



Training / Consultancy
RTO 31888 | CRICOS 04071H

Developing Personnel Training & Consultancy

INTERNATIONAL STUDENT HANDBOOK

Disclaimer

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TABLE OF CONTENTS

KNOWLEDGE CREATES A FUTURE. PURSUE YOUR DREAM.

Welcome to DP Training	4
Executive Management's Welcome	5
Why study with DP Training?	6
Life in Australia	10
Student Support Services	14
Student Life	18
Orientation	19
Course Index	20
Program Summary	21
Entry requirements	24
How to Apply	25
International Student Scholarships	27
Quality Assurance	28
DP Training Campuses	29
Reach Out To Us	30

WELCOME TO DP TRAINING

Thank you for choosing DP Training as your preferred training provider. At DP, we are committed to providing the highest quality training and services to all students.

We have a reputation for excellence, high education standards, specialised facilities, professional and supportive Trainers and Assessors. Students can choose a course of study in their area of interest from an extensive curriculum.

To help guide you through your learning experience, this handbook will provide you with information about your training program or course, our policies and procedures, the roles and responsibilities of both DP Training and you as the student and our available Student Support Services. Everything you need to know is in this Handbook.

OUR MOTO

“Help You Study your Way with DP Training.”

OUR MISSION

"Your first choice training provider for quality training and education designed for an industry-ready workforce."

OUR VISION

DP Training forges partnerships Australia wide to provide high quality, accessible, training and education programs in specific areas of the Vocational Education and Training (VET) sector to persons wanting to enter the workforce, to individuals wanting to retrain and continually upskill and to employers wanting to improve existing workers' skills.



EXECUTIVE MANAGEMENT'S WELCOME



At DP Training we are committed to providing the highest quality training and services to our students. To help guide you through your learning experience, this Student Handbook will provide you with information about your training program or course, policies and processes, roles and responsibilities, and our student support services.

For information on your specific program, please visit our website or refer to your Program Handbook. You can also contact DP Training directly or visit our Brisbane Campus to speak with one of our friendly Administration Team or Training staff.

DP Training is a Registered Training Organisation (RTO). Our focus is on technical and applied vocational programs across the community services, health, business, transport and logistics sectors, delivered from early entry courses up to the Advance Diploma level.

Our mission is to ensure all eligible students have a quality education experience through their program engagement, leading to lifelong learning.

Since DP Training was established, more than 10,000 students have entered our doors from all backgrounds and reached levels of achievement that have enhanced their professional career pathways and goals.

We welcome you to join us as a part of the DP Training Team to help you to achieve your goals and aspirations.

Debbie Goodeve
Operations Manager



WHY STUDY WITH DP TRAINING?

DP Training is a leader in Vocational Education and Training (VET) in Queensland with satellite campuses in other States of Australia. DP allows you the freedom to find the right study pathway for you, from VET entry-level courses through to Advanced Diploma qualifications. We aim to ensure that you develop hands-on skills which allow you to successfully enter the workforce or pathway to Higher Education. Our small class sizes mean more personalised support and advice for YOU.

Our programs and platforms offer a work-integrated learning experience where professional learning and experience are incorporated into your studies through clinical placements, fieldwork, placements, internships or study groups and engagement with the industry. You will hone your employability skills and gain a competitive edge in the employment market.

International and Domestic Reputation

DP Training is growing its already well-known domestic reputation across the globe, and we invite you and your child to experience firsthand all that DP Training has to offer. You can read what other students have had to say about their DP Training experience on our website:

<https://www.dptraining.com.au/student-reviews/>

Quality of training and assessment

DP Training is responsible for the quality of training and assessment and for the issuance of all AQF Qualifications. In the case of programs and courses offered through any third party arrangement, DP Training is the principal RTO and is responsible for reviewing and monitoring the quality of the training and assessment in conjunction with the third party.

Student Success is our Priority



85.5% Students satisfied with location of training



92.2% Overall Student Satisfaction Rate



83.9% Students Recommended DP Training



92.1% Graduate Employability Rate



78.6% Graduates received at least one job-related benefit

*Extract from NCVET Australian vocational education and training statistics, VET Student Outcomes 2021, Developing Personnel Training & Consultancy Qualification Completers. National Centre for Vocational Education Research



Industry Currency

DP Training provides accredited training in job-related and technical skills. We consult with industry and businesses regularly to match our training with their needs so that you can choose a course that meets your needs.

If you already have a degree, a training course is a great way to complement your skills.

Guarantee of service

DP Training is committed to achieving all outlined training and assessment for students and meeting all RTO responsibilities.

In the unlikely event that DP Training is unable to commence or complete a program or course, it will, if possible, arrange for the training and assessment to be completed through another RTO.

