Overseas Student Prospectus
2016/2017
Linx Institute is a leading registered provider of education and training in Australia that specialises in delivering high quality, sound and innovative learning opportunities designed to fully prepare students for their chosen career.

As a member of the Commonwealth Register of Institution and Courses for Overseas Students (CRICOS) our aim is to provide you with quality education alongside expert support to ensure your time with us is both enjoyable and successful.

Our passion is to help you to achieve your goals, whether these be to begin a career in your chosen industry, progress in your current career or continue to further study.

We offer full, nationally accredited qualifications in a range of fields, including Early Childhood Education and Care, Aged Care, Community Services and Disability Support as well as a range of Professional Development short courses.

We are in partnership with Attitude Solutions, which places us in a unique position to give our students a head start in the pursuit of employment career advancement. We can also assist you in gaining part-time job placements during your studies. We have a full time career development specialist available on-site to assist students with job preparation skills and where possible, job placement.

Who is Linx Institute?

Our vision statement
Our vision is to increase the quality of care in our communities through providing excellence in education and training.

Our purpose is to provide learning that is focussed on the requirements of employers and industry and at the same time tailored to your needs for engagement and flexibility.

Whatever your goal, we aim to inspire you to create a career from your passion and link you to a brighter more fulling future.

We utilise a range of technologies to deliver an innovative training solution, providing education that is accessible, engaging and collaborative.

We pride ourselves on the support and individual care we give to each of our students, to ensure they have the best outcomes from their decision to study with us.

Our mission statement
We always aim to:

- Achieve best practice in all that we do
- Act in our students best interests
- Provide unparalleled customer services and support
- Go above and beyond, wherever possible
- Ensure our training is relevant and meets the needs of the industry
- Ensure training is accessible to anyone who wishes to study and improve their outcomes
- Provide a study environment to suit all learning styles and preferences

- Act on stakeholder feedback
- Be solution focused with student-centered learning
- Utilise technology to enhance your learning
- Create engaging and collaborative blended learning
- Comply with all state and federal regulations and guidelines.
Attitude Solutions

Attitude Solutions has been operating for the past 12 years and has placed suitable dedicated educators in sustainable employment opportunities.

Attitude Solutions pride themselves on matching quality people with quality employers who share the same philosophy.

If you are ready to kick start your career but don’t have any experience or are unsure of where to start, you can be confident that with Attitude Solutions you’re in safe hands.
Why Choose Linx Institute?

Education leaders
Linx Institute has a team of highly skilled and experienced professionals, dedicated to providing quality training and assessment.

Quality training courses
Our trainers have consulted extensively with key industry representatives to create a course that gives you an up to date qualification. Courses at Linx Institute are built with the highest levels of quality, both in design and delivery, ensuring that your training experience will be more than rewarding and educational. We take it upon ourselves to make sure your training will also be fun and challenging, taking your learning to new heights.

In recognition of our quality, we are approved by the Australian Quality Skills Authority for registration as a national provider of vocational education and training (RTO CODE 91792) and as a provider of overseas education on the Commonwealth Register of Overseas Students (CRICOS CODE 03519M).

Learning environment
Linx Institute is located in the CBD of Parramatta, Sydney’s fast growing second business centre. Our building is newly fitted out with comfortable classrooms and student areas, specialist training rooms for aged care and a playroom for early childhood education studies. The campus is a 10 minute walk from Parramatta train station, one of the biggest transport hubs in Sydney.

Sydney is famous for sunshine and beaches, but in winter the weather can be quite cool. Sydney’s weather in summer (December to February) is sub-tropical; the average daytime temperature is about 26°C but can reach over 30°C. Winters (June to August) are mild, with temperatures ranging from 8°C to 22°C. Sydney CBD is a 30 minute train trip from Parramatta or a scenic ferry ride along the Parramatta River.

Student support services
Accommodation
There are a number of accommodation options available to students coming to study with us. A common choice for students is Homestay. This option provides a short or long term accommodation solution, where students live in an Australian home, with arrangements for meals or other services such as airport pick up. Australia has many Homestay providers who will make arrangements to suit your needs.

Homestay is a great first option for new students as it gives you an opportunity to stay in a safe and convenient location whilst meeting new people.

