



AUSTRALIAN PACIFIC COLLEGE

AUSTRALIAN OWNED & OPERATED SINCE 1993

Sydney | Bondi Junction | Manly Beach | Brisbane | Melbourne



INFORMATION GUIDE

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Australian Pacific College is an Australian Government registered ELICOS (English Language Intensive Courses for Overseas Students), NEAS (National ELT Accreditation Scheme) accredited centre and an accredited Registered Training Organisation (RTO).

WELCOME MESSAGE

I am delighted to have the opportunity to introduce APC to you. Our programs are designed to maximise the academic potential of each student and open pathways and opportunities through education. A comprehensive and challenging curriculum has been developed to offer maximum

flexibility for students to achieve their academic and professional goals. It is delivered by highly dedicated teachers with extensive experience in guiding students to reach their full potential. Nothing is more liberating than education. At APC we offer all of our students a rewarding

education and encourage them to reach for the stars. I invite you to be part of an unforgettable learning experience and look forward to sharing the successes of studying at APC.



Sharon Luhr
STAFF MEMBER SINCE 1994
Principal Academic Director,
M.Ed (Language and Literacy),
Grad Dip (Career Education),
Dip. Teach
Cert IV in Training & Assessment
Cert III in Library Services
Dip. of Library & Info. Services
Dip. Social Media Marketing & ORM
Dip. Vocational Education and Training

HISTORY

- ▶ Australian Pacific College was established in 1993 initially offering English Language Intensive Courses for Overseas Students (ELICOS) at the Kent Street campus in Sydney.
- ▶ In 1999, APC opened its Clarence Street campus and offered Business courses in Sydney.
- ▶ In 2003, APC won the Australian-Latin America Business Council Austrade 'Language Education Award'.
- ▶ In 2006, Manly Beach campus opened.
- ▶ In 2008, Bondi Junction campus opened and expanded in 2009.
- ▶ In 2010, APC Queen Street Brisbane campus opened.
- ▶ In 2014, APC Albert Street Brisbane campus opened.
- ▶ In 2014, APC Sydney celebrated 20 years in International Education.
- ▶ In 2015, APC Lonsdale Street Melbourne campus opened.
- ▶ Currently APC has more than 5,000 students studying in our programs each year.
- ▶ Over 90 different nationalities study at APC each year.
- ▶ Our ELICOS programs are recognised by various institutions and universities in Australia for direct entry and credit transfer.
- ▶ Our VET programs are recognised for advanced standing at over 10 universities and other institutions around Australia.

APC is dedicated to Quality, Equity and Advancement in education and is a unique and enjoyable place to learn.

FACILITIES AND RESOURCES

Australian Pacific College has campuses located in Sydney CBD, Manly, Bondi Junction, Brisbane CBD and Melbourne CBD.

Each campus has modern, well-equipped classrooms as well as computer rooms and student common areas which incorporate student kitchen facilities.

Australian Pacific College has arrangements with local libraries for students to use their facilities and resources to assist them in completing their assignments.

APC offers Accounting, Business, English, Hospitality, Human Resources, Systems Analysis and Design, Management, Marketing, Project Management, TESOL and Tourism courses. Younger students may enrol in our High School Preparation course.



LEARNING ENVIRONMENT

LIVING IN SYDNEY

Sydney is recognised as a safe, clean city with fresh air and numerous trees, parks and green spaces.

It also has stunning beauty including wonderful surfing beaches where you can walk and swim in safety. If sport appeals to you, there is a great variety from which to choose. Australians love sport and either participate in their favourite sport or watch it regularly.

Within walking distance from APC are many cultural and historical places which form the very heart of the city: the Rocks area – rich in history

from the colonial past, the Opera House, Darling Harbour, the State Library, Chinatown and some of the world's finest shopping centres. Sydney has it all and it is all within a five minute train ride or walking distance from the College.

CLIMATE

Sydney's climate is temperate with 300 days a year of sunshine on average. The wettest months are March to May, the coldest month is July and the hottest months are January and February.

COST OF LIVING

The cost of living in Sydney is comparable to the USA, Western Europe and the United

Kingdom. The average living cost for international students is approximately AU\$18,800 to AU\$22,000 per year. This cost does not include tuition fees.

TRANSPORTATION

APC Sydney campuses are conveniently located close to major transport links.

POPULATION

Sydney has a population of more than 4.6 million.

LIVING IN BRISBANE

Brisbane, the capital of Queensland – known as the "Sunshine State" – is a dynamic, cosmopolitan, safe and friendly city, once voted Australia's most livable city. It is surrounded by some of the most popular sightseeing places in Australia: the Gold & Sunshine Coasts, beautiful sand islands, zoos and theme parks.

The city is also renowned as the education centre of Queensland as it is home to nine universities.

CLIMATE

Brisbane has a comfortable subtropical climate. The average maximum daily temperature throughout the year is around 25 degrees, with an average of 300 days of sunshine per year.

COST OF LIVING, TRANSPORTATION

Living costs are comparatively lower than Sydney's and public transport is affordable and accessible. The amazing weather, excellent quality of life on offer and the friendly people

make Brisbane the perfect Australian city in which to live and study.

POPULATION

Brisbane has a population of around 2 million. The greater Brisbane area is spread out over more than 4,500 square kilometres.

Our Melbourne campus in Lonsdale Street is close to all public transport and is just a short walk to the main shopping complexes and all the major tourist venues in Melbourne CBD. A perfect place to stay while taking advantage of all that Melbourne has to offer.

LIVING IN MELBOURNE

Melbourne, the second biggest city in Australia, is a safe, friendly and cosmopolitan city. It is sometimes called the cultural capital of Australia as it has a lot to offer in terms of theatre, music and the arts. Melbourne has a lot of great places to shop as well as numerous restaurants and its vibrant atmosphere make it a great choice for study and travel.

Melbourne is very well-designed and it is really easy get around due to its systematic layout. Within an hour's travel from the city there are beaches, wineries and other attractions.

CLIMATE

Melbourne has a moderate climate and is well known for its changeable weather conditions. It is a little colder than other mainland Australian state capital cities in the winter with only a small variation in winter temperatures. Melbourne summers are notable for occasional days of extreme heat.

COST OF LIVING, TRANSPORTATION

Melbourne is the second most expensive city in Australia after Sydney and the cost of living is comparable to the USA, Western Europe and the UK. The transport system in

Melbourne is very organised. Melbourne public transport includes buses, trains and trams. The Myki card, which is used for all public transport, is relatively inexpensive compared to other Australian capital cities.

POPULATION

The population of Melbourne is around 4.3 million.

Please refer to pages 46-48 for maps and directions.



I recommend APC to my Swedish friends who are interested in studying overseas since it gives you an experience for life, as well as a good education.

Stephanie Thagg (Sweden)



I met many people from different countries & the cheerful APC Student Services Team. I improved my English and had fun while studying!

Ana Maria Perilla Gonzalez (Colombia)



My business studies at APC helped me from a professional point of view to understand local legislation, taxation and management.

Marco Fedele (Italy)



I have learnt about project management, basic things about computer and even how to make a website!

Martin Stefanus Gunawan (Indonesia)



I'm very passionate about teaching this course as I can share my industry insights and provide our students with a practical foundation for a career in tourism.

Yolanda Bensdorp



Life at APC is never boring, there is always something fun and interesting happening. Plus it's a great place to learn English.

Janine Deamer Honda



I encourage students to analyse real-world projects, helping to develop valuable skills across a range of professions including leadership, management and marketing.

Eva Busina



APC is an exciting and supportive place to learn and advance the challenging but amazing Information Technology! Let's explore and empower the latest technology together here.

Elle Chan

STUDENTS' VOICES!

WHERE I AM NOW:

I am part of APC's Student Recruitment Team and I am still having a wonderful time. Thank you so much APC for my beautiful journey.

I've gained a lot of incredible experiences since I came to Australia. I still have the desire to learn new things and acquire new knowledge.

LIFE IN SYDNEY:

Sydney is a beautiful, safe and multicultural city, with incredible venues, majestic beaches and cultures from all over the world.

STUDENT PROFILE:

My name is Luiza and I am from Brazil.

JOURNEY SO FAR:

I studied Advanced Diploma of Management at APC back in 2009. This gave me the chance to make my profile more competitive for the working environment.

TEACHERS' VOICES!

LEARNING A LANGUAGE:

"It's important to practice outside the classroom, as well as inside the classroom. Let the language become part of your life. Try to make local friends - I know it can be hard, but it's really worth trying!"

APC CLASSES:

- ▶ Enjoyable & friendly classes
- ▶ Entertaining & interesting content
- ▶ Supportive & helpful environment
- ▶ Encouraging you to do your best
- ▶ Professional teachers

TEACHER

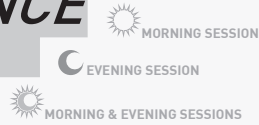
JOURNEY TO SUCCESS:

Being truly passionate about what you are learning is the most important thing. If you have that passion and determination, everything else will fall into place.

TEACHER PROFILE:

Anthony grew up in Sydney and has also lived in London and Tokyo. He has taught English for 10 years and worked in business before that. He currently teaches the Elementary class and is the Assistant Academic Manager at our Sydney campus.

