



# Harbour College

"Where Seekers Become Achievers"

RTO NO: 41338 | CRICOS Provider Code: 03449J



# WHERE SEEKERS BECOME ACHIEVERS



# WELCOME TO

## Sydney, Australia

Australian Harbour International College is located in Sydney CBD, which provides one of the best environments for unique learning and social experiences.

Further information about living in Sydney, can be found at  
[www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

### DISCLAIMER:

The information contained in this brochure is correct at the time of printing. Printed on 22 October 2018. Australian Harvard International College Pty Ltd is trading as Australian Harbour International College (AHIC). AHIC reserves the right to amend information contained in the brochure at any time. Please contact the College for the latest information or visit our website: [www.ahic.edu.au](http://www.ahic.edu.au). AHIC reserves the right to amend course structure without notice.

### LIVING COSTS:

Knowing the average living costs in Australia is an important part of your financial preparation. Your living costs will vary according to factors such as your lifestyle and location. The cost of receiving an education in Australia is fairly high, taking into account tuition fees, living costs, and international travel. The Department of Immigration and Border Protection advises students to budget for A \$20,2900.00 per year. Therefore you have to ensure that you have access to sufficient funds to cover your study and living expenses while living and studying in Australia.

For further and up-to-date information on study in Australia, please visit: <http://www.studyinaustralia.gov.au>

Unique learning techniques & Student support

Driven by industry trends, industry contacts and continuous quality improvement

Opens pathways into the Australian Job Market and Universities

# AUSTRALIAN HARBOUR INTERNATIONAL COLLEGE

## WHERE SEEKERS BECOME ACHIEVERS

As the AHIC Principal, I am proud to have established a quality college that offers our students and partners wide-ranging experience and industry connections that allow students a pathway into fulfilling careers. I started as an international student myself, and have a profound understanding of what it means to leave home, to strive, work and study overseas, with all the hope and ambition of a young person who is willing and able to make a success of life. AHIC has a great multinational team and industry connected teachers.

As students, you may trust in our pledge that each and every team member will offer you all the support you need to achieve your goals. To our partners, I offer a college team that works to continually improve how we teach and learn, by placing students and the Business and Health industry's needs at the centre of what we do. We will strive to thrive, and grow with you, to become one of the best providers of vocational education and training in Sydney, and indeed in Australia. I am positive that AHIC will be a haven for students to become achievers.

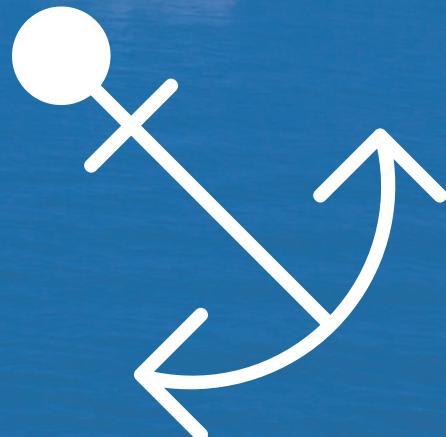
Sincerely,

Matrika Bimoli, PEO

WHY HARBOUR

AHIC is Renowned  
For HARBOURING  
Seekers to Achieve their  
GOALS.

Providing seekers a safe  
HARBOUR.



# INDUSTRY AND INTERNSHIP

04

## EXCLUSIVE

AHIC provides an Internship Program, which is unpaid, part-time and supported by AHIC's affiliated industry partners. This is an optional program for students taking Business or Accounting courses, and will be taken during the last term of the Diploma and/or Advanced Diploma.

Students have to indicate on their enrolment if they want an Internship program. AHIC will acknowledge and will send confirmation of their internship placement at the time of COE issuance. Students will also be given a confirmation letter from the company who will accept the student for the internship. This is a great advantage for students applying for a visa as they will be able to prove to Immigration their genuine intention to advance their career with local experience.

95%

employers are looking for college graduates with experience.\*

83,4%

employers say that their internship program is designed to help their organisation recruit entry level hires.\*

1

### MAKE INDUSTRY CONTACTS

It's not about what you know, it's about who you know.

2

### LOOKS GOOD ON YOUR RESUME

Stand out from the competitive graduate job market

3

### CONVERT YOUR KNOWLEDGE INTO INDUSTRY SKILLS

Working on real projects for a real organisation will give you the interpersonal skills that you need to work effectively with others + boost your confidence and capabilities.

