organise and allocate resources to meet organisational objectives;
• Those wishing to upgrade business management skills in line with current best business practice.

The key demographic for this qualification is international students on a Student Visa. Students must be 18 years of age or older. They will have either completed their education to a level equivalent to an Australian High School, College or University OR equivalent competence gained through any other combination of education, Training and Business experience.

The duration of this course is 52 weeks in a Calendar Year, which includes 36 weeks of training (9 weeks per term x 4 terms) and a total of 16 weeks of holidays & study breaks.

Elite Education Vocational Institute is responsible for compliance of training and assessment of this accredited qualification and all learners who have completed all Unit of Competency in this qualification will be issued with the nationally recognised AQF documentation, i.e., BSB50215 - Diploma of Business.
Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which units of competency they have completed.

The course structure is as below:

Unit Code	Unit Title
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBHRM501	Manage human resource services
BSBHRM506	Manage recruitment selection and induction processes
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBINM501	Manage an information or knowledge management system
BSBINN501	Establish systems that support innovation

Entry Requirements
a) English language equivalence requirements
• English is the student's first language; or
• IELTS 5.5 with no sub band scores less than 5.0; or
• Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
• A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
• Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
• Completion of an English communication skills program appropriate for specific programs approved.

b)Educational and other qualifications, skills, and other prerequisites
• A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); or
• For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.

Delivery Modes
Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required. Emphasis will be made on simulating "real life situations" in order to develop the skills identified in the "employability skills" for this qualification.

2.FNS40217 Certificate IV in Accounting and Bookkeeping
(AQF Level 4) (CRICOS Code: 0100053)

This course is accredited by the Australian Skills Quality Authority (ASQA). Visit http://training.gov.au/Organisation/Details/45018 for further information regarding the accreditation of this course. This qualification reflects the roles of workers in the accounting industry including BAS Agents, contract bookkeepers and employees performing bookkeeping tasks for a range of organisations. It includes preparing and lodging business activity statements, providing advice for taxpayers, liaising between a taxpayer and the commissioner and acting on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply a combination of theoretical and technical knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Job Roles
- BAS agent;
- Bookkeeper;
- Bookkeeping and small practice accounting;
- Assistant accountant;
- Accounts officer/clerk;
- Payroll officer/clerk;
- Accounts receivable credit/controller;
- Accountant;
- Financial controller (small to medium businesses);
- Taxation officer;
- Treasury officer;
- Procurement officer;
- Analyst (with financial reporting focus).

The duration of this course is 52 weeks in a Calendar Year, which includes 36 weeks of training (9 weeks per term x 4 terms) and a total of 16 weeks in holidays & study breaks.

Units of Competency
This qualification is made up of thirteen units of competency (eight core units and five electives) the units of competency are stand alone and not sequenced in any specific order.

Unit Code	Unit Title
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
BSBFIA401	Prepare financial reports
FNSORG505	Prepare financial reports to meet statutory requirements
FNSACC416	Provide financial and business performance information
BSBSMB412	Introduce cloud computing into business operations
BSBWOR501	Manage personal work priorities and professional development
FNSTPB401*	Complete business activity and instalment activity statements
FNSTPB402*	Establish and maintain payroll systems
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC313	Perform financial calculations
FNSACC502	Prepare tax documentation for individuals
BSBADM506	Manage business document design and development

*Unit required for the FNSSS00004 BAS Agent Registration Skill Set.

Entry Requirements
a) English language equivalence requirements
- English is the students first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
- A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
- Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
- Completion of an English communication skills program appropriate for specific programs approved.

b) Educational and other qualifications, skills, and other prerequisites
- Successful completion of Australian year 11 or equivalent; OR
- Successful completion of an AQF recognised Certificate III in Accounting or other relevant qualification; OR
- Substantial work experience in a related field.

Pathways from the qualification
After achieving this qualification candidates may choose to undertake studies at Diploma level, e.g., Diploma of Accounting at Elite Education Vocational Institute.
This business qualification is designed for:
- Individuals aspiring to build careers in commercial accountant roles;
- Individuals wanting to work as public accountant roles, e.g., tax advisor;
- Those wishing to upgrade skills in line with current best accounting practice.

Delivery Modes
Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required. Emphasis will be made on simulating "real life situations" in order to develop the skills identified in the "employability skills" for this qualification.

3. FNS50217 Diploma of Accounting (AQF Level 5) (CRICOS Code: 0100052)

This course is accredited by the Australian Skills Quality Authority (ASQA). Access the following link for further information regarding the accreditation of this course http://training.gov.au/Organisation/Details/45018. This qualification reflects professional accounting roles in financial services and other industries. Individuals in these roles apply their skills to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and give guidance to others within defined procedures. The qualification is suited to the needs of individuals who possess significant theoretical accounting skills and knowledge that they would like to further develop in order to pursue additional education or employment opportunities.

Job Roles
- Commercial Accountant
- Tax advisor

The duration of this course is 52 weeks in a Calendar Year, which includes 36 weeks of training (9 weeks per term x 4 terms) and a total of 16 weeks in holidays & study breaks.

Units of Competency
This qualification is made up of eleven units of competency (six core units and five electives) the units of competency are stand alone and not sequenced in any specific order.

