

*"A Bridge across Cultures"*



# 2025 - 2026 QUALIFICATIONS BROCHURE



**SIIT Qualifications  
Brochure  
V4 January 2026**

*This qualification brochure has been prepared to provide all relevant information to students prior to enrolment in line with the requirements in National Code 2018 to ensure students can make an informed decision about studying at SIIT.*

*[Disclaimer: This Qualification Brochure is the property of Australian Professional Education Institute Pty Ltd trading as Sydney Institute of Interpreting and Translating (SIIT). For any clarification in relation to this document, please contact 02 92835759 or e-mail on [info@siit.nsw.edu.au](mailto:info@siit.nsw.edu.au) .*

*This handbook is provided for guidance and while every effort is made to provide accurate, legal, and complete information, SIIT understands that any State or Federal legislation will prevail should there be any perceived conflicts.]*

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## Welcome Message

This qualification brochure has been prepared so that students will understand the qualification(s) that they plan to enroll at offered at Australian Professional Education Institute Pty Ltd trading as Sydney Institute of Interpreting and Translating (hereby refers as SIIT) in accordance with relevant Standards including the followings:

1. [Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](#) and
2. The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) [National Code of Practice for Providers of Education and Training to Overseas Students 2018 - Federal Register of Legislation](#);

Students are encouraged to read through this Qualification Brochure and understand the relevant entry requirements, course duration, training delivery, assessment schedule, fees and charges, refund policy etc.

Students are also recommended to read this Qualification Brochure in conjunction with SIIT Student Handbook.

If students have any question in relation to the information provided in the booklet including qualification(s), enrolment process or any other issues contained in the booklet, please kindly ask SIIT staff.

SIIT is looking forward to seeing you on SIIT campus(es).

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Principal Executive Officer

## Student Engagement Policy

SIIT ensures that the marketing and promotion of its courses and education services is not false or misleading. SIIT ensures it provides all relevant information to students prior to enrolment in line with the requirements in National Code 2018 to ensure students can make an informed decision about studying at SIIT.

SIIT does not commit to securing migration or education assessment outcomes for overseas students. SIIT does not recruit students if it conflicts with its obligations under Standard 7 (Overseas Student Transfers).

The following information is made available for all students prior to SIIT accepting applications from prospective students.

- all requirements for acceptance into a course, including:
  - the minimum level of English language proficiency,
  - educational qualifications or work experience required and
  - whether course credit may be applicable
- the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) course code, course content, modes of study for the course, including any online and/or work-based training, placements, and assessment methods.
- course duration and holiday breaks, course qualification, award or other outcomes.
- campus locations and facilities, equipment and learning resources available to students; details of arrangements with another provider, person or business who will provide the course or part of the course.
- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course and the registered provider's cancellation and refund policies.
- the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled.
- the Education Services for Overseas Student (ESOS) framework (which is available on the ESOS legislative framework page), including official Australian Government material or links to materials online; and
- accommodation options and indicative costs of living in Australia.

SIIT ensures that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.



## Procedure

All marketing information is prepared in line with the requirements in the National Code 2018 to students prior to enrolment to ensure students can make an informed decision about studying with SIIT.

Formal engagement of any Education Agent will include the provisions that they provide prospective students with current marketing materials with sufficient information (in line with the requirements in National Code 2018) so they can make an informed decision about studying at SIIT.

SIIT ensures that it will not accept tuition or non-tuition fees until the overseas student has signed or otherwise accepted the agreement.

SIIT may accept tuition or non-tuition fees at the same time as the overseas student signs or accepts the agreement. For example, if an overseas student sends a signed written agreement with an accompanying payment or makes the payment in person to the registered provider with the signed agreement, this meets the requirements of the National Code 2018 and the ESOS Act 2020.

## List of Qualifications Offered

### Translating and Interpreting Qualifications

Qualification	National Code	CRICOS Course Code	Duration(weeks)	Campus	Language Streams	Total Fee(s)
Diploma of Interpreting	PSP50922	112194J	25 weeks (Including 20-week tuition & 5-week break)	Sydney	Mandarin, Cantonese, Hindi, Punjabi, Nepali, Korean, Vietnamese	\$8,800 including Administration Fee (\$300) & materials fee (\$500)
				Brisbane	Mandarin	
Diploma of Translating	PSP50822	112197F	52 weeks (Including 40-week tuition & 12-week break)	Sydney	Non-language specific	\$12,800 including Administration Fee (\$300) & materials fee (\$500)
				Brisbane		
Advanced Diploma of Translating	PSP60822	112195H	52 weeks (Including 40-week tuition & 12-week break)	Sydney	Chinese, Korean, Hindi (into LOTE only)	\$12,800 including Administration Fee (\$300) & materials fee (\$500)
				Brisbane	Chinese	
Advanced Diploma of Interpreting	PSP60922	112196G	25 weeks (Including 20-week tuition & 5-week break)	Sydney	Mandarin	\$12,800 including Administration Fee (\$300) & materials fee (\$500)
				Brisbane	Mandarin	

### Skillset Programs

Program	National Code	Duration (weeks)	Campus	Language Streams	Total Fee(s)
Introduction to Interpreting Skill Set	PSPSS00063	12 weeks (2.5 hrs tutorial per week)	Sydney	Non-language specific	\$2150 Including Administration Fee (\$100) & materials fee (\$50)
			Brisbane		
Introduction to Translating Skill Set	PSPSS00062	12 weeks (2.5 hrs tutorial per week)	Sydney	Non-language specific	\$2150 Including Administration Fee (\$100) & materials fee (\$50)
			Brisbane		
Auctioneering	CPPSS00068	12 weeks	Non-specific	Non-language specific	\$650 Including Administration Fee & materials fee
Commercial sales and leasing	CPPSS00071	12 weeks	Non-specific	Non-language specific	\$650 Including Administration Fee & materials fee

### Part Qualification Program

Qualificationon	Part Qualification Code	Duration (weeks)	Campus	Language Streams	Total Fee(s)
Statement of Attainment in Real Estate Practice	SG00008187	12 weeks	Non-specific	Non-language specific	\$750 Including Administration Fee & materials fee



### Management, Mortgage & Real Estate Qualifications/Courses

Qualification	National Code	CRICOS Course Code	Duration (Weeks)	Campus	Total Fee(s)
Graduate Diploma of Management (Learning)	BSB80120	104701F	52 weeks (including 40-week tuition & 12-week break)	Sydney Campus Only	\$10,800 Including Administration Fee & materials fee
Certificate IV in Real Estate Practice	CPP41419		52 weeks		\$3,900 (including administration and material fee)
Diploma of Property (Agency Management)	CPP51122		52 weeks		\$3,900 (including administration and material fee)

### Delivery Location(s)

Delivery Location of the Qualification Enrolled	1. 13-15 Smail Street, Ultimo NSW 2007 (if you are enrolled in SIIT Sydney Campus) 2. Level 4, 341 Queen Street, Brisbane QLD 4000 (if you are enrolled in SIIT Brisbane Campus)
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For detailed information about each qualification, please contact SIIT via email on [info@siit.nsw.edu.au](mailto:info@siit.nsw.edu.au).

