



International Student Booklet 2023



 **UIA**
Ultimate Institute of Australia
RTO No.: 41544 | CRICOS: 03511G

Ultimate Education Group Pty Ltd t/a Ultimate Institute of Australia (UIA)

National Provider No.: 41544 | CRICOS: 03511G | ABN: 79 132 349 681

WELCOME TO THE ULTIMATE INSTITUTE OF AUSTRALIA (UIA)

Ultimate Institute of Australia (UIA) combines a proud legacy of delivering quality education and a new, reinvigorated commitment to its students. Founded in 2008, UIA re-established itself in 2016, under a new management as a revitalised Registered Training Organisation (RTO), combining a decade-long legacy and a bolstered vision and commitment. Our commitment is to deliver quality, practical training to produce industry-savvy graduates ready to enter and succeed in the workforce.

A young, dynamic institute, UIA offers courses ranging from Certificate IV to Advanced Diploma in Business, Information Technology Management, Project Management, and IT to international students. Our mission is to empower students with the knowledge and skills in Business and Information Technology that will prepare them for the competitive job market and empower them to achieve a long and successful career in their chosen industry.

We are committed to empowering students with the knowledge and skills to succeed, and continue lifelong learning in their chosen field. We achieve this through programs contextualised for current and future industry needs and standards.

We offer students the opportunity to study relevant, practical programs in state-of-the-art facilities in the heart of Melbourne's Central Business District (CBD).

We encourage students interested in succeeding and prepared for lifelong learning join in our success, and make a valuable contribution to Australian education.



CAMPUS FACILITIES

Campus Location

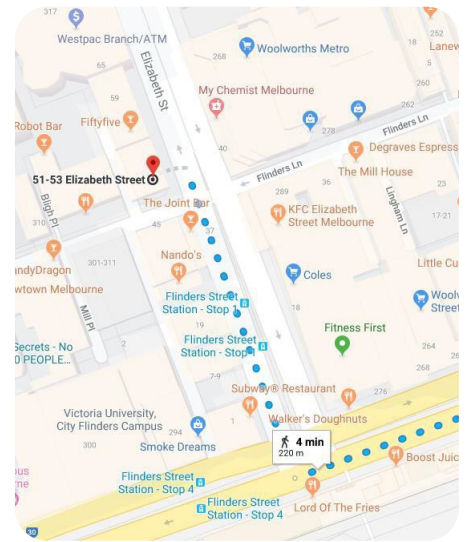
UIA has a modern and fully equipped campus conveniently located at Level 2, 51-53 Elizabeth Street, Melbourne VIC 3000, in the heart of Melbourne's CBD. The campus is situated close to Flinders Street train station and the Elizabeth Street/Flinders Street tram stop. The campus can be accessed via lifts from the ground floor. The campus is close to Federation Square and the Emporium shopping precinct and is a short walk away to the vibrant Swanston and Bourke Streets.

Classrooms

Our spacious classrooms are modern with state-of-the-art facilities, equipment, technology, student amenities, air-conditioning that are well equipped with audio-visual facilities for effective learning.

Equipment

Staff and students will have access to classroom and simulated workplace environments, depending on the course, in the campus that will have the following equipment as per course requirements: whiteboards, stationary, Wi-Fi and cable port internet access, computers, printers, tables, chairs, data projectors, photocopiers, scanners, computer applications (i.e. Microsoft Office), and more.



Computer Labs

We have a dedicated computer lab available for use by our students, utilising the latest hardware, networking infrastructure and software. These facilities are available for general use by our business and information technology students as part of their course.

Resources Centre

We have a designated Student Resource Centre where students will have use of and access to online resources such as online journals, videos and newspapers. Students will have free internet and Wi-Fi access, and use of printing and photocopying facilities.

Alternatively, students may visit the City Library at 253 Flinders Lane, Melbourne VIC 3000, which is just 150m from the campus, or take a brisk 8-minute walk to the State Library of Victoria, located at 328 Swanston St, Melbourne VIC 3000.

