WELCOME TO
OUR WORLD-WIDE
UNFORGETTABLE
MEMORIES PROGRAM
TABLE OF CONTENTS

WELCOME FROM THE GENERAL MANAGER .................. 4
OUR PROGRAMS ........................................... 5
BENEFITS .................................................... 6
STUDENT EXPERIENCES ................................... 7

OVERVIEW OF STUDY PROGRAMS .......... 8
STUDY PROGRAM ITINERARY .............................. 9

OVERVIEW OF INTERNSHIPS ....................... 10
INTERNSHIP ITINERARY ................................ 11

OVERVIEW OF EXCHANGE PROGRAMS .... 12
EXCHANGE PROGRAM ITINERARY ...................... 13

STUDENT EXPERIENCES .............................. 14
TEACHER EXPERIENCES ............................... 15
CHECK YOUR ELIGIBILITY ............................ 16
TAILORED SUPPORT ................................... 17
APPLICATION PROCESS ............................... 18
COSTS, FUNDING AND SCHOLARSHIPS ........... 20
PRE-DEPARTURE ........................................ 23
It’s my pleasure to introduce you to the TAFE Queensland Brisbane Study Abroad program.

The Study Abroad program gives you the opportunity to travel to locations across the globe, network with industry professionals, and gain international work experience as part of your course or qualification.

We pride ourselves on our global connections and industry partnerships that help prepare you for employment. The Study Abroad program is just one of the ways we give you a practical advantage in your chosen career.

Studying abroad not only has a positive effect on your career path, research has shown it increases self-confidence, creates greater cultural awareness, and is often a defining moment in a person’s life.

Successful applicants also get the chance to visit iconic landmarks, experience a different culture, and create lifelong memories.

Scholarship options are available to ensure as many students as possible have the opportunity to participate in our globally recognised program.

Students in selected courses are eligible to participate in a Study Tour or Internship program; and we will continue to build Study Abroad into as many study areas and courses as possible in the future.

Your once-in-a-life-time experience awaits.
TAFE Queensland Brisbane students have the opportunity to travel to locations across the globe as part of their studies in selected courses. Studying abroad provides students with the chance to immerse themselves in different cultures, develop their skills, and network with professionals in their chosen industry.

Students can choose to participate in a range of different study abroad programs including semester or term exchange program, short-term faculty led study tours, or an international internship packaged with a language program (if required).
Studying abroad has a positive influence on a student’s career path, world-view, and self-confidence. Studies have shown that studying abroad is usually a defining moment in a person’s life and continues to impact the participant’s life for years after the experience. Specific benefits include:

### BENEFITS

<table>
<thead>
<tr>
<th>PERSONAL GROWTH</th>
<th>ACADEMIC GROWTH</th>
<th>CAREER ADVANCEMENT</th>
<th>IMPROVED LANGUAGE SKILLS</th>
<th>INTERCULTURAL DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased self-confidence, maturity, and independence</td>
<td>increased interest in academic study</td>
<td>develop new skills that increase employability</td>
<td>a basic understanding of different languages</td>
<td>better understanding of cultural values and biases</td>
</tr>
<tr>
<td>a lasting impact on work views</td>
<td>a positive influence on later educational experiences.</td>
<td>enhanced career path</td>
<td>appreciation of the advantages of a second language proficiency.</td>
<td>inter-cultural understandings</td>
</tr>
<tr>
<td>improved decision making and problem-solving skills.</td>
<td></td>
<td>gain international contacts for post-study opportunity.</td>
<td></td>
<td>encouragement to seek a greater diversity of international relationships.</td>
</tr>
</tbody>
</table>
STUDENT EXPERIENCES

STEPHANIE WATSON
DIPLOMA OF HOSPITALITY

“My experience living abroad in another country during my internship with Intercontinental hotel in Shanghai really helped me realise what is important and helped me find myself as a person. I believe that my international experience will also really help with starting my career in the hospitality industry and is something that I can never forget. The learning experiences were never ending, working inside of the hotel and being immersed in the culture.”

LOUISE REVILL
ADVANCED DIPLOMA OF APPLIED FASHION DESIGN AND TECHNOLOGY

“My internship in Tokyo was beneficial in so many ways. For me it was not only being able to work in the fashion industry internationally but also soaking up the history and culture that Japan has to offer. I’m currently working in fashion retail management and interning abroad has given me the inspiration to grow within the industry and apply the skills I’ve learnt to my day to day life. It was a trip of a lifetime!”
A group of Australian students are "led" to a destination by their faculty staff (teacher, administrator or both) and generally participate in workshops relevant to their course studies with a partner institution while being immersed in the culture. Students will also be exposed to industry developments and trends in another country, enabling them to create networks and gain an understanding of how global learning can impact their personal and vocational goals.

