

International Student Prospectus 2016-2017



Rachi Systems Pty Ltd Pty Ltd trading as Ultimate Institute of Australia
ABN 68 79 132 349 681 RTO Code 41544 CRICOS Code 03511G

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Ultimate Institute of Australia: A Logical Choice

Welcome to Ultimate Institute of Australia

It is our pleasure to introduce you to Ultimate Institute of Australia. This document will provide you information about the courses and services available at the Institute.

Ultimate Institute of Australia provides nationally recognised qualifications in business. Ultimate Institute of Australia is approved by regulatory body Australian Skills Quality Authority (ASQA) (RTO Code 41544) and is a CRICOS registered training organization (CRICOS Code 03511G).

Ultimate Institute of Australia is located in the heart of Melbourne, Australia and is well equipped with education resources, including facilities, equipment, learning and library resources, state of the art classrooms, student recreational areas and computer labs with free access to internet and email. Training is delivered by qualified and experienced trainers and assessors.

We hope you will find information about the courses and Institute useful and that we meet your study needs. Please feel free to contact us if you require assistance at any stage.

We look forward to seeing you at Ultimate Institute of Australia.

Murad Tanvir
Chief Executive Officer
Ultimate Institute of Australia



Course Overview

Ultimate Institute of Australia offers the following nationally recognized qualifications. For detailed information refer to course information available on our website www.ultimate.edu.au.

CRICOS Code	Course Code	Course Title	Course Duration (including holidays)	Tuition Fees*
03511G	BSB50215	Diploma of Business	52 weeks	AU\$10,000
03511G	BSB60215	Advanced Diploma of Business	52 weeks	AU\$10,000

* All fees are in Australian Dollars (AU\$) are valid for 2016/2017 and are subject to change. Please refer to schedule of fees page.

Entry Requirements

Ultimate Institute of Australia has the following admission requirements to suit the delivery and assessment mode offered:

Age Requirement

All international students must be at least 18 years of age or above at the time of the course commencement to study at Ultimate Institute of Australia.

Minimum Level of English Language Requirements

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

- i) Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course, or IELTS score of 4.5 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course. Results older than two years are not acceptable. OR
- ii) Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States. OR
- iii) Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

Please Note: Ultimate Institute of Australia will also accept equivalent test results from the following specified English language tests: TOEFL iBT, PTE Academic, Cambridge English: Advanced (CAE) and TOEFL PBT.

Academic Requirements

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

Qualification level	Requirements
Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher
Advanced Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or Diploma or higher

LLN Requirement

Students will be asked to complete a Language, Literacy and Numeracy (LLN) test relevant to the course they have chosen to determine their numeracy and literacy level. This information helps us provide support in the areas where needed. These needs will be addressed through classroom learning and assessment activities over the duration of the course. Ultimate Institute of Australia may refer students to appropriate levels of English language programs at external providers depending on the specific needs/requirements of the student.

Our Courses

Course information contained in this document is current at the time of printing and is subject to change. Please refer to www.ultimate.edu.au for the latest information. Students are encouraged to get more information from the National Training Register at www.training.gov.au or speak to an Ultimate Institute of Australia staff member for details. Ultimate Institute of Australia handles all superseded qualifications as per our Training Package Transition Policy and Procedure available from www.ultimate.edu.au.

Diploma of Business

Course Code	BSB50215
Course Duration	52 weeks (including holidays)
Tuition Fees	AU\$10,000
Course Material Fees	AU\$500
Intake Dates	Feb, Apr, Jul, Oct

Description

This qualification applies to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

It may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Career Opportunities

Possible job outcomes relevant to this qualification include:

- Administrator
- Business Development Manager
- Business Sales Team Leader
- Corporate Services Manager
- Executive Officer
- Legal Practice Manager
- Project Consultant
- Project Coordinator

Entry Requirement

- 18 years or older
- IELTS 5.5 or higher or equivalent; or completion of ELICOS program
- Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher

Course Delivery

At Ultimate Institute of Australia, courses are delivered for 20 hours per week of formal training over 3 days in the classroom and a simulated workplace environment. Students are recommended to spend additional 10 hours a week in self-study.

A number of approaches to course assessment may be used by Ultimate Institute of Australia which can include observations of performance in class, case studies, projects, assignments, presentations, role plays, written tests and exams.

Mode of Delivery

Courses will be delivered on campus face to face at Level 6, 271 William Street, Melbourne VIC 3000.

Pathways from the Qualification

Further training pathways from this qualification may lead to a relevant Advanced Diploma qualification.

