



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

General English

Course Code: 031670E

Course Aim: Each course aims to improve overseas students' general English level. Once the course has finished, students should be ready to enter the next class. The general English classes also form a basis for students to move on to more specialized areas such as IELTS Test Preparation.

Duration: 4- 72 weeks, depending on the level

Assessment: Students are assessed through monthly tests, assignments and participation in class.

Teaching Methods: Temporary online delivery. Students will develop their English language skills through a range of tasks designed to develop their skills in reading, writing, speaking and listening as well as improving their pronunciation and knowledge of grammar.

Levels: Beginner English
Elementary English
Pre-Intermediate English
Intermediate English
Upper Intermediate English
Advanced English

Further study: Students who complete our general English courses at an intermediate level will be able to undertake educational or vocational courses. Students wishing to take IELTS preparation should have finished an intermediate level course.

IELTS Preparation Course

Course Code: 065462K

Course Aim: The IELTS preparation course aims to:

- Familiarise students with all elements of the IELTS test.
- Provide test taking strategies to maximize student band scores.
- Assist students to achieve the band score they need.

Duration: 10 weeks, depending on the level

Entry Requirements: IELTS 5.0-5.5, Cambridge FCE, TOEFL 235, ALTE Level 4, CEF B1, completion of English course at Intermediate level

Assessment: Students are assessed through IELTS practice tests and tasks.

Teaching Methods: Temporary online delivery. Through a series of tasks related to topics such as the environment, architecture and the Internet, students learn the reading, writing, speaking and listening skills required for the IELTS test.

Modules: IELTS Preparation - General Module
IELTS Preparation – Academic Module

Completion: On completion of their IELTS preparation course our students are awarded a certificate, which grades their language level in the four key language skills.

English for Academic Purposes

Course Code: 031671D

Course Aim: Program designed to improve English language skills and academic study techniques of students. The language and skills will help students to achieve goals to enter university, TAFE or other colleges in future.

Teaching Methods: Temporary online delivery. EAP course designed to focus on preparing students for study in an English-speaking country, including: listening and note taking; seminar presentation and discussion skills; speed reading; academic writing; library and internet use; university level vocabulary; preparation for English proficiency examination; academic culture

of Australian universities; research techniques; critical thinking; essay writing.

Duration: 12 weeks

Entry Requirements: IELTS 5.5, Cambridge FCE, TOEFL 235, ALTE Level 4, CEF B1, completion of English course at Upper Intermediate level

Completion: Students receive a statement of attainment upon successful completion of the course.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

Preparation for the Cambridge First Certificate in English Course

Course Code: 052688K

Course Aim: The program is designed to improve English language skills and familiarise students with all elements of the Cambridge First Certificate in English test.

Teaching Methods: Temporary online delivery.

Course Outline: *You will learn :*

- *To converse fluently in English with correct sentence structure.*
- *Common topics covering a larger vocabulary.*
- *How to write better essays, reports etc.*
- *Exam tips to help students with the exam.*

Duration: 12 weeks

Entry Requirements: Has achieved Intermediate English or above

Completion: On completion of their Cambridge First Certificate in English course our students are awarded a certificate, which grades their language level in the four key language skills. The grades relate to detailed descriptors explaining the student's capabilities and learning needs.

Location & Course Delivery

Please note that delivery location for English Courses is Level 1 499 Kent Street, Sydney NSW 2000 and Level1, 499 Kent St Sydney NSW 2000 and delivery location for VET courses is Level 2, 499 Kent Street, Sydney.

Intakes, Orientation & Placement Test

Please note that orientation and a placement test for all General English and IELTS Preparation students are held on Mondays at 9am and 2pm (except public holidays). Please contact Admission Centre: admin@lloydscollege.nsw.edu.au for EAP Intake Dates.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
 (ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
 English Campus: Level 1, 499 Kent St Sydney
 Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
 Tel: + 61 2 8263 1200
 Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

College Pricelist – English Programs

PROGRAM DETAILS AND SCHEDULE OF FEES (ALL PRICES IN AUSTRALIAN DOLLARS)

CRICOS CODE	Course Details	Duration	Enrolment Fee	Tuition Fee**
English Programs				
031670E	General English	4 -72 weeks	\$200	\$320/week
065462K	IELTS Preparation Course	10 weeks	\$200	\$384/week
031671D	English for Academic Purposes (EAP)	12 weeks	\$200	\$320/week
052688K	Preparation for the Cambridge First Certificate in English Course	12 weeks	\$200	\$320/week
Other Services & Fees (arranged on request only)				
Service Provided		Price		
Airport pickup fee		\$160-\$180		
Accommodation placement fee		\$220-\$240		
Reinstatement of enrolment after cancellation		\$200		
Copy/Printing		\$0.20/page		
Replacement ID card		\$10		
Printing of ELICOS course certificate or academic transcript (Older than 6 months from completion)		\$50		
Change of Course		\$100		
Change of Class Shift		\$100 Admin fee + Any difference in shift price		
Cancellation fee charged if after commencement		\$500		
If fees are overdue, students may be reported to Immigration (Department of Home Affairs) for non-payment of fees		\$100 Late payment fee + \$50/week there after		
Text book/Material fee (General English course)		\$10/week (max. \$400)		
Material/Resource fee (IELTS/FCE/EAP course)		\$100 flat fee/course		
Administration fee for additional CoE per course (more than 3) i.e. 4 th 5 th etc.		\$100		
ENROLMENT FEE		\$200		
INTAKE DATES – English Programs				
English Programs (General English, IELTS Preparation, EAP)		Every Monday, except Public Holidays		
Preparation for the Cambridge First Certificate in English Course (FCE)		2021: 04/01*, 01/02, 01/03, 29/03*, 26/04, 24/05, 21/06, 19/07, 16/08, 13/09*, 18/10, 15/11 *Recommended Intake Dates		

TIMETABLE (temporary online delivery)

Morning timetable	Afternoon timetable	Evening timetable
8:15am – 12:30pm Mon-Fri	12:45pm – 5:00pm Mon-Fri	5:15pm – 9:30pm Mon-Fri

Note: The prices are subject to change without prior notice. To obtain the most up to date information on the courses available and associated costs please call the college or your marketing representative.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
 (ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
 English Campus: Level 1, 499 Kent St Sydney
 Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
 Tel: + 61 2 8263 1200
 Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

College Pricelist – VET Programs

PROGRAM DETAILS AND SCHEDULE OF FEES (ALL PRICES IN AUSTRALIAN DOLLARS)

