



Institute of Health and Nursing
Australia



IHNA International Students Prospectus

IHNA International Students Prospectus

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About IHNA

The Institute of Health and Nursing Australia (IHNA) is one of the leading providers of health and nursing education. We offer accredited and nationally recognised qualifications in Aged Care, Home and Community Services, Disability, Nursing and Health Services Assistance.



Our courses have helped many students launch successful careers in the healthcare industry.

For international students, our courses are delivered via face to face classes. They are also supported by online tutorials which assist students deepen their industry knowledge. Our curriculum has a strong focus on both theory and practical skills. Our programs include the latest in industry trends and practices and are taught by qualified and experienced educators. Classroom practicals and work experience placement, where students are introduced to potential employers to gain practical experience, help our students understand what it's like to work with medical patients, the elderly and people with disabilities. A clinical development nurse from Calvary John James Hospital had this to say about one of our students:

"She displays professional friendly behaviour, has a high level of critical thinking and adapts her practice to provide individualised holistic care for her patients. We would gladly welcome her back as a permanent member of our team."

Our values of innovation, excellence and caring are reflected in our curriculum as well as the ongoing support we provide to our students and alumni. Our administrative staff and course coordinators are there to serve you. In addition, our online learning platform is backed by round the clock technical and educational support. If you want an amazing career in the health care industry, the Institute of Health and Nursing Australia can help you build your career.

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Units of Competency

Registered Training Organisations (RTOs) are vocational education organisations. These state government or privately owned organisations provide students with qualifications, which are recognised by relevant industry bodies throughout Australia. These qualifications are in line with the Australian Qualifications Framework (AQF).

In order to operate in Australia, all RTOs delivering to international student must be registered with the Australian Skills Quality Authority (ASQA), the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met via the VET Quality Framework (VQF). IHNA currently meets the training delivery requirements of the VQF. To be approved for, and maintain, registration, RTOs must provide documentary evidence of how they meet the VQF standards and how they are continually improving their training delivery systems. The focus on continual improvement is expected to assist RTOs to adapt quickly to changing external environments such as economic factors and skills needs.

During the period of registration, RTOs are monitored and audited to ensure they are continue to meet VQF standards.

The ESOS Framework – providing quality and protecting international students' rights

The Department of Education manages the ESOS legislative framework. It maintains CRICOS and PRISMS, and educates education institutions about their ESOS obligations. It works closely with Department of Immigration and Border Protection (DIBP) and also has the authority to investigate education institutions to make sure they are complying with the ESOS laws.

The Department of Education can impose sanctions against an education institution if they are not following the law. Sanctions include suspending or cancelling the right of the education institution to teach overseas students. Breaching the laws may

also be a criminal offence attracting fines or imprisonment.

A broad outline of the ESOS framework designed for prospective students is available at:

<https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/Documents/ESOS%20Factsheets/ESOS%20Factsheets%202012/The%20ESOS%20framework.pdf>

Campus Facilities

IHNA have three fully equipped and capable facilities located in Victoria, Western Australia and New South Wales.

IHNA Classrooms

IHNA classrooms are fitted with modern furniture and visual teaching aids such as charts and flash cards to provide the best learning experience to students.



Simulated Laboratory

The well-equipped IHNA simulated laboratories ensure clinical skills teaching is achieved in a realistic and effective manner. Lab sessions typically involve use of clinical equipment, practice models and manikins, clinical tools, role plays and simulated activities reflecting real time events in clinical settings to facilitate learning.

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As a part of quality improvements in service delivery, IHNA's laboratories are continuously updated and improved with new equipment and facilities to accommodate relevant learning needs and provide the opportunity to practice and test commonly used nursing skills and interventions in a non-threatening environment.



Resource Centre and Library

IHNA has a growing Library and Resource Centre where students can find extra resources to help with their learning and chosen career path. IHNA also subscribes to EBSCO databases Online Library and all students have access to these resources.



Computer Laboratory

IHNA campuses have well-appointed Computer Laboratories with computer lines and provided terminals so that students are able to use for their own computers. Each connection gives access to MIMS on line, EBSCO reference centre and IHNA's E-Learning resources. IHNA also provides Wi-Fi



E-Learning

IHNA provides students access to the e-learning platform throughout their studies at IHNA. E-Learning enables students to access to course materials as soon as they are enrolled. It also assists students identify the areas they have trouble understanding and to catch-up on classes they missed.

Hostel Facilities

IHNA provide students with accommodation at a reasonable cost. The IHNA hostel is across the road from IHNA's Heidelberg campus. IHNA also organises other accommodation facilities as close as possible to campus.

We offer fully furnished shared accommodation which incorporates all utilities bills, internet facilities and local telephone facilities. Please note that Student Accommodation facilities are available only at Melbourne Campus and will be available to a limited number of students. This will be served on a first come first serve basis. For further details, contact the Student Support Manager at studentservices@ihna.edu.au

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Multicultural Melbourne



Victoria offers a variety of great things to see and do such as snow skiing, bushwalking in national parks, swimming and surfing at the many golden beaches, penguin-watching, wine tastings at beautiful wineries and wildlife parks where koalas, kangaroos and other Australian wildlife roam free.

Melbourne, the capital of Victoria, is Australia's second largest city abundant with global culture landscaped by a colourful range of cultures, cuisines and ideas. As one of the world's most multicultural cities, Melbourne is home to almost four million residents from over 140 nations; 41 per cent of them are born overseas and there are 50,000 international students!

Melbourne is a city of style, fashion, food, architecture, theatres, galleries, and gardens. Flinders Street Train Station, elaborate Victorian architecture and ornate boulevards reflect the city's rich history. Cutting-edge developments such as Federation Square magnify its contemporary style.

Visitors can sample local wine in award-winning restaurants, enjoy sporting events or arty festivals, have a coffee and cake in a chic city laneway, buy fresh food or handicrafts at local markets, shop for gourmet food or locally designed clothes, picnic at a park or beach, watch native animals at a wildlife sanctuary - there is always plenty to explore in Melbourne!

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Climate

Melbourne has a reputation for unpredictable weather and tends to experience colder winters than other Australian capital cities. However, this city is an excellent place to see the seasons change.

Springtime is spent amongst gardens and parks. In summer, beaches are a hit and in autumn and winter, enjoy the warmth of cozy European-style cafés and bars in this vibrant city.

Economy

Melbourne possesses a diverse economy and is particularly strong in education, finance, manufacturing, research, logistics and transportation and tourism sectors. Melbourne is the headquarters for many of Australia's largest corporations.

Education

Melbourne is a great place to begin your career pathway and make great connections. It has ten world-leading universities and vocational education and training institutions that offer high levels of hands-on training and skills development with close industry connections.

Attractions

Federation Square, Flinders Street Station, Queen Victoria Market, Crown Casino, Southbank, Great Ocean Road, Yarra Valley, Melbourne Zoo/Healesville Sanctuary, Melbourne Aquarium, Phillip Island, Sovereign Hill, Dandenong Ranges/Puffing Billy, Docklands, National Gallery of Victoria, Melbourne Museum, Melbourne Observation Deck, Grampians, The Arts Centre, Mornington Peninsula, The Snowfield, Melbourne Cricket Ground (MCG).

Accommodation

We recommend you organise accommodation

before the start of each semester (usually in February and July). The Melbourne Campus is located in Heidelberg Heights, 10 kilometres from the Melbourne CBD. Suburbs close to campus include: Heidelberg, Ivanhoe, Rosanna, Eaglemont, Viewbank and Bulleen.

Transport

Melbourne's well-connected transport system consists of trams, trains, buses and taxi services that offer secure, comfortable travel.

Food

Wherever you are from, you are sure to find restaurants and food stores representing your cuisine, as the city is home to more than 3000 restaurants serving over 70 national cuisines. Food shopping is a dream in Melbourne; find fresh food and supplies at many of the local markets such as Preston, South Melbourne and Footscray and larger supermarkets and smaller grocery shops.