The following online libraries can be accessed:

- State Library Victoria - Free membership: www.slv.vic.gov.au
- Open Library: www.openlibrary.org
- World Public Library: www.worldlibrary.org
- Free Library Online: www.freelibraryonline.com
- Free eBooks library: www.digilibraries.com
- The Free Library: www.thefreelibrary.com

Public Transport

The campus is conveniently located right beside the iconic Flinders Street Station, which is a minutes' walk away. Or alternatively, individuals may decide to board a tram from the directly in front Elizabeth Street/Flinders Street tram terminal.

Shopping

There are many shopping precincts within close proximity, such as Emporium, QV or Melbourne Central. They include retail stores such as MYER, David Jones, Coach, Furla, Big W, and many more.

Cafes

There are several cafés and restaurants within the vicinity of the campus, where students can socialise, relax and meet with others. Around the corner from the campus is the widely renowned Degraeves Street, which is well known for its string of popular café restaurants that offer beverages, snacks, serves breakfast and lunch that cater to all tastes!



COURSES INTRODUCTION



INFORMATION TECHNOLOGY COURSES



ICT40120 - CERTIFICATE IV IN INFORMATION TECHNOLOGY

Certificate IV in Information Technology qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

The key clients for the for the ICT40120 – Certificate IV in Information Technology are local and international students who wish to formally obtain a higher Information Technology and Communication qualification and would like to develop their skills and knowledge in information technology to create and further educational and employment opportunities. This qualification provides skills and knowledge in information and communications technology (ICT) networking environments to support a wide range of industry occupations which include Computer Technician, Client Support Officer (ICT), Network Operations Technician, Software Support Technician, Technical Officer (ICT).



ICT50220 - DIPLOMA OF INFORMATION TECHNOLOGY (CYBER SECURITY)

ICT50220 Diploma of Information Technology (Cyber Security) qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

The key clients for the for the ICT50220 Diploma of Information Technology are local and international students who wish to formally obtain a higher Information Technology and Communication qualification and would like to develop their skills and knowledge in information technology to create and further educational and employment opportunities. This qualification provides skills and knowledge in information and communications technology (ICT) networking environments to support a wide range of industry occupations which include network support, network operations support, network operations technician, network technician and network support technician.



ICT50220 - DIPLOMA OF INFORMATION TECHNOLOGY (ADVANCED NETWORKING)

ICT50220 Diploma of Information Technology (Advanced Networking) qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

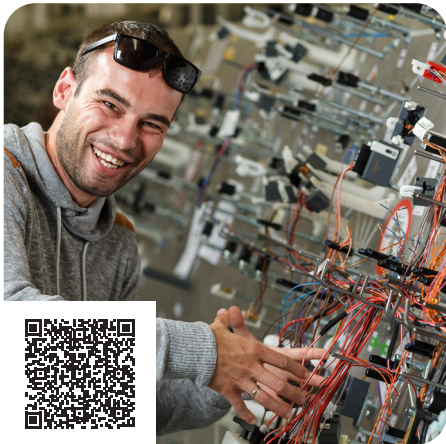
The key clients for the for the ICT50220 Diploma of Information Technology are local and international students who wish to formally obtain a higher Information Technology and Communication qualification and would like to develop their skills and knowledge in information technology to create and further educational and employment opportunities. This qualification provides skills and knowledge in information and communications technology (ICT) networking environments to support a wide range of industry occupations which include network support, network operations support, network operations technician and network technician.



ICT50220 - DIPLOMA OF INFORMATION TECHNOLOGY DUAL SPECIALISATION (CLOUD ENGINEERING) (TELECOMMUNICATIONS NETWORK ENGINEERING)

ICT50220 Diploma of Information Technology (Cloud Engineering) (Telecommunications Network Engineering) qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.

The key clients for the for the ICT50220 Diploma of Information Technology are local and international students who wish to formally obtain a higher Information Technology and Communication qualification and would like to develop their skills and knowledge in information technology to create and further educational and employment opportunities. It provides skills and knowledge in information and communications technology (ICT) networking environments to support a wide range of industry occupations which include network support, network operations support, network operations technician, network technician and network support technician.



