

INTERNATIONAL PROSPECTUS

BRISBANE

| PARRAMATTA

| ADELAIDE

| HOBART



RTO 31736 | CRICOS 03010G

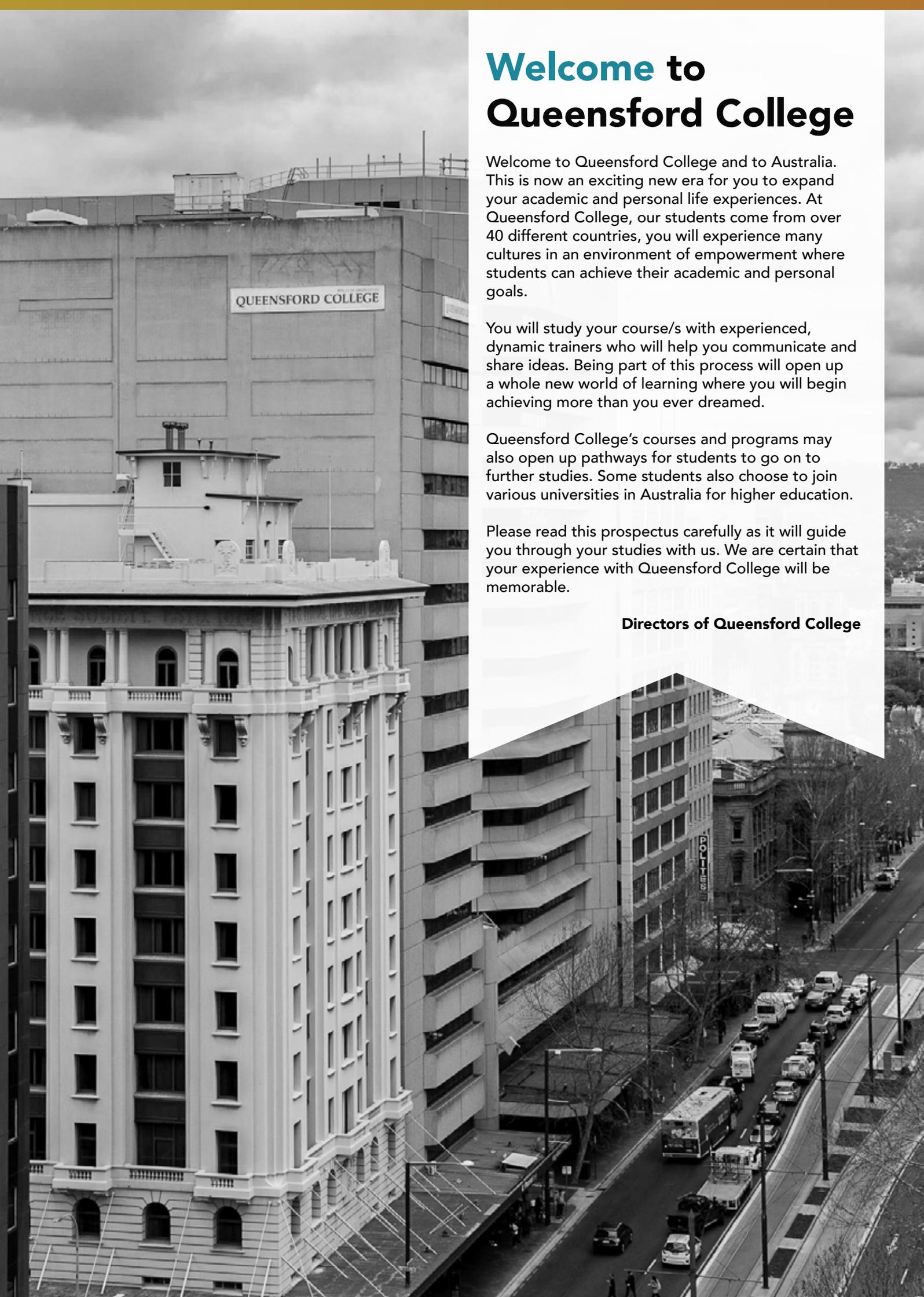
2023 - 2024

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An aerial photograph of a city street. On the left, a tall, light-colored building with a classical facade and a sign that reads 'QUEENSFORD COLLEGE' is visible. To its right is a modern, multi-story office building. The street below is filled with cars, a bus, and a truck. The sky is overcast.

Welcome to Queensford College

Welcome to Queensford College and to Australia. This is now an exciting new era for you to expand your academic and personal life experiences. At Queensford College, our students come from over 40 different countries, you will experience many cultures in an environment of empowerment where students can achieve their academic and personal goals.

You will study your course/s with experienced, dynamic trainers who will help you communicate and share ideas. Being part of this process will open up a whole new world of learning where you will begin achieving more than you ever dreamed.

Queensford College's courses and programs may also open up pathways for students to go on to further studies. Some students also choose to join various universities in Australia for higher education.

Please read this prospectus carefully as it will guide you through your studies with us. We are certain that your experience with Queensford College will be memorable.

Directors of Queensford College

Cookery & Hospitality Students





About Queensford College

Queensford College is a Registered Training Organisation (RTO 31736) that is focused on providing quality education and training in fully-accredited courses for over 10 years. Registered under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Provider No. 03010G), the college is authorised to offer, accept, and teach overseas students who are in Australia on a student visa.

Our campuses are present in four key states in Australia; Queensland (Brisbane), New South Wales (Parramatta), South Australia (Adelaide) & Tasmania (Hobart). These campuses are home to International students from over 40 nationalities and have been providing nationally-recognised qualifications that are all accredited with the Australian Skills Quality Authority (ASQA).

We specialise in delivering courses in Aged Care, Early Childhood Education and Care, Hospitality and Kitchen Management, Nursing, Leadership and Management, Information Technology, and Accounting. Our programs open up possible pathways for Queensford College students to take part in internships, find employment opportunities or to go on to further studies with higher education providers.

Legislation, Regulations and Codes

As an RTO and a provider of training to overseas students, Queensford College is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications.

Students need to be aware that all actions required under the applicable legislation, regulations and codes are not subject to the discretion of the College and are required by law. You can find our more information about the legislation and Regulations that underpin Queensford College practices at the following websites:

Education Services for Overseas Students Act (ESOS Act) 2000

<https://www.legislation.gov.au/Details/C2017C00292>

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code)

https://www.legislation.gov.au/Details/F2017L01182/Html/Text#_Toc487026943

The Tuition Protection Service (TPS)

<https://tps.gov.au/StaticContent/Get/StudentInformation>

The Australian Skills Quality Authority (ASQA)

<https://www.asqa.gov.au>

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

<https://www.studyinaustralia.gov.au>

National Vocational Education and Training Regulator Act 2011

<https://www.legislation.gov.au/Details/C2017C00245>

Campus Details

BRISBANE CAMPUS (HEAD OFFICE)

Level 2, 359 Queen Street
Brisbane, Queensland 4000, Australia

P: 1300 236 364

P: +61 7 3221 1626

E: info@queensford.edu.au

PARRAMATTA CAMPUSES

Wentworth Street Campus, Parramatta
Level 4, 16 - 18 Wentworth Street
Parramatta, New South Wales 2150, Australia