Cost of Living

The following information provides an indication of what living expenses are associated with residence in Melbourne for a single person:

- Renting a room: \$120-\$180 per week

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Australia's Sunniest City - Perth



The Perth campus is conveniently located in the vibrant Perth CBD in Western Australia (WA), Australia's largest state. Blessed with beautiful beaches, blue skies and great weather, WA is a haven for a range of outdoor activities such as kayaking, surfing, diving, sailing and more.

Perth embraces a relaxed outdoor lifestyle, burgeoning bar scenes, open arts festivals, world-class beaches and expansive parklands.

Perth is the only place where you can have a picnic at the one of the biggest inner-city parks in the world, Kings Park or take a dip into the inviting clear waters at Cottesloe Beach. Head further south to Fremantle where the fascinating maritime histories blend with a multicultural energy or take a short ferry ride to Rottnest Island to swim, snorkel and relax!

Further down the coast is Rockingham, home to an abundant array of marine life including wild dolphins and humpback whales. Venture inland to the Swan Valley, Western Australia's oldest wine growing region. A three hour drive from Perth will take you into Margaret River, home to scenic iconic vineyards, produce farms and art galleries that create a feast for the senses.

Perth also is a hub for music, theatre, film and art; welcoming internationally-renowned artists and hosts the latest shows, festivals and exhibitions from around the world.

Climate

Perth has a Mediterranean climate with warm, sunny weather for most of the year. Summers last from

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December to February and are generally hot and dry. Winters are from June to August and are relatively cool and wet.

Economy

WA is enjoying economic prosperity. Massive investments come into Perth in mining, energy, construction, technology and research. Did you know that you are more likely to get a job in Western Australia than anywhere else in Australia? Western Australian's are also amongst the highest paid in the country!

Education

Education in Perth is internationally recognised for high quality. The qualifications you receive in Western Australia will be recognised by employers and leading education institutions around the world.

Attractions

Kings Park & Botanic Gardens, Bell Tower, Perth Zoo, Perth Mint, Adventure World, Fremantle Prison, Crown Casino, Cottesloe Beach, Scarborough Beach, Rottnest Island, Penguin Island, The Pinnacles, Caversham Wildlife Park, SciTech Discovery Centre, Museum of Western Australia, Art Gallery of WA, Mundaring Weir, Avon Valley, Swan Valley, Margaret River, Yanchep National Park.

Accommodation

The Perth Campus is located in the Perth CBD and is well connected to public transport. When looking for accommodation, consider a location that is close to a train station or buses that stop at the CBD. Renting in Perth is competitive and you will need to make sure you have done some research before you start looking.

Transport

Perth's Public Transport System is divided into travel 'zones' and is designed to be easy to use for

newcomers. International students are entitled to a 40 percent discount on all public transport throughout WA.

Food

Fantastic food is found everywhere in Perth. It is teaming with an eclectic mix of cafes, cool bars, fresh seafood, and eateries from every part of the world such as authentic Thai, Chinese, Indonesian, Italian, Vietnamese, Indian, Korean and Japanese restaurants. The latest and popular eats in Perth CBD are the Jamie's Italian and Brookfield Place.

Cost of Living

The following information provides an indication of what living expenses are associated with residence in Perth for a single person:

- Renting a room: \$175-\$220 per week

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Cosmopolitan Sydney



The Sydney campus is located in Parramatta in the culturally sophisticated state of New South Wales (NSW).

Unlike its other Australian sister capital cities, Sydney is the oldest. However, for its age it is a good looking city that constantly attracts both international students and travellers from across the globe. Australia's best actors, stockbrokers, models, writers and architects call Sydney home, making it an ambitious and attractive city to live in.

Set on a spectacular natural harbour, Sydney's coastal settings makes it a unique cosmopolitan city with an endless list of leisure pursuits: more than 70 sparkling beaches, fabulous food, festivals and fun.

Don't forget to bring your camera when you pass by the Opera House in a ferry ride under the Sydney Harbour Bridge. Kayak to Manly Beach, learn to surf

at Bondi Beach or swim in the blue waters of Coogee. Check out the cobblestone cul-de-sacs of The Rocks or pop into Paddington's markets, boutiques, cafes and pubs. Most of these scenic spots can be easily accessed by ferry or by bus.

Sydney's central location is perfect if travel is on your mind; venture to World Heritage-listed Blue Mountains and the Six Foot Track bushwalk. Drive north to the Pacific Coast to Brisbane past the Hunter Valley, Port Stephens and surfers paradise Byron Bay, or head south to Melbourne via the uncrowded beaches of Jervis Bay.

Many exciting adventures await you in this clean, safe city all year round as the moderate sub-tropical climate in Sydney is always pleasant.

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Climate

Sydney's climate is agreeable all year round with blue skies, warm summers and mild winters. As a coastal city, afternoon sea breezes are common and warm sea temperatures in Sydney are an ideal oceanic playground for swimming, yachting and other various water-activities. With very few extremes, Sydney oversees 300 sunny days a year.

Economy

The economy in Sydney is strong and diverse; more than 600 multinational companies have chosen this global city as their regional headquarters. Sydney thrives with its well-educated and multilingual workforce, reliable infrastructure and world-class city lifestyle.

Education

Australian colleges and universities are well represented in Sydney. Students have a choice of a number of different types of world class training, education and higher learning institutions. NSW is home to five of the top 100 academic institutions in the Asia Pacific, as ranked by the prestigious Shanghai Jiao Tong Academic Ranking of World Universities.

Attractions

Sydney Opera House, Sydney Harbour Bridge, Bondi Beach, Taronga Zoo, Luna Park Sydney, Sea Life Sydney Aquarium, Manly Beach, Kings Cross, Darling Harbour, Royal Botanic Gardens, Madame Tussauds Sydney, IMAX Theatre Sydney, Chinese Garden of Friendship, Blue Mountains, Parramatta Stadium, Cockatoo Island, Jackson Island, Museum of Contemporary Art Australia.

Accommodation

The Sydney Campus in Parramatta is located in

Greater Western Sydney, 30 minutes away from west of Sydney CBD. When shopping for student accommodation, neighbouring suburbs in Parramatta include: Northmead, North Parramatta, Westmead, Greystanes, Mays Hill, Harris Park, Rosehill and Oatlands.

Transport

Travelling via affordable public transport is best when in Sydney. Other ways to get around Sydney are to: Hop on board ferries or water taxis that cross the waters daily to prime harbour locations, hiring a bike or car and using the inner toll roads for speedy cross-city travel.

Food

You will be able to find cuisines from nearly every country including Chinese, Indian, Japanese, Malaysian, Korean, Italian, Irish and Turkish cuisines. Love eating out? Then check out fish 'n chips from The Boathouse, or modern Vietnamese at Luke Nguyen's Red Lantern. For award-winning desserts head to Adriano Zumbo's Lab and Black Star Pastry for fabulous chocolate éclairs and cakes!

Cost of Living

The following information provides an indication of what living expenses are associated with residence in Sydney:

- Renting a room: \$150-\$220 per week

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HLT51612 Diploma of Nursing (Enrolled-Division 2 Nursing) CRICOS Code: TBA



This nationally accredited course gives students the essential knowledge and skills to work as an Enrolled nurse in a variety of health care settings in Australia. Students will gain hands-on learning experience in our simulated laboratories, as well as in a clinical environment through work experience placements. Those who successfully complete this course may apply to the Nursing and Midwifery Board of Australia for registration as an Enrolled Nurse. This course provides essential skills and knowledge to work as an Enrolled Nurse in a variety of health care settings such as: acute care, chronic care, aged care, rehabilitation and mental health.

Possible Job Outcomes

After successful completion of the program the candidates may gain employment in hospital, aged

care, medical center, residential group homes, training resource centers, day respite centers and open employment services, other community settings and clients' homes.

Occupational titles may include:

- Enrolled Nurse
- Registered Nurse (Division 2)

Course Content

The course comprises of 26 units (21 Core units and 5 Elective units). Successful completion of this course requires the fulfilment of all 26 units of competency.

Study Mode & Duration

This course will be delivered and assessed over 24

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months(structured for four semesters) of face to face theory and lab session with candidates completing 21 weeks of professional experience placement in different care facilities. The delivery schedule of the course is as follows:

- 58 weeks of full time study (21 hours of classroom based student contact hours over 3 days).
- 21 weeks of Clinical Placement/Professional experience placement (24 hours/week)
- 15 weeks of term breaks,
- 8 week of SWOT
- 4 assessment weeks.

