# SIIT Qualifications Brochure

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

*[Disclaimer: This Qualification Brochure is the property of Australian Professional Education Institute Pty Ltd trading as Sydney Institute of Interpreting and Translating (SIIT). For any clarification in relation to this document, please contact 02 9283 5759 or e-mail on info@siit.nsw.edu.au .*

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

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

# Table of Contents

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

# Welcome Message

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

1. Standards for RTOs 2015 (https://www.asqa.gov.au/standards), and

2. The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx

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

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

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

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

Qingyang WEI

SIIT Course Coordinator

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

## Student Engagement Policy

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

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

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

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

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

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

## Procedure

To ensure SIIT complies with the National Code 2018 of the ESOS Act 2000. All marketing information is prepared in line with the requirements in National Code 2018 to students prior to enrolment to ensure students can make an informed decision about studying with SIIT.

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

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

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

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

# List of Qualifications Offered
## Translating and Interpreting Qualifications

| Qualification | National Code | CRICOS Course Code | Duration (weeks) |
|---|---|---|---|
| Diploma of Interpreting | PSP50922 | 112194J | 25 weeks (including 20-tuition week & 5 -week break) |
| Diploma of Translating | PSP50822 | 112197F | 52 weeks (including 40-tuition week & 12 -week break) |
| Advanced Diploma of Translating | PSP60822 | 112195H | 52 weeks (including 40-tuition week & 12 -week break) |
| Advanced Diploma of Interpreting | PSP60922 | 112196G | 52 weeks (including 40-tuition week & 12-week break) |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

**Other Qualifications**

| Qualification | National Code | CRICOS Course Code | Duration (weeks) | Campus | Total Fee(s) |
|---|---|---|---|---|---|
| Graduate Diploma of Management (Learning) | BSB80120 | 104701F | 52 weeks (including 40-week tuition week & 12-week break) | Sydney Campus Only | $$10,800 including Administration & materials fee |

| Qualification | National Code | Duration (weeks) | Total Fee(s) |
|---|---|---|---|
| Certificate IV in Finance and Mortgage Broking | FNS40821 | 52 weeks | $6,800 (including administration and material fee) |
| Diploma of Finance and Mortgage Broking Management | FNS50322 | 52 weeks | $6,800 (including administration and material fee) |
| Certificate IV in Real Estate Practice | CPP41419 | 52 weeks | $6,900 (including administration and material fee) |
| Diploma of Property (Agency Management) | CPP51122 | 52 weeks | $6,800 (including administration and material fee) |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

## Delivery Location(s)

| | |
|---|---|
| **Delivery Location of the Qualification Enrolled** | 1. 145 416 Pitt Street Sydney NSW 2000 (if you are enrolled in SIIT Sydney Campus)<br>2. Level 4, 341 Queen Street, Brisbane QLD 4000 (if you are enrolled in SIIT Brisbane Campus) |

For detailed information about each qualification, please contact SIIT via email on info@siit.nsw.edu.au.

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

**Diploma of Translating**

| Qualification 1: Diploma of Translating | Qualification Code: PSP50822<br><br>CRICOS Course Code: 112197F |
|---|---|
| **Qualification Description** | This qualification reflects the role of individuals who translate general purpose texts from one language to another, to convey information written in plain language to a limited and known audience in translated texts, or to an audience in translated spoken or signed utterances, that are fit for purpose and appropriate to the context, target audience and end use.<br>The Diploma of Translating prepares translators to translate texts that contain limited equivalence problems between source and target text, plain language and concepts accessible to the general public, and limited requirement for research on the subject beyond client resources. Limited and known audiences include the clients of community services, educational institutions, community information services and businesses, or may relate to government client relationships.<br>The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice.<br>No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication. |
| **Training Links** | https://training.gov.au/Training/Details/PSP50822 |
| **Duration** | 52 weeks (including 40 tuition weeks & 12-week break) |

| | A total number of 13 **units** must be selected for this qualification including:<br>• *4 core units*<br>• *9 elective units* | |
|---|---|---|

| | Unit Code | Unit Title | Core/Elective |
|---|---|---|---|
| **Packaging Rules** | PSPTIS102 | Apply codes and standards to ethical practice | C |
| | PSPTIS103 | Build glossaries for translating and interpreting assignments | C |
| | PSPTIS104 | Prepare to translate or interpret | C |
| | PSPTIS106 | Translate and certify non-narrative texts | C |
| | PSPTIS107 | Translate general purpose texts from English to LOTE | E |
| | PSPTIS110 | Demonstrate routine written LOTE proficiency in different subjects and cultural contexts | E |
| | PSPTIS147 | Read and analyse general purpose English texts to be translated | E |
| | PSPTIS108 | Translate general purpose texts from LOTE to English | E |
| | PSPTIS111 | Demonstrate routine written English proficiency in different subjects and cultural contexts | E |
| | PSPTIS109 | Read and analyse general purpose LOTE texts to be translated | E |

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | | |
|---|---|---|
| BSBWRT311 | Write simple documents | E |
| PSPTIS124 | Apply theories to translating work practices | E |
| BSBOPS601 | Develop and implement business plans | E |

Target group for this course may come from various backgrounds including students who wish to become a para-professional interpreter/translator in Australia, students who want to develop language proficiency and interpreting/translating skills and local students who hope to get a qualification to boost their current work practice.

**Entry Requirements**

*There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:*

1. *have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and*
2. *be competent in English (a minimum of IELTS 5.5 or equivalent), and*
3. *complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification, and*
4. *If it is determined that the student needs to demonstrate vocational proficiency through an entry examination, an entry examination will be organized and the student must achieve at least 50 percent in the entry examination before being accepted into the program); and*
5. *If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.*

**RPL/Credit Transfer**

RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.

Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.

**Mode of Delivery**

This course is delivered as a combination of classroom workshops, mock exam, individual consultations and/or online training consisting of a minimum of 20 hours per week.
SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course.

**Volume of Learning**

Approximate nominal hours required to complete qualification are 1200-2400 hours.