Fitzwilliam Street Campus, Parramatta

Level 3, 1 Fitzwilliam Street

Parramatta, New South Wales 2150, Australia

P: +61 2 8660 0040

E: syd@queensford.edu.au

ADELAIDE CAMPUS

Level 11, 90 King William Street
Adelaide, South Australia 5000, Australia

P: +61 8 8410 4605

E: sa@queensford.edu.au

HOBART CAMPUS

Unit 1, 86 Collins St,
Hobart, Tasmania 7000, Australia

P: +61 3 6169 9595

E: tas@queensford.edu.au

Connect on Social Media

Facebook

/queensfordcollege

Instagram

@queensfordcollege

LinkedIn

/queensford-college

TikTok

queensfordcollege

Campus Locations & Facilities

Brisbane Campus, Queensland

Brisbane is the third largest and third most populous city in Australia. It is also the capital of Queensland (QLD) and is almost five times the size of Japan. Brisbane has a subtropical climate which makes it the perfect place for many outdoor activities like Kayaking up the Brisbane River, Camping/Hiking in National parks, Snorkeling around the Moreton Bay islands and a whole lot more.

Studying in Brisbane

Over 75,000 international students are calling Brisbane their second home. They all have access to a wide range of study choices whether vocational training or higher learning. Brisbane also offers a long list of credible educational institutions like Queensford College.

Students studying at Queensland education institutions are eligible for concessions on public transport, a GO card. Modes of transport include buses, trains, and ferries. Students are allowed to apply for the tertiary concession fares. Free City Loop and Spring Hill Loop bus services are available within the Brisbane CBD.

For more information: <http://translink.com.au>

Top Campus Facilities

Located in the heart of the CBD, the Brisbane Campus provides a warm, friendly, multicultural environment with:

- Modern spacious classrooms
- Commercial training kitchen
- Clinical skills laboratory
- Child Care simulation room/area
- Aged Care simulation room/area
- Computer lab

How To Get In Touch With Us

Address: Level 2, 359 Queen Street, Brisbane, Queensland 4000, Australia

Phone: +61 7 3221 1626

Email: info@queensford.edu.au

Website: www.queensford.edu.au



Campus Locations & Facilities

Parramatta Campuses, New South Wales

Parramatta is a suburb in Sydney, in New South Wales (NSW) and the state's second-largest commercial business district. Established in 1788 by the British, Parramatta is a historic area teeming with many historic places to visit like the Old Government House, the Hambledon Cottage, and the Parramatta Park. Aside from the rich history, Parramatta is undeniably lively and exciting as it offers unlimited options for leisure, travel, and recreation.

Studying in Parramatta

New South Wales government is seeing the steady influx of international students in Parramatta with the additional funding for the construction of more school communities and infrastructure that will help students learn, live, and travel with ease. Parramatta has opened its doors to Queensford College, a forward-thinking education provider, with now two campuses operating at the heart of Parramatta City.

Some tertiary institutions are now able to offer international student concession opal card, allowing students to save on the cost of travel on buses, trains, light rail and most ferries throughout Greater Sydney.

For more information: <https://www.transport.nsw.gov.au>

Top Campus Facilities

Located in the heart of the CBD, both Campuses provides a warm, friendly, multicultural environment with:

- Modern spacious classrooms
- Commercial training kitchen
- Clinical skills laboratory
- Child Care simulation room/area
- Aged Care simulation room/area
- Computer lab

How To Get In Touch With Us

Fitzwilliam Street Campus, Parramatta

Address: Level 3, 1 Fitzwilliam Street,
Parramatta, New South Wales 2150, Australia

Wentworth Street Campus, Parramatta

Address: Level 4, 16 - 18 Wentworth Street,
Parramatta, New South Wales 2150, Australia

Phone: +61 2 8660 0040

Email: syd@queensford.edu.au

Website: www.queensford.edu.au



Campus Locations & Facilities

Adelaide Campus, South Australia

Adelaide is a coastal city and the capital of South Australia (SA). It is home to more than 1.35 million people is ranked as the fifth most populous city on the continent and is composed of a diverse mix of immigrants from Europe and Asia. Adelaide is also known for its Mediterranean vibe as it follows the same climate – long, very hot summers and then cold, snow less winters.

Studying in Adelaide

Adelaide is a major destination hub for over 35,000 international students. It is a perfect city for learners from abroad as the cost of living here is very affordable. Adelaide is classified as a regional area, which means studying at our regional campus on King William Street offers a different experience than being in a capital city. With the benefits of the relaxed lifestyle, sense of community engagement, practical opportunities, small class sizes and tailored support services. South Australian Government provides transport concessions for international students on presentation of their formal student identification card. Two free services serve the city and North Adelaide, which are Free City Connector and Free Tram.

For more information: <http://www.adelaidemetro.com.au>

Top Campus Facilities

Located in the heart of the CBD, the Adelaide Campus provides a warm, friendly, multicultural environment with:

- Modern spacious classrooms
- Commercial training kitchen
- Child Care simulation room/area
- Aged Care simulation room/area
- Computer lab

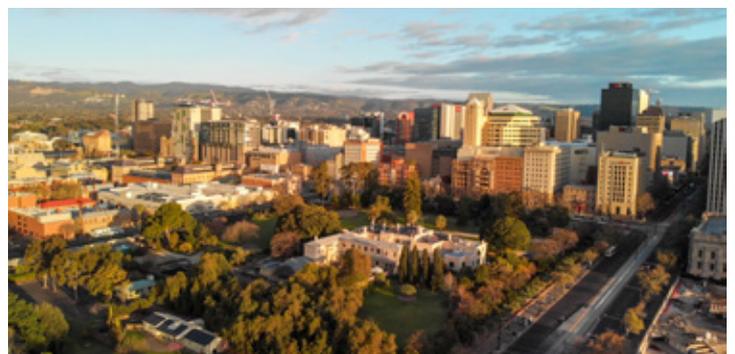
How To Get In Touch With Us

Address: Level 11, 90 King William Street,
Adelaide, South Australia 5000, Australia

Phone: +61 8 8410 4605

Email: sa@queensford.edu.au

Website: www.queensford.edu.au



Campus Locations & Facilities

Hobart Campus, Tasmania

Tasmania features a distinct blend of tradition, scenery, culture, and world-class activities and attractions. On the foothills of Kunanyi / Mt Wellington, Hobart mixes heritage charm with a modern lifestyle in a stunning setting. It's little wonder that Lonely Planet ranked Hobart as one of the world's top ten places to visit. Tasmania has a lower cost of living than most other Australian states, having one of the lowest average weekly prices for students in the country. Tuition costs in Tasmania are much cheaper than those in other Australian cities.

Tasmania's cities are safe, welcoming and provide a secure environment to study and live in. Tasmania offers the chance to be a part of a thriving community with a thriving cultural and creative scene, cafés and restaurants, markets, and music festivals. It's no surprise that Tasmania boasts the cleanest air in the world, with over half of the state protected as a World Heritage Area, national park, or marine and forest reserve.

