

International Student Handbook

Allman College

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The International Student Handbook contains information that is correct at the time of printing. Changes to legislation and/ or training policy may impact on the currency of information included. Allman College reserves the right to vary and update information without notice.

The purpose of this handbook is to provide you with a reference about training programs, policies and processes, roles and responsibilities guiding you through your learning experience with the College.

Please carefully read through the information contained in this handbook. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this handbook.

You may access the various policies and procedures outlined in this Student Handbook on the website on the Student Resources page.

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INTRODUCTION

Allman College is a Registered Training Organisation (RTO), Number 45611 which meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards regulated by the Australian Skills Quality Authority (ASQA) which monitors & subjects the College to regular external audit to verify adherence to these standards.

Allman College (“the College”) is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) which is a register of Australian education providers that recruit, enrol and teach overseas students. (CRICOS Code 014147D). Registration on CRICOS allows providers to offer courses to overseas students studying in Australia on student visas.

The College is responsible for the quality of the training and assessment you will receive in compliance with Standards for RTOs 2015, and for the issuance of the Australian Qualifications Framework (AQF) certification documentation. The Standards set out the requirements that an organisation must meet in order to be an RTO and ensure the integrity of nationally recognised training provided by registered training organisations.

Who are we?

The College has been set and run by a group of experienced education managers with over 30 years management experience. The founders have a strong commitment to student centred learning, high quality and employment oriented vocational education, training and assessment services to overseas students in Australia. The College founders are committed to providing quality industry focussed training, that encapsulates a combination of practical and theory based learning opportunities for students. Its aim is to assist students to achieve their learning and career goals in the most innovative, positive and supportive environment.

The College is in modern premises in a vibrant location in Sydney in the heart of the CBD of Sydney. The College is a student-focussed facility providing specialised programs tailored to meet students’ needs, preparing them for university and business management roles.

Why Study at the College?

- Convenient city campus location
- Experienced and qualified trainers who are qualified, experienced and skilled in working with students
- A supportive and practice-based approach to learning and skill development
- Responsive and individually tailored academic counselling services
- A culture of learning that respects openness, inclusiveness and collegiality
- We are committed to equity, ethics, innovation and excellence

THE COLLEGE'S APPROACH: QUALITY & RESPONSIVE EDUCATION

To ensure a course is the right one for a student s/he will be required to undertake a pre-enrolment interview with the Academic Manager or their delegate to assess their suitability and capacity to undertake the course.

The College will ensure that international students are provided with all the information required by prospective students to allow them to make informed decisions about their training and assessment and to enter a training pathway that is the right fit for their career goals.

The College strives to:

- Achieve service excellence in vocational education for students so as to make them job ready for industry
- Develop itself as an intellectual and social platform for the community by providing industry relevant skills
- Be culturally sensitive needs of diverse groups of students and the rich cultural mix that is growing steadily in Australia

The College offers the following training programs to students:

- BSB40120 Certificate IV in Business
- BSB50120 Diploma of Business
- BSB60120 Advanced Diploma of Business
- BSB80129 Graduate Diploma of Management (Learning)



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Please carefully read through the information contained in this handbook. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this handbook.

See the full versions of the policies and procedures and various forms under the 'Policies and Procedures' tab of the website.

This booklet does not provide you with specific information about a particular course offered by the College. This information is contained in the Course Brochure supplied separately.

AUSTRALIAN VOCATIONAL EDUCATION & TRAINING

What is VET?

Australia's Vocational Education and Training (VET) system is based on nationally endorsed industry training packages which identify specific skills and knowledge applied in the workplace. Students undertaking a VET qualification must demonstrate the skills and knowledge identified in a training package and be assessed as 'competent' in the selected units of competency to be eligible for the award of the qualification.

National recognition

The qualifications and Statements of Attainment issued by the College must be automatically recognised by all Registered Training Organisations (RTOs) across Australia. In turn, the College recognises the qualifications issued by RTOs in all other States and Territories. This allows people to move around Australia from different employers being confident that their qualification will be equally recognised.

What is competency based training?

Competency based training is training that develops the required knowledge and skills to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments. Competency is achieved by being assessed against requirements of the unit of competency. Your assessor will make a judgment of your competency after reviewing all the different types of assessment evidence you provide.

Training packages

Training Packages represent the national industry benchmarks for Vocational Education and Training. Training packages set out the competency to be achieved but do not state how the training should be delivered. This means that students may complete their qualification in different ways between various training organisations. The training package also specifies the relevant qualification rules including the compulsory core units are included in a course and the elective units which are available.

Delivery of training

Students will receive all the training for which they have enrolled. To be awarded a qualification, all assignments and assessments must be completed to a satisfactory level and submitted in accordance with instructions and within timeframes prescribed. Students are advised of the specific requirements to receive a qualification in their area of study as part of enrolment and when training delivery commences.

Results and certificates

On completing the training program with the College, you will receive a nationally recognised qualification. The qualification is recognised within the [Australian Qualifications Framework](#). Qualifications are formatted to a uniform standard to ensure they are valid documents and will be instantly recognised throughout Australia. A qualification issued by the College will be accompanied by a transcript which will detail the units of competence issued within the qualification.

Where a student does not complete the entire course requirements, they may be entitled to receive a Statement of Attainment. A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units. A Statement of Attainment can be used as a basis for recognition of your current competence with other Registered Training Organisations within Australia.

A statement of results will be available to you upon request throughout your training. This will provide you information of your progress.



Australia Country Education Profile

The Australian Government Department of Education promotes mobility through qualifications recognition. The Australia Country Education Profile provides comprehensive information about education in Australia to improve understanding of the Australian education system and Australian qualifications.

To support mobility, the department engages domestically and globally on qualifications recognition policy and encourages improved recognition practices. It also engages in

international policy dialogue on the Australian Qualifications Framework (AQF).

Other departmental information and services to support recognition include:

Country Education Profiles—an online recognition tool providing guidance on the comparability

- of overseas qualifications to qualifications on the AQF, lists of recognised institutions and information about education systems for 126 countries
- professional development for recognition authorities
- providing qualifications recognition policy advice to Australian educational institutions, professional assessing authorities and state and territory governments
- assessments of overseas postsecondary qualifications for individuals for general purposes.

For more information see www.internationaleducation.gov.au

Registration and Orientation

Registration and orientation is the essential first step for the College students to ensure they clearly understand their visa conditions to study in Australia, requirements for a successful educational experience, including maintaining course progress and attendance requirements.

On the first day at the College students attend registration and orientation and cover the following topics:

- Registration to complete the required forms
- Welcome session including meeting key staff
- Overview of life in Australia and where to find assistance
- Employment rights and responsibilities – Fair Work Ombudsman
- Your safety
- Academic and general administrative matters
- Student's rights and responsibilities
- Policies & requirements for satisfactory progress
- Unique Student Identifier (USI)
- Student visa conditions overview
- Complaints and Appeals (Grievance) procedures
- Emergency contact details and critical incident policy and procedure
- Maintaining current contact information
- Issuing student cards
- Campus tour
- General tour of the area for newly arrived students from overseas

Students who do not commence on the published start date and commence by the default date will be registered and undergo individual orientation.

