



International Institute of Planning and Management

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Your Future Starts From Here!

IIPM is a licensed training and education institution with RTO. IIPM is also an educational institution accredited by the federal government of Australia.

Our campus is located at Level 4, 382 Lonsdale Street, Melbourne, VIC, surrounded by parks, gardens, restaurants, shopping centres and various sports and entertainment facilities, the campus is only a 5-minute walk away from the tram stop and train station.

IIPM caters to international students who seek for quality and affordable education in Australia and are passionate about meeting new people.

Whatever brings you to IIPM, we will brighten your vision, and make your time enjoyable and memorable.





About Australia

Australia is truly unique - it is the only country in the world that covers an entire continent and it is also the largest island in the world. Australia's coastline stretches over 25,000 kilometres and has over 10,000 beaches. Most Australian cities and farms are located in the southwest and southeast, where the climate is more comfortable. There are dense rain forests in the northeast.

Australia's population currently stands at approximately 23 million people, with about a quarter of the population born overseas. There are 226 languages spoken in Australia – after English, the most popular are Italian, Greek, Cantonese and Arabic.

Australia is known for world-famous natural wonders, diverse landscapes and a vibrant multicultural society that practices almost every religion and lifestyle.



About Melbourne

Melbourne is Australia's second largest city and the capital city of Victoria with a population of over 4 million people.

The city offers wonderful experiences, a great climate, friendly people and quality education. Situated on the Yarra River and around Port Phillip Bay, the city has beautiful beaches and excellent water sports facilities. It is a spacious city with many parks & gardens, sporting venues, and scenic attractions.

Australia's "Sports Capital" is the venue of the Australian Open, the Formula 1 Grand Prix, and the Melbourne Cup, a top equestrian event. Melbourne's cultural energy is apparent everywhere; its visual arts, literary, theatre and, especially, live music scenes are vigorous and popular.

One quarter of Melbourne's population was born overseas, making it one of the world's most multicultural cities. Melbourne has been crowned the world's most liveable city in the world.

Why Us?

1. Location and transportation

Our campus is located in the heart of Melbourne - the second largest city in Australia with easy access to public transportation within a few minutes walk.

2. Student focused

IIPM considers student's need as our top priority. We understand the individuality of each student and respect and develop the unique characteristics of all.

3. Affordable prices

We understand that travelling from your home country to Australia for education is a big decision for you and your family. IIPM makes sure that the prices we offer to students are fair and worthwhile.

4. Course range

IIPM offers a wide range of English and Vocational courses. From General English to Advanced Diploma courses, you can always find what you are interested in learning at IIPM.

5. Dedicated teachers and staff

IIPM has the most approachable and dedicated teachers and staff. We hire teachers that have outstanding qualifications in their specialised areas, with years of teaching experience in both Australia and overseas. Most of our staff are multi-lingual and ready to assist any students experiencing language barriers.



Why Us?

6. Mix of nationalities

At IIPM, the mix of nationalities makes it a vibrant place to study and learn English or take vocational courses for students from all over the world. Our students can establish friendships with people from all over the world and understand more about different cultures.

7. Well-established e-Learning system

IIPM provides extensive online resources for students to enhance the learning experience. E-learning students have their own accounts to access material, track progress and receive feedback on their performance online.

