



# 2019

**hgt** Australia  
INTERNATIONAL COLLEGE

## International Student Guide

ELICOS  
Aged Care  
Community Services  
Business  
Leadership & Management



RTO Code: 6996

CRICOS Provider: 03488B



John Liddicoat, Head of College

# Welcome

I would like to warmly welcome to you HGT Australia International College(HGTIC). We are a quality education provider, established in 1980, we take pride in our personalised focus on your individual learning journey and academic success.

Our caring staff are highly skilled and ensure that every student has the opportunity to achieve a world class standard of academic achievement and ultimately, an internationally recognised qualification.

Every one of our course offerings focus on developing English language skills and combining theoretical studies with practical activities. To ensure all HGTIC graduates are globally competitive we encourage and support our students to gain experiences within real work environments during their studies.

HGTIC is committed to ensuring you develop the skills and knowledge required to continue your education pathways with our University partners or gain employment in the industry of your choosing.

HGTIC is here to help you to achieve your education goals and to enjoy the Australian lifestyle and culture. Our mission is "To support our community and enrich people's lives" and I welcome you to our community.

## About HGT

HGT Australia is a not-for-profit company, governed by a voluntary Board of Directors. HGT Australia Ltd trades as Novaskill across Australia where it focuses on skill development across a range of Vocational Education and Training (VET) areas.

HGT Australia has been a leading and Group Training Organisation (GTO) since 1980 and Registered Training Organisation (RTO) since 1995. HGT Australia has been dedicated to assisting students achieve their full potential through the provision of quality training, mentoring and employment services.



# Why HGT Australia International College?

1980  
Year established

Professional Team  
Industry best practice capability

12,000  
Trained students

20,000  
Issued qualifications

Tailored Programs  
Flexible training solutions

Pathways  
Higher education



## Contents

Welcome	2	How To Apply	13
About Us	2	Academic Calendar	15
About Newcastle	4	International Student Enrolment Form	16
Core Programs	5		



## About Newcastle, Australia

The beautiful natural surroundings and affordable cost of living, make Newcastle very popular to live and learn for international students. Offering beautiful beaches, a great climate and only a short distance to famous tourist spots such as Hunter Valley, Port Stephens and Lake Macquarie, Newcastle was ranked as the 5th Most Liveable City in the World by the Lonely Planet Guide (2011).

Newcastle has its own airport with flights to and from Melbourne, Brisbane, Adelaide, Canberra, Gold Coast and Sydney. Students arriving into Newcastle Airport wishing to arrange a shuttle pick up should e-mail [hgtic@novaskill.com.au](mailto:hgtic@novaskill.com.au). Students can also fly into Sydney International Airport. Travel time to Newcastle is around 2 and a half hours.



**Official  
National Geographic  
Smart City <sup>1</sup>**



***"Hidden Gem"*  
– Lonely Planet <sup>2</sup>**



**Best climate out of  
all Australian cities <sup>3</sup>**



**Merewether Beach  
Best city beach  
in Australia <sup>4</sup>**



**Lower housing rent  
compared to state  
capital cities <sup>5</sup>**



### References

<sup>1</sup> Smart Cities: Newcastle, Australia  
<https://www.nationalgeographic.com/travel/features/smart-cities/new-castle-australia-innovation/>

<sup>2</sup> Newcastle travel  
<https://www.lonelyplanet.com/australia/new-south-wales/newcastle>

<sup>3</sup> Property Council of Australia

<sup>4</sup> Global Beach Ambassador

<sup>5</sup> Visit Newcastle  
[www.visitnewcastle.com.au](http://www.visitnewcastle.com.au)



**CRICOS Course Code:**  
**091385B**

This Certificate III course is ideal for those seeking employment in residential and/or community and home care in Australia. This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

Course details

Units of Competency

Total of 13 units required for this course

Study Methods

Face-to-face classroom-based learning, structured questions and learning activities, research/practical projects and work-based training

Locations

Newcastle (primary campus)

Duration

6 months

Work Placement

120 hours

Tuition Fee

\$6,980

Entry requirements

- 1. International candidates require English language proficiency 5.5 Academic IELTS with no individual score less than 5.0 or equivalent assessment, or
- 2. Completion of at least Year 12 from an Australian secondary school or overseas equivalent
- 3. Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses (as determined by HGT Australia International College)



I am so happy to study Certificate III in Individual Support with HGTIC. It is a very practical training course and I learned lots of first hand industry working skills which I believe would be very helpful to my future career development. All trainers and staffs here are very friendly, so I really enjoy studying here.