## Diplomat of Translating

Qualification 1: Diploma of Translating		Qualification Code: PSP50822
		CRICOS Course Code: 112197F
Qualification Description	<p>This qualification reflects the role of individuals who translate general purpose texts from one language to another, to convey information written in plain language to a limited and known audience in translated texts, or to an audience in translated spoken or signed utterances, that are fit for purpose and appropriate to the context, target audience and end use.</p> <p>The Diploma of Translating prepares translators to translate texts that contain limited equivalence problems between source and target text, plain language and concepts accessible to the general public, and limited requirement for research on the subject beyond client resources. Limited and known audiences include the clients of community services, educational institutions, community information services and businesses, or may relate to government client relationships.</p>	
Training Links	<a href="https://training.gov.au/Training/Details/PSP50822">https://training.gov.au/Training/Details/PSP50822</a>	
Duration	52 weeks (including 40-week tuitions & 12-week break)	
Packaging Rules	A total number of 13 <b>units</b> must be selected for this qualification including:	
	<ul style="list-style-type: none"> <li>4 core units</li> <li>9 elective units</li> </ul>	
	Unit Code	Unit Title
		Core/ Elective
	PSPTIS102	Apply codes and standards to ethical practice
	PSPTIS103	Build glossaries for translating and interpreting assignments
	PSPTIS104	Prepare to translate or interpret
	PSPTIS106	Translate and certify non-narrative texts
	PSPTIS107	Translate general purpose texts from English to LOTE
	PSPTIS110	Demonstrate routine written LOTE proficiency in different subjects and cultural contexts
	PSPTIS147	Read and analyse general purpose English texts to be translated
	PSPTIS108	Translate general purpose texts from LOTE to English
	PSPTIS111	Demonstrate routine written English proficiency in different subjects and cultural contexts
	PSPTIS109	Read and analyse general purpose LOTE texts to be translated
	BSBWRT311	Write simple documents
	PSPTIS124	Apply theories to translating work practices
	BSBOPS601	Develop and implement business plans

Target Group	Target group for this course may come from various backgrounds including students who wish to become a para-professional interpreter/translator in Australia, students who want to develop language proficiency and interpreting/translating skills and local students who hope to get a qualification to boost their current work practice.
Entry Requirements	<p>There is no specific entry requirements for this qualification outlined in the qualification description. However, students must:</p> <ol style="list-style-type: none"> <li>1. have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and</li> <li>2. be competent in English (a minimum of IELTS 5.5 or equivalent), and</li> <li>3. complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification, and</li> <li>4. If it is determined that the student needs to demonstrate vocational proficiency through an entry examination, an entry examination will be organized and the student must achieve at least 50 percent in the entry examination before being accepted into the program); and</li> <li>5. If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.</li> </ol>
RPL/Credit Transfer	<p>RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.</p> <p>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.</p>
Mode of Delivery	<p>This course is delivered as a combination of classroom workshops, mock exam, individual consultations and/or online training consisting of a minimum of 20 hours per week.</p> <p>SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course.</p>
Volume of Learning	<p>Approximate nominal hours required to complete qualification are 1200-2400 hours. <i>Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 8 x 5 weeks terms and 12 weeks holiday breaks. Recommended self-paced studies and translation practice as well as internet research: approximately 15 hours per week.</i></p>

<b>Education Pathways</b>	<p>Pathways into the qualification:</p> <p>Preferred pathway for Learners entering this qualification include:</p> <ul style="list-style-type: none"> <li>- Experience as an interpreter without formal recognition.</li> </ul> <p>Pathways from the qualification:</p> <p>On successful completion of this qualification students may choose to undertake studies in an Advanced Diploma of Interpreting, and Advanced Diploma in Translating or any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations.</p>
<b>Trainers and Assessors</b>	<p>SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must</p> <ul style="list-style-type: none"> <li>• have the necessary training and assessment qualification</li> <li>• have relevant and current vocational experience</li> <li>• have at least 2 years in an Interpreting/Translating environment related job role.</li> </ul>
<b>Learning resources</b>	<p>The resources provided to students for this qualification include the following:</p> <ul style="list-style-type: none"> <li>• SIIT Handbook &amp; Qualification Brochure</li> <li>• Unit Learner Guide</li> <li>• Unit Assessment Booklet</li> <li>• Online Learning Activities</li> <li>• Additional resources as required</li> </ul>
<b>Delivery facilities</b>	<p>This qualification is delivered at SIIT training facilities and/or via SIIT online learning platform.</p> <p>All facilities, resources and equipment meet current industry standards.</p> <p>All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment.</p>
<b>Assessment Activities</b>	<p>A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <ul style="list-style-type: none"> <li>• Research questions</li> <li>• Case studies</li> <li>• Role Plays</li> <li>• Interpreting/translation practices/assessments</li> <li>• Speech &amp; Presentations;</li> </ul>

## Diploma of Interpreting

Qualification 2: Diploma of Interpreting		Qualification Code: PSP50922
		CRICOS Course Code: 112194J
Qualification Description	<p>This qualification reflects the role of individuals who interpret between two languages, in general dialogue and monologue settings where the interpreter is able to control the interaction to assist retention and recall.</p> <p>In a general setting the context is usually broad and routine and the content or complexity of the situation can usually be predicted and planned for. There are typically two dialogue settings or a few monologue setting participants, to whom the interpreter has physical, visual or audio access.</p> <p>The Diploma of Interpreting prepares interpreters for work typically in the community and business domains, including sectors such as general health, welfare and community services, educational and social contexts, and tourism. It also includes interactions such as initial police interviews, over the counter interviews in customer and community information services, non-complex disability assistance, and other informal business and workplace interactions. The interpreting takes place where miscommunication or the consequences of errors in communicative intent can be readily managed through consultation and preparation, and where there are opportunities for error correction.</p>	
Training Links	<a href="https://training.gov.au/Training/Details/PSP50922">https://training.gov.au/Training/Details/PSP50922</a>	
Duration	25 weeks (including 20-week tuition and 5-week break)	
Packaging Rules	<i>A total number of 12 units are selected for the completion of this qualification including 5 core units &amp; 7 elective units as listed below:</i>	
	Unit Code	Unit Title
		Core/ Elective
	PSPTIS102	Apply codes and standards to ethical practice
		C
	PSPTIS104	Prepare to translate or interpret
		C
	PSPTIS112	Interpret in general dialogue settings
		C
	PSPTIS114	Manage interactions in general settings
		C
	PSPTIS115	Use routine subject area terminology in two languages
		C
	PSPTIS103	Build glossaries for translating and interpreting assignments
		E
	PSPTIS116	Demonstrate routine language proficiency in different subjects and cultural contexts
		E
	PSPTIS118	Use routine health terminology in two languages
		E
	PSPTIS119	Use routine legal terminology in two languages
		E
	PSPTIS117	Use routine education terminology in two languages
		E
	PSPTIS145	Apply codes and standards to professional judgement
		E
	PSPTIS113	Interpret in general monologue settings
		E

<p><b>Target Group</b></p>	<p>Target group for this course may come from various backgrounds including students who wish to become a para-professional interpreter in Australia, students who want to develop language proficiency and interpreting skills; local students who hope to get a qualification to boost their current work practice;</p> <p><i>There is no specific entry requirements for this qualification outlined in the qualification description. However, students must:</i></p> <ol style="list-style-type: none"> <li><i>1. have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and;</i></li> <li><i>2. be competent in English (a minimum of IELTS 5.5 or equivalent), and</i></li> <li><i>3. complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification, and</i></li> <li><i>4. If it is determined that the student needs to demonstrate vocational proficiency through an entry examination, an entry examination will be organized and the student must achieve at least 50 percent in the entry examination before being accepted into the program); and</i></li> <li><i>5. If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.</i></li> </ol>
<p><b>Entry Requirements</b></p>	
<p><b>RPL/Credit Transfer</b></p>	<p>RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.</p> <p>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.</p>
<p><b>Mode of Delivery</b></p>	<p>This course is delivered as a combination of classroom workshops, mock exam, individual consultations and/or online training consisting of a minimum of 20 hours per week. SIIT is using MOODLE online learning platform for its optional learning components. Satisfactory course progress must be maintained throughout the entire course.</p>
<p><b>Volume of Learning</b></p>	<p>Approximate nominal hours required to complete qualification are 1200-2400 hours. Students enrolled in this qualification are expected to complete their studies over a period of 25 weeks including 4 x 5 weeks' terms and 5 weeks' holiday breaks.</p> <p><i>Face-to-face in-class delivery and assessment: 20 hours per week, including 14 hours of face-to-face delivery, and 6 hours of mock exam and/or consultation. (Students are requested to complete self-practice before the mock exam and consultations scheduled and reflect on their own practice afterwards).</i></p> <p><i>Recommended self-paced studies and translation practice as well as internet research: approximately 15 hours per week.</i></p>