8. Student support

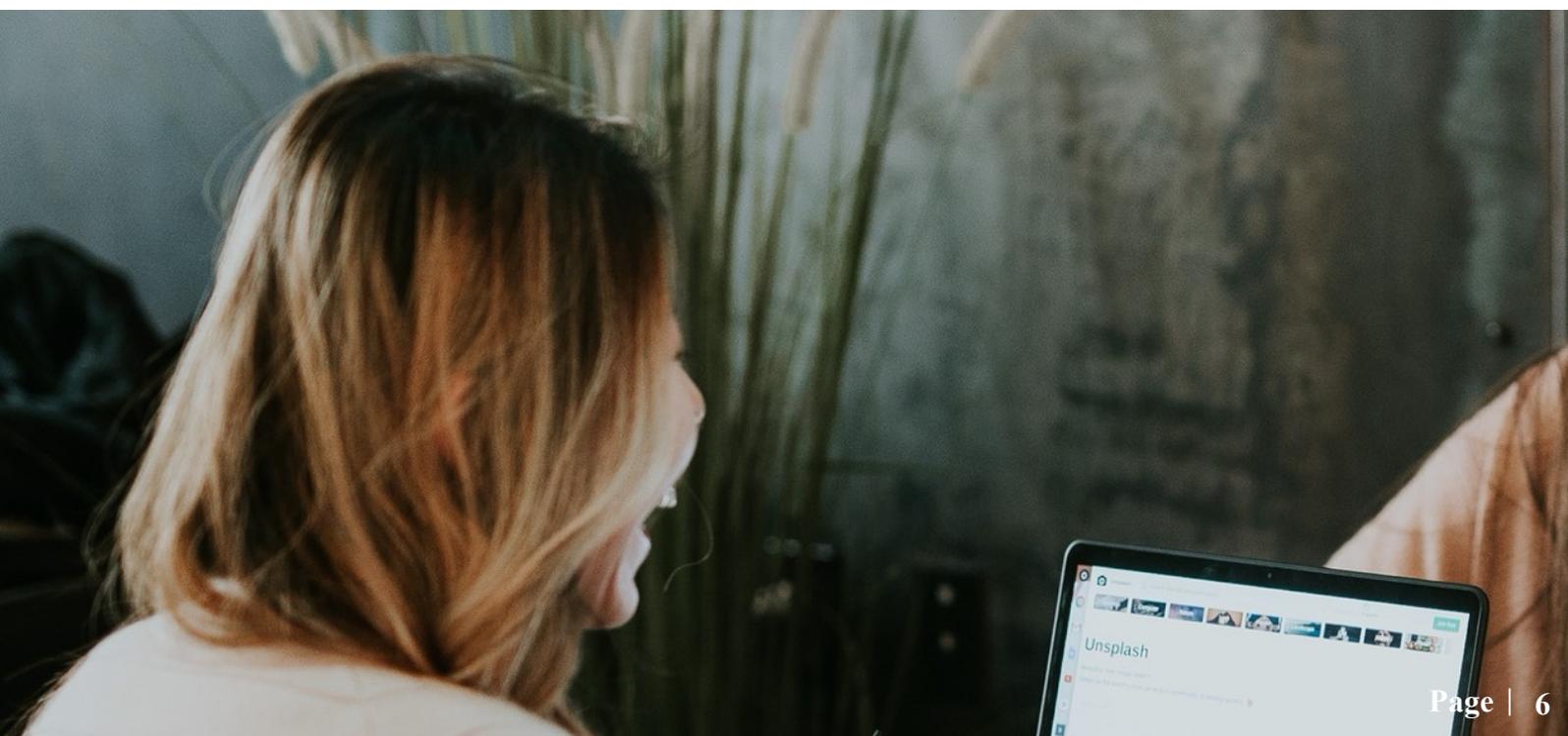
IIPM offers a range of student support services. As long as our students have needs, we will endeavour to help out. IIPM student card enables you to enjoy discount prices at various places, including savings on: transportation, services of interest, cinemas, etc.

9. Pathway programs

IIPM provides pathway programs for those who seek to explore higher education options. IIPM will be a great stepping stone for your personal, academic and career development.

10. Flexible study plans

IIPM offers flexible dates for course enrolment and class timetables.



Our Campus Facilities

The campus provide modern education facilities designed to meet the needs and requirements of our students. Facilities include computer labs with the latest technology and software, data projects, online library resources, fast broadband networks and Wi-Fi. Students also enjoy common areas where they have access to their own kitchen and dining areas. A small book library is also available. These facilities are available to students outside normal learning hours as well.





Our Team

IIPM is a place where our team of professional educators and managers embody the spirit of quality education in a friendly environment. Our educators are highly qualified and committed to your individual learning requirements.

The management team will streamline the necessary formal procedures and assist you with all your administration needs. Many of the staff are multi-lingual, coming from diverse cultural backgrounds, just like most of our students.

Our team features a distinguished group of practitioners, who bring a hands-on learning experience to our classrooms and campus. Our team is engaging and take pride in applying our extensive knowledge to the learning environment. We will work with each student to ensure their time with us is rewarding and enjoyable.

The team at IIPM will provide fulfilling and challenging study opportunities for all students.

COURSE INTRODUCTION

General

English

Course Code **GENENG18**

CRICOS Code **098468J**

General

This course aims to train students who are not native English speakers, and improve their English and communication skills. In a diversified environment, we provide students with opportunities to learn from qualified and experienced teachers. In addition, students will be able to better understand English grammar and vocabulary. This course provides a solid language foundation for students to enter various educational institutions.