Unit Code	Unit Title
FNSACC408	Work effectively in the accounting and bookkeeping
BSBFIA401	Prepare financial reports
FNSACC511	Provide financial and business performance information
FNSORG505	Prepare financial reports to meet statutory requirements
FNSACC516	Implement and maintain internal control procedures
FNSACC514*	Prepare financial reports for corporate entities
FNSACC517	Provide management accounting information
FNSACC503	Manage budgets and forecasts
FNSACC505	Establish and maintain accounting information systems
FNSACC512	Prepare tax documentation for individuals
FNSACC601**	Prepare and administer tax documentation for legal

* FNSACC514 has two prerequisite units' requirements: FNSACC311 Process financial transactions and extract interim reports, and BSBFIA401 Prepare financial reports (both units are from the CERT IV in Bookkeeping and Accounting).
** FNSACC601 has one prerequisite units' requirement: "FNSACC512 – Prepare tax documentation for individuals".

Entry Requirements
a) English language equivalence requirements
- English is the students first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
- A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
- Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
- Completion of an English communication skills program appropriate for specific programs approved.

b) Educational and other qualifications, skills, and other prerequisites
- Completion of the FNSSS00014 Accounting Principles Skill Set;
oOR Completion of FNS40615 Certificate IV in Accounting or equivalent;
oOR Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.
- For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.

Pathways into the qualification
Preferred pathways for candidates considering this qualification include:
- Completion of the FNSSS00014 Accounting Principles Skill Set;
- OR Completion of FNS40615 Certificate IV in Accounting or equivalent;
- OR Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.

Pathways from the qualification
After achieving this qualification candidates may choose to undertake studies at Bachelor Degree level, e.g., Bachelor of Business at Elite Education Institute (CRICOS Coe 03390A) with 4-unit exemption (ACC101, ACC102, MIS101, CMU201).

Delivery Modes
Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required. Emphasis will be made on simulating "real life situations" in order to develop the skills identified in the "employability skills" for this qualification.

4.BSB51415 Diploma of Project Management (AQF Level 5) (CRICOS Code: 0100049)

This course is accredited by the Australian Skills Quality Authority (ASQA). Access the following link for further information regarding the accreditation of this course http://training.gov.au/Organisation/Details/45018. This qualification reflects the role of individuals who apply project management skills and knowledge to organisations. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives within set timelines. They possess a sound theoretical knowledge base and use a range of specialized, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Job Roles
- Team Leader / Supervisor;
- Senior Project Manager.

Employability Skills
The skills developed and tested within this diploma are communication, teamwork, problem solving, displays of initiative, planning and organizing, self-management, learning and technology. They are systematically assessed against the relevant industry standards of the employability skill framework.

Learners are provided with materials for each individual unit which includes materials used in the training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated project management situations where required. Emphasis will be made on simulating "real project management situations" in order to develop the skills identified in "employability skills" for this qualification.

The duration of this course is 52 weeks in a Calendar Year, which includes 36 weeks of training (9 weeks per term x 4 terms) and a total of 16 weeks in holidays & study breaks.

Units of Competency
This qualification is made up of 12 units of competency. The units of competency are stand alone and not sequenced in any specific order. Students will be taught 3 units per term. The course structure is as below:

Unit Code	Unit Title
BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication
BSBPMG517	Manage project risk
BSBPMG521	Manage project integration
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness
BSBINM501	Manage an information or knowledge management system

Entry Requirements
a) English language equivalence requirements
- English is the students first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
- A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
- Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
- Completion of an English communication skills program appropriate for specific programs approved.

b) Educational and other qualifications, skills, and other prerequisites
- A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); or
- For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.

Pathways into the qualification
Preferred pathways for candidates considering this qualification include:
To gain entry into BSB51415 Diploma of Project Management it is preferred that individuals possess a BSB41515 Certificate IV in Project Management Practice, or similar qualification; or have vocational experience in a project management related role without holding a formal qualification. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Delivery Modes
Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required. Emphasis will be made on simulating "real life situations" in order to develop the skills identified in the "employability skills" for this qualification.

5.BSB51918 Diploma of Leadership & Management

(AQF Level 5) (CRICOS Code: 0100050)

This course is accredited by the Australian Skills Quality Authority (ASQA). Access the following link for further information regarding the accreditation of this course http://training.gov.au/Organisation/Details/45018. This qualification will benefit graduates by strengthening their existing management and leadership skills with a powerful framework to enhance their individual leadership and managerial abilities. This course focuses on both personal management and professional development. It places emphasis on self-managing performance, work priorities and time management, while also taking responsibility for your professional development within the context of an organisation. The duration of this course is 52 weeks in a Calendar Year, which includes 36 weeks of training (9 weeks per term x 4 terms) and a total of 16 weeks in holidays & study breaks.

Units of Competency

This qualification is made up of 12 units of competency. The units of competency are stand alone and not sequenced in any specific order. Students will be taught 3 units per term.

Unit Code	Unit Title
BSBLDR502	Lead and manage team effectiveness
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBWOR502	Lead and manage effective workplace relationships
BSBWOR501	Manage personal work priorities and professional development
BSBSUS501	Develop a workplace policies and procedures for sustainability
BSBRSK501	Manage Risk
BSBFIM501	Manage budgets and financial plans
BSBCUS501	Manage quality customer service
BSBWHS501	Ensure a safe workplace
BSBADM502	Manage meetings
BSBPMG522	Undertake project work

Entry Requirements

a) English language equivalence requirements
- English is the students first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
- A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
- Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
- Completion of an English communication skills program appropriate for specific programs approved.

b) Educational and other qualifications, skills, and other prerequisites
- A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); or
- For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:
Students may find a pathway to this qualification from the Certificate IV level course in Business, or by working in an organisational or administrative role. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Pathways from the qualification

Following the Diploma, Students may choose to continue their studies with Advanced Diploma of Leadership and Management.

Delivery Modes

Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required. Emphasis will be made on simulating "real life situations" in order to develop the skills identified in the "employability skills" for this qualification.

