

RTO code: 41128

CRICOS Provider Code: 03609J



# Darwin

Institute of Technology

## Prospectus 2020

For international students



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## A MESSAGE FROM THE CEO

I would like to take this opportunity in extending you my warmest welcome to Darwin Institute of Technology (RTO CODE: 41128 and CRICOS PROVIDER CODE: 03609J)

We are proud and excited to be able to provide high quality vocational qualifications to International students.

As an International student, you will bring your own culture and life experience in the campus life and add new colors to the already diverse mix of cultures - taking it to a new height of cooperation and integration.

Darwin Institute of Technology is committed to providing professional vocational education in a relaxed, informal and supportive environment as we prepare students to embrace the challenges of globalisation and a globalised workforce.

We provide educational programs and pathways that develop the skills needed for the international marketplace by developing high quality, industry ready graduates and workforce professionals.

We are dedicated to empowering students with education and training to gain the required skills and knowledge to maximize their full potential. Our excellent team of academics and friendly support staffs are dedicated to assist students in making their learning experiences an exceptional one.

Our College is an Australian Registered Training Organisation (RTO) operating under the National VET Quality Framework and we are regulated by the Australian Skills Quality Authority (ASQA).

The qualification we deliver is taken from Australian National Training Packages and is recognised Australia wide and internationally. We will provide you with important pre-arrival information and information to assist you to settle into life in Sydney and our College.

We also include advice on the cultural and social differences, you may experience during your stay and provide other practical information to ensure your day to day experiences are positive ones for you. This information booklet is designed to provide you with information about the services provided by Darwin Institute of Technology and our approach to make a safe, fair and supportive learning environment.

We wish you every success in your future endeavors!

Yours faithfully,  
Dr. Amrit Tewari  
CEO





## ABOUT DARWIN INSTITUTE OF TECHNOLOGY (DIT)



Training Organisation NSW Pty Ltd T/A Darwin Institute of Technology (RTO No: 41128 and CRICOS Provider Code: 03609J) is a registered training organisation located at 37 Gregory Street, Parap, NT, 0820, Australia.

Darwin Institute of Technology operates under the National Vocational Education and Training (VET) Quality Framework. This is a regulated framework administered by the Australian Skills Quality Authority (ASQA). Our registration details are located on the National Register for VET and our qualifications are recognised under the Australian Qualifications Framework.

As a registered training organisation delivering courses to international students, Darwin Institute of Technology is required to maintain the registration with the Commonwealth Register of Institution and Courses for Overseas Students (CRICOS). All CRICOS registered training providers are regulated by ASQA under the Education Services for Overseas Students Act (ESOS Act 2000) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

We deliver Australian Qualifications Framework (AQF) qualification which is drawn from Australian vocational Training Packages and recognised within Australia and internationally. The Training Packages qualifications are developed by the Industry Skills Councils in consultation

with the industry bodies, regulators, training providers and other stakeholders.

Darwin Institute of Technology offers courses in Business, and we deliver following qualifications:

- BSB50215 Diploma of Business

Darwin Institute of Technology consults with industry practitioners within Australian business sectors to ensure that our training is at the leading edge of industry developments and trends. These courses have been designed to offer students opportunities to gain industry skills & expertise and to meet their academic and professional goals.

## WHY STUDY AT DARWIN INSTITUTE OF TECHNOLOGY?

At Darwin Institute of Technology, we believe in providing quality education to each and every student. We offer and deliver high-quality student-focused courses which have been designed to provide students with job-focused skills and expertise to advance and succeed in their academic and professional goals.

Our trainers are highly qualified and experienced professional with relevant industry experience and our training materials are practical, up-to-date and industry relevant.

Studying at Darwin Institute of Technology, students will enjoy modern facilities with fully equipped small sized classrooms in a professional, friendly and supportive learning environment.

We believe in empowering our students through education and training and provide progressive and innovation qualification to enable them to strive for excellence.

We support our students on the path to achieve their goals and aspirations by developing practical and academic skills, knowledge and capability.

We value our students needs and offer excellent student support services.



## CAMPUS LOCATION

Darwin Institute of Technology is located at 37 Gregory Street, Parap, NT, 0820, Australia.

Parap is a suburb in the heart of Darwin, and under the state of Northern Territory, Australia. It's surrounded area is Woolner, Fannie Bay, Ludmilla and Stuart Park. It is one of the administrative centers for the local government area of the Bayside Council.