4

### NARROW DOWN YOUR LIST OF POTENTIAL CAREERS

Test drive your career. Would I be happier in marketing or business analysis? Would I prefer to work in Tax Law or with Financial Reports?

5

### POSSIBLY LAND A FULL-TIME JOB

Research shows that 83,4% of companies use internships and similar experiential education programs to recruit for their full-time workforces.\*

## THEORY



## CLASSES

## EXPERIENCE



## INTERNSHIP

## POWERFUL EDUCATION

## PREPARED PROFESSIONALS

## TEACHING METHOD

Every subject may be different, so it is important to study the subject outline and tutors will explain the details at the start of the subject.

There are lectures supported by power point slides plus visual topic content, with practice time, tutorial time and extra skills tutoring.

Business subjects refer to Australian business case studies plus simulations, excursions, and active learning. Your materials are provided in print and digital copy as part of the course.

## ASSESSMENT METHODS

Assessments may include short written knowledge tests, discussions and oral communication demonstrations, case study exercises, written reports, web based research and reports, practical demonstration, projects and written exams. To perform at your best, you will probably need to work on the assessments outside of class time.

## RECOGNITION OF PRIOR LEARNING (RPL):

Students who have completed relevant studies or have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application for RPL can be made with the initial application or can be made within two weeks of the course commencement using the RPL Application Form and by providing supporting documents. Please note that RPL cannot result in an international student having less than a full time load of study (20 hours).

## PATHWAYS:

AHIC strives to provide students with learning pathways that best suit their desired academic outcomes, and eventual professional ambitions through:

- Articulation into further education in Australian universities, or
- Entry to the global workforce.

GO  
TO  
IT



A photograph of two young women with dark hair, smiling and looking towards each other. They are standing in front of a large, multi-story brick building with many windows. The woman on the left is wearing a green jacket over a black top. The woman on the right is wearing a light-colored top.

**BUSINESS**

**ACCOUNTING**

**IT NETWORKING**

**HEALTH & SCIENCE**

**DIPLOMA OF NURSING**

**LEADERSHIP & MANAGEMENT**



## COURSE DESCRIPTION

BSB60215

### ADVANCED DIPLOMA OF BUSINESS

52 Weeks (36 Weeks Study)

CRICOS Course Code: 093672A



STUDY METHOD:

15hrs Face to face + 5hrs Online (Per Week)



Senior Administrator, Senior Executive, Marketing Manager, Business Consultant, Business Development Manager and Small Business Owner/Manager

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

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

BSB50215

### DIPLOMA OF BUSINESS

52 Weeks (36 Weeks Study)

CRICOS Course Code: 089345F



STUDY METHOD:

15hrs Face to face + 5hrs Online (Per Week)



Manager and Team Leader

This is a diploma for people planning careers as a coordinator, project team leader or supervisor.

You build generalist business skills and knowledge in management that can be applied across different industry sectors.

This course is also designed for people intending to do further study at degree level in business.

BSB40215

### CERTIFICATE IV IN BUSINESS

40 Weeks (27 Weeks Study)

CRICOS Course Code: 089344G



STUDY METHOD:

15hrs Face to face + 5hrs Online (Per Week)



Office Administrator, Project Officer, Team Leader and Personal Assistant

This is an entry level course for people working in all types of businesses as administrators and officers including project officers. In these roles, staff need well developed technology, administration and generalist business, marketing or product skills and knowledge.

Gain the fundamental skills and knowledge to successfully perform a wide range of duties in a diverse range of industries.