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | |
|---|---|
| | *Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 8 x 5 weeks terms and 12 weeks holiday breaks.*<br><br>*Recommended self-paced studies and translation practice as well as internet research: approximately 15 hours per week.* |
| **Education Pathways** | Pathways into the qualification:<br>Preferred pathway for Learners entering this qualification include:<br>    - Experience as an interpreter without formal<br>recognition. Pathways from the qualification:<br>On successful completion of this qualification students may choose to undertake studies in an Advanced Diploma of Interpreting, and Advanced Diploma in Translating or any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations. |
| **Trainers and Assessors** | SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must<br>• have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)<br>• have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)<br>• have relevant and current vocational experience<br>• have at least 2 years in an Interpreting/Translating environment related job role. |
| **Learning resources** | The resources provided to students for this qualification include the following:<br><br>• SIIT Handbook & Qualification Brochure<br>• Unit Learner Guide<br>• Unit Assessment Booklet<br>• Online Learning Activities<br>• Additional resources as required |
| **Delivery facilities**<br><br>**Assessment Activities** | This qualification is delivered at SIIT training facilities and/or via SIIT online learning platform.<br>All facilities, resources and equipment meet current industry standards.<br>All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment.<br><br>A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:<br>• Research questions<br>• Case studies<br>• Role Plays<br>• Interpreting/translation practices/assessments<br>• Speech & Presentations; |

**Diploma of Interpreting**

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| Qualification 2: Diploma of Interpreting | Qualification Code: PSP50922 CRICOS Course Code: 112194J |
|---|---|
| **Qualification Description** | This qualification reflects the role of individuals who interpret between two languages, in general dialogue and monologue settings where the interpreter is able to control the interaction to assist retention and recall.<br>In a general setting the context is usually broad and routine and the content or complexity of the situation can usually be predicted and planned for. There are typically two dialogue settings or a few monologue setting participants, to whom the interpreter has physical, visual or audio access.<br>The Diploma of Interpreting prepares interpreters for work typically in the community and business domains, including sectors such as general health, welfare and community services, educational and social contexts, and tourism. It also includes interactions such as initial police interviews, over the counter interviews in customer and community information services, non-complex disability assistance, and other informal business and workplace interactions. The interpreting takes place where miscommunication or the consequences of errors in communicative intent can be readily managed through consultation and preparation, and where there are opportunities for error correction.<br>The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice. |
| **Training Links** | https://training.gov.au/Training/Details/PSP50922 |
| **Duration** | 25 weeks (including 20-week tuition week and 5-week break) |
| **Packaging Rules** | *A total number of 12 units are selected for the completion of this qualification including 5 core units & 7 elective units as listed below:* |

| Unit Code | Unit Title | Core/ Elective |
|---|---|---|
| PSPTIS102 | Apply codes and standards to ethical practice | Core |
| PSPTIS104 | Prepare to translate or interpret | Core |
| PSPTIS112 | Interpret in general dialogue settings | Core |
| PSPTIS114 | Manage interactions in general settings | Core |
| PSPTIS115 | Use routine subject area terminology in two languages | Core |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | | |
|---|---|---|
| PSPTIS103 | Build glossaries for translating and interpreting assignments | Elective |
| **PSPTIS116** | **Demonstrate routine language proficiency in different subjects and cultural contexts** | Elective |
| **PSPTIS118** | **Use routine health terminology in two languages** | Elective |
| **PSPTIS119** | **Use routine legal terminology in two languages** | Elective |
| **PSPTIS117** | **Use routine education terminology in two languages** | Elective |
| **BSBOPS601** | **Develop and implement business plans** | Elective |
| **PSPTIS113** | **Interpret in general monologue settings** | Elective |

| | |
|---|---|
| **Target Group** | Target group for this course may come from various backgrounds including students who wish to become a para-professional interpreter in Australia, students who want to develop language proficiency and interpreting skills; local students who hope to get a qualification to boost their current work practice; |
| **Entry Requirements** | *There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:*<br><br>1. *have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and;*<br>2. *be competent in English (a minimum of IELTS 5.5 or equivalent), and*<br>3. *complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification, and*<br>4. *If it is determined that the student needs to demonstrate vocational proficiency through an entry examination, an entry examination will be organized and the student must achieve at least 50 percent in the entry examination before being accepted into the program); and*<br>5. *If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.* |
| **RPL/Credit Transfer** | RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.<br>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment. |
| **Mode of Delivery** | This course is delivered as a combination of classroom workshops, mock exam, individual consultations and/or online training consisting of a minimum of 20 hours per week. SIIT is using MOODLE online learning platform for its optional learning components. Satisfactory course progress must be maintained throughout the entire course. |

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | |
|---|---|
| **Volume of Learning** | Approximate nominal hours required to complete qualification are 1200-2400 hours. Students enrolled in this qualification are expected to complete their studies over a period of 25 weeks including 4 x 5 weeks terms and 5 weeks holiday breaks. <br><br> *Face-to-face in-class delivery and assessment: 20 hours per week, including 14 hours of face-to-face delivery, and 6 hours of mock exam and/or consultation. (Students are requested to complete self-practice before the mock exam and consultations scheduled and reflect their own practice afterwards).* <br><br> *Recommended self-paced studies and translation practice as well as internet research: approximately 15 hours per week.* |
| **Education Pathways** | Pathways into the qualification: <br> Preferred pathway for Learners entering this qualification include: <br> - PSP50822 Diploma of Translating <br> - Experience as an interpreter without formal <br> recognition. Pathways from the qualification: <br> On successful completion of this qualification students may choose to undertake studies in an Advanced Diploma of Interpreting, and Advanced Diploma in Translating or any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations. |
| **Trainers and Assessors** | SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must <br> • have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14) <br> • have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13) <br> • have relevant and current vocational experience <br> • have at least 2 years in an Interpreting/Translating environment related job role. |
| **Learning resources** | The resources provided to students for this qualification include the following: <br><br> • SIIT Handbook & Qualification Brochure <br> • Unit Learner Guide <br> • Unit Assessment Booklet <br> • Online Learning Activities <br> • Additional resources as required <br><br> This qualification is delivered at SIIT training facilities and/or SIIT online learning platform. |
| **Delivery facilities** | All facilities, resources and equipment meet current industry standards. <br> All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment. |
| **Assessment Activities** | A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include: <br> 1. *Short answer questions* <br> 2. *Case studies* <br> 3. *Role Plays* <br> 4. *Interpreting/translation practices/assessments* <br> 5. *Speech & Presentations* |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