Studying in Tasmania

Tasmania is a contemporary, lively, and one-of-a-kind destination to live and study. Tasmania is proud of its educational and teaching prowess, and its curriculum is designed to prepare students for success in higher education. Our curriculum focuses on strengthening academic skills and personal growth, critical thinking, creative thinking, and communication skills. You'll have a greater chance of improving your English skills and establishing Australian friends because fewer international students are in Tasmanian schools.

Tasmania has over 15,000 international students studying in the state, as well as a welcoming Tasmanian community of over 540,000 people, so you will not feel alone while you explore Tasmania. International students have access to a wide range of excellent accommodation alternatives.

Top Campus Facilities

Located in the heart of the CBD, the Hobart campus provides a warm, friendly, multicultural environment with:

- Modern spacious classrooms
- Child Care simulation room/area
- Aged Care simulation room/area
- Computer lab
- Common area

How To Get In Touch With Us

Address: Unit 1, 86 Collins Street,
Hobart, Tasmania 7010, Australia

Phone: +61 3 6169 9595

Email: tas@queensford.edu.au

Website: www.queensford.edu.au



Why Study at Queensford College

#1 Become A Globally Competitive Student & Train Under A World-Class Team

With Queensford College, study confidently knowing our courses are nationally recognised under the VET Quality Framework. This is an assurance that our capability to cater to international students like you is in line with other leading educational institutions in and out of Australia.

Trainers at Queensford College are all qualified educators, experienced professionals, and industry experts. Our whole academic team is always working towards upgrading their expertise and competency level through research, training, and further studies.

#2 Experience a Multicultural Environment to Study and Thrive In

With students from over 50 different nationalities, experience a multicultural environment to study and thrive in. By studying in a multicultural environment at strategically located campuses with state-of-the-art facilities from experienced industry trainers will help you reach the pinnacle of your career.

#3 Dedicated Student Support and Resources You Can Access Online

You will have access to our dedicated student support team for any assistance you need. They will be monitoring your progress in your chosen course and you can contact them for any questions and concerns.

Along with access to your course and other helpful information anytime, anywhere with a Learning Management System (LMS). It is a portal that lets you in all the available resources that you can use to continue studying after class or even when you're away from campus.

#4 Specialised Training Facilities for Hospitality, Nursing, Aged Care and Child Care

Enhancing the student's learning experience, our campuses are continually being upgraded with specialised training facilities.

For our Aged Care and Child Care courses, all our campuses have individual simulation rooms, specialised resources, first aid equipment and manual handling equipment.

Brisbane, Adelaide and Parramatta campuses have fully completed commercial training kitchens with functional

state-of-the-art facilities. Providing Kitchen Management and Hospitality students the perfect stage to perform culinary miracles.

Brisbane and Parramatta campuses both have clinical and nursing facilities that Nursing students can use for practice and work simulation.

#5 Payment Options to Suit Your Financial Situation

Flexible payment options are available that meet your financial situations.

Option 1 Upfront 100% Payment*: *through your own pocket either by EFT or credit card (MasterCard or Visa).*

Option 2 Payment Plan: *through convenient installments weekly, fortnightly, monthly or per semester. Terms and conditions apply.*

Option 3 Direct Debit: *withdrawal of funds can be arranged and scheduled from your nominated bank account.*

Contact us for more information on payment options:
info@queensford.edu.au

*Students are not required to pay more than 50% of the total tuition fees upfront before the commencement of the course that is more than 25 weeks. Upfront 100% payment is required for courses of 25 weeks or less.

#6 We'll Help You On Your Pathway To University

Dream bigger and aim higher with the opportunities that you will discover during your study here.

On successful completion of the Diploma and Advanced Diploma courses at Queensford College, students may apply for credit transfer/exemptions with associated Queensford College or non established pathway partners.

Queensford College offers you a range of Tertiary Education Pathways into a university degree. Pathways are established credit agreements between Queensford College and other tertiary institutes that may include admission and/or credit for your previous studies.

Contact us for more information:
info@queensford.edu.au



CRICOS Provider Code: 00233E



CRICOS Provider Code: 03147A



CRICOS Provider Code: 00003G



CRICOS Provider Code: 02426B

Student Testimonials

"I was impressed with what the college offers, dynamic trainers, excellent facilities, and mostly it is a multicultural environment."

I enjoy clinical skills lab days where we get to learn how to use different clinical instruments, get a feel of the real hospital setting, and also learn from our classmates about different cultural backgrounds. The training staff are amazing and have professional knowledge in nursing. They know "nursing" inside out, back to front, and they have made learning fun. My career plan is to return to my home country and start-up an aged care facility.



Esther from Papua New Guinea
Nursing Student

"Studying at Queensford College has helped me achieve my professional goals."

My studies have helped me climb positions at my workplace, where I completed my vocational placement - from commis chef to chef de partie. Every week in class I learn new skills, and I am able to put them into practice. The chefs there can see I can do a lot more now and they have more confidence in me, giving me further duties and responsibilities.

I really enjoy the creativity we have in class and have found ways to implement this at work too. Our assessments in class require us to create and plate dishes to solve problems of creating menus in a professional environment.



Andres from Colombia
Commercial Cookery and Hospitality Management Student

"The school has a lot of people from different backgrounds and professions which is very helpful if you want to widen your network."

I have been working in a corporate company in the Philippines as a Business Development Manager and I wanted to learn and be a better leader and achieve more. So, doing something as going back to school and having the right education and studying in the right school is imperative for me. Queensford College has been a great place for me, since they gave me an opportunity not just to work in the college after I finish my course, but I have also learned a lot from our instructors. They have all the resources I needed for me to learn a lot. It is a school that is full of motivated and career-driven people.



Angelique from Philippines
Leadership and Management Student

"I experienced first-hand the college's amazing support services for their International Students."

I come from a big family, where literally everywhere I turn I see a child. So ever since I can remember I've always wanted a career that involved teaching children. Studying early childhood education and care provided me the opportunity to learn about a child's early years and how to connect with them in a professional manner. I hope one day to start my own childcare center back home in Africa.



Olatoye from Africa
Child Care Student

"Queensford College has a huge impact in where I am now."

It started in 2019 when I first came to Australia. Instructors and employees helped me not just academically but also with how am I going to live in a very new environment. All the learnings I gained helped me live practically and be smart in all things, especially in the real world (after studies). I may not be in the field where I initially wanted to be but Queensford took me out of the box and molded me into a useful person, especially in a time of the pandemic.



Marx Angel from Philippines
Aged Care Student

"Queensford College opened the door for my pathway towards my journey as a Registered Nurse here in Australia."

I have earned my certificate in Ageing Support and Diploma in Leadership and Management from this prestige college that prepared me in my early years in the competitive Australian healthcare industry. I am very grateful to my instructors and mentors from Queensford College for honing my skills and for guiding me, especially in my first year of studies as an International student. I will never forget my experience at this college and will always be proud to be part of this institution.