Admission Criteria

There is a range of admission criteria that you will need to meet both for your application at IHNA and visa application. These can include:

Student Visa

You will need to lodge an application for a student visa at an Australian Embassy or High Commission in your country.

The Department of Immigration and Border Protection (DIBP) can assist with student visa queries and applications. If you're already living or working in Australia, you may still be able to apply to study here as an international student. For more information, visit www.immi.gov.au/students.

Academic Requirements

International students must have:

- A satisfactory English Proficiency (Please see English Requirements below)
- Satisfactorily completed a minimum of year 12 or equivalent
- Must be of a minimum age of 18+ at the time of course commencement

English Requirements

A minimum IELTS overall score of 6.5 (Academic) with no band less than 6.0. Or test of English as a Foreign Language (TOEFL iBT) Certificate with a test score of 79.

Specific requirements for practical placement

- A satisfactory National Police Clearance will be required for all practical placement.
- A Working with Children Check.
- Current Vaccination/Immunization Certificate and Proof of Immunity.

Intake Dates

For the latest intake dates and for more details regarding the course, please visit the IHNA website at www.ihna.edu.au

Course Cost

Course cost comprises of course fees and additional cost.

Indicative Course Fee:

Administration Fee: AUD \$300

Tuition Fee: AUD \$29,700

Course Fees: AUD \$30,000 for 2 Years

Indicative Additional Costs

Books and Study Materials : \$700 for entire course

Lab Equipment: \$150 for entire course

Uniforms and Shoes: \$150 per year

Vaccination costs: \$250

Police Check: \$42

** Overseas Student Health Cover (OSHC) is a health insurance that provides international students with basic cover for medical and hospital care costs while in Australia. OSHC is a compulsory requirement for a student visa and is available from any government-approved OSHC provider. For more information about OSHC, please visit <http://www.health.gov.au>.*

***All fees listed are indicative only and may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees.*

**** Students have to bear the additional cost by themselves, as these are not included in the course fees.*

***** Out of the total course fees only Tuition fees are refundable as per refund policy of IHNA.*

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CHC40212 Certificate IV in Home and Community Care

CRICOS Code: TBA



Career Opportunities

Certificate IV in Home and Community Care is suitable for people who are employed in home and community care work or have prior experience in that sector and who want to upgrade their knowledge and skills in this area.

Possible Job Outcomes

Certificate IV in Home and Community Care is an appropriate qualification for people seeking work in the aged care industry and direct care work.

Possible job outcomes are:

- Care assistant / worker
- Care service employees

- Community care worker
- Community support worker
- Disability support worker
- Home care worker
- Home maintenance worker
- In-home respite giver
- Personal care assistant
- Personal care giver / worker

Course Contents

The course comprises of 15 units (6 Core Units and 9 Elective Units).

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Study Mode & Duration

This qualification is delivered in the class room (face to face mode) and includes a practical placement of 200 hours.

It will be delivered over 38 weeks (three terms).

This includes:

- 22 weeks of full time (20 hours/week)
- 8 weeks of practical placement (24 hours per week)
- 6 weeks of term break
- 1 week of SWOT-(Strengths, weaknesses, opportunities and threats analysis week)
- 1 assessment week

IHNA will deliver this course by scheduling a minimum 20 hours of classroom based student contact hours over 5 days / week for 22 weeks. The students will be undertaking practical placement for 24 hours per week training, during the placement weeks.

Admission Criteria

There is a range of admission criteria that you will need to meet both for your application at IHNA and visa application. These can include:

Student Visa

You will need to lodge an application for a student visa at an Australian Embassy or High Commission in your country.

The Department of Immigration and Border Protection (DIBP) can assist with student visa queries and applications. If you're already living or working in Australia, you may still be able to apply to study here as an international student. For more information, visit www.immi.gov.au/students.

Academic Requirements

International students must have:

- A satisfactory English Proficiency (Please see English Requirements below)
- Satisfactorily completed a minimum of year 12 or equivalent

- Must be of a minimum age of 18+ at the time of course commencement

English Requirements

You must provide test results of one of the following:

- a) International English Language Testing System (IELTS) Certificate (Academic) with an overall score of 5.5 with no individual score less than 5.
- b) Test of English as a Foreign Language (TOEFL iBT) Certificate with a test score of 46.

Specific requirements for practical placement

- A satisfactory National Police Clearance will be required for all practical placement.
- A Working with Children Check.
- Current Vaccination/Immunization Certificate and Proof of Immunity.

Intake Dates

For the latest intake dates and for more details regarding the course, please visit the IHNA website at www.ihna.edu.au

Course Cost

Course cost comprises of course fees and additional cost.

Indicative Course Fee:

Administration Fee: AUD \$300

Tuition Fee: AUD \$8,600

Course Fees: AUD \$8,900

Indicative Additional Costs

Books and Study Materials : \$80 for entire course

Uniforms and Shoes : \$150 per year

Vaccination costs : \$250

Police Check : \$42

** Overseas Student Health Cover (OSHC) is a health insurance that provides international students with basic cover for medical and hospital care costs while in Australia. OSHC is a compulsory*

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requirement for a student visa and is available from any government-approved OSHC provider. For more information about OSHC, please visit <http://www.health.gov.au>.

***All fees listed are indicative only and may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees.*

**** Students have to bear the additional cost by themselves, as these are not included in the course fees.*

***** Out of the total course fees only Tuition fees are refundable as per refund policy of IHNA.*

CHC40108 Certificate IV in Aged Care

CRICOS Code: TBA



Career Opportunities

Workers with Certificate IV in Aged Care qualification may provide services to people with complex needs, assist in program development and delivery, or may be required to supervise/co-ordinate a limited number of other service providers.

Our course addresses topics such as: assessing older

people with complex needs, planning and monitoring service delivery, undertaking relevant administrative work, planning and conducting group activities, implementing and monitoring OH&S/WH&S policies and procedures, conducting recreational programs for older people and organising an effective work environment.

This qualification is also suitable for people seeking professional or career development in the aged care

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industry and direct care work.

Possible Job Outcomes

Certificate IV in Aged Care is an appropriate qualification for people seeking work in the aged care industry and direct care work.

Possible job outcomes are:

- Assistant coordinator
- In-home respite care
- Personal care worker
- Care team leader
- Senior community care worker
- Community house worker
- Service coordinator
- Community support worker
- Support worker
- Day activity worker

Course Contents

The course comprises of 15 units (10 Core units and 5 Elective units).

Study Mode & Duration

This qualification is delivered in the class room (face to face mode) and includes a Practical placement of 200 hours.

It will be delivered over 38 weeks (three terms). This includes:

- 22 weeks of full time study (20 hours of classroom based student contact hours over 5 days)
- 8 weeks of practical placement
- 6 weeks of term breaks
- 1 week of Strengths, weaknesses, opportunities and threats analysis week (SWOT)
- 1 assessment week

IHNA will deliver this course by scheduling 20 hours of classroom based student contact hours over 5 days per week for 22 weeks. The students will be undertaking Practical placement for 24 hours per week training during the placement weeks.

Admission Criteria

There is a range of admission criteria that you will need to meet both for your application at IHNA and visa application. These can include:

Student Visa

You will need to lodge an application for a student visa at an Australian Embassy or High Commission in your country.

The Department of Immigration and Border Protection (DIBP) can assist with student visa queries and applications. If you're already living or working in Australia, you may still be able to apply to study here as an international student. For more information, visit www.immi.gov.au/students.

Academic Requirements

International students must have:

- A satisfactory English Proficiency (Please see English Requirements below)
- Satisfactorily completed a minimum of year 12 or equivalent
- Must be of a minimum age of 18+ at the time of course commencement

Entry Requirements

To gain entry into CHC40108 Certificate IV in Aged Care a candidate must be recognised as competent, through a recognised training program or recognition process, against the following core units from CHC30212 Certificate III in Aged Care (or equivalent):

CHCAC318B Work effectively with older people

- CHCAC319A Provide support to people living with dementia
- CHCCS411B Work effectively in the community sector
- CHCICS303A Support individual health and emotional well being

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- CHCPA301B Deliver care services using a palliative approach
- HLTAP301B Recognise healthy body systems in a health care context.