**Advanced Diploma of Translating**

| Qualification 3: Advanced Diploma of Translating | Qualification Code: PSP60822 CRICOS Course Code: 112195H |
|---|---|
| **Qualification Description** | This qualification reflects the role of individuals who translate special purpose texts from one language to another, including spoken or signed languages, to convey information to a known or wide unknown audience. The translation produced must contain accurate information that is in the source text, and be fit for purpose, taking into account target audience and the end use.<br>The Advanced Diploma of Translating prepares translators to translate texts which contain complex language, concepts and terminology. There may be significant equivalence problems between source and target texts, which calls for extensive research. Audiences may be found in commerce and marketing, government and international relations – including immigration, both regular and humanitarian – the media, and sectors generally considered to be professional, such as law, health and medicine, technology and science. Assignments may deal with material which requires significant quality assurance processes as the consequences of mistranslation can be far reaching and there are significant implications for client reputation and image.<br>The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice. |
| **Licensing Requirements**<br><br>**Training Links** | *No licensing, legislative or certification requirements apply to this qualification at the time of publication.*<br>*https://training.gov.au/Training/Details/PSP60822* |
| **Duration** | 52 weeks (including 40-week tuition and 12-week break) |
| | *A total number of 15 units are selected for the completion of this qualification including 7 core units and 8 elective units according to the training package.*<br>*All electives have been chosen to be relevant to the work outcome, local industry requirements and the qualification level therefore will contribute to a valid, industry-supported vocational outcome.* |

| **Packaging Rules** | Unit Code | Unit Title | Core/ Elective |
|---|---|---|---|
| | PSPTIS103 | Build glossaries for translating and interpreting assignments | C |
| | PSPTIS106 | Translate and certify non-narrative texts | C |
| | PSPTIS120 | Revise translations | C |
| | PSPTIS124 | Apply theories to translating work practices | C |
| | PSPTIS130 | Use translation technology | C |
| | PSPTIS145 | Apply codes and standards to professional judgement | C |
| | PSPTIS146 | Negotiate translating or interpreting assignments | C |
| | PSPTIS121 | Translate special purpose texts from English to LOTE | E |
| | BSBOPS601 | Develop and implement business plans | E |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | | |
|---|---|---|
| PSPTIS148 | Read and analyse special purpose English texts to be translated | E |
| PSPTIS127 | Maintain and enhance professional practice | E |
| PSPTIS123 | Read and analyse special purpose LOTE texts to be translated | E |
| PSPTIS126 | Demonstrate complex written English proficiency in different subjects and cultural contexts | E |
| CUAWRT401 | Edit Texts | |
| PSPTIS125 | Demonstrate complex written LOTE proficiency in different subjects and cultural contexts | E |

| | |
|---|---|
| **Target Group** | Target audience of this course may come from various backgrounds including students who wish to become a professional translator in Australia, students who want to develop language proficiency and translation skills; and/or local students who hope to get a qualification to boost their current work practice; |
| **Entry Requirements** | *There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:*<br><br>1. *have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and*<br>2. *be competent in English (a minimum of IELTS 6 or equivalent) or*<br>3. *have NAATI accreditation at para-professional level in the relevant language(s), or*<br>4. *have proven and documented work experience in translating or interpreting, and/*or<br>5. *complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification; and/or*<br>6. *demonstrate vocational proficiency through an entry examination. (The entry examination is designed to assess the bilingual competency of student(s), both written and oral. Students must achieve at least 50 percent in the entry examinations before being accepted into the program), if it is determined as necessary by the Academic Manager; and/or*<br>7. *If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.* |
| **RPL/Credit Transfer** | RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.<br><br>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment. |

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | |
|---|---|
| **Mode of Delivery** | This course is delivered as a combination of classroom workshops, mock exam, individual consultation and/or online training consisting of a minimum of 20 hours per week.<br><br>SIIT is using MOODLE online learning platform for its supplementary learning components. Satisfactory course progress must be maintained throughout the entire course. |
| **Volume of Learning** | *Students are required to complete 15 units of competency. On successful completion of these units, students will be issued with the PSP60822 Advanced Diploma of Translating.*<br><br>*Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 8 x 5 weeks terms and 12 weeks holiday breaks.* |
| **Education Pathways** | Pathways into the qualification:<br>Preferred pathway for Learners entering this qualification include:<br>- PSP50922 Diploma of Interpreting<br>- PSP50822 Diploma of Translating<br><br>Pathways from the qualification:<br>On successful completion of this qualification students may choose to undertake studies in any of the other Advanced Diplomas in the Public Sector Training Package for various specialisations or an Advanced Diploma in a related field such as Interpreting. |
| **Trainers and Assessors** | SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must<br><br>• have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)<br>• have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)<br>• have relevant and current vocational experience<br>• have at least 2 years in an Interpreting/Translating environment related job role. |
| **Learning resources** | The resources provided to students for this qualification include the following:<br>• SIIT Handbook & Qualification Brochure<br>• Learning and assessment materials for each unit of this qualification<br>• Additional resources as required<br>• All trainers are provided with copies of the assessment tools, assessor guides and learning resources. |
| **Assessment Activities** | A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:<br>• *Short answer questions*<br>• *Case studies*<br>• *Role Plays*<br>• *Interpreting/translation practices/assessments*<br>• *Speech & Presentations* |

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

**Advanced Diploma of Interpreting**

| Qualification 4: Advanced Diploma of Interpreting (LOTE-English) | Qualification Code: PSP60922 CRICOS Course Code: 112196G |
|---|---|
| **Qualification Description** | This qualification reflects the role of individuals who interpret between two languages. It reflects the skills and knowledge required to interpret from a source language to a target language in complex dialogue and monologue settings where the elements of the setting or number of parties involved can challenge the capacity of the interpreter to manage the discourse. The interpreter requires advanced skills in retention and recall and may be required to switch modes. The Advanced Diploma of Interpreting prepares interpreters for work in all community, business and diplomatic domains, interpreting content that may not easily be predicted or planned for or that may require a high level of subject knowledge, or intense assignment specific preparation. The community, business and diplomatic domains may include health and welfare, policing and courts, formal immigration hearings, education, the media, commerce, government and international relations, professional sectors such as the law, technology and science, and assignments involving formality, or participants with high status where the consequences of errors in communicative intent can have significant implications. Interpreting in this setting typically requires high levels of accuracy and accountability. It is less likely there will be opportunities for error correction. The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and industry codes of practice. |
| **Licensing Requirements** | No licensing, legislative or certification requirements apply to this qualification at the time of publication. |
| **Training Links** | https://training.gov.au/Training/Details/PSP60922 |
| **Duration** | 52 weeks (including 40-week tuition week and 12-week break) |

| | *A total number of 16 units including 9 core units and 7 elective units are required for the award of this qualification.* | |
|---|---|---|
| | | |

| Unit Code | Unit Title | C/E |
|---|---|---|
| PSPTIS131 | Interpret in complex dialogue settings | C |
| PSPTIS132 | Interpret in complex monologue settings | C |
| PSPTIS133 | Interpret through communication media | C |
| PSPTIS134 | Manage interactions in complex settings | C |
| PSPTIS135 | Sight translate | C |
| PSPTIS136 | Use complex subject area terminology in two languages | C |
| PSPTIS145 | Apply codes and standards to professional judgement | C |
| PSPTIS146 | Negotiate translating or interpreting assignments | C |
| PSPTIS149 | Apply theories to interpreting work practices | C |
| PSPTIS144 | Use complex legal terminology in two languages | E |

The "Packaging Rules" label appears in the left column spanning the packaging rules section.