Prior to the transfer to another RTO, affected students will be formally notified of the arrangements and an agreement to those arrangements, including any refund of fees, will be obtained. If the transfer is not possible, DP Training will provide a refund of any unused portion of the fee.

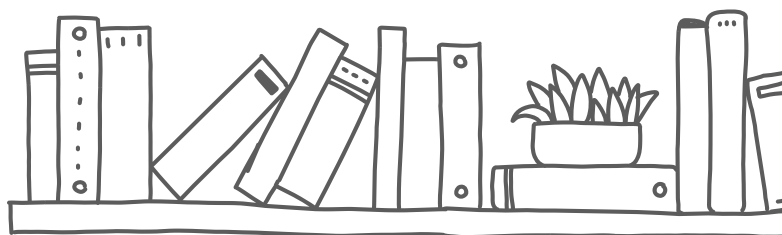
World-class facilities

DP Training offers state-of-the-art facilities, including a fully equipped treatment room to provide practical training and assessment in a simulated

healthcare environment, giving students the opportunity to understand and practically experience real-world healthcare facilities.

This resource also doubles as an in-house medical facility, ensuring students have access to onsite First Aid treatment in the event this is required, before seeking further medical treatment if necessary.

DP Training is also an educational leader in the business sector, providing quality training and experience to ensure students gain a solid understanding of the Business Services Training Package in the context of a business environment. DP Training provides access to the relevant resources and infrastructure to support students on their learning journey, ensuring each student moves forward with the skills and knowledge required to make significant contributions and navigate the business sector with confidence and expertise.



At DP Training you will enjoy

- ✔ Student lounge
- ✔ Library and computer facilities
- ✔ Fully equipped kitchen facilities
- ✔ Outdoor eating area
- ✔ Prayer room available (on request)

DP Training understands that it is important for students to feel comfortable and secure in their training environment. Each DP Campus is equipped with appropriate resources, facilities and staff to ensure that students have every opportunity to enjoy success in comfortable surroundings. Campuses are conveniently located with access to public transport, nearby shops and food and shopping outlets, with medical facilities close by. Students are encouraged to view each campus as a 'home away from home' and make use of the fully-equipped kitchen facilities and recreational space.



DP Training Values

- Practice a culture of quality and collaboration in the pursuit of excellence.
- Promote creativity and independent thinking to drive teaching innovation.
- Lead with transparency and accountability in our training, assessment, decisions and activities.
- Upload and promote mutual respect and diversity through our people, ideas and culture.
- Support our people and student community in their pursuit of educational success.
- Drive a collaborative commitment to compliance and continuous improvement.

DP Training Goals

The goals of DP Training in pursuing its mission and enhancing its reputation for excellence are:

- To offer a range of high-quality short courses and accredited learning pathways in flexible modes designed to meet student, industry and broad community needs.
- To forge beneficial relations with industry, government and professional groups to ensure a cohesive and comprehensive approach to engagement.
- To ensure the organisational and management structure and staff profile contributes positively to fulfilling the mission and goals of DP Training.

- To improve and strengthen business capability as an educational provider to continue offering sustainable and industry-relevant training and education.
- To strengthen the digitisation of training education and delivery innovation to reach and equip regional, remote and interstate students with industry-leading skills.
- To extend vocational skills training and education to degree students in order to add complementary employability skills to succeed as an industry leader.



LIFE IN AUSTRALIA

Are you thinking about studying in Australia but are not sure what life is really like? Australia is a stable, democratic and multicultural nation that is a culturally diverse society, with nearly half of all Australians either born overseas or having at least one parent who was born overseas. It is a safe place for your to study and live.

Australia is a multi-ethnic, multi-religious and multicultural community. Religious freedom and mutual respect for different religions are integral to our shared culture. Students learn in a stimulating environment that is enriched through DP Training's partnerships with industry and the community. To be a DP Training student is to have an informed knowledge of the world and an appreciation for the value of learning for life.

Our programs and platforms offer a work-integrated learning experience where professional learning and experience are incorporated into your studies through clinical placements, fieldwork, placements, internships or study groups and engagement with the industry. You will hone your employability skills and gain a competitive edge in the employment market.

DP Training is committed to the growth of each student in a community that values the individual and celebrates generosity, understanding and compassion for others.

While Brisbane and the Gold Coast are considered some of the world's most 'livable cities', at DP Training, we always look out for our student's welfare. Our team of international student support advisors can help you settle into life in Australia and provide an extensive range of support programs to help with your studies.