CRICOS CODE	Course Details		Duration*	Enrolment Fee	Number of Instalments	Tuition Fee**
Vocational Programs						
082577B	BSB30115 Certificate III in Business		52 weeks	\$200	4	\$9,000
086895M	BSB40215 Certificate IV in Business		39 weeks	\$200	3	\$6,000
098696G	BSB51918 Diploma of Leadership and Management		52 weeks	\$200	4	\$12,500
093065B	BSB61015 Advanced Diploma of Leadership & Management		78 weeks	\$200	6	\$18,900
Other Services & Fees (arranged on request only)						
Service Provided			Price			
Student’s Work books – Business			\$25.95 per work book per unit			
Course Cancellation Admin fee			\$500			
Late fee (second installments)			\$100 per late installment payment			
Additional COE fee (4 th , 5 th , etc)			\$100 per additional COE			
Reinstatement of enrolment after cancellation			\$200			
Change of Course			\$100			
Change of Class Shift			\$100 Admin fee + Any difference in shift price			
If fees are overdue, students may be reported to Immigration (Department of Home Affairs) for non-payment of fees			\$100 Late payment fee + \$50/week there after			
RPL Assessment (only available prior to the start date)			\$250			
Second re-assessment			\$250 /unit of competency			
Penalty fee for late assessment submission (after due date)			\$250/unit			
Replacement Diploma /Certificate / Statement of Attainment			\$115 for within 5 years			
Replacement Diploma /Certificate / Statement of Attainment			\$250 for 5 to 15 years			
Replacement Diploma /Certificate / Statement of Attainment			\$500 for 15 to 30 years			
ENROLMENT FEE			\$200			
INTAKE DATES						
Business Intake Dates	2020	3/01, 7/02, 3/04, 8/05, 3/07, 7/08, 2/10, 6/11				
	2021	4/01, 5/02, 1/04, 7/05, 2/07, 6/08, 1/10, 5/11				
	2022	7/01, 11/02, 8/04, 13/05, 8/07, 12/08, 7/10, 11/11				
TIMETABLE – Business courses (Cert III, Cert IV and Diploma)						
Morning Classes Option A Monday – Tuesday: 8.30am – 5pm (temporary online)		Morning Classes Option B Wednesday – Thursday: 8:30am – 5pm (temporary online) Currently not available		Evening Classes Option C Monday – Wednesday: 5pm – 10pm (temporary online)		
TIMETABLE – Advance Diploma of Leadership & Management						
		Morning Classes Wednesday: 1pm – 5pm & Thursday – Friday 8am – 5pm (temporary online)		Evening Classes Monday – Thursday: 5pm – 10pm (temporary online)		

* DURATION INCLUDES TERM BREAKS

Note: The prices are subject to change without prior notice. To obtain the most up to date information on the courses available and associated costs please call the college or your marketing representative. On your first day at the college or thereafter (VET students only) you need to buy your text book by unit from the college.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

BSB30115 Certificate III in Business

CRICOS Course Code: 082577B

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates.

Duration: 52 weeks full time (includes 12 weeks holidays)

– Due to Covid-19 outbreak, all courses are online delivery until further notice.

Purpose: This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Job Opportunities: Customer Service Advisor, Data Entry Operator, General Clerk, Typist, Word Processing Operator, Administration Assistant, Information Desk Clerk, Receptionist

Entry Requirements: Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.0 or equivalent or an English proficiency of intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate III in Business (BSB30115). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Certificate III in Business (BSB30115)



Units: To gain Certificate III in Business (BSB30115) you must successfully complete all the following:

Unit Codes	Unit Name	Type	Delivery Method
BSBWHS307	Apply knowledge of WHS legislation in the workplace	Core	Temporary Online
BSBITU312	Create electronic presentations	Elective	Temporary Online
BSBWRT301	Write simple documents	Elective	Online
BSBCUS301	Deliver & monitor a service to customers	Elective	Temporary Online
BSBITU306	Design & produce business documents	Elective	Temporary Online
BSBITU314	Design & produce spreadsheets	Elective	Online
BSBADM311	Maintain business resources	Elective	Temporary Online
BSBCMM301	Process customer complaints	Elective	Temporary Online
BSBWOR301	Organise personal work priorities and development	Elective	Online
BSBFLM303	Contribute to effective workplace relationships	Elective	Temporary Online
BSBINN301	Promote innovation in a team environment	Elective	Temporary Online
BSBDIV301	Work effectively with diversity	Elective	Online



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

BSB30115 Certificate III in Business

Delivery Methods: The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities may include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include demonstration, questioning/tests, written assessment, projects and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Pathways: On completing this qualification students can choose various pathways. Graduates may undertake further study by taking the Certificate IV in Business BSB40215 or Diploma of Leadership and Management BSB51918 or they might try and look for a job in these areas - Customer Service Advisor, Data Entry Operator, General Clerk, Payroll Officer, Typist, Word Processing Operator, Administration Assistant, Clerical Worker, Information Desk Clerk, Office Junior, and Receptionist.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

Where the qualification was gained more than 3 years ago we reserve the right to check that competence is current, by verifying for authenticity by the issuing provider

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

BSB40215 Certificate IV in Business

CRICOS Course Code: 086895M

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates.

Duration: 39 weeks full time (includes 9 weeks holidays)

– Due to Covid-19 outbreak, all courses are online delivery until further notice.

Purpose: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job Opportunities: Administrator, Project Officer

Entry Requirements:

Preferred pathways for candidates considering this qualification include:

- After achieving the BSB30115 Certificate III in Business or other relevant qualification/s OR
- With vocational experience, but without holding a formal supervisory or management qualification AND
- Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.0 or equivalent or an English proficiency of intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate IV in Business (BSB40215). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Certificate IV in Business (BSB40215)

Units: To gain Certificate IV in Business (BSB40215) you must successfully complete all the following



Unit Codes	Unit Name	Type	Delivery Method
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	Temporary Online
BSBITU402	Develop and use complex spreadsheets	Elective	Online
BSBMGT402	Implement operational plan	Elective	Temporary Online
BSBRES411	Analyse and present research information	Elective	Temporary Online
BSBMKG413	Promote products and services	Elective	Temporary Online
BSBWRT401	Write complex documents	Elective	Online
BSBWOR402	Promote team effectiveness	Elective	Temporary Online
BSBREL401	Establish networks	Elective	Temporary Online
BSBMGT403	Implement continuous improvement	Elective	Temporary Online
BSBFIA412	Report on financial activity	Elective	Online



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

BSB40215 Certificate IV in Business

Delivery Methods:

The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Training includes:

- Establishing a training environment using a range of equipment to simulate a business environment. Within the assessment of the units, learners are required to participate in simulated activities that closely reflect workplace processes and unexpected or contingency related activities
- Practice exercises that reinforce the required interpersonal skills for individual and group work.
- Simulated training activities in the classroom involving individuals, pairs and small group activities.
- Learner activity workbooks to support training independent reading and research projects.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include demonstration, written assessment, project, presentation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

Where the qualification was gained more than 3 years ago we reserve the right to check that competence is current, by verifying for authenticity by the issuing provider

Pathways: On completing this qualification students can choose various pathways. Graduates may undertake further study by taking the Diploma of Leadership and Management BSB51918 or they might try and look for a job in these areas – Administrator, Project Officer.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

BSB51918 Diploma of Leadership and Management

CRICOS Course Code: 098696G

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates.

