

COURSE INFORMATION – ELICOS

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' fees 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

ADMISSION PROCESS

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 Institutes authorized agents can find authorised agents contact details from the Institutes 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.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 governments 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 studied/Previous 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 EEVI's 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. EEVI's Privacy Policy can be found on EEVI's 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

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