English Requirements

You must provide test results of one of the following:

- a) International English Language Testing System (IELTS) Certificate (Academic) with an overall score of 5.5 with no individual score less than 5.
- b) Test of English as a Foreign Language (TOEFL iBT) Certificate with a test score of 46.

Specific requirements for practical placement

- A satisfactory National Police Clearance will be required for all practical placement.
- A Working with Children Check.
- Current Vaccination/Immunization Certificate and Proof of Immunity.

Intake Dates

For the latest intake dates and for more details regarding the course, please visit the IHNA website at www.ihna.edu.au

Course Cost

Course cost comprises of course fees and additional cost.

Indicative Course Fee:

Administration Fee: AUD \$300
Tuition Fee: AUD \$8,600
Course Fees: AUD \$8,900

Indicative Additional Costs

Books and Study Materials : \$110 for entire course
Uniforms and Shoes : \$150 per year
Vaccination costs : \$250
Police Check : \$42

requirement for a student visa and is available from any government-approved OSHC provider. For more information about OSHC, please visit <http://www.health.gov.au>.

***All fees listed are indicative only and may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees.*

**** Students have to bear the additional cost by themselves, as these are not included in the course fees.*

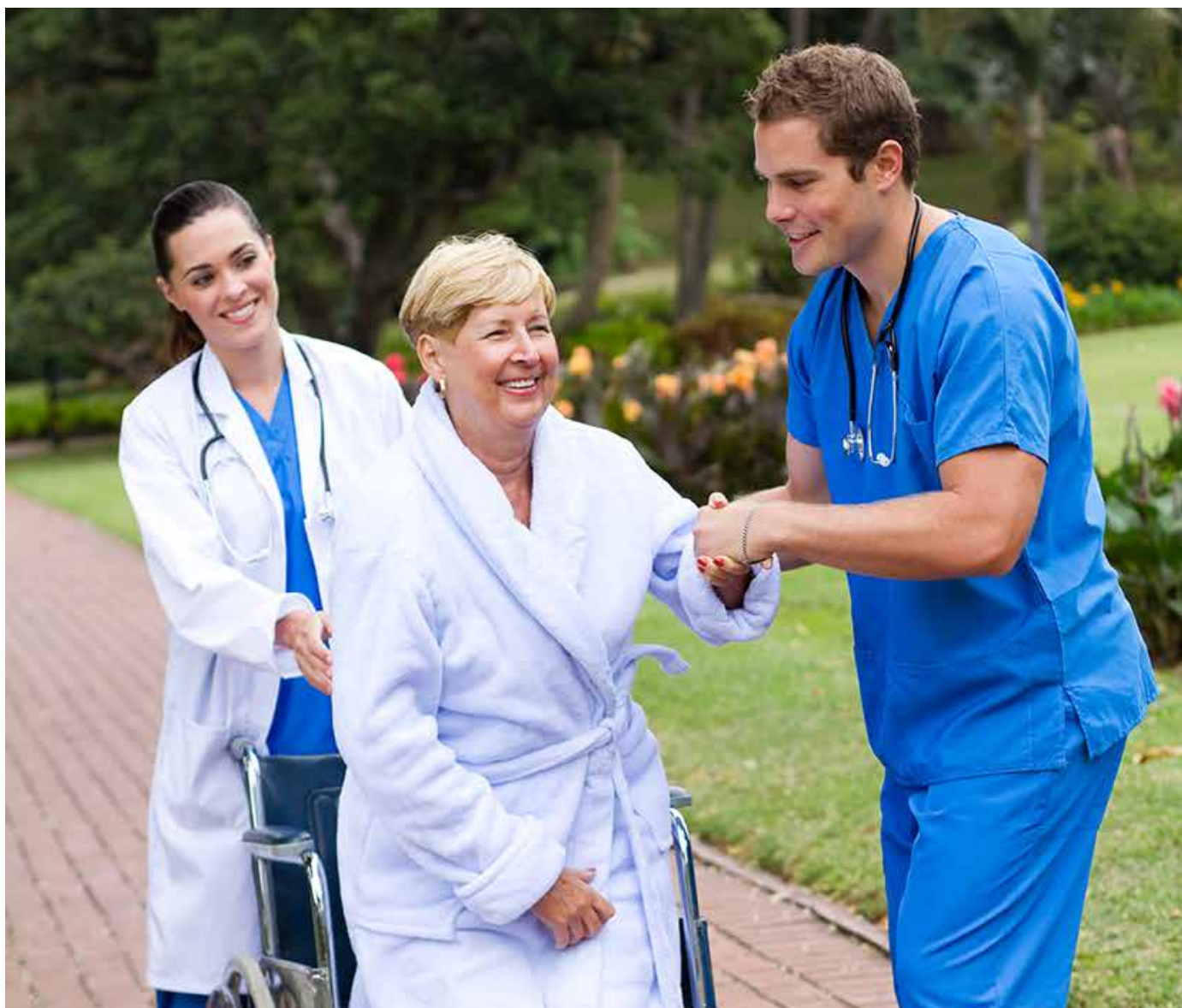
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** Overseas Student Health Cover (OSHC) is a health insurance that provides international students with basic cover for medical and hospital care costs while in Australia. OSHC is a compulsory*

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CHC40312 Certificate IV in Disability

CRICOS Code: TBA



Career Opportunities

Certificate IV in Disability will give you the essential grounding to provide valuable care for people with disabilities. Through this course you will be well equipped with the skills and knowledge to support people with disabilities to enhance their ability to achieve greater levels of independence, self-reliance and community participation.

Possible Job Outcomes

CHC40312 Certificate IV in Disability is an appropriate qualification for people seeking work in disability and direct care work.

Possible job outcomes are:

- Behavioural support officer
- Development officer
- Disability officer – day support
- Disability support officer / worker

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- Employment coordinator (disability)
- Lifestyle support officer
- Local area coordinator
- Project officer (life enhancement team)
- Residential care officer
- Senior personal care assistant
- Social educator
- Social trainer

Course Contents

The course comprises of 15 units (10 Core units and 5 Elective units).

Study Mode & Duration

This qualification is delivered in the classroom (face to face mode) and includes a work-based training of 200 hours.

It will be delivered over 42 weeks (three terms). This includes:

- 26 weeks of full time study (20 hours of classroom based student contact hours over 5 days)
- 8 weeks of practical placement.
- 6 weeks of term breaks.
- 1 week of SWOT (Strengths, weaknesses, opportunities and threats analysis week).
- 1 assessment week.

IHNA will deliver this course by scheduling 20 hours of classroom based student contact hours over 5 days per week for 26 weeks. The students will be undertaking practical placement for 24 hours per week training during the placement weeks.

Admission Criteria

There is a range of admission criteria that you will need to meet both for your application at IHNA and visa application. These can include:

Student Visa

You will need to lodge an application for a student visa at an Australian Embassy or High Commission in your country.

The Department of Immigration and Border Protection (DIBP) can assist with student visa queries and applications. If you're already living or working in Australia, you may still be able to apply to study here as an international student. For more information, visit www.immi.gov.au/students.

Academic Requirements

International students must have:

- A satisfactory English Proficiency (Please see English Requirements below)
- Satisfactorily completed a minimum of year 12 or equivalent
- Must be of a minimum age of 18+ at the time of course commencement

English Requirements

- a) International English Language Testing System (IELTS) Certificate (Academic) with an overall score of 5.5 with no individual score less than 5.
- b) Test of English as a Foreign Language (TOEFL iBT) Certificate with a test score of 46.

Specific requirements for practical placement

- A satisfactory National Police Clearance will be required for all practical placement.
- A Working with Children Check.
- Current Vaccination/Immunization Certificate and Proof of Immunity.

Intake Dates

For the latest intake dates and for more details regarding the course, please visit the IHNA website at www.ihna.edu.au

Course Cost

Course cost comprises of course fees and additional cost.