Duration: 52 weeks full time (includes 12 weeks holiday)

– Due to Covid-19 outbreak, all courses are online delivery until further notice

Purpose: This qualification provides skills and knowledge required to perform effectively as a manager, team leader or supervisor managing a workplace. It will develop skill base and knowledge and awareness of management practice. Workers at this level operate at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.

Graduates of the Diploma of Leadership and Management will develop an understanding of the dynamics and principles underlying effective functioning of work groups, as well as the necessary skills to competently function within small and/or large organisations.

Job Opportunities: Corporate manager managing a workplace.

Entry Requirements: Preferred pathways for candidates considering this qualification include:

- After achieving the BSB40215 Certificate IV in Business or other relevant qualification/s OR
- With vocational experience, but without holding a formal supervisory or management qualification AND
- Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.5 or equivalent or an English proficiency of Upper-Intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Diploma of Leadership and Management (BSB51918). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Diploma of Leadership and Management (BSB51918).

Units: To gain Diploma of Leadership and Management (BSB51918) you must successfully complete all the following

Unit Codes	Unit Name	Type	Delivery Method
BSBMGT502	Manage people performance	Elective	Temporary Online
BSBADM506	Manage business document design and development	Elective	Temporary Online
BSBRISK501	Manage risk	Elective	Temporary Online
BSBFIM501	Manage budgets and financial plans	Elective	Temporary Online
BSBCUS501	Manage quality customer service	Elective	Temporary Online
BSBWHS521	Ensure a safe workplace	Elective	Online
BSBHRM506	Manage recruitment, selection and induction processes	Elective	Online
BSBWOR501	Manage personal work priorities and professional development	Elective	Temporary Online
BSBWOR502	Lead & manage team effectiveness	Core	Temporary Online
BSBMGT517	Manage operational plan	Core	Online
BSBLDR511	Develop and use emotional intelligence	Core	Temporary Online
BSBLDR502	Lead & manage effective workplace relationships	Core	Temporary Online



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

BSB51918 Diploma of Leadership and Management

Delivery Methods:

The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Training includes:

- Establishing a training environment using a range of equipment to simulate a business environment. Within the assessment of the modules, learners are required to participate in simulated activities that closely reflect workplace processes and unexpected or contingency related activities
- Practice exercises that reinforce the required interpersonal skills for individual and group work.
- Simulated training activities in the classroom involving individuals, pairs and small group activities.
- Learner activity workbooks to support training independent reading and research projects.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include questioning/tests, written reports, projects Examination and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

Where the qualification was gained more than 3 years ago we reserve the right to check that competence is current, by verifying for authenticity by the issuing provider

Pathways: Graduates may undertake a range of the Advanced Diploma qualifications at other Australian institutions, continue their studied in Undergraduate Programs or they might try and look for a job in these areas - Corporate or middle manager managing a workplace, supervisor in both business and government sectors, team leader etc.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

BSB61015 Advanced Diploma of Leadership and Management

CRICOS Course Code: 093065B

Course Delivery Location: Level 2, 499 Kent St, Sydney NSW 2000

Orientation: Please see the Price list for Orientation dates & prices.

Duration: 78 weeks full time (includes 18 weeks holiday) – 20 hours/week

– Due to Covid-19 outbreak, all courses are online delivery until further notice.



Purpose: This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Job Opportunities: Manager, Administration Manager, Team Leader

Entry Requirements:

- Year 12 or equivalent AND over 18 years old at the time of enrolment

International students: Minimum IELTS 5.5 or equivalent or an English proficiency of Upper-Intermediate level or above from any ASQA or NEAS accredited ELICOS provider.

Completion: Upon successful completion of this course you will receive a nationally recognised Advanced Diploma of Leadership and Management (BSB61015). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of an Advanced Diploma of Leadership and Management (BSB61015). Units: To gain Advanced Diploma of Leadership and Management (BSB61015) you must successfully complete all the following

Units: To gain Advanced Diploma of Leadership and Management (BSB61015) you must successfully complete all the following

Unit Codes	Unit Name	Type	Delivery Method
BSBFIM601	Manage finances	Core	Temporary Online
BSBINN601	Lead and manage organisational change	Core	Temporary Online
BSBMGT605	Provide leadership across the organisation	Core	Temporary Online
BSBMGT617	Develop and implement a business plan	Core	Temporary Online
BSBMKG609	Develop a marketing plan	Elective	Temporary Online
BSBINM601	Manage knowledge & information	Elective	Temporary Online
BSBCOM603	Plan & establish compliance	Elective	Temporary Online
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective	Temporary Online
BSBMGT608	Manage innovation and continuous improvement	Elective	Temporary Online
BSBMGT616	Develop & implement strategic plans	Elective	Temporary Online
BSBFIM502	Manage Payrol	Elective	Temporary Online
BSBWHS605	Develop, implement and maintain WHS management systems	Elective	Temporary Online



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

BSB61015 Advanced Diploma of Leadership and Management

Delivery Methods:

The delivery of the course is temporary online based due to covid-19 outbreak until further notice.

Training includes:

- Establishing a training environment using a range of equipment to simulate a business environment. Within the assessment of the modules, learners are required to participate in simulated activities that closely reflect workplace processes and unexpected or contingency related activities
- Practice exercises that reinforce the required interpersonal skills for individual and group work.
- Simulated training activities in the classroom involving individuals, pairs and small group activities.
- Learner activity workbooks to support training independent reading and research projects.