OUR COURSES AT A GLANCE



COURSES	LOCATIONS					PAGE
	SYDNEY CITY	MANLY BEACH	BONDI JUNCTION	BRISBANE [^]	MELBOURNE	
General English (GE)	☀			☀	☀	12
English for Academic Purposes (EAP)	☀			☀	☀	12
High School Preparation (HSP)	☀					13
Cambridge Exam Preparation (FCE/CAE)				☀		13
IELTS Preparation (Full time / Part time*)	☀			☀	☀	14
Business English Course (BE)	☀			☀		15
English for Tourism & Hospitality (ETH)	☀					15
Junior English Program*	☀					16
Study Tours	☀	☀	☀	☀	☀	*
VOCATIONAL COURSES (may be stand alone or packaged):						
Certificate II in Business	☀	☀	☀	☀	☀	19
Certificate III in Business	☀	☀	☀	☀	☀	19
Certificate IV in Leadership & Management	☀	☀	☀	☀	☀	20
Diploma of Leadership & Management	☀	☀	☀	☀	☀	20
Advanced Diploma of Leadership & Management [#]	☀	☀	☀	☀	☀	21
Certificate IV in Marketing	☀	☀	☀	☀	☀	22
Diploma of Marketing	☀	☾	☾	☀	☀	22
Advanced Diploma of Marketing [#]	☾	☾	☾	☀	☀	23
Certificate IV in Project Management Practice	☀	☀	☀	☀	☀	24
Diploma of Project Management	☀	☀	☀	☀	☀	24
Advanced Diploma of Program Management**	☀	☀	☀	☀	☀	25
Certificate IV in Human Resources	☀	☀	☀	☀	☀	26
Diploma of Human Resources Management	☀	☀	☀	☀	☀	26
Advanced Diploma of Management (Human Resources) [#]	☀	☀	☀	☀	☀	27
Certificate III in Travel	☀	☀	☀	☀	☀	28
Diploma of Travel and Tourism*	☀	☀	☀	☾	☀	28
Diploma of Systems Analysis & Design	☀					29
Certificate IV in Accounting	☀		☀			30
Diploma of Accounting*	☀		☀			30
Advanced Diploma of Accounting**	☀		☀			31
Certificate III in Hospitality	☀	☀	☀			32
Diploma of Hospitality	☀	☀	☀			33
Foundations of Communicative TESOL [^]		☀	☀			34
Certificate IV in Communicative TESOL		☀	☀			35

[^] English courses in Brisbane are provided by English Unlimited Brisbane Pty Ltd. CRICOS Provider: 03296K. For more information please refer to www.englishunlimited.qld.edu.au
* Refer to <http://www.apc.edu.au/courses/english/studytours.html>

[^] These courses are not available to student visa holders.
^{*} prerequisites apply.
[#] Streamline Visa Processing conditions apply.
For more information & current session details, please refer to www.apc.edu.au



ENGLISH

- ▶ GENERAL ENGLISH (GE)
- ▶ ENGLISH FOR ACADEMIC PURPOSES (EAP)
- ▶ HIGH SCHOOL PREPARATION (HSP)
- ▶ CAMBRIDGE EXAM PREPARATION (FCE/CAE)
- ▶ IELTS PREPARATION COURSE (FULL-TIME & PART-TIME)
- ▶ BUSINESS ENGLISH COURSE (BE)
- ▶ ENGLISH FOR TOURISM & HOSPITALITY (ETH)
- ▶ JUNIOR ENGLISH PROGRAM
- ▶ STUDY TOURS



MANAGEMENT

- ▶ CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT
- ▶ DIPLOMA OF LEADERSHIP AND MANAGEMENT
- ▶ ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT



PROJECT MANAGEMENT

- ▶ CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE
- ▶ DIPLOMA OF PROJECT MANAGEMENT
- ▶ ADVANCED DIPLOMA OF PROGRAM MANAGEMENT



TOURISM

- ▶ CERTIFICATE III IN TRAVEL
- ▶ DIPLOMA OF TRAVEL AND TOURISM



HOSPITALITY

- ▶ CERTIFICATE III IN HOSPITALITY
- ▶ DIPLOMA OF HOSPITALITY



BUSINESS

- ▶ CERTIFICATE II IN BUSINESS
- ▶ CERTIFICATE III IN BUSINESS



MARKETING

- ▶ CERTIFICATE IV IN MARKETING
- ▶ DIPLOMA OF MARKETING
- ▶ ADVANCED DIPLOMA OF MARKETING



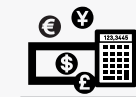
HUMAN RESOURCES

- ▶ CERTIFICATE IV IN HUMAN RESOURCES
- ▶ DIPLOMA OF HUMAN RESOURCES MANAGEMENT
- ▶ ADVANCED DIPLOMA OF MANAGEMENT (HUMAN RESOURCES)



INFORMATION TECHNOLOGY

- ▶ DIPLOMA OF SYSTEMS ANALYSIS & DESIGN



ACCOUNTING

- ▶ CERTIFICATE IV IN ACCOUNTING
- ▶ DIPLOMA OF ACCOUNTING
- ▶ ADVANCED DIPLOMA OF ACCOUNTING



TESOL

- ▶ FOUNDATIONS OF COMMUNICATIVE TESOL
- ▶ CERTIFICATE IV IN COMMUNICATIVE TESOL

INTRODUCING OUR ENGLISH COURSES

SELECT YOUR PATHWAY TO SUCCESS



- ▶ GENERAL ENGLISH (GE)
- ▶ ENGLISH FOR ACADEMIC PURPOSES (EAP)
- ▶ HIGH SCHOOL PREPARATION (HSP)
- ▶ IELTS PREPARATION COURSE (FULL-TIME /PART-TIME)
- ▶ CAMBRIDGE EXAM PREPARATION (FCE/CAE)
- ▶ BUSINESS ENGLISH COURSE (BE)
- ▶ ENGLISH FOR TOURISM & HOSPITALITY
- ▶ JUNIOR ENGLISH PROGRAM
- ▶ STUDY TOURS

GENERAL ENGLISH (GE) CRICOS Code: 017830M

The General English course aims to help students to develop their speaking, reading, writing and understanding of English in a range of real communicative situations.

There are six levels of General English:

- ▶ Beginners
- ▶ Elementary
- ▶ Pre-Intermediate
- ▶ Intermediate
- ▶ Upper Intermediate
- ▶ Advanced

ENGLISH FOR ACADEMIC PURPOSES (EAP)* CRICOS Code: 017829D

The EAP course aims to increase students' skills for academic study. Research, essay-writing, oral presentations and tutorial participation skills are developed in this course.

EAP provides students with the opportunity to extend their English skills to levels suitable for further study.

EAP ARTICULATION*

Upon successful completion of APC's EAP course, students are able to gain entry into one of our partner institutions including CQUniversity, Macquarie University, TAFE NSW, University of NSW Foundation Year, University of Wollongong, University of South Australia and University of Southern Queensland (Sydney campus), without sitting for the IELTS test.



My name is Ana, I'm from Alienate, Spain. I came to Australia looking for an adventure and until this moment it has been more than that. During the last 6 months I have met a lot of people from everywhere discovering different cultures and improving my English each day at APC and outside too.

Ana Garcia Colomina
(Spain)

IELTS (International English Language Testing System) is a highly dependable, practical and valid English language assessment primarily used by those seeking international education, professional recognition, benchmarking to international standards and global mobility.

IELTS PREPARATION COURSE (FULL-TIME & PART-TIME) CRICOS Code: 057277M

The IELTS program is a ten to twelve week course designed to develop the specific language skills of students preparing to take the IELTS examination.

The course provides practical guidance in the development and application of linguistic skills relevant to IELTS examination requirements including vocabulary, grammar, text production and analysis, and listening and speaking. Weekly practice tests based on IELTS past papers provide an assessable framework to effectively measure student progress.

The Cambridge Exam Preparation program is designed to provide comprehensive, practical experience in the range of skills necessary to successfully complete the Cambridge FCE[▲] or CAE[●]

CAMBRIDGE EXAM PREPARATION* FCE CRICOS Code: 055939E CAE CRICOS Code: 057276A

The Cambridge Exam Preparation program is designed to provide comprehensive, practical experience in the range of skills necessary to successfully complete the Cambridge First Certificate in English (FCE) or Cambridge Certificate in Advanced English (CAE) examination. The course is structured around a weekly skills focus which gives intensive practice in the requisite competencies for each of the five Cambridge exam modules and it builds incrementally to equip students for every aspect of the examination requirements.

[▲]FCE= First Certificate in English

[●]CAE= Cambridge Certificate in Advanced English

*This course is available subject to demand.

Australian Pacific College offers secondary school preparation for Junior to Senior High School for students planning to undertake some or all of their secondary education in an Australian High School.

HIGH SCHOOL PREPARATION COURSE (HSP) CRICOS Code: 018609G

The High School Preparation (HSP) course is offered by APC for Year 7 to Year 12 (Junior to Senior School) students planning to undertake some or all of their secondary education in an Australian high school. The course length is a maximum of 48 weeks. The HSP course integrates language skills, school subject-specific content, cultural information and study skills. This will assist students to participate effectively in classes in high school. Subject areas covered include English Language, Literature, World and Australian History and Geography, Commerce, Science, Mathematics, Computer Studies (including multimedia and the internet), Music, Art and Drama. These learning experiences are complemented by regular excursions with their teachers to places of interest for educational enrichment.



"I am very satisfied with my choice to study the English for Academic Purposes course at Australian Pacific College, It helped me to get a good IELTS score last year. I got IELTS 7.0 after 6 months of studies."

Ivana
(Czech Republic)

IELTS

COURSE AVAILABILITY:
Daytime & Evening
Full-time & Part-time*

IELTS PREPARATION COURSE

Australian Pacific College offers full-time day and evening IELTS preparation classes as well as the option of doing part-time IELTS preparation. Our IELTS preparation course is designed to help students achieve great results in each of the four skills tests in the IELTS examination and incorporates Academic and General Training IELTS skills. Students must have IELTS 4.5 or equivalent in order to gain entry to the course.

Our IELTS teachers are very experienced and focussed on achieving top results for their students and are highly regarded by former students. The course includes such tasks as speed-writing practice, argument structure, pronunciation and word stress, interview practice and chart and table completion. The learning environment, whilst serious, is comfortable and supportive.