Lian Eya from Philippines
Aged Care Student

An International Student guide to Living in Australia

Information on living in Australia

Australian Culture

Language - *English is the official language spoken in Australia and all the education in Australia is in English.*

Climate - *Being such a large country, Australia experiences varied climatic conditions across the country.*

Culture - *Australia's indigenous heritage plays a defining role in the cultural landscape – creating and maintaining continuous links with the people and the land.*

Transportation - *Australia has reliable and affordable modes of public transportation: bus networks and train lines, ferries, trams, taxis and bicycles.*

Food - *Australia offers different varieties of food from Australian, Italian, Mexican, Asian, and Middle Eastern.*

Student Housing - *International Students studying in Australia have various housing options, they can choose to stay in Home stay Accommodation, Renting, Shared Accommodation.*

Living Costs

Knowing the average living costs in Australia is an important part of your preparation for living and studying in Australia. The costs below are an approximate guide only, and you should be aware that these costs may vary depending on your study location in Australia.

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your cost of living in Australia: <https://insiderguides.com.au/cost-of-living-calculator/>.

Living Expenses

- Groceries and eating out - \$80 to \$280 per week
- Gas, electricity - \$35 to \$140 per week
- Phone and Internet - \$20 to \$55 per week
- Public transport - \$15 to \$55 per week
- Car (after purchase) - \$150 to \$260 per week
- Entertainment - \$80 to \$150 per week

Accommodation

One of the first things international students will have to determine when preparing to study in Australia is where to live. The majority of Australian students live off-campus, through home stay programs, hostels, or rental properties. Queensford College does not provide accommodation facilities however, college representatives can guide students to accommodation providers (including Home stay and student accommodation facilities). The accommodation placement fee is AUD \$250. Please provide the college with at least 14 days' notice if you require our staff to arrange accommodation for you.

Websites for Finding Accommodation

www.realestate.com.au
www.flatmates.com.au
www.yha.com.au
www.domain.com.au
www.airbnb.com.au

Accommodation Types

Hostels and Guesthouses

- Cost: \$90 to \$150 per week
- Type: Hotels and discounted hotels
- Location: Usually in the city centre
- Recommended stay: Short

Home stay

- Cost: \$235 to \$325 per week
- Type: House
- Location: Usually in the city centre
- Recommended stay: Short

Rentals

- Cost: \$85 to \$440 per week
- Type: Apartments, Units or Houses
- Location: Mostly not in the city center
- Recommended stay: Long

On Campus

- Cost: : \$90 to \$280 per week
- Type: Apartment or bedroom units
- Location: Usually in the university campus
- Recommended stay: Medium

Other Information on Living in Australia

Information on living and studying in Australia can be found at Study in Australia: <https://www.studyaustralia.gov.au/>. The website provides general information on studying and living in Australia, along with events and things to do.



Support Services in Australia

Australia is generally a very safe and welcoming place to live and study, but it is still important to understand your new environment to ensure you have a safe and happy stay.

EMERGENCY - Dial 000

For emergency services requiring ambulance, fire brigade and/or police dial Triple Zero (000). In events of life threatening situations, such as a car crash or a fire. If you require a translator then tell the operator your language and they will connect you with one.

Support Service	How They Can Help You	Contact Information
Australian Consumer Law	Understand your legal rights in regards to shopping or purchasing services.	https://consumer.gov.au/
Australian Human Rights Commission	If you feel you are being treated unfairly because of your race, descent, color or ethnic/national origin then make a complaint to the Australian Human Rights Commission.	https://humanrights.gov.au/our-work/race-discrimination
Australian Taxation Office	Contact them to arrange a Tax File Number or learn more about payments made to you while you're here.	https://www.ato.gov.au/
Beyond Blue	A free counselling service that you can contact if you are feeling depressed or anxious.	1300 224 636 https://www.beyondblue.org.au/
Lifeline	If you need someone to talk to about your mental health, this resource is a crisis support hot-line.	131 114 https://www.lifelineqld.org.au/
Brisbane Student Hub	Provides information, advice and referrals on healthcare, employment, budget management, accommodation and legal services, as well as connecting students to local events and activities.	https://www.qldstudenthub.qld.gov.au/
Department of Foreign Affairs and Trade (For Embassies)	If you require help from your country's embassy within Australia.	https://www.dfat.gov.au/
Department of Home Affairs	This government department handles visa enquiries and issues.	https://www.homeaffairs.gov.au/
Commonwealth Ombudsman	This ombudsman can help you in dealing with problems with private institutions and education providers.	https://www.ombudsman.gov.au/
Tuition Protection Service	It is a government initiative if your institution could not deliver your course of study, then government either help you in completing course elsewhere or help you in getting refund of uncompleted studies.	https://www.dese.gov.au/tps
Fair Work Ombudsman	If you require assistance understanding your workplace rights and responsibilities	13 13 94 https://www.fairwork.gov.au/
Council of International Students Australia	The peak body for the interests and needs of international students, they always require volunteers.	https://cisa.edu.au/
Residential Tenancies Authority	If you have any issues with accommodation, or would like to know what your rights are.	https://www.rta.qld.gov.au/
Road Transport Authority	If you plan to drive in Brisbane then find out about the road rules and what you need to get yourself into a car.	https://www.tmr.qld.gov.au/
New South Wales Hospitals		
Blacktown Hospital	(02) 9881 8000 https://www.wslhd.health.nsw.gov.au/Blacktown-Mount-Druitt-Hospital	
Macquarie University Hospital	(02) 9812 3000 https://www.mqhealth.org.au/	
South Australia Hospitals		
Royal Adelaide Hospital	(08) 7074 0000 https://www.rah.sa.gov.au/	
The Queen Elizabeth Hospital	(08) 8222 6000	

Support Service	How They Can Help You	Contact Information
Translink (QLD)	To find out about trains, buses and ferries, including ticketing information, timetables and more in Queensland.	13 12 30 https://translink.com.au/
Transport for NSW	To find out about trains, buses and ferries, including ticketing information, timetables and more in New South Wales.	131 500 https://transportnsw.info/
Adelaide Metro (SA)	To find out about trains, buses and, including ticketing information, timetables and more in South Australia.	1300 311 108 https://www.adelaidemetro.com.au/
Study Brisbane	For information on living and studying in Brisbane. They also host events for international students throughout the year.	https://www.choosebrisbane.com.au/study
Study Adelaide	For information on living and studying in Adelaide. They also host events for international students throughout the year.	https://studyadelaide.com/
National Sexual Assault, Domestic Family Violence Counselling Service	If you've been sexually assaulted and require information and support services that are available.	1800 737 732 https://1800respect.org.au/
Alcohol and Drug Information	24/7 support for people in Queensland with alcohol and other drug concerns.	1800 177 833 https://adis.health.qld.gov.au/
Community Legal Centres	Community legal centres provide free information, legal assistance and referral, representation and casework, community education and advocacy for vulnerable clients and communities facing legal problems.	Brisbane: (07) 3392 0092 https://www.communitylegalqld.org.au/contact-us/ Adelaide: 1800 615 677 https://www.unitingcommunities.org/ Sydney: (02) 9212 7333 https://www.clcsw.org.au/
Children's Services	To provide support and a range of services to children, young people, families and carers to ensure children's safety and wellbeing and to prevent children from being harmed.	1300 682 254 csyw.qld.gov.au
Kids Helpline	Australia's only free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.	1800 55 1800 https://kidshelpline.com.au/
Poison Information Centre	If you require up-to-date advice to assist in the management of poisonings.	13 11 26 https://www.poisonsinfo.nsw.gov.au/
Queensland Hospitals		
Mater Hospital	(07) 3840 8111 https://www.mater.org.au/health/hospitals/mater-hospital-brisbane	
Prince Charles Hospital	(07) 3139 4000 https://metronorth.health.qld.gov.au/tpch/	
Princess Alexandra Hospital	(07) 3240 2111 https://metrosouth.health.qld.gov.au/princess-alexandra-hospital	
Royal Brisbane Hospital	(07) 3646 8111 https://metronorth.health.qld.gov.au/rbwh/	
QE II Hospital	(07) 3275 6111 https://metrosouth.health.qld.gov.au/qeii-jubilee-hospital	
Wesley Hospital	(07) 3232 7000 https://wesley.com.au/	
Logan Hospital	(07) 3299 8899 https://metrosouth.health.qld.gov.au/logan-hospital	
Gold Coast Health	(07) 5519 8211 www.goldcoasthealth.com.au	