### Lunch Options

There are many restaurants, cafés and shops where students can go for lunch and shopping and Parap Village Markets is of one the Darwin longest running market in Northern Territory.

### Parking availability

Student who prefers to travel by their own vehicle can access several free parking spaces around campus premises.

### Public Transport

There is a bus station is approximately 2-3 minutes' walk from the campus and the most convenient way to travel for the students which are bus stops around the campus area.

For further details refer this website:

<https://nt.gov.au/driving/public-transport-cycling/public-buses>





## OUR COURSES AND PRICING

Course	DURATION	TERMS*	COURSE FEES (AUD)				
<b>BSB50215 Diploma of Business</b>	52 Weeks (40 weeks study and 12 weeks holidays)	4 Terms (Each term 10 weeks)	Application Processing Fee \$ 300	Tuition Fee \$6,800	Material Fee \$200 (\$50/term)	Total Fee \$7,300	CRICOS CODE: 095331F

Material fees include student learner guide, PowerPoint presentation handouts and learning handouts in the class.

Note: Please note, Darwin Institute of Technology reserves the right to vary the tuition fees and/or other charges from time to time. However, once enrolment into a course is finalised, course fees will not change for the normal duration of the course.

\* Each term consists of 10 weeks.

\*\* Prerequisite requirement and credit available for this course, for detail please visit our website.

## BSB50215 Diploma of Business

CRICOS COURSE CODE: 095331F

 The latest release of the qualification can be found at: <https://training.gov.au/Training/Details/BSB50215>


### Course Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in business across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

### Course Duration

This qualification will be delivered 20 hours face to face per week in the campus over 52 weeks. This includes 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays. Holidays are 3 weeks per term.

### Target Group

- Off-shore student, who have just passed Australian Year 12 or equivalent who may have little or no vocational experience, but who possess learning skills and knowledge that they would utilize to develop a new business skill.
- Holders of Certificates/Diploma/other qualifications in business, management and human resource or/and may have previous experience in management and human resource related profession overseas/onshore and are interested in developing their business knowledge and skills. DIT will provide RPL/Credit for eligible student on a case-to-case basis and then place the student in suitable term, if available.

### Career Outcomes

Students who complete this course may be able to seek employment in a range of leadership and business management roles. Such as:

- Business Manager
- Human Resources Manager
- Heads of Departments

### Future Pathways

Students who complete this course may pursue BSB60215 Advanced Diploma of Business or higher education qualifications in business or management.

### Course Costs

The costs for this course are as follows:

- Application Processing Fee: \$300 (non-refundable to be paid on application)
- Tuition fees: \$6,800 (\$1700 per term)
- Materials Fees: \$200 (\$50 per term)
- Total Course Fee: \$ 7,300

The study materials are provided to students by Darwin Institute of Technology and are included in total course fees.

### Course Structure

The BSB50215 Diploma of Business requires the completion of eight (8) elective units. Electives for this qualification have been chosen by Darwin Institute of Technology to ensure that students achieve a broad range of skills and knowledge in business.

#### Units of Competency

Unit Code	Unit Name
<b>Electives</b>	
BSBHRM506	Manage recruitment, selection and induction processes.
BSBHRM501	Manage human resources services
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBADM504	Plan and implement administrative system
BSBWOR501	Manage personal work priorities and professional development
BSBWHS521	Ensure a safe workplace for a work area
BSBRISK501	Manage risk





## TRAINING ARRANGEMENT

At Darwin Institute of Technology, all qualifications are delivered 20 hours face to face in campus. Each qualification consists of different units of competencies and our industry experienced qualified trainers will explain the outlines and assessment requirements at the beginning of training of each unit of competency.

All our classes are held in fully equipped classroom and students are provided with learner resources, such as power point presentation, student learner guide, formative activities, and where applicable simulated case studies, policies and procedures.

Student can bring their own laptop that must have Microsoft office or other necessary software installed and a USB Drive. Laptops must be fully charged and operational. Otherwise, they can use the available computers in the classrooms.

## ASSESSMENT ARRANGEMENT

All our unit of competencies (UOC) are assessed through a combination of assessment types. This may include practical demonstration, role play, writing reports, group projects, presentation and written questionnaires etc. Read International Student Handbook for more information on assessment system, submission guidelines, reassessment arrangements etc.