– Anita Gyankoma Osei, Ghana



**CRICOS Course Code:**  
**091386A**

The Certificate IV in Ageing Support provides you with the skills to plan, develop, implement and monitor programs and services for older people in aged care facilities or through organisations that deliver services to the community and client homes. With this nationally accredited qualification, you can provide support and personal care to older people and prepare for a supervisory or team leader role in the aged care industry.

Course details

Units of Competency

Total of 18 units required for this course

Study Methods

Face-to-face classroom-based learning, structured questions and learning activities, research/practical projects and work-based training

Locations

Newcastle (primary campus)

Duration

6 months

Work Placement

160 hours

Tuition Fee

\$8,080

Entry requirements

- 1. International candidates require English language proficiency 5.5 Academic IELTS with no individual score less than 5.0 or equivalent assessment, or
- 2. Completion of at least Year 12 from an Australian secondary school or overseas equivalent
- 3. Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses (as determined by HGT Australia International College)



Hi, I am Eric. I have completed the Certificate III in Individual Support in HGTIC, and now I am studying Certificate IV in Ageing Support. I really enjoy studying here with our friendly and professional trainers. They provide lots of support to students to make sure everyone can learn properly, and also use very practical training methods which are really helpful to improve our skills.

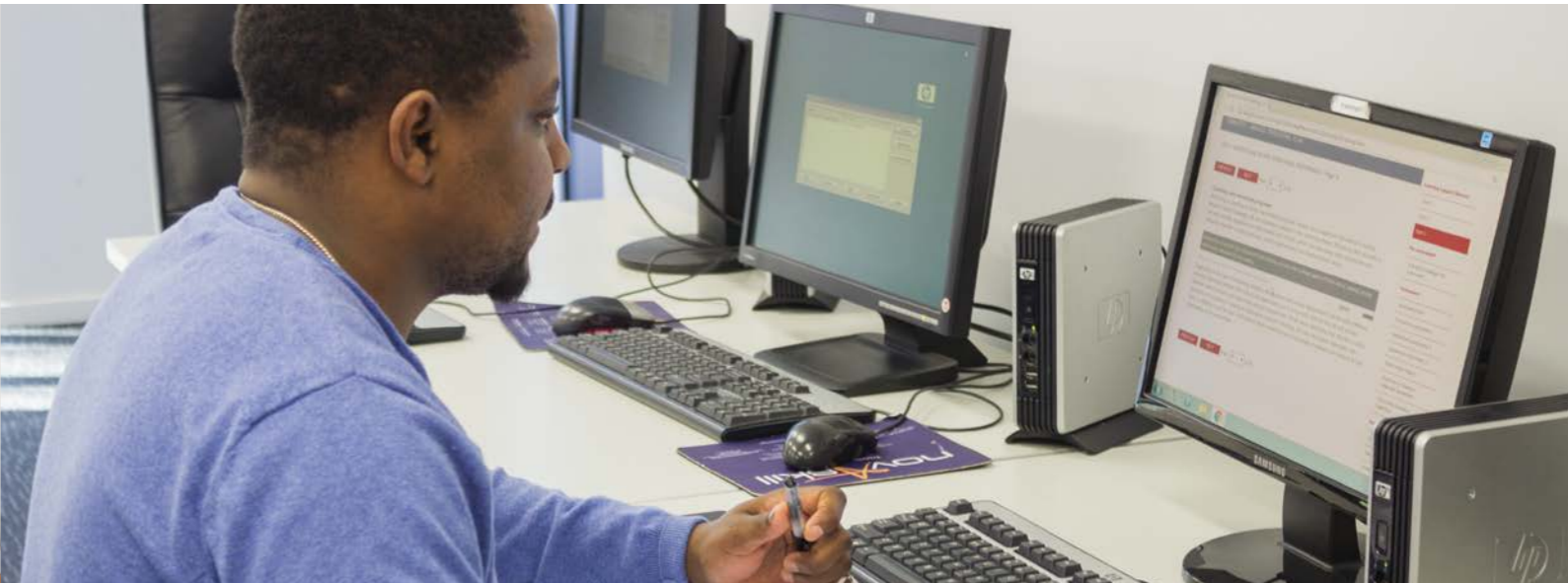
– Eric Li, China



**CRICOS Course Code:**  
**096763G**

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities.