Studying at Queensford College

Policies and Procedures

Students are able to access all relevant policies and procedures on the Queensford College website: <https://queensford.edu.au/resources/#international-students>

Policies include:

- Refund Policy
- Critical Incident Policy/Procedure
- Transfer between Providers Policy and Procedure
- Complaints and Appeals Policy
- Monitoring Course Progress Policy and Procedure
- Attendance Policy and Procedure
- Leave Policy and Procedure
- Deferral, Suspension and Cancellation Policy and Procedure
- Student Academic and General Code of Conduct Policy
- Credit Transfer and Recognition of Prior Learning Policy
- Student Payments Policy
- Privacy Policy

Student Visa Requirements

Students are required to obey the following visa conditions of student visa subclass 500:

Attendance and Course Progress

International Full-Time Students are required to attend 20 hours per week of study. Students must maintain satisfactory course progress during their studies.

Working in Australia

Students can work up to a maximum of 40 hours per fortnight (period of 14 days from Sunday to Saturday) when their course is in session. Otherwise, full time while on holidays.

All people working in Australia have basic rights and protections in the workplace, including minimum pay and conditions. The Fair Work Ombudsman makes sure that these rights are protected and enforced fairly under Australia's workplace laws. Please refer to the link below of The Fair Work fact sheet: <https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement>

Financial Capacity

Students must maintain up to date payment during their studies and have sufficient funds to support their study and stay in Australia. Funds should be sufficient to contribute to the cost of travel, tuition, school costs for any dependants and living costs.

Overseas Health Insurance

Students must have and maintain health insurance, Overseas Student Health Cover (OSHC), during their stay in Australia in case of an accident. Overseas Student Health Cover (OSHC) provides students with medical care and hospital cover and is available for up to five years for monthly payments from a number of different providers. You can find further information about OSHC by going to the following web site: <https://www.health.gov.au/resources/publications/overseas-student-health-cover-oshc-fact-sheet>

School Aged Dependents

Any school aged dependents accompanying overseas students, as part of their student visa application, to Australia are required to pay full fees if they are enrolled in either a government or non-government school.

Up-to-Date Contact Details

Queensford College requires students to keep us informed of any changes of their details so that they are correct and up to date in our systems. We require students to notify any changes made within 7 days that involve: contact details, residential address, passport information and emergency contact details.

Orientation

Orientation is a welcome and an informative program for new students commencing their studies at Queensford College. The program consists of presentation, campus tour, enrolment and information that helps new students settle into the new study environment.

Unique Student Identifier (USI)

International students studying in Australia requires a unique student identifier (USI). International students cannot apply for a USI whilst they are still overseas. International students will only be able to apply for a USI once you have entered Australia using your non-Australian passport and Australian visa.

A USI is required for students undertaking nationally recognised training (qualifications, accredited courses, skill sets and units of competency) unless exempt. If you don't have a USI you will not receive your qualification or statement of attainment.

Class Schedule, Mode of Study and Assessment

The classes may be scheduled on-campus on any days of the week between Monday to Friday over a maximum of five days a week. The lectures may be scheduled any time between 8.30am and 9:30pm. Session timetables will be provided to students at orientation. Timetables may change without notice. Please refer the academic calendar on the website to view holiday breaks and intake dates: <https://queensford.edu.au>

On campus students may experience a combination of lecturers, group discussions, case studies, class excursions, research projects, practical demonstrations and if applicable, vocational placement. Please refer to the student handbook and course information for more details on the mode of study, and methods of assessment.

Additional Administrative Fees

On addition to the enrolment and tuition fees, the following administrative fees and charges apply:

Description	Form Type/Contact Office	Amount \$AUD
Enrolment Fee (Non-refundable)	Enrolment Application form/Online	\$350
Interim transcript	Student Services Team	1st copy free, thereafter \$50
Student ID card	Student Services Team	1st copy free, thereafter \$20
Change of commencement date/ deferral of the course	Enrolment Variation form	\$250 or; Free to the applicants due to delayed visa processing, and caused by serious medical illness
Change of course	Enrolment Variation form	\$250
RPL application and information collection	RPL/Credit transfer application form	\$250 administration fee
Credit transfer	RPL/Credit transfer application form	\$250 administration fee
Early Termination request	Enrolment Variation form	No additional fees
Qualification and final transcript	Student Services Team	1st copy free, Thereafter: \$50
Statement of attainment	Student Services Team	1st copy free, Thereafter: \$50
Express service for certificates	Student Services Team	\$20 for the next day, \$50 same day Extra \$20 for the express post
Refund Attraction Fee	Tuition fee refund application	\$250
Late Assessment Fee (Theory) due to non-submission on due date (with no evidence of medical or other compelling reasons)	Student Services Team	\$150 per unit
Re-sit Practical Assessment due to missed Practical Assessment (with no evidence of medical or other compelling reasons)	Student Services Team	\$150 per day \$600 per day (for Commercial Cookery/Kitchen Management, Aged Care and Nursing) <i>Note: Special charges apply to Commercial Cookery/Kitchen Management, Aged Care and Nursing courses due to the increased cost of materials, equipment and venue.</i>
Appeal of assessment / Re-assessment	Complaints and Appeals Form/ Reception	No charges
Printing and photocopy	Student Services Team	Free for 300 pages per course. Thereafter: \$20
Leave request	Enrolment Variation form	No fee
Late payment of fees	Accounts Department	\$50 per week
Replacement of textbook and/or learning materials	Written application	As applicable
Accommodation Placement Fee	Admissions Team	\$250
Airport Pickup fee	Admissions Team	\$250

Note: All administrative charges are subject to change and review.

Material fees will vary according to the course being undertaken and covers the cost of materials and other incidentals.