6.ICT50118 Diploma of Information Technology (AQF Level 5) (CRICOS Code: 0100141)

This course is accredited by the Australian Skills Quality Authority (ASQA). Access the following link for further information regarding the accreditation of this course http://training.gov.au/Organisation/Details/45018. This qualification provides the skills and knowledge required for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher-level technical skills in ICT areas such as networking, IT support, database development, programming and web development.

Job Roles
• Information Systems Office Manager;
• Office Systems Administrator;
• IT Office Manager;
• IT Systems Administrator;
• Systems Manager.

Consistent with the training package rules, the units listed below will be delivered for this course. The code and title of each unit is provided as well as an indication of core and elective. This qualification is made up of 20 units of competency. The units of competency are stand alone and not sequenced in any specific order.

The duration of this course is 52 weeks in a Calendar Year, which includes 40 weeks of training (10 weeks per term x 4 terms) and a total of 12 weeks in holidays & study breaks.

Units of Competency
This qualification is made up of 20 units of competency. The units of competency are stand alone and not sequenced in any specific order. The course structure is as below:

Unit Code	Unit Title
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWHS501	Ensure a safe workplace
ICTICT509	Gather data to identify business requirements
ICTICT517	Match ICT needs with the strategic direction of the organization
BSBCRT501	Originate and develop concepts
ICTWEB501	Build a dynamic website
ICTWEB502	Create dynamic web pages
ICTWEB503	Create web-based programs
ICTPMG501	Manage ICT projects
ICTNWK529	Install and manage complex ICT networks
ICTSAS502	Establish and maintain client user liaison
BSBADM502	Manage meetings
BSBINM501	Manage an information or knowledge management system
BSBINN501	Establish systems that support innovation
BSBWOR502	Lead and manage team effectiveness
BSBINN601	Lead and manage organizational change
ICTICT501	Research and review hardware technology options for organisations
ICTNWK536	Plan, implement and test enterprise communication solutions
ICTPRG532	Apply advanced object-oriented language skills
ICTPRG527	Apply intermediate object-oriented language skills

Entry Requirements
a) English language equivalence requirements
• English is the students first language; or
• IELTS 5.5 with no sub band scores less than 5.0; or
• Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
• A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
• Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
• Completion of an English communication skills program appropriate for specific programs approved.

b) Educational and other qualifications, skills, and other prerequisites
• A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); or
• For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.

Pathways into the qualification
Preferred pathways for candidates considering this qualification include:
• Completion of qualification ICT40115 Certificate IV in Information Technology, or other relevant qualifications or units equivalent to the core of ICT40115; OR
• with demonstrated vocational experience in a range of work environments using a wide range of information technologies.

Pathways from the qualification
Students may wish to continue with ICT60115 Advanced Diploma of Information Technology or other ICA11 Advanced Diploma qualifications.

7.BSB61015 Advanced Diploma of Leadership and Management
(AQF Level 6) (CRICOS Code: 0100051)

This course is accredited by the Australian Skills Quality Authority (ASQA). Access the following link for further information regarding the accreditation of this course http://training.gov.au/Organisation/Details/45018. This qualification reflects the role of individuals who apply specialized knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry settings. Individuals will use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others using creative or conceptual skills to express ideas and perspectives or respond to complex problems.

The duration of this course is 52 weeks in a Calendar Year, which includes 36 weeks of training (9 weeks per term x 4 terms) and a total of 16 weeks in holidays & study breaks.

Units of Competency

Consistent with the training package rules, the units listed above will be delivered for this course. The code and title of each unit is provided. This qualification is made up of 12 units of competency. The units of competency are stand alone and not sequenced in any specific order. Students will be taught 3 units per term.

Unit Code	Unit Title
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan
BSBHRM602	Manage human resources strategic planning
BSBMGT616	Develop and implement strategic plans
BSBMKG609	Develop a marketing plan
BSBRSK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBADV602	Develop an advertising campaign
BSBMKG607	Manage market research
BSBMKG608	Develop organisational marketing objectives

Entry Requirements

a) English language equivalence requirements
• English is the students first language; or
• IELTS 5.5 with no sub band scores less than 5.0; or
• Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
• A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
• Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
• Completion of an English communication skills program appropriate for specific programs approved.

b) Educational and other qualifications, skills, and other prerequisites
• A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); or
• For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.

Pathways into the qualification

Students may find a pathway to this qualification from the Diploma level course in Business, or by working in an organisational or administrative type role. Conversely, it may also apply to those with little or no vocational experience, but who possess sound business skills and knowledge that they would like to develop in order to create further educational and employment opportunities

Pathways from the qualification

Following the Advanced Diploma, Students may choose to continue their studies within the higher education sector, for example the Bachelor of Business at Elite Education Institute (CRICOS Code 03390A).

Delivery Modes

Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required. Emphasis will be made on simulating "real life situations" in order to develop the skills identified in the "employability skills" for this qualification.

8.BSB60215 – Advanced Diploma of Business (AQF Level 6) (CRICOS Code: 093457G)

This course is accredited by the Australian Skills Quality Authority (ASQA). Visit http://training.gov.au/Organisation/Details/45018 for further information regarding the accreditation of this course. The Advanced Diploma of Business reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge who are seeking further development across a range of business functions. The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further education or employment opportunities. In summary, this qualification is designed for:

• Individuals aspiring to build careers in senior business roles
• Individuals wanting to master essential business skills in planning and managing business processes.
• Those wishing to enhance their leadership skills in line with the current best business practice.

The key demographic for this qualification is international students on a Student Visa. Students must be 18 years of age or older. They will have either completed their education to a level equivalent to an Australian High School, College or University OR equivalent competence gained through any other combination of education, Training and Business experience.