Brisbane, Queensland

Our Head Office and central campus are located at 162 Abbotsford Road, Bowen Hills, Queensland, a 5- 10 minute drive from the Brisbane CBD. It is easily accessible by both public and private transport. Off-street and secure paid parking is available within walking distance of the campus. Bowen Hills Train Station is an easy 700m walk. Local bus stops are within 100m of the campus.

The campus has state-of-the-art facilities, including specialised health and medical treatment rooms, a library and recreational breakout rooms.

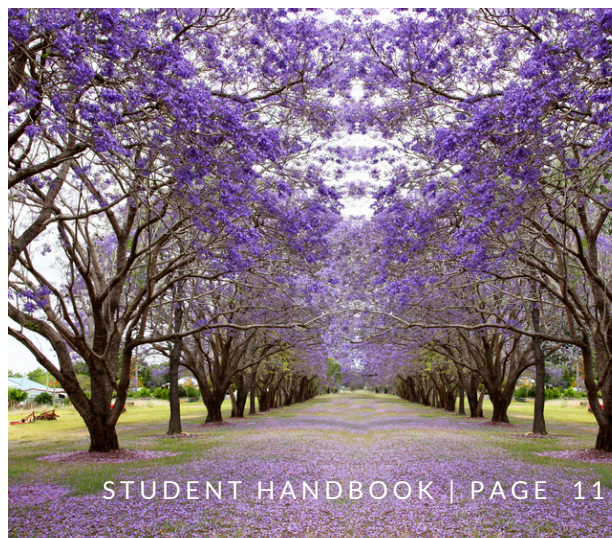
As the capital of Queensland, Brisbane is a social, cultural and business hub. It is home to world-class restaurants, bars, museums, haute couture fashion, performing arts centres, retail shopping centres, parklands and nature trails.

Bowen Hills is close to the Brisbane City shopping precinct, the Brisbane River restaurants and wharf, weekly markets that showcase locally grown fresh produce, fashion and other handmade treasures, Brisbane City Botanic Gardens and the Brisbane International Airport.

Gold Coast, Queensland

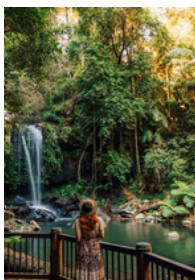
Our Gold Coast campus is located at 7/52 Davenport Street, Southport, Queensland, just a 5-10 minute drive from the world-famous Surfers Paradise and the tourist strip. The campus has state-of-the-art facilities, including specialised health and medical treatment rooms, a library and recreational breakout rooms.

It is easily accessible by both public and private transport. Off-street and secure paid parking is available within walking distance of the campus. Southport Light Rail Station is an easy 2 minute walk. Local bus stops are within 100m of the campus.



The Southport campus is at the northern end of the Gold Coast strip, ensuring an easy trip to the Brisbane campus by road or public transport. It makes seeking specialist advice and support and attending events between the campuses possible.

The Gold Coast is a popular destination with its sub-tropical climate and around 300+ days of sunshine per year, and very relaxed lifestyle while the sun and surf beckon many; the Gold Coast is also known for its adventure sports, local galleries, arts and crafts markets, Moonlight Movies by the beach, Music Festivals, shopping precincts, seaside restaurants serving fresh seafood hauls from local waters and the Gold Coast International Airport, connecting this tourist mecca with the rest of the world.



Nature

Surrounded by world-class national parks, thousands of species of flora, native wildlife and birds. Brisbane and the Gold Coast have many hotspots for the nature lover for bushwalking, beach walking, bird watching, mountaineering, natural waterfalls and natural swimming holes. The Gold Coast campus is also close to popular surfing and swimming beaches, tourist hotspots and theme parks. You do not have to travel too far outside the city limits to see kangaroos, echidnas and many other native animals in their natural habitat. Local bird parks also allow visitors to capture a photo with a koala bear or other native animals and birds.

Adventure

Walk, swim, cycle, kite-surf, windsurf, sail or fly to experience the region's dramatic landscapes. Brisbane and the Gold Coast are well-known destinations for the intrepid adventurer. The Great Dividing Range is the world's third-longest land-based mountain range. It begins in North Queensland, stretching from Dauan Island in the Torres Strait, passing through the middle of New South Wales and finishing in western Victoria. The region is now important for agriculture, lumbering and mining. The rivers supply irrigation and hydroelectric projects, while national parks and ski areas are popular with locals and tourists, especially in the Blue Mountains National Park in New South Wales.

How much does it cost to live in Australia?

The Department of Home Affairs has financial requirements you must meet to receive a student visa for Australia.