Education Pathways	<p>Pathways into the qualification:</p> <p>Preferred pathway for Learners entering this qualification include:</p> <ul style="list-style-type: none"> <li>- PSP50822 Diploma of Translating</li> <li>- Experience as an interpreter without formal recognition. Pathways from the qualification:</li> </ul> <p>On successful completion of this qualification students may choose to undertake studies in an Advanced Diploma of Interpreting, and Advanced Diploma in Translating or any of the other Advanced Diplomas in the Public Sector Training Package for various specializations.</p>
Trainers and Assessors	<p>SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must</p> <ul style="list-style-type: none"> <li>• have the necessary training and assessment qualification</li> <li>• have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided</li> <li>• have relevant and current vocational experience</li> <li>• have at least 2 years in an Interpreting/Translating environment related job role.</li> </ul>
Learning resources	<p>The resources provided to students for this qualification include the following:</p> <ul style="list-style-type: none"> <li>• SIIT Handbook &amp; Qualification Brochure</li> <li>• Unit Learner Guide</li> <li>• Unit Assessment Booklet</li> <li>• Online Learning Activities</li> <li>• Additional resources as required</li> </ul>
Delivery facilities	<p>This qualification is delivered at SIIT training facilities and/or SIIT online learning platform.</p> <p>All facilities, resources and equipment meet current industry standards. All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment.</p>
Assessment Activities	<p>A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <ol style="list-style-type: none"> <li>1. <i>Short answer questions</i></li> <li>2. <i>Case studies</i></li> <li>3. <i>Role Plays</i></li> <li>4. <i>Interpreting/translation practices/assessments</i></li> <li>5. <i>Speech &amp; Presentations</i></li> </ol>

## Advanced Diploma of Translating

Qualification 3: Advanced Diploma of Translating		Qualification Code: PSP60822 CRICOS Course Code: 112195H	
Qualification Description	<p>This qualification reflects the role of individuals who translate special purpose texts from one language to another, including spoken or signed languages, to convey information to a known or wide unknown audience. The translation produced must contain accurate information that is in the source text, and be fit for purpose, taking into account target audience and the end use.</p> <p>The Advanced Diploma of Translating prepares translators to translate texts which contain complex language, concepts and terminology. There may be significant equivalence problems between source and target texts, which calls for extensive research. Audiences may be found in commerce and marketing, government and international relations – including immigration, both regular and humanitarian – the media, and sectors generally considered to be professional, such as law, health and medicine, technology and science. Assignments may deal with material which requires significant quality assurance processes as the consequences of mistranslation can be far reaching and there are significant implications for client reputation and image.</p>		
Licensing Requirements	No licensing, legislative or certification requirements apply to this qualification at the time of publication.		
Training Links	<a href="https://training.gov.au/Training/Details/PSP60822">https://training.gov.au/Training/Details/PSP60822</a>		
Duration	52 weeks (including 40-week tuition and 12-week break)		
Packaging Rules	<p>A total number of 15 units are selected for the completion of this qualification including 7 core units and 8 elective units according to the training package.</p> <p>All electives have been chosen to be relevant to the work outcome, local industry requirements and the qualification level therefore will contribute to a valid, industry-supported vocational outcome.</p>		
	Unit Code	Unit Title	Core/ Elective
	PSPTIS103	Build glossaries for translating and interpreting assignments	C
	PSPTIS106	Translate and certify non-narrative texts	C
	PSPTIS120	Revise translations	C
	PSPTIS124	Apply theories to translating work practices	C
	PSPTIS130	Use translation technology	C
	PSPTIS145	Apply codes and standards to professional judgement	C
	PSPTIS146	Negotiate translating or interpreting assignments	C
	PSPTIS121	Translate special purpose texts from English to LOTE	E
	PSPTIS122	Translate special purpose texts from LOTE to English	E

	PSPTIS148	Read and analyse special purpose English texts to be translated	E
	PSPTIS127	Maintain and enhance professional practice	E
	PSPTIS123	Read and analyse special purpose LOTE texts to be translated	E
	PSPTIS126	Demonstrate complex written English proficiency in different subjects and cultural contexts	E
	CUAWRT401	Edit Texts	E
	PSPTIS125	Demonstrate complex written LOTE proficiency in different subjects and cultural contexts	E
Target Group	<p>Target audience of this course may come from various backgrounds including students who wish to become a professional translator in Australia, students who want to develop language proficiency and translation skills; and/or local students who hope to get a qualification to boost their current work practice;</p> <p><i>There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:</i></p> <ol style="list-style-type: none"> <li>1. <i>have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and</i></li> <li>2. <i>be competent in English (a minimum of IELTS 6 or equivalent) or</i></li> <li>3. <i>have NAATI accreditation at para-professional level in the relevant language(s), or</i></li> <li>4. <i>have proven and documented work experience in translating or interpreting, and/or</i></li> <li>5. <i>complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification; and/or</i></li> <li>6. <i>demonstrate vocational proficiency through an entry examination. (The entry examination is designed to assess the bilingual competency of student(s), both written and oral. Students must achieve at least 50 percent in the entry examinations before being accepted into the program), if it is determined as necessary by the Academic Manager; and/or</i></li> <li>7. <i>If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.</i></li> </ol>		
Entry Requirements			
RPL/Credit Transfer	<p>RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.</p> <p>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.</p>		
Mode of Delivery	<p>This course is delivered as a combination of classroom workshops, mock exam, individual consultation and/or online training consisting of a minimum of 20 hours per week.</p>		

Volume of Learning	<p>SIIT is using MOODLE online learning platform for its supplementary learning components. Satisfactory course progress must be maintained throughout the entire course.</p> <p><i>Students are required to complete 15 units of competency. On successful completion of these units, students will be issued with the PSP60822 Advanced Diploma of Translating.</i></p> <p><i>Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 8 x 5 weeks terms and 12 weeks holiday breaks.</i></p>
Education Pathways	<p>Pathways into the qualification:</p> <p>Preferred pathway for Learners entering this qualification include:</p> <ul style="list-style-type: none"> <li>- PSP50922 Diploma of Interpreting</li> <li>- PSP50822 Diploma of Translating</li> </ul> <p>Pathways from the qualification:</p> <p>On successful completion of this qualification students may choose to undertake studies in any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations or an Advanced Diploma in a related field such as Interpreting.</p>
Trainers and Assessors	<p>SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must</p> <ul style="list-style-type: none"> <li>• have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)</li> <li>• have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)</li> <li>• have relevant and current vocational experience</li> <li>• have at least 2 years in an Interpreting/Translating environment related job role.</li> </ul>
Learning resources	<p>The resources provided to students for this qualification include the following:</p> <ul style="list-style-type: none"> <li>• SIIT Handbook &amp; Qualification Brochure</li> <li>• Learning and assessment materials for each unit of this qualification</li> <li>• Additional resources as required</li> <li>• All trainers are provided with copies of the assessment tools, assessor guides and learning resources.</li> </ul>
Assessment Activities	<p>A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <ul style="list-style-type: none"> <li>• <i>Short answer questions</i></li> <li>• <i>Case studies</i></li> <li>• <i>Role Plays</i></li> <li>• <i>Interpreting/translation practices/assessments</i></li> <li>• <i>Speech &amp; Presentations</i></li> </ul>

## Advanced Diploma of Interpreting

Qualification 4: Advanced Diploma of Interpreting (LOTE-English)		Qualification Code: PSP60922 CRICOS Course Code: 112196G	
Qualification Description	This qualification reflects the role of individuals who interpret between two languages. It reflects the skills and knowledge required to interpret from a source language to a target language in complex dialogue and monologue settings where the elements of the setting or number of parties involved can challenge the capacity of the interpreter to manage the discourse. The interpreter requires advanced skills in retention and recall and may be required to switch modes. The Advanced Diploma of Interpreting prepares interpreters for work in all community, business and diplomatic domains, interpreting content that may not easily be predicted or planned for or that may require a high level of subject knowledge, or intense assignment specific preparation.		
Licensing Requirements	No licensing, legislative or certification requirements apply to this qualification at the time of publication.		
Training Links	<a href="https://training.gov.au/Training/Details/PSP60922">https://training.gov.au/Training/Details/PSP60922</a>		
Duration	52 weeks (including 40-week week tuition and 12-week break)		
Packaging Rules	A total number of 16 units including 9 core units and 7 elective units are required for the award of this qualification.		
	Unit Code	Unit Title	C/E
	PSPTIS131	Interpret in complex dialogue settings	C
	PSPTIS132	Interpret in complex monologue settings	C
	PSPTIS133	Interpret through communication media	C
	PSPTIS134	Manage interactions in complex settings	C
	PSPTIS135	Sight translate	C
	PSPTIS136	Use complex subject area terminology in two languages	C
	PSPTIS145	Apply codes and standards to professional judgement	C
	PSPTIS146	Negotiate translating or interpreting assignments	C
	PSPTIS149	Apply theories to interpreting work practices	C
	PSPTIS144	Use complex legal terminology in two languages	E
	PSPTIS137	Use chuchotage (whispered simultaneous) to interpret	E
	PSPTIS138	Use note taking to recall and reproduce source messages	E
	PSPTIS127	Maintain and enhance professional practice	E
	PSPTIS103	Build glossaries for translating and interpreting assignments	E
	PSPTIS139	Demonstrate complex LOTE proficiency in different subjects and cultural contexts	E
	PSPTIS143	Use complex health terminology in two languages	E