Other accommodation arrangements can include living with family or friends, sharing accommodation, for example, with other students, or renting a property.

You can find more information on accommodation, options, costs and advice in our Overseas Student Handbook, which can be downloaded from our website.
Welfare
The Overseas Student Officer is available to help students when they need to access academic or other help. They can help to make arrangements or appointments for:

- Academic counselling
- Welfare counselling
- Grievances procedures
- Work placement
- Further studies placement.

Staff can assist students with advice and information about their course, their attendance, their results and student activities. They can also tell you where to go to for medical, dental or legal advice.

Student health and safety
Australia is a very safe place to live and study, with a welcoming atmosphere. Bear in mind that Sydney is a big city, so it is sensible to be careful. You can find lots of useful information on student safety on the official Australian Government website for overseas students, Study in Australia: [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

Budget and living costs
An overseas student’s budget depends on their lifestyle. Although there is no set amount we recommend to allow approximately AUD $1,200 to $1,500 per month for living expenses. Living expenses for a year for a single overseas student is estimated by the Australian government to be AUD $18,610.

Sample weekly student budget for 2016*

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room in shared house or apartment</td>
<td>AUD $150-$260 per week</td>
</tr>
<tr>
<td>Food</td>
<td>AUD $60-100 per week</td>
</tr>
<tr>
<td>Shared utility rates (electricity, gas, phone)</td>
<td>AUD $10-$30 per week</td>
</tr>
<tr>
<td>Public transport</td>
<td>AUD $20-$50 per week</td>
</tr>
<tr>
<td>Estimated total</td>
<td>AUD $240-$440 per week</td>
</tr>
</tbody>
</table>

*All costs are approximate
How to Enrol

Step 1
Submit your application, you will be required to show evidence of the following:

- Passport
- English language level (IELTS or equivalent)
- Overseas equivalent to an Australian Senior Secondary Certificate (Year 12)
- Other relevant degrees certificates/testamurs, professional qualifications.

Step 2
If your application is successful an offer will be made to you, including the following:

- Letter of Offer
- Name, course, commencement date and duration of course for which you are offered a place
- Tuition fees and other costs.

Step 3
Once you receive your offer, you will need to send Linx Institute:

- Signed Acceptance Form (Agreement)
- Payment of fees.

Linx Institute will issue you with an electronic Confirmation of Enrolment (eCoE). This is required to obtain a visa for study in Australia.

You are ready to begin study at Linx Institute once your student visa has been issued and your course commences.
Student visa

Student visas are administered by the Department of Immigration and Border Protection (DIBP). For information, please visit the DIBP website: www.border.gov.au. For periods of study greater than 3 months a Student (Temporary) Visa is required for non-Australian residents and is granted only by enrolling into a registered, full-time course in Australia. To maintain enrolment on their registered course you must:

• Maintain Overseas Student Health Cover (OSHC) during your stay in Australia
• Continue to have sufficient financial capacity to support your study and stay in Australia
• Maintain satisfactory attendance in your course and course progress for each study period as required by your education provider
• Notify Linx Institute of any change in your residential address within 7 days.

All courses for overseas students, and the Australian education and training institutions that offer them, must be registered with the Australian Government on CRICOS. Generally, an overseas student is issued with a multiple entry visa for the duration of their study course in Australia. This allows students to travel back and forth to Australia within the period for which it has been granted. If students wish to extend their stay in Australia for further study they will need to lodge an application for a further visa.

Please note that under Australian law, you must remain with Linx Institute for a period of at least six months before you can transfer to another training provider, unless in exceptional circumstances.

Students with spouse and/or children

Members of immediate family (spouse and unmarried dependent children under 18 years of age) may accompany students to Australia and will be considered in the same visa class as yourself. Students with dependent children are responsible for their tuition costs to attend primary or secondary schools in Australia – schooling is compulsory for students under 18 years of age. For more detailed, accurate and up-to-date information on student visas and visa requirements please visit the immigration website: www.border.gov.au

Modes of delivery

Linx Institute delivers face-to-face training at our campuses for at least 20 hours per week, including some blended learning (up to 5 hours), and employment based practical training. Our student support services includes a dedicated Overseas Student Officer to ensure you are provided with assistance in successfully completing your course.
Real workplace experience
You may complete work placement in real work places, putting into practice your newly acquired skills and building valuable networks with employers and other students who are undertaking the same qualification. These placements are conducted within centres and businesses outside the Linx Institute campus but are all within the Sydney Metropolitan area in NSW.