IHNA International Students Prospectus

Indicative Course Fee:

Administration Fee: AUD \$300

Tuition Fee: AUD \$8,600

Course Fees: AUD \$8,900

Indicative Additional Costs

Books and Study Materials : \$70 for entire course

Uniforms and Shoes : \$150 per year

Vaccination costs : \$250

Police Check : \$42

** Overseas Student Health Cover (OSHC) is a health insurance that provides international students with basic cover for medical and hospital care costs while in Australia. OSHC is a compulsory requirement for a student visa and is available from any government-approved OSHC provider. For more information about OSHC, please visit <http://www.health.gov.au>.*

***All fees listed are indicative only and may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees.*

**** Students have to bear the additional cost by themselves, as these are not included in the course fees.*

***** Out of the total course fees only Tuition fees are refundable as per refund policy of IHNA.*

HLT32512 Certificate III in Health Services Assistance

CRICOS Code: TBA



Career Opportunities

Certificate III in Health Services Assistance covers workers in a range of work roles who provide

assistance to health professional staff with the care of clients. Health services assistance involves the worker in direct client contact under supervision.

IHNA International Students Prospectus

Possible Job Outcomes

CHC30312 Certificate III in Home and Community Care is an appropriate qualification for people seeking work in the home and community care industry and direct care work.

Possible job outcomes are:

- Care assistant / worker
- Care service employees
- Community care worker
- Community support worker
- Disability support worker
- Home care worker
- Home maintenance worker
- In-home respite giver
- Personal care assistant
- Personal care giver / worker
- Planned activity assistant

Course Contents

The course comprises of 15 units (6 Core units and 9 Elective Units).

Study Mode & Duration

This qualification is delivered in the class room and includes a practical placement of 120 hours. This course will be delivered over 23 weeks (2 terms). This includes:

- 14 weeks of full time study (20 hours/week)
- 5 weeks of Practical placement (24 hours per week)
- 2 weeks of term breaks,
- 1 week of SWOT (Strengths, weaknesses, opportunities and threats analysis week)
- 1 week of assessment week

IHNA will deliver this course by scheduling a minimum 20 hours of classroom based student contact hours over 5 days / week for 14 weeks. The students will be undertaking practical placement for 24 hours per week training, during the placement weeks.

Admission Criteria

There is a range of admission criteria that you will need to meet both for your application at IHNA and visa application. These can include:

Student Visa

You will need to lodge an application for a student visa at an Australian Embassy or High Commission in your country.

The Department of Immigration and Border Protection (DIBP) can assist with student visa queries and applications. If you're already living or working in Australia, you may still be able to apply to study here as an international student. For more information, visit www.immi.gov.au/students.

Academic Requirements

International students must have:

- A satisfactory English Proficiency (Please see English Requirements below)
- Satisfactorily completed a minimum of year 12 or equivalent
- Must be of a minimum age of 18+ at the time of course commencement

English Requirements

You must provide test results of one of the following:

- a) International English Language Testing System (IELTS) Certificate (Academic) with an overall score of 5.5 with no individual score less than 5.
- b) Test of English as a Foreign Language (TOEFL iBT) Certificate with a test score of 46.

Specific requirements for practical placement

- A satisfactory National Police Clearance will be required for all practical placement.
- A Working with Children Check.
- Current Vaccination/Immunization Certificate and Proof of Immunity.

IHNA International Students Prospectus

Intake Dates

For the latest intake dates and for more details regarding the course, please visit the IHNA website at www.ihna.edu.au

Course Cost

Course cost comprises of course fees and additional cost.

Indicative Course Fee:

Administration Fee: AUD \$300

Tuition Fee: AUD \$5,600

Course Fees: AUD \$5,900

Indicative Additional Costs

Books and Study Materials : \$50 for entire course

Uniforms and Shoes : \$150 per year

Vaccination costs : \$250

Police Check : \$42

** Overseas Student Health Cover (OSHC) is a health insurance that provides international students with basic cover for medical and hospital care costs while in Australia. OSHC is a compulsory requirement for a student visa and is available from any government-approved OSHC provider. For more information about OSHC, please visit <http://www.health.gov.au>.*

***All fees listed are indicative only and may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees.*

**** Students have to bear the additional cost by themselves, as these are not included in the course fees.*

***** Out of the total course fees only Tuition fees are refundable as per refund policy of IHNA.*

CHC30212 Certificate III in Aged Care

CRICOS Code: TBA



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Certificate III in Aged Care is designed to give the student entry into the aged care sector as a personal care assistant. The course modules are structured to provide a balanced program of theory and practice, relevant to the career opportunities across the aged care industry.

Possible Job Outcomes

Certificate III in Aged Care is an appropriate qualification for people seeking work in the aged care industry and direct care work.

Possible job outcomes are:

- Accommodation support worker
- Field officer
- Assistant in nursing
- Home care assistant
- Care assistant
- In-home respite worker
- Care service employees
- Nursing assistant
- Care worker
- Personal care assistant
- Community care worker
- Personal care giver
- Community house worker
- Personal care worker
- Community support worker
- Support worker
- Disability service officer (in some jurisdictions)

Course Contents

The course comprises of 14 units (10 Core units and 4 Elective units).

Study Mode & Duration

This qualification is delivered in the class room (face to face mode) and includes a practical placement of up to 160 hours. This course will be delivered over 26 weeks or 2 terms.

This includes:

- 16 weeks of full time study (20 hours of classroom based student contact hours over 5 days)
- 5 weeks of practical placement
- 3 weeks of break
- 1 week of SWOT (Strengths, Weaknesses, Opportunities and Threats analysis week)

- 1 week of assessment week

IHNA will deliver this course by scheduling a minimum 20 hours of classroom based student contact hours over 5 days / week for 20 weeks. The students will be undertaking practical placement for 32 hours per week training, during the placement weeks.

Admission Criteria

There is a range of admission criteria that you will need to meet both for your application at IHNA and visa application. These can include:

Student Visa

You will need to lodge an application for a student visa at an Australian Embassy or High Commission in your country.

The Department of Immigration and Border Protection (DIBP) can assist with student visa queries and applications. If you're already living or working in Australia, you may still be able to apply to study here as an international student. For more information, visit www.immi.gov.au/students.

Academic Requirements

International students must have:

- A satisfactory English Proficiency (Please see English Requirements below)
- Satisfactorily completed a minimum of year 12 or equivalent
- Must be of a minimum age of 18+ at the time of course commencement

English Requirements

You must provide test results of one of the following:

- a) International English Language Testing System (IELTS) Certificate (Academic) with an overall score of 5.5 with no individual score less than 5.
- b) Test of English as a Foreign Language (TOEFL iBT) Certificate with a test score of 46.

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Specific requirements for practical placement

- A satisfactory National Police Clearance will be required for all practical placement.
- A Working with Children Check.
- Current Vaccination/Immunization Certificate and Proof of Immunity.

Intake Dates

For the latest intake dates and for more details regarding the course, please visit the IHNA website at www.ihna.edu.au

Course Cost

Course cost comprises of course fees and additional cost.

Indicative Course Fee:

Administration Fee: AUD \$300

Tuition Fee: AUD \$5,600

Course Fees: AUD \$5,900

Indicative Additional Costs

Books and Study Materials : \$80 for entire course

Uniforms and Shoes : \$150 per year

Vaccination costs : \$250

Police Check : \$42

** Overseas Student Health Cover (OSHC) is a health insurance that provides international students with basic cover for medical and hospital care costs while in Australia. OSHC is a compulsory requirement for a student visa and is available from any government-approved OSHC provider. For more information about OSHC, please visit <http://www.health.gov.au>.*

***All fees listed are indicative only and may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees.*

**** Students have to bear the additional cost by themselves, as these are not included in the course fees.*

***** Out of the total course fees only Tuition fees are refundable as per refund policy of IHNA.*

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Guidelines for Admission

There are a number of steps you must go through before you can study in Australia.

You must first apply to study a registered course at IHNA. Once you have received a Confirmation of Enrolment (COE) from IHNA, you can then apply for a student visa from the Australian Government.