Learners may be required to complete assessment activities in their personal time and bring it to their next class for discussion, oral presentation etc. These assessment activities include:

- Knowledge quizzes
- Research exercises where learners learn and are assessed through project-based exercises

Assessments Methods: Include questioning/tests, written reports, projects Examination and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Credit Transfer: Australian Qualifications and Statements of Attainment that have been issued by any other Registered Training Organisation (RTO) will be recognised by the College and students will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment or certified copies, with national codes and titles that match the current course in which a student is enrolled. All documents provided must be verified by the provider that issued them for authenticity.

Students may also apply for Credit Transfer for other units undertaken elsewhere and have these units count towards the qualification, where these units are applicable.

Where the qualification was gained more than 3 years ago we reserve the right to check that competence is current, by verifying for authenticity by the issuing provider

Pathways: Graduates may undertake a range of the Advanced Diploma qualifications at other Australian institutions, continue their studied in Undergraduate Programs or they might try and look for a job in these areas - Corporate or middle manager managing a workplace, supervisor in both business and government sectors, team leader etc.

Recognition of Prior Learning (RPL) is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience or general life experience. In order to grant RPL the College assessor must be confident that the applicant is currently competent against the units of competence in the qualification. The evidence to demonstrate this may include certificate, references from past employers, testimonials from clients and work samples. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess. There is a fee for RPL assessment. Further information regarding RPL is available on request.

Overseas experience and qualifications: All applicants seeking to establish the relationship between their overseas qualifications and an Australian education qualification in the Australian Qualifications Framework will be directed to National Office of Overseas Skills Recognition (AEI-NOOSR). AEI-NOOSR is the Australian National Information Centre, part of an international network providing authoritative information and advice on recognition of qualifications. Once the application has been assessed by AEI-NOOSR the college will then be able to accept and process the internal RPL application.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

Pre-Enrolment Information for Overseas Students

Orientation

On the first day at the College, you will attend an orientation session (10am or 3pm). The orientation presentation contains detailed information covering all aspects of your course and living in Sydney. Remember that at the College, we have a Student Services Officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us. The presentation also introduces you to our counseling service.

Accommodation and leaving expenses

An international single student living in Sydney requires approximately AU\$20,292 to AU\$21,041 for living expenses each year (Australian Education International) Note: This figure does not include tuition fees.

Remember that your cost of living in Sydney will vary according to your lifestyle. For example, eating out at restaurants all the time will increase your living costs a lot, as will driving a car (you will have to pay for petrol, registration, maintenance and insurance, as well as the car itself).

Suggested weekly budget

- Accommodation \$150 to \$350 (for a room in a shared house or apartment)
- Food A\$50 to A\$120
- Public transport A\$30 to A\$50

Accommodation options for students:

1. **Homestay** – Homestay services provide an opportunity to stay with an Australian family and experience the Australian culture and lifestyle. If you need a homestay, you need at least 4 weeks before the arrival date to arrange it. Minimum Stay is 4 weeks; for homestay fees please refer to the pricelist, fees includes meals, laundry, your own room and student desk are provided.
2. **Student House** – Student accommodation is located on the outskirts of the Sydney central business district in quiet and leafy suburban streets, only minutes from public transport and local shopping facilities and for about 20-30 minutes average travel time from the heart of the city. All houses are completely furnished with quality inclusions, and equipped with everything that one would need to feel safe and comfortable in a share accommodation, such as:
 - Fully equipped kitchen including fridges, a microwave, a toaster, plates, cups, cutlery and cookware,
 - High speed Internet connection with shared computer for free use and also with wireless option,
 - TV, DVD player and HI-FI system,
 - Washing machine.Twin share rooms with free bed linen, clock-radio and bedside lamp in all rooms. To book student house you need at least 2 weeks before arrival date. Minimum Stay is 4 weeks; for fees please refer to the pricelist.
3. **Hostel accommodation** is a popular option for international students, especially in the first months of their arrival. A small, furnished room is provided with access to a shared bathroom, laundry, lounge and recreational activities. Some hostels also provide computer access. It is recommended that students considering Hostel accommodation options look at two or three properties prior to making a decision. Many hostels are privately run and as such come under the Rooming House Act. Please note, if the student signs a lease, they are covered by the Residential Tenancies Act.
4. **Apartment/flat rental** varies greatly in cost and conditions. For long term arrangements, it is strongly advised that the student is familiar with the suburb or area. For purposes of bond payment and moving arrangements the student must be available to sign agreements. For this reason international students are advised to secure short term accommodation upon arrival so that flat and apartment hunting may be started after they have settled in and begun to seek out areas they would like to live in.

Student Visa Requirements

All students should be aware of the following student visa requirements:

- you must be enrolled as a full-time student at all times (for 20 hours per week)
- you must leave Australia when your studies are complete and/or when their visa expires
- you must make satisfactory academic progress and meet attendance requirements (of 80%).
- you must meet the costs of Overseas Student Health Cover for the period of their enrolment. You can arrange this with the College, who can provide you a list of health care providers to choose from.
- you must provide the College with your address in Australia and a local telephone number on which you are able to be contacted.
- you cannot transfer to another institution within the first six (6) months of your arrival in Australia, or if your program is of less than six months duration, you must remain at the College for the duration of their program. The College may approve in exceptional circumstances a transfer which does not meet this rule.
- you must ensure that any school-aged dependants accompanying you to Australia attend school. Students will be required to pay full school fees for dependants enrolled in either a government or non-government school. Visit www.det.nsw.edu.au for more information.
- For more information about visa conditions visit www.immi.gov.au or www.studyinaustralia.gov.au

Caprock International Pty Ltd t/a Lloyds International College (ABN Number: 70 060 771 566)



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

- During study period students can work 20 hours a week and during scheduled holidays students can work 40 hours a week. For more information and working conditions, please go to www.fairwork.gov.au.

Education of accompanying dependents

If you come to Australia as an overseas student on a student visa, you should be aware that you will be required to pay full fees for any of your school-aged dependants who accompany you and who are enrolled in either a government or non-government school in Australia. Information about the enrolment and fees for temporary visa holders and dependants of overseas students may be obtained from:

NSW Department of Education and Training
Level 6, 770 George Street, Sydney NSW 2001
Phone: (61) 1300 300 229 (local call)
Website: http://www.schools.nsw.edu.au/gotoschool/intnl_students/index.php

The following publications are available at the above website:

- Enrolment of Permanent Residents and Temporary Visa Holders in New South Wales Government Schools: Guidelines for Schools (July 2001)
- Enrolment of Temporary Visa Holders in New South Wales Government Schools: Information and Application Package (July 2001)
- Enrolment of Temporary Visa Holders in NSW Government Schools (brochure)

For lodgement of applications and all correspondence post to:

Temporary Visa Holders Unit
NSW Department of Education and Training
Locked Bag 4, Wollongong NSW 2520
Phone (61) 1300 300 229 (local call)

For information on enrolment and fees for full fee paying overseas students contact:

International Business Unit
NSW Department of Education and Training
Level 2, 770 George Street Sydney NSW 2000
Phone: (612) 9217 4801

Overseas Student Health Cover

All international visitors to Australia under a student visa are required by law to have Overseas Student Health Cover (OSHC). Students are required to pay for this cover prior to arriving in Australia. Students are covered by the OSHC from the day they arrive in Australia, until the end date of their visa.