The duration of this course is 52 weeks in a Calendar Year, which includes 36 weeks of training (9 weeks per term x 4 terms) and a total of 16 weeks in holidays & study breaks.

Elite Education Vocational institute is responsible for compliance of training and assessment of this accredited qualification and all learners who have completed all Unit of Competency in this qualification will be issued with the nationally recognised AQF documentation, i.e., BSB60215 – Advanced Diploma of Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

The course structure is as below:

Unit Code	Unit Title
BSBADV602	Develop an advertising campaign
BSBADV604	Execute an advertising campaign
BSBINN601	Lead and manage organisational change
BSBMGT615	Contribute to organisation development
BSBMKG605	Evaluate international marketing opportunities
BSBMKG606	Manage international marketing programs
BSBMGT616	Develop and implement strategic plans
BSBCON801	Establish and review the business continuity management framework and strategies

Delivery Modes

Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required. Emphasis will be made on simulating "real life situations" in order to develop the skills identified in the "employability skills" for this qualification.
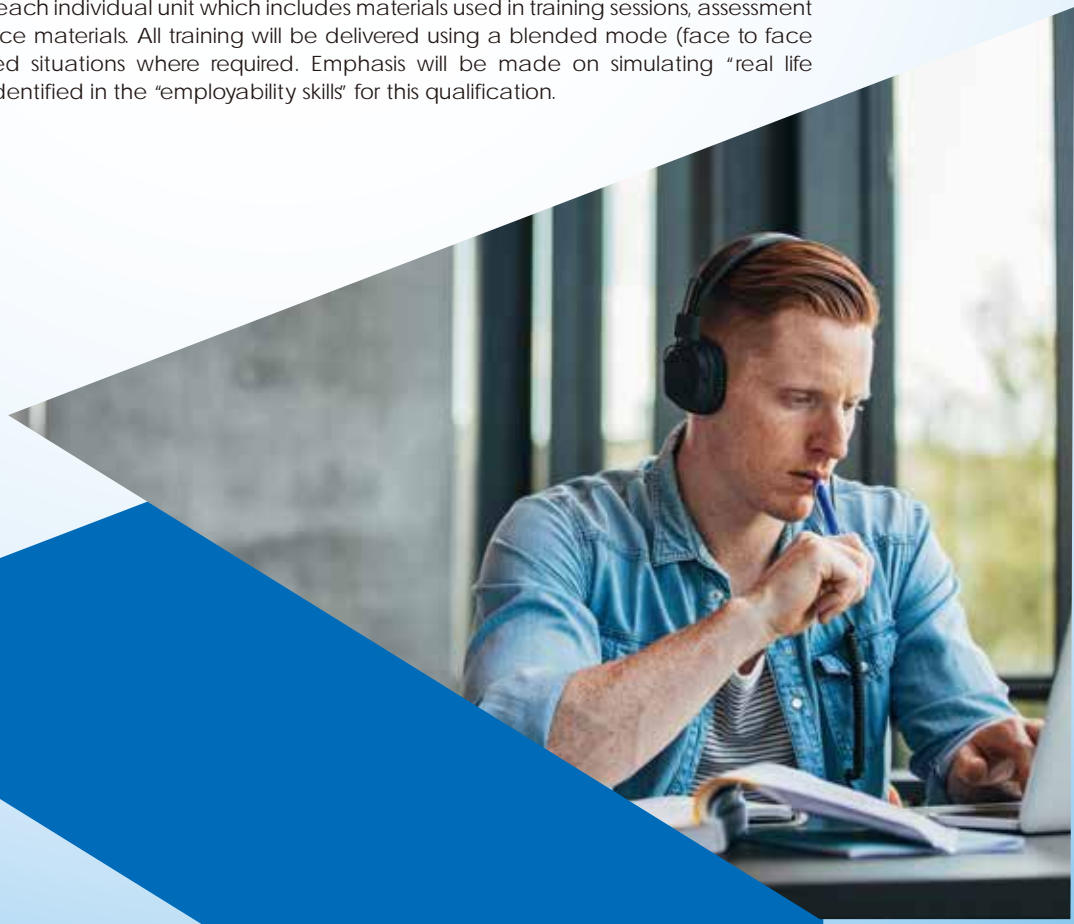
KEY DATES AND FEES

Key Dates

There are 4 terms in a year and classes may be held at either the City Campus or North Sydney Campus. The Timetable may be subject to a weekday schedule or weekend schedule. Please check each terms timetable to identify the time, days and location of your classes.

Year 2019	Commencement Date	Census Date	End of Term
Term 1	07/01/2019	25/01/2019	08/03/2019
Term 2	08/04/2019	26/04/2019	07/06/2019
Term 3	15/07/2019	02/08/2019	13/09/2019
Term 4	07/10/2019	25/10/2019	06/12/2019

Year 2020	Commencement Date	Census Date	End of Term
Term 1	06/01/2020	23/01/2020	06/03/2020
Term 2	06/04/2020	24/04/2020	05/06/2020
Term 3	13/07/2020	31/07/2020	11/09/2020
Term 4	05/10/2020	23/10/2020	04/12/2020

Year 2021	Commencement Date	Census Date	End of Term
Term 1	04/01/2021	22/01/2021	04/03/2021
Term 2	05/04/2021	23/04/2021	04/06/2021
Term 3	12/07/2021	30/07/2021	10/09/2021
Term 4	04/10/2021	22/10/2021	03/12/2021

Fee Structure

Tuition Fees

Course	Tuition Fee per Term	No. of Terms	Total Tuition Fee*
Diploma of Business	$1,500	4 Terms	$6,000
Advanced Diploma of Business	$1,500	4 Terms	$6,000
Diploma of Project Management	$1,500	4 Terms	$6,000
Diploma of Leadership & Management	$1,500	4 Terms	$6,000
Advanced Diploma of Leadership & Management	$1,500	4 Terms	$6,000
Diploma of IT	$2,500	4 Terms	$10,000

Note: Tuition fees are subject to review on the 1st of January each year.