## ENTRY REQUIREMENTS



- Must be 18 years of age or older at the time of submission of application.
- Must provide proof of Australian Year 12 or equivalent school studies or other higher qualifications.
- Must submit results of IELTS with at least 5.5 overall score, or equivalent results in other English proficiency tests like PTE, TOEFL, etc. Otherwise, you need to submit English Proficiency certificate from an approved ELICOS provider; or competency certificate of at least 50% of an AQF certificate IV qualification or higher within in the last 2 years. For further details; please refer to the Department of Home Affairs (DOHA) website for Acceptable English and Exemptions.
- Must pass the Language, Literature and Numeracy (LLN) Test conducted by DIT.
- Must go through Course Entry Interview.
- International Students must meet the Student Visa (SC500) requirements.

*\*Note: Each course may have different entry requirements. For full details, please read individual course entry requirement on our website and or contact our admission team at [admission@dit.edu.au](mailto:admission@dit.edu.au)*



## ACCEPTABLE ENGLISH TEST SCORE

Where evidence of English Language is required, the following minimum English language test score from the following providers will be accepted:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet-based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test**	Pass	Pass	Pass

\*The TOEFL paper based test will only be accepted from limited countries.

\*\* The Occupational English Test includes a mark between A and E. An A or B is considered a pass. The test must have been taken no more than two years before the student visa application is made.

Where our online application system indicates that documentary evidence of English language proficiency is required, it is important for you to attach these documents to your visa application before lodging your application. Failure to do so may result in visa refusal.

Reference: <http://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>



## ACADEMIC ENTRY REQUIREMENTS EQUIVALENTS BY COUNTRY\*

Country	VET equivalent	Country	VET equivalent
Bangladesh	Higher Secondary Certificate / vocational higher secondary certificate (Minimum CGPA is 3.5 or 60% in HSC / First Division pass) or	Myanmar	GCE A-Level examination with an aggregate score of 7
Cambodia	Successful completion of the Diploma of Upper Secondary Education with an B grade average	Nepal	Successful completion of the Nepalese Higher Secondary Certificate with an average grade of 60% in the final year results.
China	Completion of the Senior Middle 3 with 60% average in 3 years National Entrance Examination (Gao Kao)	Nigeria	Successful completion of the Senior Secondary Certificate with an aggregate grade of 20 based on the best 6 subjects
Colombia	Completion of the Bachiller / Bachillero / Bachillerato with an average grade of 65%	Pakistan	Successful completion of Higher School Certificate or Intermediate Certificate with a First Division pass and an overall average of 60%
Egypt	National School Certificate of General Education (Year 11) 50%	Philippines	Successful completion of a recognised foundation studies program, one year of university studies
Fiji	Successful completion of Form 7 with an average of 55% for best 4 subjects	Russia	Successful completion of Attestat o Srednem (Polnom) Obschem Obrazovanii (Certificate of [Complete] Education) with a GPA of 3.5
Indonesia	SMU 3 or Secondary School Certificate of Graduation (SKHUN / STK) with an average of 60%	Saudi Arabia	Successful completion of the General Secondary Education Certificate (Tawjihyya) with an overall achievement of 60% -
India	All India Senior School Certificate or the Indian School Certificate, or Higher Secondary Certificate with a pass of 60% in best 4 academic subjects	Lebanon	Successful completion of the Baccalaureat Libanais with a minimum overall grade of 9
Iran	Successful completion of the Pre-University Certificate (Peeshdaneshgahe) with an overall GPA of 10 out of 20	Sri Lanka	Edexcel GCE A-Level examination with an aggregate score of 7
Iraq	Completion of Iraqi Certificate of Preparatory Studies or 6th form Baccalaureate	Thailand	Successful completion of the Certificate of Secondary Education or Matayom 5 with 4 passes (academic subjects only) GPA 3.0
Jordan	Successful completion of the General Secondary Education Certificate (Al-Tawjihiyah or Shadet Alderasa athnawia) with an overall achievement of 55%-	Vietnam	Successful completion of the Bang Tot Nghiep Trung Hoc Chuyen Nghiep (Secondary Vocational School Certificate) or a Diploma of General Education (Bang Tot Nghiep Trung Hoc Pho Thong) with a grade of 6.5
Kenya	Successful completion of the Kenya Certificate of Secondary Education (KCSE) awarded with D grade average or higher	Zimbabwe	Successful completion of the ZIMSEC A Level Certificate with a minimum 2 passes in principal subjects

\*<http://www.studyintafe.edu.au>



## HOW TO APPLY?

### Step 1. Enquiry

Student can make enquires via Darwin Institute of Technology website, email, phone or through authorized agent. Upon receiving the enquiry, student shall be provided accurate marketing and pre-enrolment information, copy of Darwin Institute of Technology course brochure and Student Handbook, which contain important information for the student about the course entry requirements, enrolment process, visa eligibility requirements, information on life in Australia, Refund Policy, Complaints and Appeals Policy etc.