## UNITS OF COMPETENCE

ELECTIVE UNITS	
BSBINM601	Manage knowledge and information
BSBLDR511	Develop and use emotional intelligence
BSBRSK501	Manage risk
BSBINN601	Lead and manage organisational change
BSBMKG608	Develop organisation marketing objectives
BSBMKG609	Develop a marketing plan
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBFIM601	Manage finances

ELECTIVE UNITS	
BSBITU402	Develop and use complex spreadsheets
BSBADM502	Manage meetings
BSBHRM506	Manage recruitment, selection and induction processes
BSBADV507	Develop a media plan
BSBPMG522	Undertake project work
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG508	Plan direct marketing activities
BSBWOR501	Manage personal work priorities and professional development

CORE UNITS	
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
ELECTIVE UNITS	
BSBADM405	Organise meetings
BSBITU401	Design and develop complex text documents
BSBRSK401	Identify risk and apply risk management processes
BSBADM409	Coordinate business resources
BSBITU402	Develop and use complex spreadsheets
BSBINN301	Promote innovation in a team environment
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities
BSBSMB408	Manage personal, family, cultural, business obligations

# BUSINESS



BSB51918

## DIPLOMA OF LEADERSHIP AND MANAGEMENT

78 Weeks (54 Weeks Study)

CRICOS Course Code: 098839J



STUDY METHOD:  
15 Hrs face to face + 5 hrs Online (Per Week)



Manager, Project Manager or a Team Manager



### COURSE DESCRIPTION

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and workload of others.

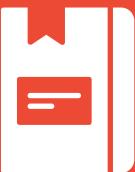




## UNITS OF COMPETENCE

CORE UNITS	
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
ELECTIVE UNITS	
BSBHRM405	Support the recruitment, selection and induction staff
BSBPMG522	Undertake project work
BSBRSK501	Manage risk
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBINN501	Establish systems that support innovation
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBADV507	Develop a media plan





# ACCOUNTING



## COURSE DESCRIPTION

FNS60217

### ADVANCED DIPLOMA OF ACCOUNTING

78 Weeks (54 Weeks Study) CRICOS

Course Code: 097719C



STUDY METHOD:  
15hrs Face to face + 5hrs Online (Per Week)

Accounting roles in Finance Services and other industry,  
Finance and Accounts Manager, Assistant Accountant,  
Senior Financial Officers, Account Receivable and  
Payable Manager and Office Manager.

This qualification is designed to reflect the role of individuals working in accounting and seeking professional identification.

At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well defined parameters.

FNS50217

### DIPLOMA OF ACCOUNTING

64 Weeks (45 Weeks Study) CRICOS

Course Code: 097717E



STUDY METHOD:  
15hrs Face to face + 5hrs Online (Per Week)

Accounts Receivable, Accounts Payable, BAS Agent,  
Tax Agent, Assistant Accountant, Bookkeeper, Senior  
Financial Clerk and Accounts receivable/payable officer.

This is a diploma for people planning a career in financial services in a responsible operational role or for people intending to do further study at degree level in accountancy or business.

Positions could be in accounts and finance departments in medium to large businesses, and government organisations.

Academic Entry requirements:  
Completion of the FNSSS00014 Accounting Principles Skill Set;  
OR Completion of FNS40217 Certificate IV in Accounting or equivalent.

FNS40217

### CERTIFICATE IV IN ACCOUNTING

52 Weeks (36 Weeks Study)

CRICOS Course Code: 097716F



STUDY METHOD:  
15hrs Face to face + 5hrs Online (Per Week)

Payroll Clerk, General Accounts Assistant,  
Accounts Receivable Clerk, Accounts Payable  
Clerk and BAS Agent (Study Requirements).

This is an entry course for people planning a career in financial services.

At this level, your role is expected to be a practical accounting support position such as accounts clerk, book-keeper, payroll clerk or similar routine support position.

Academic Entry requirements:  
Completion of both FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set;  
OR  
Completion of FNS50215 Diploma of Accounting;  
OR  
Completion of FNS50217 Diploma of Accounting.



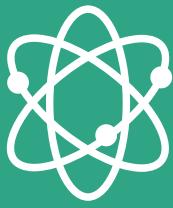
## UNITS OF COMPETENCE

CORE UNITS	
FNSACC624	Monitor corporate governance activities
FNSINC601	Apply economic principles to work in the financial services industry
FNSINC602	Interpret and use financial statistics and tools
ELECTIVE UNITS	
FNSACC601	Prepare and administer tax documentation for legal entities*
FNSACC605	Implement organisational improvement programs
FNSINC503	Identify situations requiring complex ethical decision making
FNSFMK505	Comply with financial services legislation and industry codes of practice
FNSRSK602	Determine and manage risk exposure strategies
FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSORG506	Prepare financial forecasts and projections
FNSACC514	Prepare financial reports for corporate entities
BSBLDR402	Lead effective workplace relationships
FNSACC405	Maintain inventory records

CORE UNITS	
FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities*
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information
ELECTIVE UNITS	
FNSORG506	Prepare financial reports and projections
FNSACC505	Establish and maintain accounting information systems
FNSACC408	Work effectively in the accounting and bookkeeping industry
BSBITU402	Develop and use complex spreadsheets
FNSACC311	Process financial transactions and extract interim reports

\*Consult with Academic Dept. about the prerequisite units.