- On enrolment all international students must pay a fee for health insurance in accordance with the length of their course.
- You can arrange the Overseas Student Health Cover yourself, or the college can assist you with various health providers.

ESOS Framework

The following is from information provided by Australian Education International (AEI) (www.aei.gov.au)

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study.

Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2007.

Read the ESOS Framework about international students fact sheet or see link;

<https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf>

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.deewr.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students.

Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- orientation and access to support services to help you study and adjust to life in Australia
- who the contact officer or officers is for overseas students
- if you can apply for RPL (Recognition of Prior Learning) and or Course Credit
- when your enrolment can be deferred, suspended or cancelled
- what your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- if attendance will be monitored for your course, and a complaints and appeals process.
- One of the standards does not allow another education provider to enroll a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer beforehand you need your provider's permission.
- If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider
- inform your provider if you change your address
- maintain satisfactory course progress
- if attendance is recorded for your course, follow your provider's attendance policy, and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Contact details

For information about	Who to contact	How
Policies and procedures that affect you	Student Services Officer	English Students: Level 1, 499 Kent Street, Sydney Phone: (02) 82 1111 38 Email: studentservices1@lloydscollege.nsw.edu.au Business Students: Level 2, 499 Kent Street, Sydney Ph: (02) 8263 1265 Email: studentservices@lloydscollege.nsw.edu.au Web: www.lloydscollege.nsw.edu.au
Your ESOS rights and responsibilities	Department of home affairs	ESOS Helpline: 1300 615 262 Website: www.homeaffairs.gov.au/
Your Visa matters	Department of home affairs	Website: www.homeaffairs.gov.au/ Phone 131 881 in Australia
Orientation session on the first day	Student Services Officer (Monday 9am, 2pm ELICOS) (Friday 10am, 3pm VET)	ELICOS Students: Level 1, 499 Kent Street, Sydney Phone: (02) 8211 11 38 VET Students: Level 2, 499 Kent Street, Sydney Ph: (02) 8263 1265 Web: www.lloydscollege.nsw.edu.au

Campus Location and Contact Details

Address:

Business campus: Level 2, 499 Kent St Sydney NSW 2000
ELT campus: Level 1, 499 Kent St Sydney NSW 2000

Telephone (main): +61 2 8263 1200
Website: www.lloydscollege.nsw.edu.au
E-mail: info@lloydscollege.nsw.edu.au
After Hours Contact/emergency: +61 4 38 878 423

Complaints and Appeals

All students are advised to view the Complaints & Appeal policy which can be found in the College Student Handbook link located on the website under enrolment tab. There is free service to students for external complaints and appeals please see www.oso.gov.au.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

Deferral, Suspension or Cancellation of Enrolment Policy

Under certain limited circumstances, a student's enrolment may be deferred, suspended or cancelled. A student's enrolment can be deferred, suspended or cancelled by the College, or by the student. Deferral means to delay the commencement of a course. Suspension means the temporary postponement of enrolment during a course. Cancellation means termination of enrolment in a course.

Deferral, suspension or cancellation by a student

Students who wish to defer, suspend or cancel enrolment can apply to do so only if the course in which they were enrolled is unavailable, their visa is delayed or there are compassionate or compelling circumstances. Compassionate or compelling circumstances are usually beyond the control of the student and have an impact on the student's course progress or the student's well-being. Compassionate or compelling circumstances include:

- serious injury or illness, supported by a medical certificate which states that the student was or will be unable to attend classes
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country, requiring emergency travel which has had an impact on the student's studies
- traumatic experiences such as the being a victim of, being involved in, or witnessing, a serious crime
- unexpected severe illness or death of a family member (supported by medical certificate which states the student was unable to attend classes)
- the student is involved in custody proceedings for their child (statutory declaration witnessed by a Justice of the Peace required)
- the student or accompanying family member has an acute medical condition requiring treatment (supporting documentation required)
- the student has been involved in legal proceedings where the timing is beyond the student's control (supporting documentation required)
- the student is pregnant (supported by relevant documentation)
- other (attach supporting documentation)

The following would not be considered compelling or compassionate circumstances or critical incident:

- difficulties in adjusting to Australia or academic life
- weddings
- relationship problems
- financial difficulties
- generally feeling "depressed" about circumstances where the depression is not clinically diagnosed by a qualified professional (if diagnosed it would have been considered by the college under compelling or compassionate circumstances)
- inability to begin studying on the course commencement date due to not organising travel in sufficient time.

Please note that the above are only some of examples of what may be considered compassionate or compelling circumstances. When determining whether compassionate or compelling circumstances exist, the college will consider documentary evidence provided to support the claim, and will keep copies of these documents in the student's file.

Supporting Documents

Supporting documents must be provided by a student to support an application for deferment, suspension or cancellation. Supporting documents include medical certificates, death certificates, police reports, psychologists reports and any other relevant documents.

Student application for deferment prior to commencement

A request by a student for a deferment prior to course commencement must be made in writing. The request must be addressed to the Academic Manager and be accompanied by supporting documents. When the request is processed, and if a deferment is granted, the student will receive a revised offer of enrolment and a revised Confirmation of Enrolment (CoE). An applicant for deferment prior to commencement will have written notification of the result of the application available within 10 working days of lodgment of the request. The student will be notified in writing by the Academic Manager.

Student application for suspension

A request for suspension of enrolment must be made using the leave of absence form. The application must be accompanied by supporting documents. An application must be submitted at least 10 working days before the date of the requested suspension. A student may request a suspension of up to three months. Overseas students studying on a student visa who require an absence of more than 3 months must withdraw from the course. An applicant for a suspension of enrolment will have written notification of the result of the application available within 10 working days of lodgment of the application. The student will be notified in writing. If an extension for

Caprock International Pty Ltd t/a Lloyds International College (ABN Number: 70 060 771 566)



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

which a student is applying would cause the duration of a course to be longer than that specified on the CoE, the CoE will be revised by the Academic Manager. The student will be charged an administration fee for issuing a new CoE (extension). The student will be charged additional tuition fees for the extended study period. The student will be advised to check with the nearest Immigration office for information about the impact of the extension of the course duration on the student's visa.