Part-time IELTS preparation is suitable for students with a busy lifestyle. Students can choose to attend between 2-4 days or nights per week* and therefore focus on particular competencies of the IELTS examination. Part-time students must have IELTS 4.5 or equivalent for an 8 week course or IELTS 5.0 for a four week period.

FULL-TIME SAMPLE TIMETABLE

	MORNING SESSION 9:00AM - 2:45PM	EVENING SESSION 4:30PM - 8:30PM
MONDAY	Speaking Parts 1 & 3	Reading Summary completion & Multiple choice
TUESDAY	Listening Classification, Sentence completion	Writing Task 1
WEDNESDAY	Reading Classification True/Fales/Not given	Reading
THURSDAY	Listening Form completion	Writing Task 2
FRIDAY	Speaking Part 2	Writing Task 2
	Option Classes^ (9:00am - 1:15pm)	Speaking

PART-TIME SAMPLE TIMETABLE*

	MORNING SESSION 11:15AM - 1:15PM	EVENING SESSION 6:30PM - 8:30PM
MONDAY	Listening	Listening
TUESDAY	Writing (Task 1)	Writing (Task 1)
WEDNESDAY	Reading	Reading
THURSDAY	Writing (Task 2)	Writing (Task 2)
FRIDAY	Speaking	Speaking
	Option Classes^ (9:00am - 1:15pm)	Speaking

^ Free option classes are offered to all students, including Writing, Speaking, Combination, IELTS Preparation, EAP, Social Media and Pronunciation classes at Sydney campus only.

* The part-time IELTS Preparation Course is not available as the only course of study for a student visa. Students must also study another course.

For more information and online applications visit www.apc.edu.au

BUSINESS ENGLISH

BUSINESS ENGLISH COURSE (BE)

CRICOS Code: 072773C

1

AIM

2

COURSE SPECIFIC OBJECTIVES

- ▶ Telephone interaction and enquiries
- ▶ Dealing with complaints, taking orders, reception duties
- ▶ Job hunting requirements (CVs, cover letters, interview skills)

The Business English Course is designed to provide comprehensive, practical experience in the range of skills for work or study in the business field.

This course is designed for candidates who wish to work or study within the business sector either within Australia or overseas.

The primary objective of this course is to provide opportunities for students to work on practical language using authentic materials and situations, with an emphasis on communicative skills and specialist vocabulary.

By the end of this course, the student will have increased confidence in all aspects of business communication in English.

ENGLISH FOR TOURISM & HOSPITALITY*

ENGLISH FOR TOURISM & HOSPITALITY

CRICOS Code: 65221E

1

AIM

2

COURSE SPECIFIC OBJECTIVES

- ▶ Hospitality English
- ▶ Dealing with Complaints
- ▶ Job hunting requirements and more

The English for Tourism and Hospitality program is designed to provide comprehensive, practical experience in the range of skills for work or study in the Tourism and Hospitality field.

This course is designed for candidates who wish to work or study within the travel and tourism or hospitality fields either within Australia or overseas.

By the end of this course, the candidate will have increased confidence in all aspects of communication in English, in the tourism and hospitality industries.

*This course is available subject to demand.

For full course descriptions or full brochure download, please visit www.apc.edu.au. Test your level of English for free at www.apc.edu.au/pat.

JUNIOR ENGLISH PROGRAM*

JUNIOR ENGLISH PROGRAM

1 AIM

2 COURSE SPECIFIC OBJECTIVES

Australian Pacific College's Junior program is designed as an intensive and fun short program for primary school aged learners of English

- ▶ Age: minimum age of entry is 9 years.
- ▶ Language ability: Beginner to Intermediate.
- ▶ 1 to 8 weeks, 4 hours of English lessons per day and a supervised break-time.

- ▶ Confidence building to practise and continue to develop a love of learning English.

- ▶ All macro-skills (reading, writing, listening and speaking) taught including functional grammar, lexis and register.

- ▶ Practise language structures in a friendly environment with qualified and experienced teachers.

- ▶ Focus on English communication skills with extra emphasis on speaking.
- ▶ General English skills with fun activities based on Australian culture and environment, such as singing, games, role plays and group discussions to make the learning process more enjoyable for young students.

SAMPLE TIMETABLE (MON-FRI)

CLASS	DURATION
1st Lesson	9:00am to 9:55am
2nd Lesson	10:05am to 11:00am
3rd Lesson	11:10am to 12:05pm
4th Lesson	12:15pm to 1:10pm



LANGUAGE OUTCOMES

Depending on the length of the students' enrolment and their ability, students should be able to achieve the language outcomes listed below.

WEEK 1	<ul style="list-style-type: none"> ▶ Ask and answer questions ▶ Use relevant classroom language ▶ Identify general and specific information in an aural text ▶ Identify general and specific information in a written text ▶ Speak using appropriate stress for known words ▶ Correctly use plural forms of nouns, indefinite articles and learnt vocabulary in context
WEEK 2	<ul style="list-style-type: none"> ▶ Correctly use the verb 'to be' in questions and statements ▶ Correctly use the correct nationalities associated with specific countries ▶ Ask who, what, where, how old questions ▶ Correct information in a polite manner ▶ Identify general and specific information in a written dialogue ▶ Write about themselves
WEEK 3	<ul style="list-style-type: none"> ▶ Use the verb 'to be' ▶ Correctly use negatives and questions ▶ Talk about likes and dislikes ▶ Use positive and negative expressions ▶ Use adjectives ▶ Listen for information about likes and dislikes ▶ Identify general and specific information in a written interview and story
WEEK 4	<ul style="list-style-type: none"> ▶ Correctly use present simple in negative and positive contexts ▶ Ask properly structured sentences ▶ Correctly use possessive forms ▶ Use vocabulary related to families ▶ Speak about their family and their habits ▶ Identify general and specific information in a dialogue about families
WEEK 5	<ul style="list-style-type: none"> ▶ Correctly use there is and there are ▶ Correctly use positive imperatives ▶ Correctly use prepositions of place ▶ Correctly identify places in the town and use vocabulary related to this ▶ Use numbers greater than 100 and recognise these when heard ▶ Use the correct forms when asking someone for directions ▶ Use the correct forms for giving directions
WEEK 6	<ul style="list-style-type: none"> ▶ Correctly use has/have got in context ▶ Use colours when describing objects ▶ Correctly identify and speak about parts of the body ▶ Talk about possessions ▶ Correctly use vocabulary and form for giving spoken descriptions of people ▶ Talk about themselves
WEEK 7	<ul style="list-style-type: none"> ▶ Correctly use I'd like/would you like...? in a conversation ▶ Correctly use countable and uncountable nouns ▶ Correctly use this/that/these/those ▶ Correctly use and understand vocabulary related to food ▶ Give a properly structured order for food in a restaurant or cafe ▶ Talk about food they eat ▶ Understand spoken texts related to dining out and shopping
WEEK 8	<ul style="list-style-type: none"> ▶ Use and understand adverbs of frequency ▶ Name the days of the week and use them in context ▶ Correctly say and understand time expressions ▶ Talk about daily routines ▶ Talk about regular activities ▶ Talk about favourite TV shows and viewing habits ▶ Identify times in an oral text

INTRODUCING OUR VOCATIONAL COURSES



- ▶ BUSINESS COURSES
- ▶ LEADERSHIP AND MANAGEMENT COURSES
- ▶ MARKETING COURSES
- ▶ PROJECT MANAGEMENT COURSES
- ▶ HUMAN RESOURCES COURSES
- ▶ TRAVEL AND TOURISM COURSES
- ▶ INFORMATION TECHNOLOGY COURSE
- ▶ ACCOUNTING COURSES
- ▶ HOSPITALITY COURSES
- ▶ COMMUNICATIVE TESOL COURSES

Australian Pacific College (APC) offers courses in Accounting, Business, Hospitality, Human Resources, Information Technology, Management, Marketing, Project Management, TESOL and Tourism for those students who wish to gain a broad understanding of, and to develop skills necessary for, practical application of knowledge within these career areas.

The courses are designed to maximise both the academic and professional pursuits of students by creating pathways to employment opportunities and further education in their respective fields.

All our courses are nationally accredited through the Australian Skills Quality Authority (ASQA).



From classes I learnt a lot and it made me more interested to follow my dream. I got high marks and fortunately I passed the interview for cabin crew position at Qatar Airways before graduation from APC. I will never forget how APC staff were happy for me.

Anna Jayhun Kim
(Korea)

CERTIFICATE II IN BUSINESS BSB20115



COURSE OVERVIEW DURATION: 12 WEEKS APPROXIMATELY 3 MONTHS

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

The course is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested

in gaining employment at entry level administrative or customer service roles such as:

- ▶ Administration Assistant
- ▶ Clerical Worker
- ▶ Data Entry Operator
- ▶ Information and Customer Service Desk Clerk
- ▶ Office Junior

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork in a business environment
- ▶ Problem solving
- ▶ Innovation and enterprise
- ▶ Planning and organising (prioritising)
- ▶ Deliver customer service

COURSE CONTENT AND STRUCTURE

4 SUBJECTS

1. Basic WHS
2. Workplace Communication
3. Working Effectively
4. Workplace Administration

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 10 or equivalent at minimum.
English language proficiency*: Minimum of 80 hours or 4 weeks at Intermediate level (plus 80% attendance) at APC or at other approved providers or minimum IELTS (International English Language Testing System) score of 4.5 (minimum 4.5 in writing) or equivalent.

CERTIFICATE III IN BUSINESS BSB30115



COURSE OVERVIEW DURATION: 2 TERMS^ APPROXIMATELY 6 MONTHS

This qualification is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at a mid level administrative or customer service role.

The Certificate III in Business will provide the student with the training needed to work within the office environment in a variety of roles such as:

- ▶ Customer Service Advisor
- ▶ Data Entry Operator
- ▶ General Clerk
- ▶ Payroll Officer
- ▶ Typist
- ▶ Word Processing Operator

The Certificate III in Business will equip students with the skills needed to succeed in business both within Australia and internationally.

