



Course Guide

times.nsw.edu.au

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Welcome from The Principal

Times Academy is an English School and a Training College with a difference, the focus at Times Academy is not only on excellence in teaching, learning and training, but on development of the whole student. At Times Academy you will not only develop your language and employability skills, but you will flourish in your Australian experiences and personal growth.

Times Academy has a superior modern campus right by Town Hall in the center of the city. Easily reached by public transport with state-of-the-art computer facilities, wireless connections and bright naturally lit classrooms, students get to experience all that Sydney has to offer at their doorstep.

Times Academy offers Academic English classes with pathways to highly-ranked schools in NSW. The English for high school preparation program is for students entering top private schools in NSW and has a comprehensive focus on values and moral development of the students. The General English program is a fun interactive way for students to develop their four-skills of English on a flexible schedule to meet lifestyle demands.

Times Academy has a range of innovative vocational education and training courses including Childcare and Leadership & Management. These quality courses are approved by the Australian Skills Quality Authority and give students the skills and knowledge they need to succeed in Australia.

The well-qualified teaching staff at Times are enthusiastic, innovative and create vibrant energetic learning environments. With regular and varied assessment, student receive feedback that helps them to advance their language skills in minimal time.

Students feel comfortable and confident in their new surroundings, as Times is small enough to give you a sense of family in Australia. Student services staff at Times provide comprehensive services to help you adjust to your new life in Australia. Times has amazing social events including Culture Days, excursions to points of interest and a comprehensive orientation program.



Heidi Reid
Principal Times Academy
BA, Grad DipEd, MTESOL, MBA

Times Academy for Success

Students from all over the world choose Times Academy as their destination to study English and Vocational Skills! With interactive, innovative lessons and fun and informative workshops and social activities, Times has created a welcoming, supportive learning environment to help our students achieve success.

Student Support

Student Services

- Help to arrange accommodation
- Information about life in Australia
- Community support
- Multicultural services
- Help adjusting to your new life in Australia
- Counselling support
- Overseas Student Health Cover (OSHC)
- Help to find essential services
- Help to open a bank account
- Assistance in securing student ID cards
- Support for learning difficulties
- Information on Student Visa conditions
- Assistance to find part-time work
- Help with transport issues

Orientation

On your first day at Times Academy you will have orientation and a placement test. You will get all the information you need for your school life in Australia. Please bring your Australian and home country contact details with you on your first day. You can tell us all about your study goals and we can help you to achieve them!



Campus Activities

Times Academy arranges social and sporting activities and adventurous day trips to local attractions. These activities give you a fun-filled way to mix with other students and experience all that Sydney has to offer.



MOVIE CLUB

Now Screening some of Hollywood's favourite films. Have some popcorn and conversation as you snuggle in to watch the greatest hits in English. Suggestions Welcome!



TIMES' EXCURSIONS

Visit museums, beaches, sights around Sydney and the harbor! What a gorgeous way to feel at home in this beautiful city.



CONVERSATION CLUB

Practice your skills in chatting with these lovely afternoon tea times with your classmates and friends.



TIMES' WORKSHOPS

From Public Speaking, to Painting, to Crafts....the list is endless. This is an interactive hands-on way to learn something new and have fun too!

English Language Programs



Our English language programs have been developed to offer condensed yet comprehensive courses which will improve English language skills. We offer six levels of classes, from Beginner to Advanced English for General English (GE), three levels in English for Academic Purposes (EAP) and five levels in English for High School Preparation (EHSP).

All levels equate with the Common European Framework of Reference (CEFR) to ensure your results are internationally viable and provide direct access pathways into colleges.

General English Levels

IELTS Equivalent

Beginner
Elementary
4.5 Pre-intermediate
5.0 Intermediate
5.5 Upper intermediate
6.0 Advanced

English Language Requirement

All students sit a placement test to determine their study level. Students who wish to enter EAP must have successfully completed Intermediate level or Academic IELTS 5.0.

English for Academic Purposes Levels

EAP1 equivalent to IELTS 5.5

EAP2 equivalent to IELTS 6.0

EAP3 equivalent to IELTS 6.5

English for High School Preparation Levels

HSP Beginner

HSP Elementary

HSP Pre-Intermediate

HSP Intermediate

HSP Upper-Intermediate

Entry Into High School In NSW



General English

CRICOS Course Code 089711M

English for Academic Purposes

CRICOS Course Code 089712K

Levels Beginner To Advanced
Duration Full Time 20 Hours / Week
Intake Date Every Monday

General English (GE) classes focus on communicative language skills for listening and speaking. They are designed to increase your knowledge of vocabulary, idioms and grammar. These classes provide you with lots of opportunities to talk with other students.

The General English course also helps you to develop your reading and writing skills.

With small classes led by experienced teachers, our practical teaching methods provide plenty of interaction and opportunities to practice English conversation for day-to-day communication. Our lessons are focused around your specific English learning goals and teachers will give you useful feedback and support to empower you to develop your skills and confidence quickly.

General English Helps You Achieve Your Goals

- Reading, writing and listening skills
- Speaking and fluency skills
- Knowledge of grammar, vocabulary and idioms
- Communication and conversation strategies
- Pronunciation

Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday
Morning	9:00-14:30	9:00-14:30	9:00-14:30	9:00-14:30
Evening	16:30-21:30	16:30-21:30	16:30-21:30	16:30-21:30

English Language Requirement

- Students of all English levels can join
- Sit a placement test to determine your English level

Level Intermediate to Advanced
Duration Full Time 20 Hours / Week
Intake Date Every Four Weeks

Times Academy EAP course uses the latest innovative research in Australia on transforming schools. Focusing on creativity, critical reflection, communication and collaboration, the EAP program at Times gives students skills not only in English, but skills for success in research, studies, communication and life. This course is designed to help develop student study skills in reading, writing, listening and speaking to ensure success at some of the top higher education institutions in Australia. There is a focus on vocabulary development and academic writing skills to foster confidence in academic studies. The materials come from a range of authentic sources to facilitate real-life tertiary learning situations.

This EAP course gives students a firm foundation in academic English and a set of study skills that will support them to successfully undertake university/tertiary courses.

EAP Helps You Achieve Your Goals

- Read and understand academic journals and texts
- Write reports and essays
- Understand lectures and presentations
- Participate in tutorials and group discussions
- Prepare and give presentations in class
- Prepare effective class note-taking

Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday
Morning	9:00-14:30	9:00-14:30	9:00-14:30	9:00-14:30
Evening	16:30-21:30	16:30-21:30	16:30-21:30	16:30-21:30

English Language Requirement

- Intermediate level of English
- Sit a placement test to determine your English level

English for High School Preparation

CRICOS Course Code 094446C

Levels Beginner to Upper-Intermediate

Intake Date Weekly Intake

Intake Date Full time 25 hours / Week

The English for High School Preparation (EHSP) provides English language instruction to prepare international students for studies in Australian high schools. This course will help students develop the study skills they need to be successful in a high school setting. Students will increase their listening and speaking competency and have opportunities to practice reading about high school topics and completing the types of academic work and assignments they will encounter in high school.

In addition to English, students study English and vocabulary specific to Mathematics, Science and Human Society and Its Environment to prepare them for content areas of study in Australia.

The EHSP course helps students adjust to their new life in Australia while learning the necessary social and academic skills to ensure success in their schooling future.

Times Academy has an intense focus on the morals and values development of students to give them tools for success not only in school, but in their lives.

Sample Timetable

Class	Monday	Tuesday	Wednesday	Thursday	Friday
Morning only	9:00-3:00	9:00-3:00	9:00-3:00	9:00-3:00	9:00-3:00

English Language Requirement

- Students of all English levels can join
- Sit a placement test to determine your English level
- Students from 12-18 years of age

IELTS Test Preparation

CRICOS Course Code 095014G

We Aim to Help Students to Do Their Best on The IELTS.

This program is designed to provide students who are intending to sit for the IELTS examination with a demanding program of study. The program is designed to equip students with the strategies they need to realise their full potential and attain their desired IELTS score.

The IELTS Test Preparation course is a full-time program that is designed to increase students confidence when sitting for the test by:

- Familiarising students with the IELTS exam.
- Teaching students the skills needed for each of the 4 sections of the exam: Writing, Speaking, Listening and Reading.
- Providing regular test practice under exam conditions

Our IELTS Test Preparation Course Offers

- Flexibility with an intake every week and
- Lengths of study from 2 to 30 weeks
- A focus on one skill per day
- A fully planned program of study that covers the Academic module
- Small groups of up to 18 students with similar levels of English (at least intermediate)
- Regular test practice
- Regular focus on test-taking strategies like predicting, skimming and scanning
- Instruction to essay writing
- Confidence-building speaking exercises

English Language Requirement

- Intermediate Level of English



Vocational Education and Training Courses

Certificate IV in Spoken and Written English

CRICOS Course Code 094686J | 10365NAT

This course focuses specifically on the development of spoken and written language skills required to continue with higher education studies. It is an advanced course for learners who have developed some competence in English language and literacy skills and who have had a fair degree of formal or informal exposure to English. Educational outcomes for this qualification are advanced skills in language knowledge, understanding academic culture, identifying

critical stance in texts, identifying conventions for referencing other people's ideas, reading a variety of texts, note-taking, interpreting diagrammatic texts, interpreting essay questions, researching, planning and writing essays, researching, planning and writing reports, understanding lectures and presentations, delivering presentations with visual support, participating in discussions/tutorials, and pronunciation for further studies.

Our Teaching Methods

The learning support strategies used by trainers at Times Academy include:

- Students are required to attend full time study of 20 hours per week face-to-face classroom based tuition.
- 120 hours of out-of-class study which will involve homework and out-of-class tasks set by teachers. A workbook will be provided for this.
- Classroom instructions.
- Demonstrating procedures.
- Ensuring individual support and advice to students.

Learning Outcomes

Learning outcomes describe what students are expected to have achieved at the end of a course of study. Learning outcomes for this qualification include:

- Participate and contribute to the formal educational environment
- Develop and use independent learning strategies
- Participate and negotiate in a tutorial/group discussion
- Demonstrate understanding of written texts
- Interpret diagrammatic texts and essay questions
- Research, plan and write an essay and report
- Demonstrate understanding of a lecture or presentation
- Use note-taking strategies
- Prepare to deliver a spoken presentation
- Create appropriate visual aids to support a presentation
- Deliver a presentation

Entry Requirements

- IELTS 5.0 (Intermediate) or equivalent
- Successful completion of Australian School Year 11 or overseas equivalent
- Age 18+

Course Structure: Duration 52 Weeks

This qualification is made up of twelve units of competency (four core and eight elective units).

1 Compulsory Module

SWELRN401A
Learning strategies for further studies.

6 Elective Modules

SWEREA404A Reading and note-taking skills for further studies
SWEPER405A Written skills for persuasive essays
SWEANA406A Writing skills for academic reports
SWELIS407A Listening and taking notes in presentations
SWESPE408A Speaking and writing skills for presentations
SWEDIS409A Speaking skills for discussion

Certificate IV in Leadership and Management

CRICOS COURSE CODE 095419J | BSB42015

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Entry Requirements

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older;
- and have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

Course Structure: Duration 48 Weeks

This qualification is made up of twelve units of competency (four core units and eight electives)

BSBLDR401	Communicate effectively as a workplace leader	BSBWOR404	Develop work priorities
BSBLDR402	Lead effective workplace relationships	BSBRISK401	Identify risk and apply risk management processes
BSBLDR403	Lead team effectiveness	BSBINN301	Promote innovation in a team environment
BSBMGT402	Implement operational plans	BSBCMM401	Make a presentation
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWRT401	Write complex documents
		BSBCUS402	Address customer needs
		BSBRES401	Analyse and present research information

Pathways to Further Study

After achieving this qualification candidates may choose to study BSB51915 Diploma of Leadership and Management or other Diploma qualifications.

Job Roles

- Team Leader
- Supervisor
- Coordinator
- Leading Hand

Vocational Education Training Courses

Leadership and Management

Diploma of Leadership and Management

CRICOS COURSE CODE 095406C | BSB51915

This course aims to provide:

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- Interpersonal skills essential for a managerial career within the business sector.

Entry Requirements

It is recommended that individuals should:

- be 18 years or older;
- and have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

Course Structure: Duration 48 Weeks

This qualification is made up of twelve units of competency (four core and eight elective units).

BSBLDR501	Develop and use emotional intelligence	BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT517	Manage operational plans	BSBPMG522	Undertake project work
BSBLDR502	Lead and manage effective workplace relationships	BSBRSK501	Manage risk
BSBWOR502	Lead and manage team effectiveness	BSBMGT502	Manage people performance
BSBFIM501	Manage budgets and financial plans	BSBADM506	Manage business document design and development
BSBCUS501	Manage quality customer service	BSBSUS501	Develop workplace policy and procedures for sustainability

Pathways to Further Study

BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications.

Job Roles

- Office Manager
- Business Development Manager
- Accounts Manager

Advanced Diploma of Leadership and Management

CRICOS COURSE CODE 095407B | BSB61015

This course aims to provide:

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- The ability to analyse, diagnose, design and execute business management functions
- Interpersonal skills essential for a managerial career within the business sector.

Entry Requirements

It is recommended that individuals should:

- be 18 years or older;
- and have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

Course Structure: Duration 48 Weeks

This qualification is made up of twelve units of competency (four core and eight elective units).

BSBFIM601	Manage finances	BSBCOM603	Plan and establish compliance management systems
BSBINN601	Lead and manage organisational change	BSBMKG609	Develop a marketing plan
BSBMGT605	Provide leadership across the organisation	BSBHRM602	Manage human resources strategic planning
BSBMGT617	Develop and implement a business plan	BSBMKG608	Develop organisational marketing objectives
BSBINM601	Manage knowledge and information	BSBWHS605	Develop, implement and maintain WHS management systems
BSBMGT608	Manage innovation and continuous improvement		
BSBMGT616	Develop and implement strategic plans		

Pathways to Further Study

After achieving this qualification candidates may choose to undertake studies at higher education level.

Job Roles

- Area Manager
- Department Manager
- Regional Manager

Vocational Education and Training Courses

Early Childhood Education and Care



Certificate III in Early Childhood Education and Care

CRICOS Course Code 095091F | CHC30113

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Working towards this qualification is the minimum requirement to work in Early childhood setting.

Entry Requirements

There are no entry requirements for this qualification however it is recommended that individuals should:

- be 18 years or older;
- and have completed Year 11 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check is required for work placement and for gaining employment

Working with Children Check

Due to the mandatory work placement requirement, students wishing to study CHC30113 will be required to undergo and satisfy Working with Children Checks. This should be done during orientation so that approval is provided prior to the first work placement.

Course Structure

This qualification is made up of 18 stand alone units of competency (15 core and 3 elective units); however, they have been sequenced and structured into 7 clusters to train and assess units of competency together that have common skills and knowledge or because they share a common work function and based on industry consultation. The course is structured to provide a logical, efficient learning sequence.

Pathways to Further Study

CHC50113 Diploma of Early Childhood Education and Care.

Job Roles

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC30113 a person could seek employment opportunities in roles such as;

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in-home care educator

Cluster & Unit(s)

- | | |
|----------|--|
| 1 | CHCLEG001 Work legally and ethically
CHCECE009 Use an approved learning framework to guide practice
BSBWOR301 Organise personal work priorities and development |
| 2 | CHCECE001 Develop cultural competence
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety |
| 3 | HLTAID004 Provide an emergency first aid response in an education and care setting |
| 4 | HLTWHS001 Participate in work health and safety,
CHCECE002 Ensure the health and safety of children,
CHCPRT001 Identify and respond to children and young people at risk
CHCPRT003 Work collaboratively to maintain an environment safe for children and young people |
| 5 | CHCECE005 Provide care for babies and toddlers,
CHCECE003 Provide care for children,
CHCECE004 Promote and provide healthy food and drinks |
| 6 | CHCECE013 Use information about children to inform practice
CHCECE011 Provide experiences to support children's play and learning
CHCECE010 Support the holistic development of children in early childhood |
| 7 | CHCECE007 Develop positive and respectful relationships with children
CHCECE006 Support behaviour of children and young people |

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 15 hours per week and undertake a total of 160 hours of work placement.

Course Duration

Thirty Five (35) weeks including Eight (8) weeks holidays.



Diploma of Early Childhood Education and Care

CRICOS Course Code 095092E | CHC50113

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Entry Requirements

There are no entry requirements for this qualification however it is recommended that individuals should:

- be 18 years or older; and
- have completed Year 12 or its equivalent with suitable English language skills. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check is required for work placement and for gaining employment

Working with Children Check

Due to the mandatory work placement requirement, students wishing to study CHC50113 will be required to undergo and satisfy Working with Children Checks. This should be done during orientation so that approval is provided prior to the first work placement.

Course Structure

This qualification is made up of 28 stand alone units of competency (23 core and 5 elective units); however, they have been sequenced and structured into 13 clusters to train and assess units of competency together that have common skills and knowledge or because they share a common work function and based on industry consultation. The course is structured to provide a logical, efficient learning sequence.

Pathways from The Qualification

Higher Education pathways exist depending on the university, courses include:

- Bachelor of Early Childhood
- Master of Teaching (Birth to 12 years old)

Job Roles

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC50113 a person could seek employment opportunities in roles such as:

- Early Childhood Educator
- Family day care educator
- Preschool assistant
- Nanny or in home care educator
- Room leaders
- Nominated or authorised supervisor for a centre under 29 children

Cluster & Unit(s)

- | | | |
|-----------|---|---|
| 1 | CHCLEG001
CHCECE009 | Work legally and ethically
Use an approved learning framework to guide practice |
| 2 | CHCECE001
CHCDIV002 | Develop cultural competence
Promote Aboriginal and/or Torres Strait Islander cultural safety |
| 3 | HLTAID004 | Provide an emergency first aid response in an education and care setting |
| 4 | CHCECE002
CHCPRT001 | Ensure the health and safety of children
Identify and respond to children and young people at risk |
| 5 | CHCECE005
CHCECE003
CHCECE004 | Provide care for babies and toddlers
Provide care for children
Promote and provide healthy food and drinks |
| 6 | HLTWHS003
CHCECE016 | Maintain work health and safety
Establish and maintain a safe and healthy environment for children |
| 7 | CHCECE007 | Develop positive and respectful relationships with children |
| 8 | CHCPOL403C
CHCPOL002
CHCECE019 | Undertake research activities
Develop and implement policy
Facilitate compliance in education and care services |
| 9 | CHCMGT003
CHCECE025 | Lead the work team
Embed sustainable practices in service operations |
| 10 | CHCECE017

CHCECE018 | Foster the holistic development and wellbeing of the child in early childhood

Nurture creativity in children |
| 11 | CHCECE020
CHCECE022
CHCECE021 | Establish and implement plans for developing cooperative behaviour
Promote children's agency
Implement strategies for the inclusion of all children |
| 12 | CHCECE023
CHCECE026

CHCECE024 | Analyse information to inform learning
Work in partnership with families to provide appropriate education and care for children