### Step 2. Enrolment Application

If the student is interested to apply for a course with Darwin Institute of Technology, they can apply directly with college or through authorized agent. Enrolment Application form can be downloaded from our website or can be emailed to you by our admission staff or you can get it from the authorized agent of the college. For the list of our authorized agent, please check our website: [www.dit.edu.au](http://www.dit.edu.au)

Students are required to complete the enrolment application form carefully and accurately and submit via email to [admission@dit.edu.au](mailto:admission@dit.edu.au) or post it to college address or submit to the authorized agent with below supporting documents;

- Completed student application form
- Completed Genuine Temporary Assessment form
- Certified copy of Passport

- Certified copy of High School Certificate or equivalent secondary schooling outcome, qualification, work experience
- Certified copy of English Language Proficiency Report
- Evidence of funds and access to it
- Payment of Application processing fee \$300 to Darwin Institute of Technology (non-refundable)
- Visa Grant Notification Letter (Onshore International Student & current health insurance)

The Address of the college is;

Student Support Manager  
Darwin Institute of Technology  
37 Gregory Street, Parap, NT, 0820, Australia.

### Step 3. Course Entry Requirement Test (CERT) & Course Entry Interview

Once the documents as stated in Step 2 have been received, Darwin Institute of Technology may conduct Language, Literature and Numeracy (LLN) Test to assess the student's existing skills and knowledge.

Student can either visit the campus or the office of the authorized agent to appear in the Language, Literature and Numeracy (LLN) Test which schedule by DIT. If the students attend the LLN in the authorized agent's office a DIT trainer or assessor will monitor the student online. The agent must forward the LLN Test answer sheet to Darwin Institute of Technology Student Support Manager via email to [admission@dit.edu.au](mailto:admission@dit.edu.au) or post it to college address. Trainer & Assessor from Darwin Institute of Technology will assess the answers. S/he will also interview the student on purpose of study, career goal, support service needs etc.



## Step 4. Issuing Letter of Offer



Darwin Institute of Technology will assess the student application for enrolment and outcome of Language, Literature and Numeracy (LLN) Test & interview. If satisfactory, DIT will issue a letter of offer and student agreement with an invoice for the tuition fee & material fee to the successful applicant. Student can agree to pay more tuition fee.

Letter of Offer is valid for 14 working days only. After this date, the position will be offered to another applicant. It is important to note that the offer made by Darwin Institute of Technology is conditional based on the student meeting the minimum requirements for the course, which may be listed in Conditions section of offer letter.

The Letter of Offer contains below information;

- Advise the course name, content and duration of the course in which the student is to be enrolled and any conditions on his or her enrolment.
- Provide an itemized list of tuition fees and other fees payable by the student (Summary of Fees).
- Set out the circumstances in which personal information about the student may be shared between Darwin Institute of Technology and the designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

- Advise the student of his or her obligation to notify Darwin Institute of Technology of a change of address within 7 days while enrolled in the course.
- Include information of any arrangements with another registered provider, person or business to provide the course or part of the course if applicable.
- Advise indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies.
- Include information about the grounds on which the student's enrolment may be deferred, suspended, withdrawn or cancelled. Student has to pass more than 50% of the units they have enrolled into two consecutive terms and attend at least 80% of the course contact hours.
- Include a brief description of the ESOS framework made available electronically by Department of Education and ESOS Legislative Framework.

## Step 5. Confirmation of Enrolment

To accept the offer, the student must agree to the terms and conditions of the Letter of Offer, complete, sign and return it to Darwin Institute of Technology. The signed agreement must be received before the student offer expires. The student is also required to provide a payment receipt the amount indicated as payable in offer letter from the total fees for successful admission to a program. These documents must be submitted to the Darwin Institute of Technology or the college authorized agent.

If the student is applying onshore, they are also required to provide a copy of their personal details and a copy of valid student visa and a copy of their current Overseas Student Health Cover (OSHC).