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | | |
|---|---|---|
| PSPTIS137 | Use chuchotage (whispered simultaneous) to interpret | *E* |
| PSPTIS138 | Use note taking to recall and reproduce source messages | *E* |
| PSPTIS127 | Maintain and enhance professional practice | *E* |
| BSBOPS601 | Develop and implement business plans | *E* |
| PSPTIS103 | Build glossaries for translating and interpreting assignments | *E* |
| PSPTIS143 | Use complex health terminology in two languages | E |

| | |
|---|---|
| **Target Group** | Target audience of this course may come from various backgrounds including students who wish to become a professional translator in Australia, students who want to develop language proficiency and translation/interpreting skills; and/or local students who hope to get a qualification to boost their current work practice; |
| **Entry Requirements** | *There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:*<br><br>1. *have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and*<br>2. *be competent in English (a minimum of IELTS 6 or equivalent) or*<br>3. *have NAATI accreditation at para-professional level in the relevant language(s), or;*<br>4. *have proven and documented work experience in translating or interpreting, and*<br>5. *complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification; and/or*<br>6. *demonstrate vocational proficiency through an entry examination. (The entry examination is designed to assess the bilingual competency of student(s), both written and oral. Students must achieve at least 50 percent in the entry examinations before being accepted into the program), if it is determined as necessary by the Academic Manager; and*<br>7. *complete a Language, Literacy and Numeracy (LLN) test so that SIIT can determine whether any support services might be required during their enrolment, if it is determined as necessary by the Academic Manager.* |
| **RPL/Credit Transfer** | RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.<br><br>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment. |
| **Mode of Delivery** | This course is delivered as a combination of classroom workshops and/or online training consisting of a minimum of 20 hours per week.<br>SIIT is using MOODLE online learning platform for its supplementary learning components. Satisfactory course progress must be maintained throughout the entire course. |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | |
|---|---|
| **Volume of Learning** | *On successful completion of these 15 units, students will be issued with the PSP60922* Advanced Diploma of Interpreting . <br> *Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 4 x 10 weeks terms and 12 weeks holiday breaks.* |
| **Education Pathways** | *Recommended self-paced studies and translation practice as well as internet research: approximately 15 hours per week.* <br> *Pathways into the qualification:* <br> *Preferred pathway for Learners entering this qualification include:* <br>     -    *PSP50922 Diploma of Interpreting* <br>     -    *PSP50822 Diploma of Translating* <br><br> *Pathways from the qualification:* <br> *On successful completion of this qualification students may choose to undertake* <br> *studies in any of the other Advanced Diplomas in the Public Sector Training Package* <br> *for various specialisations or an Advanced Diploma in a related field such as* <br> *Interpreting.* <br> *A further learning pathway could be studies in relevant higher education programs. Students should establish relevant qualifications and any credit arrangements that may apply in order to make appropriate elective choices in this qualification.* |
| **Trainers and Assessor s** | SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. <br><br> Specifically, all trainers and assessors for this qualification must <br> •   have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14) <br> •   have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13) <br> •   have relevant and current vocational experience <br> have at least 2 years in an Interpreting/Translating environment related job role. |
| **Learning resources** | The resources provided to students for this qualification include the following: <br> •   SIIT Handbook & Qualification Brochure <br> •   Learning and assessment materials for each unit of this qualification <br> •   Additional resources as required <br> All trainers are provided with copies of the assessment tools, assessor guides and learning resources. |
| **Assessme nt Activities** | A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include: <br> •   *Short answer questions* <br> •   *Case studies* <br> •   *Role Plays* <br> •   *Interpreting/translation practices/assessments* <br> •   *Speech & Presentations* |

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

# Graduate Diploma of Management (Learning)

| Qualification 10: Graduate Diploma of Management (Learning) | Qualification Code: BSB80120 CRICOS Course Code: 104701F |
|---|---|
| **Qualification Description** | This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. |
| **Entry Requirements** | Entry to this qualification is limited to those who: <br>• Have completed a Bachelor degree in related fields of study. Or <br>• Have completed a Diploma or Advanced Diploma qualification in related fields of study and 1year equivalent full-time relevant workplace experience. Or <br>• Five years equivalent full-time relevant workplace experience. |
| **Training Links** | https://training.gov.au/Training/Details/BSB80120 |
| **Link to Companion Volumes** | Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10 <br>Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10 |
| **Duration** | 52 weeks, including 4 terms 10 weeks tuition plus 12 weeks breaks |
| | *A Total number of 8 units (including 3 core units plus 5 elective units must be completed for the award of this qualification. The elective units have been chosen based on the industry-supported vocational outcomes and local industry requirements.* |

| Packaging Rules | Unit Code Unit Title | C/E |
|---|---|---|
| | BSBSUS601 Lead corporate social responsibility | Elective |
| | BSBSTR601 Manage innovation and continuous improvement | Elective |
| | BSBOPS601 Develop and implement business plans | Elective |
| | BSBCRT611 Apply critical thinking for complex problem solving | Elective |

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | | |
|---|---|---|
| | BSBINS603 Initiate and lead applied research | Elective |
| | BSBHRM613 Contribute to the development of learning and development strategies | Core |
| | BSBLDR811 Lead strategic transformation | Core |
| | TAELED803 Implement improved learning practice | Core |
| **Delivery Method** | *This course is delivered as a combination of classroom workshops and online training for 20 hours a week at SIIT premises.* | |
| **Volume of Learning** | Students are required to complete 8 units of competency for the award of this qualification.<br><br>Approximate nominal hours required to complete qualification are 1200-2400 hours.<br><br>Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 4 x 10 weeks terms and 12 weeks holiday breaks. The breakdown will be as follows:<br><br>Face-to-face and online tuition hours in total: 800 hours/40 weeks<br>Preparation for assessments: 10-15 hours/unit x 12 units = 120-180hrs<br><br>Delivery of this course will be via face-to-face classroom workshops for 2 days/week at SIIT premises and independent online studies for a minimum of 6 hours/week. | |
| **Delivery and Assessment Schedule** | Learning is undertaken via a range of means, such as reading written learning materials, participating in classroom activities and online learning tools such as discussion groups (forums), through contact with the Trainer/Assessor. This flexible approach allows learning to occur through a variety of means, thereby catering to a variety of learning styles. | |
| **Assessment arrangements** | A range of assessment and evidence gathering methods and techniques are used, including 2 – 4 or more methods for each unit of competency. For this course, methods include:<br> Assessment Task 1. Written Activity<br>Assessment Task 2. Case Study<br>Assessment Task 3. Project Work<br>Assessment Task 4. Presentations | |
| *Trainers/Assessors* | *SIIT has qualified trainers/assessors with relevant vocational qualifications and experience. Existing trainers/assessors are required to have the current Certificate IV in Training and Assessment and relevant competencies for the areas in which they are delivering or assessing.* | |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