Target Group	<p>Target audience of this course may come from various backgrounds including students who wish to become a professional translator in Australia, students who want to develop language proficiency and translation/interpreting skills; and/or local students who hope to get a qualification to boost their current work practice;</p>
Entry Requirements	<p><i>There is no specific entry requirements for this qualification outlined in the qualification description. However, students must:</i></p> <ol style="list-style-type: none"> <li><i>1. have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and be competent in English (a minimum of IELTS 6 or equivalent) or have NAATI accreditation at para-professional level in the relevant language(s), or;</i></li> <li><i>2. have proven and documented work experience in translating or interpreting, and complete a screening interview with the Academic Manager or his representative to assess suitability and capability in completing this qualification; and/or</i></li> <li><i>3. demonstrate vocational proficiency through an entry examination. (The entry examination is designed to assess the bilingual competency of students, both written and oral. Students must achieve at least 50 percent in the entry examinations before being accepted into the program), if it is determined as necessary by the Academic Manager; and complete a Language, Literacy and Numeracy (LLN) test so that SIIT can determine whether any support services might be required during their enrolment, if it is determined as necessary by the Academic Manager.</i></li> </ol>
RPL/Credit Transfer	<p>RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.</p> <p>Credit transfer: Students who have completed units from their course at other institutions will be given recognition for the presentation of a verified transcript, Award or Statement of Attainment.</p>
Mode of Delivery	<p>This course is delivered as a combination of classroom workshops and/or online training consisting of a minimum of 20 hours per week.</p> <p>SIIT is using MOODLE online learning platform for its supplementary learning components. Satisfactory course progress must be maintained throughout the entire course.</p>
Volume of Learning	<p><i>On successful completion of these 15 units, students will be issued with the PSP60922 Advanced Diploma of Interpreting .</i></p> <p><i>Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 4 x 10 weeks and 12 weeks holiday breaks.</i></p> <p><i>Recommended self-paced studies and translation practice as well as internet research: approximately 15 hours per week.</i></p>



<p><b>Education Pathways</b></p>	<p><i>Pathways into the qualification:</i></p> <p><i>Preferred pathway for Learners entering this qualification include:</i></p> <ul style="list-style-type: none"> <li>- PSP50922 Diploma of Interpreting</li> <li>- PSP50822 Diploma of Translating</li> </ul> <p><i>Pathways from the qualification:</i></p> <p><i>On successful completion of this qualification students may choose to undertake studies in any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations or an Advanced Diploma in a related field such as interpreting.</i></p>
<p><b>Trainers and Assessors</b></p>	<p>SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification.</p> <p>Specifically, all trainers and assessors for this qualification must</p> <ul style="list-style-type: none"> <li>• have the necessary training and assessment qualification</li> <li>• have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided</li> <li>• have relevant and current vocational experience</li> <li>• have at least 2 years in an Interpreting/Translating environment related job role.</li> </ul>
<p><b>Learning resources</b></p>	<p>The resources provided to students for this qualification include the following:</p> <ul style="list-style-type: none"> <li>• SIIT Handbook &amp; Qualification Brochure</li> <li>• Learning and assessment materials for each unit of this qualification</li> <li>• Additional resources as required</li> </ul> <p>All trainers are provided with copies of the assessment tools, assessor guides and learning resources.</p>
<p><b>Assessment Activities</b></p>	<p>A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• Case studies</li> <li>• Role Plays</li> <li>• Interpreting/translation practices/assessments</li> <li>• Speech &amp; Presentations</li> </ul>

## Skill Set Courses

### Introduction to Interpreting Skill Set

Course 5: Introduction to Interpreting Skill set course		Skill Set Code: PSPSS00063	
Course Description	The skill set provides all industry entrants with a common basis for entry to language pair specific transfer training, comprising foundational generic skills in interpreting and basic industry knowledge. The skill set is recognised by the National Accreditation Authority for Translators and Interpreters (NAATI). The skill set meets the training prerequisite for interpreters who wish to sit the Certified Provisional Interpreter test or apply for the Recognised Practising Interpreter credential with NAATI.		
Training Links	<a href="https://training.gov.au/Training/Details/PSPSS00063">https://training.gov.au/Training/Details/PSPSS00063</a>		
Duration	12 Weeks (including 5 week tuitions)		
Packaging Rules	A total number of 5 units must be selected for this skill set including: <ul style="list-style-type: none"><li>4 core units</li><li>1 elective unit</li></ul>		
	Unit Code	Unit Title	Core/ Elective
	PSPTIS102	Apply codes and standards to ethical practice	C
	PSPTIS104	Prepare to translate or interpret	C
	PSPTIS114	Manage interactions in general settings	C
	PSPTIS103	Build glossaries for translating and interpreting assignments	C
	PSPTIS116	Demonstrate routine language proficiency in different subjects and cultural contexts	E
Target Group	Target group for this course may come from various backgrounds including students who wish to become a para-professional interpreter in Australia, students who want to develop language proficiency and interpreting skills; local students who hope to get a qualification to boost their current work practice;		
Entry Requirements	<p>1. Have completed a tertiary qualification in English. You don't need to provide separate evidence of your English proficiency if you completed a tertiary qualification (degree level or higher) where: the course was taught in English, and English proficiency (comparable or greater than NAATI's requirements) is an entry requirement for the skill set. Please note that NAATI needs to be able to verify the English proficiency requirement for this skill set on the institution's website.</p> <p>2. It is recommended you have IELTS (Academic): a minimum band of 5.5 in</p>		

	<p><i>listening and speaking</i></p> <p>3. Have successfully passed (scored 75% or above) the Language Literacy Test administered by SIIT (equivalent to IELTS (Academic) band of 5.5 in listening and speaking)</p>
RPL/Credit Transfer	<p>RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.</p> <p>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.</p>
Mode of Delivery	<p>This course is delivered as a combination of classroom workshops and/or online training activities. SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course.</p>
Volume of Learning	<p>Approximate nominal hours required to complete the skill set are 120 hours. Students enrolled in this skill set are expected to complete their studies over a period of 12 weeks including 5 tutorial weeks.</p> <p>Recommended self-paced studies and translation practice as well as internet research: approximately 7 hours per week.</p>
Education Pathways	<p>Pathways into the skill set:</p> <p>This course is designed for people who already have work experience as an interpreter and wish to meet the eligibility requirements to sit the NAATI Certified Provisional Interpreter test or apply for the NAATI Recognized Practicing Interpreter credential.</p>
Trainers and Assessors	<p>SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the skill set. Specifically, all trainers and assessors for this skill set must</p> <ul style="list-style-type: none"> <li>• have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)</li> <li>• have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)</li> <li>• have relevant and current vocational experience</li> </ul> <p>have at least 2 years in an Interpreting/Translating environment related job role.</p>
Learning resources	<p>The resources provided to students for this skill set include the following:</p> <ul style="list-style-type: none"> <li>• SIIT Handbook &amp; Qualification Brochure</li> <li>• Unit Learner Guide</li> <li>• Unit Assessment Booklet</li> </ul>

	<ul style="list-style-type: none"> <li>Online Learning Activities</li> </ul> <p>Additional resources as required</p>
<b>Delivery facilities</b>	<p>This qualification is delivered at SIIT training facilities and/or via SIIT online learning platform.</p> <p>All facilities, resources and equipment meet current industry standards.</p> <p>All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment.</p>
<b>Assessment Activities</b>	<p>A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <ul style="list-style-type: none"> <li>Research questions</li> <li>Case studies</li> <li>Speech &amp; Presentations.</li> </ul>