This course is ideal for those seeking a career in a general welfare setting. Workers in this role are usually involved in service delivery, either direct client work and/or health promotion and community development projects.



**CRICOS Course Code:**  
**096764F**

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

This course will equip you with the necessary tools and business knowledge to take on entry and mid-level business roles in various business environments and enable you to take your career or your business to the next level.

Course details

**Units of Competency**  
Total of 16 units required for this course

**Study Methods**  
Face-to-face classroom-based learning, structured questions and learning activities, research/practical projects and work-based training

**Locations**  
Newcastle (primary campus)

**Duration**  
1 year

**Work Placement**  
100 hours

**Tuition Fee**  
\$13,700

Entry requirements

- 1. International candidates require English language proficiency 5.5 Academic IELTS with no individual score less than 5.0 or equivalent assessment, or
- 2. Completion of at least Year 12 from an Australian secondary school or overseas equivalent
- 3. Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses (as determined by HGT Australia International College)



My name is Mary. I am studying Diploma of Community Services in HGT Australia International College. I really enjoy studying here. My trainer is very kind, patient, and knowledgeable, and she often uses the real-life cases which happened in her career and daily work to assist us to understand the theories and receive the latest industry experience. I love the training method here and gain so many things, not only the theories and skills, but also the correct attitude to work in the industry with a warm heart.

– Mary Nduta Rurigi, Kenya

Course details

**Units of Competency**  
Total of 10 units required for this course

**Study Methods**  
Face-to-face classroom-based learning, structured questions and learning activities, research/practical projects

**Locations**  
Newcastle (primary campus)

**Duration**  
6 months

**Work Placement**  
Not compulsory

**Tuition Fee**  
\$7,920

Entry requirements

- 1. International candidates require English language proficiency 5.5 Academic IELTS with no individual score less than 5.0 or equivalent assessment, or
- 2. Completion of at least Year 12 from an Australian secondary school or overseas equivalent
- 3. Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses (as determined by HGT Australia International College)



I am studying Certificate IV in Business in HGT Australia International College. I am very grateful to the staffs and teachers, because they have given me lots of support. I am confident to say it is a good experience to studying with HGT Australia International College.

– Yit Long Leong, Malaysia



**CRICOS Course Code:**  
**096907G**

The Diploma of Leadership and Management provides students with the knowledge and practical skills required to perform the role of an employee who can use well-developed skills and have a broad knowledge base in a wide variety of contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

**Course details**

**Units of Competency**

Total of 12 units of competency required for this courses

**Study Methods**

Face-to-face classroom-based learning, Structured questions and learning activities and Research/ Practical Project

**Locations**

Newcastle (primary campus)

**Duration**

1 year

**Tuition Fee**

\$12,580

**Entry requirements**

- 1. International candidates require English language proficiency 5.5 Academic IELTS with no individual score less than 5.0 or equivalent assessment, or
- 2. Completion of at least Year 12 from an Australian secondary school or overseas equivalent
- 3. Overseas students English Proficiency Level will be tested prior to the commencement of Vocational Education and Training Courses (as determined by HGT Australia International College)



Hi, I am Sahil, from India. My major is Diploma of Leadership and Management. The teachers were always willing to help my studies and provided lots of supports. They have great industry connections which would give students opportunities to learn the current practices in the workplace. I really enjoy the time to studying here.

– Sahil Salim Dingankar, India



**CRICOS Course Code:**  
**096906G**

HGT Australia International College Intensive General English (IGE) course is recommended as the first step in English Language learning. The Intensive General English gives you a solid grounding in English reading, writing, listening, speaking, grammar and social and functional communication.

**Course details**

**Levels:**

- Elementary
- Pre-Intermediate
- Intermediate
- Upper-Intermediate
- Advanced

Each level is 10 weeks in duration.  
Each level consists of 20 face-to-face class hours.  
4 hours each day over 5 days each week.

**Units of Competency**

Total of 13 units required for this course

**Locations**

Newcastle (primary campus)

**Duration**

2-52 weeks and can be started on any Monday

**Tuition Fee**

\$380 per week

**Entry requirements**

- 1. Beginner English language level or above



My name is Liziane and I come from Vanuatu. I am studying English in HGT Australia International College now and will study Certificate III in individual support and Diploma of community service here next year. I have improved my English so much by studying here and enjoyed the activities available which my college organised for international students, such as a visit to a nursing home. I am so happy I can study here and meet so many friends.