If you are bringing school-aged dependents with you to Australia, you will need to consider the cost of schooling, including school fees. In Queensland (QLD) and New South Wales (NSW), children are required to be in school from five to six (5-6) years of age. For more information, visit the following website:

QLD: www.educationqueensland.gov.au

NSW: www.international.nsw.edu.au/study-options/fees



During your studies, you may need to purchase additional textbooks and other items required to study and for Vocational Placement. These costs can vary from \$200 - \$500, depending on your course. Other expenses might include stationery, printing, purchasing a laptop or computer, personal protective clothing, work materials, working with children clearances and computing programs. These will depend on your course and personal preferences.

The Australian Government provides information and guidance on managing your finances. You can read more at:

<https://www.moneysmart.gov.au>

For the most up-to-date cost of living updates, we encourage you to utilize the Cost of Living Calculator available on the Study Australia website. This user-friendly tool provides valuable insights into the current expenses associated with living in various cities and regions across Australia.

<https://costofliving.studyaustralia.gov.au/>

*Costs will vary from person to person depending on where you live and your lifestyle choices.

STUDENT SUPPORT SERVICES

Academic and English Language Support

All Courses are delivered in English. DP Training encourages you to access any available services to assist you on your learning journey.

The assessment and teaching style in Australia may be different to your home country, and studying in a different language can be challenging. As an international student, you can access free online tutoring, workshops and individual consultations. These activities are available to support you in understanding the learning and assessment requirements.

Individual consultation and workshops

DP Training runs a series of workshops covering academic skills and topics to help you develop the skills to succeed at DP Training. Individual consultations can also be booked for specific study issues. Group Student Support Sessions are also offered on a weekly basis. You are encouraged to attend these sessions and receive additional support to assist you in maintaining satisfactory academic course progression.

Alternatively, for help with a quick question, Student Support Sessions are available on campus at other designated times. No appointment is required. We encourage you to take advantage of these sessions. It provides an opportunity for you to clarify any concerns you may have or get ahead of the game with some additional reading activities. Your success is our success.



Careers and Employment Support

Improve your chances of securing the career you want by talking with our expert staff and accessing resources that will build your skills and knowledge to help you in the job market.

For more information, go to:

<https://www.dptraining.com.au/industry-partners-job-vacancies-international/>

The number of hours a student visa holder will be allowed to work will be capped at **48 hours per fortnight**. The number of hours a student visa holder works ensures that Students focus on obtaining a quality Australian education and qualification.

DP Training Library

DP Training has a specialist team of people to assist with any research and referencing enquiries. Use the modern facilities to study with your friends or on your own and use computers, printers and online materials at your convenience. Additional resources and reading materials are available if you would like to grow your knowledge even further or would like a quiet space to take a pause.

Student Counselling

At DP Training, we understand the challenges of moving to another country and being away from your friends and family may be difficult. We are here to help.

Feel free to reach out to our International Student Support Services.



Queensland offers a range of student support resources, including the Queensland Student Hub Network, an international student hotline and student support staff dedicated to supporting and encouraging students.

Call the international student hotline (24/7) on 1800QSTUDY for more information. For more information, go to:

<https://www.dptraining.com.au/student-support-page/#support-services>

Health and Wellbeing

Many things cause stress in our daily lives, such as study, finances, work and family. It is essential to find the right tools to support you during these times and as circumstances change around you. Your health is a priority; we are here to help you stay healthy. Find out more about staying well here:

<https://www.dptraining.com.au/student-support-page/>

Overseas Student Health Cover (OSHC) is a compulsory requirement for all international students studying in Australia on a student visa. You must secure an OSHC policy by the OSHC providers mandated by the Australian Government as eligible to fulfil your international student visa requirements. OSHC is a visa-length cover – you need to purchase a policy that covers you for the entire time you are studying here in Australia and for the entire length of your student visa.

DP Training's preferred OSHC provider is Allianz Global Assistance (AGA). They provide additional benefits to OSHC policyholders who purchase their policy through DP Training. These benefits include access to AGA's staff members who assist with healthcare information.

Learn more at:

<https://www.allianzcare.com.au/en/student-visa-oshc.html>

Accommodation Support

DP Training's off-campus accommodation service is designed to assist new and continuing students in finding appropriate accommodation while studying at DP Training. This free and confidential service provides information and advice on housing options, tenancy advice and support and assistance with accommodation problems. You can choose from various options such as:

- ShareRoom
- Hostel
- Homestay
- Managed Student Accommodation
- Private Rental

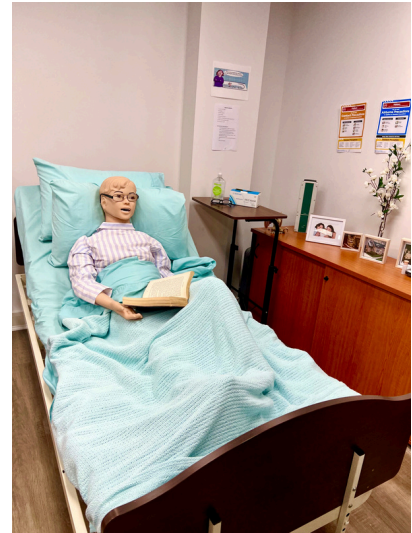
To find out more about accommodation options, visit our website.