Course Structure

Students must complete the following 8 elective units of competency to attain the qualification.

Unit Code	Unit Name
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBMKG506	Plan market research
BSBMKG501	Identify and evaluate marketing opportunities
BSBADV507	Develop a media plan
BSBADV509	Create mass print media advertisements
BSBHRM506	Manage recruitment, selection and induction processes

Advanced Diploma of Business

Course Code	BSB60215
Course Duration	52 weeks (including holidays)
Tuition Fees	\$10,000 AUD
Course Material Fees	\$500 AUD
Intake Dates	Feb, Apr, Jul, Oct

Description

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

Career Opportunities

Possible job outcomes relevant to this qualification include:

- Administrator
- Business Analyst
- Business Development Director
- Quarry Business Manager
- Senior Executive

Entry Requirements

- 18 years or older
- IELTS 5.5 or higher or equivalent; or completion of ELICOS program
- Previous business or marketing knowledge
- Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or Diploma or higher

Course Delivery

At Ultimate Institute of Australia, courses are delivered for 20 hours per week of formal training over 3 days in the classroom and a simulated workplace environment. Students are recommended to spend additional 10 hours a week in self-study, research and assignments.

A number of approaches to course assessment may be used by Ultimate Institute of Australia which can include observations of performance in class, case studies, projects, assignments, presentations, role plays, written tests and exams.

Mode of Delivery

Courses will be delivered on campus face to face at Level 6, 271 William Street, Melbourne VIC 3000.

Pathways from the Qualification

Further training pathways from this qualification may lead to higher education.

Course Structure

Students must complete the following 8 elective units of competency to attain the qualification.

Unit Code	Unit Name
BSBMKG607	Manage market research
BSBADV602	Develop an advertising campaign
BSBHRM602	Manage human resources strategic planning
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBFIM601	Manage finances
BSBMGT616	Develop and implement strategic plans

Studying at Ultimate Institute of Australia

Course Delivery

A number of approaches to course delivery are used by the Institute staff. Course delivery approaches may include: trainer-led classroom delivery, workshops, seminars, tutorials and supervised study. During class time, students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

Mode of delivery is face to face in the classroom and/or simulated workplace environment.

Volume of Learning

The duration of course specified in the course information only includes formal training. Students are recommended to spend a minimum of 10 hours per week for self-study in addition to their scheduled training plan.

Qualifications Issued

Ultimate Institute of Australia is responsible for compliance of training and assessment practices, and for issuance of AQF certification documentation. Students completing all training and assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing training and assessment requirements for part of a qualification will be awarded a Statement of Attainment for completed competencies.

Enrolling in our courses does not guarantee a successful completion of the course. Completion of courses does not guarantee an employment outcome. Formal requirements other than educational qualifications (e.g. licensing, professional registration etc.) may apply to some occupations and locations.

Qualification Recognition

The qualifications offered by Ultimate Institute of Australia are based on the principles, guidelines and standards set by the Australian Qualifications Framework (AQF) and Standards for Registered Training Organisation 2015 and has national recognition.

Pathways

Graduates of Ultimate Institute of Australia may seek credits to the relevant degree programs in Australian Universities. Ultimate Institute of Australia currently has no special arrangements with any Australian University and there is no guaranteed entry into University programs.

Recognition of Prior Learning (RPL)

Students who believe they already have some of the competencies in the course they wish to study may apply for Recognition of Prior Learning (RPL). An essential requirement of RPL is proof of competency. This may involve providing copies of your resume, work experience, job description, and any certificates of in-house or formal training. You may be asked for contact details of people who can verify your skills level: supervisors from current or previous workplaces, clients, or some character references from the community. Examples of other useful records include letters from employers and records of your professional development sessions.

Please refer to the policy and procedure for full details in Appendix or on our website www.ultimate.edu.au. Forms are available through Student Administration.

Credit Transfer

Students who have completed identical units from their course at other institutions will be given recognition/credit on presentation of a verified transcript, Award or Statement of Attainment. Application for credit transfer must be lodged in writing.

Please refer to the policy and procedure for full details in Appendix or on our website www.ultimate.edu.au. Forms are available through Student Administration.