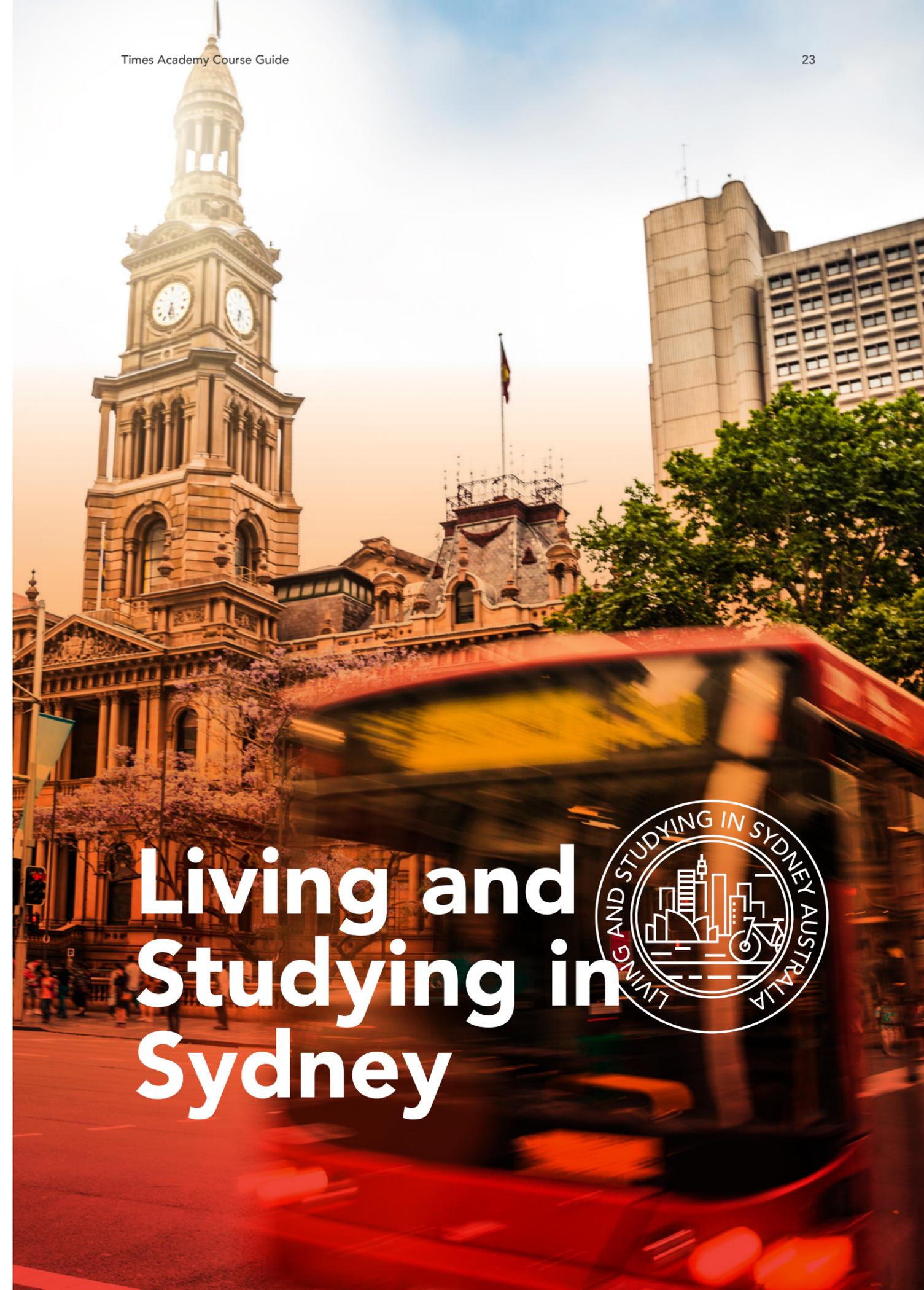
Design and implement the curriculum to foster children's learning and development |
| 13 | CHCORG627B
CHCPRP003 | Provide mentoring support to colleagues
Reflect on and improve own professional practice |

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 15 hours per week and undertake a total of 385 hours of work placement.

Course Duration

One Hundred (100) weeks including Twenty Eight (28) weeks holidays.



Living and Studying in Sydney



Sydney is one of the world's most loved cities and it has a sunny and vibrant mood that attracts people from around the world !

Australia is a truly multicultural nation with people from all parts of the world. It is surrounded by water so there are many beaches. Australia has a beautiful natural environment with National Parks and a relaxed lifestyle. The country is made up of eight states and territories each with their own government as well as the federal government. Sydney is the largest and the most well known city in Australia. It has the world famous Opera House and the beautiful Sydney Harbour Bridge. Sydney is a cosmopolitan city with many restaurants and shopping areas within a short distance of stunning beaches and parks. There are always plenty of things to do while living and studying in Sydney.



I'm learning English and loving Sydney.

Andrea Ardiles Figueroa

From Chile 2016

Estimated Cost of Living

Living expenses can include accommodation, transportation, food, clothes, books and entertainment. You will need approximately AUD \$20,000 to cover the whole year of study in Sydney (excluding tuition fees). Rents are fairly high in Sydney but this depends on whether you choose to share with friends and which suburb you choose to live in. Transport is easy to access as all trains, buses, ferries and light rail leads to the CBD.

You should have at least AUD \$2,000 when you first arrive to cover your initial expenses. These figures do not include large household items such as a refrigerator or a car. For more information, visit www.studyinaustralia.gov.au

Overseas Student Health Cover (OSHC)

The Australian government requires that all international students have Overseas Student Health Cover (OSHC). OSHC offers you access to a world-class health care system. This is great for the quality of treatment for anyone injured or sick in Australia. However, it can be come costly. Having OSHC can assist in mitigating these costs. BUPA is a popular insurance company with international students.

Find Work While You Study

International students are allowed to work for 40 hours per fortnight whilst studying full-time. There are numerous casual and part-time jobs available for students in cafes, restaurants, or retail businesses. Working offers you the right to minimum wage as well as superannuation. For more information, visit www.fairwork.gov.au.

Finding A Place to Live

Accommodation

There are a range of accommodation options available in Australia to suit your needs and budget. The most common types of accommodation are homestay and rentals.

Homestay

Homestay gives you the opportunity to live with an Australian family in their home. Homestay can be a great option for younger students as you will have a supportive family environment and a home away from home. Some homestay options include meals and others are self-catered, so you can choose the option that best suits your needs.

Rentals

Another accommodation option is to rent your own unit or room in a shared apartment, flat or house. In a rental arrangement, each person usually has their own bedroom and shares the bathroom, kitchen and living areas with housemates. Many students choose homestay when they first arrive and then move onto rental accommodation once they've settled into the area and have a better idea of where they'd like to live and the type of accommodation they'd prefer.

How to Apply

1. **Complete Your Application Form**
You can either complete our online application or download a printable application form in pdf and return it to our office via email or through an approved education agent.
2. **Attach All Supporting Documents**
 - A copy of your current passport
 - A copy of any further studies offer to an Australian institution: University, foundation studies or TAFE/ VET certificate (if you hold one)
 - A copy of your current visa (if you hold one)
 - A copy of your official English test results: IELTS, TOEFL, PTE or Cambridge (if available)
 - A signed and dated Application Form.
 - A signed and completed Under 18 - Care Arrangement Form, if you are under 18 years of age.
3. **Submit Your Application**
Return your application form and the necessary documents to:
*Times Academy Level 4, 338 Pitt Street
Sydney NSW 2000 Australia*
OR email to :
info@times.nsw.edu.au
4. **Receive An Offer Letter**
If your application is successful you will receive a letter of offer for your nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment (eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

Recognition of Prior Learning

Times Academy (TA) supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by TA and which may also exist in other Training Packages.

An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work other study etc.). An RPL application form is available from the Admin Manager, Student Administration Services upon request.

Disclaimer

The information in this brochure is correct as of July 2017. Changes in circumstances after this date may alter the accuracy of the information. TA reserves the right to alter any matter describe in this brochure without notice. Readers are responsible for verifying information that pertains to them by contacting the college.

CRICOS Code 03457J

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Website



Wechat