**Certificate IV in Finance and Mortgage Broking (Australian domestic students Only)**

| Qualification 6: Certificate IV in Finance and Mortgage Broking | Qualification Code: FNS40821 |
|---|---|
| **Qualification Description** | This qualification reflects the job roles of individuals working in finance broking (including mortgage broking). They apply solutions to a defined range of unpredictable problems, they analyse and evaluate information from a variety of sources. They may provide guidance to others and have limited responsibility for the output of others. |
| **Licensing Requirements** | Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements. Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8- 0566-4f04-b76f-e89fd6f102fe |
| **Training Links** | Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements. Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04- b76f-e89fd6f102fe |
| **Duration** | 52 weeks (including 40-week tuition week and 12-week break) |
| **Packaging Rules** | A total number of 12 units including 7 core units and 5 elective units are selected for the completion of this qualification according to the training package. All electives have been chosen to be relevant to the work outcome, local industry requirements and the qualification level therefore will contribute to a valid, industry-supported vocational outcome. |

| Unit Code | Unit Title | | C/E |
|---|---|---|---|
| BSBPEF501 | Manage personal and professional development | | C |
| FNSCUS511 | Develop and maintain professional relationships in financial services industry | | C |
| FNSFMB411 | Prepare loan applications on behalf of clients | | C |
| FNSFMB412 | Identify client needs and present broking options | | C |
| FNSFMK515 | Comply with financial services regulation and industry codes of practice | | C |
| FNSINC411 | Conduct work according to professional practices in the financial services industry | | C |
| FNSINC412 | Apply and maintain knowledge of financial products and services | | C |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | | |
|---|---|---|
| BSBESB401 | Research and develop business plans | E |
| FNSFMB511 | Implement credit contracts in preparation for settlement | E |
| FNSFMB512 | Identify and develop credit options for clients with special financial circumstances | E |
| FNSINC504 | Apply ethical frameworks and principles to make and act upon decisions | E |
| FNSSAM421 | Provide information on financial products and services to clients | E |

| | |
|---|---|
| **Target Group** | This course is aimed at:<br>• potential Learners who aim to develop skills and knowledge to be able to work and build a career within a business in a finance/broking role.<br>• employees who have previously worked in this area but don't have any formal recognised qualifications.<br>Potential Learners will be screened prior to commencement to ensure that the course is appropriate for them. |
| **Entry Requirements** | *There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:*<br>1. *have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and*<br>2. *complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification,*<br>3. *If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.* |
| **RPL/Credit Transfer** | RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.<br><br>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment. |
| **Mode of Delivery** | This course is delivered as a combination of classroom workshops, seminars, and/or online training activities etc.<br><br>SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course. |
| **Volume of Learning** | Approximate nominal hours required to complete the FNS40815 Certificate IV in Finance and Mortgage Broking are approximate 1000 hours.<br><br>Learners are expected to complete this qualification over a period of 12 months of blended learning for full-time Learners. However, the qualification may be awarded earlier where all required competencies are achieved or in some cases additional time may be granted where appropriate and to cater for Learner needs. |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | |
|---|---|
| **Education Pathways** | *Pathways into the qualification:* <br> *Preferred pathways for students entering this qualification include:* <br> - *Certificate III in Financial Services* <br> - *Certificate III in Insurance Broking* <br> - *Certificate IV in Business Administration* <br> - *Certificate IV in Business* <br> - *Previous experience in a finance/broking role* <br> *Pathways from the qualification:* <br> *On successful completion of this qualification students may choose to undertake studies at a Diploma level, e.g. Diploma of Finance and Mortgage Broking and Management or a Diploma in a related field.* |
| **Trainers and Assessors** | SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must <br> 1. *have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)* <br> 2. *have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)* <br> 3. *have relevant and current vocational experience* <br> 4. *have at least 2 years in a related job role.* |
| **Learning resources** | The resources provided to students for this qualification include the following: <br> 1. SIIT Handbook & Qualification Brochure <br> 2. Learning and assessment materials for each unit of this qualification <br> 3. Additional resources as required <br> All trainers are provided with copies of the assessment tools, assessor guides and learning resources. |
| **Delivery facilities** | This qualification is delivered at SIIT training facilities or employer's premises. All facilities, resources and equipment meet current industry standards. <br> All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment. |
| **Assessment Activities** | A range of assessment and evidence gathering methods and techniques are used, including 2 – 4 or more methods for each unit of competency. <br> 1. Written Activity <br> 2. Case Study <br> 3. Observation/Demonstration <br> 4. Practical Activity <br> 5. Questions <br> 6. Third Party Report |

## Diploma in Finance and Mortgage Broking Management (Australian domestic students Only)

| | |
|---|---|
| **Qualification 7: Diploma of Finance and Mortgage Broking Management** | **Qualification Code: FNS50322** |