USI - Unique Student Identifier

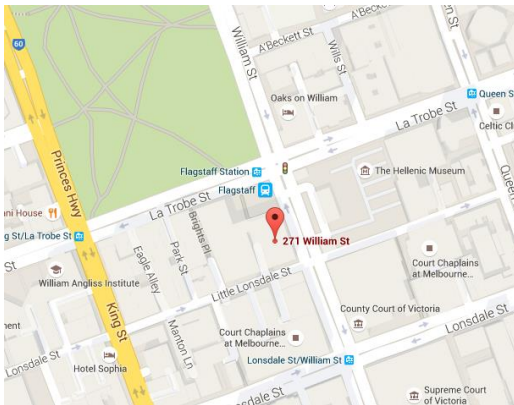
All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to the Institute during the enrolment process. If a student does not provide USI, Ultimate Institute of Australia will not be able to issue a Certificate, Statement of Attainment or Transcript for the training undertaken. Prior to enrolment, learners will be asked to provide their USI. If they do not have a USI, Ultimate Institute of Australia will apply on their behalf after getting their consent.

Please refer to the policy and procedure for full details in Appendix or on our website www.ultimate.edu.au.

Campus Facilities

Campus Location

Ultimate Institute of Australia has a modern and fully equipped campus conveniently located at Level 6, 271 William Street, Melbourne VIC 3000, in the heart of Melbourne’s Central Business District. The campus is situated close to Flagstaff train station and tram stop. The campus can be accessed via lifts from the ground floor. The campus is close to Flagstaff gardens and a short walk away to the vibrant Swanston Street.



Classrooms

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

Equipment

Staff and students will have access to classroom or simulated workplace environment in the campus that will have following equipment as per the course requirement.

Tables, chairs, whiteboards, stationery, internet access, computers, printers, data projectors, photocopiers, scanners, computer applications (Microsoft Office).

Computer Labs

Two computer labs are located on Level 6. These are general computer labs for use by all students.

Cafés

There are several cafés and restaurants in the vicinity of the campus, where students can socialise, relax and meet with others. The public café at the ground floor offers beverages, snacks, serves breakfast and lunch.

Resource Centre

We have a designated Student Resource Centre where students will have access to online resources such as online journals, videos, newspapers. Students will have free internet access and access to printing and photocopies. Students will be able to borrow reference resources from the reception. The State Library Victoria is easily accessible by a short walk or via tram or train.

The following online libraries can be accessed:

State Library Victoria - Free membership: www.slv.vic.gov.au

Open Library: www.openlibrary.org

World Public Library: www.worldlibrary.org

Free Library Online: www.freelibraryonline.com

Free eBooks library: www.digilibraries.com

The Free Library: www.thefreelibrary.com

Local Amenities



Within the immediate vicinity of Ultimate Institute of Australia, the following facilities are available:

Public Transport

By train, the college is located 100m from Flagstaff train station (all lines).

Tram: Tram 55 runs along Williams street

Shopping

There are many shopping opportunities within Melbourne Central Business District. They include Melbourne Central, GPO, MYER, David Jones.

Post Office

Australia Post - Melbourne Law Courts Post Shop

Ground Floor, 277 William Street, Melbourne VIC 3000

Phone: 13 13 18

Library

State Library Victoria is located 500m from the Institute at 328 Swanston St, Melbourne VIC 3000
Phone: 8664 7000

Student under 18 years of age

All students studying at Ultimate Institute of Australia must be at least 18 years of age at the time of arrival in Australia or else provide evidence that they will turn 18 when they arrive in Australia. Prospective students applying for a course, who are under 18 years of age at the time of application, must have their application signed by their parents or legal guardian in order for their application to be considered.

School-aged dependents

There are requirements for compulsory school attendance for dependants of international students. In Victoria it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend school until they have completed year 12. Dependants of persons holding a student visa may be required to pay full fees in any school, Institute or university that they enrol in whilst in Australia.

Living in Melbourne



Melbourne

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

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

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

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



Climate

Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Below is a guide to average daily temperatures:

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

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

Festival City

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

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

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



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Multiculturalism

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

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

Language

Although English is the official language, more than 2.4 million Australians speak a language other than English at home; more than 800,000 speak an Asian language, the most common being Mandarin, followed by Cantonese and Vietnamese, and another 800,000 speak a European Union language.

English, as it is spoken in Australia, is easily understood by nearly all people from other English-speaking nations. While there are some minor differences in accent between the cities and country areas, the differences are much less than those found in America, Britain and Canada. As you improve your English, you will learn some of Australia's colourful and often humorous slang, and have much fun explaining the meanings to friends and relatives.

Religion

Australia is predominantly a Christian country; however, all religions are represented. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples and synagogues are located in most major cities.

Healthcare

Australia has a very good healthcare system. All Australians pay a Medicare levy (additional tax) to fund the public health system to ensure that everyone has access to public-system doctors, hospitals and other healthcare services. People who pay extra into a private health insurance fund receive extra privileges when using private healthcare services.