Courses

Community Services & Health

Course Name	Course Code	CRICOS Course Code	Duration	Campus [#]	Delivery Mode	Vocational Placement	Assessment	IELTS
Child Care								
Certificate III in Early Childhood Education and Care	CHC30121	107130A	52 Weeks	QLD, SA, NSW, TAS	Blended (Face-to-Face & Online)	160 Hours	Knowledge questions, Case study, Vocational placement log book	5.5 or equivalent upper intermediate level of English
Diploma of Early Childhood Education and Care	CHC50121	107131M	52 Weeks	QLD, SA, NSW, TAS	Blended (Face-to-Face & Online)	280 Hours*	Knowledge questions, Case study, Vocational placement log book	5.5 or equivalent upper intermediate level of English

*280 Hours of Vocational placement applies **ONLY** to newly enrolled students, Hours are subject to change.

For more information visit: <https://queensford.edu.au/study-area/child-care/>

Aged Care								
Certificate III in Individual Support (Ageing/Disability) <small>Please note that this qualification has been superseded by a new qualification CHC33021 Certificate III in Individual Support</small>	CHC33015	089224D	26 Weeks	QLD, SA, NSW, TAS	Blended (Face-to-Face & Online)	120 Hours	Knowledge questions, case study, role play /observation / demonstration report, vocational placement log book	5.5 or equivalent upper intermediate level of English
Certificate IV in Ageing Support	CHC43015	089225C	52 Weeks	QLD, SA, NSW, TAS	Blended (Face-to-Face & Online)	120 Hours	Knowledge questions, case study, role play /observation / demonstration report, vocational placement log book	5.5 or equivalent upper intermediate level of English

For more information visit: <https://queensford.edu.au/study-area/aged-care/>

Nursing								
Diploma of Nursing <small>Please note that this qualification has been superseded by a new qualification HLT54121 Diploma of Nursing</small>	HLT54115	096029D	105 Weeks	QLD, NSW	Blended (Face-to-Face & Online)	400 Hours	Exams, clinical simulations, case studies and professional experience placement	Specific English entry requirements*

*HLT54115 Diploma of Nursing course is approved by Australian Nursing & Midwifery Accreditation Council (ANMAC) at Brisbane campus and Fitzwilliam Street Campus, Parramatta. Student must meet ANMAC English requirements before commencing this course. Please view Specific English entry requirements here: <https://queensford.edu.au/study/nursing/hlt54115-diploma-of-nursing/>. Nursing Intake dates are subjected to change, please check with the International Admissions and Marketing Team at international@queensford.edu.au.

For more information visit: <https://queensford.edu.au/study-area/nursing>

Kitchen Management & Hospitality

Course Name	Course Code	CRICOS Course Code	Duration	Campus [#]	Delivery Mode	Vocational Placement	Assessment	IELTS
Kitchen Management								
Certificate IV in Kitchen Management	SIT40521	109682H	87 Weeks	QLD, SA, NSW	Blended (Face-to-Face & Online)	360 Hours	Written activities assessment/ knowledge questions, assignment, and practical project	5.5 or equivalent upper intermediate level of English

For more information visit: <https://queensford.edu.au/study-area/commercial-cookery>

Hospitality								
Diploma of Hospitality Management	SIT50422	110556D	Up to 93 Weeks [^]	QLD, SA, NSW	Blended (Face-to-Face & Online)	360 Hours*	Written activities assessment/ knowledge questions, assignment, and practical project	5.5 or equivalent upper intermediate level of English
Advanced Diploma of Hospitality Management	SIT60322	110559A	Up to 108 Weeks [^]	QLD, SA, NSW, TAS	Blended (Face-to-Face & Online)	360 Hours*	Written activities assessment/ knowledge questions, assignment, and practical project	5.5 or equivalent upper intermediate level of English

[^]Duration of these courses may be shorter depending on your previous study on same fields.

*360 Hours of Vocational placement for Diploma of Hospitality Management & Advanced Diploma of Hospitality Management **ONLY** applies to newly enrolled students. Hours are subject to change.

For more information visit: <https://queensford.edu.au/study-area/hospitality>

Leadership & Management

Course Name	Course Code	CRICOS Course Code	Duration	Campus [#]	Delivery Mode	Vocational Placement	Assessment	IELTS
Diploma of Leadership and Management	BSB50420	104201D	52 Weeks	QLD, SA, NSW, TAS	Blended (Face-to-Face & Online)	Not applicable	Written activities assessment/ knowledge questions, assignment, and practical project	5.5 or equivalent upper intermediate level of English
Advanced Diploma of Leadership and Management	BSB60420	106287K	52 Weeks	QLD, SA, NSW, TAS	Blended (Face-to-Face & Online)	Not applicable	Written activities assessment/ knowledge questions, assignment, and practical project	5.5 or equivalent upper intermediate level of English
Graduate Diploma of Management (Learning)	BSB80120	108553C	104 Weeks	BNE, NSW, TAS	Blended (Face-to-Face & Online)	Not applicable	Written activities assessment/ knowledge questions, assignment, and practical project	5.5 or equivalent upper intermediate level of English

For more information visit: <https://queensford.edu.au/study-area/management/>

Information Technology

Course Name	Course Code	CRICOS Course Code	Duration	Campus [#]	Delivery Mode	Vocational Placement	Assessment	IELTS
Diploma of Information Technology	ICT50220	106288J	78 Weeks	QLD, SA, NSW, TAS	Blended (Face-to-Face & Online)	Not applicable	Knowledge question, written activity, observation / demonstration report, major project	5.5 or equivalent upper intermediate level of English
Advanced Diploma of Information Technology	ICT60220	106289H	52 Weeks	QLD, SA, NSW, TAS	Blended (Face-to-Face & Online)	Not applicable	Knowledge question, written activity, observation / demonstration report, major project	5.5 or equivalent upper intermediate level of English

For more information visit: <https://queensford.edu.au/study-area/information-technology/>

Accounting

Course Name	Course Code	CRICOS Course Code	Duration	Campus [#]	Delivery Mode	Vocational Placement	Assessment	IELTS
Certificate IV in Accounting and Bookkeeping	FNS40222	109978C	52 Weeks	QLD, NSW	Blended (Face-to-Face & Online)	Not applicable	Written activities, assignment and practical project	5.5 or equivalent upper intermediate level of English
Diploma of Accounting	FNS50222	110560H	52 Weeks	QLD, NSW	Blended (Face-to-Face & Online)	Not applicable	Written activities, assignment and practical project	5.5 or equivalent upper intermediate level of English

For more information visit: <https://queensford.edu.au/study-area/accounting/>

Campus Locations

QLD - Brisbane Campus, SA - Adelaide Campus, NSW - Parramatta Campus, TAS - Hobart Campus



Academic Calendar

LEGEND

QLD = Queensland
 SA = South Australia
 NSW = New South Wales
 TAS = Tasmania

√ = Applicable holiday
 n/a = Not applicable holiday
 ^ Holiday in lieu of
 + Designated Area Only