NOTE: The tuition fees only cover the cost of tuition, which do not include other expenses related to study (i.e., textbooks) and the tuition fees and other charges may vary each year. International students' fee are protected by Australian Government Tuition Protection Services (TPS). For more information, please visit www.tps.gov.au

Other Compulsory Fees

Application Fee	International Student: $250 Domestic Student: $200
Changing CoE Fee	Only for International Student – $100 (once only)
Total Material fee	All students: $200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms.)
Overseas Student Health Cover (OSHC)	Only for International Student – Varied according to course duration (international students are required to obtain OSHC for proposed duration of their study)

Ancillary Fees

Airport Transfer Service	Only applied if the student makes the request for Airport pickup, $150 (one way)
Homestay Placement and Support Fee	Only applied if the student makes the request for Homestay Placement $300 (once only)
Late Payment Fee	Only applied if the student failed to pay the tuition fee at the due date, $120 for each late payment
Re-Assessment Fee	Only applies when student needs re-assessment, $100 per assessment.
Late Assessment Fee	Only applied when student fail to be assessed by due date and without compelling reasons $50 per assessment.
RPL Assessment Fee	Only applied when student applies for RPLs. $120 per RPL assessment.

Payment Methods
- Cash Payment
- EFT Payment

1.General English (Intermediate and Upper-Intermediate) (CRICOS Code 0100054)

Course Purpose

The General English course is designed to prepare students for conversation, everyday situations and daily interactions that take place when travelling or living in an English-speaking country. Students learn and practice the four macro-skills of listening, reading, writing and speaking in an interactive environment. Levels of difficulty increase over the duration of the course to assist students to develop their skills and to be more confident and fluent in English.

Course Outcomes

The General English course focuses on everyday functional English and facilitates learner understanding of the language, communication and conventions used in an English-speaking country. The course aims to provide students with a learning environment that is as close as possible to common everyday situations in Australia and is also designed around common student-based requirements. The course is structured into two levels, Intermediate and Upper Intermediate as described below. Students will be placed at the appropriate level and may complete one or more levels according to their needs.

Completion of the Intermediate level will enable students to understand the main ideas of complex texts on both concrete and abstract topics. Students will be able to interact with some fluency and spontaneity, making regular interaction with native speakers relatively easy. They will also be able to produce clear, detailed text on a wide range of subjects and explain a viewpoint on a current issue, outlining the advantages and disadvantages of various options.

Completion of the Upper Intermediate level will enable students to understand a wide range of demanding, longer texts, as well as recognise implicit meaning. Students will also be able to express themselves fluently and spontaneously, use language flexibly and effectively for social, academic and professional purposes. In addition, students will be able to produce clear, well-structured and detailed text on complex subjects and demonstrate controlled use of organisational patterns, connectors and cohesive devices.

Modes and Methods of Delivery

The General English course is made up of 20 units of study, each of which is delivered over a week. Face to face classroom only.

Teaching methods include teacher directed and student-centred learning. Delivery will be flexible taking into account the different learning styles, cultures and needs of students. Macro-skills will be developed using communicative and Integrated techniques.

A combination of the following delivery methods will be used: presentations, discussions, role-plays, oral presentations, individual and group instruction, audio-visual materials, web-based research, online activities and independent research.

The students will use authentic materials, together with materials prepared specifically for language learning within the classroom.

Course Entry Requirements

Education level requirements	There are no specific educational pre-requisites for entry into this course, as entry into this level is based on assessment of English language proficiency. However, it is anticipated that a majority of students will have completed Year 10 or equivalent.
English language requirements	Students will be assessed by EEVI at orientation using the Oxford Placement Test and an interview. They will then be placed in the appropriate class level as follows: Students who are assessed as having English that matches the descriptors for B1 on the CEFR level will be placed in the Intermediate class level.
Age requirements	18 and Above

2.English for Academic Purposes: EAP 1 (CRICOS Code 098097J) and EAP 2 (CRICOS Code 098098G)

The key learners for this course are international learners on a Student Visa, who are 18 years of age and over and wish to enhance their level of English to successfully undertake tertiary studies. In addition, they have either completed their education to a level, which is equivalent to an Australian Senior High School, College or University, or are able to provide evidence of relevant work experience from their country of origin.

Our English for Academic Purposes courses are offered at two levels: EAP1 and EAP2. Learners must be able to demonstrate an intermediate to upper intermediate level of English comprehension at course commencement, that is, demonstrate having achieved or approaching IELTS level 4.5 or greater. The appropriate commencement level for students will be determined by a free Placement Test administered by EEVI during enrolment.

With the successful completion of EAP 1, the English language level will be equivalent to IELTS 5.5; and with the successful completion of EAP 2, the English language level will be equivalent to IELTS 6.0.

Duration

The duration of each level of the EAP course is 10 weeks with 20 hours per week class face-to-face delivery hours. Total delivery hour of each EAP course is 200 hours.

The class size: Elite maintain teacher-to-student ratios do not exceed 1:18 per class.

Placement test

All students are tested on orientation day so that they can be placed in the correct class for their current level of English. You will be required to take reading, grammar, writing, and listening tests and to have a one to one interview with a teacher to see how well you can speak. Once your test results have been calculated you will be allocated to a class to begin your course.