Student application for cancellation

A request for cancellation of enrolment must be made using the early leave from study form. The form must be accompanied by supporting documents. An applicant for a cancellation of enrolment will have written notification of the result of the application available within 10 working days of the lodgment of the application. Student will be charged \$500 cancellation admin fee.

Effect of deferral, suspension or cancellation of enrolment on a student's visa

Deferral, suspension or cancellation of an enrolment is likely to have an effect on a student's visa. Students should contact the nearest Australian Immigration office or refer to www.immi.gov.au for further information. All deferrals, suspensions and cancellations of enrolment are notified to Australian Immigration Office via the PRISMS system and all documentation about the deferral, suspension or cancellation of a student is filed in the student's file.

Register of applications to defer, suspend or cancel enrolment

Details of applications for suspension or cancellation are recorded in the registers. These registers are maintained by the Academic Manager. The register records the student name and number, the course in which the student is enrolled, the reasons for the application, and the outcomes of the application (accepted or rejected). These registers are considered by the Academic Manager as part of the continuous improvement process.

The following documents will be kept in the file of a student who has applied to defer, suspend or cancel enrolment:

- the request for deferment, suspension or cancellation
- copies of all documents tendered in support of the application
- the outcomes of the request for deferment, suspension or cancellation.

Deferrals, suspensions or cancellations by the College

Deferral

The College may defer the commencement of a course if the course is not offered.

Suspension – grounds for suspension by the College

The College may temporarily suspend a student's enrolment if the student's behavior is assessed as unacceptable for an educational setting. College's Academic Manager is responsible for making this assessment. This is referred to as suspension of enrolment due to misbehavior.

The College may suspend the enrolment of a student due to misbehavior if the student:

- has been in breach of the College Student Code of Conduct
- is assessed by the Academic Manager as providing a threat to the well-being of other students or staff
- has being assessed as behaving in a way such as to constitute serious misconduct

If the suspension of a student's enrolment will result in the student being unable to complete the course within the course duration as specified on the COE, the student must apply for a course extension in writing at the reception. The student will be advised to check with the nearest Immigration office for information about the impact of the extension of the course on the student's visa.

Cancellation – grounds for cancellation by the College

The College may cancel the enrolment of a student if the student:

- is in breach of a condition of ongoing enrolment
- has been in breach of the College Student Code of Conduct
- is assessed by the Academic Manager as providing a threat to the well-being of other students or staff
- has being assessed as behaving in a way such as to constitute serious misconduct
- fails to meet the requirements of the attendance policy
- fails to pay tuition fees

Notice of intention to defer, suspend or cancel enrolment

Where a suspension is initiated by the College, the student will receive a notice of intention to suspend enrolment. In each case, the notice will clearly identify that the student will be given 20 working days to access the College's internal complaints and appeals process. If an appeal is lodged, the College will maintain the student's enrolment until the internal appeals process is complete.

Notice of deferment, suspension or cancellation

If an appeal against a decision by the college to defer, suspend or cancel a student's enrolment is lodged and it is unsuccessful, or the appeal is withdrawn, the college will issue a notice of deferment, suspension or cancellation. The notice of deferment, suspension or cancellation will indicate that the deferment, suspension or cancellation is to be initiated. The notice of intention to defer, suspend or cancel enrolment must be attached to the notice of deferment, suspension or cancellation of enrolment and provided to the Academic



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

Manager. The Academic Manager will then authorise the necessary changes to the student's enrolment details in database and PRISMS.

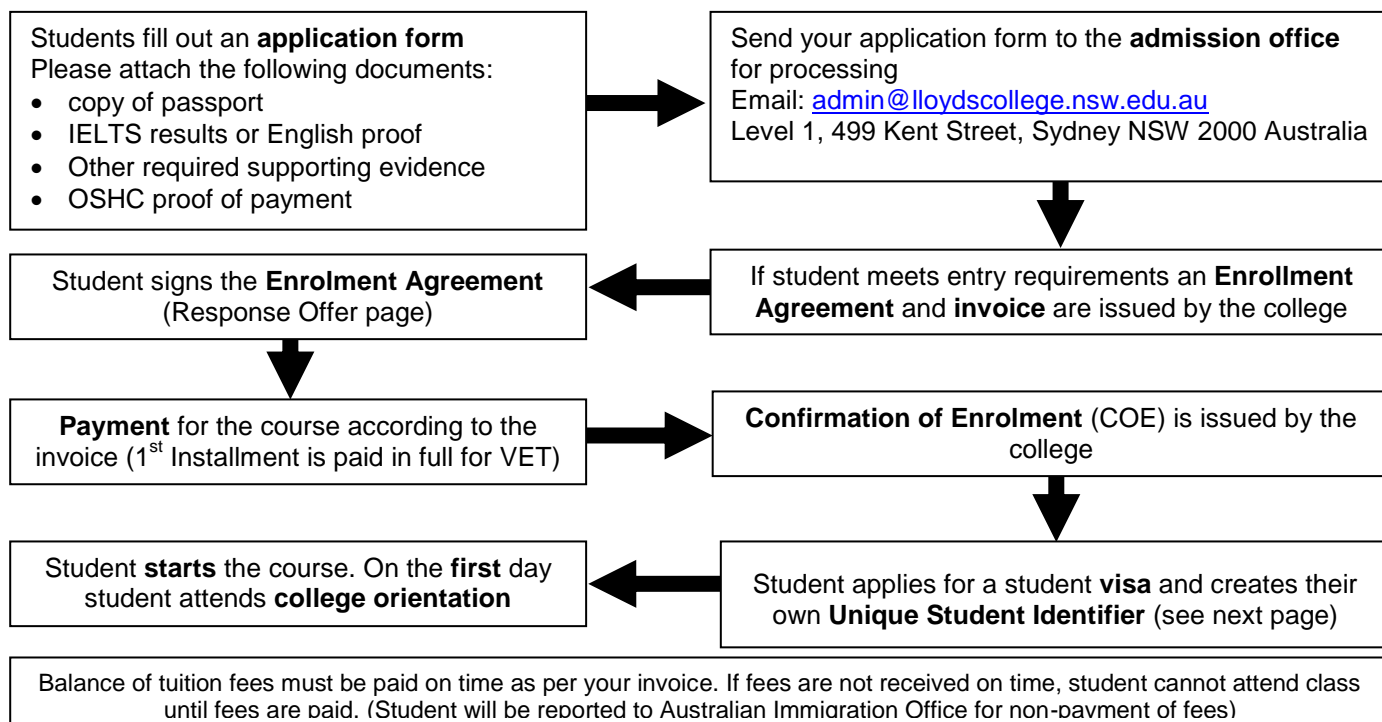
Student Services

On the first day at the College, you will attend an orientation session. The session contains detailed information covering all aspects of your course and living in Sydney. Remember that at the College, we have a Student Services officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us.