– Liziane Tura, Vanuatu



**CRICOS Course Code:**  
**096763G**

This course is a five-week course designed to help preparing students for the English Language requirements of the CHC33015 Certificate III in Individual Support. Its focus is on developing students' awareness of relevant terminology required for the Certificate III in Individual Support and provides students with functional language skills to enable them to engage in the classroom environment.

Course details

**Enrolment**  
This program consists of 100 face-to-face class hours. 20 x 5 hour classes across 4 days each week

**Locations**  
Newcastle (primary campus)

**Duration**  
5 weeks

**Tuition Fee**  
\$380 per week

Entry requirements

- 1. Intensive General English – Upper-Intermediate level or above

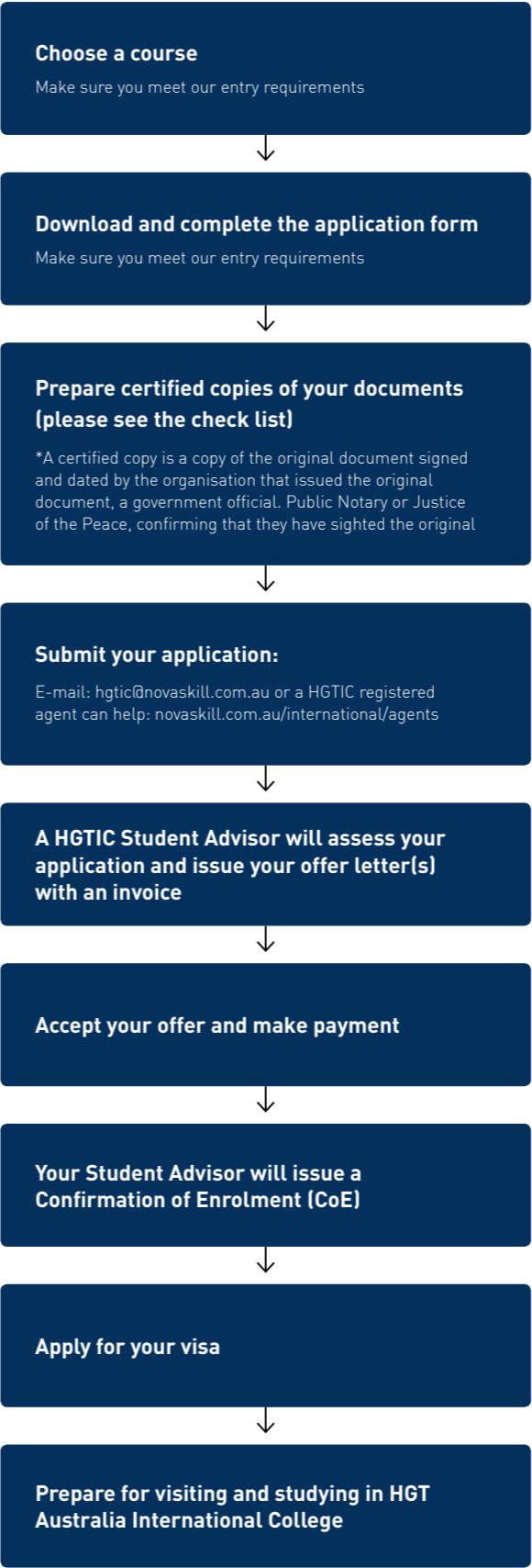


Hi, I am Cindy. I am studying English for specific purpose (aged care) now, and I will study Certificate III in individual support in HGT Australia International College as well. Studying in the course helps me learn a lot of medical English and prepare for my further studying better, so I feel confident to complete my further studying successfully and work in aged care industry in Australia. Thank you for all staffs here to assist me and support my studying.

– Cindy Xu

How to apply

The Process



Checklist

- ☐ Certified copy of your passport pages with personal particulars including the page containing a current Australia visa, if applicable.
- ☐ Certified copy of English language test results, if applicable.
- ☐ Certified copy of academic transcripts and educational certificates (with certified translations if not in English).
- ☐ Copies of your current electronic Confirmation of Enrolments (eCoE), if applicable.
- ☐ Certified copy of documents to be assessed for Recognition of Prior Learning, if applicable.
- ☐ Certified copy of your Overseas Student Health Cover card, if applicable.
- ☐ Any additional documents required to support your application