Key Dates & Fees

General English (GE)

General English has a max. duration of 20 weeks with intakes commencing EACH MONDAY (you can start any Monday!). Students can choose to study only 1, or up to 20 weeks. Timetable is flexible with day and afternoon/night classes available.

English for Specific Purposes (Academic):

EAP 1 & EAP 2 are 10-weeks courses. Intakes commence each 10 weeks. Below are the intake dates for EAP 1 & EAP 2:

Year 2019	Commencement Date	End of Term
Term 2	18/03/2019	24/05/2019
Term 3	27/05/2019	02/08/2019
Term 4	05/08/2019	11/10/2019
Term 5	14/10/2019	20/12/2019

Year 2020	Commencement Date	End of Term
Term 1	06/01/2020	13/03/2020
Term 2	16/03/2020	22/05/2020
Term 3	25/05/2020	31/07/2020
Term 4	03/08/2020	09/10/2020
Term 5	12/10/2020	18/12/2020

Year 2021	Commencement Date	End of Term
Term 1	04/01/2021	12/03/2021
Term 2	15/03/2021	21/05/2021
Term 3	24/05/2021	30/07/2021
Term 4	02/08/2021	08/10/2021
Term 5	11/10/2021	17/12/2021

Tuition Fees

Course	Tuition fee per week	No. of Weeks	Total Fee
EAP 1	N/A	10 weeks	$2.500
EAP 2	N/A	10 weeks	$2.500
General English	$200	Up to 20 weeks	N/A

Tuition fees are subject to review on the 1st of January each year.

NOTE: The tuition fees only cover the cost of tuition, which do not include other expenses related to study (i.e., textbooks) and the tuition fees and other charges may vary each year. International students' fee are protected by Australian Government Tuition Protection Services (TPS). For more information, please visit www.tps.gov.au

Other Compulsory Fees

Application Fee	International Student: $250 Domestic Student: $200
Changing CoE Fee	Only for International Student – $100 (once only)
Total Material fee	All students: $200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms.)
Overseas Student Health Cover (OSHC)	Only for International Student – Varied according to course duration (international students are required to obtain OSHC for proposed duration of their study)

Ancillary Fees

Airport Transfer Service	Only applied if the student makes the request for Airport pickup, $150 (one way)
Homestay Placement and Support Fee	Only applied if the student makes the request for Homestay Placement $300 (once only)
Late Payment Fee	Only applied if the student failed to pay the tuition fee at the due date, $120 for each late payment
Re-Assessment Fee	Only applies when student needs re-assessment, $100 per assessment.
Late Assessment Fee	Only applied when student fail to be assessed by due date and without compelling reasons $50 per assessment.
RPL Assessment Fee	Only applied when student applies for RPLs. $120 per RPL assessment.

Payment Methods
• Cash Payment;
• EFT Payment

All international and domestic students applying to study at Elite Education Vocational Institute must complete the Student Application Form and submit it to the Administration Office for assessment.

Applicants who wish to apply through one of Elite Education Vocational Institute's authorized agents can find authorised agents contact details from the Institute's website.

For a completed application, the applicants must attach certified copies of transcripts of all relevant previous studies and the evidence of meeting English language equivalence requirements. If documents are in a language other than English, a certified English translation of each document must be provided together with certified copies of original documents. Upon successful assessment, Elite Education Vocational Institute will issue a conditional or unconditional offer of admission, together with instruction for the applicant accepting the offer. The administration Office will advise students if their application is unsuccessful.

EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS) LEGISLATION

The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students. Fact sheets for students and providers are now available on the Department of Education and Training website. (https://www.education.gov.au/qualifications-recognition-esos-framework- tuition-protection-service).

OVERSEAS STUDENT HEALTH COVER – INTERNATIONAL STUDENT ONLY

Overseas Student Health Cover (OSHC) is the private health insurance that international students and their dependents are required to purchase as a condition of their Student Visa. The Institute will arrange with a private health fund, to facilitate the provision of OSHC for international students. Students should note that it is a condition of their Student Visa to maintain current. OSHC pays the cost of most medical and hospital treatments that may be required while studying in Australia and will contribute to the cost of prescription medicines and emergency ambulance transport.

LEGAL INFORMATION AND ADVICE

LawAccess NSW is a free government telephone service that provides legal assistance for people who have a legal problem in NSW. They can provide you with information about your legal problem and contact details for services that might be able to assist you.

If you are calling from outside Australia you can contact LawAccess NSW by calling +61 2 88333190 between 9am and 5pm, Monday to Friday, Australian Eastern Standard Time (AEST) or Australian Eastern Daylight Time (AEDT).

Legal Aid NSW has a number of specialist services that provide help over the phone.
• Youth Hotline 1800 10 18 10
• Child Support Service 02 9633 9916 (Sydney) or 1800 451 784 (regional)
• Mental Health Advocacy Service 02 9747 6155
• Veteran's Advocacy Service 02 9219 5148
• Prisoners Legal Service 02 8688 3888
For any further legal information and advice, please see website: www.lawaccess.nsw.gov.au/ or calling 1300 888 529.