2023 DATES						Public Holidays				
Intake Date	Semester	Term	Semester Dates	Duration	Date	Event	QLD	SA	NSW	TAS
23 January	Semester 1	Term 1	23 Jan 2023 - 05 Mar 2023	6 Weeks	01 Jan Sun	New Year's Day	√	√	√	√
06 March		Term 2	06 Mar 2023 - 16 Apr 2023	6 Weeks	02 Jan Mon	New Year Holiday ^	√	√	√	√
Autumn Break			17 Apr 2023 - 23 Apr 2023	1 Week	26 Jan Thur	Australia Day	√	√	√	√
					13 Feb Mon	Royal Hobart Regatta+	n/a	n/a	n/a	√
					13 Mar Mon	Adelaide Cup Day* / Eight Hours Day*	n/a	√	n/a	√
24 April	Semester 2	Term 1	24 Apr 2023 - 04 Jun 2023	6 Weeks	07 Apr Fri	Good Friday	√	√	√	√
05 June		Term 2	05 Jun 2023 - 16 Jul 2023	6 Weeks	08 Apr Sat	Holy Saturday	√	√	√	√
Winter Break			17 Jul 2023 - 30 Jul 2023	2 Weeks	09 Apr Sun	Easter Sunday	√	√	√	√
					10 Apr Mon	Easter Monday	√	√	√	√
					25 Apr Tue	Anzac Day	√	√	√	√
31 July	Semester 3	Term 1	31 Jul 2023 - 10 Sep 2023	6 Weeks	01 May Mon	Labour Day*	√	n/a	n/a	n/a
11 September		Term 2	11 Sep 2023 - 22 Oct 2023	6 Weeks	12 Jun Mon	Queen's Birthday+	n/a	√	√	√
Spring Break			23 Oct 2023 - 29 Oct 2023	1 Week	16 Aug Wed	Royal Queensland Show+	√	n/a	n/a	n/a
					02 Oct Mon	Queen's Birthday+	√	n/a	n/a	n/a
					02 Oct Mon	Labour Day*	n/a	√	√	n/a
30 October	Semester 4	Special Term	30 Oct 2023 - 10 Dec 2023	6 Weeks	26 Oct Thu	Royal Hobart Show+	n/a	n/a	n/a	√
Summer Break			11 Dec 2023 - 21 Jan 2024	6 Weeks	24 Dec Sun	Christmas Eve	√	√	√	√
					25 Dec Mon	Christmas Day	√	√	√	√
					26 Dec Tue	Boxing Day	√	√	√	√
					31 Dec Sun	New Year's Eve Day	√	√	√	√

2024 DATES						Public Holidays				
Intake Date	Semester	Term	Semester Dates	Duration	Date	Event	QLD	SA	NSW	TAS
22 January	Semester 1	Term 1	22 Jan 2024 - 03 Mar 2024	6 Weeks	01 Jan Mon	New Year's Day	√	√	√	√
04 March		Term 2	04 Mar 2024 - 14 Apr 2024	6 Weeks	26 Jan Fri	Australia Day	√	√	√	√
Autumn Break			15 Apr 2024 - 21 Apr 2024	1 Week	12 Feb Mon	Royal Hobart Regatta+	n/a	n/a	n/a	√
					13 Mar Mon	Adelaide Cup Day* / Eight Hours Day*	n/a	√	n/a	√
					29 Mar Fri	Good Friday	√	√	√	√
22 April	Semester 2	Term 1	22 Apr 2024 - 02 Jun 2024	6 Weeks	30 Mar Sat	Holy Saturday	√	√	√	√
03 June		Term 2	03 Jun 2024 - 14 Jul 2024	6 Weeks	31 Mar Sun	Easter Sunday	√	√	√	√
Winter Break			15 Jul 2024 - 28 Jul 2024	2 Weeks	01 Apr Mon	Easter Monday	√	√	√	√
					25 Apr Thu	Anzac Day	√	√	√	√
					06 May Mon	Labour Day*	√	n/a	n/a	n/a
29 July	Semester 3	Term 1	29 Jul 2024 - 08 Sep 2024	6 Weeks	10 Jun Mon	Queen's Birthday+	n/a	√	√	√
09 September		Term 2	09 Sep 2024 - 20 Oct 2024	6 Weeks	14 Aug Wed	Royal Queensland Show+	√	n/a	n/a	n/a
Spring Break			21 Oct 2024 - 03 Nov 2024	1 Week	07 Oct Mon	Queen's Birthday+	√	n/a	n/a	n/a
					07 Oct Mon	Labour Day*	n/a	√	√	n/a
					24 Oct Thu	Royal Hobart Show+	n/a	n/a	n/a	√
04 November	Semester 4	Special Term	04 Nov 2024 - 15 Dec 2024	6 Weeks	24 Dec Tue	Christmas Eve	√	√	√	√
Summer Break			16 Dec 2024 - 19 Jan 2025	6 Weeks	25 Dec Wed	Christmas Day	√	√	√	√
					26 Dec Thu	Boxing Day	√	√	√	√
					31 Dec Tue	New Year's Eve Day	√	√	√	√

This is a generic calendar and it may vary for each course. Intake dates for our Hobart Campus, Tasmania are TBA, please check with the International Admissions Team for more information. Queensford College reserves the right to change the holiday timetable if required, and students will be notified accordingly. Any intakes that fall on a public holiday will be moved to the next day after. Nursing intake dates are limited, please check with the International Admissions Team for more information. Some public holidays will differ in States as declared by their State Government. Please visit for more information: <https://www.australia.gov.au/about-australia/special-dates-and-events/public-holidays>



Aged Care & Nursing Students



Child Care Students



Requirements

Entry Requirements

Entry Requirements have been set in place to ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities they require to be successful in their studies.

Some courses may have higher entry requirements, please check specific course brochures for more information.

The following outlines entry requirements for international students intending to undertake study at Queensford College.

Please note that there are specific Entry Requirements for the HLT54115 (CRICOS Course Code: 096029D) Diploma of Nursing, for more information, please view the prerequisites here: <https://queensford.edu.au/study/nursing/hlt54115-diploma-of-nursing/>

Students must be 18 years or over at the time of course commencement.

Academic Requirements	
Certificate III Level:	Certificate IV, Diploma and Advanced Diploma Level:
<ul style="list-style-type: none"> Depending on the nationality of the student, completion of Australian equivalent year 10 may be sufficient for Certificate II level qualification and completion of Australian equivalent year 11 may be sufficient for Certificate III level qualification* OR Mature Age Students who do not have any qualification – they must pass the Queensford College 's Internal LLN/ English Placement test* 	<ul style="list-style-type: none"> Depending on the nationality of the student, completion of Students must have completed at least an Australian year 12 equivalent. OR Depending on the nationality of the student, completion of Australian equivalent year 11 may be sufficient* OR Mature Age Students who do not have any qualification – they must pass the Queensford College 's Internal LLN/ English Placement test*

*Applicable for students who fall under the SSVF Matrix (Based on the risk rating of Queensford College and Student Nationality).