CORE UNITS	
BSBFIA401	Prepare financial reports
BSBSMB412	Introduce cloud computing into business operations
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerized accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems
ELECTIVE UNITS	
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
FNSACC313	Perform financial calculations
FNSACC412	Prepare operational budgets
BSBWHS201	Contribute to health & safety of others



# IT NETWORKING

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## COURSE DESCRIPTION

ICT60215

### Advanced Diploma of Network Security

52 Weeks (36 Weeks Study)

CRICOS Course Code: 095651A



#### STUDY METHOD:

15 hrs face to face + 5 hrs Online (Per Week)



e-security specialist, ICT security specialist, IT security administrator, IT security analyst, IT security specialist, systems/network administrator, network security analyst, network security specialist, network security administrator, senior network administrator, Systems security analyst.

ICT50415

### Diploma of Information Technology Networking

52 Weeks (36 Weeks Study)

CRICOS Course Code: 095650B



#### STUDY METHOD:

15 Hrs face to face + 5 hrs Online (Per Week)



Network administrator, IT administrator, IT Operations administrator, network services administrator, network support coordinator, network operations analyst, network security coordinator or Network e-business coordinator

ICT40415

### Certificate IV in Information Technology Networking

52 Weeks (36 Weeks Study)

CRICOS Course Code: 095647G



#### STUDY METHOD:

15 Hrs face to face + 5 hrs Online (Per Week)



Network support, Network operations support, Network operations technician, Network technician, Network support technician, Help desk support.

This qualification provides the skills and knowledge for an individual to plan, design, manage and monitor an enterprise information and communications technology (ICT) network as an independent ICT specialist or as part of a team responsible for advanced ICT network security systems. The qualification has a high-level ICT technical base with appropriate security units and the ability to specialise in a number of areas, including voice, wireless, network infrastructure and sustainability.

This qualification provides the skills and knowledge for an individual to manage, as an independent ICT specialist or as part of a team, the installation of a range of networks, including internetworking, security and e-business integration.

This qualification provides the skills and knowledge for an individual to install and manage small scale networks, either as an independent network support technician or as part of a team.



## UNITS OF COMPETENCE

CORE UNITS		ELECTIVE UNITS	
ICTNWK502	Implement secure encryption technologies	ICTNWK608	Configure network devices for a secure network infrastructure
ICTNWK509	Design and implement a security perimeter for ICT networks	ICTNWK607	Design and implement wireless network security
ICTNWK601	Design and implement a security system	ICTNWK613	Develop plans to manage structured troubleshooting process of enterprise networks
ICTNWK602	Plan, configure and test advanced server based security	ICTNWK615	Design and configure desktop virtualisation
ICTSUS601	Integrate sustainability in ICT planning and design projects	ICTTEN811	Evaluate and apply network security
		ICTTEN611	Produce an ICT network architecture design
		ICTSUS501	Implement server virtualization for a sustainable ICT systems

CORE UNITS		ELECTIVE UNITS	
ICTICT418	ICTICT418 Contribute to copyright, ethics and privacy in an ICT environment	ICTNWK509	Design and implement a security perimeter for ICT networks
ICTICT511	ICTICT511 Match ICT needs with the strategic direction of the enterprise	ICTTEN516	Produce technical solutions from business specifications
ICTNWK529	Install and manage complex ICT networks	ICTNWK525	Configure an enterprise virtual computing environment
ICTSUS501	Implement server virtualization for a sustainable ICT system	ICTNWK505	Design, build and test a network server
ICTTEN611	Produce an ICT network architecture design	ICTNWK503	Install and maintain valid authentication processes
		BSBSUS501	Develop workplace policy and procedures for sustainability
		ICTSAS505	Review and update disaster recovery and contingency plans
		ICTTEN422	Configure and troubleshoot advanced network switching
		ICTNWK524	Install and configure network access storage devices
		ICTNWK531	Configure an internet gateway
		ICTNWK511	Manage network security