Agent or Darwin Institute of Technology Representative or onshore international students should submit the Student Agreement and supporting documents by mail, or email with evidence of the full invoiced payment to:

Student Support Manager  
 Darwin Institute of Technology  
 37 Gregory Street, Parap, NT, 0820,  
 Australia  
 E: [admission@dit.edu.au](mailto:admission@dit.edu.au)

Once all required documentation and payment have been received, Darwin Institute of Technology will send the student the following items:

- An electronic Confirmation of Enrolment (eCOE)
- Confirmation of course commencement details
- A tax invoice for the payment of fees
- Overseas Student Health Cover (OSHC) information
- Student Visa / Travel / Accommodation Information



These documents shall be sent to the student's nominated email address. The student may also nominate to have these documents sent to the agent.

### Step 6. Lodging Student Visa

Upon receiving the electronic Confirmation of Enrolment (eCOE), International student can apply for a Student Visa (subclass 500) online through Department of Home Affairs website by creating IMMI Account. For more information please visit [www.homeaffairs.com.au](http://www.homeaffairs.com.au).

Students may choose to appoint a registered migration agent to lodge their student visa application on their behalf.

Students must notify Darwin Institute of Technology of the visa application outcome as soon as they become aware of it.

Students whose visas have been granted are required to arrange their own travel and temporary accommodation for their initial period in Australia (until permanent accommodation can be established). Once these arrangements have been made, the student is requested to notify Darwin Institute of Technology of the following:

- Confirmation of Student Visa grant notification (subclass 500)
- Confirmation of temporary accommodation including address
- Confirmation of travel booking and the planned arrival time, carrier, airport, etc.
- Phone number of a relative, a friend or a contact in Australia
- Contact details on arrival in Australia (must include a mobile phone number where possible)

This information is to be provided in the Darwin Institute of Technology Student Visa/ Travel/ Accommodation Confirmation Form and submitted to authorized agent or a Student Support Manager directly by mail or email to:

Student Support Manager  
 Darwin Institute of Technology  
 37 Gregory Street, Parap, NT, 0820,  
 Australia.  
 E: [admission@dit.edu.au](mailto:admission@dit.edu.au)

If the student is not successful in securing a student visa, they must notify Darwin Institute of Technology as soon as possible to access a refund of their paid tuition fees. The student will not be refunded the application fee (\$300). Read the Refund policy and Complaints & Appeals Policy in International Student Handbook.

### Step 7. Orientation/Course Commencement

The student shall be notified of the course commencement details at the point of confirmation of enrolment. On arrival at Darwin Institute of Technology (usually one week before class starts), students are required to participate in an



compulsory orientation program. Student are required to provide below confirmation details

- Contact details – mobile phone number and email address
- Accommodation details
- Details of a Contact Person on Emergencies
- Overseas Student Health Cover (OSHC)
- Individual needs (e.g. disabilities)
- USI requirements



## DOCUMENT CHECKLIST

Completed student application form	<input checked="" type="checkbox"/>
Completed Genuine Temporary Assessment form	<input checked="" type="checkbox"/>
Certified copy of Passport	<input checked="" type="checkbox"/>
Certified copy of High School Certificate or equivalent secondary schooling outcome, qualification, work experience	<input checked="" type="checkbox"/>
Certified copy of English Language Proficiency Report	<input checked="" type="checkbox"/>
Evidence of funds and access to it	<input checked="" type="checkbox"/>

## INTAKE MONTHS

Term Start & End Date (20-21)	Term Breaks Start & End Date (20-21)	Shifts	
05.10.2020-13.12.2020	14.12.2020-03.01.2021	Shift 1: Monday and	Shift 2: Wednesday:
04.01.2021-14.03.2021	15.03.2021-04.04.2021	Tuesday: 09:00 am	1:45 pm to 6.00 pm
05.04.2021-13.06.2021	14.06.2021-04.07.2021	to 6:00 pm,	and Thursday and
05.07.2021-12.09.2021	13.09.2021-03.10.2021	Wednesday: 09:00	Friday: 09:00 am to
04.10.2021-12.12.2021	13.12.2021-02.01.2022	am to 1:15 pm	6.00 pm





## FEES AND REFUNDS

### Fees Payable

Fees are payable when a student has received a confirmation of enrolment. The fee payment must be within fourteen (14) days of receiving an invoice from Darwin Institute of Technology. Darwin Institute of Technology may withdraw an offer of an enrolment if fees are not paid in accordance with the agreed fee schedule.

Overseas students are required to pay at least \$2050 of fees on successful admission to a program. The balance of fees payable for the term should be paid at least 14 days prior to the commencement of each term unless prior arrangements have been made and confirmed in writing. The amount may range from \$1800 to 1900 per term. Student Offer Letter and Agreement will have more details on this.

Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course

### Refunds

A student, who wishes to cancel their enrolment, must give notice in writing. This may be sent via email or letter. Darwin Institute of Technology staffs that are approached with initial notice of cancellation are to ensure the student understands their rights with regards to the refunding of tuition fees. Students who give written notice to cancel their enrolment and who are eligible for a refund shall be provided with a Refund Request Form. Students who may not be eligible but are requesting a refund should also be provided with the Refund Request Form, so that the request can be properly considered by the Director of Studies/Chief Executive Officer. Where refunds are approved, eligible refunds will be made within 28 calendar days usually after receipt of the claim. Monies refunded will be made in Australia Dollars (AUD). Refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form or Student Agreement. Darwin Institute of Technology will give the student a refund statement that explains how the amount has been worked out.

*Please visit the Refund Policy Section of International Student Handbook on Refund Calculation.*

### About Fees or Refunds

Students who are unhappy with Darwin Institute of Technology arrangements for the collection and refunding of tuition fees are entitled to lodge a complaint. This should occur in accordance with Darwin Institute of Technology complaints policy and procedure. This refund policy, and the availability of our complaints and appeals processes, does not remove student rights to take further action under the Australian Consumer Protection laws

### Student Cancellation

Students who cancel their enrolment part way through a training program must notify DIT in writing at the soonest opportunity if consideration of fee reimbursement is required. Once Darwin Institute of Technology is notified a refund will be issued for the

## MONITORING STUDY PROGRESS & CLASS ATTENDANCE

Darwin Institute of Technology records and assesses the progress of each student for each unit and cumulatively at the end of each study period. A study period is defined as a Term (10 weeks of study). Satisfactory progress is achieved when a student successfully completes the assessment requirements for each unit or cluster of units within the timeframes specified in the course timetable, communicated to students at the beginning of the term/unit. Where a student is identified at risk of not making satisfactory course progress Darwin Institute of Technology will contact the student and arrange meeting with Director of Studies, to implement Darwin Institute of Technology's intervention strategies i.e. additional support services

Unsatisfactory course progress is defined as a student failing to successfully complete and achieve competency in at least 50% of the course requirements in that study period. At Darwin Institute of Technology each study period is a Term (10 weeks).

Where a student is assessed as having made unsatisfactory progress for two consecutive study periods even after implementation of the support/intervention strategy Darwin Institute of Technology will report the student to the Secretary of the Department of Education through PRISMS and the student's Confirmation of Enrolment (CoE) will be cancelled. This may also result in the cancellation of the student visa.

Darwin Institute of Technology monitors the attendance of all students in the course. Attendance is calculated as the percentage of the course scheduled contact hours for which a student is supposed to present and the recorded presence in the attendance roll. The face-to-face contact hours for attendance for each week at Darwin Institute of Technology is 20 hours. International Students have to maintain 80% of class attendance all time. We will communicate you if you fail to do so fortnightly. Failing to maintain 80% class attendance in two consecutive terms may result in reporting you to Department of Education, after intervention/support services are provided.

Read International Student Handbook for more details.

## COMPLAINTS AND APPEALS

Darwin Institute of Technology is committed to a procedurally fair complaints and appeals process that is carried out free from bias, following the principles of natural justice.

If a student is not happy with any service of DIT, e.g. enrolment, training, customer service, support service, premise appropriateness, equipment; s/he can lodge a complaint as soon as possible. The formal complaint can be lodged through email, letter or on Complaint form available in our website. We will acknowledge the complaint within 72 working hours and proceed to solve the issue as soon as practicable. We will be informing the complainant about the development through written means.

Read International Student Handbook for more details.

Once you have completed the required form you are requested to submit this to the Student Support Manager either via post or email;

Student Support Manager

Darwin Institute of Technology

37 Gregory Street, Parap, NT, 0820,

Australia

E: [info@dit.edu.au](mailto:info@dit.edu.au)

P: 1300 420 156 (from Australia)

+61 421 196 622 (from overseas)

## TRANSFER, DEFERRAL, SUSPENSION AND CANCELLATION OF STUDIES

Requests from students for deferral and suspension of studies will only be granted in compassionate or compelling circumstances which are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

Please read International Student Handbook for policies on Transfer to another provider, deferral,



## RECOGNITION OF EXISTING SKILLS AND KNOWLEDGE

In accordance with the requirements of the VET Quality Framework, Darwin Institute of Technology provides the opportunity for students to apply to have prior learning, skills and knowledge recognised, and counted in relation to the qualification or units of competence for which they are enrolled.