## Introduction to Translating Skill Set

Course 6: Introduction to Translating Skill set course		Skill Set Code: PSPSS00062	
Course Description	The skill set provides all industry entrants with a common basis for entry to language pair specific transfer training, comprising foundational generic skills in interpreting and basic industry knowledge. The skill set is recognised by the National Accreditation Authority for Translators and Interpreters (NAATI). The skill set meets the training prerequisite for interpreters who wish to sit the Certified Provisional Interpreter test or apply for the Recognised Practising Interpreter credential with NAATI.		
Training Links	<a href="https://training.gov.au/Training/Details/PSPSS00062">https://training.gov.au/Training/Details/PSPSS00062</a>		
Duration	12 Weeks (including 5-week tuitions)		
Packaging Rules	A total number of 5 <b>units</b> must be selected for this skill set including: <ul style="list-style-type: none"><li>4 core units</li><li>1 elective unit</li></ul>		
	Unit Code	Unit Title	Core/ Elective
	PSPTIS102	Apply codes and standards to ethical practice	C
	PSPTIS104	Prepare to translate or interpret	C
	PSPTIS148	Read and analyse special purpose English texts to be translated	C
	PSPTIS103	Build glossaries for translating and interpreting assignments	C
	PSPTIS116	Demonstrate routine language proficiency in different subjects and cultural contexts	E
Target Group	Target group for this course may come from various backgrounds including students who wish to become a para-professional interpreter in Australia, students who want to develop language proficiency and interpreting skills; local students who hope to get a qualification to boost their current work practice;		
Entry Requirements	<p>1. Have completed a tertiary qualification in English. You don't need to provide separate evidence of your English proficiency if you completed a tertiary qualification (degree level or higher) where: the course was taught in English, and English proficiency (comparable or greater than NAATI's requirements) is an entry requirement for the skill set. Please note that NAATI needs to be able to verify the English proficiency requirement for this skill set on the institution's website.</p> <p>2. It is recommended you have IELTS (Academic): a minimum band of 5.5 in listening and speaking</p> <p>3. Have successfully passed (scored 75% or above) the Language Literacy Test administered by SIIT (equivalent to IELTS (Academic) band of 5.5 in listening and speaking)</p>		
RPL/Credit Transfer	RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form. Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.		

<b>Mode of Delivery</b>	<p>This course is delivered as a combination of classroom workshops, mock exam, individual consultations and/or online training consisting of a minimum of 10 hours per week.</p> <p>SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course.</p>
<b>Volume of Learning</b>	<p>Approximate nominal hours required to complete the skill set are 120 hours. Students enrolled in this skill set are expected to complete their studies over a period of 12 weeks including 5 tutorial weeks.</p> <p>Recommended self-paced studies and translation practice as well as internet research: approximately 7 hours per week.</p>
<b>Education Pathways</b>	<p>Pathways into the skill set:</p> <p>This course is designed for people who already have work experience as interpreters and wish to meet the eligibility requirements to sit the NAATI Certified Provisional Interpreter test or apply for the NAATI Recognised Practising Interpreter credential.</p>
<b>Trainers and Assessors</b>	<p>SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the skill set. Specifically, all trainers and assessors for this skill set must</p> <ul style="list-style-type: none"> <li>• have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)</li> <li>• have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)</li> <li>• have relevant and current vocational experience</li> </ul> <p>have at least 2 years in an Interpreting/Translating environment related job role.</p>
<b>Learning resources</b>	<p>The resources provided to students for this skill set include the following:</p> <ul style="list-style-type: none"> <li>• SIIT Handbook &amp; Qualification Brochure</li> <li>• Unit Learner Guide</li> <li>• Unit Assessment Booklet</li> <li>• Online Learning Activities</li> </ul> <p>Additional resources as required</p>
<b>Delivery facilities</b>	<p>This qualification is delivered at SIIT training facilities and/or via SIIT online learning platform.</p> <p>All facilities, resources and equipment meet current industry standards.</p> <p>All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment.</p>
<b>Assessment Activities</b>	<p>A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <ul style="list-style-type: none"> <li>• Research questions</li> <li>• Case studies</li> <li>• Speech &amp; Presentations.</li> </ul>



## Graduate Diploma of Management (Learning)

Qualification 9: Graduate Diploma of Management (Learning)		Qualification Code: BSB80120 CRICOS Course Code: 104701F	
Qualification Description	This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.		
Entry Requirements	Entry to this qualification is limited to those who: <ul style="list-style-type: none"><li>Have completed a Bachelor degree in related fields of study. Or</li><li>Have completed a Diploma or Advanced Diploma qualification in related fields of study and 1year equivalent full-time relevant workplace experience. Or</li><li>Five years equivalent full-time relevant workplace experience.</li></ul>		
Training Links	<a href="https://training.gov.au/Training/Details/BSB80120">https://training.gov.au/Training/Details/BSB80120</a>		
Link to Companion Volumes	Companion Volume implementation guides are found in VETNet <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10</a>		
Duration	52 weeks, including 40-weeks tuition plus 12-week breaks		
Packaging Rules	A Total number of 8 units (including 3 core units plus 5 elective units must be completed for the award of this qualification. The elective units have been chosen based on the industry-supported vocational outcomes and local industry requirements.		
	Unit Code	Unit Title	Core/ Elective
	BSBSUS601	Lead corporate social responsibility	E
	BSBSTR601	Manage innovation and continuous improvement	E
	BSBOPS601	Develop and implement business plans	E
	BSBCRT611	Apply critical thinking for complex problem solving	E
	BSBINS603	Initiate and lead applied research	E
	BSBHRM613	Contribute to the development of learning and development strategies	C
	BSBLDR811	Lead strategic transformation	C
Delivery Method	TAELED803	Implement improved learning practice	C
	This course is delivered as a combination of classroom workshops and online training for 20 hours a week at SIIT premises.		

<p><b>Volume of Learning</b></p>	<p>Students are required to complete 8 units of competency for the award of this qualification.</p> <p>Approximate nominal hours required to complete qualification are 1200-2400 hours.</p> <p>Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 4 x 10 weeks and 12 weeks holiday breaks. The breakdown will be as follows:</p> <p>Face-to-face and online tuition hours in total: 800 hours/40 weeks Preparation for assessments: 10-15 hours/unit x 12 units = 120-180hrs</p> <p>Delivery of this course will be via face-to-face classroom workshops for 2 days/week at SIIT premises and independent online studies for a minimum of 6 hours/week.</p>
<p><b>Delivery and Assessment Schedule</b></p>	<p>Learning is undertaken via a range of means, such as reading written learning materials, participating in classroom activities and online learning tools such as discussion groups (forums), through contact with the Trainer/Assessor. This flexible approach allows learning to occur through a variety of means, thereby catering to a variety of learning styles.</p>
<p><b>Assessment arrangements</b></p>	<p>A range of assessment and evidence gathering methods and techniques are used, including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <p>Assessment Task 1. Written Activity Assessment Task 2. Case Study Assessment Task 3. Project Work Assessment Task 4. Presentations</p>
<p><b>Trainers and Assessors</b></p>	<p><i>SIIT has qualified trainers/assessors with relevant vocational qualifications and experience. Existing trainers/assessors are required to have the current Certificate IV in Training and Assessment and relevant competencies for the areas in which they are delivering or assessing.</i></p>

## Statement of Attainment in Real Estate Practice (Australian domestic students Only)

Course 12: Statement of Attainment in Real Estate Practice (Real Estate) (Australian Students Only)		Qualification Code: SG00008187
Qualification Description	<p>You need a certificate of registration if you want to work as an assistant agent in:</p> <ul style="list-style-type: none"> <li>• real estate,</li> <li>• stock and station, or</li> <li>• strata management.</li> <li>• Assistant agent is the title given to all certificate of registration holders. This is an entry level position with limited functions, to allow you to get the experience and knowledge needed to become a licensed agent in the real estate and property industry.</li> </ul> <p>A certificate of registration is issued for a four-year term and is not renewable.</p> <p>Within the four-year period, you must complete your qualification (CPP41419 - Certificate IV in Real Estate Practice and progress to a Class 2 licence. If not, you must stop working as an assistant agent and cannot apply for a new certificate of registration for 12 months after the expiry of your certificate.</p> <p>Completing the course enables you to:</p> <ul style="list-style-type: none"> <li>• assist in sales of residential and commercial property</li> <li>• assist in real estate marketing campaigns</li> <li>• assist in property management services</li> <li>• assist in buyer's advocacy services.</li> </ul>	
Licensing Requirements	<p>Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.</p> <p>Note: Occupational licensing outcomes are associated with some of the specialisations packaged in this qualification. The units packaged in the specialisations of this qualification have also been developed as Skill Sets: please note that not all Skill Sets are associated with licensing outcomes.</p>	
Training Links	<a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b</a>	
Duration	12 months or less	
Packaging Rules	To achieve this qualification, competency must be demonstrated in:	
	5 units of competency	
	Unit Code/Unit Title	C/E
	CPPREP4001 Prepare for professional practice in real estate	Core
	CPPREP4002 Access and interpret ethical practice in real estate	Core
	CPPREP4003 Access and interpret legislation in real estate	Core
	CPPREP4004 Establish marketing and communication profiles in real estate	Core
	CPPREP4005 Prepare to work with real estate trust accounts	Core
Target Group	<p><i>This course is aimed at:</i></p> <ul style="list-style-type: none"> <li>- potential learners who aim to develop skills and knowledge to be able to work and build a career start working in real estate.</li> <li>- employees who have previously worked in this area but don't have any formal recognised qualifications. Potential Learners will be screened prior to commencement to ensure that the course is appropriate for them.</li> </ul>	