CORE UNITS		ELECTIVE UNITS	
BSBWHS304	Participate effectively in WHS communication and consultation processes	ICTNWK408	Configure a desktop environment
ICTICT418	ICTICT418 Contribute to copyright, ethics and privacy in an ICT environment	ICTNWK405	Build a small wireless local area network
ICTNWK401	Install and manage a server	ICTTEN513	Install, configure and test a local area network switch
ICTNWK402	Install and configure virtual machines for sustainable ICT	ICTNWK407	Install and configure client-server applications and services
ICTNWK403	Manage network and data integrity	ICTPMG401	Support small scale IT projects
ICTICT401	Determine and confirm client business requirements	ICTTEN417	Install, configure and test a router
ICTNWK404	Install, operate and troubleshoot a small enterprise branch network	ICTTEN420	Design, install and configure an internetwork
ICTTEN416	Install, configure and test an internet protocol network	ICTNWK410	Install hardware to a network
		ICTNWK406	Install, configure and test network security



# HEALTH AND SCIENCE

16



## COURSE DESCRIPTION

CHC43015

### CERTIFICATE IV IN AGEING SUPPORT

78 Weeks (54 Weeks Study)

CRICOS Course Code: 093674K



STUDY METHOD:

15hrs Face to face + 5hrs Online (Per Week) +  
120hrs Work Placement in total



Home care assistant, Community care worker,  
Residential Community house worker, Personal care  
worker, Assistant in nursing.

This qualification prepares you for work in an aged care facility or community based service providing specialised tasks and functions.

You work within organisational guidelines and maintain quality service delivery including individualised service planning and delivery.

CHC33015

### CERTIFICATE III IN INDIVIDUAL SUPPORT

52 Weeks (36 Weeks Study)

CRICOS Course Code: 093675J



STUDY METHOD:

15hrs Face to face + 5hrs Online (Per Week) +  
120hrs Work Placement in total



Personal care worker, Residential Community house  
worker, Community care worker, Assistant in nursing,  
Home care assistant,

This qualification prepares you for the role of a worker in the community and a residential setting.

You work in an aged care facility or home based community care service. Care staff provide person-centred support to people needing support due to ageing, disability or some other reason.

AHIC graduates complete two specialisation streams in the course.

## WORK PLACEMENT

These courses includes work placement in an aged care and home care facility. AHIC will organise this experience and you will learn and then practise in a work place. This is very valuable experience and "hands on" learning that is supervised by your Trainer. You must complete a minimum of 120 hours of work placement as detailed in the Assessment Requirement of the units of competency.





## UNITS OF COMPETENCE

CORE UNITS	
CHCADV001	Facilitate the interests and rights of clients
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE006	Facilitate individual service planning and delivery
CHCCCS025	Support relationships with carers and families
CHCLEG003	Manage legal and ethical compliance
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and well being
CHCDIV001	Work with diverse people
CHCPAL001	Deliver care services using a palliative approach
HLTAAP001	Recognise healthy body systems
HLTWH002	Follow safe work practices for direct client care
ELECTIVE UNITS	
HLTAID003	Provide first aid
CHCAGE002	Implement falls prevention strategies
HLTHPS007	Administer and Monitor medications

CORE UNITS	
CHCCCS015	Provide individualized support
CHCCCS023	Support independence and wellbeing
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
HLTWH002	Follow safe work practices for direct client care
ELECTIVE UNITS	
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
HLTAID003	Provide first aid
CHCCCS025	Support relationships with carers and families
CHCHCS001	Provide home and community support services



## AFFILIATED RESIDENTIAL CARE CENTERS

### Allity Services – Sydney

ST GEORGE is a 110 bed multi-purpose residential facility for clients requiring high and low care with dementia and palliative care units.

**Elizabeth Jenkins Place Aged Care Plus Centre  
The Salvation Army  
8 Homestead Avenue, Collaroy, NSW 2097**



# DIPLOMA OF NURSING

HLT54115

## DIPLOMA OF NURSING

104 weeks (72 weeks study)

CRICOS Course Code: 095125A



### STUDY METHOD:

15 hrs of face to face + 5 hrs online  
(Per Week) + 400 hrs Work Placement in total.