- Step 1: Decide on your preferred course at IHNA
- Step 2: Submit your application to IHNA
- Step 3: Receive your Confirmation of Enrolment
- Step 4: Apply for your student visa

Admission Criteria

There is a range of admission criteria that you will need to meet both for your application at IHNA and visa application. This can include:

Student Visa

You will need to lodge an application for a student visa at an Australian Embassy or High Commission in your country.

The Department of Immigration and Border Protection (DIBP) can assist with student visa queries and applications. If you're already living or working in Australia, you may still be able to apply to study here as an international student. For more information, visit www.immi.gov.au/students.

Academic Requirements

International students must have:

- A satisfactory English Proficiency of IELTS 5.5 or equivalent
- Satisfactorily complete a minimum of year 12 or equivalent
- Must be of a minimum age of 18+ at the time of course commencement.

If the student cannot produce a satisfactory English Proficiency of IELTS 5.5 or equivalent or if there are doubts about the English language skills to cope in

an academic environment, the student will be advised to enrol in the relevant ELICOS course for an appropriate duration till the student achieves an IELTS score of 5.5 or equivalent.

English Requirements

The Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications may differ from course admission criteria.

Students with a grade below this level may require an additional English test and if necessary a short course in English to lift their standard prior to commencing their enrolled course. Past educational and vocational qualifications should be included in a student's course entry application.

You must provide test results of one of the following:

- a) International English Language Testing System (IELTS) Certificate

IELTS test score of: 5.5 or above for direct entry into a course; or 4.5 with an ELICOS course to be taken before your main course. You can study a preliminary English course for up to 30 weeks.

Note: You can take the Academic or General IELTS test to meet English Language requirements for a student visa.

- b) Test of English as a Foreign Language (TOEFL iBT) Certificate

TOEFL iBT score of: 46 or above for direct entry into a course; or 32 with an ELICOS course to be taken before your main course. You can study a preliminary English course for up to 30 weeks.

For more information to identify the assessment level for your country/ to determine your student visa English Language requirement, visit www.immi.gov.au.

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Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is a special system of health cover for international students in Australia. It will assist you paying for medical or hospital care you may need while you're studying in Australia. It is a requirement of your student visa that you maintain OSHC for the duration of your time on a student visa in Australia. For more information on OSHC please visit www.health.gov.au or www.immi.gov.au/students/health-insurance.html

The major providers of Overseas Student Health Cover are:

- Medibank
- OSHC World care
- AHM
- BUPA

Recognition of Prior Learning

Where a student believes they may have course credits or certifications, a request for a Recognition of Prior Learning application should be included in the student's application.

Apply

If you are an international student, not currently studying year 12 in Australia, and would like to apply for one of our programs at IHNA, these are the steps you need to take:

1. Choose your program
2. Make sure you understand the admission criteria (on page 26) before you apply
3. Read and understand visa requirements. Refer www.immi.gov.au website for more information For overseas students
4. Download the relevant application form from IHNA's website

Please visit www.ihna.edu.au/international-students for more information

5. Complete your application form, print out a copy, sign it and provide us with:

- Documents to satisfy any program prerequisites as outlined in this document

- Certified copies of all transcripts of results, award certificates, grading systems, and translations (if required)
- Proof of English language proficiency. See admission criteria on page 26
- An application fee of AUD 300.

6. Submit your application by posting to:

Institute of Health and Nursing Australia
Level 1, 76-80 Turnham Avenue
Rosanna Victoria 3084 Australia

Please note the following:

- Do not send original documents as these will not be returned
- If you are demonstrating your English proficiency with a TOEFL Test Score and have completed it by IBT or CBT, you must send a copy of the official TOEFL Score Report to IHNA
- Please ask the Educational Testing service to send the Official Score Report directly to the Institute of Health and Nursing Australia, RTO ID: 21985
- If you are completing a paper based TOEFL Test, you must organise for IHNA to receive an original copy of the official TOEFL Score Report
- IHNA does not accept institutional TOEFL tests
- If you sat an IELTS test and you can provide an IELTS Test Report Form number, you do not need to provide an official copy of your IELTS results to IHNA
- If you are waiting for transcripts or current results, you may submit your completed application with a note advising when results are likely to be available
- You should forward a certified copy of your transcripts as soon as you receive them
- Please check that transcripts sent separately are clearly marked with your family name, first name, date of birth, anticipated program, and a notation that an application has already been submitted.

If you require further information about the

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application process please contact
IHNA on 1800 22 52 83 or
email IHNA - enquiry@ihna.edu.au.

Course Content and Modes of Study

IHNA provides the following courses, with a combination of classroom and workplace training approaches. Assessments include written tests, assignments, observation of workplace and simulated training.

Students study competency based training and assessment methods and will be assessed according to established industry standards that will equip the student with the essential skills and knowledge to gain a firm footing in their chosen industry area. Students who successfully complete their course will be awarded with qualifications that are nationally recognised.

Information, Advice and Support

At IHNA, we have a genuine interest in our students' futures and we are committed to making your future our priority!

International Student's guide

International Student guides provide important information regarding personal safety, your rights as an international student in Australia, Transportation, Accommodation, Emergency contact numbers etc. URL's for International Student guides are given below for all three states in which IHNA is operating.

Melbourne

<http://www.city.acpet.edu.au/profile.php>

Perth

<http://www.insiderguides.com.au/student-guides/international-student-guides/perth/>

Sydney

<http://www.nsw.gov.au/international-students-living-nsw>

Learning Support

IHNA provides an excellent standard of care to our students. IHNA Learning Support Coordinators will help you develop literacy and/or numeracy skills specific to your course. You will also receive individualised support with English as a second language, maths, science, computing or communication skills. Some examples may include:

- Taking notes in class
- How to use a calculator
- Getting notes from a textbook
- Spelling
- Starting and organising assignments
- Preparations and studying for exams.

Orientation Program

Prior to your course commencement, IHNA will provide an Orientation Program designed to provide information concerning the course you are enrolling in and provide assistance in all areas of your welfare including your accommodation and health cover.

You will receive an orientation pack which includes: an IHNA Student Handbook, Course Information guide, E-learning Information guide, Professional Experience Placement guide, Assessment guide, Course Timetable, Assessment Cover Sheet, Students' Complaints and Appeal form and Feedback forms.

Students with visa enquiries will be directed to the Department of Education and the Department of Immigration and Border Protection (DIBP).

If you are unable to attend your Orientation Day, please request for an IHNA Orientation Pack to be sent to you.

Additional support services are available by contacting: 1800 22 52 83.

Airport Pick-up and Transfer

A 24 hour airport pick-up and transfer service is available to all new international students. To ensure you arrive to your new accommodation safe and sound, please contact the Student Support Manager

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at studentservices@ihna.edu.au three days prior to your arrival. The cost for this service is \$80 per student per pick-up.

Accommodation Support

IHNA provide students with accommodation at a reasonable cost. Our hostel and other accommodation facilities are arranged as close as possible to campus location. We offer the following: fully furnished shared accommodation which incorporates all utilities bills, internet facilities, local telephone facilities. Please note that Student Accommodation facilities are available only at Melbourne Campus and will be available to a limited number of students. This will be served on a first come first serve basis. For further details, contact the Student Support Manager at studentservices@ihna.edu.au.



Welfare Services

IHNA provides students with a broad range of welfare services including assistance with enquiries related to fees, student benefits, and applications for course-related financial support. Students are requested to contact the Registrar in person or emailing enquiry@ihna.edu.au for more details.

Counselling Services

IHNA students have access to counselling services and advice on appointment. IHNA's counsellors are able to assist you with:

- Stress and depression
- Homesickness
- Adjusting to Australia or studying at IHNA
- Relationships and family matters
- Study issues and performance anxiety
- Suicidal thoughts or self-injury
- Motivation issues and exam stress.

Part-Time Employment

Student visa holders are allowed to work a maximum of 20 hours per week when their courses are in session and unlimited hours when their courses are not in session. The National minimum wage is \$16.37 per hour. For advice on employment and work please refer to the Department of Immigration and Border Protection (DIBP) at www.immi.gov.au.