Education Services for Overseas Students (ESOS) Framework

Australia provides rigorous protection for international students through the Education Services for Overseas Students (ESOS) legislation (<https://www.education.gov.au/esos-framework>) which requires institutions that provide education to international students, to meet nationally consistent standards in education delivery, facilities and services. Breaches of the Act are treated seriously and the penalties can be significant.

All institutions wanting to deliver courses to international students in Australia must be registered with the [Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#) and meet special registration conditions.

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 <https://www.legislation.gov.au/Details/F2017L01182> provides nationally consistent standards for the conduct of registered providers and the registration of their courses.

The standards set out specifications and procedures to ensure that registered providers of education and training courses can clearly understand and comply with their obligations under the National Code.

Tuition Fee Protection

The College is a member of the Student Tuition Protection Service (TPS). The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that these students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees (international students)

Information that explains your rights as a student studying in Australia under the Education Services for Overseas Students Act 2000 can be found on the Study in Australia website:

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

PRISMS

The Provider Registration and International Students Management System (PRISMS) is a secure computer system that is the information source. Education institutions and their courses are listed on PRISMS, as is each student studying in Australia on a student visa. That is because this system interfaces with the Department of Home Affairs (DHA) through PRISMS. Education institutions notify DHA of each student's enrolment in a course. This should occur before the student applies for a student visa to study in Australia. The enrolment information generates an electronic Confirmation of Enrolment (eCoE) as evidence of enrolment in a registered, full-time course. This eCoE is a key requirement for DHA to issue a student visa. Education providers also use PRISMS to notify DHA of students who may have breached the

terms of their student visa. PRISMS has reduced visa fraud and ensured education institutions keep track of the students in their care.

Student rights

The ESOS framework protects student rights, including:

- The right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from a provider and the provider's agent
- The requirement to sign a written agreement with the provider before or as fees are paid, setting out the services to be provided, fees payable and information about refunds of course money. A copy of the written agreement must be kept by the student and the RTO
- The right to get the education paid for. The ESOS framework includes consumer protection that will allow students to be placed in another course if the provider is unable to teach the course.

The right to know:

- How to use the provider's student support services.
- Who the contact officer is for overseas students.
- How to apply for course credit.
- How to apply for enrolment deferment, enrolment suspension or cancellation.
- The provider's requirements for satisfactory progress in the courses of study.
- How attendance will be monitored.
- How to use the provider's complaints and appeals process.

The student responsibilities include:

- Satisfy student visa conditions.
- Maintain Overseas Student Health Cover (OSHC) for the period of their stay.
- Meet the terms of the written agreement with the provider.
- Inform the provider of any change of address, phone number or email address
- Maintain satisfactory course progress and attend all scheduled classes.



The Unique Student Identifier

If you're studying nationally recognised training in Australia, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide students

with easy access to their training records and results (transcript) throughout their life. You can access your USI account online from your computer, tablet or smart phone anytime.

It's free and easy to create your own USI and will only take a few minutes of your time. Alternatively, we can create your USI on your behalf. To do this we will need some additional identification information from you such as your driver's license number and/or passport. Our enrolment process will clarify what you need to know.

There are several unique circumstances where a person may be exempt from requiring a USI. These do not apply to the vast majority of learners in Australia. The USI Exemption Table is available from the USI website which explains these circumstances

<https://www.usi.gov.au/exemptions>

Individuals who have a genuine personal objection to being assigned a USI can apply for an exemption to the Student Identifiers Registrar. Individuals who have been exempted must show the original of this notice to their training organisation. Training organisations will not need to collect a USI in order to issue a VET qualification or statement of attainment to exempt individuals. If the student later wants a USI the training completed under exemption cannot be added to their USI account retrospectively.

Further details can be accessed at www.usi.gov.au



Conditions of your visa

There are some important visa conditions that you need to take note of, including that you must:

- notify your education or training provider of your residential address within 7 days of arriving in Australia
- meet your course requirements, remain enrolled and maintain satisfactory attendance and course progression – tell your provider if you are sick or have any other issues that may affect your attendance
- stay within the visa limit on working hours while studying, which is 48 hours per fortnight
- maintain adequate [health insurance for visa holders](#) for the whole of your stay in Australia, and
- not over-stay your visa period in Australia.

You can check your visa status and full list of conditions any time at the Department of Home Affairs [Visa Entitlement Verification Online system \(VEVO\)](#).

Permission to work arrangements

If you have been granted your student visa, you may receive permission to work with your visa grant. This will also apply to any family member travelling with you on your student visa. You are not allowed to work until your course has started and you can work up to 24 hours a week while your course is in session (not counting any work undertaken as a registered component of your course of study). However, you can work unlimited hours during scheduled course breaks. Your family members are not allowed to work until you begin the scheduled course. Family members are allowed to work up to 24 hours per week at all times after your course has commenced.

Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent statutory agency of the Government of Australia that serves as the central point of contact for free advice and information on the Australian national workplace relations system. The Office of the Fair Work Ombudsman also investigates workplace complaints and enforces compliance with national workplace laws.

The Office of the Fair Work Ombudsman offers employers and employees free information and advice on pay, conditions, and workplace rights and obligations under the national workplace relations system.

The Office of the Fair Work Ombudsman operates the Fair Work Infoline for workplace relations queries on 13 13 94.

Complaints

Those in the national workplace relations system can make a complaint to FWO regarding

under- payment of wages, conditions (such as annual leave), workplace rights and discrimination in the workplace.

The Office of the Fair Work Ombudsman will make a decision about the best course of action to resolve the complaint. FWO might decide:

- that the matter is outside of their jurisdiction and refer the person somewhere else
- that there hasn't been a breach of Commonwealth workplace laws
- that mediation is the best way to resolve the issues
- to conduct a formal investigation
- to conduct an audit.

An investigation looks at employment records and documents to find out the facts of a workplace complaint and to decide if relevant parties have complied with Commonwealth workplace laws.

Changes to Agreed Services

Where there are any changes to the agreed services that will affect the student, including in the event of the College closing down, the College will advise the student in writing within 10 business days of the event, this includes changes to any new third party arrangements or a change of ownership or any changes to existing third party- arrangements.

POLICY GUIDELINES



Course Progress and Attendance

The College adopts a Course Progress Policy and attendance is monitored in accord with the National Code 2018.

Course Progress

Under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 of the ESOS Act 2000, international students are required to maintain satisfactory course progress in order to successfully complete their program within the duration specified in the Confirmation of Enrolment (CoE) letter. An education provider can only extend the expected duration of study in limited circumstances, through issuing a new CoE letter.

In order to progress satisfactorily, overseas students must demonstrate competency in fifty percent (50%) or more of enrolled units of competency within each term. A student who is identified as falling behind in successful assignment completion will be managed via a range of intervention strategies.