Home care assistant, Community care worker,  
Residential Community house worker. Personal care  
worker, Assistant in nursing. Enrolled nurse working  
under supervision of a registered nurse

### SPECIAL ENTRY REQUIREMENTS:

- Academic IELTS 7.0 each band or equivalent
- National Police check
- Working with Children check
- Relevant immunization check



### COURSE DESCRIPTION

This qualification reflects the role of an enrolled nurse working under supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units.

A graduate from a Diploma of Nursing program approved by the Nursing and Midwifery Board of Australia (NMBA) is able to apply for registration with the NMBA as an enrolled nurse. Further information on registration is available at [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)



## WORK PLACEMENT

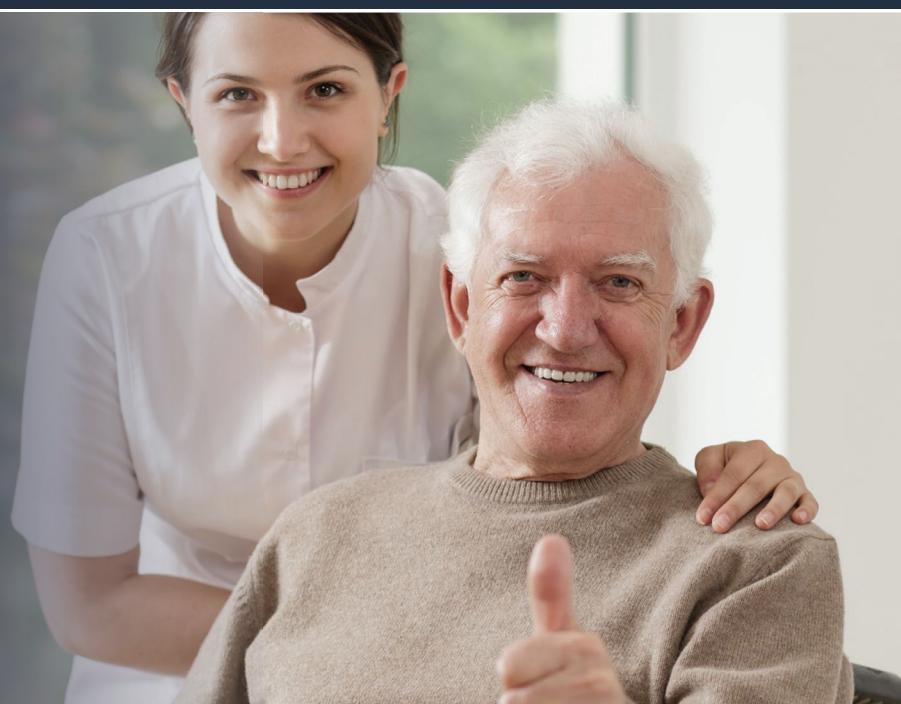
This course includes 400 hours in total in an approved health care facility and hospital. This experience and you will learn and then practise in a work place. This is very valuable experience and "hands on" learning that is supervised by your Trainer. You must complete a minimum of 400 hours of work as detailed in the Assessment Requirement of the units of competency.



## UNITS OF COMPETENCE

Our course has been designed to meet the requirements for the HLT54115 Diploma of Nursing. There are 25 Units: 20 Core units and 5 Elective units:

CORE UNITS	
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCPRP003	Reflect on and improve own professional practice
HLTAAP002	Confirm physical health status
HLTAAP003	Analyse and respond to client health information
HLTENN001	Practise nursing within the Australian health care system
HLTENN002	Apply communication skills in nursing practice
HLTENN003	Perform clinical assessment and contribute to planning nursing care
HLTENN004	Implement, monitor and evaluate nursing care plans
HLTENN005	Contribute to nursing care of a person with complex needs
HLTENN006	Apply principles of wound management in the clinical environment
HLTENN007	Administer and monitor medicines and intravenous therapy
HLTENN008	Apply legal and ethical parameters to nursing practice
HLTENN009	Implement and monitor care for a person with mental health conditions
HLTENN011	Implement and monitor care for a person with acute health problems
HLTENN012	Implement and monitor care for a person with chronic health problems
HLTENN013	Implement and monitor care of the older person
HLTENN015	Apply nursing practice in the primary health care setting
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS002	Follow safe work practices for direct client care
ELECTIVE UNITS	
HLTENN025	Implement and monitor care for a person with diabetes
CHCPOL003	Research and apply evidence to practice
HLTENN010	Apply a palliative approach in nursing practice
HLTINF003	Implement and monitor infection prevention and control policy and procedures
HLTAID003	Provide first aid



# PAYMENT OPTIONS

## BY MAIL:

Please send to: AHIC  
Level 4, 114-120 Castlereagh  
Street, Sydney NSW 2000  
Australia.