Entry Requirements	<p>There are no formal entry requirements for this qualification. However, students must</p> <ol style="list-style-type: none"> <li>1. be minimum of 18 years old to be able to work and practice in a real estate environment.</li> <li>2. complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification,</li> <li>3. If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification.</li> </ol>
RPL/Credit Transfer	<p>RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.</p> <p>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.</p>
Mode of Delivery	<p>This course is delivered as a combination of classroom workshops and/or online training activities. SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course.</p> <p>Approximate nominal hours required to complete the Statement of Attainment in Real Estate Practice are approximate 100 hours.</p> <p>Learners are expected to complete this qualification over a period of 12 months of blended learning for full-time Learners. However, the qualification may be awarded earlier where all required competencies are achieved or in some cases additional time may be granted where appropriate and to cater for Learner needs. The delivery period is designed to be flexible and may change according to requirements. Commencement and completion dates will vary according to the Learner's needs and will be recorded accordingly in the Learner's Training Plan.</p> <p>Satisfactory course progress is monitored throughout the duration of the course. When a student is not progressing according to the training progress plan, the trainer/assessor will allow time to discuss alternate support for learning and make adjustments on a case by case basis.</p> <p>The trainer/assessor will also discuss the student's progress with the Academic Manager and other relevant academic staff, as required.</p>
Education Pathways	<p><i>Pathways into the qualification:</i></p> <p><i>Preferred pathways for students entering this qualification include:</i></p> <ul style="list-style-type: none"> <li>- Previous work experience within a real estate business. Pathways from the qualification:</li> </ul> <p><i>On successful completion of this qualification students may choose to undertake studies at a Certificate IV level (e.g. Certificate IV in Real Estate Practice).</i></p>

<p><b>Trainers and Assessors</b></p>	<p>SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must</p> <ol style="list-style-type: none"> <li>1. have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)</li> <li>2. have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)</li> <li>3. have relevant and current vocational experience</li> <li>4. have at least 2 years in a related job role.</li> </ol>
<p><b>Learning resources</b></p>	<p>resources provided to students for this qualification include the following:</p> <ul style="list-style-type: none"> <li>• SIIT Handbook &amp; Qualification Brochure</li> <li>• Unit Learner Guide including PPTs</li> <li>• Unit Assessment Booklet</li> <li>• Online learning facilities</li> <li>• Additional resources as required</li> </ul>
<p><b>Delivery facilities</b></p>	<p>This qualification is delivered at SIIT training facilities or employer's premises. All facilities, resources and equipment meet current industry standards. All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment.</p>

**Certificate IV in Real Estate Practice (Australian domestic students Only)**

Qualification 13: CPP41419 Certificate IV in Property Services (Real Estate) (Australian Students Only)		Qualification Code: CPP41419												
Qualification Description	<p>This qualification reflects the role of real estate professionals who apply knowledge of real estate practice legal agency and compliance requirements, ethical standards and consumer preferences to conduct real estate functions.</p> <p>This qualification applies to people working in both residential and commercial property, including business broking, and stock and station transactions.</p> <p>Occupational titles may include:</p> <ul style="list-style-type: none"> <li>• Auctioneer</li> <li>• Stock and Station Agent</li> <li>• Business Broker, Business Agent, Franchise Broker</li> <li>• Property Manager, Body Corporate Manager</li> <li>• Real Estate Agent</li> <li>• Real Estate Representative, Real Estate Salesperson, Real Estate Sub-agent, Property Portfolio Officer, Buyer's Agent.</li> </ul> <p>Staff who hold this qualification are commonly engaged with:</p> <ul style="list-style-type: none"> <li>• analysing data, industry intelligence and identifying prospects</li> <li>• developing, building and maintaining relationships with lessors, tenants, vendors and buyers</li> <li>• providing advice to lessors, tenants, vendors and buyers on the sale, purchase or lease of commercial, residential, stock and station, and property real estate</li> <li>• implementing systems, forms and documents to ensure real estate agency transactions are compliant with regulatory requirements, managing risk to agency and agent, and demonstrating high standards of ethical practice</li> <li>• transacting, accessing, and preserving the integrity of trust accounts to minimize customer and agency risk</li> <li>• establishing, maintaining, executing and concluding contracts with lessors, tenants, vendors and buyers, including by auction</li> <li>• building and promoting the agency and individual brands.</li> </ul>													
Licensing Requirements	<p>Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.</p> <p>Note: Occupational licensing outcomes are associated with some of the specializations packaged in this qualification. The units packaged in the specializations of this qualification have also been developed as Skill Sets: please note that not all Skill Sets are associated with licensing outcomes.</p>													
Training Links	<a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b</a>													
Duration	12 months or less													
Packaging Rules	<p>To achieve this qualification, competency must be demonstrated in:</p> <p>18 units of competency (5 core units &amp; 13 elective units)</p> <table> <tr> <th>Unit Code</th><th>Unit Title</th><th>Core/Elective</th></tr> <tr> <td>CPPREP4001</td><td>Prepare for professional practice in real estate</td><td>Core</td></tr> <tr> <td>CPPREP4002</td><td>Access and interpret ethical practice in real estate</td><td>Core</td></tr> <tr> <td>CPPREP4003</td><td>Access and interpret legislation in real estate</td><td>Core</td></tr> </table>		Unit Code	Unit Title	Core/Elective	CPPREP4001	Prepare for professional practice in real estate	Core	CPPREP4002	Access and interpret ethical practice in real estate	Core	CPPREP4003	Access and interpret legislation in real estate	Core
Unit Code	Unit Title	Core/Elective												
CPPREP4001	Prepare for professional practice in real estate	Core												
CPPREP4002	Access and interpret ethical practice in real estate	Core												
CPPREP4003	Access and interpret legislation in real estate	Core												



	CPPREP4004	Establish marketing and communication profiles in real estate	Core
	CPPREP4005	Prepare to work with real estate trust accounts	Core
	<b>Elective units Group A - Residential Property Sales</b>		
	CPPREP4101	Appraise property for sale or lease	Compulsory Elective
	CPPREP4102	Market property	Compulsory Elective
	CPPREP4103	Establish vendor relationships	Compulsory Elective
	CPPREP4104	Establish buyer relationships	Compulsory Elective
	CPPREP4105	Sell property	Compulsory Elective
	<b>Group B - Residential Property Management</b>		
	CPPREP4121	Establish landlord relationships	Compulsory Elective
	CPPREP4122	Manage tenant relationships	Compulsory Elective
	CPPREP4123	Manage tenancy	Compulsory Elective
	CPPREP4124	End tenancy	Compulsory Elective
	CPPREP4125	Transact in trust accounts	Compulsory Elective
	<b>Other Electives</b>		
	CPPREP4162	Conduct and complete sale by auction	Elective
	CPPREP4171	Represent buyer in sales process	Elective
	CPPREP4504	Deliver presentations to clients in real estate	Elective
Target Group	<p><i>This course is aimed at:</i></p> <ul style="list-style-type: none"> <li>- potential learners who aim to develop skills and knowledge to be able to work and build a career within a business in a finance/broking role.</li> <li>- employees who have previously worked in this area but don't have any formal recognised qualifications. Potential Learners will be screened prior to commencement to ensure that the course is appropriate for them.</li> </ul>		
Entry Requirements	<p>There are no formal entry requirements for this qualification. However, students must</p> <ol style="list-style-type: none"> <li>1. be minimum of 18 years old to be able to work and practice in a real estate environment.</li> <li>2. complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification,</li> <li>3. If it is determined that the student needs to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification.</li> </ol>		
RPL/Credit Transfer	<p>RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.</p> <p>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.</p>		
Mode of Delivery	<p>This course is delivered as a combination of classroom workshops and/or online training activities. SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course.</p>		