Study tours are typically short in duration (up to 4 weeks maximum) and might be linked to a major piece of assessment, unit/s of competency, or simply offered as an experiential option. Either way, study tours are designed as a structured learning program to enhance the student’s course outcomes.

Students will remain enrolled in their qualification and are required to cover additional costs associated with the study tour package. This may include, but not limited to: flights, accommodation, travel insurance, airport transfers, workshop tuition fees, and also meals and personal spending. Funding is available to help offset these costs.
DAY 1
- Depart Brisbane To Geneva, Switzerland (Via Abu Dhabi)

DAY 2
- Group airport transfer to hotel in Lausanne / check in
- Familiarisation of immediate area
- Group dinner

DAY 3
- Lake Geneva cruise and Chillon Castle visit

DAY 4
- Day visit to Bern by rail
- Praline and Chocolate making workshop

DAY 5 - 9
- Ecole hôtelière de Lausanne (EHL) workshops including 5 star hotel and winery visits

DAY 10
- Day visit to Geneva by rail
- Sighting seeing activities including The Jet d’Eau, The Old Town, museums, Mont-Salève cable car, watch making, shopping, and fine dining experiences.

DAY 11
- Free time (morning)
- Airport transfer
- Depart Geneva, Switzerland to Brisbane (via Abu Dhabi)

DAY 12
- Flight time

DAY 13
- Arrive Brisbane
Students undertake a period of work placement at an overseas industry partner or organisation, relevant to their course of study. Arrangements are generally made through a partner education institution and will offer introduction to international business workshops and language programs (if required) or through a reputable internship provider.

International internships may be linked back to unit/s of study as part of your Australian qualification through an approved learning plan developed in conjunction with your faculty. Alternatively, you may participate in a non-credit internship upon completion of your studies to help build networking opportunities and develop your employability skills prior to entering the workforce.

Internships Abroad programs may be paid or unpaid opportunities depending upon the arrangements with the industry partner.
INTERNERSHIP ITINERARY

DAY 1
- Depart Brisbane to Narita, Tokyo
- Arrive with short-term study tour group from TAFE Queensland Brisbane
- Limousine bus transfer to KICHUJOJI station
- Orientation of dormitories

DAY 2
- Familiarisation with immediate area and public transport
- Guided tour to Shinjuku - Bunka Gakuen University

DAY 3
- Culture immersion - organised by Bunka Gakuen University

DAY 4
- Learning Japanese Business Manners at Bunka Gakuen University
- Lunch with Japanese students
- Discussion with Japanese students

DAY 5-8
- Program on Japanese culture and fashion
- Basic language classes

DAY 9
- Fashion show - Bunka Gakuen University

DAY 10
- Fashion show - Bunka Gakuen University
- Short-term study tour group depart - night

DAY 11-15
- Internship with local companies (Monday to Friday - 10am to 6pm)

DAY 16
- Culture immersion (day off)

DAY 17
- Culture immersion (day off)

DAY 18-22
- Internship with local companies (Monday to Friday - 10am to 6pm)

DAY 24
- Free day

DAY 25
- Meeting with Japanese students at Bunka Gakuen University
- Depart Narita to Brisbane - night
A long term exchange program involves an Australian-based student (or group of students) spending a period of time at a partnering institution overseas. Whilst at that institute the student will complete classes similar to those that they would be completing in Australia, with the work overseas to be counted back towards their Australian qualification. An exchange program may be offered for a term (3 months) or semester (6 months) as part of an Australian qualification.

Students will have the opportunity for an in-depth educational and cultural experience, and will be fully immersed in the foreign experience. It provides exceptional outcomes for individuals including improved soft skills, enhanced employability and international network of friends etc.

Exchanges are reciprocal - for every outbound student, an inbound student should attend the Australian institute under the same conditions.

Exchanges may also involve reciprocal provision of accommodation and other services, although this is not required (and students may be required to obtain their own accommodation).