## DIRECT DEPOSIT/ TELEGRAPHIC TRANSFER

Please quote student name and number for each transaction. Otherwise, AHIC may not be able to trace the payment, which could mean that enrolment may be delayed.

## BANK PAYMENT:

Bank : Commonwealth Bank  
Branch Name : Cnr of George & Market St, Sydney NSW 2000 Australia  
Account Name : Australian Harvard International College  
BSB : 062 005  
Account No : 1116 1515  
Swift Code : CTBAAU2S (for international transfer)

## CREDIT CARD/ CASH PAYMENT:

Credit Cards are accepted and surcharges apply according to the type of card. We accept Bankcards, MasterCard & Visa Card. Cash payment is not accepted.

## PAYMENT ADVICE:

Contact AHIC Accounts for details: [accounts@ahic.edu.au](mailto:accounts@ahic.edu.au)

# TESTIMONIALS

"The trainers are always willing to help and provide the right answer every time I ask. It is helping me to achieve my personal goal."

Hector Launas (Chile)

"I will definitely recommend AHIC to my friends. The college offers good facilities and new equipment with the accessible location."

Francis Gilbert de Torres (Philippines)

# NATIONALITY MIX



# HOW TO APPLY

1

## FILLING OUT FORMS

International students applying from overseas\* must fill out: Streamline Student Visa Framework (SSVF) Questionnaire, AHIC Enrolment Form, SSVF Assessment Form, Statutory Declaration Form Statement of Purpose of studying at AHIC must be forwarded to AHIC Admission department together with the above filled out forms.

\*Please contact AHIC Marketing or Admission Department

2

## APPLICATION ASSESSMENT

Once we receive your application we will assess whether you meet the English Language and academic entry requirements for your chosen programme.

3

## LETTER OF OFFER

If your application is approved, we will send you a letter of Offer. This will include payment details, airport arrival and accommodation information.

4

## FEES PAYMENT

Fee payment details are included in your letter of Offer. Ensure you have read and understood the AHIC refund policy before you make payment to AHIC.

5

## APPLY FOR A STUDENT VISA

Once we receive your fee payment, we will issue you with a fee receipt to support your student visa application.

Visit: <http://www.border.gov.au/Trav/Stud> for visa requirements and processes.

6

## PLANNING FOR ARRIVAL

Plan to arrive at AHIC in time to attend the International Student Orientation. Once you have booked your flights, organise your airport pick up and accommodation at least 10 working days before you arrive.

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## AHIC ORIENTATION Program

Join other international students for the AHIC Orientation program, finalise your enrolment, and commence your studies.

## CHECKLIST



APPLICATION FORM:  
[www.ahic.edu.au/downloads](http://www.ahic.edu.au/downloads)



Certified copy of PASSPORT



Copy of VISA  
(onshore students only)



Certified copies of previous  
QUALIFICATIONS



Certified copies of ENGLISH  
LANGUAGE PROFICIENCY



DECLARATION read and  
ticked/signed

## ENTRY REQUIREMENTS



Year 12 (HSC) or equivalent



Academic IELTS 5.5 overall,  
no less than 5.0 in each band,  
or upper intermediate, or  
EAP from approved ELICOS/  
ESL Centre or evidence of  
completion of 1-year full time  
study in Australia, or



Successful completion of  
AHIC's Placement Test



Enrollment Fee \$200



17 years and above



Australian Harvard International College T/A Australian Harbour International College  
ABN: 74 603 036 102 | RTO NO: 41338 | CRICOS Provider Code: 03449J



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[www.ahic.edu.au](http://www.ahic.edu.au)



NATIONALLY RECOGNISED  
TRAINING