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Learning
- ▶ Planning and organising
- ▶ Self-management
- ▶ Technology
- ▶ Initiative and enterprise

COURSE CONTENT AND STRUCTURE

6 SUBJECTS

1. Resource Management
2. Advanced Teamwork
3. Effective Writing
4. Customer Service
5. Fundamentals of WHS
6. Basic Bookkeeping

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 10 or equivalent at minimum.
English language proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or minimum IELTS (International English Language Testing System) score of 5.5 (minimum 5.0 in writing) or equivalent.

[^]One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).

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CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT BSB42015

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS.



This qualification prepares students for team leadership and management roles in a wide range of organisational and industry contexts. Typically they would report to a manager. At this level managers provide leadership

and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

- Job roles
- ▶ Coordinator
 - ▶ Leading Hand
 - ▶ Supervisor
 - ▶ Team Leader

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Presentation Skills
2. Risk Management 1
3. Workplace Documents
4. Effective Leadership
5. Workplace Operations
6. Leadership Communication
7. Team Leadership
8. Workplace Diversity
9. Financial Reporting
10. Workplace Leadership
11. Innovation

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate III in a related field.
English language proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.



DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB51915

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students by providing knowledge and skills to work in leadership and management roles across a range of enterprise and industry contexts.

It assists them to develop initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. It also develops communication skills to support individuals and teams to

meet organisational or enterprise requirements and strategies to plan, design, apply and evaluate solutions to unpredictable problems and to identify, analyse and synthesise information from a variety of sources.

COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Performance Management
2. Advanced Management of WHS
3. Effective Workplace Relationships
4. Manage Diversity 1
5. Manage Industrial Relations
6. Emotional Intelligence
7. Financial Management 1
8. Manage Quality Customer Service
9. Operational Planning
10. Risk Management 2
11. Fundamentals of Human Resources
12. Team Effectiveness

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate IV in a related field.
English Language Proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB61015

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students to work in roles with senior or managerial responsibilities. They may oversee the work of others or have specialised roles

where they do not supervise others but provide strategic leadership. This qualification is suitable for students seeking employment as:

- ▶ Area Manager
- ▶ Department Manager
- ▶ Regional Manager

COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Management of Change
2. Strategic Planning
3. Systematic WHS
4. Employee Relations
5. Excellence in Leadership
6. Manage Customer Engagement
7. Manage Diversity 2
8. Financial Management 2
9. Business Planning
10. Advanced Resource Management
11. Compliance
12. Advanced HR Management

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS^

Academic: Successful completion of Australian Year 12 or equivalent at minimum.
English Language Proficiency*: Successful completion of 10 weeks General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 6.0 (minimum 5.5 in writing) or above or equivalent.

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^ Streamlined Visa Processing conditions apply.

CERTIFICATE IV IN MARKETING BSB41315

COURSE OVERVIEW DURATION: 3 TERMS* APPROXIMATELY 9 MONTHS



The Certificate IV in Marketing is designed to introduce students to basic marketing concepts while developing a comprehensive understanding of consumer behaviour, leadership skills and networking.

Students who graduate from this qualification will be able to provide leadership and guidance to others with some limited responsibility for the output of others, however graduates

will typically report to a more senior marketing practitioner. The Certificate IV in Marketing will provide students with the training they need to work within the business environment in a variety of roles such as:

- ▶ Direct Marketing Officer
- ▶ Market Research Assistant
- ▶ Marketing Coordinator
- ▶ Marketing Officer
- ▶ Public Relations Officer

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology

COURSE CONTENT AND STRUCTURE

8 SUBJECTS

1. The Mind of the Consumer
2. Presentation Skills
3. Selling Directly
4. Marketing Activities 1
5. Fundamentals of Public Relations
6. Fundamentals of International Marketing
7. Manage WHS Operations
8. Risk Management 1

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent at minimum, or Certificate III in a related field.

English language proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or minimum IELTS (International English Language Testing System) score of 5.5 (minimum 5.0 in writing) or equivalent.

DIPLOMA OF MARKETING BSB51215

COURSE OVERVIEW DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS



The Diploma of Marketing reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead

teams in conducting marketing campaigns. Possible job titles relevant to this qualification include:

- ▶ Marketing Manager
- ▶ Marketing Team Leader
- ▶ Product Manager
- ▶ Public Relations Manager

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Marketing Opportunities 1
2. Market Research 1
3. Market Trends
4. The Marketing Mix
5. Marketing Activities
6. Media Plan
7. Profile International Markets
8. Consumer Behaviour
9. Manage Information Systems
10. Advanced Management of WHS
11. Direct Marketing

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent at minimum, or Certificate IV in a related field.

English language proficiency*: Successful completion of 10 weeks of Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or minimum IELTS (International English Language Testing System) score of 5.5 (minimum of 5.0 in writing) or equivalent.

ADVANCED DIPLOMA OF MARKETING BSB60515

COURSE OVERVIEW DURATION: 4 TERMS* APPROXIMATELY 12 MONTHS



The Advanced Diploma of Marketing reflects the role of individuals who possess a sound theoretical knowledge base in marketing management and demonstrate a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams in conducting

marketing campaigns. Possible job titles relevant to this qualification include:

- ▶ Marketing Director
- ▶ Marketing Strategist
- ▶ National, Regional or Global Marketing Manager

The course will also assist students to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork
- ▶ Problem solving
- ▶ Initiative and enterprise
- ▶ Planning and organising
- ▶ Self management
- ▶ Learning
- ▶ Technology

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Market Research 2
2. Marketing Objectives
3. Marketing Plan
4. Marketing Process
5. Marketing Opportunities 2
6. International Marketing Programs
7. Manage Diversity
8. Financial Management 2
9. Compliance Systems
10. Systematic WHS
11. Knowledge & Information Management

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS*

Academic: Successful completion of Australian Year 12 or equivalent at minimum, or Diploma in a related field.

English language proficiency*: Successful completion of 10 weeks General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 6.0 (minimum 5.5 in writing) or above or equivalent.



"I have been at APC for more than 3 years and have studied English, Business, Marketing, Management and now Travel. I love the Australian lifestyle and have enjoyed making new friends here."

Patrizia
(Italy)

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CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE BSB41515

COURSE OVERVIEW DURATION: 2 TERMS^ APPROXIMATELY 6 MONTHS.



This qualification prepares students to work in project management roles as members of a project team, with no direct responsibility for overall project outcomes.

They would support project outcomes and use project tools and methods as part of organisational or business activities.

- Job roles**
- ▶ Contracts Officers
 - ▶ Project Administrators
 - ▶ Quality Officers
 - ▶ Small Business Operators

COURSE CONTENT AND STRUCTURE

6 SUBJECTS

1. Scope and Quality Management
2. Project Risk
3. Project Life Cycle Management
4. Resources
5. Manage WHS Operations
6. Communications

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate III in a related field.
English language proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.



DIPLOMA OF PROJECT MANAGEMENT BSB51415

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students to manage projects in a variety of contexts, across a number of industry sectors.

It develops the skills to initiate, plan, execute and evaluate their own work and/or the work of others.

- Job roles**
- ▶ Project Coordinator
 - ▶ Project Management Officer
 - ▶ Project Team Member
 - ▶ Project or Program Administrator

COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Project Scope
2. Information and Communication
3. Project Time
4. Resources
5. Project Meetings
6. Communications
7. Project HR
8. Project Risk
9. HR Management
10. Integration
11. Project Quality
12. Financial Management 1

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate IV in a related field.
English Language Proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT BSB61215

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students to apply specialised knowledge and skills, together with experience in program management, across a range

of contexts. It develops skills needed to direct, plan and lead a range of program functions, with accountability for personal and team outcomes.

- Job roles**
- ▶ Program Manager
 - ▶ Project Manager

COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Initiate Programs
2. Financial Management 2
3. Stakeholder Engagement
4. Project Leadership
5. Program Governance
6. Business Cases
7. Manage Benefits
8. Alliances
9. Program Risk
10. Team Effectiveness
11. Change Management
12. HR Planning

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS*

Academic: Successful completion of Diploma of Project Management.
English Language Proficiency*: Successful completion of 10 weeks General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 6.0 (minimum 5.5 in writing) or above or equivalent.

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CERTIFICATE IV IN HUMAN RESOURCES BSB41015



COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS.

This qualification prepares students to work in support positions in human resources management. In smaller companies they may work across all human resources areas. In larger companies they may be work in teams

focussed on specific human resources functions, such as workforce planning or human resources information systems. Job roles suited for this qualification include:

- Job titles may include:
- ▶ Human Resources Assistant
 - ▶ Human Resources Officer
 - ▶ Human Resources Administrator
 - ▶ Human Resources Coordinator

ADVANCED DIPLOMA OF MANAGEMENT (HUMAN RESOURCES) BSB60915



COURSE OVERVIEW DURATION: 3 TERMS^ APPROXIMATELY 9 MONTHS

This qualification prepares students to work as human resources directors, strategists and national, regional or global human resources managers in roles where they provide leadership and plan the human resources activities of an organisation. For this reason they

need wide-ranging technical, creative, conceptual or managerial competencies. People in these roles are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.