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | |
|---|---|
| **Qualification Description** | This qualification reflects management roles in finance and mortgage broking where work is undertaken independently, through an aggregator, or involves managing a workplace team. At this level individuals are expected to apply theoretical knowledge and specialised skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex technical operations and may be responsible for the work of others within broad but generally well-defined parameters. |
| **Licensing Requirements** | Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements. |
| **Training Links** | Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements. Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566- 4f04-b76f-e89fd6f102fe |
| **Duration** | 52 weeks |

| | |
|---|---|
| **Packaging Rules** | A total number of 15 units including 10 core units and 5 elective units are selected for the completion of this qualification according to the training package. All electives have been chosen to be relevant to the work outcome, local industry requirements and the qualification level therefore will contribute to a valid, industry-supported vocational outcome. |

| Unit Code/ Unit Title | C/E |
|---|---|
| FNSCUS511 Develop and maintain professional relationships in financial services industry | C |
| FNSFMB411 Prepare loan applications on behalf of clients | C |
| FNSFMB412 Identify client needs and present broking options | C |
| FNSFMB512 Identify and develop credit options for clients with special financial circumstances | C |
| FNSFMB513 Present credit options to clients with special financial circumstances | C |
| FNSFMB514 Implement complex loan structures | C |
| FNSFMK515 Comply with financial services regulation and industry codes of practice | C |
| FNSINC411 Conduct work according to professional practices in the financial services industry | C |
| FNSINC514 Apply ethical frameworks and principles to make and act upon decisions | C |
| FNSRSK511 Undertake risk identification | C |
| BSBLDR602 Provide leadership across the organisation | E |
| BSBCRT511 Develop critical thinking in others | E |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | | |
|---|---|---|
| | BSBSTR501 Establish innovative work environments | **E** |
| | FNSFMB511 Implement credit contracts in preparation for settlement | **E** |
| | BSBSUS601 Lead corporate social responsibility | E |
| **Target Group** | This course is aimed at:<br>• potential Learners who aim to develop skills and knowledge to be able to work and build a career within a business in a finance/broking role.<br>• employees who have previously worked in this area but don't have any formal recognised qualifications.<br><br>Potential Learners will be screened prior to commencement to ensure that the course is appropriate for them. | |
| **Entry Requirements** | *There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:*<br>1. *have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and*<br>2. *complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification,*<br>3. *If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.* | |
| **RPL/Credit Transfer** | RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.<br><br>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment. | |
| **Mode of Delivery** | This course is delivered as a combination of classroom workshops, seminars, and/or online training activities etc.<br><br>SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course. | |
| **Volume of Learning** | *Approximate nominal hours required to complete the FNS50315 Diploma of Finance and Mortgage Management are approximate 1000 hours.*<br><br>*Learners are expected to complete this qualification over a period of 12 months of blended learning for full-time Learners. However, the qualification may be awarded earlier where all required competencies are achieved or in some cases additional time may be granted where appropriate and to cater for Learner needs.*<br>*The delivery period is designed to be flexible and may change according to* | |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | |
|---|---|
| | *requirements. Commencement and completion dates will vary according to the Learner's needs and will be recorded accordingly in the Learner's Training Plan.* <br><br> Satisfactory course progress is monitored throughout the duration of the course. When a Student is not progressing according to the training progress plan, the trainer/assessor will allow time to discuss alternate support for learning and make adjustments on a case by case basis. <br><br> The trainer/assessor will also discuss the student's progress with the Academic Manager *and other relevant academic staff, as required.* |
| **Education Pathways** | *Pathways from the qualification:* <br> *On successful completion of this qualification students may choose to undertake studies at a Advanced Diploma level in a related field.* |
| **Trainers and Assessors** | SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must <br> 1. have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14) <br> 2. have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13) <br> 3. have relevant and current vocational experience <br> 4. have at least 2 years in a related job role. |
| **Learning resources** | The resources provided to students for this qualification include the following: <br> • SIIT Handbook & Qualification Brochure <br> • Learning and assessment materials for each unit of this qualification <br> • Additional resources as required <br> All trainers are provided with copies of the assessment tools, assessor guides and learning resources. |
| **Delivery facilities** | This qualification is delivered at SIIT training facilities or employer's premises. All facilities, resources and equipment meet current industry standards. <br> All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment. |
| **Assessment Activities** | A range of assessment and evidence gathering methods and techniques are used, including 2 – 4 or more methods for each unit of competency. <br> 1. Written Activity <br> 2. Case Study <br> 3. Observation/Demonstration <br> 4. Practical Activity <br> 5. Questions <br> 6. Third Party Report |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

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

| Qualification 8: CPP41419 Certificate IV in Property Services (Real Estate) (Australian Students Only) | Qualification Code: CPP41419 |
|---|---|

| | |
|---|---|
| **Qualification Description** | This qualification reflects the role of real estate professionals who apply knowledge of real estate practice legal agency and compliance requirements, ethical standards and consumer preferences to conduct real estate functions.<br><br>This qualification applies to people working in both residential and commercial property, including business broking, and stock and station transactions.<br><br>Occupational titles may include:<br>• Auctioneer<br>• Stock and Station Agent<br>• Business Broker, Business Agent, Franchise Broker<br>• Property Manager, Body Corporate Manager<br>• Real Estate Agent<br>• Real Estate Representative, Real Estate Salesperson, Real Estate Sub-agent, Property Portfolio Officer, Buyer's Agent.<br><br>Staff who hold this qualification are commonly engaged with:<br>• analysing data, industry intelligence and leads to identify prospects<br>• developing, building and maintaining relationships with lessors, tenants, vendors and buyers<br>• providing advice to lessors, tenants, vendors and buyers on the sale, purchase or lease of commercial, residential, stock and station, and property real estate<br>• implementing systems, forms and documents to ensure real estate agency transactions are compliant with regulatory requirements; managing risk to agency and agent, and demonstrating high standards of ethical practice<br>• transacting, accessing, and preserving the integrity of trust accounts to minimise customer and agency risk<br>• establishing, maintaining, executing and concluding contracts with lessors, tenants, vendors and buyers, including by auction<br>• building and promoting the agency and individual brands. |
| **Licensing Requirements** | Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.<br><br>Note: Occupational licensing outcomes are associated with some of the specialisations packaged in this qualification. The units packaged in the specialisations of this qualification have also been developed as Skill Sets: please note that not all Skill Sets are associated with licensing outcomes. |
| **Training Links** | https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b |
| **Duration** | 12 months or less |
| **Packaging Rules** | To achieve this qualification, competency must be demonstrated in:<br><br>18 units of competency (5 core units & 13 elective units) |

| Unit Code/Unit Title | C/E |
|---|---|
| CPPREP4001 Prepare for professional practice in real estate | Core |
| CPPREP4002 Access and interpret ethical practice in real estate | Core |
| CPPREP4003 Access and interpret legislation in real estate | Core |

