



STUDENT SUPPLEMENTARY HANDBOOK SOUTH AUSTRALIA

More than a qualification.

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This document is uncontrolled when printed – always refer to the online version for the most up to date Student Handbook.

Supplementary Handbook:

South Australia

The Australis College Student Handbook applies to all students and needs to be read in full.

This Supplementary Handbook provides additional information specific to the South Australian Skills Funded Activities Agreement, to be read in conjunction with the Student Handbook.

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1. Overview

To deliver courses under these programs, Registered Training Organisations (RTOs) must be approved with the Department of Innovation and Skills (DIS).

Enrolment Information

To aid your enrolment decision please note the following information on our website:

- [Faculty and course information](#)
- [SA funding information](#)
- [Australis College Handbooks](#)
- [Policies and procedures](#) including:
 - Access and Equity.
 - Privacy.
 - Withdrawal, Cancellation and Variation.
 - Complaints, Grievances and Appeals.
 - Core Skills Assessment.
 - Enrolment.
 - Fees and Refunds.
 - Student Information Handling Procedure.
 - Student Code of Conduct.
 - Certification and Issuance.

2. Eligibility and Entitlement Criteria

Only Applicants that meet eligibility and entitlement criteria and are suited to the courses and support Australis College can provide are able to access a South Australian training subsidy. Your eligibility can be checked here: <https://www.skills.sa.gov.au/courses-careers/eligibility-explained>.

To apply for these programs, you will meet the following criteria:

Eligibility

Individuals applying for South Australian funding must:

- Be an Australian Citizen, New Zealand Citizen or Permanent Resident.
- Hold a state sponsored visa on a pathway to permanent residency or hold a humanitarian temporary visa of a class specified by the Minister.
- Be aged 16 years or over and not enrolled in school or are undertaking a Traineeship through a Training Contract. **Note that it is Australis College policy not to enrol South Australian students less than 18 years of age.*
- Meet visa and work eligibility. This may be checked via <https://providers.skills.sa.gov.au/deliver/student-eligibility-for-subsidised-training> and the Visa Entitlement Online (VEVO) service.
- Must live or work in South Australia.

Course Advisors will request ID and evidence documents to support eligibility.

Entitlement Criteria

If at the first time of enrolment after 1st October 2015 the Applicant does not hold a non-school qualification (Cert I up to doctorate), or is registered with an Employment Service Provider as a Jobseeker they may access subsidised training for one course at the certificate II level and two courses at the Cert III to Advanced Diploma level.

If at the first time of enrolment after 1st October 2015 a non-school qualification (Cert II and lower) is held, the Applicant may access subsidised training for two courses at the Cert III to Advanced Diploma level.

If at the first time of enrolment after 1st October 2015 a non-school qualification (Cert III level and above including a university qualification) is held, the Applicant may access subsidised training for one course at the Cert III to Advanced Diploma level.

Entitled individuals may also access the following programs, if required as a result of the [Upfront Assessment of Need](#) process:

- One foundation skills course.
- Up to five bridging units at every qualification level.
- Unlimited priority courses.

Academic Suitability

Once eligibility is established by our Course Advisors, an **Upfront Assessment of Need (UAN)** is conducted by the College to ensure academic suitability of students accessing courses eligible for funding under the South Australian Skills Agreement.

Suitability is determined during pre-enrolment interviews and involves an assessment based on the Applicant's communication skills in English, study skills, aptitude for learning, Language, Literacy and Numeracy (LLN), and whether the course aligns with their career goals and prior level of education.

Applicants are sent a link to complete an online government approved Core Skills Assessment, supervised by an Australis representative. If results are less than the Exit levels required for the course, on consent they may be referred to a Learning Support Service Provider to determine support strategies such as applying reasonable adjustments to learning and assessment methods or enrolment into a foundation skills course or bridging units prior to enrolment. These support services are designed to ensure successful outcomes in the student's choice of qualification and transition into work.

IMPORTANT:

Our Course Advisors will guide you through the enrolment process and detail the evidence we are required to collect to confirm eligibility.

Participant Course Fees

The funding does NOT necessarily fully cover the course tuition fees. You may be required to pay a Participant Course Fee to the College noting a third party or your employer may offer to pay these fees on your behalf. Incidental fees such as costs required to fulfil placement requirements of a course will be shown and are additional to the Course Fee.