- Job titles may include:
- ▶ Human Resources Director
 - ▶ National Human Resources Manager
 - ▶ Regional Human Resources Manager

COURSE CONTENT AND STRUCTURE

10 SUBJECTS

1. Presentation Skills
2. HR Functions
3. Basic Documents
4. Manage WHS
5. Risk Management 1
6. Industrial Relations Procedures
7. Complex documents
8. Staff Recruitment
9. Workplace Relations
10. Performance Management Processes

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate III in a related field.
English language proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

COURSE CONTENT AND STRUCTURE

8 SUBJECTS

1. Diversity
2. Organisational Planning
3. HR Planning
4. Strategic Planning
5. Change Management
6. Risk Management 2
7. Leadership
8. Financial Planning

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS*

Academic: Australian Year 12 or equivalent, or Diploma in a related field.
English Language Proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

DIPLOMA OF HUMAN RESOURCES MANAGEMENT BSB50615



COURSE OVERVIEW DURATION: 2 TERMS^ APPROXIMATELY 6 MONTHS

This qualification prepares students to work in a variety of roles within the human resources sector by giving them a sound theoretical knowledge of human resources management and a range of managerial skills to ensure that human

resources functions are carried out effectively within their organisation. Typically they would have responsibility for the work of other staff.

- Job titles may include:
- ▶ Human Resources Manager
 - ▶ Human Resources Change Manager
 - ▶ Human Resources Consultant
 - ▶ Human Resources Manager

COURSE CONTENT AND STRUCTURE

6 SUBJECTS

1. Priorities and PD
2. Performance Management
3. HR Services
4. Employee Relations
5. Workforce Planning
6. WHS and Risk Management

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group projects and presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate IV in a related field.
English Language Proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.



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CERTIFICATE III IN TRAVEL SIT31312



COURSE OVERVIEW DURATION: 3 TERMS^ APPROXIMATELY 9 MONTHS

This course provides skills and knowledge for students to be competent in a range of well-developed international retail travel sales and operational skills.

Targeting the practical aspects and employability skills for the travel industry, this program will interest those wishing to work in a:

- ▶ retail travel agency
- ▶ corporate travel agency
- ▶ tour operator
- ▶ cruise company
- ▶ airline

COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Australian Destinations and Attractions
2. Make Presentations
3. Tourism Office Operations
4. Work Health and Safety (WHS)
5. Customer Service & Sales Techniques
6. Social & Cultural Sensitivity
7. Travel Products
8. Cruise Specialist
9. Normal International Airfares
10. Promotional International Airfares
11. Galileo Computer Reservations System
12. International Destinations and Attractions

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 10 or equivalent at minimum.

English Language Proficiency*: Successful completion of 10 weeks Business English or General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or minimum IELTS (International English score Language Testing System) of 5.5 (minimum 5.0 in writing) or equivalent.

DIPLOMA OF TRAVEL AND TOURISM SIT50112



COURSE OVERVIEW DURATION: 3 TERMS^ APPROXIMATELY 9 MONTHS

The course provides skills and knowledge for students to be competent in a range of well-developed international retail travel sales and operational skills together with a broad range of

managerial skills specialising in tourism operations. Targeting the practical aspects and employability skills for the travel industry, this program will interest those wishing to work in a:

- ▶ travel agency
- ▶ tour operator
- ▶ cruise company
- ▶ airline

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Staff Management
2. Business Management
3. Complex Documents
4. Business Relationships
5. Performance Management
6. Work Health and Safety 2
7. Finance 1
8. Finance 2
9. Human Resource Management 1
10. Human Resource Management 2
11. Quality Customer Service

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Students are required to have successfully completed the Certificate III in Travel or have verified travel industry experience against a specified tourism unit skill set.

English Language Proficiency*: Successful completion of 10 weeks Business English or General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or minimum IELTS (International English Language Testing System) score of 5.5 (minimum 5.0 in writing) or equivalent.

DIPLOMA OF SYSTEMS ANALYSIS AND DESIGN ICA50815



COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS.

The Diploma of Systems Analysis and Design provides the skills and knowledge for an individual to determine client business requirements and to support a project team in the analysis and redesign of systems to ensure they meet client needs.

It will provide students with the

training needed to work in the following job roles:

- ▶ Applications Architect
 - ▶ Business Analyst
 - ▶ Systems Analyst
 - ▶ Systems Architect
 - ▶ Information Technology Analyst
- The course will also assist students

to develop higher level skills in the following areas:

- ▶ Communication
- ▶ Teamwork in an IT environment
- ▶ Problem solving
- ▶ Innovation and enterprise
- ▶ Planning and organising
- ▶ Dealing with clients

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Managing Data
2. IT Risk Management
3. IT for Business
4. Specifications and Strategies
5. Business System Design
6. IT Solutions
7. IT Project Management
8. System Solutions
9. Operational Contingencies
10. Ethical Software Development
11. IT Project

ASSESSMENT

All vocational courses are assessed through a combination of assessment types which may include written reports, projects, presentations and essays.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent at minimum, or Certificate IV in a related field.

English Language Proficiency*: Successful completion of 10 weeks of Business English or General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or minimum IELTS (International English Language Testing System) score of 5.5 (minimum of 5.0 in writing) or equivalent.



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CERTIFICATE IV IN ACCOUNTING FNS40615

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS.



This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions.

- Job roles
- ▶ bookkeeper
 - ▶ BAS officer

COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Financial Transactions
2. Subsidiary Accounts
3. Inventory Records
4. Computerised Accounting Systems (MYOB)
5. Business Documents
6. Business Tax
7. Payroll
8. Financial Statements
9. Business Activity Statements (BAS)
10. Budgets
11. Financial Reports
12. Professional Practice

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate III in a related field.
English language proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.



DIPLOMA OF ACCOUNTING FNS50215

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS



This qualification prepares students for accounting job roles in financial services and other industries. They

develop skills to apply solutions, analyse and evaluate information from a variety of sources, plan,

coordinate and evaluate their own work and provide guidance to others.

COURSE CONTENT AND STRUCTURE

11 SUBJECTS

1. Financial Information
2. Job Costing
3. Income Tax Returns
4. Accounting Systems
5. Budget Management
6. Accounting Information
7. Corporate Financial Reports
8. Financial Forecasts 1
9. Workplace Relationships
10. Statutory Reports
11. Internal Control

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS

Academic: Australian Year 11 or equivalent, or Certificate IV in a related field. In addition students must meet the entry requirement of completion of any pre-requisite units of competency as specified in the Financial Services Training Package FNS.
English Language Proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

ADVANCED DIPLOMA OF ACCOUNTING FNS60215

COURSE OVERVIEW DURATION: 4 TERMS^ APPROXIMATELY 12 MONTHS.



This qualification reflects professional accounting job roles in financial services and other industries. It contributes to, but

does not encompass, educational requirements for providing tax agent services.

The primary pathway from this qualification is employment in the accounting profession.

COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Corporate Governance
2. Financial Strategies
3. Financial Services Industry
4. Complex Financial Reports
5. Financial Statistics
6. Income Tax Returns
7. Organisational Improvement
8. Financial Risk
9. Financial Performance
10. Tax Plans
11. Management Accounting
12. Tax Documentation

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

ENTRY REQUIREMENTS*

Academic: Australian Year 12 or equivalent, or Diploma in a related field. In addition students must meet the entry requirement of completion of any pre-requisite units of competency as specified in the Financial Services Training Package FNS.

English Language Proficiency*: Successful completion of 10 weeks General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 6.0 (minimum 5.5 in writing) or above or equivalent.

^One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
 * For a free assessment of your current English level, please go to www.apc.edu.au/pat.

^One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
 * For a free assessment of your current English level, please go to www.apc.edu.au/pat.
 ^ Streamlined Visa Processing conditions apply.

CERTIFICATE III IN HOSPITALITY SIT30713



COURSE OVERVIEW DURATION: 3 TERMS* APPROXIMATELY 9 MONTHS
THIS COURSE INCLUDES A MANDATORY (UNPAID) WORK PLACEMENT OF 36 SHIFTS IN ADDITION TO TIMETABLED CLASSES.

This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs,

pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. Individuals with this multi-skilled qualification are able to perform roles

such as:

- ▶ providing reception or front desk services

Possible job roles include:

- ▶ Front Desk Receptionist
- ▶ Hotel Reservation Clerk

COURSE CONTENT AND STRUCTURE

12 SUBJECTS

1. Hospitality Industry Information
2. Hospitality Service
3. Work Skills
4. Work Health and Safety 1
5. Customer Service Experience
6. Human Resources Management 1
7. Hygiene
8. Business Documents
9. Finance 1
10. Reception Services
11. Visitor Information
12. Make Presentations

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, portfolios, group tasks and/or presentations. Assessment may also be undertaken during mandatory work placement.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent at minimum.

English Language Proficiency*: Successful completion of 10 weeks Business English or General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or minimum IELTS (International English Language Testing System) score of 5.5 (minimum 5.0 in writing) or equivalent.



DIPLOMA OF HOSPITALITY SIT50313



COURSE OVERVIEW DURATION: 6 TERMS* APPROXIMATELY 18 MONTHS.
THIS COURSE INCLUDES MANDATORY (UNPAID) WORK PLACEMENT OF 36 SHIFTS IN ADDITION TO TIMETABLED CLASSES.

This qualification provides the skills and knowledge for an individual to be competent as a manager in any hospitality functional area. This individual would possess a sound theoretical knowledge base and be able to use a range of specialised,

technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of their team. Work could be undertaken in various hospitality settings, such as:

- ▶ restaurants
- ▶ hotels
- ▶ catering operations
- ▶ motels
- ▶ clubs
- ▶ pubs
- ▶ cafes and coffee shops

COURSE CONTENT AND STRUCTURE

22 SUBJECTS (may change without notice)

1. Hospitality Industry Information
2. Hospitality Service
3. Work Skills
4. Work Health and Safety 1
5. Customer Service Experience
6. Human Resource Management 1
7. Hygiene
8. Business Documents
9. Finance 1
10. Reception Services
11. Visitor Information
12. Make Presentations
13. Work Operations
14. Operational Plan
15. Manage Diversity
16. Work Health and Safety 2
17. Quality Customer Service
18. Business Relationships
19. Regulatory Requirements
20. Human Resource Management 2
21. Staff Management
22. Finance 2

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include examinations, portfolios, group tasks and/or presentations. Assessment may also be undertaken during mandatory work placement.