ICT60220 - ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (TELECOMMUNICATIONS NETWORK ENGINEERING)

ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering) qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

The key clients for the for this course are local and international students who wish to formally obtain a higher Information Technology and Communication qualification and would like to develop their skills and knowledge in information technology to create and further educational and employment opportunities. This qualification provides skills and knowledge in information and communications technology (ICT) cyber security environments to support a wide range of industry occupations which include Telecommunications Field Engineer, Network Planner, Telecommunications Technical Officer or Technologist.

MANAGEMENT COURSES



BSB50820 - DIPLOMA OF PROJECT MANAGEMENT

BSB50820 Diploma of Project Management qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

The key clients for the for the BSB50820 Diploma of Project Management are local and international students who wish to formally obtain a higher project management qualification and would like to develop their skills and knowledge in information technology to create and further educational and employment opportunities. This qualification provides skills and knowledge in managing project scope, project time, quality, cost, human resources, information and communication, risk management and project integration.



BSB60720 - ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

BSB60720 Advanced Diploma of Program Management qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager.

The key clients for the for the BSB60720 Advanced Diploma of Program Management are local and international students who wish to formally obtain a higher business qualification and would like to develop their skills and knowledge in program management to create and further educational and employment opportunities. This qualification provides skills and knowledge required to work as a Project Director, Project Manager, Project Management Section Leader, Program or Project Administrator.

COURSES INTRODUCTION



HOSPITALITY COURSES



SIT50416 - DIPLOMA OF HOSPITALITY MANAGEMENT

SIT50416 Diploma of Hospitality Management qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound industry knowledge to coordinate hospitality operations. They operate independently, have responsibility for others and make various operational business decisions.

This qualification provides a pathway to work as a departmental or small business manager in any hospitality industry sector. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.



SIT40521 - CERTIFICATE IV IN KITCHEN MANAGEMENT

SIT40516 Certificate IV in Commercial Cookery qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.



SIT30821 - CERTIFICATE III IN COMMERCIAL COOKERY

SIT30821 Certificate III in Commercial Cookery qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Completion of this qualification contributes to recognition as a trade cook.

This qualification provides a pathway to work as a cook in organisations such as restaurants, hotels, clubs, pubs, cafes, and coffee shops.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

COURSES INTRODUCTION



BUSINESS COURSES



BSB50120 - DIPLOMA OF BUSINESS

BSB50120 Diploma of Business qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

The key clients for the for the BSB50120 Diploma of Business are local and international students who wish to formally obtain a higher business qualification and would like to develop their skills and knowledge in business administration to create and further educational and employment opportunities. This qualification provides skills and knowledge in Quarry Business Manager, Business Analyst, Senior Executive, Business Development Director and Administrator.



BSB80120 – GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

BSB80120 – Graduate Diploma of Management (Learning) qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification provides skills and knowledge in Training, Education Administration, Human Resource Management to support a wide range of industry occupations which include RTO Manager, Career Development Manager (Education Sector), RTO Education Advisor.



BSB60120 - ADVANCED DIPLOMA OF BUSINESS

BSB60120 Advanced Diploma of Business qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

The key clients for the for the BSB60120 Advanced Diploma of Business are local and international students who wish to formally obtain a higher business qualification and would like to develop their skills and knowledge in business to create and further develop educational and employment opportunities. This qualification provides skills and knowledge in Quarry Business Manager, Business Analyst, Senior Executive, Business Development Director and Administrator.