We will arrange your work placements for you, ensuring that the workplace has the right resources, staff and procedures in place to ensure the quality of your training and safety of your environment. We will make every effort to ensure your work placement is conducted in a location accessible to public transport.

Competency-based training and assessment
Competency-based training and assessment means you are trained and assessed for what you can do rather than just what you know. We assess your competency through various means including assignments, questions, simulations and direct observation whilst on work placement, supported by feedback from supervisors.

Continuous quality improvement
At Linx Institute we are continuously improving everything we do, through regular consultation with the appropriate industries, employers and government bodies to ensure that every aspect of our training stays ahead of what you need to know to do a great job.

We also consult with you, our students, to make sure we are meeting your expectations. Your feedback helps us to continually improve on the services we offer. Our team of friendly staff are here to listen, help and improve on any issues you may have.

Nationally recognised qualifications
A qualification issued by Linx Institute will be recognised anywhere in Australia by employers and other Registered Training Organisations. Each qualification you earn can be a pathway into another qualification, enabling you to build a portfolio of portable and transferable skills and knowledge.

We will recognise the qualifications issued by other Registered Training Organisations and have processes in place for you to apply for Credit Transfer, if applicable, onto one of our qualifications.
Overseas student refund policy

The enrolment application fee is non-refundable.

A full refund of tuition fees, will only be made under the following circumstances:

a. Where you, or your agent, advise Linx Institute in writing of your cancellation or withdrawal, prior to your course starting date

b. Where circumstances beyond your control prevent your participation in the course e.g. civil strikes, riots, acts of government authorities

c. Where you are refused entry to Australia or unsuccessful in obtaining an Overseas Student Visa

d. If Linx Institute defaults, including circumstances such as:
   • Your course not starting on the agreed date
   • Your course ceasing to be provided at any time after it starts but before it is completed and you have not withdrawn before the day on which the course ceased to be provided.

In this instance, the Linx Institute will follow the Provisions of the ESOS Act 2000 and the ESOS Regulations 2001 by refunding the whole amount received from you including the enrolment fee and the refund will be made within two weeks.

If you withdraw from your course after it has commenced, you will not be entitled to any refund of tuition fees, unless exceptional circumstances for withdrawal can be demonstrated. In these circumstances, Linx Institute reserves the right to negotiate pro-rata refunds on an individual basis.

No refund will be given if you are dismissed due to insufficient attendance, unsatisfactory academic progress or misconduct, as outlined in our Policies and Procedures and your Overseas Student Handbook.

If your visa is terminated, there will be no refund of fees of the current term in which you are enrolled.

All eligible refunds will be provided within four (4) weeks of Linx Institute receiving written notice from the student of withdrawal from classes.

Approved refunds will be paid to you by cheque or bank transfer in Australian dollars, unless this is impracticable and/or unless you give us a written direction to pay someone else.

All applications for refunds must be made in writing (by submitting a refund request form) to the RTO Manager, stating the reasons and relevant details. A refund request form can be obtained from the office upon request.

This policy does not remove your right to take further action under Australia's Consumer Protection Laws nor does it prevent you from pursuing other legal remedies.
Electives/Pathways

Linx Institute gives you the benefit of selecting your own electives which may be relevant to the career path you are taking.

If you wish to specialise in a particular field, why not select those electives and become an expert in your area? You can choose electives with the assistance of your trainer or student support staff.

**linx Institute**

**Aged Care**

CHC33015 Certificate III in Individual Support (Ageing)
CHC43015 Certificate IV in Ageing Support

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**Business**

BSB51915 Diploma of Leadership and Management

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**Childcare**

CHC30113 Certificate III in Early Childhood Education and Care
CHC50113 Diploma of Early Childhood Education and Care

**linx Institute**

**Community Services**

CHC42015 Certificate IV in Community Services
CHC52015 Diploma of Community Services

For more information on living and studying in Australia and on what Linx Institute can offer you, download our Overseas Student Handbook from our website [www.linx.edu.au](http://www.linx.edu.au)