### What is recognition?

Recognition involves the assessment of previously unrecognized skills and knowledge that an individual has achieved outside the formal education and training system. The recognition process assesses the existing skills and knowledge against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

## CREDIT TRANSFER FOR CURRENT COMPETENCE

Credit Transfer is the recognition of learning achieved through formal education and training.

Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course, where those units can assist them in meeting the requirements for a qualification. It is important to note that credit transfer is not recognition of prior learning (RPL). If the student believes that they have already attained units of competence from any of their previous qualifications that matches the units of the courses offered at Darwin Institute of Technology, they are encouraged to inform admission team after commencing the program and provide originals or verified copies of the relevant qualification(s)/Statement of Attainment.

Providing Recognition of Prior Learning (RPL) and Course Credit may result in shortening of visa duration. Read the relevant section of International Student Handbook.





## IMPORTANT INFORMATION

### Living in Australia

Australia is known globally as one of the world's most diverse and welcoming countries.

It is the sixth largest country in the world by area and the biggest island nation with a total population of 23.5 million. It is the third most popular international student destination in the world beside UK and USA and one of the safe and best countries in the world to live and study.

Australia has six of the top 100 universities in the world and have one of the best higher education systems. It has seven best cities out of 100 cities in the world for students based on student mix, affordability, quality of life and employer activity which are all important elements for students when choosing the best study destination.

Being an international student in Australia means you can rely on receiving world class education as Australia continues to be a top study destination for international students with relatively lower tuition cost and living.

#### Darwin

Darwin is treasured country to its traditional owners, the Larrakia people, who are prominent and active members of the local community. Darwin has evolved from its days as a laid-back frontier town and while it still retains its relaxed charm, it has become a sophisticated city. Many visitors are surprised to find that it has accommodation, eateries, clubs, pubs, museums and other amenities that are equal to what you'll find in the southern cities.

Our city is both modern and multicultural, boasting a population made up of people from more than 60 nationalities and 70 different ethnic backgrounds. The city is characterized by its many exciting cultural festivals and weekly food and craft markets.

Darwin is one of Australia's thriving business capitals. In business and industry circles, Darwin is described as Australia's gateway to South East Asia. Its closer to the Indonesian capital of Jakarta than it is to Canberra and is about the same flying time from Singapore and Manila as it is from Sydney and Melbourne.

The majority of Darwin's workforce, about 60%, is made up of Government employees. It is also the main service centre for a wide range of industries headed by mining, offshore oil and gas production, pastoralism, tourism and tropical horticulture. The Port of Darwin is also the main outlet for Australia's live cattle export trade into South East Asia.

Tourism is the Territory's largest employing industry, estimated to employ directly and indirectly 16,300 Territories or 12 per cent of the total NT workforce. Darwin attracts travelers from all around the globe looking to experience its outdoor tropical lifestyle. With waterfront dining, crocodile adventures, rich historical experiences, and access to the Tiwi Islands all within a few minutes of the city center, there's enough to do to fill a weekend or a week.

### Climate

Darwin has a tropical savanna climate with distinct wet and dry seasons and the average maximum temperature is similar all year round. The dry season runs from about May to September, during which nearly every day is sunny, and afternoon relative humidity averages around 30%

- Sep - Nov (23-34 degrees Celsius)
- Dec - Feb (25-33 degrees Celsius)
- Mar - May (22-33 degrees Celsius)
- Jun - Aug (19-31 degrees Celsius)

For further details refer this website:  
<https://www.weather-atlas.com/en/australia/darwin-climate>

### Living Expenses

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student visa. This includes funds to cover tuition fees, living and travel expenses. Students may have to demonstrate sufficient funds to cover these expenses for themselves and their accompanying family members while staying in Australia.

While international students are able to supplement their income with money earned through part-time work that is 40 hours a fortnight in Australia, the 'living costs' requirement helps to support the success of students in their studies by ensuring that they do not to rely on such work to meet all their expenses.