Volume of Learning	<p>Approximate nominal hours required to complete the CPP41419 Certificate IV in Property Services (Real Estate) are approximate 800 - 1000 hours.</p> <p>Learners are expected to complete this qualification over a period of 12 months of blended learning for full-time Learners. However, the qualification may be awarded earlier where all required competencies are achieved or in some cases additional time may be granted where appropriate and to cater for Learner needs.</p> <p>The delivery period is designed to be flexible and may change according to requirements. Commencement and completion dates will vary according to the Learner's needs and will be recorded accordingly in the Learner's Training Plan. Satisfactory course progress is monitored throughout the duration of the course. When a student is not progressing according to the training progress plan, the trainer/assessor will allow time to discuss alternate support for learning and make adjustments on a case-by-case basis.</p> <p>The trainer/assessor will also discuss the student's progress with the Academic Manager and other relevant academic staff, as required.</p>
Education Pathways	<p><i>Pathways into the qualification:</i></p> <p><i>Preferred pathways for students entering this qualification include:</i></p> <ul style="list-style-type: none"> <li>- Certificate III in Property Services (Agency or Operations)</li> <li>- Previous work experience within a real estate business. Pathways from the qualification:</li> </ul> <p><i>On successful completion of this qualification students may choose to undertake studies at a Diploma level (e.g. Diploma of Property Services or a Diploma in a related field).</i></p>
Trainers and Assessors	<p>SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must</p> <ol style="list-style-type: none"> <li>1. have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)</li> <li>2. have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)</li> <li>3. have relevant and current vocational experience</li> <li>4. have at least 2 years in a related job role.</li> </ol>
Learning resources	<p>resources provided to students for this qualification include the following:</p> <ul style="list-style-type: none"> <li>• SIIT Handbook &amp; Qualification Brochure</li> <li>• Unit Learner Guide including PPTs</li> <li>• Unit Assessment Booklet</li> <li>• Online learning facilities</li> <li>• Additional resources as required</li> </ul>
Delivery facilities	<p>This qualification is delivered at SIIT training facilities or employer's premises. All facilities, resources and equipment meet current industry standards.</p> <p>All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment.</p>

**Diploma of Property (Agency Management) (Australian domestic students Only)**

Qualification 14: CPP51119 Diploma of Property (Agency Management) (Australian Students Only)		Qualification Code: CPP51122
<b>Qualification Description</b>	<p>This qualification reflects the role of real estate principals who apply knowledge of property agency and compliance requirements, ethical standards and consumer preferences to establish and control real estate functions.</p> <p>This qualification applies to residential or commercial practice in real estate sales, real estate property management, strata management, business broking, stock and station, or auctioneering.</p> <p>Occupational titles may include:</p> <ul style="list-style-type: none"> <li>• Real Estate Agency Principal</li> <li>• Strata Management Principal</li> <li>• Agency Manager</li> <li>• Agency Director.</li> </ul> <p>Staff who hold this qualification are responsible and accountable for the work of others and are engaged with:</p> <ul style="list-style-type: none"> <li>• understanding business systems, structures, property agency practices and business entities</li> <li>• understanding legal and ethical frameworks for property agency operations</li> <li>• developing systems, procedures and protocols for managing property agency functions</li> <li>• establishing and controlling trust accounts and property agency business finances</li> <li>• coordinating ethics, risk and consumer protection systems to meet industry legal and customer expectations and requirements</li> <li>• developing and maintaining knowledge of industry trends</li> <li>• developing and maintaining relationships with lessors, tenants, vendors and buyers, buyers' agents</li> <li>• establishing and implementing strategic business plans and operational plans</li> <li>• establishing and implementing agency and individual branding</li> <li>• leading and managing people, including recruitment, induction, coaching and mentoring for teams and individuals</li> <li>• Managing work health and safety (WHS) risk to ensure a safe working environment in the real estate industry.</li> </ul>	
<b>Licensing Requirements</b>	Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.	
<b>Training Links</b>	<a href="https://training.gov.au/Training/Details/ CPP51119">https://training.gov.au/Training/Details/ CPP51119</a>	
<b>Duration</b>	12 months To achieve this qualification, competency must be demonstrated in 12 units of competency:	
<b>Packaging rules</b>	<ul style="list-style-type: none"> <li>• 7 core units</li> <li>• 5 elective units.</li> </ul> <p>Unit Code/Unit Title</p> <p>CPPREP5001 Manage compliance in the property industry</p>	C/E Core

	CPPREP5002 Establish and monitor property industry trust account management practices	Core
	CPPREP5003 Manage ethical practice in the property industry	Core
	CPPREP5004 Manage a safe workplace in the property industry	Core
	CPPREP5005 Manage teams in the property industry	Core
	CPPREP5006 Manage operational finances in the property industry	Core
	CPPREP5007 Develop a strategic business plan in the property industry	Core
	<b>Elective units</b>	
	BSBHRM612 Contribute to the development of employee and industrial relations strategies	Elective
	BSBLDR522 Manage people performance	Elective
	BSBHRM528 Coordinate remuneration and employee benefits	Elective
	BSBLDR602 Provide leadership across the organisation	Elective
	BSBHRM524 Coordinate workforce plan implementation	Elective
Target Group	<p><i>This course is aimed at:</i></p> <ul style="list-style-type: none"> <li>- potential Learners who aim to develop skills and knowledge to be able to work and build a career within a business in a finance/broking role.</li> <li>- employees who have previously worked in this area but don't have any formal recognised qualifications.</li> </ul> <p><i>Potential Learners will be screened prior to commencement to ensure that the course is appropriate for them.</i></p>	
Entry Requirements	<p>There are no formal entry requirements for this qualification. However, students must</p> <ul style="list-style-type: none"> <li>• be minimum of 18 years old to be able to work and practice in a real estate environment.</li> <li>• complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification,</li> <li>• If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.</li> </ul>	
RPL/Credit Transfer	<p>RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.</p> <p>Credit transfer: Students who have completed units from their course at other institutions will be given recognition for the presentation of a verified transcript, Award or Statement of Attainment.</p>	
Mode of Delivery	<p>This course is delivered as a combination of classroom workshops and/or online training. SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course.</p>	

Volume of Learning	<p>Approximate nominal hours required to complete this qualification are approximately 800 - 1000 hours. Learners are expected to complete this qualification over a period of 12 months of blended learning for full-time Learners. However, the qualification may be awarded earlier where all required competencies are achieved or in some cases additional time may be granted where appropriate and to cater for Learner needs.</p> <p>The delivery period is designed to be flexible and may change according to requirements. Commencement and completion dates will vary according to the Learner's needs and will be recorded accordingly in the Learner's Training Plan.</p> <p>Satisfactory course progress is monitored throughout the duration of the course. When a student is not progressing according to the training progress plan, the trainer/assessor will allow time to discuss alternate support for learning and make adjustments on a case-by-case basis.</p> <p>The trainer/assessor will also discuss the student's progress with the Academic Manager and other relevant academic staff, as required.</p>
Trainers and Assessors	<p>SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must</p> <ul style="list-style-type: none"> <li>• have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)</li> <li>• have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)</li> <li>• have relevant and current vocational experience</li> <li>• have at least 2 years in a related job role.</li> </ul>
Assessment Activities	<ul style="list-style-type: none"> <li>• <i>Practical Demonstration Q&amp;A</i></li> <li>• <i>Project Role-Plays/</i></li> <li>• <i>Presentation Case Studies</i></li> <li>• <i>Portfolio/ Third Party</i></li> <li>• <i>Report</i></li> </ul>
Learning resources	<p>The resources provided to students for this qualification include the following:</p> <ul style="list-style-type: none"> <li>• SIIT Handbook &amp; Qualification Brochure</li> <li>• Unit Learner Guide including PPTs</li> <li>• Unit Assessment Booklet</li> <li>• Online learning facilities</li> <li>• Additional resources as required</li> </ul>
Delivery facilities	<p>The face-to-face delivery of this qualification is delivered at SIIT training facilities or employer's premises while the online delivery is via SIIT Moodle Online Learning platform.</p> <p>All facilities, resources and equipment meet current industry standards. All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment.</p>

### NAATI Endorsed Qualifications

NAATI Endorsed Qualifications are tertiary translation and interpreting qualifications (diploma-level or higher) conducted by individual VET and Higher Education institutions that are acknowledged by NAATI as teaching and assessing the skills and knowledge required by the profession.