You will find the usual healthcare services available in Australian suburbs. Most institutions provide healthcare advice, and sometimes healthcare services, like counselling, for students. International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa (See Student Visa Obligations in this section).

Food

Australia has a fantastic variety of food. Its top quality meat, fish, fruits and vegetables are exported to markets worldwide. There is a large range of fruit and vegetables available at Australian produce markets. Students should have no difficulty finding the foods they are used to at home.

Students can sample almost every type of cuisine in Melbourne's many restaurants and cafés. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros, cafés and Aussie pubs. For those who like takeaway, most of the major global fast food chains are well represented. The adventurous might want to sample Australia's bush tucker and national specialties like Kangaroo and Crocodile.

Sports and recreation

Australians are very keen on sport and outdoor activities and have gained a worldwide reputation as tough competitors in individual and team sporting events. Australia has more than 120 national

sporting organisations and thousands of state and regional sporting bodies. Australians are also enthusiastic about bushwalking, fishing, boating and water sports.

Entertainment

Being centrally located in Melbourne's Central Business District (CBD), Ultimate Institute of Australia's campus is close to a great array of entertainment options from ten-pin bowling, cinemas and karaoke, to sophisticated art galleries, theatre and dance events, as well the usual bars and clubs. Melbourne is Australia's festival capital, with free events held in city and community venues each month. The city's beautiful green and spacious surrounds are highly appealing for social, sporting and other outdoor activities. There are plenty of opportunities for international students to have an enjoyable time with friends.

Transport

Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines. With regard to public transport, metropolitan cities, including Melbourne, are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long. Visit Public Transport Victoria at <http://www.ptv.vic.gov.au/> for details.

Public transport tickets: Tickets for Melbourne's Myki public transport ticketing system, which covers trams, trains and buses, must be purchased prior to travel at train stations, some tram stops or retail outlets such as 7Eleven. Tickets are not available on public transport. For more information, visit: www.myki.com.au. Fare evasion attracts steep fines.

Driving: Tourist students may drive in Australia on a valid Overseas Driver's Licence, but if the document is not in English, the visitor must carry a translation with the permit. An International Driver's Licence alone is not sufficient.

Taxis: Metered taxicabs operate in all major cities and towns. Students can find taxi ranks at transport terminals, main hotels or shopping centres or can hail taxis in the street. A light and sign on the roof indicates if a taxi is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. You do not need to tip taxi drivers.

Travel

During semester breaks, students may like to venture beyond Melbourne to experience more of Australia's spectacular natural environment and great physical beauty, such as its marine parks and national parks (The Great Barrier Reef, Kakadu, Uluru), the Queensland rainforests and the pristine countryside and mountains of Tasmania.

Finding Accommodation

The following types of accommodation are available for international students.

Home Stay: This option is an opportunity for students to live in a private home, with a local family, couple or single person and learn about Australian life. You may need to compromise with living arrangements as you will need to fit in with the household's routines and expectations. You will need to think about the things that are important to you. You may need to ask about how adaptable meal times are in relation to your studies and other commitments. You may also want to consider how the other people will feel about your friends visiting, your music and the hours you keep. There are different types of home stay arrangements:

1. Full Board: usually includes a furnished room (bed, desk, lamp, and wardrobe), three meals per day and bills (electricity, gas and water, but not telephone and internet). Some homestay providers may even do your laundry.

Helpful Links and Guides

Please refer to the following websites and guides for information about Melbourne and other relevant information:

Study Melbourne: www.studymelbourne.vic.gov.au

City of Melbourne: www.melbourne.vic.gov.au / www.thatsmelbourne.com.au

Visit Victoria: www.visitvictoria.com

Visit Melbourne: www.visitmelbourne.com

Australian Government: www.australia.gov.au

City of Melbourne: International Student Guide

State Government Victoria: Moving to Melbourne Victoria, Australia - A guide to your relocation

City of Melbourne: Melbourne City Map

Travel smart: Melbourne Map

Ultimate Institute of Australia

Campus and Postal Address: Level 6, 271 William Street, Melbourne VIC 3000

Phone: 1300 842 814 or (+61 3) 9077 8118 *if calling from overseas*

Facsimile: (+61 3) 9317 4062

Email: study@ultimate.edu.au | Website: www.ultimate.edu.au

Rachi Systems Pty Ltd (ABN 79 132 349 681) trading as Ultimate Institute of Australia

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