COURSE OVERVIEW

Course Code	CRICOS Course Code"	Course Title	Course Duration (incl. holidays)
INFORMATION TECHNOLOGY			
ICT60220	108251F	ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY (TELECOMMUNICATIONS NETWORK ENGINEERING)	52
ICT50220	108254C	DIPLOMA OF INFORMATION TECHNOLOGY (CYBER SECURITY)	52
ICT50220	108254C	DIPLOMA OF INFORMATION TECHNOLOGY (ADVANCED NETWORKING)	52
ICT50220	108254C	DIPLOMA OF INFORMATION TECHNOLOGY DUAL SPECIALISATION (CLOUD ENGINEERING) (TELECOMMUNICATIONS NETWORK ENGINEERING)	52
ICT40120	108253D	CERTIFICATE IV IN INFORMATION TECHNOLOGY	52
HOSPITALITY			
SIT50416	110115G	DIPLOMA OF HOSPITALITY MANAGEMENT	108
SIT40521	110114H	CERTIFICATE IV IN COMMERCIAL COOKERY	93
SIT30821	110113J	CERTIFICATE III IN COMMERCIAL COOKERY	67
BUSINESS			
BSB80120	108252E	GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)	52
BSB60120	108250G	ADVANCED DIPLOMA OF BUSINESS	78
BSB50120	108249M	DIPLOMA OF BUSINESS	52
BSB60720	03511G	ADVANCED DIPLOMA OF PROGRAM MANAGEMENT	78
BSB50820	108826E	DIPLOMA OF PROJECT MANAGEMENT	52
SHORT COURSES			
-	-	JOB READY COURSE	4 HOURS
-	-	FUNDAMENTALS IT PROJECT MANAGEMENT	10 HOURS



ENTRY REQUIREMENTS

Age Requirements

All international students must be at least 18 years of age or above at the time of the course commencement to study at Ultimate Institute of Australia (UIA). Student visa applicants under the age of 18 will be accepted where they demonstrate that they will be accompanied by a parent, legal custodian or a suitable relative who is aged 21 or over. This arrangement requires the approval of the Department of Home Affairs. For more information visit Department of Home Affairs' webpage, 'Welfare Requirements for Student Visa Applicants Under 18' at www.homeaffairs.gov.au/trav/stud/more/welfare-arrangements-under18.

English Language Requirements

International students, applying either off-shore or on-shore will require:

- i) Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course, or IELTS score of 4.5 or equivalent with a General English (ELICOS) course (up to 30 weeks) to be taken before the main VET course plus successful completion of Ultimate Institute of Australia (UIA) 's Language and Numeracy Test on completion of General English (ELICOS) program.

Note: A minimum IELTS (General) test score of 6.0 or equivalent is required for BSB80515 Graduate Certificate

and BSB80615 Graduate Diploma in Management (Learning).

Results older than two years are not acceptable.

OR

- ii) Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States

OR

- iii) Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

OR

- iv) Applicants originating from students visa assessment levels 1 and 2 (countries) without the required IELTS score must undertake an English Placement Test conducted at UIA Australia's campus as part of the enrolment process.

If there are concerns about the applicants' English language proficiency, they will be required to undertake a suitable General English (ELICOS) or EAL program. For further information on student visa assessment levels visit Department of Home Affairs' website at www.homeaffairs.gov.au.

Please note: Ultimate Institute of Australia (UIA) will also accept equivalent test results from the following specified English language tests:

- Test of English as a Foreign Language (TOEFL) iBT
- Test of English as a Foreign Language (TOEFL) PBT
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE)

Pre-Training Review

All students are required to undertake a pre-training review which aims to identify their training needs through questions on previous education or training, relevance of the courses to learner, and relevant experience.

Language, Literacy and Numeracy test (LLN)

Students undertaking UIA Australia VET courses must possess sound language, literacy and numeracy (LLN) skills to successfully complete the course. All students are required to undertake a language, literacy and numeracy (LLN) test conducted by Ultimate Institute of Australia (UIA). If students do not meet English and LLN requirements, learners will be asked to take further language, literacy and numeracy training e.g. English Language Intensive Course for Overseas Learners (ELICOS) programs with Ultimate Institute of Australia (UIA).

Academic Requirements

International students applying either off-shore or on-shore must meet a minimum academic requirement to get admission to RGIT Australia courses. The table below summarises the academic entry requirements. Refer to information on individual courses for course-specific requirements.