If you successfully complete a NAATI Endorsed Qualification, you will be able to apply directly to NAATI to sit a certification test without satisfying any other prerequisites.

The following three interpreting and Translating qualifications offered at SIIT are NAATI Endorsed Qualifications:

1. PSP50922 Diploma of Interpreting
2. PSP60822 Advanced Diploma of Translating
3. PSP60922 Advanced Diploma of Interpreting
4. PSPSS00063 Introduction to Interpreting Skill Set
5. PSPSS00062 Introduction to Translating Skill Set

For further information about NAATI Certification System and Endorsed Qualifications, please refer to NAATI website: [www.naati.com.au](http://www.naati.com.au).

### Course Fees & Charges

The following table shows the current fees and charges as applicable to all students.

Administration fee	\$300 (non-refundable)
Material fee	\$500 (non-refundable)
PSP50822 Diploma of Translating	\$12,800 (including administration fee and material fee)
PSP50922 Diploma of Interpreting	\$8,800 (including administration fee and material fee)
PSP60822 Advanced Diploma of Translating	\$12,800 (including administration fee and material fee)
PSP60922 Advanced Diploma of Interpreting	\$12,800 (including administration fee and material fee)
BSB80120 Graduate Diploma of Management (Learning)	\$12,800 (including administration fee and material fee)
CPP41419 Certificate IV in Real Estate Practice	\$3,900 (including administration fee and material fee)
CPP51119 Diploma of Property (Agency Management)	\$3,900 (including administration fee and material fee)
Other fees and charges: (Please note some fees might only apply to each specific qualification.)	



AUD\$200 re-assessment for a replacement Assessment Task if the student is deemed 'Not Yet Competent' after 2 attempts (non-refundable).

AUD\$200 for Assessment Late Submission Fee (if student fails to submit the assessment by the deadline.) (non-refundable).

AUD\$250 fee for initial interview to analyse and process Recognition of Prior Learning (RPL), then \$200/per unit of competency (non-refundable) for which RPL is being sought. One-off fee of AUD\$200 for credit transfer application (non-refundable).

AUD\$50 fee for re-issuing a qualification certificate (non-refundable).

AUD\$20 fee for re-issuing an academic transcript or attendance letter (non-refundable).

AUD\$10 fee for re-issuing a lost student card (non-refundable).

Overseas Students Health Cover (for international students only): The cost of OSHC varies depending on the type of cover required.

Under the Clause 7.3 of the *Standards for RTOs 2015* where the RTO requires, either directly or through a third party, a prospective or current Student to pre-pay fees in excess of a total of \$1500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in Schedule 6.

SIIT holds an unconditional bank guarantee to cover at least the amount of pre-paid fees in excess of \$1500 for every Student.

## Refund Policy and Procedure

### Refund Policy – Student’s Default

Any student who wishes to request a refund for whatever reason must complete an Application for Refund Form and address to the CEO, clearly stating the reason for the refund and/or cancellation.

**The table below indicates a list of refund items:**

Description of items	Refund status
Administration Fee	Non-refundable
Course material fee	Non-refundable
Visa refused prior to course commencement	Full refund less enrolment and course material fees
Withdrawal of course less than 4 weeks prior to course commencement	30% refund less enrolment and course materials fees
Withdrawal of course after course commencement	No refund
Visa rejection due to students’ actions including providing forged or fraudulent documents etc.	No refund
Visa cancellation due to students’ actions including providing forged or fraudulent documents etc.	No refund
Enrolment cancelled due to actions of the student and results in serious breaches of SIIT’s policies and procedures	No refund
Compulsory Health Insurance (Student Visa only)	Refer to the OSHC provider
If SIIT withdraws its offer to deliver the course before or after the course commencement date	Full refund including enrolment and course material fee

**“Special circumstances”** under which a full refund will be considered, and which are beyond the student’s control include the following:

- In the case of serious illness – verified by a medical certificate
- Family or personal tragedy
- Acts of God
- Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.
- Where a Student’s Visa has not been granted

If required / or if SIIT agrees to refund money paid, it will do so within 4 weeks of receiving written application for refund. The refund will include all course fees paid (less the Administration Fee, course materials fees, fees paid to education agents).

If a student withdraws from a course of study after commencing, for any reason outside those specified under “Special Circumstances”, no refund will be given, and the student will be held liable for any unpaid fees as a result of the withdrawal.

SIIT agrees to refund all monies paid, where the course of study has been cancelled prior to commencement in accordance with the scheduled commencement date. In such cases, full payment will be made within 2 weeks (14 days). All monies paid shall be refunded in full.

SIIT will provide the student with a written statement detailing how the amount of the refund has been calculated. All refunds will be paid to the person (the student) who enters into the contract with SIIT unless they provide written direction to the provider to pay the refund to someone else. Under no circumstance will the refund be paid to an education agent or a family member. All refunds will be paid in Australian Dollars.

Note: This agreement, and the availability of complaints and appeals processes, does not remove the right to take action under Australia's consumer protection laws. SIIT's dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies.

### **Refund – Provider Default**

In the unlikely event that SIIT is unable to deliver the course in full, the student will be offered a refund of all the course fees they have paid to date. The refund will be paid to the student within 2 weeks of the day on which the course ceased being offered/provided.

Alternatively, the student may be offered enrolment in another course/qualification by SIIT at no extra cost to the student.

The student has the right to choose whether they would prefer a refund of unused portion of the tuition fee (calculated according to the percentage of training and assessment already completed against the total duration of the qualification), or to accept a place in another course.

If the student chooses placement in another course, SIIT will ask the student to sign a document to indicate that they accept the placement.

For international students, if SIIT is unable to provide a refund or place the student in an alternative course, SIIT's Tuition Protection Service (TPS) will place the student in a suitable alternative course at no extra cost to the student.

If the ESOS Assurance Fund Manager cannot place the student on a suitable alternative course, the student will be eligible for a refund as calculated by the Fund Manager.

## Refund Procedure

1. Student will fill-in Refund Request Form with supporting documents and provide a copy of the same to Student Services Officer in person or via email at [info@SIIT.edu.au](mailto:info@SIIT.edu.au)
2. The Student Services Officer will forward this application to the Program Manager who will start processing this application in coordination with the Finance Manager.
3. The Finance Manager and the Program Manager will have a meeting with the CEO who will, based on the evidence provided, either approve or reject the refund request. This decision will be conveyed to the Student Services Officer.
4. The Student Services Officer will then provide a written outcome to the student regarding the refund application. This feedback is provided to the student within 28 days.

## Disclaimer

SIIT does not guarantee that:

- a student will successfully complete a training product on its scope of registration, or
- a training product can be completed in a manner which does not meet the requirements of the Standards for RTOs 2015, or
- a student will obtain a particular employment outcome where this is outside the control of SIIT.

SIIT, as a registered provider, must not:

- claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by the registered provider
- guarantee a successful education assessment outcome for the student or intending student.

For an electronic copy of the Standards for RTOs 2015, please visit ASQA website: [www.asqa.gov.au](http://www.asqa.gov.au). To access the latest version of the National Code 2018, please follow this link: <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

SIIT issues AQF [Australian Qualifications Framework] certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET [vocational education and training] accredited course.

\*Note: The Qualification Brochure is accurate and correct at time of publication. SIIT endeavors to ensure that this brochure is updated in time of change. For accurate information, please always speak to one of the SIIT staff.

### SIIT Qualification Brochure Acknowledgement Form

(This form must be signed and returned to SIIT before course commencement)

I, \_\_\_\_\_ have read and understand SIIT Qualification Brochure,

I acknowledge that this information is made available to me through the SIIT website and/or by email request.

Declaration:

I hereby declare that I have read and understood all pages of the Qualification Brochure (Version 4 January 2026).

I acknowledge that have been provided and explained in full the content of this Handbook during the Orientation Day Program.

I declare that during my studies with SIIT, I will follow and abide by the rules, policies and procedures outlined in this Handbook.

**Name (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_