ENTRY REQUIREMENTS

Academic: Successful completion of Australian Year 11 or equivalent at minimum.

English Language Proficiency*: Successful completion of 10 weeks Business English or General English at Upper Intermediate level (plus 80% attendance) at APC or at other approved providers or IELTS (International English Language Testing System) proficiency level of 5.5 (minimum 5.0 in writing) or above or equivalent.

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
* For a free assessment of your current English level, please go to www.apc.edu.au/pat.

*One term = 12 weeks (9 weeks study period and 3 weeks course break between study period except Christmas / New Year break is 7 weeks).
* For a free assessment of your current English level, please go to www.apc.edu.au/pat.

FOUNDATIONS OF COMMUNICATIVE TESOL[^]

FOR NON-NATIVE SPEAKERS OF ENGLISH

COURSE OVERVIEW DURATION: FULL-TIME: 2-4 WEEKS
PART-TIME: 4-8 WEEKS



In this course you will be introduced to the skills and knowledge required for teaching English to non-English speaking learners in a variety of contexts. It is designed for:

- ▶ People who are qualified teachers in their own countries, who wish to obtain a qualification in modern, communicative teaching techniques, focusing on the teaching of oral English,

but who do not meet the entry requirements for the Certificate IV in Communicative TESOL.

- ▶ People who are not qualified teachers, but who wish to work as teaching assistants or otherwise in their own countries.
- ▶ People who wish to acquire foundation skills related to teaching EFL (English as a Foreign Language) overseas.

During the course you will be able to strengthen your leadership skills for the classroom and the workplace, identify and adopt techniques for using technology and multimedia in the classroom, and perfect your communicative teaching techniques.

COURSE CONTENT AND STRUCTURE

*Number of subjects required will be determined at the initial interview.

8 SUBJECTS*

1. Teach Second Language Literacies
2. Teach Speaking And Listening Skills
3. Teach Linguistic Features Of English
4. Lesson Planning
5. Learner Assessment
6. Leadership Principles For Teachers
7. Teaching Adult Learners (Elective)
8. Teaching Teenage Learners (Elective)

ASSESSMENT

The course is assessed through online activities, observing classes, video lessons and written assessments. Students will be required to teach 4 one-hour observed lessons and observe and reflect upon 4 teaching sessions during the course.

ENTRY REQUIREMENTS

All applicants will be required to participate in a face-to-face or Skype pre-course interview[^].

Academic: Successful completion of a teaching qualification or experience equal to 1,000 hours of instruction to groups of 5 students or more.

English Language Knowledge: Successful completion of the APC TESOL Pre-Course Grammar Test, IELTS (International English Language Testing System) proficiency level of 6.0 or above, or successful completion of the APC TESOL online grammar course or APC English language program[^].



[^]TESOL = Teaching English to Speakers of Other Languages.

*Number of subjects required will be determined at the initial interview. You cannot use this course to apply for a student visa.

[^]Please contact APC for information about the online grammar course



CERTIFICATE IV IN COMMUNICATIVE TESOL[^] 10005NAT

FOR NATIVE OR NEAR-NATIVE SPEAKERS OF ENGLISH

COURSE OVERVIEW DURATION: 10 WEEKS

Attendance is required 5 days per week throughout this period.



This course aims to develop the skills and knowledge required for teaching English to non-English speaking learners in a variety of contexts, both in Australia and overseas. It is designed for:

- ▶ People who are qualified teachers in their own countries but who wish to obtain a qualification in modern, communicative teaching

techniques, focusing on the teaching of oral English.

- ▶ People who are not qualified teachers but who wish to work as teaching assistants or otherwise in their own countries.
- ▶ People who wish to teach in ELICOS colleges in Australia or EFL (English as a Foreign Language) overseas.

During the course you will develop your understanding of essential theory related to Teaching English as a Second or Foreign Language whilst also developing your practical teaching skills in the classroom.

COURSE CONTENT AND STRUCTURE

7 SUBJECTS*

1. Speaking and Listening
2. Literacy
3. Linguistics
4. Leadership Principles for Teachers
5. Learner Assessment
6. Lesson Planning
7. Teaching Teenagers (Elective) or Teaching Adults (Elective)

ASSESSMENT

TESOL candidates are assessed through classroom teaching practicum and a portfolio.

ENTRY REQUIREMENTS

Applicants are required to attend an interview before starting the course.

English Language Proficiency: This course is open to Native Speakers of English and Non-Native Speakers of English with minimum IELTS (International English Language Testing System) score of 7.

Grammar Proficiency: Successful completion of the APC TESOL Grammar Pre-test OR successful completion of the APC TESOL Grammar Pre-course. The Pre-course can be taken online[^], at no cost.

PATHWAYS

Successful graduates who also hold an undergraduate degree will be eligible to teach English in Australia to non-English-speaking students. This qualification is also suitable for teaching overseas.

[^]TESOL = Teaching English to Speakers of Other Languages.

*This course contains 6 compulsory core subjects and 1 elective subject.

[^]Please contact APC for information about the online grammar test.

DIRECT ENTRY & ARTICULATION PATHWAYS

RECOGNITION OF PRIOR LEARNING (RPL)

Students may be eligible to obtain credits for individual modules as a result of experience gained in employment in the relevant business fields or from previous training or education.

A fee is payable for assessing your RPL status.

ARTICULATION, CREDIT TRANSFERS AND LEARNING PATHWAYS

APC Diploma & Advanced Diploma graduates can continue their studies in Business, Marketing, Tourism, Hospitality, Accounting or Management with credits in a related undergraduate program at most Australian Universities, provided they meet all the University's requirements. If you are interested in this pathway, please enquire.

VET ARTICULATION for CREDIT TRANSFERS to			
Blue Mountains International Hotel Management School CRICOS Code: 00911E www.bluemountains.edu.au	CQUniversity CRICOS Code: 00219C www.cqu.edu.au	Griffith University CRICOS Code: 00233E www.griffith.edu.au	International College of Management Sydney CRICOS Code: 01484M, 076374G, 00051M. www.icms.edu.au
Kaplan Business School CRICOS Code: 02426B www.kbs.edu.au	The University of Newcastle Australia CRICOS Code: 00109J www.newcastle.edu.au	University of Canberra CRICOS Code: 00212K www.canberra.edu.au	University of New England (UNE) CRICOS Code: 00003G www.une.edu.au
University of South Australia CRICOS Code: 00121B www.unisa.edu.au	University of Southern Queensland, Sydney campus CRICOS Code: 02225M www.usq.edu.au	University of the Sunshine Coast (USC) CRICOS Code: 01595D www.usc.edu.au	University of Wollongong CRICOS Provider Code: 00102E www.uow.edu.au

EAP DIRECT ENTRY to			
Australian Pacific Travel & Tourism CRICOS Code: 03077K www.aptt.edu.au	Blue Mountains International Hotel Management School CRICOS Code: 00911E www.bluemountains.edu.au	CQUniversity CRICOS Code: 00219C www.cqu.edu.au	Curtin University of Technology CRICOS Code: 02637B www.curtin.edu.au
Evolution Hospitality Institute CRICOS Code 02869G www.evolution.edu.au	International College of Management Sydney CRICOS Code: 01484M, 076374G, 00051M. www.icms.edu.au	Kaplan Business School CRICOS Code: 02426B www.kbs.edu.au	Macquarie University CRICOS Code: 00002J www.mq.edu.au
Sydney Institute of Business and Technology CRICOS Code: 01576G www.sibt.nsw.edu.au	TAFE NSW CRICOS Code: 00591E www.studyintafe.edu.au	University of New South Wales, Foundation Year CRICOS Code: 00098G www.ufy.unsw.edu.au	University of South Australia CRICOS Code: 00121B www.unisa.edu.au
University of Southern Queensland, Sydney campus CRICOS Code: 02225M www.usq.edu.au	University of Western Sydney CRICOS Code: 00917K www.uws.edu.au	University of Wollongong CRICOS Provider Code: 00102E www.uow.edu.au	William Angliss Institute CRICOS Provider Code: 01505M www.angliss.edu.au

For current and more information, please refer to our website at www.apc.edu.au

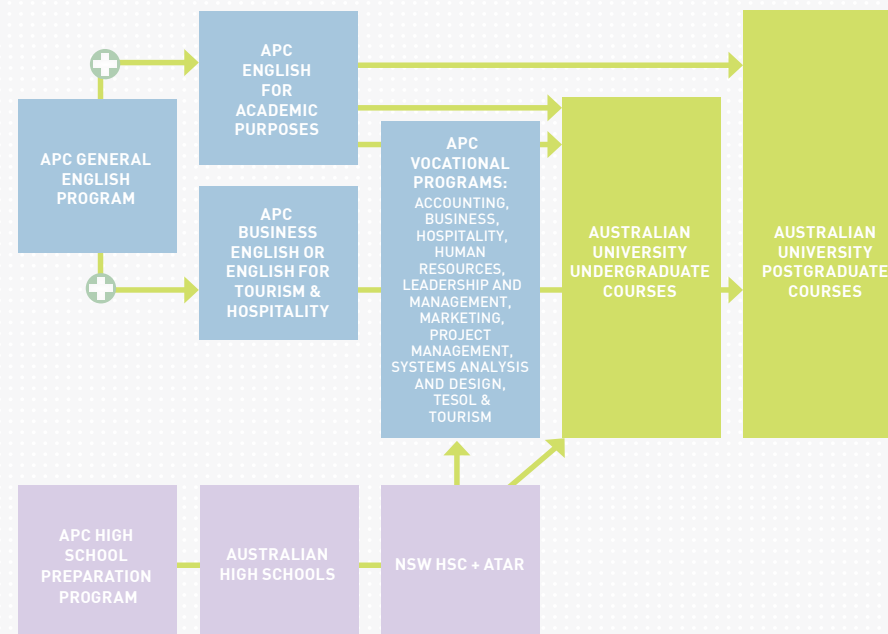
UNIVERSITY PATHWAYS

UNIVERSITY PATHWAYS

Our accredited programs are designed to maximise the academic potential of each student and open pathways and opportunities through education.