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | |
|---|---|
| CPPREP4004 Establish marketing and communication profiles in real estate | Core |
| CPPREP4005 Prepare to work with real estate trust accounts | Core |
| **Elective units Group A - Residential Property Sales** | |
| CPPREP4101 Appraise property for sale or lease | Compulsory Elective |
| CPPREP4102 Market property | Compulsory Elective |
| CPPREP4103 Establish vendor relationships | Compulsory Elective |
| CPPREP4104 Establish buyer relationships | Compulsory Elective |
| CPPREP4105 Sell property | Compulsory Elective |
| **Group B - Residential Property Management** | |
| CPPREP4121 Establish landlord relationships | Compulsory Elective |
| CPPREP4122 Manage tenant relationships | Compulsory Elective |
| CPPREP4123 Manage tenancy | Compulsory Elective |
| CPPREP4124 End tenancy | Compulsory Elective |
| CPPREP4125 Transact in trust accounts | Compulsory Elective |
| **Other Electives** | |
| CPPREP4162 - Conduct and complete sale by auction | Elective |
| CPPREP4171 - Represent buyer in sales process | Elective |
| CPPREP4504 - Deliver presentations to clients in real estate | Elective |

| | |
|---|---|
| **Target Group** | *This course is aimed at:*<br>- *potential learners who aim to develop skills and knowledge to be able to work and build a career within a business in a finance/broking role.*<br>- *employees who have previously worked in this area but don't have any formal recognised qualifications. Potential Learners will be screened prior to commencement to ensure that the course is appropriate for them.* |
| **Entry Requirements** | There are no formal entry requirements for this qualification. However, students must<br>1. *be minimum of 18 years old to be able to work and practice in a real estate environment.*<br>2. *complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification,*<br>3. *If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification.* |
| **RPL/Credit Transfer** | RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.<br><br>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment. |
| **Mode of Delivery** | This course is delivered as a combination of classroom workshops and/or online training activities. SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course. |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | |
|---|---|
| **Volume of Learning** | Approximate nominal hours required to complete the CPP41419 Certificate IV in Property Services (Real Estate) are approximate 800 - 1000 hours.<br><br>Learners are expected to complete this qualification over a period of 12 months of blended learning for full-time Learners. However, the qualification may be awarded earlier where all required competencies are achieved or in some cases additional time may be granted where appropriate and to cater for Learner needs.<br>The delivery period is designed to be flexible and may change according to requirements. Commencement and completion dates will vary according to the Learner's needs and will be recorded accordingly in the Learner's Training Plan.<br><br>Satisfactory course progress is monitored throughout the duration of the course. When a Student is not progressing according to the training progress plan, the trainer/assessor will allow time to discuss alternate support for learning and make adjustments on a case by case basis.<br><br>The trainer/assessor will also discuss the student's progress with the Academic Manager and other relevant academic staff, as required. |
| **Education Pathways** | *Pathways into the qualification:*<br>*Preferred pathways for students entering this qualification include:*<br>- *Certificate III in Property Services (Agency or Operations)*<br>- *Previous work experience within a real estate business.*<br>*Pathways from the qualification:*<br>*On successful completion of this qualification students may choose to undertake studies at a Diploma level (e.g. Diploma of Property Services or a Diploma in a related field).* |
| **Trainers and Assessors** | SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must<br>1. have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)<br>2. have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)<br>3. have relevant and current vocational experience<br>4. have at least 2 years in a related job role. |
| **Learning resources** | resources provided to students for this qualification include the following:<br>• SIIT Handbook & Qualification Brochure<br>• Unit Learner Guide including PPTs<br>• Unit Assessment Booklet<br>• Online learning facilities<br>• Additional resources as required |
| **Delivery facilities** | This qualification is delivered at SIIT training facilities or employer's premises.<br>All facilities, resources and equipment meet current industry standards.<br>All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment. |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

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

| Qualification 9: CPP51119 Diploma of Property (Agency Management) (Australian Students Only) | Qualification Code: CPP51122 |
|---|---|
| **Qualification Description** | This qualification reflects the role of real estate principals who apply knowledge of property agency and compliance requirements, ethical standards and consumer preferences to establish and control real estate functions. <br><br> This qualification applies to residential or commercial practice in real estate sales, real estate property management, strata management, business broking, stock and station, or auctioneering. <br><br> Occupational titles may include: <br><br> • Real Estate Agency Principal <br> • Strata Management Principal <br> • Agency Manager <br> • Agency Director. <br><br> Staff who hold this qualification are responsible and accountable for the work of others and are engaged with: <br><br> • understanding business systems, structures, property agency practices and business entities <br> • understanding legal and ethical frameworks for property agency operations <br> • developing systems, procedures and protocols for managing property agency functions <br> • establishing and controlling trust accounts and property agency business finances <br> • coordinating ethics, risk and consumer protection systems to meet industry legal and customer expectations and requirements <br> • developing and maintaining knowledge of industry trends <br> • developing and maintaining relationships with lessors, tenants, vendors and buyers, buyers' agents <br> • establishing and implementing strategic business plans and operational plans <br> • establishing and implementing agency and individual branding <br> • leading and managing people, including recruitment, induction, coaching and mentoring for teams and individuals <br> • managing work health and safety (WHS) risk to ensure a safe working environment in the real estate industry. |
| **Licensing Requirements** | Licensing, legislative, regulatory or certification requirements apply to real estate practices in all states and territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements. |
| **Training Links** | https://training.gov.au/Training/Details/CPP51119 |
| **Duration** | 12 months |
| **Packaging rules** | To achieve this qualification, competency must be demonstrated in: 12 units of competency: <br><br> • 7 core units <br> • 5 elective units. |

| Unit Code/Unit Title | C/E |
|---|---|

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| | | |
|---|---|---|
| | CPPREP5001 Manage compliance in the property industry | Core |
| | CPPREP5002 Establish and monitor property industry trust account management practices | Core |
| | CPPREP5003 Manage ethical practice in the property industry | Core |
| | CPPREP5004 Manage a safe workplace in the property industry | Core |
| | CPPREP5005 Manage teams in the property industry | Core |
| | CPPREP5006 Manage operational finances in the property industry | Core |
| | CPPREP5007 Develop a strategic business plan in the property industry | Core |
| | **Elective units** | |
| | BSBHRM612 Contribute to the development of employee and industrial relations strategies | Elective |
| | BSBLDR522 Manage people performance | Elective |
| | BSBHRM528 Coordinate remuneration and employee benefits | Elective |
| | BSBLDR602 Provide leadership across the organisation | Elective |
| | BSBHRM524 Coordinate workforce plan implementation | Elective |
| **Target Group** | *This course is aimed at:*<br>- *potential Learners who aim to develop skills and knowledge to be able to work and build a career within a business in a finance/broking role.*<br>- *employees who have previously worked in this area but don't have any formal recognised qualifications.*<br>*Potential Learners will be screened prior to commencement to ensure that the course is appropriate for them.* | |
| **Entry Requirements** | There are no formal entry requirements for this qualification. However, students must<br><br>• *be minimum of 18 years old to be able to work and practice in a real estate environment.*<br>• *complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification,*<br>• *If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at SIIT.* | |
| **RPL/Credit Transfer** | RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application and payment of fees may only be made after enrolment by using the RPL Application Form.<br>Credit transfer: Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment. | |
| **Mode of Delivery** | This course is delivered as a combination of classroom workshops and/or online training. SIIT is using MOODLE online learning platform for its online learning components. Satisfactory course progress must be maintained throughout the entire course. | |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