Course and incidental fees for South Australian subsidies are published on our website via the Course page or [SA subsidy webpage](#).

A Participant Course Fee Exemption is available to students whom:

- Are over the age of 16 and who are or have been under the Guardianship of the Minister for Education.

Participant Course Fee Concession Reimbursement is available if at the commencement of training in a unit of competency in the course, the applicant:

- Holds a current Health Care Card, Pensioner Concession Card, and Veteran Affairs Concession Card.
- Are a prisoner/detainee in a South Australian correctional institution/detention centre.

Should you wish to apply for a concession, you will need to provide evidence to support your concession status prior to enrolment. If evidence is unable to be supplied, the concession will be waived, and fees are payable.

All other fees applicable to your enrolment are referred to in the Student Handbook.

3. Making Application

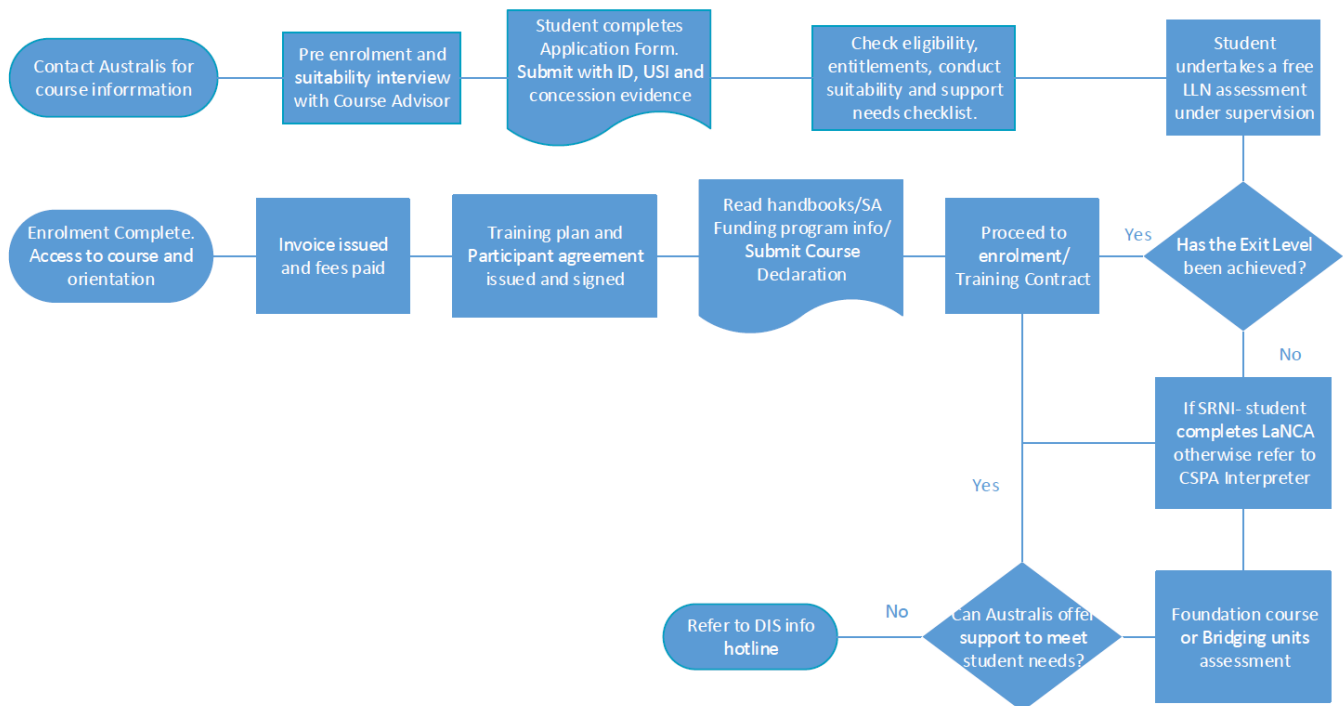
Course and application enquiries are handled by our Course Advisors. They will provide you with detailed information on the overall course as well as funding eligibility and academic suitability.