Department of Education Employment and Workplace Relations

Please find the enclosed information that explains your rights as a student studying in Australia under the Education Services for Overseas Students Act 2000. (This prospectus should be supplied only when it is accompanied by the ESOS framework information) You will need to indicate that you have read this information before signing your Letter of offer and agreement.

The IHNA website also contains a link to the ESOS framework.

Emergency Contact

IHNA recommends that you provide your family and friends with a copy of your timetable and attendance details. This will assist staff to forward a message to you in case of an emergency. Any other contact with you while you are at the campus can only be with your permission.

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Deferment, Suspension and Cancellation

Students may request a deferment or suspension of their studies during the course in limited circumstances as set out in National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code) Standard 13.

1) Deferment of commencement of study requested by student

- a) IHNA will only grant a deferment of commencement of studies for compassionate and compelling circumstances.
- b) A deferment of enrolment may affect the student visa. Students can access information from DIBP website or helpline (131 881) for information on how the potential change to enrolment status may impact upon his or her visa.

2) Suspension of study requested by student

- a) Once the student has commenced the course, IHNA will only grant a suspension of study for compassionate and compelling circumstances.
- b) Periods of suspension of longer than six months will result in the cancellation of the student's visa and will, therefore, require the student to apply for their visa to be reinstated.
- c) Students must be informed that the suspension of enrolment may affect his or her student visa (see below: Students can access information from DIBP website or helpline (131 881) for information on how the potential change to enrolment status may impact upon his or her visa.

3) Cancellation of enrolment

- a) The College will cancel the enrolment of a student under the following conditions;
 - i) Failure to pay course fees
 - ii) Any behaviour identified as resulting in

cancellation in IHNA's Student Code of Conduct.

- iii) Any behaviour that leads the college to believe that it is not in the best interests of the student's welfare or the welfare of other students to continue studying, for example (but not limited to):
 - b. the student is missing
 - c. the student has medical concerns or severe depression or psychological issues which lead the College to fear for the student's wellbeing
 - d. the student has engaged in, or threatened to engage in, behaviour that is reasonably believed to endanger the student or others
 - e. where the college has reason to believe that the student is not a bona fide student

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Student Support Services

Emergency Services

Police, Fire & Ambulance
Tel: 000

Police General Enquiries (24 Hours)
Tel: 131 444

Family & Community Services

Alcoholics Anonymous
www.alcoholicsanonymous.org.au

Samaritans
www.thesamaritans.org.au

Salvation Army
www.salvationarmy.org.au

Medical and Health

Australian Health Management
www.ahm.com.au/oshc

Health direct Australia
Tel: 1800 022 222

Legal Services

Melbourne

Victoria Legal Aid
Tel: 03 9269 0234
www.legalaids.vic.gov.au

Perth

Citizen Advice Bureau
Tel: 08 9221 5711

Sydney

Central Sydney Legal Aid Office
Tel: 02 9219 5000

Public Transport

Melbourne

Public Transport Victoria
<http://ptv.vic.gov.au>

Perth

Transperth
www.transperth.wa.gov.au

Sydney

Transport for NSW
www.transport.nsw.gov.au

Housing Services

Tenants Union of Victoria
Tel: 03 9416 2577
www.tuv.org.au

Office of Housing – Victorian State Government
Tel: 1300 650 172
www.hnb.dhs.vic.gov.au

Mental Health Services

Beyond Blue – National Depression Initiative
1300 224 636
www.beyondblue.org.au

Life Line - 24-hour telephone counselling
131 114
www.lifeline.org.au

SANE Helpline – Information & Referral service
1800 18 7263
www.sane.org

Victorian Mental Health Services
03 9096 8592
www.health.vic.gov.au/mentalhealth

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Money and Credit Services

Centrelink Youth & Students Line
132 490
www.centrelink.gov.au

Consumer Credit Legal Service
03 9602 3326
www.ccls.org.au

Consumer Affairs Victoria
1300 558 181
www.consumer.vic.gov.au

Complaints and Appeals

Students enrolled at IHNA have ongoing access to a Complaints and Appeals procedure which features both an internal and if necessary, an external process.

Internal Process

The features of the IHNA Complaints and Appeals Process include:

- Written records of all complaints and appeals
- Registering complaints and appeals are at no or minimal cost to the student.
- Allowance of a support person at any complaints or appeals meetings
- Written statements detailing complaint and

appeal outcomes

- Resolutions to complaints and appeals are acted on promptly.

Anytime a student disagrees with a decision made by IHNA management or staff, they may submit a complaint in writing. A decision by IHNA management concerning the students appeal outcomes will be provided to the student in writing.

External Process

If student disagrees with appeal decisions of IHNA Management, they may access the Overseas Student Ombudsmen at no cost to further address their complaints or appeals. Please refer to the student handbook for further advice.

Course Refund Procedure

Where a student believes that they have grounds for a course money refund, students should:

- Submit a written request for course money refund on application for refund form to the student admission at IHNA.
- State valid reasons for their course money refund application.
 - Refund applications will not be processed where the signature on the Application for

Refund Form does not match the Student's signature as shown on other documents provided by the Student for admission to the IHNA and the Student agreement.

- Refund will normally be made in the currency of the student's country of permanent residence and payable in that country.
- Allow 4 weeks for the application to be processed by IHNA Management.

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When receiving a written course money refund application the student admission Officer shall:

- Present the application to IHNA management
- Provide to the student in writing the resulting decision of IHNA management and how any refund of course money has been calculated.
- Advise the student of their right to appeal* the decision of IHNA management.
- IHNA maintains a complaints and appeals process on the basis of natural justice.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Refund Guidelines

Course Money Refunds following Provider Default
IHNA will provide a full refund of unused portion of tuition fee paid in advance or for tuition already received where:

- a) The course does not start on the agreed starting day.
- b) The course ceases to be provided at any time after it starts but before it is completed; and the student has not withdrawn before the default day

All IHNA refunds will be less of \$300, for administrative expenses.

Course Money Refunds following Student Default

An overseas student or intending overseas student defaults, in relation to a course provided by IHNA at any IHNA educational location, if:

- If an intending overseas student is not granted a student visa from Australian High Commission/ Australian Embassy/Department of Immigration & Border Protection (DIBP) for any reason,(Documentary evidence of visa refusal is required)
- The student withdraws from the course at the location either before or after the agreed

starting day; or

- If student defers before or after the start of the course/ temporarily suspends studies after the start of the study period
- IHNA refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
 - The student failed to pay an amount he or she was liable to pay IHNA, directly or indirectly, in order to undertake the course;
 - The student breached a condition of his or her student visa;
 - Misbehaviour by the student.

An overseas student or intending overseas student does not default in relation to a course at IHNA location if the student does not start that course because IHNA defaults in relation to the provision of the course at the IHNA location.

An overseas student or intending overseas student does not default for reasons of misbehaviour unless IHNA accords the student natural justice* before refusing to provide, or continue providing, the course to the student at the IHNA location.

- Natural justice is accorded to all students of IHNA through the provision of IHNA's complaints and appeals process.

Change of Provider

Students must remain with the original Education Provider for the first six months from the commencement date of the student's principal program of study. Permission to change Education Provider within the first six months will only be granted in exceptional circumstances. The acceptable timeframe to transfer is after completion of six calendar months of the principal course of study from the commencement date of the principal course on the student's CoE.