Students will remain enrolled in their qualification and are required to cover additional costs associated with the exchange package including but not limited to: flights, travel insurance, airport transfers and also living expenses/personal spending. Funding is available to help offset these costs.
EXCHANGE PROGRAM ITINERARY

DAY 1
- Depart Brisbane to Hong Kong
- Airport pick up / check in at campus accommodation
- Orientation of accommodation

DAY 2
- Familiarisation with immediate area and public transport
- Guided tour of Institute of Vocational Education campus
- Orientation and welcome lunch with IVE students

DAY 3 - 6
- Attend Diploma of Tourism classes with IVE students

DAY 7 - 8
- Free time – explore Hong Kong
- Students will continue to participate in full time classes with IVE students for the remaining term or semester with weekends free to explore the city, be fully immersed in the culture and live like a local.
“Together with the Diploma of Hospitality students, the university that we visited as part of the study tour to Switzerland - Ecole hôtelière de Lausanne - was the most prestigious school I have ever laid eyes on. Some of the workshops that we undertook focussed on International Business protocol and presenting yourself in an executive environment which has really helped with my professional development in my industry regarding job interviews, preparation and also my overall confidence. It was a once in a lifetime opportunity!”

“As a very young emerging artist visiting New York on a study tour, exposed to such a diverse environment, impacts you in very unexpected ways. Seeing first hand some of the most famous artworks in history like Monet or Klimt and drawing the city from the top of an iconic landmark such as the Empire State Building, moves and changes you as an artist. There is no better place to evolve as an artist and find yourself personally; as well as meeting local artists that can help further your career and connections too.”
“The Swiss study tour 2015 was a valuable achievement that has enhanced both my professional and personal development as a TAFE teacher.

This experience has enhanced my academic capability to lead study tours and recognise the positive impact that global educational programs have on our student’s lives.

Being part of this experience has brought me great insight to the skills and knowledge our students develop progressively throughout planning, monitoring and the implementation of the study tour brief. During post study tour debrief sessions, listening to the feedback from our students, that this experience was ‘life changing’ is a remarkable testimonial to how much the experience means to them personally.

It is a honour for me, as a study tour leader, to reflect upon the contributions that we have made for students to gain this life changing outcome. The students feedback is treasured, and they validate the hard work and commitment of study tour leaders as we set our own goals and objects to ensure that our students gain the best educational benefits, and identify the excellence of industry standards.

It was wonderful to have been selected and involved in the Swiss study abroad program as study tour leader. Some of my students had been studying with me since year 11 during their ‘VET in schools’ tertiary years, progressively graduating in a Diploma of Travel and Tourism. These students work so hard to complete their studies, and with great enthusiasm and dedication they work towards setting goals. I am proud to say that our students have now achieved their goals, and the study tour has enhanced their passion to work within industry.

Overall, this educational and travel experience we all shared together, was a highlight to the end of their TAFE studies.

The 2015 Swiss study tour, was truly a rewarding chapter to add to our students developing life journey, and I am extremely grateful to have been part of their success.”

CHERYLEIGH LAZARUS
TRAVEL AND TOURISM TEACHER
CHECK YOUR ELIGIBILITY

To be eligible to participate in the TAFE Queensland Brisbane Study Abroad program, you will need to ensure that you:

- are enrolled in a qualification that is offering a Study Abroad program
- meet TAFE Queensland Brisbane’s eligibility criteria
- meet any other requirements specified by your academic program and faculty.

STUDY ABROAD PROGRAMS ELIGIBILITY CRITERIA

a. have, or will have at the time of departure been enrolled in the relevant course for at least one standard semester and satisfactorily complete all competencies required unless otherwise determined

b. can satisfy entry requirements for the host institution and host country (visa requirements)

c. are deemed fit and able to travel

d. have a current passport with 6 months validity upon return from travel or have an application pending approval

e. abide by the TAFE Queensland Student rules.

ADDITIONAL REQUIREMENTS - INTERNSHIP OR EXCHANGE PROGRAM ONLY

a. ensure they are enrolled in the recommended enrolment pattern to accommodate for the program period and are able to study or work the equivalent of at least a full-time load while overseas

b. demonstrate through a financial plan that they can support their stay overseas.
Each Study Abroad program is fully supported by TAFE Queensland Brisbane staff prior, during and after departure. Upon acceptance, student’s travel arrangements are taken care of such as booking flights, accommodation (where included), securing travel insurance, confirming program activities with the partner institute, travel itineraries, and arrangements with local employers. Students will be supported through a series of mandatory pre-departure sessions prior to mobilisation that will cover topics such as culture shock, accident insurance, travel health and expectations. Support prior to departure may also include mandatory language training for students travelling to Asian countries. To learn more about what is required prior to departure, see our Pre-departure overview on page 23.