From October 2019, Student visa holders and their family members must have access to the following funds to meet the living costs requirements:

- For students or guardians - AUD\$21,041
- For partners coming with you - AUD\$7,362
- For a child coming with you - AUD\$3,152
- Education cost for school-aged children- AUD 9,800- 12,000/year per child (2020-21)

For more information please visit;

- [www.studyinaustralia.gov.au/english/live-in-australia/living-costs](http://www.studyinaustralia.gov.au/english/live-in-australia/living-costs)
- <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/financial-requirement>

## Accommodation

International students are required to arrange temporary accommodation for their initial period in Australia until permanent accommodation can be established. Temporary accommodation can be a hotel, hostel or a share accommodation. Students can find temporary accommodation through:

- <https://www.gumtree.com.au/>
- <https://www.airbnb.com.au>

International students are also able to rent an apartment or flats and the costs varies depending on the conditions and the location. For rental properties please visit;

- <https://www.domain.com.au/>
- <https://www.realestate.com.au/>

If you know someone in Australia, this is a great way to settle into life here. Your friends or family can provide advice, support and encouragement during your initial days in Australia.

For more information regarding accommodation, please contact [info@dit.edu.au](mailto:info@dit.edu.au)

## Visa Conditions

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to):

- Complete the course within the duration specific in the CoE
- Maintain satisfactory academic progress
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with the principal education provider for 6 calendar months, unless issued a letter of release from the provider to attend another institution
- Notify your training provider of your Australian address and any subsequent changes of address within seven calendar days. For a full list of mandatory and discretionary student visa conditions please visit <https://www.homeaffairs.gov.au>

## Overseas Student Health Cover

All international students must have adequate health insurance known as Overseas Student Health Cover (OSHC) for the entire duration of the visa to cover them and their family members during they stay in Australia. This is one of the student visa condition. Department of Home Affairs requires international student to purchase OSHC before they arrive in Australia.



OSHC is provided by below registered health insurers;

- ahm OSHC  
[www.ahmoshc.com](http://www.ahmoshc.com)
- BUPA Australia  
[www.overseasstudenthealth.com](http://www.overseasstudenthealth.com)
- Medibank Private  
[www.medibank.com.au](http://www.medibank.com.au)
- NIB OSHC  
[www.nib.com.au](http://www.nib.com.au)
- Allianz Global Assistance (Lysaght Peoplecare)  
[www.allianzassistancehealth.com.au/en/student-visa-oshc/](http://www.allianzassistancehealth.com.au/en/student-visa-oshc/)

Medical treatment in Australia is expensive and many of the unforeseen accident or sickness, your insurance may cover most of the expenses. OSHC can assist international students to meet the costs of medical and hospital care if needed while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services.

OSHC does not pay for general treatment (ancillary, or extra cover) such as dental, optical or physiotherapy. If you or your family members would like to be covered for these treatments, you will need to buy extra covers. Please contact your OSHC provider for any additional cover.

Darwin Institute of Technology is planning to establish a partnership with BUPA as the leading health insurance provider in Australia. In that case we will be able to assist arrangement of OSHC on behalf of our students.

For more information, please visit;

- <https://www.bupa.com.au/health-insurance/oshc>
- <https://www.privatehealth.gov.au/healthinsurance/overseas/oshc.htm>
- <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/overseas-student-health-cover>



## Working in Australia

International Students are limited to work only 40 hours per fortnight while the course is in session and unlimited hours during holiday periods. This is one of the student visa condition and international students who are found to breach the student visa condition may have their student visa cancelled. This is to ensure students are mainly focused on their studies.

For more information, please visit Department of Home Affairs website. <https://www.homeaffairs.gov.au/trav/stud/more/visaconditions/visa-conditions-students>

Australian workplace laws provide basic protection and entitlements for all workers in Australia, including workers from overseas. International students have the same entitlements to minimum wages and conditions as an Australian worker, as well as superannuation, workers' compensation and work safety protection under Australian workplace and taxation laws.

Minimum wages and employment conditions for different occupations or industries, known as industrial awards, are set out by Fair Work Australia and are available online at <https://www.fairwork.gov.au/awards-and-agreements>

Australian laws also protect international students from being discriminated at work against race or visa status. For more information about discrimination at work, visit <https://www.fairwork.gov.au/employeeentitlements/protections-at-work/protection-from-discrimination-at-work>



If at any time you feel you are being unfairly treated by your employer, you can contact the Fair Work Ombudsman for free advice and complaints assessments. Fair Work Ombudsman can be contacted at 13 13 94 from 8am-5:30 pm Monday to Friday inside Australia (except public holidays).

The Fair Work Ombudsman is an independent legal agency that provides information and assistance for workers and employers to ensure they comply with Australian workplace laws.

Seeking assistance to resolve a workplace issue will not automatically affect your student visa. For more information please visit: <https://www.fairwork.gov.au>





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