We provide the following help for students:

- Orientation Sessions (for English Courses every Monday at 9am and 2 pm; for Business Courses every Intake Date at 10 am and 3pm)
- Work Permission (once you have work permission you are allowed to work maximum of 20 hours per week)
- Any documents and correspondence needed i.e. Confirmation of Enrolment Letters, Attendance letters, Certificates, Student tuition fees invoices, etc
- Student ID cards
- Overseas Student Health Cover (OSHC) in Australia information at enrolment
- Assist students to apply for Tax File Number
- Help with accommodation and general enquiries
- Coordinate Group Study Tours
- Students event program

Enrolment Process



Note: Prior to enrolment, student should receive the following information via the website:

- Colour College Brochure
- Pre enrolment information pack
- Student Handbook



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

USI – UNIQUE STUDENT IDENTIFIER

From January 2015 all students undertaking nationally recognized training delivered by a registered training organization will need to have a Unique Student Identifier (USI). This is a requirement imposed by the Australian Government.

Please go to USI website www.usi.gov.au to create your unique number. **It is important that you create your USI number before your commence your VET course so you can bring your USI with you on the orientation day (this does not apply to English students)**

College Facilities

At the College courses are designed to provide intensive training for career success in a professional learning environment that is both challenging and motivating with the goal of employment and/or further study. The Diploma course provides an alternative pathway to university entrance. The course is available to Australian students full time and to international students full time on a student visa aged 18 years and older.

The College is a Registered Training Organisation (RTO). The qualifications are recognised nationally in post-compulsory education and training within Australia under the Australian Government's Australian Qualifications Framework (AQF).

Facilities

Our classrooms are modern, well lit and insulated against outside noise or interference from other classes, air-conditioned and have windows. They are fitted with sufficient power points, teacher and student furniture.

General facilities for students include:

- Language Assistance
- Computer Labs
- Care and Counseling
- Social Programs
- Accommodation Options
- Free Internet
- Student Lounge and Lunch Area

Counseling

Counseling provided by our qualified student counselor is available to those studying at the College, on matters ranging from private concerns to living or academic issues.



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

APPLICATION FORM PERSONAL DETAILS

*mandatory

Family name*: _____ Given name*: _____
Date of birth*: ____/____/____ Country of birth*: _____ Gender*: ☐ Male ☐ Female
Country of citizenship*: _____ Passport number*: _____
Australian Visa Number: _____ USI*: _____
Type of visa*: ☐ Student ☐ Tourist ☐ Student with dependant ☐ Other: _____
Where will you apply for the visa?*: ☐ Australia ☐ Overseas
Email*: _____ Mobile*: _____
Unit Number*: _____ Street Number & Name*: _____
Suburb*: _____ State*: _____ Postcode*: _____
Address Overseas*: _____ Country*: _____
Do you have any disability, special needs or current health problem? ☐ Yes ☐ No
Do you want Lloyds College to arrange your OSHC? ☐ Yes ☐ No

EDUCATIONAL DETAILS

Current English Level? ☐ Beginner ☐ Elementary ☐ Pre-Intermediate ☐ Intermediate ☐ Upper-Intermediate ☐ Advanced
Have you taken TOEFL / IELTS / other English Test? Yes ☐ No ☐ Score: _____ Date test taken: _____
Please provide certified copy of any English proficiency examinations undertaken. IELTS 5.0 or above is an entry requirement for all Vocational courses.
What is the highest level of education that you have completed? ☐ Bachelor ☐ Advanced Diploma ☐ Diploma ☐ Certificate IV ☐ Certificate III ☐ Other Education (circle 1)
Proposed future studies ☐ Vocational College ☐ TAFE ☐ University Undergraduate ☐ University Postgraduate
Name of the Institution _____ Course commencement date: ____/____/____

ELICOS COURSES (temporary online delivery)

Timetable for General English, IELTS, EAP, FCE

Morning classes
Monday - Friday
08:15am - 12.30 pm

Afternoon classes
Monday - Friday
12:45pm - 5.00 pm

Evening classes
Monday - Friday
05:15pm - 9.30 pm

GENERAL ENGLISH

(Teaching hours: 20hrs/week)

(course duration 4 - 72 weeks)

Start date: ____/____/____ weeks morning (M) ☐ afternoon (A) ☐ evening (E) ☐

IELTS PREPARATION COURSE

(course duration 10 weeks)

Start date: ____/____/____ weeks morning (M) ☐ evening (E) ☐

ENGLISH FOR ACADEMIC PURPOSES

(course duration 12 weeks)

Start date: ____/____/____ weeks evening (E) ☐

PREPARATION FOR THE CAMBRIDGE FIRST CERTIFICATE IN ENGLISH COURSE (FCE)

(course duration 12 weeks)

Start date: ____/____/____ weeks morning (M) ☐



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
 (ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
 English Campus: Level 1, 499 Kent St Sydney
 Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
 Tel: + 61 2 8263 1200
 Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

VOCATIONAL COURSES (temporary online delivery)

Duration (52 weeks)

BSB30115 - Certificate III in Business

- ☐ Morning classes **OPTION A** Mon-Tues 8:30am - 5:00pm
☐ Morning classes **OPTION B** Wed-Thurs 8:30am - 5:00pm
currently not available
☐ Evening classes **OPTION C** Mon-Wed 5:00pm - 10:00pm

Duration (39 weeks)

BSB40215 - Certificate IV in Business

- ☐ Morning classes **OPTION A** Mon-Tues 8:30am - 5:00pm
☐ Morning classes **OPTION B** Wed-Thurs 8:30am - 5:00pm
currently not available
☐ Evening classes **OPTION C** Mon-Wed 5:00pm - 10:00pm

Duration (52 weeks)