Entry Requirements

Students must complete the English assessment test before enrol in the General English course, be at least 18 years old and have completed grade 11 or equivalent. Able to meet the current eligibility requirements for a student visa, and then be assessed by the course counsellor based on individual circumstances.

Course Information

Level	Duration	Intake
Beginners	10weeks	Every Monday
Elementary	10weeks	Every Monday
Pre-Intermediat	10weeks	Every Monday

Course Fee

Enrolment Fee	Material Fee	Tuition
\$200	\$300	\$180/ week



CERTIFICATE III IN BUSINESS

Course Code **BSB30115**

CRICOS Code **097115J**

General

This qualification is for international students who need to develop business skills, communication skills, personal organisation strategies and simple business concepts. It is the best choice for students who want to enter higher-level courses. After obtaining this certificate, students can engage in various business-related jobs or continue their advanced studies.

Entry Requirements

Students must have a certain level of English language ability. IIPM will accept the results of any English language test shown in Appendix 1 (Note* Some students who meet the requirements of a student visa may be exempted from providing English test results to the Immigration Bureau, but students will need to pass the IIPM's internal English assessment test).

Course Information

Duration

52 weeks (including holiday)

Intake

Every Monday

Course Fee

Enrolment Fee	Material Fee	Tuition
\$200	\$300	\$6,000

Unit Code	Unit Title	Core/ Elective
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBXC301	Engage in workplace communication	Elective
BSBWOR301	Organise personal work priorities and development	Elective
BSBAD301	Maintain business resources	Elective
BSBCMM301	Process customer complaints	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBFLM305	Support operational plan	Elective
BSBINM301	Organise workplace information	Elective
BSBITU311	Use simple relational databases	Elective
BSBITU312	Create electronic presentations	Elective
BSBITU314	Design and produce spreadsheets	Elective
BSBWRT301	Write simple documents	Elective



CERTIFICATE IV IN BUSINESS

Course Code **BSB40215**

CRICOS Code **097114K**

General

The qualification certificate is suitable for personnel engaged in administrative and project management work. This course will help individuals use mature skills and extensive knowledge to apply solutions to a series of unpredictable problems and analyse information from various sources. After obtaining this certificate, students can engage in various business-related jobs or continue their advanced studies.

Entry Requirements

Students must have a certain level of English language ability. IIPM will accept the results of any English language test shown in Appendix 1 (Note* Some students who meet the requirements of a student visa may be exempted from providing English test results to the Immigration Bureau, but students will need to pass the IIPM's internal English assessment test).

Course Information

Duration

52weeks (including holiday)

Intake

Every Monday

Course Fee

Enrolment Fee	Material Fee	Tuition
\$200	\$300	\$6,000

Unit Code	Unit Title	Core/ Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBCUS401	Coordinate implementation of customer service strategies	Elective
BSBCUS403	Implement customer service standard	Elective
BSBADM405	Organize meetings	Elective
BSBREL401	Establish networks	Elective
BSBMKG413	Promote products and services	Elective
BSBLED401	Develop teams and individuals	Elective
BSBRES411	Analyse and present research information	Elective
BSBMKG413	Promote products and services	Elective
BSBXCM401	Apply communication strategies in the workplace	Elective



DIPLOMA OF BUSINESS

Course Code **BSB50215**

CRICOS Code **094878A**

General

This qualification is suitable for people who already have job titles, such as executive officers, project consultants and project coordinators. They may already have rich experience at work, but still hope to further develop and improve their skills on the career path. It may also be suitable for people with little or no professional experience but with sound theoretical business skills and knowledge. After obtaining this certificate, students can engage in various business-related jobs or continue their advanced studies.

Course Information

Duration

52weeks (including holiday)

Intake

Every Monday

Course Fee

Enrolment Fee	Material Fee	Tuition
\$200	\$300	\$6,000

Entry Requirements

Students must have a certain level of English language ability. IIPM will accept the results of any English language test shown in Appendix 1 (Note* Some students who meet the requirements of a student visa may be exempted from providing English test results to the Immigration Bureau, but students will need to pass the IIPM's internal English assessment test).

Unit Code	Unit Title	Core/ Elective
BSBHRM506	Manage recruitment selection and induction processes	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBADM502	Manage meetings	Elective
BSBR501	Manage risk	Elective
BSBHRM513	Manage workforce planning	Elective
BSBPMG522	Undertake project work	Elective
BSBR501	Manage risk	Elective
BSBINN502	Build and sustain an innovative work environment	Elective



ADVANCED DIPLOMA OF BUSINESS

Course Code **BSB60215**

CRICOS Code **094879M**

General

This qualification is suitable for people who have rich theoretical business skills and knowledge and experience in senior management positions, and they hope to consolidate and establish further education or employment opportunities. After obtaining this certificate, students can engage in various business-related jobs or continue their advanced studies, including but not limited to: regional managers, regional managers and department managers.