A comprehensive and challenging curriculum has been developed to offer maximum flexibility for students to achieve their vocational, professional and academic goals. High School Students who have completed the NSW HSC successfully, and have met the university entry requirements, qualify for direct entry to university.

For students who do not qualify for direct university entry, we offer other flexible study pathways and alternatives to university, directly from our programs, including CQUniversity, Curtin University of Technology, International College of Management (Sydney campus), Macquarie University, University of New South Wales (Foundation Year), University of South Australia, University of Southern Queensland (Sydney campus), University of Western Sydney, University of Wollongong, and many others. Please enquire or check our website for regular updates.



STUDENT SUPPORT SERVICES

SERVICES AVAILABLE FOR APC STUDENTS

1. Airport Meet and Greet (upon request)

A member of the APC staff will meet you at the airport and transfer you to your accommodation.

2. Accommodation

- ▶ **Homestay:** a unique form of accommodation that provides students with valuable insights into Australian culture in safe and comfortable surroundings.
- ▶ **Hostel:** budget accommodation where students usually share a dormitory and bathroom.
- ▶ **Hotel:** a more expensive type of accommodation where students pay for their own room. Kitchen facilities are usually not included.

3. Welfare (Academic & Counselling)

Student welfare is important to the staff at APC. Younger students, such as our High School

Preparation students, are given special attention and are observed carefully to ensure their continuing success within the program. Our experienced welfare staff and teachers will assist students with educational matters or any enquiries they may have. All APC students are encouraged to make an appointment with APC welfare staff if they require services such as:

- ▶ academic counselling
- ▶ welfare counselling
- ▶ grievance resolution
- ▶ further studies placement

4. APC Social Club

Our Social Activities Club gives all students many opportunities to make new friends or see their classmates out of class. We go to a wide variety of exciting places, either in the city or in surrounding areas.

From beach BBQs to bushwalks in the famous Blue Mountains, or visits to salsa dance clubs, you are

sure to have a good time with APC teachers and APC's activity tour leaders. Whether playing games like Wahu cricket, beach volleyball or soccer, or throwing a boomerang with friends in some of Sydney, Melbourne or Brisbane's many beautiful parks, you will truly enjoy your experience at APC.

5. Job Assistance Service

APC's Job Assistance Service (JAS) aims to assist students seeking part-time or casual work (up to maximum 40 hours per consecutive fortnight).

6. Other Services

Student Services can also assist you if you need information about:

- ▶ health services
- ▶ emergency services
- ▶ legal services

On your first day of study you will receive a student handbook with information about these services near your campus.



INFORMATION FOR INTERNATIONAL STUDENTS

REQUIREMENTS FOR A STUDENT VISA APPLICATION

- ▶ A Letter of Offer from APC.
- ▶ An Electronic Confirmation of Enrolment (eCoE) from APC.
- ▶ A medical examination if required by regulations.
- ▶ Proof of financial support if required by regulations.
- ▶ Citizens of certain countries may need to obtain a Pre-Visa Assessment from the Australian Diplomatic Mission before making any payment to APC.
- ▶ Prospective students wishing to apply under Streamlined Visa Processing (SVP), please refer to: www.border.gov.au

Further information about visa regulations is available on the Department of Immigration & Border Protection (DIBP) website www.border.gov.au

YOUR STUDENT VISA CONDITIONS

Student visa conditions and regulations as determined by the Department of Immigration and Border Protection (DIBP) state that students must:

- ▶ Study full-time while in Australia.
- ▶ Satisfy course requirements - must maintain a minimum of 80% attendance of all scheduled classes and achieve a record of satisfactory

academic performance.

- ▶ Not work for more than 40 hours over any two consecutive weeks during course sessions.
- ▶ Maintain Overseas Student Health Cover (OSHC).
- ▶ Inform DIBP if they change their student status.
- ▶ Inform DIBP if they withdraw from the course that they are enrolled in.
- ▶ Extend their student visa before it expires.
- ▶ Inform DIBP and APC of current address details at all times.

HOW TO APPLY

You may apply to APC directly or through one of our representatives in Australia or in your country.

1

1. Complete the APC application form*.
2. Submit the form and the supporting documents to APC by fax, email or post.
3. If English is not your first language and you do not have evidence of your current English level, please attempt the APC Pre-Arrival Test (PAT) online at www.apc.edu.au/pat.
4. Attach your academic transcripts if you are applying for vocational courses.
5. If your application is successful, APC will issue a Letter of Offer (LOO) for the course for which you have applied.

2

1. Sign the acceptance form attached to the Letter of Offer and pay the tuition fees as indicated in the Letter of Offer.
2. Once the payment of tuition fees is received, APC will issue an electronic Confirmation of Enrolment (eCOE) to apply for your visa and will give you the details of the orientation date of your course.
3. Arrive on time for your orientation and enrolment.
4. Students arriving after the course start date may not be able to enrol.
5. If you are applying for Credit Transfer, you have to submit the documents prior to commencement of your course.

3

Payment must be made in Australian dollars and all bank and transfer fees paid by the applicant.

Payment can be made by:

1. Bank draft made payable to Australian Pacific College
2. Direct Deposit or Telegraphic Transfer to:

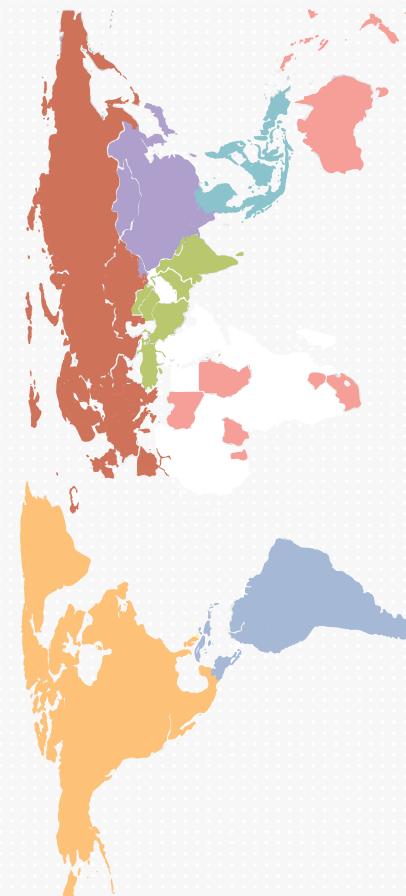
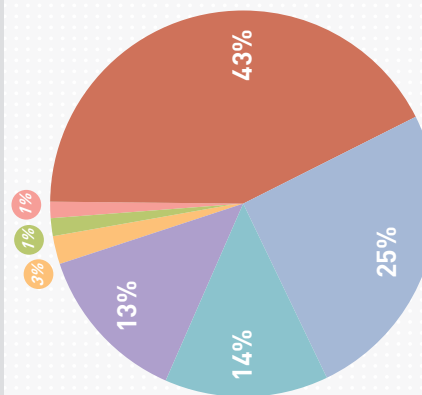
Account Name: Australian Pacific College
Name of Bank: Westpac Bank Corporation
Address: 275 George Street, Sydney NSW 2000
BSB No: 032013
Bank Account No: 131540
SWIFT Code: WPACAU2S

3. All major Credit Cards (Master / Visa / Amex / Diners / JCB) and Electronic Fund Transfer (EFT) cash cards are accepted – please contact APC (surcharges apply).
4. Personal cheques are NOT accepted by APC.
5. Please quote your STUDENT NUMBER and FULL NAME when making your payment.

*For Streamlined Visa Processing (SVP) applications please also submit an SVP form and supporting documents. You may also be asked to participate in a pre-application interview.

NATIONALITY MIX*

● Europe ● South America ● South East Asia ● North & East Asia ● North America ● Middle East & South West Asia ● Other



Studying here has helped me to improve my presentation skills and make some good friends

Andrea Mongrandi (Italy)
Certificate IV in Marketing



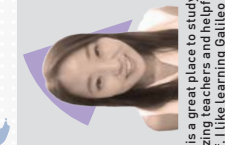
I like the way trainers support students in class. I became more friendly and able to socialize with other cultures.

Wendy Quesada (Peru)
Certificate IV in Marketing



My favourite subjects in Certificate III in Travel are Cruise Specialist and Travel Products. I'm learning new things from great trainers with nice, new friends.

Thidarat Meesapstithichai (Thailand)
Certificate III in Travel



APC is a great place to study, with amazing teachers and helpful staff. I like learning Gaitleo and international airfares in my course. I'm going to make international friends too.

Eunjong Erica Kim (South Korea)
Certificate III in Travel



At APC I get to know people from around the world. This course provides me with new skills for my future career in hospitality.

Manuel Alvarez (Mexico)
Diploma of Hospitality



Studying at APC has helped me learn how to improve my management skills and to socialize better with people.

Ashish Chitrakar (Nepal)
Certificate IV in Marketing

* as at August 2015

MEET APC STAFF!



Francisco - Colombian

I have been in Australia for 6 years and it has been the best time of my life. My background is in Marketing and International Relations. With our range of students at APC I have been witness to how amazing different cultures are. My job has given me the chance to change students lives, encourage them by giving advice and strength in their journey of learning and becoming smarter.

My name is Prim and I am a part of APC's student Recruitment Team. I graduated from UTS. Being an international student and experiencing difficulty when I first arrived has inspired to do my best to help students. Being at APC allows me to share my enthusiasm and experience, meet many people and improve myself. For me, it is a delight to meet new students and I am glad to be part of their journey at APC in achieving their personal and professional goals.