An intervention strategy is an individual student plan developed by the Academic Manager aimed at improving the academic progress and attendance of a student. Intervention strategies may include additional learning support, counselling, training to develop study habits or adjustment to study program. the College will do everything it can to assist students who want to learn and progress. If the intervention strategies do not result in any improvement, the College will notify the student in writing of its intention to make a report to the Department of Education and of their right to access the complaints and appeals processes within 20 days. This report may result in the cancellation of the student visa by the Department of Home Affairs.

Attendance

Students must attend class according to their timetable. Full time study is a visa requirement. the College maintains class rolls as the method by which it monitors your attendance. The college has a duty of care to its students and must know where its students are if they are absent.

To gain the most benefit from the College learning experience and to be able to complete your assessments you need to come to class and actively participate in the learning activities and complete your self-study exercises. Joining in with your classmates makes the learning more enjoyable. It is the College's experience that failing to maintain academic progress nearly always involves students who have a poor attendance record.

Delivery of Courses

Students are required to undertake 20 hours' study per week during terms. the College courses are structured to ensure the delivery and assessment process is both rigorous and relevant. This is typically comprised of 15 hours face to face classroom training, 5 hours online study and 5 hours

self- study per week.

Face to Face Delivery

The face-to-face delivery includes lecture, videos, group activities, pair work and class presentations. Programs are designed to allow for the adoption of a range of learning approaches to cater for differences in learning preferences, learning interests and needs, and variations in learning opportunities. Students are expected to attend all scheduled training sessions and they are expected to undertake reading and research activities in their own time in conjunction with the delivery of face-to-face sessions.

Online study

Online learning forms part of the formal contact hours. Students have set activities to complete in their Learner Guide, which includes reading, research, formative assessment tasks such as, quizzes, case studies and written exercises. Online study may be completed on or off campus. If you have any questions or need an explanation about the subject content your trainer can be accessed via email or telephone for assistance during online hours. The College will monitor your engagement with the online study hours through the Learner Management System.

Self-Study

Successful completion of your course will require you to engage in unsupervised out of class self-study.

The purpose of self-study is to complement your formal class based learning by you completing a range of supplementary learning activities. The research says that this improves your marks, understanding and confidence.

Self-study is designed to allow you some time to reflect and to research the unit you are studying at a deeper level and in your own time.

Self-study is a weekly activity, for a specified amount of time, which is in addition to your in-class study, online study and in addition to the assessments. It involves reading books and articles on the topic, watching educational videos, preparing your assessment tasks and working through practice questions to reinforce skills you have learned.

You are provided with a Self-Study Guide for each unit of competency. The Guide contains weekly learning activities, written exercises. and a guide to reading the text/learner guide by giving the page numbers for a set amount of reading for each week. The Self Study Guide is structured to assist you to:

- review and reinforce the learning content covered in class
- deepen understanding through the completion of learning activities
- undertake research in preparation for assessment completion



The amount of time students need to spend varies with the individual. However, the specified number of hours set for the week is appropriate for satisfactory course progression. Your trainer will monitor your self-study activity by asking questions and conducting a discussion of the outcomes of the activity at your next training session. Students are provided with textbooks, workbooks and access to a library.

Library

The College has all its students enrol online with the State Library of NSW so that they can access a full research library, including a range of data bases to support their learning.

The State Library of New South Wales, part of which is known as the Mitchell Library, is a large heritage-listed special collections, reference and research library open to the public. It is the oldest library in Australia, being the first established in New South Wales in 1826

Library cards are free of charge. Students can sign up for a Library. Card [online](#) or when Students are at the Library.

With a Library card Students can:

- use most of the Library's collections
- access eresources in the Library
- use most of the eresources including ebooks from anywhere (NSW residents only)
- request books from other libraries
- print and photocopy
- use library computers
- book a study room.

The library's Proquest and EBSCO databases cover business, management, HR, marketing, finances, accounting, health, ageing and community services.

The databases are all online and are quick and easy use. Students can also consult online with a librarian if Students need any help in finding information.

Assessment Requirements

Students are assessed in a variety of ways. The selection of appropriate assessment(s) instruments is guided by the requirements of the Unit of Competency.

Written Exercises

- Written exercises may be open or closed book exercises, which may involve multiple choice questions, short answer questions, case studies, and reports.

Case Study/Written Report

- Case studies and reports require the student to analyse, problem solve and apply their

learning from the course to the situation described. They require the student to demonstrate appropriate levels of research and understanding.

Presentations /Role Plays

- Assessment tasks may involve group work and presentations of information as a method of assessing teamwork and communication skills.

Portfolio

- A Portfolio usually contains a number of documents, gathered over a period of time, displaying evidence of the ability to perform a number of practical skills or tasks.

Practical/Observation Assessments

- Students may be observed demonstrating practical skills, this could be in the workplace, in the classroom or via video

Assessment

Students will receive an assessment summary at the beginning of each module. The assessment summary contains all the required information to ensure that students can achieve competence. One of these details is the **due date** for each assessment. Students **MUST** submit all assessments by the due date. Any assessment NOT submitted by the due date will be deemed 'not competent' and recorded as a missed assessment.

Missed Assessment

In cases where a student has not submitted an assessment, the Academic Manager and Trainer will meet with the student to decide on the appropriate intervention strategy to ensure successful academic progress. The Academic Manager will consider the:

- The student's history in submitting assessments
- Attendance record
- Compassionate or compelling circumstances

Students may be required to pay the published missed assessment fee prior to undergoing the assessment. Students may access the College's grievance and appeals process if they are not satisfied with the outcome.

Assessment Outcomes

The evidence students submit will be assessed and they will be given written and verbal feedback. Each individual assessment task will be marked as either Satisfactory or Unsatisfactory. A mark of Competent or Not Competent will be given for the whole unit. If the student is assessed as Not Competent, they will be given some suggestions for improvement & asked to resubmit their material and/or redo their assessment.

If the student doesn't agree with the assessment result or thinks that the assessment process is not valid, or disagrees with the decision once it is made, or believe that they have been treated unfairly, they can appeal.

Full details of the Appeals process are contained in this Student Handbook.

Re-assessment

Participants will be allowed two (2) further attempts at an assessment for which the outcome is Not Satisfactory, within the timeframe of a unit of competency. No additional fees will be charged.

Participants who require re-assessment beyond the delivery timeframe of a unit or due date of an assessment, unless it is due to medical reasons, will be given the opportunity to request an additional time to resubmit and in this time, they can request a mentoring session if required. After that they may be charged a re-assessment fee.

Re-assessments are organized by the Student Services Department and a cost maybe incurred per assessment task. Should you be unable to fulfil the unit of competency requirements following a re-assessment, you will be required to repeat the unit of competency in line with the college's policy. Student Services will advise of the cost of repeating a unit of competency and if there is a cost for re-assessment. Repeating a unit of competency is subject to timetable availability.

Recognition of Prior Learning (RPL)

The College has in place systems to offer Recognition of Prior Learning (RPL) to assess an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

The College ensures that assessment undertaken for Recognition of Prior Learning:

- Meets the requirements of the relevant training package
- Is conducted in accordance with the principles of assessment and rules of evidence
- Meets workplace and, where relevant, regulatory requirements; and
- is systematically validated

Students may apply for Recognition of Prior Learning either before commencement or as soon as studies commence. For international students, an approved RPL will mean early completion of their qualification and the reduced duration will be reported on PRISMS.

The College provides the student with a 'Confirming Outcome of Credit Application' letter.

The students must sign this letter to indicate agreement with the outcomes of Recognition of Prior Learning applications and a copy is to be kept on the students file.

National Recognition - Course Credit

What is national recognition? (Credit Transfer)

National recognition is the recognition of learning achieved through formal education and training. Under the VET Quality Framework, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows a student to be awarded a unit of competency based on successful completion of the unit, which has been previously awarded.

Evidence requirements for national recognition

An applicant will be required to present his or her Statement of Attainment or qualification for examination by the College. These documents will provide the detail of what units of competence the applicant has been previously issued. Applicants must provide satisfactory evidence that the Statement of Attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of Attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework Implementation Handbook. The applicant is required to submit copies only which are certified as a true copy of the original by a Justice of the Peace (or equivalent).

National recognition guidelines

The following guidelines are to be followed in relation to national recognition:

- Students may not apply for national recognition for units of competence or qualification which are not included in the College's scope of registration.
- Students are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for national recognition.
- National recognition may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and applicants will be advised to seek recognition.
- National recognition is only applicable when the units of competency being claimed are issued by an Australian RTO and they are nationally endorsed within the National Skills Framework.

The College provides the student with a 'Confirming Outcome of Credit Application' letter. The students must sign this letter to indicate agreement with the outcomes of applications and a copy is to be kept on the students file.

For international students, the granting of course credit will mean early completion of their qualification and the College will notify DoHA of the change to the duration of study through PRISMS reporting.

Issuing Qualifications and Statements of Attainment

The College will issue all Australian Qualification Framework certification documentation (Qualifications or Statements of Attainment) to a student within 30 calendar days of the student being assessed as meeting the requirements of the training product if the training program in which the student is enrolled is complete. Please note however that the College will not issue a certificate to a completed student if:

- All agreed fees the student owes to the College have not been paid.
- The student has not provided a valid Unique Student Identifier.

Students should be aware that a:

- **Qualification** is the result of a student achieving the units of competency for a qualification outcome as specified in an endorsed training package or an accredited course.
- A qualification is a formal certification that a student has achieved learning outcomes as described in the AQF. Technically within the AQF a qualification is comprised of a testamur and a record of results. A testamur is the actual official certification document that confirms that a qualification has been awarded to an individual.
- **Statement of Attainment** is issued when the student has achieved one or more units of competency as a result of completing a course which included units of competency only or where the student achieved one or more units of competency as part of an enrolment in a qualification based course but the student did not achieve all of the units of competency to receive the full qualification.

Plagiarism

Plagiarism will not be tolerated. Information, ideas etc. quoted or paraphrased from another source, must be acknowledged with “quotation marks” around the relevant words/ sentences or ideas and cited at the end of the document. Sources of information, ideas etc. must be provided in alphabetical order by author’s surname (including author’s full name, name of document/ book / internet etc. and year and place of publishing) or may be included in brackets in the text.

Students who assist others to have access to their assignment material will be deemed as equally guilty of plagiarism.

Artificial Intelligence (AI)

AI can assist in generating ideas, providing information, and even drafting content, all work submitted must be fundamentally your own, with clear acknowledgment and proper citation of any AI assistance received. Using AI to create work that is not your own and presenting it as such constitutes plagiarism, a serious violation of academic integrity.

We encourage students to approach AI as a supplement to their learning, not a substitute for their

intellectual efforts. Any misuse of AI that compromises the originality and honesty of academic work will be subject to the same disciplinary actions as traditional forms of academic misconduct.

Education Agents

The College uses Education Agents to assist it in recruiting prospective students. A full list of agents and their details is on the website.

The College's course(s) can also be packaged to offer an academic pathway for students looking for a specific educational outcome.

Under the Standards for RTOs 2015 Clauses 5.3, 7.3 and The National Code 2018 Standards 2.1.7, 3.1, 3.3, 3.4, agents may collect prepaid tuition fees from international students and do so on the College's behalf and the acts of an agent are considered to be the acts of the College. The College's agent's agreement specifies the responsibilities of the education agent and the registered provider and the need to comply with the requirements of The National Code 2018.

Deferring, Suspending or Cancelling a Course

Under the requirements of the ESOS Act and National Code of Practice, international students enrolled at the College are not permitted to defer commencement of their studies, or suspend their studies, except:

- on the grounds of illness evidenced by a doctor's certificate stating that student is unable to attend classes
- compelling or compassionate circumstances beyond the control of the student.

The College may suspend or cancel a student's enrolment on the basis of misbehaviour, the student's failure to pay their fees, or breach of course progress requirements. The College will inform the student of its intent to suspend or cancel their enrolment and advise of them of their right to appeal the decision through its internal appeals process. The suspension or cancellation of a student's enrolment cannot take effect until the internal appeals process is completed.

Deferment, suspension and cancellation may affect a student's visa and the College must report on PRISMS as required under Section 19 ESOS Act where the enrolment is deferred, temporarily suspended or cancelled. If a student defers or suspends their studies on any other grounds, the College must report the student to DHA via PRISMS, as not complying with visa conditions.

Process for Transferring to Another Provider

Under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 of the ESOS Act 2000, international students are restricted from transferring between education providers prior to completing six months of their principal course of study, unless they

are given a release from their RTO or can demonstrate exceptional circumstances. the College will only consider giving a release to a student who has a valid enrolment offer from another registered education provider. Students must also complete an Application to Transfer between Registered Providers form. If granted, a release will be issued at no cost to the student.

All requests for a transfer are recorded on PRISMS by the RTO including the reasons for refusal of release.

Where a release is not granted, the student will be advised in writing providing the reasons for refusal. The student may access the college's complaints and appeals process within 20 working days if they want a review of the decision

Applications for transfer from the College will be assessed and replied to within 5 working days. Students applying to transfer to another provider must use the following process:

- The student must go to reception to fill in the Termination Request Form
- Students must complete all sections in particular the reason and circumstances for the transfer to another provider with documentary evidence
- Students who have NOT completed six months of their principal course MUST NOT provide a Confirmation of Enrolment from another provider as evidence.
- The student must then make an appointment to meet with the Academic Manager to discuss the transfer request
- The Academic Manager will discuss the circumstances that constitute reasonable grounds for refusal or acceptance of the student's request including when a transfer may be considered detrimental to the student.
- Assessing and replying to the student transfer request will be completed within 5 business/working days unless insufficient evidence has been submitted with the application.
- In straightforward requests, students will be provided with an immediate signature from the Academic Manager during the interview either accepting or rejecting the transfer and termination letter request.
- In cases where other evidence needs to be provided and considered, all requirements will be noted in RTO Data with required future actions.
- In all cases, students who have not had their termination request approved may access the College's grievance and appeals process within 20 days
- Evidence will be retained on the student file.

Extension of Student Study

The College will only extend the duration of a student's study where it is clear that the student will not complete the course within the expected duration as specified on the students CoE as a result of:

- Compassionate or compelling circumstances (e.g.: illness, where a valid medical certificate states that the student was unable to attend classes or where the College

- has not been able to offer a pre-requisite unit of competency)
- the College is implementing the intervention strategy for at risk students not meeting satisfactory course progress
- the College approved deferment or suspension of studies granted under the National Code of Practice standard 9

Where there is a variation in a student's enrolment load which affects the student's expected duration of study in accordance with Standard 8.16, the College records this variation and the reasons on the student file and RTO Data. the College will then report the student via PRISMS and/or issue a new CoE when a student can only account for the variation(s) by extending the expected duration of study.

The student is advised to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Except in circumstances specified as valid grounds for extension to duration as noted above, the expected duration of study at the College specified in the student CoE will not exceed the CRICOS registered course duration.

Reduction of Student Study

Where a student applied for and was granted credit through Recognition of Prior Learning (RPL) after orientation/commencement, the length of the CoE will be reduced via PRISMS.

Where a student course completes early, the College will notify this early course completion to Depart of Education via PRISMS.

Disclosure of Student Information

Information about students will not be provided to any other third party without the prior written consent of the student with the exception of relevant government departments, when the information will be provided with or without the consent of the student. A copy of information shared with a third party will be kept on the student's file.

Information about a student from the student

- Students have access to all information kept on their file based upon written request
- Email requests from students for documents will not be processed. Students must write a formal letter with their signature for verification then the information/ documents will be processed
- Information about a student from a third party
- Information requests about students from a third party will be denied unless there is written consent from the student

- Information about students will not be provided to any other third party without the prior written consent of the student with the exception of government departments, when the information will be provided with or without the consent of the student.

In all cases, conditions of the Privacy Act 1988, Australian Privacy Principles (APPs), will be followed and adhered to by staff members and students at the College.

The College is required by the National Vocational Education and Training Regulator Act 2011 to securely retain your personal details for a period of 30 years from the date your enrolment has completed. The purpose of this is to enable your participation in accredited training to be recorded for future reference and to allow you to obtain a record of your outcome if required.

In some cases, we are required by law to make student information available to Government agencies such as the National Centre for Vocational Education and Research or the Australian Skills Quality Authority. In all other cases the College will seek the written permission of the student for such disclosure. the College will not disclose your information to any person or organisation unless we have written instructions from you to do so. If you require your records to be accessed by a person, you need to authorise this access otherwise this access will be denied.

You have the right to access information that the College is retaining that relates to you. Further instructions are provided on how to access records within the section titled “Access to your records”.

If you have concerns about how the College is managing your personal information, we encourage you to inform our staff and discuss your concerns. You are also encouraged to make a complaint directly to us using our internal complaint handling arrangements outlined in this handbook. Under the Privacy Act 1988 (Privacy Act) you also have the right to make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of your personal information. You can find more information about making a privacy complaint at the website of the OAIC located at: <http://www.oaic.gov.au/privacy/privacy-complaints>

Discrimination and Harassment

Discrimination and harassment involve a more powerful person or group oppressing a less powerful person or group, often on the grounds of ‘difference’. These differences can be related to culture, ethnicity, gender, sexuality, sexual orientation, ability or disability, religion, body size and physical appearance, age, marital status or economic status.

Harassment is unwelcome conduct that humiliates, offends or intimidates people. Harassment is bullying conduct that is neither appropriate nor relevant. This includes words as well as acts, pictures and images and creating a hostile or threatening atmosphere. The effect is to make a person feel insulted, offended, intimidated and unable to work effectively or ultimately safely..

Examples of bullying behaviour include excessive criticism, publicly insulting or shaming an individual and making threats.

The College ensures that any reported cases of discrimination, harassment or bullying are handled in a confidential sensitive manner to protect the integrity and rights of any participants. In cases where the allegation is proven with concrete evidence, the student or staff member risk termination.

Complaints and Appeals

The College is committed to providing a fair complaints and appeals process. the College recognises that a complaint and an appeal are different and therefore require a different process for responding to each.

What is a complaint?

A complaint is generally negative feedback about services, other students or staff which has not been resolved locally. A complaint may be received by the College in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person but are generally made by students.

The complaint may be about the students dealings with the College, the RTO's education agents or any related party it has an arrangement with to deliver the overseas student's course or related services.

What is an appeal?

An appeal is an application by a student for reconsideration of an unfavourable decision or finding during training and/or assessment. An appeal must be made in writing and specify the particulars of the decision or finding in dispute. Appeals must be lodged within 28 days of the decision or finding is informed to the student.

Early resolution of complaints and appeals

In all cases, issues that arise during training and assessment that are the source of frustration or are in dispute should be resolved at the time they occur between the persons involved.

Complaint and appeals handling

The College undertakes to apply the following principles to its complaints and appeals handling:

- A written record of all complaints and appeals is to be kept by the College including all details of lodgement, response and resolution.
- A complainant or person lodging an appeal is to be provided an opportunity to formally present his or her case at no cost.
- Each complainant or person lodging an appeal may be accompanied and/or assisted by a support person at any relevant meeting.

- The handling of a complaint or appeal is to commence within 10 working days of the lodgement of the complaint or appeal and all reasonable measures are taken to finalise the process as soon as practicable.
- The complainant or person lodging an appeal is to be provided a written statement of the outcome, including details of the reasons for the outcome.
- the College shall maintain the enrolment of the complainant or person lodging an appeal during the complaint or appeals process.
- Decisions or outcomes of the complaint or appeals process that find in the favour of the student shall be implemented immediately.
- Complaints and appeals are to be handled in the strictest of confidence. No College representative is to disclose information to any person without the permission of the College Chief Executive Officer (CEO). A decision to release information to third parties can only be made after the complainant has given permission for this to occur.
- Complaints and appeals are to be considered on the basis of procedural fairness and lead to opportunities for improvement through a report to the CEO.

The College considers that it would be extremely unlikely that complaints and appeals are not able to be resolved quickly within the College's internal structures.

Complaints Handling Procedure

Matters that cannot be resolved at the time they occur should be referred to the College Chief Executive Officer for review. The following procedure is to be followed when a complaint form is received:

- A Complaints and Appeals Form is received by the College and is to be immediately recorded into the College Complaints and Appeals Register.
- Complaints which are received in other forms such as phone or email are to be detailed on a Complaints and Appeals Form by the person receiving the complaint and then recorded in the Complaints and Appeals Register.
- The Complaints and Appeals Form is to be forwarded to the Chief Executive Officer who is to review the matter and make recommendation as to how to respond to the matter. The Chief Executive Officer may choose to consult with others within the College or relevant agencies external to the College in determining their recommendation.
- The Chief Executive Officer may choose to make inquiries about the matter or may task another person to research the matter against relevant policy.
- The Chief Executive Officer is to finalise his response to the complainant and provide the complainant a response as soon as possible but no later than 10 working days from when the complaint is received.
- The Chief Executive Officer is to communicate the response to the complainant personally either during a meeting or via the telephone. Complaint responses are not to be provided to the complainant via any third-party or via electronic communication such as e-mail. The Chief Executive Officer is to seek feedback from the complainant about their level of satisfaction with the complaint outcome. And advise the complainant of their options if they

are not completely satisfied with the outcome.

- Complaints must be resolved to a final outcome within sixty (60) calendar days of the complaint being initially received. Where the College Chief Executive Officer considers that more than 60 calendar days are required to process and finalise the complaint, the CEO must inform the complainant in writing, including reasons why more than 60 calendar days are required. As a benchmark, the College should attempt to resolve complaints as soon as possible. A timeframe to resolve a complaint within thirty (30) calendar days is considered acceptable and in the best interest of the College and the complainant. A complainant should also be provided with regular updates to inform them of the progress of the complaint handling. Updates should be provided to the complainant at a minimum of two (2) weekly intervals.
- If complainant is not satisfied with the outcome of the complaint handling, the Chief Executive Officer may arrange for the complaint to be considered by an appropriate independent third- party or the student may refer the complaint to the Overseas Students Ombudsman at <http://www.oso.gov.au/making-a-complaint> phone:1300 362 072
- In addition, the Resolution Institute, the national association of dispute resolvers, is an appropriate third party. Head Office details as follows:
 - Address: Level 1, 13 Bridge Street Sydney NSW Phone: (+61 2) 9251 3366
 - Free call: 1800 651 650
 - Email: infoaus@resolution.institute Website: <https://www.resolution.institute>
- Staff are to provide assistance to students during the complaint handling process.
- The response to the complainant must include information that demonstrates that the matter was thoroughly reviewed and what actions and outcomes have been identified as a result of the complaint.

Appeals Handling Procedure

Applications by students for reconsideration of an unfavourable decision or finding are to be treated with the highest importance. An appeal must be made in writing and specify the particulars of the decision or finding in dispute. Appeals must be lodged within 28 days of when the decision or finding is communicated to the student. The following procedure is to be followed when an application for appeal is received:

- A student appealing an assessment decision is to be referred immediately to the Chief Executive Officer. The Chief Executive Officer is to arrange for a re-assessment of the student as soon as possible. The student is also to be offered the opportunity to undertake additional training before this re-assessment. The reassessment is to be conducted by a different assessor than conducted the initial assessment. The student may be offered up to 3 re- assessments.
- If after the reassessment, the student remains not-competent and is dissatisfied with the assessment outcome, the student is to meet with the Chief Executive Officer and the Academic Manager to discuss the assessment process and the assessment outcome.
- If after consultation with the Chief Executive Officer, the student remains unsatisfied with the assessment process, the student is to be provided the Complaints and Appeals Form

and the matter is to be dealt with in accordance with the complaint handling procedure.

- If the student is seeking a refund of their tuition fees based on an unfavourable outcome, this may be considered by the Chief Executive Officer on its merits. If the Chief Executive Officer does not approve a refund and considers that the College has dealt with the matter appropriately and has provided the student all reasonable opportunity to demonstrate their competence, the student is to be advised of the opportunity to refer the matter to Office of Fair Trading.
- The Management Team is to inform the applicant of the improvement actions identified.
- The Complaints and Appeals Register is to be kept up to date at all times to accurately reflect how the matter was responded to and the duration from the date the appeal was received to the date the appeal was resolved.

Critical Incidents

The College is committed to maintaining a safe and supportive environment for staff and students. This policy underpins our approach to respond to critical incidents that may occur and impact on the people both studying and working at the College. We are particularly mindful of our responsibility to support our students from overseas who do not have access to a normal support network.

A Critical Incident: is any sudden or progressive development (event) that requires immediate attention and decisive action to prevent / minimise any negative impact on the health and welfare of one or more individuals. Critical incidents may include (but are not limited to) events such as:

- Death/suicide;
- Serious accident or injury;
- Death or serious illness of a student's family or friends overseas (in their homeland);
- Removing an individual's liberty under duress, threats of violence, assault, rape/sexual assault, aggravated burglary, biological or chemical weapons found/ present;
- Fire, bomb, explosion, gas/chemical hazards, discharge of firearms;
- Threat of widespread infection or contamination;
- Civil unrest;
- Serious damage to essential facilities and or extreme disruption to operations at the College; and
- Information which has the potential to negatively affect the reputation of the College in the media and/or wider community.

Reporting a critical incident

On-Campus critical incidents. Students or staff should contact the CEO and Student Support Staff to report an incident. Where the incident involves death, serious injury or a threat to life or property the CEO and Student Support Staff must be contacted immediately.

Off-campus critical incidents. If the critical incident involves a student or staff member and takes place outside the College premises, the College staff receiving the information must immediately

contact the CEO and Student Support Staff who will communicate with the other staff as appropriate. The college has an emergency 24-hour contact number.

Staff Responsibility

In the first instance, the designated officer is any member of the staff who is witness to /or receives the information which triggers the critical incident.

If possible, the CEO is to be immediately called to the situation to assume control. In all cases the procedure below is to be followed:

Critical Incident Procedure

1. The Designated Officer is to assess the situation and consider any apparent risks to their own safety and those present.
2. Where the Designated Officer considers a critical incident involving threat to life or/and triggering an emergency situation is occurring the Designated Officer is to contact Emergency Services by dialling 000 immediately and being put through to the appropriate service. See Accompanying contact numbers.
3. Provided there is no threat to personal safety in doing so, the Designated Officer is to take steps to minimise further damage or injury. This may involve organising willing bystanders to provide support.
4. The Academic Manager or most senior staff member available is to assume responsibility for assessing the incident and forming a Critical Incident Team if deemed necessary.
5. As soon as practical the Academic Manager or the most senior staff member available is to prepare a Critical Incident Initial Report outlining details re: the type of incident, the exact location and details of any person or persons who might be injured, or in distress and in need of counselling or at risk. Where persons affected include current students, a copy of the Student Written Agreement should accompany the report.
6. The Academic Manager and Critical Incident Team/ other staff members, will review the situation, set priorities, allocate tasks/responsibilities and coordinate an immediate response including communications (to staff, students, families of those involved, helpers, and the media).
7. Where a staff member has assumed management of the critical incident, this person will consult with and/or take instruction from the Academic Manager as necessary.
8. The Critical Incident Team will organise ongoing response/follow up (including staff briefing, counselling, review and reporting) as part of the process.
9. The Critical Incident Team will organise a de-briefing session to evaluate response procedures and make recommendations for ongoing actions if required.
10. The Critical Incident Team will produce a final report and make recommendations about handling any future critical incidents. Revision of this procedure may be part of that report.

Tasks and Responsibilities

The Academic Manager or most senior staff member available will:

- Head the Critical Incident Team;
- Liaise with emergency services;
- Liaise with Diplomatic Post/Embassy/Consulate;
- Provide notification of critical incident to most Senior Staff Member;
- Liaise with immediate family members or guardians if appropriate;
- Convene Critical Incident Team;
- Formulate and execute critical incident plan; and
- Organise debriefing, counselling and follow-up.

Informing the Police

The police must investigate all sudden unexpected death. Police actions include:

- Reporting the death to the Coroner;
- Notifying Next of Kin;
- Obtaining official identification of the deceased (this must be done by a person who has known the individual for at least the past year); and
- Conducting investigations (interviewing witnesses or others involved).

Notifying Next of Kin

Once death/injury has been confirmed, the initial contact with next of kin / significant others needs to be considered carefully. The following questions may be helpful:

- What is the appropriate manner of contact?
- What were the circumstances of the tragedy?

Ongoing support

the College will maintain contact with those who may need ongoing support, often at times and in locations outside of the normal class routine.



COURSE REQUIREMENTS AND PAYMENTS

Course requirements are specified below

- :Current fees and charges are listed on the website – see Policies, Forms & Resources tab
- Prospective students must provide evidence of educational entry requirements and 6.0 IELTS or equivalent (where applicable) to commence the course
- Students must complete a minimum of 6 months of their principal course of study as stated in their agreement before applying to transfer to another provider
- If the student has nominated an authorised agent, the College will honour that agent until the completion of the enrolled course
- Students must pay the enrolment fee, first tuition instalment* and resource fees in full prior to commencement
- Students must pay the full tuition fee instalment for each 10 weeks' delivery in advance
- In the case where instalment payments are indicated as the preferred option the College will invoice for subsequent payments which are payable two weeks before commencement of the 10-week delivery period or defined as the next term
- Note that there is a late fee charged per day for late payments. Student Services will advise the amount
- Non-financial students will not be included on the class attendance sheet until outstanding fees have been paid
- Student's enrolment can be cancelled due to unsatisfactory academic progress, academic misconduct or non-academic misconduct.

*unless the student has elected to pay all their tuition fees in advance.

Terms and Conditions

After the applicant is offered a place in a course and signs the College Letter of Offer and International Student Acceptance Agreement a binding contract is made between the student and the College. The contract is governed by the laws of the Commonwealth of Australia and the State of New South Wales.

Students will not be permitted to commence or continue their course until all fees or charges are paid. All fees are payable two weeks before course commencement however to be eligible for acceptance into a course payment should be made when returning the signed International Student Acceptance Form to the College.

Students may choose to pay more than 50 per cent of their tuition fees before their course commences. This is not required by the College.

Provision has been made to protect payments received in advance by students as stated under the conditions of Tuition Protection Service. All course fees are deposited into the College Student Fees Account. When the student commences their course, the College will draw down these funds from the designated account.

In the case where a student has accepted and paid fees for a conditional offer for a place in the College course, evidence of a student's English level to meet the requirements of that course must be provided in advance of the course start date otherwise the College reserves the right to defer the students start date until the next available course intake.

Refund and Cancellation

All requests for refund of fees must be made in writing using the Refund Request Form which may be obtained from the College Reception. The form must be signed by the student and the cancellation fee will be calculated as shown in the table:

NOTIFICATION PERIOD	REFUND
Visa refused (enrolment fee is non-refundable)	100% refund of tuition fees paid to date
Visa application refusal due to fraudulent and or forged documents	No enrolment or tuition fees refunded under any circumstances
Withdrawal notified in writing and received by the College 28 days or more prior to semester commencement. Enrolment fee is not refundable	80% refund of tuition fees paid to date
Withdrawal notified in writing and received by the College less within 28 days prior to semester commencement and before the commencement date. Enrolment fee is not refundable	50% refund of tuition fees paid to date
Withdrawals notified in writing and received by the College on the commencement date or after the semester commences.	No refund of current semester tuition fees.

The College enrolment, materials and accommodation placement fees are non-refundable in all circumstances

In the case where a student enrolls through a registered College agent a refund will be paid to this agent. College refunds are not transferable to another person.

If the visa application is rejected, tuition fees are refunded in full. The College requires official confirmation from the local Australian Embassy or Consulate that the student is unable to obtain a visa.

If a student defers their course start date, then the refund policy will apply from the student's original course start date and not the deferred start date.

In the unlikely event that the College is unable to provide a refund or place to a student in an alternative course, (this is called provider default) the College will notify this default to the Tuition Protection Service (TPS) Director. The TPS Director will then allocate the student a period of time within which they are able to choose an alternative course from the options provided or receive a refund of their unspent tuition fees.

The College reserves the right to change its fees and conditions in accordance with changes in the current economic and/or legal conditions and to alter course timetables and class locations within reason at any time without notice.

Changes of tuition fees will not apply to students who have paid and or have already commenced their course. If a student believes that these changes are unreasonable, they have the right to access the College's complaints and appeals processes and to also take further action under Australia's consumer protection laws.

The College reserves the right to deny a student access to the College's premises and to withdraw its other services if their conduct disrupts the normal operation of the College. The College's grievance resolution processes do not circumscribe the student's right to pursue other legal remedies.

Refund payments will be made in Australian Dollars (AUD). All refunds agreed to by the College will be made within four weeks of receiving the College's Student Request for a Refund Form.

The written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Overseas Students Ombudsman:

GPO Box 442, Canberra ACT 2601, Australia

Tel: 1300 362 072 (in Australia), +61 2 6276 0111 (outside Australia)

Email: ombudsman@ombudsman.gov.au Web: www.oso.gov.au

Statutory Cooling Off Period

Under the Australian Consumer Law, most products and services bought in Australia come with automatic guarantees that it will work and do what you asked for. Businesses must provide these automatic guarantees regardless of any other warranties they give to you or sell you. If a business fails to deliver any of these guarantees, you have consumer rights for:

- repair, replacement or refund
- cancelling a service
- compensation for damages and loss.

See the NSW Fair Trading website for specific information on guarantees, contracts and warranties as it applies in NSW. <https://www.fairtrading.nsw.gov.au/buying-products-and-services/guarantees.-contracts-and-warranties/contracts>

Please also see the information in this Student Handbook on:

- Complaints and Appeal Policy and Procedure.
- Fees Management and Refund Policy

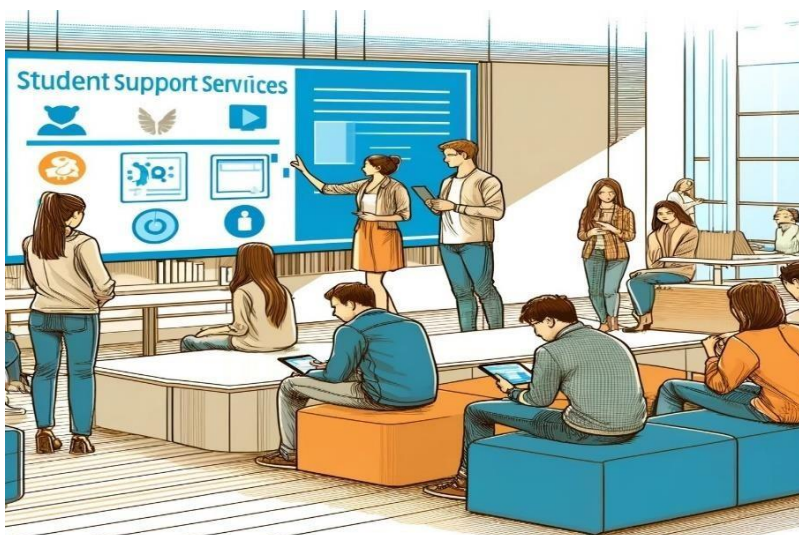
The Standards for Registered Training Organisations require a person to be informed of their right to a statutory cooling off period. A statutory cooling off period is defined within the Australian Consumer Law which was introduced in 2011. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.