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HLT51612 Diploma of Nursing (Enrolled – Division 2 Nursing)

Units of Competency

Semester 1

HLTEN401B	Work in the Nursing profession
HLTEN502B	Apply effective Communication Skills in Nursing Practice
HLTEN509B	Apply Legal and Ethical Parameters to Nursing Practice
HLTPA401B	Confirm Physical Health Status
HLTWHS300A	Contribute to WHS Processes
HLTFA311A	Apply First Aid
HLTIN301C	Comply with Infection Control Policies and Procedures
HLTHIR403C	Work effectively with Culturally Diverse Clients and Co-Workers
HLTEN516B	Apply Understanding of the Australian Healthcare System
HLTEN515B	Implement and Monitoring Nursing Care for Older Clients

Clinical placement or professional experience placement in aged care facility

Semester 2

HLTPA501C	Analyse Health Information (Pre req: HLTAP401B)
HLTEN503B	Contribute to Client Assessment and Developing Nursing Care Plans
HLTEN516B	Apply Understanding of the Australian Healthcare System
HLTEN507C	Administer and Monitor Medications in the Work Environment (Pre req: HLTAP501C, HLTEN502B, HLTEN509B)
HLTEN510B	Implement and Monitor Nursing Care for Consumers with Mental Health Conditions

Clinical placement or professional experience placement in mental health facility

Semester 3

HLTEN506B	Apply Principles of Wound Management in the Clinical Environment
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HLTEN505C	Contribute to the Complex Nursing Care of Clients (Pre req: HLTIN301C, HLTEN507C)
HLTEN513B	Implement and Monitor Nursing Care for Clients with Chronic Health Problems
HLTEN519C	Administer and Monitor Intravenous Medication in the Nursing Environment (Pre req: HLTWHS300A, HLTIN301C, HLTAP501C, HLTEN505C, HLTEN507C)
HLTEN511B	Provide Nursing Care for Clients Requiring Palliative Care

Clinical placement or professional experience placement in sub-acute health facility

Semester 4

HLTEN512B	Implement and Monitor Nursing Care for Clients with Acute Health Problems
HLTIN403C	Implement and Monitor Infection Control Policy and Procedures (Pre req: HLTIN301C)
HLTEN508B	Apply Reflective Practice, Critical Thinking and Analysis in Health
HLTEN514B	Apply Research Skills within a Contemporary Health Environment
HLTEN608B	Practise in the Domiciliary Healthcare Environment
HLTEN504C	Implement and Evaluate a Plan of Nursing Care (Pre-req HLTAP401B)

Clinical placement or professional experience placement in acute health care facility

CHC40212 Certificate IV in Home and Community Care

Units of Competency

Core Units	
CHCAC416A	Facilitate Support Responsive to the Specific Nature of Dementia
CHCCS411C	Work Effectively in the Community Sector
CHCHC401C	Coordinate and Monitor Home Based Support
CHCICS402B	Facilitate Individualised Plans
HLTWHS300A	Contribute to WHS Processes

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HLTHIR403C

Work effectively with Culturally Diverse Clients and Co-Workers

Elective Units

HLTAP301B

Recognise Healthy Body Systems in a Healthcare Context

CHCAD401D

Advocate for Clients

CHCNET404B

Facilitate Links with other Services

CHCCS400C

Work within a relevant Legal and Ethical Framework

CHCDIS410A

Facilitate Community Participation and Inclusion

CHCCS305C

Assist Clients with Medication

CHCORG406C

Supervise Work

CHCICS401B

Facilitate Support for Personal Care Needs

CHCAC417A

Implement Interventions with Older People at Risk of Falls

CHC40108 Certificate IV in Aged Care

Units of Competency

Core Units

CHCAC412B

Provide Services to Older People with Complex Needs

CHCAC416A

Facilitate Support Responsive to the Specific Nature of Dementia

CHCAC417A

Implement Interventions with Older People at Risk of Falls

CHCNET404B

Facilitate links with other Services

CHCAD401D

Advocate for Clients

CHCCS400C

Work within a Relevant legal and Ethical Framework

CHCICS401B

Facilitate Support for Personal Care Needs

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Elective Units	
CHCICS402B	Facilitate Individualised Plans
CHCINF403E	Coordinate Information Systems
CHCORG406C	Supervise Work
CHCCS305C	Assist Clients with Medication
HLTFA311A	Apply First Aid
HLTWHS300A	Contribute to WHS Processes
CHCHC401C	Coordinate and Monitor Home Based Support
HLTHIR403C	Work Effectively with Culturally Diverse Clients and Co-Workers

CHC40312 Certificate IV in Disability

Units of Competency

Core Units	
CHCCS400C	Work within a Relevant Legal and Ethical Framework
CHCCS411C	Work effectively in the Community Sector
CHCDIS301C	Work effectively with People with a Disability
CHCDIS302A	Maintain an Environment to Empower People with Disabilities
CHCDIS405A	Facilitate Skills Development and Maintenance
CHCDIS410A	Facilitate Community Participation and Inclusion
CHCICS402B	Facilitate Individualized Plans
CHCICS404B	Plan and Provide Advanced Behaviour Support

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CHCWHS312A	Follow WHS Safety Procedures for Direct Care Work
CHCDIS411A	Communicate using Augmentative and Alternative Communication Strategies

Elective Units	
CHCICS401B	Facilitate Support for Personal Care Needs
HLTFS207C	Follow Basic Food Safety Practices
HLTAP301B	Recognize Healthy Body Systems in a Healthcare Context
CHCCS305C	Assist Clients with Medication
HLTHIR403C	Work effectively with Culturally Diverse Clients and Co-workers

HLT32512 Certificate III in Health Services Assistance

Units of Competency

Core Units	
HLTHIR301C	Communicate and Work Effectively in Health
HLTIN301C	Comply with Infection Control Policies and Procedures
HLTAP301B	Recognise Healthy Body Systems in a Healthcare Context
HLTWHS200A	Participate in WHS Processes
BSBFLM303C	Contribute to Effective Workplace Relationships
BSBMED301B	Interpret and Apply Medical Terminology Appropriately

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Elective Units	
HLTCSD305D	Assist with Client Movement
HLTCSD208D	Transport Clients
HLTCSD201D	Maintain High Standard of Client Service
HLTCSD304D	Support the Care of Clients
HLTCSD203D	Prepare and Maintain Beds
HLTFS207C	Follow Basic Food Safety Practices
HLTHIR403C	Work Effectively with Culturally Diverse Clients and Co-workers
HLTCSD306D	Respond Effectively to Behaviours of Concern
HLTMS208D	Handle Waste in a Healthcare Environment

CHC30212 Certificate III in Aged Care

Units of Competency

Core Units	
CHCAC317A	Support Older People to Maintain their Independence
CHCAC318B	Work Effectively with Older People
CHCAC319A	Provide Support to People living with Dementia
CHCCS411C	Work Effectively in the Community Sector
CHCICS301B	Provide Support to Meet Personal Care needs
CHCICS302B	Participate in the Implementation of Individualised Plans
CHCICS303A	Support Individual Health and Emotional well being

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CHCWHS312A	Follow WHS Safety Procedures for Direct Care work
CHCPA301B	Deliver Care Services using a Palliative approach
HLTAP301B	Recognise Healthy Body Systems in a Health Care context

Elective Units

HLTHIR403C	Work Effectively with Culturally Diverse Clients and Co-Workers
CHCHC311C	Work Effectively in Home and Community Care
CHCICS304B	Work Effectively with Carers
CHCDIS301C	Work Effectively with People with a Disability

Application Process

1. Complete the Application Form and ensure you attach all documents listed in the Application Checklist and application fee.
2. Successful applicants will receive a Letter of Offer, which includes the International Student Agreement.
4. The successful applicant must then accept IHNA's offer within 14 days, by returning the signed International Student Agreement and paying Administration Fee mentioned in the Letter of Offer.
5. IHNA will then issue a Confirmation of Enrolment Certificate (COE) to you.
6. The successful applicant must lodge an application for a student visa at an Australian Embassy or High Commission. For details of student visa regulations and application process, visit www.immi.gov.au.
7. Arrive in Australia and study at IHNA!

Application Checklist

- ☒ Complete all sections of the Application Form
- ☒ Read and understand the Conditions of Enrolment including the Fee Refund Policy
- ☒ If you already have a Student Visa and/or OSHC, please attach the document(s)
- ☒ Attach certified/translated copies of:
 - English test results
 - Academic records/qualifications
 - Any public examination results
 - Passport

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All information contained in this publication including the availability of courses and fees is correct at the time of printing in July 2013. For the latest information please refer to www.ihna.edu.au. The Institute reserves the right to alter any course, procedure or fee. Students should check the website for any amendment prior to enrolment.

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RTO Code: 21985
ACN: 106 800 944
CRICOS Code: TBA

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