# Academic Calendar

## Certificate and Diploma Programs 2018

Term/Year	Orientation/Enrolment	Term start	Term end	Exam period	Term break
Term 3	11 June	11 June	17 August	13-17 August	20 August - 14 September
Term 4	17 September	17 September	23 November	19-23 November	26 November 2018 - 18 January 2019

## Certificate and Diploma Programs 2019

Term/Year	Orientation/Enrolment	Term start	Term end	Exam period	Term break
Term 1	21 January	21 January	29 March	25 - 29 March	1 - 12 April
Term 2	15 April	15 April	21 June	17 - 21 June	24 June - 5 July
Term 3	8 July	8 July	13 September	9 - 13 September	16 - 27 September
Term 4	30 September	30 September	6 December	2 - 6 December	9 December 2019 - 20 January 2020

## English Language Programs 2018 - 2019

\* New students can start on Monday of any week

2018	
Session 1 2018	20 August - 2 November
Session 2 2018	5 November - 7 December

2019	
Session 1 2019	7 January - 15 March
Session 2 2019	18 March - 24 May
Session 3 2019	27 May - 2 August
Session 4 2019	5 August - 11 October
Session 5 2019	14 October - 20 December
Christmas break 2019	From 7th December



148 LAMBTON ROAD  
BROADMEADOW NSW AUSTRALIA 2292  
+61 2 4906 6700

CRICOS PROVIDER: 03488B  
RTO CODE: 6996

OFFICE USE ONLY

Received by:

Date received:

# International Student Enrolment Form

### Section 1 – Personal Details (as they appear on your passport)

Family name:Given name:

Preferred name:Date of Birth:Gender: ☐ Male ☐ Female

Nationality (citizenship):First language:

Passport number & expiry date:  
(please provide a copy of your passport when you submit this enrolment form)

Medical conditions:

Do you currently hold an International Student / Australian visa? ☐ Yes ☐ No

If yes: Visa type:Visa expiry date:

Arrival date in Australia?Town or city of birth:

If no: Where will you apply for your student visa? ☐ Australia ☐ Overseas ☐ Not Applicable

### Section 2 – Student Contact Details

Currently living in: ☐ Home country ☐ Australia ☐ Other: \_\_\_\_\_

Address:

City/Suburb:State:Country:Postcode:

Home phone:Mobile:

E-mail:

### Emergency Contact Details/Next of Kin

Contact full name:

Relationship to you:Phone/mobile:

E-mail:

### Section 3 – English Proficiency

What is your level of English? ☐ Beginner ☐ Elementary ☐ Intermediate ☐ Advanced

Have you taken an IELTS test in the last 2 years? ☐ Yes ☐ No

If yes, type of test:Date of test:

Testing place:Overall score:

(Please submit CERTIFIED COPIES of your English Test Results with this application)

Section 4 – Program Selection

	Program Name	Location	Start date
1			
2			
3			
4			

Section 5 – Future Study

Do you intend to go on to further study after HGT Australia International College?

☐ Yes (please fill in below) ☐ No

Program name:

Course start date:

Section 6 – Education Background

Have you previously studied in Australia?

☐ Yes ☐ No

Are you transferring from another education provider?

☐ Yes ☐ No

If yes please provide details of why you are changing providers/colleges

How long did you study at your previous college?

If on an international student visa:

Did you abide by the conditions of your visa?

☐ Yes ☐ No

If no provide details:

Have you had a previous course cancelled?

☐ Yes ☐ No

If no provide details:

When did you complete your course with your most recent provider in Australia?

Do you require a Release from your current provider?

☐ Yes ☐ No

Do you owe fees to a previous provider?

☐ Yes ☐ No

Note: HGT International College will not enrol a student wishing to transfer from another institution unless the student can provide evidence they have completed 6 calendar months of their Principal course & the provider has produced a Release Letter. HGT International College cannot enrol / issue a COE until the previous provider releases the student in PRISMS. Students can ONLY study with a CRICOS registered provider whilst on a student visa.

Section 7 – Other Student Services (for CRICOS students studying in Australia)

Do you require HGT Australia to organise your overseas student health cover (OSHC)?

☐ Yes – Single ☐ Yes – Couple ☐ Yes – Family ☐ No – Please attach a copy of valid Visa Length OSHC

\*OSHC will start one week prior to your course commencement date unless other date is requested.

Do you require HGT Australia to organise an airport pick and/or accommodation?