English Language Proficiency Level	
Certificate III Level:	Certificate IV, Diploma and Advanced Diploma Level:
<ul style="list-style-type: none"> Student must provide evidence of attaining an overall IELTS score of 4.5 bands or equivalent scores on a similar test (such as TOEFL, PTE etc) to commence a Certificate II Qualification and an overall IELTS score of 5.0 bands or equivalent scores on a similar test (such as TOEFL, PTE etc) to commence a Certificate III Qualification. OR Student must have attained at least pre-intermediate Level of English and must provide evidence of the same before commencing a Certificate II Qualification or have attained at least Intermediate Level of English and must provide evidence of the same before commencing a Certificate III Qualification. OR Student must have completed Certificate II in Spoken and Written English and must provide evidence of the same before commencing a Certificate II Qualification. OR Student must have completed Certificate III in Spoken and Written English and must provide evidence of the same before commencing a Certificate III Qualification. OR Student must pass Queensford College 's relevant Internal English Placement Test. 	<ul style="list-style-type: none"> Student must provide evidence of attaining an overall IELTS score of 5.5 bands or equivalent scores on a similar test (such as TOEFL, PTE etc). OR Student must have attained at least Upper Intermediate Level of English and must provide evidence of the same before commencing the course. OR Student must pass Queensford College 's relevant Internal English Placement Test

English Language Requirements Exempted if
<ul style="list-style-type: none"> The student is enrolled in full-time school studies as a principal course including in a secondary exchange programme, a postgraduate research course, a standalone English Language Intensive Course for Overseas Students (ELICOS), and Foreign Affairs or Defence sponsored students OR If the student has completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland OR If the student is a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland

For more information on entry requirements, please visit: queensford.edu.au/international-admissions

Credit Transfer / Recognition of Prior Learning (RPL)

To receive a credit transfer, you are required to produce evidence of units of competency/qualifications previously undertaken and successfully completed. Applications for credit transfer must include units of competencies completed, duration of the course and evidence of completion (certificate and transcript or statements of attainment).

RPL is an assessment-only pathway, determining the competence of an individual acquired through formal and non-formal and experience gained through work-related, volunteer or life experience, to determine if they meet the requirements for a unit of study. Applications for credit transfer and RPL will be considered on a case-by-case basis.

Applicants should check the box on their enrolment form to indicate their intent to apply for credit transfer and/or RPL on. Post-enrolment, applicants should request an application form for credit transfer/RPL from Student Services at their respective campus.

More information can be found at on our website at: queensford.edu.au/recognition-of-prior-learning

Application Process

There are two ways to apply to study at Queensford College. You can either apply directly by filling out our application form or submitting it to our International Department through one of our approved international education agents. Our approved agents can guide you through the enrolment process and assist you with your visa application.

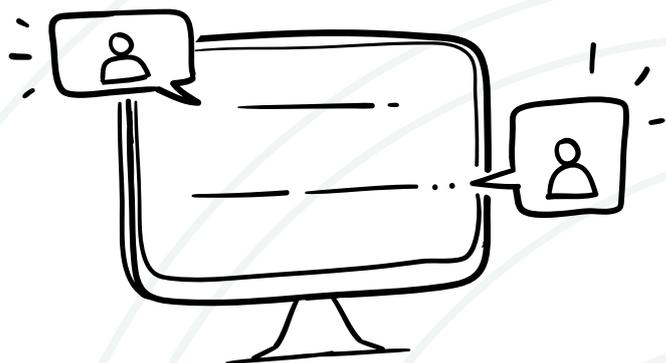
- 1 Student to Apply for Chosen Course
- 2 College Assesses and Verifies Applications
- 3 Student to Review, Process and Accept
- 4 College Issues eCOE
- 5 Student to Apply for Australian Student Visa
- 6 Student to Plan their Departure and Arrival to Australia
- 7 Student to Attend Orientation

Computer Requirements

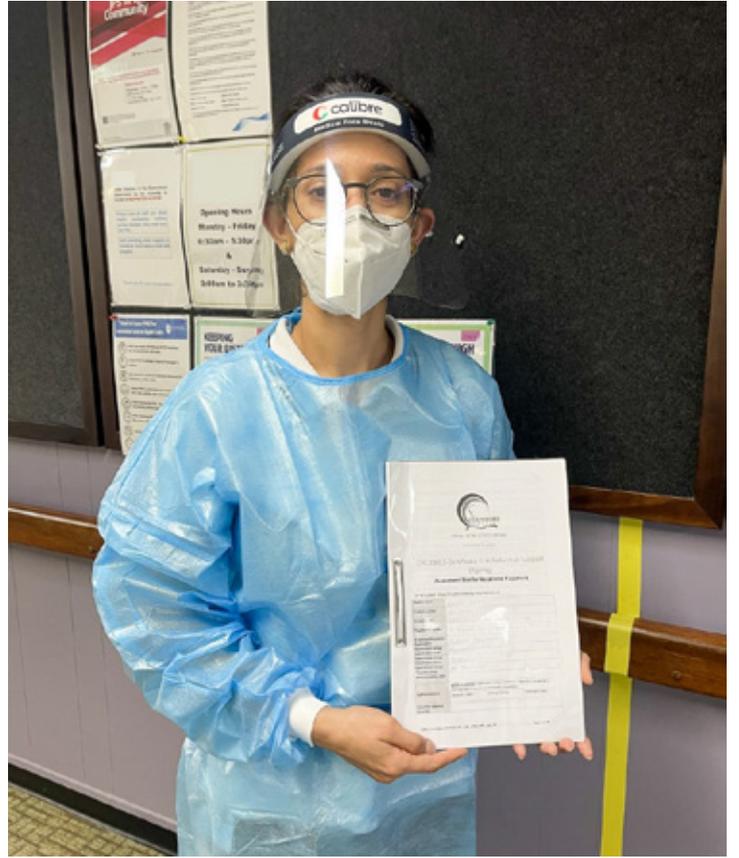
Students studying at Queensford College will need to ensure they are able to connect to the Internet and have the capability to use our Online learning system that meets the minimum technical requirements, which are:

- Access to a laptop/computer is preferred
- All students are required to bring a fully charged laptop to College on Class days.
- An operating system supporting the following browsers (current version and up to three most recent versions): Chrome, Firefox, Safari (excluding Safari on Windows), and Microsoft Edge
- **For Windows:** Windows 10, 4Gb RAM installed (minimum)
- **For MAC:** Mac OS X 10.13 or above
- Access to Word processing software, such as Microsoft Word
- Reliable Internet connection

Contact us for more information: info@queensford.edu.au







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Brisbane, Queensland 4000, Australia

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P: +61 7 3221 1626

E: info@queensford.edu.au

PARRAMATTA CAMPUSES

Wentworth Street Campus, Parramatta
Level 4, 16 - 18 Wentworth Street
Parramatta, New South Wales 2150, Australia

Fitzwilliam Street Campus, Parramatta
Level 3, 1 Fitzwilliam Street
Parramatta, New South Wales 2150, Australia

P: +61 2 8660 0040

E: syd@queensford.edu.au

ADELAIDE CAMPUS

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Adelaide, South Australia 5000, Australia

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E: sa@queensford.edu.au

HOBART CAMPUS

Unit 1, 86 Collins St,
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Enquire Today

Queensford College is the trading name of Malekhu Investments Pty Ltd

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All information in this document was correct at the time of publication but is subject to change.
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