| Volume of Learning | Approximate nominal hours required to complete this qualification are approximate 800 - 1000 hours. Learners are expected to complete this qualification over a period of 12 months of blended learning for full-time Learners. However, the qualification may be awarded earlier where all required competencies are achieved or in some cases additional time may be granted where appropriate and to cater for Learner needs.<br>The delivery period is designed to be flexible and may change according torequirements. Commencement and completion dates will vary according to the Learner's needs and will be recorded accordingly in the Learner's Training Plan.<br><br>Satisfactory course progress is monitored throughout the duration of the course. When a student is not progressing according to the training progress plan, the trainer/assessor will allow time to discuss alternate support for learning and make adjustments on a case by case basis.<br><br>The trainer/assessor will also discuss the student's progress with the Academic Manager and other relevant academic staff, as required. |
|---|---|
| **Trainers and Assessors** | SIIT employs qualified trainers/assessors with relevant vocational qualifications and experience for the delivery and assessment of the qualification. Specifically, all trainers and assessors for this qualification must<br>• have the necessary training and assessment qualification: TAE40116 Certificate IV in Training and Assessment (1.14)<br>• have vocational competencies at least to the level being delivered and assessed and have current industry skills directly relevant to the training and assessment being provided (Standard 1.13)<br>• have relevant and current vocational experience<br>• have at least 2 years in a related job role. |
| **Assessment Activities** | • *Practical Demonstration Q&A*<br>• *Project Role-Plays/*<br>• *Presentation Case Studies*<br>• *Portfolio/ Third Party*<br><br>• *Report* |
| **Learning resources** | The resources provided to students for this qualification include the following:<br>• SIIT Handbook & Qualification Brochure<br>• Unit Learner Guide including PPTs<br>• Unit Assessment Booklet<br>• Online learning facilities<br>• Additional resources as required |
| **Delivery facilities** | The face-to-face delivery of this qualification is delivered at SIIT training facilities or employer's premises while the online delivery is via SIIT Moodle Online Learning platform.<br><br>All facilities, resources and equipment meet current industry standards.<br>All training rooms are equipped with suitable facilities, training resources and equipment for a simulated interpreting/translating environment. |

Sydney Institute of Interpreting and Translating
Tel: 61292835759 Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

## Course Fees & Charges

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

| | |
|---|---|
| Administration fee | $300 (non-refundable) |
| Material fee | $500 (non-refundable) |
| PSP50822 Diploma of Translating | $12.800 (including administration fee and material fee) |
| PSP50922 Diploma of Interpreting | $8.800 (including administration fee and material fee) |
| PSP60822 Advanced Diploma of Translating | $12.800 (including administration fee and material fee) |
| PSP60922 Advanced Diploma of Interpreting | $12.800 (including administration fee and material fee) |
| FNS40822 Certificate IV in Finance and Mortgage Broking | $6,800 (including administration fee and material fee) |
| FNS50322 Diploma in in Finance and Mortgage Broking | $6,800 (including administration fee and material fee) |
| BSB80120 Graduate Diploma of Management (Learning) | $12,800 (including administration fee and material fee) |
| CPP41419 Certificate IV in Real Estate Practice | $6,800 (including administration fee and material fee) |
| CPP51119 Diploma of Property (Agency Management) | $6,800 (including administration fee and material fee) |
| Other fees and charges: (Please note some fees might only apply to each specific qualification.) | |
| AUD$200 re-assessment for a replacement Assessment Task if the student is deemed 'Not Yet Competent' after 2 attempts (non-refundable). AUD$200 for Assessment Late Submission Fee (if student fails to submit the assessment by the deadline.) (non-refundable). AUD$250 fee for initial interview to analyse and process Recognition of Prior Learning (RPL), then $200/per unit of competency (non-refundable) for which RPL is being sought. One- off fee of AUD$200 for credit transfer application (non-refundable). AUD$50 fee for re-issuing a qualification certificate (non-refundable). AUD$20 fee for re-issuing an academic transcript or attendance letter (non-refundable). AUD$10 fee for re-issuing a lost student card (non-refundable). Overseas Students Health Cover (for international students only): The cost of OSHC varies depending on the type of cover required. | |
| Under the Clause 7.3 of the *Standards for RTOs 2015* where the RTO requires, either directly or through a third party, a prospective or current Student to pre-pay fees in excess of a total of $1500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in Schedule 6. SIIT holds an unconditional bank guarantee to cover at least the amount of pre-paid fees in excess of $1500 for every Student. | |

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

# Refund Policy and Procedure

Refund Policy – Student's Default

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

**Table below indicates a list of refund items:**

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

**"Special circumstances"** under which a full refund will be considered and which are beyond the student's control include the following:

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

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

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

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

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

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

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

**Refund – Provider Default**

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

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

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

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

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

**Refund Procedure**

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

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

# Disclaimer

According to Clause 4.1 of *STANDARDS FOR RTOS 2015, SIIT* does not guarantee that:

- a student will successfully complete a training product on its scope of registration, or
- a training product can be completed in a manner which does not meet the requirements of Clause 1.1 and 1.2 of the Standards for RTOs 2015 or
- a student will obtain a particular employment outcome where this is outside the control of SIIT. Under

the **National Code 2018,** SIIT, as a registered provider must not:

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

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

According to Clause 3.1 1 of STANDARDS FOR RTOS 2015, SIIT issues AQF [Australian Qualifications Framework] certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET [vocational education and training] accredited course.

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

Sydney Institute of Interpreting and Translating
Tel: 61292835759Fax: 61292642380 E-mail: info@siit.nsw.edu.au
Postal Address: PO Box K1, Haymarket NSW 1240
ABN: 30128128 503 RTO No: 91490 CRICOS Provider No: 03069K

## SIIT Qualification Brochure Acknowledgement Form

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

I, _____  have read and understood **SIIT Qualification Brochure**,

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

**Declaration:**

I hereby declare that I have read and understood all pages of the Qualification Brochure (Version 2.1 August 2023).

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

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

**Name** (print) _____

**Signature**: _____

**Date:** _____