Prim - Thai

Hi, my name is Sylwia and my adventure with APC started in 2010. My long studying experience from Europe and in Australia helps me to understand students' needs & issues and support them to achieve their smaller and bigger goals. As I am a very active person, loving outdoor activities, foreign languages and travel I really enjoy my dynamic job in Manly campus where students expect to balance their ambitious studies with a fantastic life style. The learning atmosphere, multicultural environment, and passionate people in APC - all make my life more interesting and enjoyable and keep me younger and ready for novelty every day.

Sylwia - Polish



Yuki - Japanese

I completed my Diploma of Tourism at APC. The opportunities to work as a volunteer in tourism exhibitions were most enjoyable. The trainers were great & helped us understand the subjects. Now I am a member of APC Student Services and I am very happy to see new students all the time!

My name is Denise and I am part of APC's Student Recruitment Team. I have lived in Sydney for more than 10 years and have worked at APC since I graduated from the University of Sydney. I enjoy getting to know our wonderful students and helping them fulfil their dreams. I look forward to meeting you here and creating your unforgettable learning experience with us at APC!



Denise - Chinese

I'm from Korea, and I have been in and out of Australia since 1988! Nearly half of my life has been spent in Sydney (where I completed my Master of Commerce in Sydney University in 2004), and I moved to the Sunshine State in 2014 due to my lovely work. I love to meet people and I like adventure, travel and challenge. I especially enjoy the martial arts Kendo and Laido which inspire me to know more about Zen philosophy. I have been working in Marketing for APC since 1999. If you need help with anything just come and see me!



Kenny - South Korean

My name is Eli and I am originally from Brazil. I have been living in Australia for 14 years and I have been working for APC for almost 8 years. Having a background in international business and a passion for education allows me to fulfil my current position as Student Recruitment Manager. Working for APC has given me the opportunity to meet people from all over the world. It continues to be a wonderful life experience for me and I am glad to be part of the APC team.



Eli - Brazilian

APC LOCATIONS

OUR CAMPUSES IN SYDNEY, MANLY BEACH, BONDI JUNCTION, BRISBANE & MELBOURNE:
FUN AND INSPIRING PLACES TO STUDY



SYDNEY



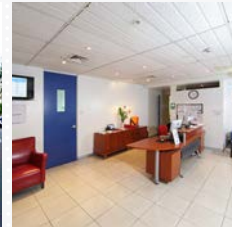
KENT STREET CAMPUS
SYDNEY



YORK STREET CAMPUS
SYDNEY



CLARENCE STREET CAMPUS
SYDNEY



MANLY BEACH



MANLY BEACH CAMPUS
SYDNEY



BONDI BEACH



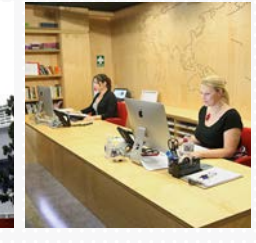
BONDI JUNCTION CAMPUS
SYDNEY



BRISBANE



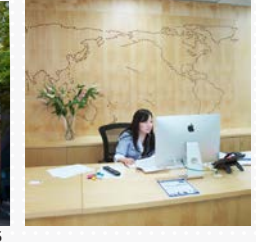
ALBERT STREET CAMPUS
BRISBANE



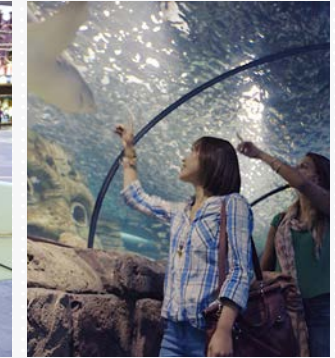
MELBOURNE

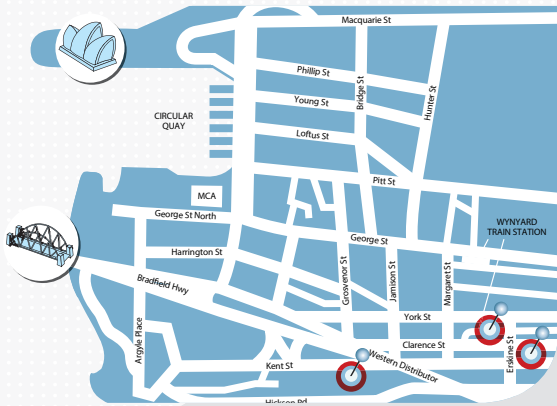


LONSDALE STREET CAMPUS
MELBOURNE



APC STUDENT ACTIVITIES





SYDNEY, NSW

KENT STREET CAMPUS (CBD)

Lower Ground, 189 Kent Street
Sydney NSW 2000

P (61 2) 9251 7000

F (61 2) 9251 7575

CLARENCE STREET CAMPUS (CBD)

Level 3, 123 Clarence Street
Sydney NSW 2000

P (61 2) 9262 3222

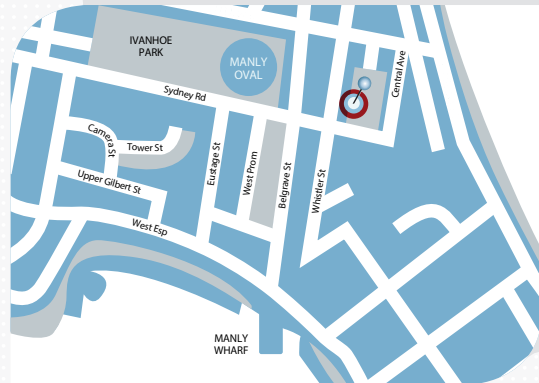
F (61 2) 9262 3388

YORK STREET CAMPUS (CBD)

Level 5, 37 York Street
Sydney NSW 2000

P (61 2) 9279 2122

F (61 2) 9299 1135

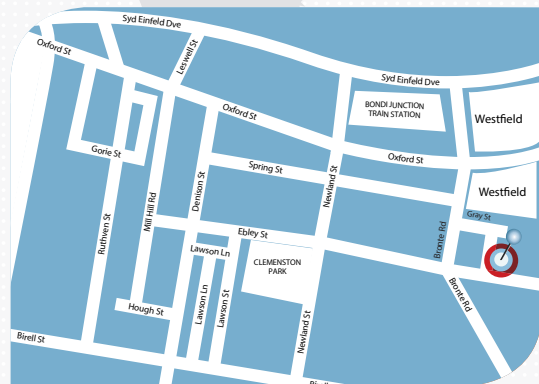


MANLY BEACH CAMPUS

48-52 Sydney Road
Manly NSW 2095

P (61 2) 9976 2122

F (61 2) 9976 2188



BONDI JUNCTION CAMPUS

100 Ebley Street
Bondi Junction NSW 2022

P (61 2) 9389 9755

F (61 2) 9389 9766

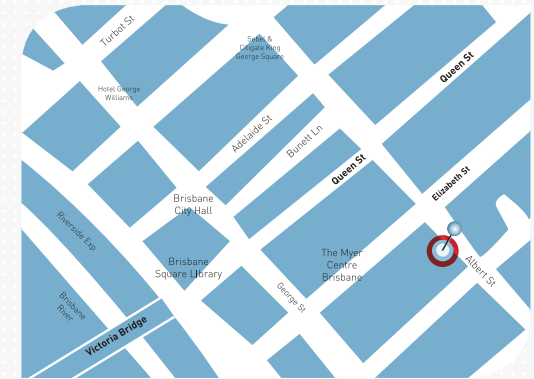
BRISBANE, QLD

ALBERT STREET CAMPUS (CBD)

Level 9, 138 Albert Street
Brisbane QLD 4000

P (61 7) 3003 0088

F (61 7) 3003 1138



BRISBANE, QLD

APC LOCATION MAPS

OUR CAMPUSES IN SYDNEY CBD, MANLY BEACH, BONDI JUNCTION, BRISBANE & MELBOURNE

SYDNEY, NSW

MELBOURNE, VIC

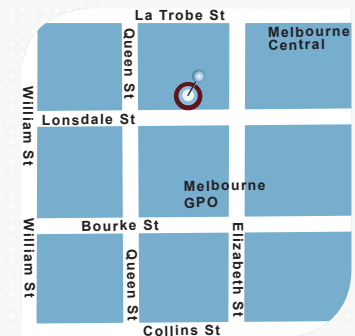
MELBOURNE, VIC

LONSDALE STREET CAMPUS (CBD)

Level 4, 398 Lonsdale Street
Melbourne VIC 3000

P (61 3) 8689 5500

F (61 2) 9251 7575



“Dedicated to Quality, Equity and Advancement”

info@apc.edu.au
www.apc.edu.au

NEW SOUTH WALES (NSW)

- ▶ **KENT STREET CAMPUS**
Ground Floor, 189 Kent Street
Sydney NSW 2000
Tel: (61 2) 9251 7000
Fax: (61 2) 9251 7575
- ▶ **YORK STREET CAMPUS**
Level 5, 37 York Street
Sydney NSW 2000
Tel: (61 2) 9279 2122
- ▶ **CLARENCE STREET CAMPUS**
Level 3, 123 Clarence Street
Sydney NSW 2000
Tel: (61 2) 9262 3222
- ▶ **MANLY BEACH CAMPUS**
48-52 Sydney Road
Manly NSW 2095
Tel: (61 2) 9976 2122
- ▶ **BONDI JUNCTION CAMPUS**
1/100 Ebley Street
Bondi Junction NSW 2022
Tel: (61 2) 9389 9755

QUEENSLAND (QLD)

- ▶ **ALBERT STREET CAMPUS**
Level 9, 138 Albert Street
Brisbane QLD 4000
Tel: (61 7) 3003 0088

VICTORIA (VIC)

- ▶ **LONSDALE STREET CAMPUS**
Level 4, 398 Lonsdale Street
Melbourne VIC 3000
Tel: (61 3) 8689 5500
Fax: (61 2) 9251 7575

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