Airport pick-up: ☐ Yes ☐ No

Accommodation: ☐ Yes ☐ No

Section 8 – Student Declaration

I declare that all information and documentation provided in support of it is accurate and true. I acknowledge that submission of false, incorrect, incomplete or misleading information may result in the delay or cancellation of my enrolment.

I understand the requirements to participate in this course and have read the conditions of enrolment, including the option of RPL. I hereby authorise HGT International College to collect or locate my personal information and any student training records (including USI) for training purposes. I understand that my information and/or certificate of completion may be provided to employers, Australian Apprenticeship Service Networks and State training and licensing authorities.

Student full name (please print):

Student signature:

Date:

NOTE: INTERNATIONAL STUDENTS NEED TO SIGN THE ADDITIONAL DECLARATION BELOW

## INTERNATIONAL VISA STUDENTS ONLY

I understand that by signing this application form, I may be sent a Formal Letter/s of Offer/Written Agreement Contract from HGT International College.

If all of the admission requirements are met.

- I authorise HGT International College to contact me by SMS, Email or phone.
- I authorise HGT International College to verify any information I have provided on this form.
- I give HGT International College permission to obtain official records / confirm details from a previous educational institution attended by me, listed on this form.
- I have read and understood all of the information on this form.
- I am aware of my obligation to advise of any changes to my contact details within 7 days including a change to my next of kin / emergency contact / phone number /address or email
- I am aware of my obligation to pay outstanding fees and understand non-payment of fees can lead to cancellation of my course enrolment by HGT International College
- I am aware I must abide by visa conditions (if applicable) throughout my enrolment period in Australia including maintaining attendance and course progress as per HGT International College policies and procedures.
- I understand my application fee (AUD\$200) payable with the lodgement of this form is non-refundable.
- I understand a further non refundable enrolment fee of (AUD\$200) is payable with the acceptance of my enrolment.
- I understand living costs in Australia may be higher than my home country (international Students).
- I understand Tuition and Non-Tuition fees may change during my course.
- I have been provided with Pre-enrolment information including the HGT International College International Student Handbook & marketing information containing: entry requirements for the course including English language, and academic requirements, work experience and course credit/RPL applicable; any required work based training, course content, duration & holiday breaks, qualification/s on completion, modes of study and assessment methods; HGT International College campus locations, general description of facilities, equipment, learning and library resources; details of any arrangements college has with any other organisations to provide the course; course related fees (Tuition and non Tuition); the college Refund, Complaints and Appeals, Deferment, Suspension and Cancellation Policies; A description of the ESOS Framework including the ESOS Act 2000 (as amended) and the National Code 2018; Costs of living in Australia, Accommodation options, and obligations of schooling for any school aged dependents I may have.
- I acknowledge and agree that the college may share personal information with The Australian Government and designated authorities and, if relevant, the Australian Skills Quality Authority (ASQA), the ESOS Assurance Fund Manager or the Tuition Protection Service (where applicable) and their authorised auditors.
- I acknowledge and agree that the college may advise the Department of Home Affairs (DHA) and Agents about personal information, changes in the student enrolment and breach of any student visa conditions.
- I am aware I can obtain additional copies of the International Student Handbook, Policies, Procedures and Marketing Information from the college website: [www.novaskill.com.au](http://www.novaskill.com.au)
- I authorise HGT International College to arrange an authorised education agent to contact me and assist with finalising my application

Student full name (please print):

Student signature:

Date:

16

17

Section 11 – Agent/Student Representative

Agency name:	Counsellor's name:
Address:	
Contact number:	E-mail:

Section 12 – Student Agreement

Please refer to the HGT Australia Ltd, trading as Novaskill website for current fees and costs  
[www.novaskill.com.au/hgtic](http://www.novaskill.com.au/hgtic)

English for Academic Purposes classes are not taught on public holidays

Section 13 – Declaration

The information I have provided is correct and complete in every detail, and I understand that inaccuracies or omissions may result in non-acceptance or cancellation of enrolment at any time.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness name: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please Check Important Documents for all International Students at:

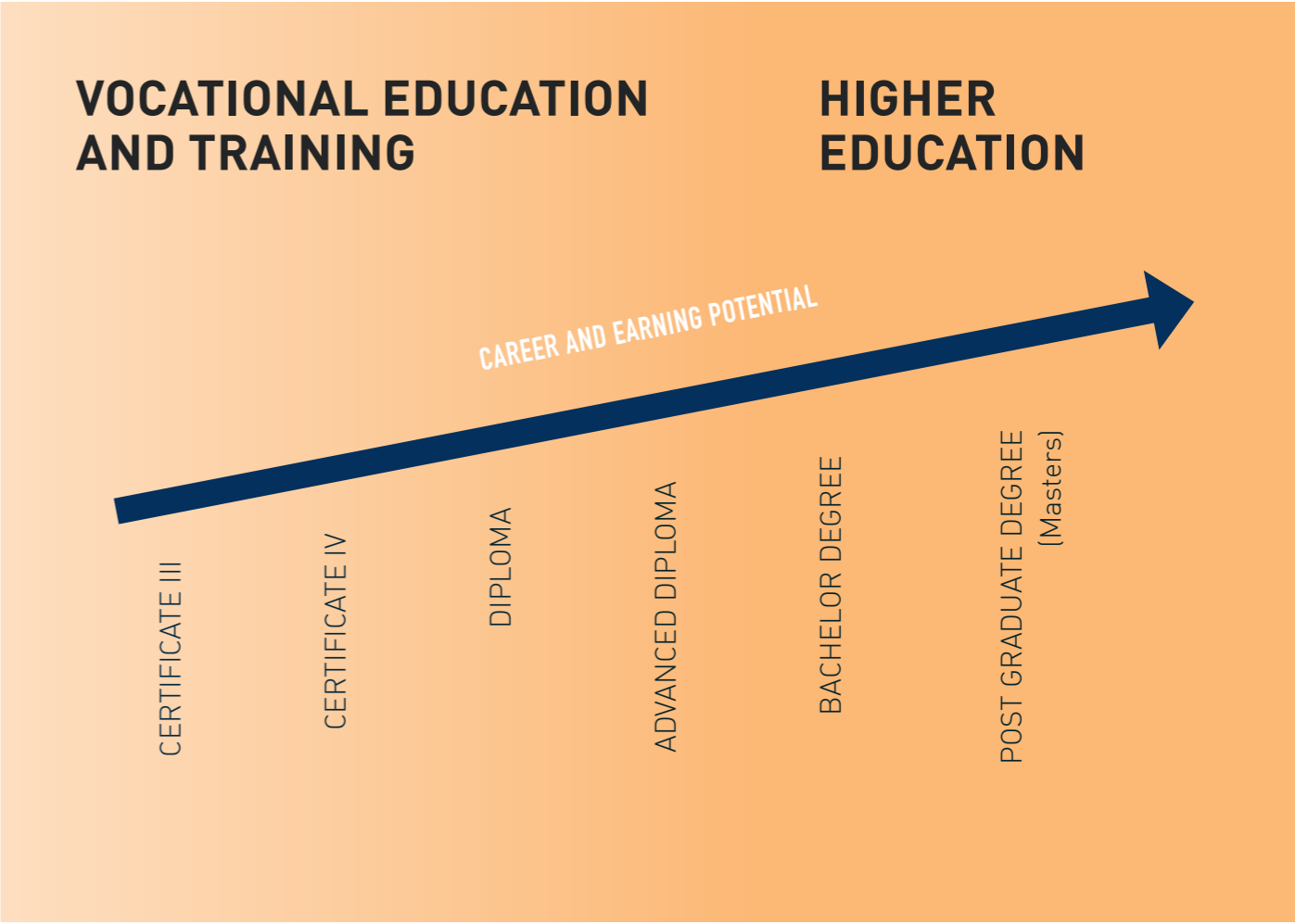
[www.novaskill.com.au/applying-to-study](http://www.novaskill.com.au/applying-to-study)

- HGT Australia International College Complains/Appeals Policy and Procedure
- HGT Australia International College Refund Policy and Procedure
- Recognition of Prior Learning Policy

MISSION STATEMENT

“To support our community and enrich people’s lives”

Australian Education Pathway



- + Workplace-specific skill and knowledge
- + Education pathway to a professional career
- + Get credit towards further study



## HGT Australia International College

148 Lambton Road, Broadmeadow  
NSW, 2292, Australia

**T** +61 (0)2 4906 6700  
**E** [hgtic@novaskill.com.au](mailto:hgtic@novaskill.com.au)  
**W** [novaskill.com.au/hgtic](http://novaskill.com.au/hgtic)  
**f** [facebook.com/HGTIC](https://facebook.com/HGTIC)

RTO Code: 6996  
CRICOS Provider: 03488B