<https://www.dptraining.com.au/living-in-australia/>



Access Student Support Services comprising a broad range of professional Services, which include, but are not limited to :

- Provision of adequate Pre-enrolment information
- Academic Support programs, workshops, tutorials and one-on-one consultations
- Study support and study skills programs to achieve competency
- Language, Literacy and Numeracy programs
- Equipment, resources and/or programs to increase access for students with disabilities and other students in accordance with access and equity
- Flexible scheduling and delivery of training and assessment
- Counselling, Mediation and referrals to those services
- ICT support, learning materials in alternative formats and contextualised learning programs
- Disability services
- Careers and Employment Services
- Learning advisors
- Making new friends and settling into a study routine
- Faith and Spirituality
- International Student Support
- Accommodation, Housing and Tenancy Services
- Financial Services
- Legal Services
- DP Training Social Club
- Indigenous Student Services



Find all the information you might need to know on how we can best assist and support you on our website. We are here to help, so please feel free to reach out and put your mind at ease - <https://www.dptraining.com.au/student-support-page/>

STUDENT LIFE

There is something for everyone at DP Training and student life can be whatever journey you make it. You can feel confident in knowing whatever your journey or interests may be; you will find support and friendship through our many social, cultural and personal development programs.

Get Involved

Connecting with other students can provide friendship and support and help you manage the stress of completing assignments and exams. In addition, students located in Brisbane and the Gold Coast can make lifelong social and professional connections through some of DP Training's associations. DP Training hosts a number of both virtual and in-person events for students, so you can get involved no matter where in the world you are.

Build Relationships

Take the time to build relationships with staff and other students; having good relationships with your Trainers is one of the best ways to maximise your learning experience.

Making friends at DP Training will not only create enjoyable shared experiences, but these members of your support network can also help to improve your academic performance. Your friends are your study buddies who keep you accountable and on track with your studies. Try finding friends in your classes and turn it into regular study groups.

Volunteering

Volunteering is a great way to use your skills, give back to your community and meet new people. There are many opportunities to

volunteer your time through a student association or the greater community. More information on volunteering options in the wider Queensland community can be found at: <https://volunteeringqld.org.au/>

DP Training Social Club

DP Training proudly sponsors the Student Social Club to provide opportunities for students to socialise informally; get to know students from other classes; share cultures and stories from home and celebrate significant events or milestones across a diverse range of cultures while acknowledging our students from across the world.

This is a very important part of building relationships with your peers and developing a strong network of like-minded people who will also support you on your personal learning journey. Never underestimate the value of having good people in your corner. It can make your experience more rewarding.



ORIENTATION

You must attend the compulsory International Students Orientation session in Week 1 unless your Trainer has scheduled an alternate orientation day. Your Trainer will notify you if this is the case.

Make your own travel arrangements, aiming to arrive in Brisbane or on the Gold Coast at least one (1) week before Orientation. Orientation activities at DP Training generally happen before the Course starts and are designed to help you settle in. Some Orientation activities focus on providing more information about your studies and introducing you to your team of Trainers, while other activities are designed to help you meet people and become familiar with our campuses.

If you wish to use our Airport Reception Service, you need to complete and return the request form available at: <https://www.dptraining.com.au-book-your-airport-reception>

Orientation will provide information relevant to life in your new city and an introduction to DP Training, including:

- DP Training overview
- Meet and greet with DP Training staff and your fellow students
- Student Charter
- Student Rights
- Course Overview
- Student account activation and enrolment advice
- Overview of your student visa rules and regulations
- Course attendance and academic course progress expectations and monitoring
- Information about international student support services
- Emergency and security procedures
- Training Schedule
- Policies and Procedures
- Learning and Assessment Strategy
- Access to Trainers and Staff
- Student Support Services
- Campus tours
- Lots of fun activities to get to know your new fellow students

COURSE INDEX

Choosing what to study is an adventure. It is about discovery, passion and realising your dreams. At DP Training, we offer a range of courses that allow you to fulfil these ambitions. You can use the index below to find your course of interest.