BSB51918 - Diploma of Leadership and Management

- ☐ Morning classes **OPTION A** Mon-Tues 8:30am - 5:00pm
☐ Morning classes **OPTION B** Wed-Thurs 8:30am - 5:00pm
currently not available
☐ Evening classes **OPTION C** Mon-Wed 5:00pm - 10:00pm

Duration (78 weeks)

BSB61015 - Advanced Diploma of Leadership and Management

- ☐ Morning classes Web: 1:00pm - 5:00pm
 Thurs-Fri: 8:00am - 5:00pm
☐ Evening classes Mon-Thurs: 5:00pm - 10:00pm

Intake 2020:

☐ 03 Jan ☐ 07 Feb
☐ 03 Apr ☐ 08 May
☐ 03 Jul ☐ 07 Aug
☐ 02 Oct ☐ 06 Nov

Intake 2021:

☐ 04 Jan ☐ 05 Feb
☐ 01 Apr ☐ 07 May
☐ 02 Jul ☐ 08 Aug
☐ 01 Oct ☐ 05 Nov

Intake 2022:

☐ 07 Jan ☐ 05 Feb
☐ 08 Apr ☐ 13 May
☐ 08 Jul ☐ 12 Aug
☐ 07 Oct ☐ 11 Nov

OTHER INFORMATION

Depending on your previous student and work experience, we are able to give your credit or exemptions from certain course units
 Do you wish to apply for Recognition of prior learning (RPL)? ☐ Yes (please complete RPL assessment form) ☐ No

REFERRAL

Education Agency*: _____

How did you hear about us?

Consellor Name *: _____

☐ Internet ☐ Lloyds Website ☐ Friend ☐ Other

PAYMENT DETAILS

Do you wish pay 100% of tuition upfront?

☐ Yes ☐ No

Note: Please make sure you refer the specific entry requirements that apply to the course you are enrolling in. For courses that are more than 25 weeks you are not required to pay more than 50% of tuition fees upfront, but you may volunteer to do so.

METHOD OF PAYMENT

CASH ☐ CREDIT CARD ☐ BANK DEPOSIT ☐ CHEQUE ☐ INTERNATIONAL MONEY ORDER

BANK DETAILS

Bank:
 ANZ Bank Australia Branch:
 410 Oxford Street,
 Bondi Junction
 NSW 2022 Australia

Account Name: CAPROCK INTERNATIONAL PTY LTD
 Trading as LLOYDS INTERNATIONAL COLLEGE
 BSB: 012-241
 Account Number: 438638666
 SWIFT Code: ANZBAU3M



Lloyds International College

Caprock International Pty Ltd t/a Lloyds International College
(ABN Number: 70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
English Campus: Level 1, 499 Kent St Sydney
Business Campus: Level 2, 499 Kent St, Sydney NSW 2000
Tel: + 61 2 8263 1200
Web: www.lloydscollege.nsw.edu.au Email: info@lloydscollege.nsw.edu.au

REFUND POLICY

1. The Enrolment Fee, Administration Fee, credit card transaction fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
2. A \$500 fee is payable for administering course cancellation after course commencement.
3. Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund (except in visa rejection cases).
4. An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course, Additional CoEs/instalments (4th, 5th etc.)
5. If your application for a visa to study in Australia is rejected before the commencement date of the course and the College receives notification in writing and a copy of the Australian Embassy rejection letter, a full refund of all pre-paid Tuition fees minus the lesser of \$500 or 5% of all pre-paid Tuition fees will be paid. This excludes all non-refundable fees listed under item 1. If you commence a course at the College and subsequently your visa application is rejected, a refund of the portion of the Tuition fees which you have paid but for which tuition has not yet been received will be refunded. Proof of refusal letter must be provided no later than 4 weeks after refusal date, otherwise normal cancellation fees may be charged.
6. Student Default: No refund will be made if a student:
 - has given false or misleading information
 - fails to comply with the conditions of enrolment at the College
 - is in breach of their visa requirements as imposed by the Australian Government
 - withdraws after the commencement date of the course
7. Student Withdrawal: If you give written notice of your intention to withdraw from a course, all pre-paid Tuition fees will be refunded, minus an administration charge of \$150 and a cancellation fee, calculated as a percentage of the total pre-paid Tuition fees as follows:
 - 40 days or more before the commencement date, tuition fees will be refunded less a cancellation fee of 15%.
 - more than 5 days before the commencement date, tuition fees will be refunded less a cancellation fee of 30%.
 - less than 5 days before course commencement date, tuition fees will be refunded less a cancellation fee of 45%.Refund procedures:
 - You must complete the Refund Application Form.
 - Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents.Note:
 - Fees for additional services not covered in this Enrolment Agreement with Lloyds International College and directly paid to Education Agents by students are not covered by this refund policy.
 - Refunds will be paid directly to the student who entered into the Enrolment Agreement with Lloyds International College.
 - Bank charges are deducted for overseas refunds made by electronic transfer.
 - A written statement will be provided to the student to explain how the refund is calculated.
8. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
9. Commencement of the course is defined as the course start date in the first Application form submitted by the student or agent and not subsequent changes to the starting date.
10. Course and other Fees are not transferable to another student or institution but may be transferred to another course within Lloyds International College at the discretion of the College.
11. Any approved refunds are made payable to and sent to the student, in the country of origin as applicable in Australian dollars.
12. Provider Default: In the unlikely event that Lloyds International College is unable to deliver your course in full, starting from the agreed date, you will be offered a full refund within 2 weeks after the default date. This would include course cancellation due to low enrolments. If Lloyds International College is unable to provide a refund or place a student in a suitable alternate course the Tuition Protection Service (TPS) will offer students a suitable alternate place with another provider or refund the student the unused portion of the prepaid tuition fees. For more information, visit <https://tps.gov.au/StaticContent/Get/Faqs>
13. This refund policy applies to all tuition fees paid to the college and includes any tuition fees paid to an education agent to be remitted to the College.
14. All refund considerations will be strictly limited to the monies paid, which Lloyds International College has received from the student as tuition fees only i.e. exclusive of all non-refundable fees listed under item 1.
15. This agreement, and right to make complaints and seek appeals of decisions and action under various processes, does not affect the right of the student to take action under Australian Consumer Law if the Australian Consumer Law applies.
<http://www.australia.gov.au/information-and-services/public-safety-and-law/consumer-protection>

STUDENT DECLARATION

I have fully read and understood the College's terms and conditions including the refund and cancellation policy and I agree to abide by them.

Student's signature

Date: