



# Learn English in Australia



CRICOS Provider 01275J

# Destination Australia

Australia is a great place to live and learn. It is a young, vibrant and friendly country where students can access quality education and a fantastic lifestyle at the same time.

You can study English in Australia with a Student Visa, Tourist Visa or Working Holiday Visa.

A Student Visa gives you permission to work for up to 20 hours per week during your study periods and full-time during your holidays. The length of your Student Visa depends on the duration of the course you are enrolled in.

A Tourist Visa gives you permission to study for a maximum of three months.

A Working Holiday Visa gives you permission to study for a maximum of four months and work with the same employer in Australia for six months.



## Sung Kwon, Lee (Scott)

Nationality: Korean  
IELTS and University Preparation

Living in Melbourne is absolutely fascinating. Melbourne is a cosmopolitan city more relaxing and enjoyable than my city in Korea. During my course I had the opportunity to visit parks, museums and festivals.

My friends recommended me to study at AMES, when I arrived here I realized my friends were correct. AMES has nice teachers and very nice facilities.

I'm taking IELTS class which is really practical to prepare for the IELTS test and very useful to improve my English skills. The teachers are very organized and enthusiastic. They all have a good sense of humour that allows me to study while having a great fun.

I enjoyed my study time here at AMES because I had the opportunity to meet students from every country and AMES is really concern about the student's opinion.



## Keila Lopes

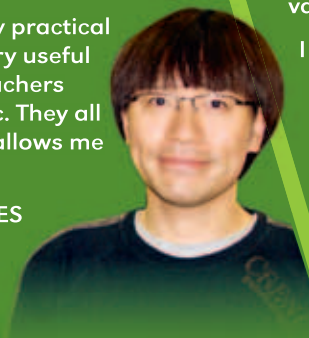
Nationality: Brazilian (Sao Paulo)

Melbourne is a very interesting city, different from any other places I have been so far. In terms of quality of life, Melbourne is one of the best places I have lived in.

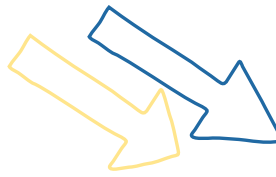
I learnt about AMES on the internet and I had a very good impression because they answered my email questions clearly. When I visited AMES I was positively impressed by the friendly way the staff welcomed me as well as its facilities. AMES was the school where I found best value for money.

I like the structure of the courses and I think the numbers of students per class is fair. The teachers were highly qualified and extremely well prepared for each class.

Surely, AMES has been helpful in my settlement here in Australia.



# Destination Melbourne



Melbourne is the events capital of Australia and has a unique combination of first-class facilities and a warm, cosmopolitan community. Melbourne is a place of delicious food, endless shopping choices, arts and culture, live music and friendly people. It is also one of the safest and most livable cities in the world.

**'...a place of delicious food, endless shopping, arts, culture and friendly people.'**

Melbourne enjoys a mild climate with warm to hot summers, a mild spring and autumn and cool winters. Although Melbourne weather can be a little unpredictable, it is a comfortable environment to live in whatever the season. It is a great place to watch the seasons change, with autumn and spring colours exploding in the many parks and gardens of the city.

In Australia you will enjoy one of the highest standards of living in the world with more affordable living costs than the United Kingdom or United States. On average, an international student in Australia can expect to pay about AU\$300 a week for living expenses including: accommodation, food, clothing, entertainment, transport, domestic travel, telephone and incidental costs. You can spend more or less depending on your lifestyle.

AMES is located in the heart of Melbourne and is walking distance to public transport, shopping precincts, cafes, restaurants, museums and galleries. We are very close to the Queen Victoria Market, making it easy to eat healthy food at cheap prices.

AMES is a government-funded specialist provider of English language education. Since our doors opened in 1951, we have helped over half a million people develop English communication skills, pathways to further study and successful careers, and settle effectively within the broader Australian community.



## GMs message

I am delighted to welcome you to the AMES English Language Intensive Course for Overseas Students (ELICOS) program.

Located in the city centre of Melbourne, AMES has been providing quality English programs since 1951. Our long experience of teaching English means that AMES is well placed to provide you with a high standard of education and the right environment for language learning. In addition, AMES is one of only a few ELICOS providers in Melbourne offering a wide range of direct pathways from our programs to highly recognised Universities and Technical and Further Education (TAFE) institutes in Australia.

Our classrooms are well equipped with state of the art facilities catering to all levels of learning needs. Our

dedicated and professional teaching and administrative staff, well managed class numbers and wide nationality mix will complement your studies and help you make the most of your course. Our two dedicated computer laboratories feature an extensive collection of online resources developed by the award winning AMES Resourcing, Learning & Innovation (RLI) team.

AMES will provide you with the English skills needed to succeed in your future goals.

This booklet gives you lots of reasons to choose AMES and we all look forward to welcoming you to our school very soon.

*Teresa Angelico*

# The AMES experience

All AMES courses are nationally accredited and taught by highly qualified, friendly professionals. Our modern facilities, high educational standards and security measures represent excellent value for your tuition fees.

AMES offers international students courses in General English, English for Academic Purposes and specialist programs such as IELTS Preparation, Internships and TESOL.

## AMES Courses

DURATION	ENTRY LEVEL	GENERAL ENGLISH	ENGLISH FOR ACADEMIC PURPOSES	WHAT CAN I DO AFTER THE COURSE?	EXIT LEVEL
10 weeks	IELTS 4.0	Pre-intermediate		You will communicate in familiar everyday life situations and use basic vocabulary	IELTS 4.5
10 weeks	IELTS 4.5	Intermediate	Intermediate	You will have some confidence in speaking English. You will have improved fluency and grammar, and will have a wider vocabulary	IELTS 5.0
10 weeks	IELTS 5.0	Upper intermediate (Communication / conversation skills)	Upper intermediate	You will be able to use English effectively. You will discuss, argue and express opinions. You will be eligible to study at the diploma level through TAFEs	IELTS 5.5
10 weeks	IELTS 5.5	Advanced (Communication / conversation skills)	Advanced	You will use English in a variety of situations. You will have increased your range and refined your style. You will be eligible for entry to university undergraduate programs with our Pathway Providers	IELTS 6.0
10 weeks	IELTS 6.0		IELTS + University preparation	You will use English with fluency and ease. You will better understand the nuances of the English language. You will be eligible for entry to university undergraduate / postgraduate programs with our Pathway Providers	IELTS 6.5

- Note:**
- Each course is 250 hours of study over 10 weeks, including 50 hours of Independent Learning
  - Students are required to take the free AMES English Placement Test. Students can take this test every Monday and Thursday at 9.00am

## Melbourne, Victoria, Australia



# 10 reasons to study at AMES

## 1. Teaching excellence

Our teachers are specialists in teaching English as a second language and fully understand client needs across a range of levels. AMES teachers are highly experienced and most have a Bachelors, Masters or Post Graduate Diploma in Education.

## 2. Nationality mix

AMES has a strong multicultural image demonstrated in the wide nationality mix of our students. You have the opportunity to interact with students from other AMES programs who come from over 50 countries.

## 3. Over 55 years' experience and credibility

Established in 1951, AMES was one of the first ESL schools in Australia to provide English language training to settling migrants. AMES draws strength and teaching expertise from its unparalleled history in Victoria. Unlike privately funded schools AMES is a government funded specialist provider giving you the assurance and confidence to invest in your future.

## 4. Pathway to further studies

AMES EAP programs provide pathways to a wide range of top universities, TAFEs and private colleges in Australia. The AMES EAP curriculum is university standard and gives you direct entry to institutions including La Trobe University, Swinburne University, Australian Catholic University, Central Queensland University and William Angliss TAFE.

## 5. The latest technology

AMES students have use of an exclusive computer lab equipped with internet and email facilities. Students can also use another computer lab at the library. Our classes use the latest audio-visual equipment and many classrooms have fun interactive white boards!

## 6. Access to VILC

The Virtual Independent Learning Centre (VILC) [www.virtualilc.com](http://www.virtualilc.com) provides fresh online English language

and literacy tasks available anywhere, anytime. Multimedia tasks are based around current events so they are more relevant and interesting for students. Developed by AMES, VILC is designed by teachers - for teachers and students, with content updated fortnightly and resources available from mobile devices.

## 7. Outstanding student services, support and activities

Staff working in student services are dedicated to assisting you at every step of your journey. From practical tasks like opening a bank account, to just needing someone to talk to, the AMES Student Support Coordinator will always be on hand to help.

## 8. Job club and guest lectures

AMES understands that extra curricular activities assist with learning and help students form lasting friendships, build interest and make money! In particular, a part-time job can help you practice your English outside the normal class structure. Our Job Club has information on where to find jobs and how to get ready for an interview. Guest lectures help you learn more about Australia while you practice your listening skills.

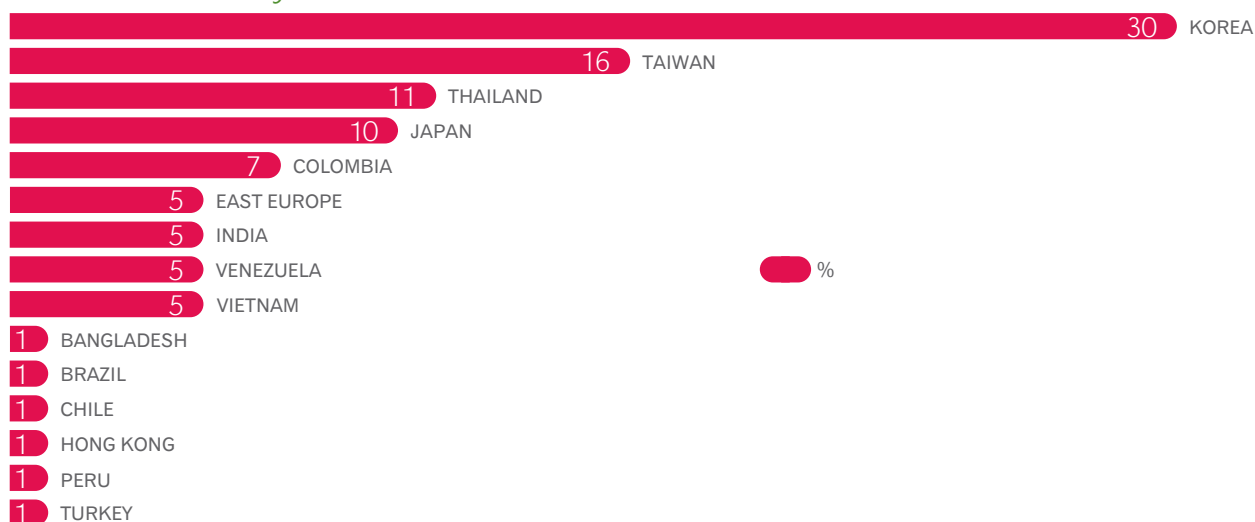
## 9. Class leading library

AMES has one of the most impressive and well-equipped libraries of all Melbourne language schools. This comes from a long history of providing ESL education – we have an extensive collection of resources aimed at all levels of English learners.

## 10. In-house learning materials

The Resource, Learning and Innovation Unit produces an extensive range of educational resources in a variety of learning modes, from online learning and multimedia to print resources and research. The DVDs, books and online resources produced have an excellent reputation in Australia and around the world and are available to our student body.

## AMES Nationality Mix



# Student activities and services

AMES provides a comfortable, friendly and nurturing environment for students to learn and practice English. Our exclusive lounge gives students a place to relax, meet and talk with friends from other classes and to get something to eat from our fully equipped student meals area.

AMES counsellors are also on hand to help students at all times with issues relating to study or life outside of school.

**'...include soccer, football, cricket, volleyball, dancing...'**

AMES students have access to a wide choice of FREE activities. An on-site Student Support Services Coordinator organises excursions, student activities and provides ongoing student support.

The English-based activities and extra curricular activities on offer are:

- Conversation groups
- Trivia and quiz games
- Intensive grammar
- Word games
- Pronunciation through song lyrics

and much more.

Other activities include: sporting activities such as soccer, football, cricket, volleyball, basketball and fish 'n' chips at the beach, bbqs in the park, salsa classes, bush dancing and market visits. Student discount prices apply for some of these.

As well, each course module features an excursion tailored to the student's curriculum. Some examples include: zoo visits, museum visits, art exhibitions, table tennis, indoor swimming, movies, indoor rock climbing, and ferry trips to the historic Williamstown area

To help you understand more about life in Melbourne, students enjoy frequent guest speakers from organisations including Police Victoria, City West Water and Life Saving Victoria. Academic needs are also addressed at Pathway School Open Days, which are organised regularly throughout the year.

Student Services also help with resume writing, looking for accommodation and employment. If you are planning to work, our staff will help you apply for a Tax File Number (TFN) and a bank account.



# Other information

## Accommodation

Melbourne offers a wide range of accommodation. You can stay in your own flat or house, share with friends or with a homestay family. Our Student Services Coordinator can help put you in touch with real estate and shared accommodation services when you arrive.

## Homestay Accommodation

Enjoying the friendly atmosphere of an Australian home is a great way to practice English! This accommodation option offers a furnished room (with a desk and lamp for study), and bathroom, kitchen and laundry facilities. Meals are provided seven days a week. If you need Homestay, please send in your request along with the application for your course. Please note that all host families have passed a police clearance before becoming part of the Homestay program.

## Airport pickup

AMES can also arrange for you to be met at the airport and taken directly to your homestay. You need to apply for airport pickup at least 72 hours before arrival in Melbourne and also provide your flight details.

For more information on both of the above you may call +61 3 9926 4768, email [international@ames.net.au](mailto:international@ames.net.au) or complete the Enrolment Form and fax it to AMES on +61 3 9926 4770.



# Courses

## General English

<b>Course duration</b>	<b>5–50 weeks</b>
<b>Levels</b>	<b>Elementary 034727B</b>
	<b>Pre-Intermediate 034727B</b>
	<b>Intermediate 039222J</b>
	<b>Upper Intermediate 039222J</b>
	<b>Advanced 046578M</b>

Students are expected to allocate time from 8:30am to 4:30pm for classes.

### Assessment

Students will be assessed continually on all four macro skills of reading, writing, listening and speaking. Assessment topics include letter and essay writing, newspaper discussion, narratives and film reviews.

General English focuses on communication for travel and social contexts. The course combines macro and oral communication skills with listening, reading, writing and grammar functions. Students who take this course will be preparing to use English in daily situations, including working, studying, shopping and travelling. At the end of the course, students will receive a certificate showing the level of English they achieved.



## Yves Luterbachesh

Nationality: Switzerland, General English Upper Intermediate

Melbourne is a very active city. There are always interesting events and entertainments. Also it has a lot of different coffees shop, restaurants, pubs and shopping centres. Here you will find food from many countries.

I chose AMES because my uncle told me AMES has a very good reputation in Melbourne. My class is interesting because there are students from many countries. The teachers are friendly and helpful. They always give me a lot of information and advice to improve my speaking. They also make the class very interesting. AMES has good computer equipment and programs that are very helpful to improve and study English.

### Sample timetable of sample program: General English – Upper Intermediate

Students are expected to allocate time from 8:30am to 4:30pm for classes

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30–9:30am	Speaking/Reading Newspaper article discussion	Grammar Tenses and adjectives	Writing/Speaking Making conversation	Grammar Reported speech	Grammar/Writing Essay writing
9:30–10:30am	Listening Stories in the TV news and answers to questions	Vocabulary/ Speaking	Grammar Past tense and future tense	Speaking/Writing Letter writing	Listening Video: Living and studying in Melbourne
10:30–11:30am	Listening Understanding accents	Independent Learning Essay writing	Computing The Virtual Independent Learning Centre: EasyNews	Job search tips and communications skills	Independent Learning Practicing listening skills using VILC
11:30am–12:30pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:30–1:30pm	Writing Newspaper article	Speaking/Reading	Elective Program	Independent Learning Dictionary skills	Reading and writing
1:30–2:30pm	Independent Learning Vocabulary skills	Reading/Listening Effective presentation skills	Independent Learning Volunteer tutor conversation	Speaking Presentation practice	Writing Essay preparation

Timetables are subject to change

**Note:** Classes will not be held on the following days:  
2009 Public Holidays: 10 April, 13–14 April, 8 June, 3 November. Curriculum Day: 1 day  
2010 Public Holidays: 26 January, 8 March, 2 April, 5–6 April, 14 June, 2 November. Curriculum Day: 1 day



# Courses

## English for Academic Purposes

<b>Course duration</b>	<b>5–30 weeks</b>
<b>Levels</b>	<b>Intermediate 039223G</b>
	<b>Upper Intermediate 039224G</b>
	<b>Advanced 039225F</b>

This course introduces students to different genres of academic expressions and study skills. It will provide a basis for the development of academic skills relevant to study in an English language environment (in a Western academic setting). Students must have a strong intermediate level of English and pass a placement test and interview.

Students who complete the EAP course will be eligible to enter universities, TAFEs and colleges with which AMES has partnerships.

The course prepares students to:

- listen effectively and take lecture notes
- take part in debates and group discussions
- make presentations in a formal setting
- read and analyze formal text and data
- write academic essays.

### Assessment

Assessment tasks address all four macro skills while consolidating the draft process. Assessment types vary between group work, pair work and individual tasks.



### Kasemuit Lohitkul

Nationality: Thai,  
English for Academic  
Purposes Upper  
Intermediate



When I first arrived in Melbourne I was very impressed with the difference between my home country Thailand and Melbourne. In Melbourne the weather changes constantly but I really like the city.

I chose AMES because it has pathways with universities that means if I reach a certain level I can be accepted into a degree program.

### Sample timetable of Sample program: English for Academic Purposes – Upper Intermediate

Students are expected to allocate time from 8:30am to 5:00pm for classes

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30–9:30am	Speaking/Reading Newspaper article discussion	Grammar Indirect and direct questions	Writing/Speaking Preparation of questions for research report	Grammar Reported speech	Grammar/Writing Reporting of opinions obtained from interviews
9:30–10:30am	Listening Stories in the TV news and answers to questions	Vocabulary/ Speaking Inquires about further studies	Grammar Past tense and future tense	Speaking/Writing Interviews to obtain data for research reports	Listening Video: Living and studying in Melbourne
10:30–11:30am	Listening Understanding accents	Computing The VILC: Easy News	Independent Learning Essay writing	Job search tips and communications skills	Independent Learning Practicing listening skills using VILC
11:30am–12:30pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:30–1:30pm	Writing The content and structure of research report	Speaking/Reading	Elective program	Independent Learning Dictionary skills	Reading and writing
1:30–2:30pm	Independent Learning Vocabulary skills	Independent Learning Volunteer Tutor conversation	Reading/Listening Effective presentation skills	Speaking Presentation practice	Writing Report preparation

Timetables are subject to change

**Note:** Classes will not be held on the following days:  
2009 Public Holidays: 10 April, 13–14 April, 8 June, 3 November. Curriculum Day: 1 day  
2010 Public Holidays: 26 January, 8 March, 2 April, 5–6 April, 14 June, 2 November. Curriculum Day: 1 day

# Courses

## IELTS and University Preparation

**Course duration** 10 weeks  
**Level** Advanced + 045460M

This course prepares students for success in the IELTS Test. It is also an intensive course that prepares undergraduate and postgraduate students for university entrance tests and for academic study. This is the highest award that can be achieved by a student at AMES and is an appropriate preliminary course to thesis writing.



### Yurung Chen

Nationality: Taiwanese  
Class: GE Upper Intermediate

AMES has given me the opportunity to meet different students from all over the world and enjoy the Australian lifestyle. Melbourne is a great place to study because of the clean, safe environment which makes it a friendly destination for international students. AMES is a good place to study English because the teachers and staff are always ready to help you. I enjoyed the wide variety of classes and also enjoyed the weekly computer based lessons.

## English for TESOL Learners

**Course duration** 10 weeks  
**Level** Advanced + 039345J

This intensive course is specifically designed for participants who want to teach English to speakers of other languages.

Students will develop skills for teaching English language by becoming familiar with language related to the teaching of English. A range of teaching techniques is explored, with special emphasis on communicative methods. Students will also identify and produce a range of communicative tasks appropriate to English language teaching in their own country. You will be able to plan and produce a sequence of lessons, identify tasks appropriate to different groups of learners and also research and write a report on language learning and teaching. The course will include classroom observations, demonstrations and peer teaching.

### English requirement for TESOL

IELTS 6.0 or AMES Advanced+ or equivalent.

## Elective programs

Choose the elective program that best suits your needs or interests. Each program consists of 20 hours of intensive tuition over a 10-week term. The elective programs are available to students at the Intermediate and Upper Intermediate level of General English and EAP.

### IELTS (International English Language Testing System)

Develop the strategies that will help you achieve your desired IELTS score in this intensive IELTS preparation course.

### Conversation and Pronunciation

Improve your communication skills in the dynamic Conversation and Pronunciation elective.

### Writing and Grammar workshop

Have fun as you develop a sophisticated understanding of English grammar.

### Job Search and Communication Skills

Discover job search strategies while improving your communication skills.

# Courses

## Intensive IELTS

### IELTS Intensive Program

Are you planning to take IELTS?

Do you have the language, skills, strategies and knowledge of the test to take it with confidence?

The AMES IELTS Intensive Program will help you achieve your goals for IELTS and will help you develop valuable skills for your further studies.

You will be taught by fully qualified teachers with several years of experience teaching and examining IELTS.

### You will develop

- knowledge of IELTS and how it is assessed
- skills, strategies and language you need to complete the test
- awareness of topics commonly featured in the test
- independent study skills
- awareness of CALL sites and programs that help you prepare for IELTS
- skills needed for success in further studies.

### Course content and structure

The course duration is flexible according to your requirements. Each week of the course features:

- speaking skills development: providing personal information, giving short presentations, discussing issues
- reading skills development: skimming, scanning and reading intensively for main ideas, details and opinions

- listening skills development: listening for main ideas, details and opinions
- writing skills development: planning, writing and checking tasks about graphs, charts, tables, processes and issues
- analysis and discussion of the IELTS test format including strategy analysis and practice
- topic and vocabulary development
- grammar practice
- timed testing, daily homework and individual student feedback.

### Assessment

You will be assessed on your speaking, listening, reading and writing performance in realistic, timed situations. You will be given feedback on your strengths and weaknesses.



### Patricia Bahamondes

Nationality: Peruvian  
Intensive IELTS program

This is my second experience at AMES International, the first time I studied here all staff were friendly this is why I chose to study at AMES the second time. If I need to do another course in the future, I would choose AMES again.

AMES has free conversation activities in the library; I think it is a great idea because I have the opportunity to practise my English during my free time.



# Internship programs

## Extend your professional English skills and gain experience in an Australian workplace.

The AMES Internship Program offers English classes to assist entrance into your chosen profession. You will develop:

- specialised communication skills for the workplace
- confidence in the workplace
- cross-cultural understanding
- valuable Australian workplace experience.

During the Internship program you will receive:

- orientation and progress assistance
- constructive feedback from your employer.

The program is offered at two levels: Upper Intermediate and Advanced.

### Upper Intermediate 045460M

**Entry level** IELTS 5 or equivalent

**Practical Placement  
Module VBJ876**

Practical Placement: an elective module from the Certificate 3 in ESL (Vocational Purposes) accredited by the State Training Board, Australia.

### Advanced 039224G

**Entry level** IELTS 5.5 or equivalent

**Practical Placement  
Module VBJ877**

Practical Placement: an elective module from the Certificate 4 in ESL (Vocational Purposes) accredited by the State Training Board, Australia.

The AMES student–employer matching service will develop a placement to meet your career goals.

Participating organisations come from a range of fields including:

- Marketing, business, international trade and information technology
- Environmental and natural science studies
- Tourism and hospitality
- Education (teaching, interpreting)
- Health care and child care
- Civil, electrical, mechanical and chemical engineering
- Applied sciences
- Community, social work and development studies.

We also have Internship Programs for individuals and groups/study tours.

	INDIVIDUALS	FOR GROUPS/STUDY TOURS	
		UPPER INTERMEDIATE	ADVANCED
English Classes	10 weeks	4 weeks	3 weeks
Work Placement	2 weeks	2 weeks	3 weeks



# Direct entry into AMES Partner Institutions

## AMES COURSES TO BE COMPLETED

PARTNER INSTITUTIONS	AMES COURSES TO BE COMPLETED		
	EAP UPPER-INTERMEDIATE	EAP ADVANCED	IELTS + UNIVERSITY PREPARATION (EAP ADVANCED+)
<b>UNIVERSITIES</b>			
<b>La Trobe University</b> (CRICOS provider No. 00115M)		Undergraduate programs	Postgraduate coursework programs
<b>Swinburne University of Technology</b> (CRICOS provider No. 00111D)	Certificate, Diploma and College programs		
<b>ACU Australian Catholic University</b> (CRICOS provider No.00004G, 00112C, 00873F, 00885B)	Diploma programs requiring IELTS 5.5	Bachelor Degree programs requiring IELTS 6.0	Bachelor Degree programs requiring IELTS 6.5
<b>CQU Central Queensland University</b> (CRICOS provider No.00219C)		Undergraduate and Post Graduate programs	
<b>TAFE (TECHNICAL AND FURTHER EDUCATION)</b>			
<b>William Angliss Institute of TAFE</b> (CRICOS provider No.01505M)	Certificate, Diploma and Advanced Diploma programs	Industry Placement programs and Specialist Degrees in Hospitality, Tourism and Culinary management	
<b>Box Hill TAFE</b> (CRICOS provider No.02411J)	All programs requiring IELTS 5.5 (overall)	All programs requiring IELTS 5.5 (Individual bands) and IELTS 6.0 (overall)	
<b>Holmesglen Institute of TAFE</b> (CRICOS provider No.00012G)	All programs requiring IELTS 5.5 (overall)	All programs requiring IELTS 5.5 (Individual bands) and IELTS 6.0 (overall)	
<b>NMIT Institute of TAFE</b> (CRICOS provider No.00724G)	Certificate, Diploma and Advanced Diploma programs	NMIT Degree programs and Associate Degree programs	
<b>PRIVATE COLLEGES</b>			
<b>Pivot Point Hair Design College</b> (CRICOS provider No.00723J)	Certificate and Diploma programs (General Upper-Intermediate @ AMES)		
<b>Endeavour College of Natural Health</b> (CRICOS provider No.00231G, 01534F, 02492C)	Certificate and Diploma programs	Bachelor Degree programs	
<b>JMC Academy</b> (CRICOS provider No.02386E)	Certificate, Diploma, Advanced Diploma and Undergraduate programs		

**Note:** Students from countries of assessment levels 3 and 4 do not need to resit IELTS test to gain entry into our partner institutions. Above pathway information is correct as at 1 September 2009 and will be updated annually. It is subject to change. Please contact (03) 9926 4768 for current pathway information.



ABN 49 056 993 913  
RTO 590  
CRICOS Provider 01275J

# Frequently asked questions

## How do I know which ELICOS level I will be in?

On your first day you will be required to take the Level Placement Test. Your test results will determine your class level.

## How long will I be in each level?

Students are usually in each level for 10 weeks.

## Do I need to attend orientation?

Yes. It is highly recommended that you attend the orientation since this is where we introduce you to the resources and facilities at AMES and also introduce you to key staff.

You will receive a package with an informative student handbook, and various interesting brochures to introduce you to Melbourne and the local area.

Do not forget to bring your passport to orientation.

## What will I do on the first day of the course?

On your first day of classes you will meet your teacher and the other students in the class and begin your term's program of work. There will be 'get to know you' introductory activities to help create a positive learning atmosphere. The teacher will give an overview of the course and the students will be required to describe their interests and needs. The teacher will build a program that is determined by the needs and level of the class.

## How many hours a week will I be studying each week?

The ELICOS program is 20 hours per week in class from Monday to Friday, as well as 5 hours minimum study in our ILC.

## What is the difference between General English and EAP?

General English aims to achieve a high standard of everyday English communication skills. It covers the four main skills of reading, writing, listening and speaking. It includes activities such as debates, discussions, spoken presentations, various styles of writing such as letters, summaries, formal and informal writing, individual and class projects.

The emphasis is on basic language structures, a wide range of language situations, study skills and independent learning.

English for Academic Purposes (EAP) is designed for students planning to begin tertiary study. The EAP stream focuses on preparing students on strategies for formal academic reading, research, writing, listening to lectures and tutorial presentations. All EAP classes focus on academic study skills and preparation for the reading, writing, speaking and listening, note-taking and research that students will be undertaking at university.

## Do I need to buy any books for ELICOS?

All students enrolled in the General English classes are required to buy a text book for each level at a cost of \$50.

## How many students are there in each class?

The number varies according to the students at a particular level. We never have more than 18 students in an ELICOS class.

## Where are ELICOS students from?

Our students come from a large mix of nationalities. We have students from Latin America, Korea, Japan, Taiwan, India, Thailand, Europe and many other countries.

## Do I have access to computers?

AMES has a fully equipped computer lab and students have access to internet and email.

## Can I study ELICOS on a tourist visa?

Yes. You can study for a maximum of 12 weeks on a tourist visa if your visa has been granted outside Australia.

## Can I change from a tourist visa to a student visa in Australia?

If you are from an Assessment Level 1 country you can apply for your first student visa in Australia. Other Assessment Levels may be approved but only in exceptional circumstances.

Please refer to the Department of Immigration & Citizenship (DIAC) at [www.immi.gov.au](http://www.immi.gov.au).

## Can I extend my student visa in Australia?

Yes you can extend your student visa as long as it does not have a 'No Further Stay' condition. Please refer to the Department of Immigration & Citizenship (DIAC) at [www.immi.gov.au](http://www.immi.gov.au)

## Do I need to have Health Insurance?

While you are studying in Australia on a student visa you are required by the government to take out Overseas Student Health Cover (OHSC).

We would recommend that you take out suitable insurance cover no matter what visa you are on..

## Can I work while I am doing my ELICOS?

When you have commenced your course of study in Australia, you can work up to 20 hours per week while your course is in session, and unlimited hours during scheduled course breaks. Your family members can work up to 20 hours per week provided you have commenced your course of study in Australia.

# How do I enrol?

## AMES

- 1 Submit application form with a copy of passport
- 2 Obtain an offer letter within 24 hours
- 3 Pay relevant fees
- 4 Obtain e-COE
- 5 Apply for a student visa
- 6 **Arrive Melbourne for study**

## AMES and Partner Institution for a package visa

- 1 Submit application form to AMES with a copy of passport
- 2 Obtain an offer letter from AMES
- 3 Submit app. form to the partner institution with an AMES offer letter
- 4 Obtain an offer letter from the institution
- 5 Pay relevant fees to both AMES and the institution
- 6 Obtain e-COE from both institutions
- 7 Apply for a package student visa
- 8 **Arrive Melbourne and attend AMES orientation**

# Conditions of enrolment

## Fees may be paid by:

1. Electronic Funds Transfer to the AMES bank account.

**Account Name:** AMES  
**BSB No:** 033-001  
**Account No:** 132-962  
**Bank Name:** WESTPAC Bank  
**Bank Address:** Level 5, 360 Collins Street,  
Melbourne Victoria  
Australia 3000

## OR

2. A Bank Cheque, drawn in favour of AMES – personal cheques cannot be accepted.

**Refund Policy:** Refunds are made by cheque or electronic funds transfer to a nominated bank account.

3. All requests for refunds must be made in writing to the Director of Studies, AMES International.
4. The administration fee will not be refunded.
5. Fees will be refunded:
  - a. If AMES cannot deliver the course for which the student is enrolled, tuition fees will be refunded in full within 2 weeks.
  - b. If a student's visa application is rejected or a student's visa renewal is refused, the institute will refund all tuition fees, overseas student health cover, airport pick-up fee and accommodation arrangement fee as per sections 28-29 of the ESOS Act. The request for a refund must include a letter of notification from the appropriate Australian Government Office.
  - c. If a student withdraws from a course due to circumstances of a compassionate nature as determined by AMES International internal processes, 40% of the remaining tuition fee will be deducted for administration.
  - d. If a student decides not to attend the course, written notice must be given at least five weeks before commencement of the course as on initial eCoE. Deferred eCoEs or offer letter with changed dates will not be considered for original commencement date. In this case, 30% of the total tuition fee will be deducted for administration.
  - e. If a student achieves the required English level for entry into an AMES partner institution earlier than the intended date, 70% of the remaining tuition fee will be transferred to the partner institution. Transfer amount will be calculated in 5 week blocks. The request for a transfer must include the AMES course award and an eCoE from the partner institution showing commencement of their next course within 28 days.
  - f. Students will be notified of decisions regarding c) and e) within five working days.
  - g. Funds will not be transferred to another person.
  - h. All refunds will be calculated on the basis of full tuition, except in cases 5(a) and 5(b). Any special/discounted fees will become invalid.
6. Payment of refunds as outlined above will be made within four weeks of receipt of a written claim with a statement explaining how the refund amount has been worked out.
7. Fees will not be refunded after the course has commenced, except in the case of 5(b).
8. This agreement does not remove the right to take further action under the Australian Consumer Protection Laws.

**Overseas Student Health Cover (OSHC):** AMES International pays the OSHC fee to Medibank on behalf of students holding a student visa. Students will receive their Medibank membership details after they begin their English course.

**Attendance:** Students holding a student visa must have an attendance record of no less than 80% throughout the course. AMES must report unsatisfactory attendance to the Department of Immigration and Citizenship (DIAC). Should your attendance be unsatisfactory you will be required to attend an interview with DIAC and your visa may be cancelled.

**Permission to Work:** Students holding a student visa are permitted to work for up to 20 hours per week. Working arrangements must be outside of class hours and must not interfere with the students' studies.

**Academic Performance (Condition 8202):** AMES must report unsatisfactory academic performance to DIAC. Should your academic performance be unsatisfactory you will be required to attend an interview with DIAC and your visa may be cancelled.

**Notification of Address (Condition 8533):** You must register your address and phone number with International reception within seven days of your arrival. You must also notify International reception of any subsequent change of address within 7 days.

**Privacy Policy:** All personal information collected, used or disclosed by AMES is confidential and is protected by the Privacy Act 1988, the Information Privacy Act 2000 (Vic) and other legislation. A full copy of the AMES Privacy Policy is available upon request. Information about students may be made available to Commonwealth and State Agencies.

## Complaints/Appeals Process (Grievance Procedure)

A grievance is a complaint about unfair treatment. If you have been treated unfairly:

**Step 1:** Talk to your teacher or make an appointment with the student advisor about the complaint. Your teacher may be able to help you solve the problem immediately.

**Step 2:** If you are not satisfied, you can appeal in writing to the Director of Studies, AMES.

**Step 3:** The Director of Studies and relevant staff must meet within 10 working days after the formal lodgement of the complaint. The student who has complained will be invited to present their case to the group. The student may be accompanied and assisted by a support person at any relevant meetings.

**Step 4:** If unresolved, a meeting will be held which may be attended by a management representative, Director of Studies, relevant staff, and student or student-chosen nominee. These procedures do not remove the right to seek dispute resolution services or seek legal remedies provided by external organisations such as:

**Ombudsman Victoria**  
Phone: (03) 9613 6222  
Email: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au)  
Website: [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)

**Equal Opportunity Commission Victoria**  
FREECALL 1800 134 142

**Small Claims Tribunal**  
FREECALL 1800 133 055

**Step 5:** If the complaint remains unresolved, the appeal may be taken to the General Manager Education, AMES.



# Enrolment form

Family Name:		Given Names:	
Nationality:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: / /	
Address in Home Country:			
Postcode:		Phone:	
Address in Australia:			
Email:		Postcode:	Phone:
Level of English: <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced		IELTS/TOEFL Score:	
Course Preference: <input type="checkbox"/> General English <input type="checkbox"/> EAP <input type="checkbox"/> IELTS <input type="checkbox"/> TESOL			
My Course begins on / /		Proposed Length of Course _____ weeks (minimum 5 weeks) Class start times may vary every 5 weeks	
Passport Number:		Date of Expiry: / /	
Visa Type: <input type="checkbox"/> Student (for study longer than 3 months) <input type="checkbox"/> Tourist (study up to 3 months) <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Working Holiday <input type="checkbox"/> Business <input type="checkbox"/> Permanent Resident			
I would like to apply for Homestay <input type="checkbox"/> Yes <input type="checkbox"/> No		Overseas Student Health Cover <input type="checkbox"/> Single <input type="checkbox"/> Family	
How long will you stay in your accommodation? _____ weeks (min stay 2 weeks)			
<input type="checkbox"/> I can eat any kind of food <input type="checkbox"/> I am a vegetarian <input type="checkbox"/> I cannot eat (give details)			
My hobbies and interests are:			
<b>Homestay Applicants Only</b> I prefer: <input type="checkbox"/> Non-smoking household <input type="checkbox"/> Smoking household <input type="checkbox"/> House with children <input type="checkbox"/> House with no children <input type="checkbox"/> Teenage children <input type="checkbox"/> Children under 13 years <input type="checkbox"/> House with other students <input type="checkbox"/> No other students <input type="checkbox"/> Students from my country <input type="checkbox"/> Students from another country <input type="checkbox"/> House with pets eg. cat, dog <input type="checkbox"/> House with no pets		<b>I require Airport Pickup</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Arrival Details: Flight Number: Date of Arrival: / / Arrival Time:	

\* Ability to meet homestay requests is subject to availability.

How did you find out about AMES?

Agent Details:

Applicant's Declaration: I declare that I have read and understood the AMES Conditions of Enrolment and the refund policy and that the above information is true and correct.

Signed: \_\_\_\_\_ Date: / /

I give permission for my photograph/video/quote/story/name to be used to promote AMES activities or to be used in an AMES Publication.  Yes  No

Complete and sign the Enrolment Form and fax it to + 61 3 9926 4770  
or mail it to AMES International at GPO Box 4728, Melbourne Victoria 3001, Australia.



# Study English with AMES International

Here are some of the many courses we offer:

All our courses are CRICOS Registered.

<b>General English</b>	Elementary	034727B
5 to 50 weeks	Pre-Intermediate	034727B
	Intermediate	039222J
	Upper Intermediate	039222J
	Advanced	046578M
<b>English for Academic Purposes (EAP)</b>	Intermediate	039223G
5 to 30 weeks	Upper Intermediate	039224G
	Advanced	039225F
<b>Intensive IELTS Preparation</b>	Upper Intermediate – Advanced	034731F
5 to 10 weeks		
<b>IELTS and University Preparation</b>	Advanced +	045460M
10 weeks		
<b>English for TESOL Learners</b>	Advanced +	039345J
10 weeks		

- All programs offered are subject to sufficient number of students.
- To achieve a level, two five week modules need to be successfully completed.
- All students enrolled in General English will be required to purchase a textbook on arrival.
- Students must be 18 years old to enrol in AMES International Programs.

## FEES (MINIMUM ENROLMENT: 5 WEEKS)

Tuition Fees for General English, English for Academic Purposes and IELTS Preparation 2010 (per week)		Overseas Student Health Cover (Student Visa only)		
Up to 10 weeks	AU\$325		Single Rate	Family Rate
11 weeks to 20 weeks	AU\$320	3 months	\$97.20	\$194.40
21 weeks to 30 weeks	AU\$315	6 months	\$194.40	\$388.80
31 weeks to 40 weeks	AU\$310	9 months	\$291.60	\$583.20
41 weeks and above	AU\$305	1 year	\$388.80	\$777.60
English for TESOL Learners AU \$350		Textbook Fees (General English) \$50 per level		
Administration Fee: AUD \$ 210				
Accommodation Arrangement AU \$200 (includes 10% GST) Airport Pickup AU \$125 (includes 10% GST)				

INTAKE* (Every 5 Weeks)	2010		2011		TESOL COURSE DATES
	TEST DATES	COURSE DATES	TEST DATES	COURSE DATES	
1	4/1/10	4/1/10 - 5/2/10	3/1/11	3/1/11 - 4/2/11	8/2/10 - 16/4/10 19/4/10 - 25/6/10 2/8/10 - 8/10/10 11/10/10 - 17/12/10
2	4/2/10	8/2/10 - 12/3/10	3/2/11	7/2/11 - 11/3/11	
3	11/3/10	15/3/10 - 16/4/10	10/3/11	14/3/11 - 15/4/11	
4	15/4/10	19/4/10 - 21/5/10	14/4/11	18/4/11 - 20/5/11	
5	20/5/10	24/5/10 - 25/6/10	19/5/11	23/5/11 - 24/6/11	
6	24/6/10	28/6/10 - 30/7/10	23/6/11	27/6/11 - 29/7/11	
7	29/7/10	2/8/10 - 3/9/10	28/7/11	1/8/11 - 2/9/11	
8	2/9/10	6/9/10 - 8/10/10	1/9/11	5/9/11 - 7/10/11	
9	7/10/10	11/10/10 - 12/11/10	6/10/11	10/10/11 - 11/11/11	
10	11/11/10	15/11/10 - 17/12/10	10/11/11	14/11/11 - 16/12/11	

\* General English intake every Monday.

# Some useful links

Please visit the following website to obtain more information about:

## **Australia**

[www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

## **Melbourne**

[www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)

## **Places to go and what to visit in Melbourne**

[www.thatsmelbourne.com.au](http://www.thatsmelbourne.com.au)

## **Getting around Melbourne, viewing maps of particular areas, getting precise driving directions and searching for places of interest**

[www.whereis.com.au](http://www.whereis.com.au)

## **Visas**

[www.immi.gov.au](http://www.immi.gov.au)

## **Education services for overseas students**

[www.aie.gov.au](http://www.aie.gov.au)

## **International student organizations**

[www.nlc.edu.au](http://www.nlc.edu.au)

[www.polyglot.org.au](http://www.polyglot.org.au)

[www.internationalstudents.org.au](http://www.internationalstudents.org.au)

## **Public Libraries**

[www.melbournelibraryservice.com.au](http://www.melbournelibraryservice.com.au)

## **Victoria Police**

[www.police.vic.gov.au](http://www.police.vic.gov.au)

## **Consumer Affairs Victoria**

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

## **Public transport**

[www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au)

## **Taxi telephone numbers**

Silver Top 131008

Embassy 131755

Arrow 132211

## **Internet access and WI-FI hotspots**

e: fifty-five – 55 Elizabeth Street, 9620 3899

Horse Bazaar – 397 Little Lonsdale Street, 9670 2329



255 William Street, Melbourne 3000

Postal Address: GPO Box 4728,  
Melbourne Victoria 3001 Australia

Telephone: + 613 9926 4768

Facsimile: + 613 9926 4770

Email: [international@ames.net.au](mailto:international@ames.net.au)

Website: [www.ames.net.au/international](http://www.ames.net.au/international)

CRICOS Provider No: 01275J