CRICOS Code	Course Code	Course Name	Course Duration (Including Term Breaks)	Onshore Tuition Fee	Offshore Tuition Fee
111330C	BSB40320	Certificate IV in Entrepreneurship and New Business	52 weeks	\$8,000	\$9,000
111331B	BSB50120	Diploma of Business	52 weeks	\$10,000	\$12,000
111325M	CHC32015	Certificate III in Community Services	52 weeks	\$8,000	\$9,000
112373F	CHC33021	Certificate III in Individual Support	52 weeks	\$8,000	\$9,000
112371H	CHC42021	Certificate IV in Community Services	52 weeks	\$9,500	\$11,000
112372G	CHC52021	Diploma of Community Services	78 weeks	\$10,000	\$12,000
111329G	CHC62015	Advanced Diploma of Community Sector Management	52 weeks	\$12,500	\$15,500

NOTE: To apply for our program, a non-refundable \$300 application fee is payable to cover administrative processing costs. Additionally, there is a \$300 course material fee to provide you with essential study materials and online resources.

*DISCLAIMER: The Tuition Fees quoted above are in \$AUD and are correct at the time of publication. Tuition fees are paid each semester in advance unless payment plans are mutually agreed. DP Training reviews tuition fees annually and changes to fees will apply to all commencing and continuing international students. For more information, please go to: <https://www.dptraining.com.au/wp-content/uploads/2023/04/International-Student-Course-Fees.pdf>. To find out more about tuition fees for individual courses, please see our online course directory: <https://www.dptraining.com.au/study>. Course fees are subject to change each year and may change while you are enrolled in your course. The International Students – Refund of Fees Procedures outlines DP Training’s refund policy: <https://www.dptraining.com.au/wp-content/uploads/2023/04/International-Students-Refund-of-Fees-Procedure.v2.pdf>



PROGRAM SUMMARY

Diploma Level

CHC62015 | 111329G Advanced Diploma of Community Sector Management

If you're seeking to establish a career in the community services sector, pursuing an Advanced Diploma in Community Sector Management can serve as a valuable step in taking your community sector leadership to the next level. This qualification provides comprehensive skill sets and knowledge to excel in diverse roles within the community services sector.

CHC52021 | 112372G Diploma of Community Services

If you're looking to begin a career in the community services sector, an advanced-level qualification can be a great starting point. With this type of qualification, you can acquire the necessary skill sets and knowledge needed to succeed in a variety of roles within the community services sector.

BSB50120 | 111331B Diploma of Business (Operations)

Enrol in our course and take your career to new heights by gaining a competitive advantage in the business world. Our Diploma of Business program offers an immersive learning experience that provides you with a comprehensive understanding of essential business concepts and practices taught by industry experts

Certificate IV Level

CHC42021 | 112371H Certificate IV in Community Services

Elevate your career in the community services sector. This intermediate-level course is an excellent opportunity to understand the field comprehensively. Upon completing the program, you will be equipped with the necessary skills and knowledge to work in a wide range of community service settings.

BSB40320 | 111330C
Certificate IV in Entrepreneurship and New Business

With this course, you can fulfil your entrepreneurial aspirations by acquiring specialized skills and comprehensive knowledge. This program allows you to develop the necessary expertise to establish and operate your business.

Certificate III Level

CHC32015 | 111325M
Certificate III in Community Services

Begin your journey in the social sector with this foundational certification, which enables you to collaborate with your community and provide assistance to others while accelerating your ability to create a favourable influence in your locality.

CHC33021 | 112373F
Certificate III in Individual Support (Ageing and Disability)

Kickstart your career in community services with this entry-level qualification, which will assist you in acquiring the necessary skill sets and knowledge needed to provide individual support in aged and disability care as well as home and community settings.



Program Packages

If you are looking to increase your career opportunities and stand out in your field, consider pursuing packaged qualifications. They allow you to earn two or more valuable qualifications, are cost effective and will give you a competitive edge in the job market. Don't miss this opportunity to invest in your future.

Here are some of the recommended packages; however, if you want to explore other package options, please [contact us](#) today.

CHC32015 | 111325M Certificate III in Community Services + CHC42021 | 112371H Certificate IV in Community Services

BSB40320 | 111330C Certificate IV in Entrepreneurship and New Business + BSB50120 | 111331B Diploma of Business (Operations)

CHC33021 | 112373F Certificate III in Individual Support (Ageing and Disability) + CHC52021 | 112372G Diploma of Community Services

CHC33021 | 112373F Certificate III in Individual Support (Ageing and Disability) + CHC42021 | 112371H Certificate IV in Community Services + CHC62015 | 111329G Advanced Diploma of Community Sector Management

Key Dates

Check out key recommended dates applicable to course commencement, vocational placement, coursework and census dates. Find all the information you need on our website:

<https://www.dptraining.com.au/wp-content/uploads/2023/07/Key-Dates-Academic-calendar-2023-2025.pdf>

Academic Calendars

The academic calendar sets out the term, semester, assessment, vocational placement (if applicable) and vacation dates for the year, along with other relevant key dates. Find all the information you need on our website:

https://www.dptraining.com.au/wp-content/uploads/2023/07/International_Student_Academic_Calendar.pdf

ENTRY REQUIREMENTS

As part of the application process, you must meet the minimum academic and English language entry requirements. The DP Training Global Team are here to help; if you have any questions, please email info@dptrainingconsultancy.com.au

Academic Entry Requirements

Visit our website and view the course webpages for more information about your course's academic requirements. <https://www.dptraining.com.au/our-courses/>

Programs	Entry Requirements
Certificate level programs	A qualification equivalent to Australian year 10
Diploma and Advanced Diploma programs	A qualification equivalent to Australian year 12

English Entry Requirements

Students who have studied the English language in their previous studies may meet the English language entry requirements if they have achieved the grades and qualifications required. We accept the following English tests and levels for entry into VET courses.

Test	VET Requirements
IELTS Academic Module	Minimum overall score of 6.0
Cambridge Advanced English (Certificate in Advanced English)**	Minimum overall score of 169
Pearson Test of English (PTE) Academic Module	Minimum overall score of 50
TOEFL Internet Based Test (iBT) (only accepted if test is taken on or before 25 July 2023)*	Minimum overall score of 64

*On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer satisfy the English language requirement for Student visa purposes. Only TOEFL iBT scores from a test taken on or before 25 July 2023 are accepted for Student visa purposes.

**From 12 February 2024, only results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) will be accepted for Australian visa and migration purposes. Test scores for both C1 Advanced paper-based and computer-based tests, taken before 12 February 2024, within the specified validity period are still accepted.

HOW TO APPLY

Application Process for International Students

At DP Training, we try to make applying for enrolment as easy as possible.

Go to our website for more information and follow the eight simple steps - www.dptraining.com.au/how-to-apply/

Step 1 Choose your course @ DP Training

Step 2 Check Entry Requirements and any Important Application Dates

Step 3 Applying online or through an agent

Step 4 Application assessment

Step 5 Receive your offer

Step 6 Accept your offer

Step 7 Apply for your Student Visa

Step 8 Enrol! 

To find an authorised DP Training education agent, please visit: <https://www.dptraining.com.au/wp-content/uploads/2024/01/International-Agent-list.pdf>

When should you apply?

Apply as early as possible. Some courses may close a few months or a year before the start of the course, while others have quotas. Aim to have your online application submitted as early as possible. This allows time for your application to be processed and can help ensure that you secure a place in your preferred course if limited places are available.

Quick tips to help you understand the application process

1 With your online application, please remember to provide academic documentation including academic transcripts, graduation certificate and grading scales (indicating the pass mark and graduation requirements if applicable). If you are applying for a course that has selection and/or extra requirements, please also provide the necessary documentation with your online application. You will also be required to provide original or certified academic documentation (or other supporting documents) upon request.

2 If you are applying through a DP Training agent, please contact them for assistance. Some agents may charge a fee for additional services, so please ask what these costs are BEFORE you make an appointment. Please ensure that your agent is an authorised agent.

Applying for Credit

DP Training may grant credit for subjects with satisfactory grades that have been undertaken at other recognised registered providers if:

- The subject is considered to be equivalent in content and standard to those offered by DP Training
- The subject is relevant to the planned course of study

It should be noted that awarded credit may affect the course and visa duration. To apply for credit assessment, you need to flag it on your course application form and submit the relevant subject outlines to support your application.

Arrange your student visa

The Australian Government Department of Home Affairs (DHA) is responsible for issuing visas to enter Australia. As an international student, you will need a student visa to study at DP Training.

You are advised NOT to commence the visa application process until you have been issued your CoE from DP Training.

You must remember that your student visa application may take up to six (6) months or more, depending on your nationality and country of residence.



When applying for a student visa, you must meet all core visa criteria, such as the Genuine Temporary Entrant (GTE) requirement, good character and health criteria. Financial capacity and English language proficiency documentation may also be required.

Further information can be located at: <https://www.dptraining.com.au/how-to-apply/>

Overseas Student Health Cover

It is a condition of the Student Visa (subclass 500) that you must hold Overseas Student Health Cover (OSHC) for the duration of your stay in Australia. DP Training requires all commencing international students to purchase OSHC for the duration of their visa. If you are accompanied by the immediate family to Australia as dependents on your student visa, you will also need to purchase the visa-length OSHC for them.