Application process:

1. Pre-enrolment and suitability Interview.
2. Complete an Application Form.
3. Submit identification, Unique Student Identifier (USI), evidence of concessions and any academic evidence specific to your circumstances. This includes evidence for any Credit Transfer (CT) or Recognition of Prior Learning (RPL).
4. The College will check your eligibility, entitlements and suitability and support needs assessment. If not met, you may be referred.
5. If criteria are met, you will be sent a link to complete a Core Skills Profile for Adults (CSPA) assessment. There is no cost to complete this and results will determine how you proceed with enrolling into your course.
 - If enrolling into a Certificate IV, Diploma or Advanced Diploma this will be the Literacy and Numeracy Comprehensive Assessment (LaNCA). To proceed directly into your chosen course, you will need to complete at an Exit Level 2 or higher in writing, and an Exit Level 3 and higher for reading and numeracy.
 - If enrolling into a Certificate Level II or III this will be the Snapshot Reading and Numeracy Indicator Report (SRNI). To proceed directly into your chosen course, you will need to complete at an Exit Level 2 or higher in reading and numeracy.
 - Where these levels are not met, an assessment by the external specialist will determine whether incorporating foundation skills and bridging units will improve learning outcomes and whether Australis is able to effectively deliver the supports to meet your training needs.
6. Once the enrolment is processed, you will receive a Course Declaration with links to policies and the SA Handbook, together with a Participant Agreement.
7. Read, acknowledge, and submit the electronic Course Declaration and Participant Agreement.
8. A Training Account is created, and a Training Plan issued.
9. Pay any applicable fees as agreed and invoiced.
10. Once your enrolment has been processed, you will be emailed access details and attend an online Faculty orientation to familiarise you with the course, Faculty contact, how to secure placement (if required) and further information on training and assessment.

It is important to note that any Applicant who is unwilling to proceed through the UAN process may withdraw and enrol as a full fee-paying student however they will not be able to access the subsidised training. Australis College is unable to enrol an applicant into a South Australian Training Account if the UAN determines gaps in basic skills requiring a foundation course.

Flowchart



4. Enrolment

Your Obligations

In addition to usual obligations detailed in the full Student Handbook, you will be required to:

- Pay course fees by the invoice due date.
- Commit to your Training Plan by scheduling the minimum study hours required each week to progress through the course. This includes attending an orientation, accessing the online learning material, research, watching videos, engaging in online chats or forums as directed by the Faculty.
- Contact your Faculty in the first instance if you are unable to progress through units of competency within the timeframes specified in your Training Plan.
- Contact Student Services if you are experiencing personal circumstances that require you to take a break from your studies for a specified period.
- Complete tasks with your Employer according to your Placement Logbook.

Australis College Obligations

Australis will inform South Australian eligible students of:

- Course information, funding eligibility and entry criteria.
- Rights and responsibilities, terms and conditions, participant course fees and concessions.
- The study commitment and progression required to complete the course according to the Training Plan.
- Deliver training and assessment according to the Training Plan.

5. Course Progression

As you will receive Government support via these programs you are required to demonstrate genuine intent to progress through your course by:

- Accessing and completing the learning and assessment material.
- Participating in live chats and webinars.
- Fulfilling placement obligations (where this is a requirement of your course).

Resubmission Policy

South Australian subsidised students are permitted up to **three submission attempts** to attain a unit of competency where the unit has been assessed and competency not Achieved/Fail. This requires you to reenrol in the unit and undertake further training and assessment.

6. Withdrawals, Cancellations and Variations

Full details are provided in the Student Handbook.

In relation to a South Australian enrolment, you may defer your course for a period of up to six months. This must be applied for in writing. Email student.services@australiscollege.edu.au to request a Deferral form.

If you experience difficulties with any aspect of your course or face any issues that may impact your progression, please contact the Faculty straight away so options can be considered before you fall behind in your studies.

Should you choose to withdraw, a Withdrawal Form is available on our policy section of the website which you can complete and submit to student.services@australiscollege.edu.au. There is no fee to submit a withdrawal. If you choose to withdraw from your course at any stage and for any reason, refunds will not be processed where training and assessment has commenced or learning, and assessment resources have been accessed.

Please note that extensions beyond your completion date, will require the College to apply in writing to the Minister and is subject to approval. For this reason, extensions under SA agreements are discouraged. If you are experiencing personal circumstances that prevent you from progressing according to your Training Plan, we urge you to contact student services to set up a deferral and come to an agreed deferral timeframe based on your circumstances.