



Perth College
of Beauty Therapy

Empowering you
with the best beauty training

International Student Prospectus



Perth College of Beauty Therapy

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CRICOS No. 03282E

Introduction to Perth, Western Australia

Perth is the capital city of Western Australia. Situated on the Swan River, the city enjoys a temperate climate and is home to over a million people. The city is characterised by friendly people and a relaxed atmosphere. It is a city of wide open spaces with many parks, natural bushland and beaches close by. Favourite holiday spot, Rottnest Island, is a short ferry trip away.

There is a wide range of sporting and cultural activities on offer, as well as a thriving cafe culture, shopping and pub scene.

Many attractions such as Fremantle and Kings Park are easily reached by public transport.

Several international airlines fly directly to Perth from many cities in Asia, and with one short stopover from Europe.

Perth College of Beauty Therapy

Perth College of Beauty Therapy (PCBT) is a private college offering full and part time courses in beauty training up to diploma level.

PCBT is a Registered Training Organisation, training to national standards and guidelines. We are also registered and accredited by two international examining bodies - CIBTAC and ITEC.

PCBT was established in 1987 in Subiaco and has been in Victoria Park since 1998. Victoria Park is just 3kms from the Perth central business district and is served by frequent buses which run past the college.

Owner and director Vivien Jones has had a long association with beauty therapy and is a specialist in the field of micro pigmentation. Vivien undertook her training with leading micro pigmentation specialists in the USA where she received distinctions. She was highly recommended as a teacher of the art of micro pigmentation.

Vivien later opened her own training college and clinic in the UK. She was BUPA (private healthcare) accredited and worked closely with surgeons in the following hospitals:

- BUPA Hartswood Hospital, Brentwood,
- Harley St Hospital, London (where she set up the micro pigmentation clinic),
- The Laser Clinic, Harley St, London, and
- The Cosmetic Surgery Clinic, Harley St, London.



Facilities

PCBT is located at 339 Albany Highway Victoria Park in newly renovated premises. The rooms are bright, modern, air conditioned and heated throughout. As well as traditional classrooms, the college has dedicated fully equipped make up and nail technology training rooms.

Computers with internet access are available for students. All training is conducted with ample tools and equipment.

Supplementary research materials and resources are within easy access.

Course Entry Requirements

Entry to PCBT courses requires students to possess a satisfactory level of English. Students are required to have a minimum year 10 English score of 'C' or better and minimum IELTS score of 5.5

Students may need to take an additional English test and, if necessary, a short course in English to lift their standard prior to commencing their course.

Past educational and vocational qualifications should be included in a student's course application. Where a student believes they may have course credits or certifications, a request for a recognition of prior learning application should be included in the student's application.

Qualifications and Course Duration

The Diploma of Beauty Therapy (SIB50110; CRICOS code 075574G) is offered by PCBT to overseas students. The duration of the course is 49 weeks, including holidays.

Course Content, Modes of Study and Assessment

The following units are provided over a period of 28 hrs per week, with a combination of classroom and simulated practical training approaches. Assessments include written tests, assignments, role plays, case studies and observation of simulated tasks. Each unit is listed below.

We use competency-based training and assessment methods and students will be assessed according to established industry standards that will equip them with the essential skills and knowledge to gain a firm footing in their chosen field.

Students who successfully complete their course will be awarded qualifications that are nationally recognised.

International students at PCBT are integrated with domestic students to enhance their learning and social development.



Units of competency

- SIBBBOS401A Perform body massage
- SIBBBOS402A Provide body treatments
- SIBBCCS301A Apply the principles of skin biology to beauty treatments
- SIBBCCS302A Advise on beauty services
- SIBBCCS403A Recognise body structure and systems in a beauty therapy context
- SIBBCCS404A Work in a skin therapies framework
- SIBBCCS405A Develop treatment plans
- SIBBCCS406A Use electricity in beauty therapy treatments
- SIBBCCS407A Interpret the chemical composition and physical actions of cosmetic products
- SIBBCCS408A Promote healthy nutritional options in a beauty therapy context
- SIBBFAS302A Provide lash and brow treatments
- SIBBFAS404A Provide facial treatments
- SIBBFAS405A Provide advanced facial treatments
- SIBBHRS301A Perform waxing treatments
- SIBBNLS201A Work in a nail services framework
- SIBBNLS202A Provide manicure and pedicure services
- SIBXCCS201A Conduct financial transactions
- SIBXCCS202A Provide services to the clients
- SIRXCOM001A Communicate in the workplace
- SIBXFAS201A Design and apply make-up
- SIRXIND001A Work effectively in a retail environment
- SIRXOHS001A Apply safe working practices
- SIBBSPA501A Work in a spa therapies framework
- SIBBSPA502A Plan spa programs
- SIBBSPA503A Provide spa therapies SIBBSPA504A Provide stone therapy massage
- SIBBSPA505A Provide Indian head massage for relaxation
- SIBBBOS403A Perform aromatherapy massage
- SIBBBOS504A Apply aromatic plant oil chemistry to beauty treatments
- SIBBBOS505A Blend and apply a range of aromatic plant oils for beauty treatments
- SIBBBOS506A Use reflexology relaxation techniques in beauty treatments
- SIBBHRS502A Perform female intimate waxing treatments
- SIBBSKS506A Apply micro-dermabrasion to improve skin appearance



Application Fee

An application fee of \$250 is due with your application form.

Course Fees

The course fees that relate to this course are:

Tuition:	\$13,304.00
Learning resources:	\$714.00 (Please refer to the list below)
Total:	\$14,018.00

*Overseas student health cover is required for the duration of your visa. Information can be found at www.oshworldcare.com.au

Itemised Learning Resources

Course manuals:	\$180.00
Beauty kit:	\$249.00
Uniform:	\$285.00
Total:	\$714.00

(Please refer to the PCBT's website for a full list of entry requirements)

Terms of Payment

\$250 application fee with application form

\$1,304 initial payment

\$714 on commencement

\$1000 per month for 12 months set up as direct debit from a bank account, or paid in two instalments of \$6000.00 at the start of each semester

* Course fees may change; please talk to our enrolment manager about current requirements.

* Please note that course fees cannot be received from enrolling students until the signed letter of offer has been received by the enrolling officer.

Course Fees Refund Policy

PCBT will provide a total refund of tuition fees paid in advance where a course place is no longer available or a visa has been denied, less the application fee. Additionally, PCBT will provide a total refund of fees paid in advance or for tuition already received less the application fee where:

- the course does not start on the agreed starting day.
- the course ceases to be provided at any time after it starts but before it is completed; or
- the course is not provided in full to the student because a sanction has been imposed on the registered provider under part 6 (ESOS Act)

Courses Longer in Duration than 10 Weeks

Where a written application is received for a course fees refund PCBT will:

- provide a total refund of course money paid in advance where a visa has been denied.
- provide a full refund of course fees paid in advance, where enrolling students provide more than 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses.
- provide a partial refund of course fees paid in advance, where enrolling students provide more than four weeks and up to 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be 70% of a semester's fees less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses.
- provide a partial refund of course fees paid in advance, where enrolling students provide less than four weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be 40% of a semester's fees, less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses.
- provide a partial refund to students who withdraw after the commencement of the course up until the first four weeks. The refund shall be 30% of a semester's fees, less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses.
- apply no refund where a student has withdrawn from the course after the fourth week of the course.

A student who has paid for more than two semesters in advance and withdraws during semester 1 and more than four weeks before the commencement of the following semester, will receive no refund of fees for the current semester and a full refund of fees paid for any subsequent semester.

Should PCBT withdraw its offer or fail to provide the programme offered or terminate its course delivery before or after the semester/education service commences, PCBT will provide a full refund of course fees.

Should PCBT withdraw a student from a course because the student has seriously breached international student visa conditions or the college's rules, there will be no refund of the current semester's fees, and a full refund of fees paid for any subsequent semester.

PCBT shall ensure that students who dispute the refund procedures are provided with access to the PCBT internal/external appeals procedure. PCBT's refund policy and the availability of complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws.



Refund Procedures

Where a student believes that they have grounds for a course fee refund, the student should:

- submit a written request for course fee refund to the overseas contact officer,
- state valid reasons for their course refund application,
- allow seven days for the application to be processed by PCBT, and
- recognise that PCBT's refund policy and the availability of complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws.

When receiving a written course fee refund application the overseas contact officer shall:

- present the application to PCBT management,
- provide the student in writing the resulting decision of PCBT management, and
- advise the student of their right to appeal the decision.

Enrolment Deferment, Suspension or Cancellation

PCBT will record and assess all deferments, suspensions or cancellations of study, ensuring that students are informed of their rights and provided with due care, and where relevant, opportunities of appeal.

Students may apply for deferment on compassionate or other compelling grounds.

Students who contravene the college Rules of Enrolment may have their enrolment suspended or cancelled.

The Rules of Enrolment at Perth College of Beauty Therapy include:

- Student behaviour standards
- Payment of fees
- Adequate course progress
- Minimum 80% attendance

The grounds and procedures for deferments, suspensions or cancellations of study are listed in the Student Handbook and on the PCBT's website.

Recognition of Prior Learning and Credit Transfer

PCBT recognises RPL (non-formal skills acquired through study, self-tuition, work or life experience) and credit transfer (direct recognition of the competency unit completed at another registered training organisation) and will offer these services to students if it fits the structure of the course chosen.

Due to the structure of our full time (semester based) courses, RPL and credit transfer may not be applicable. This is because each unit is clustered with others and may be delivered over a whole six month semester.

Course Enrolment Transfer

Once enrolled, students may apply to PCBT for a transfer of enrolment to another education provider offering courses to international students.

In order to qualify for course transfer the student must have completed at least six months of their principal course of study. Course transfer may also be approved where:

- Reasonable circumstances or compassionate grounds can be established, such as undue hardship or sickness in the family that prevents travel to or from PCBT.
- PCBT has ceased to be registered as a provider on CRICOS or the course has ceased to be registered.
- PCBT has had a sanction imposed on its registration by the Australian government or state or territory government that prevents the student from continuing his or her principal course.
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
- Any government sponsor of the student deems that a transfer is in the student's best interest and supports the transfer request in writing.

Should a request for course enrolment transfer be approved the student will be supplied with a letter of release.

Complaints and Appeals

Students enrolled at PCBT have ongoing access to a complaints and appeals procedure which features an internal, and if necessary, an external process.

Internal Process

The features of the PCBT's complaints and appeals process include:

- written records of all complaints and appeals
- registering complaints and appeals are at no or minimal cost to the student.
- a support person may attend any complaints or appeals meetings
- written statements detailing complaint and appeal outcomes
- resolutions to complaints and appeals acted on promptly.

Anytime a student disagrees with a decision made by PCBT, they may submit a complaint in writing. A decision by PCBT concerning the student's appeal will be provided to the student in writing.

External Process

If a student disagrees with appeal decisions by PCBT they may apply to the Overseas Student Ombudsmen at no cost to further address their complaints or appeals. (Please refer to the student handbook for further advice).

Department of Education Employment and Workplace Relations

Accompanying this prospectus is a copy of the Education Services for Overseas Students (ESOS) framework that explains your rights as a student studying in Australia under the *Education Services for Overseas Students Act 2000*.

This information must be supplied with this prospectus and you will need to indicate that you have read this information before signing your letter of offer.

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

Employment

Students should refer to the Department of Immigration and Citizenship for advice on allowable hours of employment.

Living in Perth

The following information provides an indication of living expenses in Perth. All costs are in Australian dollars.

Single person costs of living

Rental Accommodation (unit/villa):

1 Bedroom	\$175-\$220 pw
2 Bedroom	\$200-\$240 pw

(Dependent on whether furnished or unfurnished)

Electricity \$25 pw

Telephone (Landline) \$10-15 pw

Medical \$7 pw (based on Medibank current rates)

Public Transport \$25 pw

Food \$60 pw

Laundry \$12 pw

Other \$50 PW

(Clothing, Toiletries, entertainment)

Budget per week for a single person: \$350 - \$400

Renting – Can range from \$300 - \$500 plus per week depending on the area and location.

Family of Four Costs of Living

Rent	\$300 - \$450 Approx
Other housing costs	\$119
Schooling	\$108
Cars	\$125
Food	\$250
Sport and recreation	\$40

Approx budget for a family of 4: \$1,100

Other accommodation options include shared housing with other students and homestay options with local families. PCBT will supply more information to students upon request.

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a student visa. This includes funds to cover travel, tuition and living expenses. Applicants may have to demonstrate sufficient funds to cover these expenses for their first one, two or three years in Australia, depending on the assessment level. More information can be found here:

www.immi.gov.au/students/student-visa-living-costs.htm

Education

In Western Australia school is compulsory for all children aged between five and seventeen years. The government provides public schools. Churches and other groups provide private schooling. You will need to check with the WA Department of Education and Training for the criteria and assessment for fees in a public school. Higher fees are payable for private schooling.

Note: Students holding temporary visas may be required to pay full school fees. Check with individual schools for details.

Student Support Services

Prior to course commencement PCBT will conduct an orientation programme to provide information about your course. College staff are always available for any questions or concerns that you may have.

Additional support services are available by contacting the overseas student contact officer Andrea Granagan who is available to provide assistance in all areas of your welfare including your accommodation needs and health cover. Students with visa enquiries will be directed to the