The Redfern Legal Service for NSW will provide legal services to International students: https://rlc.org.au/our-services/international-students

Other useful links include:
• Anti-Discrimination Board of NSW
• Community Legal Centres NSW
• Aboriginal Legal Service (NSW&ACT)
• PIAC Public Interest Advocacy Service NSW
• Community Restorative Centre
• Gay and Lesbian Legal Rights Centre
• HIV/AIDS Legal Centre
• Women's Legal Services NSW
• Your rights as a consumer - Consumer Action Law Centre
• Your rights as a tenant - Tenants Union of Victoria
• Refugee and immigration legal issues - Refugee and Immigration Legal Centre Inc.
• Your rights at work - JobWatch
• Specialist legal advice for women - Women's Legal Service Victoria
If in any doubt, please contact the EEVI Administration Office, who will assist you through referral to the appropriate agency.

WORK RIGHTS– INTERNATIONAL STUDENT ONLY

Students are not permitted to work until their course is started. Students can work up to 40 hours fortnightly while their course is in session (excluding any work undertaken as a registered component of study or training) and they can work unlimited hours during scheduled course breaks. Family members of students are not allowed to work until the student begins the course. They are allowed to work up to 40 hours fortnightly at all times. Students should contact the Department of Home Affairs (DHA) in Australia for the latest requirements as these requirements vary.

LIVING IN AUSTRALIA

There are many websites that provide information on living in Australia. Here are a few useful ones to note:
• http://www.australia.gov.au/information-and-services/education-and-training/international-students https://www.livingin-australia.com/
• https://www.border.gov.au/Trav/Life
• https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs
• https://www.internationalstudent.com/study_australia/living_in_australia/
If you have a school aged dependent, you will be required to pay full fees if enrolled in either a government or non-government school. Check the government's education website in the state you will be living in.

RECOGNITION OF PRIOR LEARNING (RPL)

Applicants wishing to apply for recognition of their previous studies should indicate as such in the relevant section of the Student Application Form and also complete a RPL Application Form. Students need to complete this form and provide the necessary documentation (i.e. descriptions of subjects previously studiedPrevious transcripts) and return it with the Student Application Form to the Institute. The RPL policy and RPL Application Form can be found on the Institute's website: www.ee.edu.au

COURSE COMPLETION EXPECTATIONS– INTERNATIONAL STUDENT ONLY

International students enrolled in the Institute are expected to complete their awards within the normal duration of the course as specified in their offer letter and candidature rules. The Institute may allow students to undertake no more than 25% of their total course by distance and/ or online learning.

However, students may not enroll exclusively in distance or online learning units in any compulsory study period. There are defined compassionate and compelling circumstances that the Institute may consider in the event that an international student is unable to complete their course within the expected duration, are unable to meet attendance requirements, or wish to defer, suspend or cancel their enrolment. Please contact the Institute staff for further information.

COURSE ADVICE SERVICES

All institute students in Australia must formally enrol in their course, either electronically or by submitting an enrolment form. Enrolment for Elite Education Vocational Institute is conducted in the week prior to the commencement of classes each semester. During enrolment students are given course advice to ensure they are enrolled in both the correct course and units of study. Assistance is given throughout the process to ensure each student is successfully enrolled. For new students, enrolment is an opportunity to meet academic, administrative and managerial staff of the Institute and to have any queries or concerns resolved.

ORIENTATION PROGRAM

An orientation session is conducted before classes begin and is compulsory for all newly enrolled students. The program includes information about student support services, facilities, healthcare, obtaining legal advice; what to do in an emergency and contact details of the Institute staff that can assist. In addition, information is given about the rights and responsibilities of The Institute students including information about complaints, appeals and the legal requirements regarding study and residence in Australia.

Orientation also includes guidelines about how to study the Institute courses effectively and an introduction to Australian culture, society and life. In addition to the formal processes described above, students have their first opportunity to meet with fellow students and staff.

SOCIAL ACTIVITIES PROGRAM

An ongoing social activities program runs throughout each term and provides opportunities for students to enjoy a range of activities outside study. These include occasional weekends or one day excursions to various locations in Sydney.

VOCATIONAL ACTIVITIES

Elite Education Vocational Institute pays significant attention to facilitating the employability skills necessary for today's job market. Industry visits, workshops, and seminars may be made available to EEVI students.

ACADEMIC AND ENGLISH LANGUAGE SUPPORT

Continuing study assistance is provided by specially trained staff on an individual or group basis to assist students with note taking, referencing, essay and report writing, paraphrasing, grammar, oral presentations, researching, time management and exam preparation.

COUNSELLING SERVICE

Elite Education Vocational Institute provides a free and confidential counselling service. Counsellors can help students adjust to their new environment, deal effectively with difficult personal situations and advocate on behalf of students.

FIRST AID SERVICES

First Aid Kits and supplies are kept on the premises. The Institute staff respond immediately to requests for first aid assistance.

OTHER SERVICES

a)Pre-Departure Information and Assistance for International Students

Elite Education Vocational Institute provides information and advice about how to prepare for arrival in Australia and what to expect on arrival. A pre-departure kit is sent to all students before they leave their home country. Students may also contact our friendly admissions staff for more information.

b)Airport Reception and Airport Pick Up

New students arriving from overseas or interstate are met at Sydney Airport by the Institute friendly staff or senior students and are transferred by car or bus to their prearranged accommodation. Students are then assisted with basic needs such as changing currency (for international students), contacting home, buying food and any other items. Students are required to make a request for airport pick-up at least two weeks in advance (conditions and charges apply). Contact our admissions staff for details

c)Accommodation and Settling In

Our dedicated student support staff can help organise accommodation for students in advance of their arrival. Every effort is made to enable students to acquire the accommodation best suited to their needs. Staff will assist students to settle quickly and successfully into their accommodation and to fa

FACILITIES

1 **Teaching Facilities**

Elite Education Vocational Institute provides contemporary learning facilities for students. There are fully equipped lecture facilities with audio visual projection equipment, computer and internet access and appropriate software. There are study areas for groups and individuals in addition to teaching rooms. Staff and students may use computers, photocopiers, scanners and audio-visual projectors to facilitate successful teaching and learning.