The role that our study tour leaders or partner institute takes while overseas is critical to the smooth running of the program, and ensuring the academic, physical and mental well-being of the students. The primary responsibility of our study tour leaders and partner institute is the management and administration of the overseas program while abroad, in collaboration with TAFE Queensland Brisbane staff. Students will have access to all the institute’s or internship provider student support services during their time abroad. Upon return, students and TAFE Queensland Brisbane staff will participate in a post-briefing session allowing the time for student’s to explore how the experience has impacted them.
APPLICATION PROCESS

INFORMATION SESSIONS

It is advised to attend the relevant information session prior to applying for your preferred Study Abroad Program. This is to ensure that you are aware of all the general information and expectations for participating in a Study Abroad Program. After an information session is held, registered students will receive further program and application details as they are released.

To register your interest, log onto our website and follow the prompts to register your details against your program of study.

www.tafebrisbane.edu.au/current-students/study-abroad/

More information about Study Abroad programs on offer can be located in the fact sheets on our website.

TOPICS TO BE COVERED DURING AN INFORMATION SESSION

- International opportunities
- Program background and partners
- Why take part in an international experience
- What other students have achieved
- Eligibility and expectations
- Costs, inclusions, and funding available
- Application information
- Pre-departure training and commitment
- Expectations upon return.

At the Information session, students will have an opportunity to meet and interact with the faculty representative.
APPLICATION PROCESS

Accepted students must complete all competencies as required before departure, otherwise this may result in withdrawal from the program. You will also need to supply two written referee reports addressing the above criteria and your academic progress and conduct will also be considered.

STEPS ON HOW TO APPLY

Based on your registration information, you will be notified by email when the applications for your program are open. This email will provide detailed program information; confirm any specific application requirements (including an application form); due dates and contact information.

The application process will also require you to provide a student statement to specific questions. Your response should be between 150 - 200 words in length for each question. The statement must be typed, signed and dated with your student number and name included.

QUESTIONS

- What do you know about the country you are travelling to?
- Do you see any challenges travelling to these places and how do you expect to overcome those challenges?
- Given your knowledge about your industry what trends or new developments might you be able to look at or compare while undertaking this experience?
- What impact do you think the experience will have on you and your future work / career?
- If you are successful, you will be participating as a TAFE Queensland Brisbane student and representing yourself, the institute (and Australia). How do you see your participation in this program will need to reflect this?
- If you are selected you will become part of a team. Can you provide an example of when you have been required to work as part of a team and what is required to make this work?

CRITERIA TO BE ASSESSED AGAINST

- VALUE OF GLOBAL LEARNING
  Understanding of the value of what you might learn as part of a global program linked to your industry/training.
- CULTURAL DIVERSITY
  Awareness of and respect for the destination or cultural difference.
- IMPACT OF STUDYING OVERSEAS
  Understanding/appreciation of the possible impact this global experience may have on your personally and/or your vocational goals.
- INDUSTRY KNOWLEDGE
  Understanding of current developments and trends in industry and how they could compare these to those in the host country.
- AMBASSADOR QUALITIES
  Recognition of responsibilities for representing industry, community, Institute and Australia. Ability to communicate clearly and able to describe the difference between a study program and personal holiday.
- TEAM PARTICIPATION
  Examples of working well with others in a team and willingness to be a team player.

Accepted students must complete all competencies as required before departure, otherwise this may result in withdrawal from the program.

You will also need to supply two written referee reports addressing the above criteria and your academic progress and conduct will also be considered.
COSTS, FUNDING AND SCHOLARSHIPS

PROGRAM COSTS

Most programs are built around a contribution from students and grant funding. The figures below are indications only of costs associated with Study Abroad programs dependent upon location and duration available on our Study Abroad webpage.

$2,000 - $6,000 (2 WEEKS TO 3 MONTHS)
$6,000 - $10,000 (12 WEEKS - 6 MONTHS)

General program costs differ between programs, please check the specific program fact sheet for more information.

INCLUSIONS

Study Tour packages:
- Return airfares
- Comprehensive travel insurance
- Airport transfers
- Tuition fees for workshops with partner institute
- 3 star accommodation (twin share or dormitory style)
- Contribution to study tour leader costs
- $250 (non-refundable) admin fee as per our fees and charges policy

Internship and exchange program packages:
- Return airfares
- Comprehensive travel insurance*
- Airport transfers
- $250 (non-refundable) admin fee as per our fees and charges policy
- Accommodation**

Other costs may be packaged:
- Other educational costs associated with workshop delivery or transport
- Meals included with accommodation or workshops
- Excursion /sightseeing entry costs

Once accepted into the program, you must pay a %25 deposit to secure your place. Please note all packages do not include items such as passport or visa costs, medical vaccinations, personal spending money and meals/excursions not included in the package.

*In some cases, you might need to take out personal accident insurance when undertaking an international internship.

**Details may vary between internship arrangements. Where accommodation is not included, students will need to make their own arrangements ie home-stay. Some programs however have accommodation fees waived if the student is living onsite/on campus.
FUNDING

ENDEAVOUR MOBILITY GRANTS – AUSTRALIAN GOVERNMENT DEPARTMENT OF EDUCATION AND TRAINING.

Endeavour Mobility Grants support Australian undergraduate, postgraduate, and vocational education and training students to have an international study experience that contributes to their Australian qualification. Through short-term study, practicals, clinical placements, internships, and volunteer projects, students are able to immerse themselves into the academic and social cultures in all regions, strengthening their global knowledge and experience.

The following Endeavour Mobility Grants are applicable to students enrolled in Vocational Education and Training qualifications:

OPTION 1  VOCATIONAL EDUCATION AND TRAINING OUTBOUND MOBILITY PROGRAMME

- Grants for VET students to undertake short-term study in global locations (excluding Asia).
- Up to 10 grants of $2000 per student are available per program.
- Study must be for academic credit or a mandatory component of the student’s course and less than six months in duration.
- Applicants must be an Australian Citizen or Permanent Resident.

OPTION 2  ASIA VOCATIONAL EDUCATION AND TRAINING PROGRAMME

- Grants for VET students to undertake short-term study in Asia.
- Short-term grants of $2000 per student and language support grants of $1000 per student are available.
- Study must be for academic credit or otherwise a mandatory component of the student’s course and less than six months in duration.
- Applicants must be an Australian Citizen or Permanent Resident.

All applicants who have submitted the required documents by the application deadline will automatically be considered for the Endeavour Mobility grants available to them. Note that grants will be used to reduce the cost of the program and bookings will be made on the participants behalf. Students who have successfully been rewarded an Endeavour Mobility Grant in past rounds are ineligible to receive the same grant in any future year. Check the fact sheet for the Study Abroad program you are applying for to see if there is a grant option available.

Please note that should you receive a grant and later withdraw from the program, funding cannot be used to cover any withdrawal expenses left outstanding.
The Global Learning Scholarship Program may be offered in the eligible programs of Health and Aged Care, Hospitality and Tourism, Business and Information Technology, and Creative Arts.

Students may have the opportunity to be involved in study tours, semester exchange programs, services learning initiatives, work placements, and internships which aim to:

- develop capability, cultural learning, and leadership skills so that individuals can contribute to development outcomes in their home country
- support global mobility of students worldwide and as such they will actively promote exchanges of students between organisations and institutions
- build people-to-people links at the individual, institutional and country levels to enhance career options.

Funds may be available for those currently studying at a Global Education Skills Alliance Member Institution, in programs that offer a study abroad program, up to the value of $5,000.00 or the total cost of the study abroad program less than the amount given.

Check the Global Education Skills Alliance website regarding further scholarship information here.
PRE-DEPARTURE

To ensure you are prepared for your Study Abroad program, you will be required to attend a mandatory pre-departure session once you have been accepted into a program. Following this session, students will be supported in pre-departure training by their study tour leaders or faculty representative until departure.

The full details of the pre-departure sessions will be listed in your pre-departure guide. You will receive this if you are accepted into the program.

TOPICS TO BE COVERED AT THE PRE-DEPARTURE SESSIONS

- City familiarisation
- Flights and accommodation
- Preparing your travel documents
- Health and Safety
- Academic requirements
- Organising and packing
- Financial Planning
- Making the most of your experience
- Personal presentation
- Customs
- Language training
- Payments and Refunds.

In the meantime, we have provided a few helpful hints and quick links to guide your decision:

- **SMART TRAVELLER**
  Travel advice and information about safety and security, local laws and customs, passport and visa information, and consular emergency services.

- **TRAVEL DOCTOR**
  The most up-to-date international health advice and medical services to those intending to travel.

- **COVERMORE TRAVEL INSURANCE**
  TAFE Queensland Brisbane’s provider for student travel insurance.

- **XE CURRENCY CONVERTER**
  Calculate live currency and foreign exchange rates.

- **LONELY PLANET**
  Information about your destination including places to visit and local customs.

WEBSITE ON CULTURE SHOCK:

[studentsabroad.com](http://studentsabroad.com)