Level of Study - Academic Requirements

Certificate III - Satisfactory completion of the equivalent of Australian Year 11 or higher

Certificate IV - Satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher

Diploma - Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher

Advanced Diploma - Satisfactory completion of the equivalent of Australian Year 12 or Diploma or higher

Graduate Diploma of Management (Learning) (52 weeks) - Satisfactory completion of the equivalent of Diploma or higher in relevant field of education or work

TABLE OF REFUNDS

Type	Timeframe	Amount Refunded	Documents
VISA Refusal	Before course commencement	Course fee minus 5% of course fee received by UIA or \$500.00 whichever is less.	Refund Request Proof of VISA Refusal
VISA Refusal	After course commencement	Unspent Portion of course fee received by the institute i.e. the product of the weekly course fees for the course and the number of weeks remaining in the paid portion of the course, after the day on which the relevant default occurred.	Refund Request Proof of VISA Refusal
VISA Removal for breach of condition	At any time	Nil	Refund Request
Withdrawal, Transfer or Enrolment Cancellation	Greater than 28 days before commencement of the course	All fees minus the application fee of AUD \$250.00. There is an additional \$300.00 cancellation fee.	Refund Request Letter of Offer
	Less than 28 days before commencement of the course	50% of course fees minus the application fee of AUD \$250.00. There is an additional \$300.00 cancellation fee.	Refund Request Letter of Offer
	After the course has commenced	Nil	Nil
Default by Ultimate Institute of Australia	At any time	Full Refund	Nil

Refunds resulting from Ultimate Institute of Australia Default

In the unlikely event of Ultimate Institute of Australia default, within 14 days of the default, Ultimate Institute of Australia will:

- Either offer the student an alternative place at Ultimate Institute of Australia's expense, that is accepted in writing;
OR
- Refund the student the unused portion of the prepaid fees.

If Ultimate Institute of Australia is unable to provide a refund or place the student in an alternative course, then the student shall be referred to the Tuition Protection Service (**TPS: www.tps.gov.au**), who will place the student in a suitable alternative course or if a suitable course cannot be found, pay a refund as calculated by the TPS Administrator.



LIVING IN MELBOURNE

Melbourne

Melbourne is the capital city of the State of Victoria. It is situated on the banks of Yarra River and around the beautiful beaches of Port Phillip Bay. It is an attractive, spacious city with an abundance of parks, gardens, sporting venues and scenic places. Melbourne is also a sprawling city with suburbs extending up to 50km from the city centre.

Melbourne is a truly multicultural city. The population is approximately 4.5 million. There are people from over 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and over 2,300 elegant and cosmopolitan restaurants, bistros and cafés.

Melbourne is considered to be the fashion (and shopping) capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets.

Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.



Climate

Melbourne enjoys a temperate climate with four distinct seasons in the year - Spring, Summer, Winter and Autumn. Below is a guide to average daily temperatures:

Spring	September to November	12-22 degrees centigrade
Summer	December to February	28-32 degrees centigrade
Autumn	March to May	12 - 20 degrees centigrade
Winter	June to August	10 - 15 degrees centigrade

Melbourne does not have a specific wet season - it can rain at any time of the year.

Festival City

Known as Australia's festival city, Melbourne provides lively festival entertainment every month. Major festivals include: Melbourne International Comedy Festival, Chinese New Year Parade, Moomba Parade, Melbourne International Arts Festival, Melbourne Food and Wine Festival, Melbourne International Film Festival, Spring Fashion Week, the Queen Victoria Night Market and the Melbourne Fringe Festival.

Melbourne's primary community venue, Federation Square, hosts a great many multicultural festivals throughout the year such as the Indian Film Festival, Diwali Indian Festival of Light, Buddha's Day, Nepal Festival, Thai Culture and Food Festival and Fiesta Malaysia.

Melbourne's music festivals are many ranging from indie music events that attract popular international acts to jazz festivals. Some of the International sporting events include Spring Racing Carnival (Melbourne Cup), Australian Open (Grand Slam tennis), Grand Prix Motor Racing, World Series and Test cricket and Bells Beach Surf Classic.

Multiculturalism

More than 100 ethnic groups are represented in Australia, making it one of the most culturally diverse countries in the world. Australia's dynamic multiculturalism can be attributed to its unique combination of indigenous cultures, early European settlement and immigration from all parts of the world.

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campuses and communities. UIA takes great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.



UIA

Ultimate Institute of Australia

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Contact Us

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