2 **Library Facilities**

Students have access to library, photocopying, and printing services. The Institute Library collection includes books, journals, audio-visual materials as well as other resources and provides workspace for students. Students also have free access to the e-Library & online research database (i.e., ProQuest) at the all institutes campuses.

3 **WIFI, Internet Access, and E-learning**

Elite Education Vocational Institute provides students with free WIFI and internet access when they are on campus. We also have e-learning system, Moodle system to facilitate students' learning. Students can access Moodle system at anytime, anywhere with internet access.

ACCOMMODATION OPTIONS

Several options are available for students, including rental accommodation, shared accommodation and homestay. Most international students prefer to share rental accommodation to reduce costs. The Institute staff assist students to find accommodation. Although accommodation is usually readily available, the beginning of each semester is a very busy time and accommodation may take a little longer to find during these periods. Homestay with an Australian family who provide accommodation and meals is a good option for international students. Students need to make a request for this service at least two weeks in advance and conditions and charges apply.

INFORMATION PRIVACY

EEVI will collect information from students and prospective students, either electronically or in hard copy format. In collecting personal information, the EEVI complies with the requirements of the Australian Privacy Principles (APP) set out in the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. EEVI, as a registered training provider in Australia is required to collect information from learners in accordance with data provision requirements and information standards. To comply with EEVIs legal and regulatory obligations, including disclosure and reporting to the Commonwealth, State and Territory government agencies for planning, evaluative and administrative and funding purposes; and, to the Department of immigration and Border Protection for visa issues. EEVIs Privacy Policy can be found on EEVIs website under Policies.

STUDENT SAFETY

At Elite Education Vocational Institute, we take the safety of all our students seriously. In February 2016, Australia's universities launched a ground-breaking initiative to prevent and address sexual assault and harassment across the sector.
Respect. Now. Always. highlights the determination of Australia's universities to ensure that our educational institutes are places of safety and respect, and as a private provider Elite wants to ensure an environment that is safe for everyone. The 10-point Action Plan builds on work done by individual universities in Australia over many years to develop policies, reporting procedures and support services.
The campaign aims to:
• raise awareness of sexual assault and sexual harassment and lift the visibility of support services for students;
• obtain data to guide further improvement in university policies and services; and
• assist universities in sharing global best practice resources across the sector.

To find out more please visit the following link:

http://www.universitiesaustralia.edu.au/uni-participation-quality/students/Student-safety/Respect–Now–Always-#

If you feel unsafe or are experiencing/experienced sexual abuse in any way, please seek assistance from a local authority as outlined below, or come speak to our Student Counsellors or Administration Officers at your local Campus.

24-hour Crisis Emergency Contacts:

Lifeline   131 114

Police (Free call)   000

Crime Stoppers   1800 000

Sexual Assault
- NSW Rape Crisis Centre – 98196565 or 1800 424 017
- Eastern and Central Sexual Assault Services – 9515 3680
- Crisis Service-ask for afterhours crisis workers – 9515 6111

Alcohol and Drug Counseling
- Alcoholics Anonymous NSW (24 hours) – 9799 1199

Victims of Crime Support Lines
- NSW 24-hour information, support and referrals – 9374 3000
- Interpreting Services: 131450

STUDENT CONTACT DETAILS
Students must notify EEVI of changes to their contact details, including their Australian phone number (mobile and/or landline number), email address and residential address; and, students must maintain these personal details with EEVI administration. Students must advise EEVI of their Australian address within seven days of arriving to Australia and within seven days of any change of address. In addition, students are obligated to provide a local point of contact in the case of any emergency arising. This is a requirement of a Student Visa.

SCHOOL-AGED DEPENDENTS
There are requirements for compulsory school attendance for children or dependents of international students. In New South Wales it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend school until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees in any school, Institute or university that they enrol in whilst in Australia.

CONTACT DETAILS

Elite Education Vocational Institute

Sydney CBD Campus:
Level 5, 770-772 George Street,
Sydney NSW 2000

Tel: 61 2 9211 4958
(City Campus)

North Sydney Campus:
Level 2, 1 James Place,
Sydney NSW 2060

Tel: 61 2 99575588
(North Sydney Campus)

Website: www.ee.edu.au   vet@ee.edu.au

Principal Executive Officer (PEO)
Dr Chun Jiang
Email: chun.jiang@ee.edu.au
Phone: +61 (02) 92114958
Mobile: +61 425 888 033

Executive Assistant
Nadine Zellerhoff
Email: nadine@ee.edu.au
Phone: +61 (02) 92114958
Mobile: +61 422 797 838

Student Services Manager
Ms. Cindy Zhang
Email: vet@ee.edu.au
Phone: +61 (02) 92114958

Head of Trainers
Mr. Andrey Loburets
Email: andrey@ee.edu.au
Phone: +61 (02) 99575588

Marketing Officers
Mr. Balbir Singh
Email: balbir@ee.edu.au
Phone: +61 (02) 92114958

Ms. May Zhang
Email: may.zhang@ee.edu.au
Phone: +61 (02) 92114958

Ms. Vicky Khuu
Email: vicky@ee.edu.au
Phone: +61 (02) 92114958

ELITE EDUCATION

VOCATIONAL INSTITUTE

RTO Code: 45018 CRICOS Code: 03546G

Phone: +61 2 92575588
Email: vet@ee.edu.au
Website: http://vocational.ee.edu.au/
Office Hours: Monday to Friday 09:30 to17:30