Course Information

Duration	Intake
52weeks (including holiday)	Every Monday

Course Fee

Enrolment Fee	Material Fee	Tuition
\$200	\$300	\$6,000

Entry Requirements

Students must have a certain level of English language ability. IIPM will accept the results of any English language test shown in Appendix 1 (Note* Some students who meet the requirements of a student visa may be exempted from providing English test results to the Immigration Bureau, but students will need to pass the IIPM's internal English assessment test).

Unit Code	Unit Title	Core/ Elective
BSBHRM602	Manage human resources strategic planning	Elective
BSBFIM601	Manage finances	Elective
BSBINN601	Lead and manage organisational change	Elective
BSBMGT615	Contribute to organisation development	Elective
BSBIPR601	Develop and implement strategies for intellectual property management	Elective
BSBMKG603	Manage the marketing process	Elective
BSBMKG607	Manage market research	Elective
BSBMKG609	Develop a marketing plan	Elective

IIPM's support international students to feel safe and to stay in touch with school staff and peers.

Our team can help international students solve personal and learning problems, and different courses will provide corresponding after-school tutoring.

IIPM will also provide education and vocational counselling to bring comprehensive help to students to achieve their learning goals in Australia.

IIPM provides special counselling, such as psychological counselling and other support. Most of the support and consulting services are free. However, there are some additional services that may be charged a certain fee. Please contact the student officer for details.

The School offers a wide range of support services for students throughout their studies at IIPM. Computers are available on site with access to online library resources.

Orientation Sessions

Many students find life in Australia quite different from life in their home country so IIPM organises orientation activities to help students become familiar with Australian culture and customs and to introduce students to the school and its services.

All students will attend an orientation information session. This session details many aspects of living and studying in Melbourne and introduces students to life in Australia.

Orientation sessions include information about enrolment, facilities and services available at IIPM, Australian culture and customs, safety in Melbourne and employment conditions. Orientation sessions are a great way of meeting other students.



Overseas Student Health Cover & Medical Services

Overseas Student Health Cover

As an international student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of the stay in Australia. OSHC provides access to out of hospital and in hospital medical services to help maintain the health of students whilst studying in Australia.

Medical Services

Doctors and medical rooms are available in the Melbourne Central Business District (CBD). Appointments should be made for consultations with doctors. However, medical emergencies may also be directed to the emergency departments of the major hospitals. There may be a charge depending on student's Health Insurance. Contact Medical Centres directly for details.



Tuition Protection Scheme

The Education Services for Overseas Students (ESOS) Act 2000, The ESOS Act, and related legislation protects Australia's reputation for delivering quality education services, and secures the interests of international students in Australia on student visas. The Acts are applied by setting out the registration requirements and ongoing high standards that an education provider must meet in order to enrol international students. For example, they include standards related to providing students with accurate information, only using education agents who behave ethically, and for giving students access to independent complaints handling services.

The ESOS legislation protects the tuition fees paid by international students by placing refund obligations on providers in various default situations and through the Tuition Protection Service (TPS). The ESOS legislation also helps to ensure students meet their student visa conditions for attending classes and making satisfactory progress in their studies while in Australia. For additional information on the ESOS legislative framework visit [ESOS legislative framework](#).

To assist education providers to meet their obligations under the ESOS Act, the Minister for Tertiary Education, Skills, Science and Research has approved a number of Legislative Instruments. These Legislative Instruments, amongst other requirements, set out specific default and refund arrangements under the ESOS Act.

For additional information on the ESOS Legislative Instruments please visit [ESOS Legislative Instruments: https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx](#)

To be protected under the TPS framework, students:

- Should read their written agreement carefully before signing it - it is a legal contract.
- Should ensure the agreement is clear on the number of study periods in the course, how the fees are distributed throughout the course for each study period and the difference between tuition fees and other types of unprotected fees such as accommodation.
- Should be aware of any conditions or deductions from a refund they may incur if they do not commence or complete the course (this is called a student default) or where their visa is not approved.
- Keep a copy of all receipts for money they have paid to a provider.
- Ensure their provider gives them a record of all study completed at each stage of their course.
- Let their provider know as soon as any of their contact details change.

If an international student is referred to the TPS following a provider closure and wants to accept an offer of a place with an alternative provider, the student will have to meet any additional academic and fee requirements of the alternative provider, if higher than the original provider.

Providers:

- Are expected to meet their default obligations under the Education Services for Overseas Students Act 2000 (ESOS).
- Have to contribute annually to the TPS.
- Have the opportunity to place students who are referred to the TPS in a suitable alternative course.
- Are under no obligation to accept a student that has sought a placement with them following another provider's default.

*For further information please refer to <https://tps.gov.au/>

Student Visa Obligations

Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is a health insurance that covers the cost of medical and hospital care, which international students must have while in Australia for the duration of their course of study. OSHC will also pay for most prescription drugs and emergency ambulance transport. The OSHC premium cover must be paid before a student visa is issued. IIPM can organise cover for you if you wish. Contact our Student Services.

You can find out more about OSHC at www.health.gov.au and www.study.vic.gov.au

Full Time Study

Australian law requires international students to study a full-time study load. A full-time study load is normally a minimum of 20 hours per week of face-to-face contact for at least 42 weeks each calendar year or continuous 12-month period.

Attendance

International students studying VET courses are expected to attend scheduled classes as per the timetable provided to you by IIPM. International students reported to Department of Home Affairs if they do not actively pursue their courses and maintain the attendance and maintain satisfactory course progression. Reporting a student to Department of Home Affairs likely to result in the cancellation of the student's CoE.

Academic Progress

If students do not make satisfactory academic progress, they may be reported to Department of Home Affairs which may lead to cancellation of their visa. Unsatisfactory academic progress is defined as failing more than 50% of units in a study period. A failure in more than 50% of units in a study period will trigger a review of academic progress by the Institute and the implementation of an intervention strategy. Failing a unit means being assessed as "Not Yet Competent (NYC)" for a completed unit.

In order to have the best chance of maintaining satisfactory progress you must:

- Attend all theory and practical classes and pay attention to the work and activities undertaken in class;
- Study the theory and practice the skills that are taught in class;
- Ensure that you are present for all assessment activities scheduled by the trainers;
- Make an appointment with the Student Support Officer or Training Manager if you are having any difficulties with your studies

In addition to the above minimum requirement, the School will implement counselling procedures and an intervention strategy when you think you may be in danger of not meeting the requirements.

Counselling and intervention may be triggered by any of the following events:

- Failing key units in a study period
- Failing two or more core units in any study period

If students fail to meet the requirements of satisfactory course progress, they will be reported to the Department of Home Affairs.

Important Information

Student Under 18 Years of Age

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

School-aged Dependents

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

Legislation

A range of legislation is applicable to all staff and students of IIPM. Information on relevant legislation can be found at the following websites.

- Occupational Health & Safety - www.worksafe.vic.gov.au/
- Equal Opportunity - www.humanrightscommission.vic.gov.au/
- VET Quality Framework - www.asqa.gov.au/
- Department of Home Affairs- www.homeaffairs.gov.au/Trav/Stud

It is the responsibility of all School staff to ensure the requirements of relevant legislation are met at all times. Please refer to the websites indicated, or contact the School if you require further information. There may be additional, course-specific, legislation that is relevant. Information about this legislation will be provided during the course.

Use of Personal Information

Information is collected during enrolment in order to meet the School's obligations under the ESOS Act and the ESOS National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

Information collected about students may be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. In other instances, information collected during enrolment cannot be disclosed without the student's consent where authorised or required by law. It is a requirement of the VET Quality Framework that students can access personal information held by the School and students may request corrections to information that is incorrect or out of date. Students may apply in writing to Administration Manager if they wish to view their own records.

Working in Australia

Australian Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Students can currently work 40 hours per fortnight during the School's study periods and full-time during breaks.

Student Support Service

All staff at IIPM are available to provide general advice and assistance with matters such as studying, assessment, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact a student support officer who may refer them to external support services if required. A fee may be charged by external services.

Orientation

Orientation is conducted prior to the commencement of the course. Its purpose is to fully inform new students of key aspects of life at the School and to provide an introduction to studying at IIPM, Melbourne's costs of living, transportation, facilities, banking and accommodation. It's a good opportunity to ask all questions, to meet other students and the IIPM staff. If students are unable to attend the Orientation programme, they should ensure that they access the Orientation presentation online prior to commencement at IIPM.

Arrival Assistance

An airport pick-up service is available to arriving students, upon request. This is undertaken as part of a meet-and-greet service and usually requires at least one week's notice to the School via email.

Student Counselling

Stress, financial difficulties, health, family, relationship issues and social issues can all affect a student's ability to settle into study. Our student counsellor offers a confidential support service and external referral where necessary.

Fees & Charges

- Tuition: Please refer to individual course information
 - Resources and Material: Please refer to individual course information
 - Unit Repeat Fee: \$300
 - Overseas Bank Transfer Fee: \$30
 - Change of CoE Fee: \$100
 - OSHC (Overseas Student Health Cover) Fee:
- Enrolment Fee: \$200
 - Enrolment Variation Fee: \$100
 - Reassessment Fee: \$125
 - Administration Fee: \$200
 - RPL Fee: Charged @\$20,00 per nominal hours

To be advised upon application (Students can also organise health cover on their own)

All fees are quoted in Australian dollars and are subject to change without notice.

Refund Policy

All refund requests are based on the following conditions:

- Must received all funds to provide any refund; (i.e. the check has been cleared and the wire transfer has been received)
- Clear outstanding payment, otherwise the overdue tuition will be deducted from the refund

Tuition refund

If the school receives a written notice of withdrawal before the course start date, the school will refund the fee according to the table below, minus the \$200 registration fee.

Notice of withdraw	Refund amount for any tuition paid for the first 3 months	Refund amount for tuition fees paid over for 3 months in advance
28 days or more prior to course commencement	80%	100%
Between 14-28 days prior to course commencement	70%	100%
Less than 14 days prior to course commencement	No refund	100%

The refund will be provided within 14 days (10 working days) after the school receives the written notice

Where a student withdraws from the course and returns home because of exceptional and extenuating circumstances of a compassionate nature, 100% of all the unspent fees paid, less any administration fees, will be refunded.

Refund Process

Students must fill out a refund application form and attach all evidence and supporting documents to apply for a refund, for example (incomplete statistics):

- A letter from the Immigration Office recommending rejection of student visa application or rejection of student visa extension; or
- There is an excuse for the sympathetic situation; or
- Unconditional admission letter from other institutions and transfer letter approved by immigration

If school breach of contract, the refund will be refunded within 14 days of the default date.

All other refunds will be completed within 28 days (within 20 working days) after the school receives the student's written refund application. The refund will be paid in Australian dollars to the student or the person designated by the student in the refund application.

Refund Payment

The refund will be paid in Australian dollars by bank check, wire transfer or electronic transfer (or other approved payment method).

Student Rights to Appeal

Any student who is refused a refund by the Institute may appeal within 14 days in writing to the Student Administration.

IIPM 's appeals process does not circumscribe the students right to pursue other legal remedies.

If the Australian Government Refuses Visa Application

If the student visa application or visa renewal is refused by the Australian Government, a full refund of course fees less the administration fees will be made. In order to receive the refund students will have to provide authenticated evidence of the student visa refusal to the School.

However, no refunds will be granted where:

- An international student, currently in Australia, has their student visa cancelled by the Department of Home Affairs for a breach of visa conditions; or
- An international student, currently in Australia, has their student visa extension application refused by the Department of Home Affairs after the commencement of their studies, for not meeting visa requirements.

Provider Default on Delivery of Qualification

In an unlikely event that the School is unable to start or deliver the course (known as a School Default), the Student can choose to accept either:

- a refund of the course fees, which will be issued to the Student within 14 days; or
- to be placed in an alternative course with the School or another provider.

If the Student chooses placement in an alternative course, the Student must sign a new written agreement to indicate the student accepted the placement.

If the student chooses to receive a refund of the course fees, the School will calculate the unspent portion of the tuition fees paid to date (that is tuition fees the student has paid for but has not been delivered by the School). Refund will be paid within 14 days on which the course ceased to be provided.

If the School is unable to provide a refund or place the student in an alternative course, the Tuition Protection Service (TPS) will provide the student with options for suitable alternative courses (if any such courses are available) or if this is not possible, the student will be eligible for a refund as calculated by the TPS Director.

Appendix 1

English Language Provider Test	Minimum Test Score	Minimum test score if combined with at least 10 weeks ELICOS	Minimum test score if combined with at least 20 weeks ELICOS
IELTS	5.5	5	4.5
Test of English as a Foreign Language Paper-Based Test	527	500	450
TOEFL Internet-Based Test	46	35	32
Pearson Test of English Academic	42	36	30
Cambridge English: Advanced (CAE)	162	154	147
Occupational English Test (OET)	Pass	Pass	Pass

Contact:

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