<https://www.dptraining.com.au/overseas-health-cover>

Defer your studies

DP Training allows students to defer their studies for up to twelve (12) months or longer in exceptional cases. To request a deferral, contact our International Student Support Services Team or send an email to info@dptrainingconsultancy.com. For more details, visit:

<https://www.dptraining.com.au/international-student-policies/>

INTERNATIONAL STUDENT SCHOLARSHIPS

At DP Training, we are dedicated to support and empowering talented individuals from around the world to pursue their education in Australia. As part of our commitment, we annually invest \$20,000 in scholarships exclusively for international students, providing them with a remarkable opportunity to embark on their educational journey in Australia.

These scholarships aim to reduce the financial barriers that international students often face when pursuing their studies in a foreign country

Scholarship criteria

- ✔ Be a prospective international student
- ✔ Be eligible to study in Australia
- ✔ Not have accepted any other DP scholarship or bursary
- ✔ Meet normal course admission requirements for the qualification applied into
- ✔ Meet the minimum English language entry requirements for the qualification applied into or have an offer conditional upon meeting the English language entry requirement.
- ✔ You will automatically be assessed when applying for an eligible course.

DP International Scholarships are not available to

- ✘ Australian citizens or permanent residents of Australia

- ✘ Sponsored students (foreign government or Australian government)
- ✘ Current DP Training students
- ✘ Students who have previously been awarded an International Scholarship with DP Training, except where they are upgrading qualifications.

Scholarship conditions

- International Scholarship recipients will be required to be enrolled on a full-time basis at DP Training's Brisbane or Gold Coast campuses
- Students enrolled in single qualifications will receive a 15% reduction on their tuition fee, while students enrolled in a dual qualification will be awarded a 30% reduction on their tuition fee*
- The Scholarship awarded will reflect on the Offer Letter, and the fee reduction would be applied to the last payment instalment of the respective courses

*NOTE: Fee reduction will be applied to the final payment instalment for the course being undertaken. For students undertaking Dual Qualifications, you will receive a 15% fee reduction on the final instalment for your first course and an additional 15% on the final instalment of the second course.

Application Process

Prospective students must complete in FULL an [International Student Application](#) and [Statement of Purpose](#), attaching ALL requisite supporting documentation.

QUALITY ASSURANCE

DP Training's Responsibilities

DP Training meets the standard, regulations and legislations set by following:

Australian Qualifications Framework (AQF):

<https://www.aqf.edu.au>

National Code of Practice of Education and Training to Overseas Students 2018 (National Code)

<http://www.nationalcode.gov.au>

Education Services for Overseas Students (ESOS) Act 2000:

<https://www.education.gov.au/esos-framework/national-code-practice-providers-education-and-training-overseas-students-2018>

Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS):

<https://cricos.education.gov.au>

Australian Skills Quality Authority (ASQA):

<https://www.asqa.gov.au/>

Standards for Registered Training Organisations (RTOs) 2015

<https://www.asqa.gov.au/about/asqa-overview/key-legislation/standards-rtos-2015>



DP TRAINING CAMPUSES

Brisbane

162 Abbotsford Road
Bowen Hills QLD 4006



Gold Coast

Level 3, Unit 7, 52 Davenport Street
Southport QLD 4215



Do you have a question for the DP Training International Student Support Team?

- Monitoring Attendance
- Monitoring Academic Course Progression
- Intervention Strategies for students identified as 'at risk' of not achieving satisfactory attendance and/or academic course progression
- Managing Student Academic Grievances
- Managing Student Complaints and Appeals
- Managing Critical Incidents
- Operating in a safe environment
- Academic Assessment and Moderation
- Academic Credit
- Admissions
- Alcohol, Drugs and Other Substances
- Assessment Procedure Guidelines
- Bullying, Harassment Discrimination
- Code of Conduct – Students
- Code of Conduct – Staff
- Course Conduct
- Criminal History Checks
- Diversity, Equity and Inclusion
- Equal Opportunity
- Fees
- First Nations Policy
- Fraud and Corruption Control
- Intellectual Property
- Language, Literacy and Numeracy
- Transfer Between Registered Providers
- Privacy and Confidentiality
- Reasonable Adjustment
- Refund of Fees
- Record Management
- Security
- Sexual Exploitation, Abuse and Harassment
- Social Media
- Academic Integrity
- Students with a Disability Requiring Additional Support
- Work Placement
- Vocational Placement
- Whistleblower
- Work Health and Safety
- Working with Children

HAVE A QUESTION ABOUT THIS GUIDE?

REACH US AT:



1300 130 487



info@dptrainingconsultancy.com



www.dptraining.com.au/international/