All students are recommended to refer to the Australian Consumer Law, Sales Practices Guide for further details about a statutory cooling off period and our general obligations for consumer protection during the enrolment process.

It must be noted that the College do not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period is not applicable to our students who have enrolled into a program. For refund option in other circumstances, students must refer to the refund policy.

STUDENT SUPPORT SERVICES & RESOURCES

The College is committed to the provision of support for all of its students regardless of their existing level of experience, skill or Language, Literacy, Numeracy and Digital (LLND) ability. Students are able to access all support services by request to their trainer or the Student Services Officer. In addition, trainers can also activate academic support when they see the need for students.



To ensure we meet the specific needs of our students, the College will:

- determine the support needs of individual students during the enrolment process
- ensure trainers are fully informed of student support needs prior to commencement of training
- Provide all students with access to the educational and support services necessary for them to meet the requirements of the training product as specified in the training packages

The College will provide assistance to support students to ensure they have the opportunity to successfully complete their training and assessment program by:

- Identifying particular requirements (such as literacy, numeracy, English language or physical capabilities) students would need to complete each course
- Developing strategies to make support available where gaps are identified
- Implementing individualised strategies to suit the student (as applicable)

This may include providing:

- Language, Literacy, Numeracy & Digital (LLND) support
- Assistive technology
- Additional tutorials/training, eLearning, resource materials – including podcasts and you tube clips

The College will seek to maximise opportunities for access, participation and outcomes for all students by implementing inclusive practices throughout the delivery of all its courses.

This will be achieved by providing ongoing access to:

- All resources (physical or virtual) necessary to complete training
- Trainers and assessors through the training program
- Records held by the College
- The College will make every reasonable effort to ensure that it can accommodate a student's needs.

However, sometimes those needs are beyond the assistance that can reasonably be provided by the College. In these circumstances, Individuals who require substantial additional help with their literacy and numeracy or other needs will be assisted to access specific assistance. Any costs incurred will be the responsibility of the student.

All students and staff will be provided with training in the College's obligations under the ESOS framework and the potential implications for overseas students arising from the exercise of these obligations.

Studying online

When students are undertaking online learning activities the College will provide ongoing access, where appropriate, to:

- Learning and assessment materials
- Virtual classrooms
- Online forums and discussion boards for peer interaction
- Webinars and virtual workshops
- Digital libraries and online research resources
- Email and chat support for technical and academic inquiries
- Access to student services officer
- A trainer is available by phone or email to assist with any questions

The College will monitor student participation, engagement and the amount of time they spend in the LMS through weekly engagement data reports.

The Student Services Officer

The Student Services Officer has the responsibility for the care and maintenance of student welfare and the effective implementation of the College's obligations under the ESOS framework. The Student Services Officer is also required to assist students in support of their domestic circumstances, within reason, and to help the student maintain course performance. These support services are provided without cost to students.

The Student Services Officer is able to assist in addressing student welfare requirements,

which may include the following:

- Absenteeism/attendance
- Accommodation
- Financial concerns
- Facilities and resources
- Telephones & communication
- Visa & immigration issues
- Complaints and appeals
- Family matters/relationship concerns
- Legal assistance
- Sexual harassment
- Employment rights.

The Student Services Officer can also refer the student to a trainer or the Academic Manager regarding the following academic student support matters:

- Assessment failures
- English proficiency
- Flexible delivery
- Learning difficulties
- Performance and course progression
- Reasonable adjustment
- Study habits and problems
- Transitioning course/provider

The College, through the Student Services Officer will seek to provide a supportive, empathetic and proactive environment in which the student's problems are identified by appropriate persons, who can assist the student to obtain a satisfactory outcome.

A register of support services is maintained by the Student Services Officer. A listing of resources is also in this Student Handbook.

If you need assistance please ask the Student Services Officer. They are there to help.

International students will be required to attend an induction at the commencement of their studies at the College. These inductions give an overview of the College policies and procedures including the Student Handbook, administration procedures, government requirements, cultural matters, basic housekeeping issues, introduction to staff and a tour of facilities.

YOUR SAFETY

Emergency Evacuation Procedure

During the event of an emergency that requires the evacuation of any the College campus, all students should follow the instruction of their trainer and the fire safety warden. At all times, the class **MUST** stay together to ensure the safety and wellbeing of the staff and students.

Once students have evacuated the building, they must proceed to the designated area so that the attendance sheets can be checked to ensure that all students have left the building. Students must stay with their trainer till the building is safe to re-enter or they have been dismissed.

Emergency exits are signposted with diagrams located in classrooms, hallways and other areas that indicate the appropriate exit to use and the meeting place. These procedures may be updated from time to time.

The College agrees to abide by the Work Health and Safety Act 2011 to protect the health, safety and welfare of staff and students through the provision of safe learning environments and equipment.

Emergency Procedure is as follows:

- Fire alarm sounds and the class prepare to evacuate immediately
- Students must line up ready and not waste time collecting belongings
- Floor warden (with red or yellow hard hat) will give the signal to the trainer to evacuate with the class clearly pointing out the evacuation pathway
- Trainer and students proceed to the designated assembly area using the fire stairs only (no lifts to be used in fire emergencies)
- Attendance will be taken at the assembly area to ensure that all students and staff are present and no one left on campus
- Wait in the assembly area to receive further instructions and do not leave until told to do so

Safety Awareness

The College has a responsibility to meet its duty of care to staff, students and visitors by providing facilities and a safe and healthy learning environment in accordance with the *Work Health and Safety Act 2011*.

Living away from home in Australia and in a different environment can sometimes cause problems that may affect your personal safety and wellbeing.

The following are some of those situations that may cause problems and some advice on how to avoid them.

Pedestrian Safety

Watch out for traffic, look both ways and use designated road crossings. Never cross a road while using headphones or a mobile phone.

Unsafe locations

World-wide, every city has some areas that may not be so safe. In your home city, you probably know of these areas and know how to avoid them. Sydney is the same. Avoid isolated areas, particularly after hours.

If you are not familiar with the areas in which you need to be careful of you can check with a Trainer.

Drugs and alcohol

In Australia, alcohol is readily available and legal for those over 18 years of age. Other substances such as marijuana, ecstasy, cocaine, etc are not allowed by Australian law and you run the risk of legal and visa problems as well as health issues if you become involved in their use /dealing.

On campus

Your safety responsibilities

To help us achieve a welcoming and safe learning environment, we ask that you:

- take reasonable care for your own safety and others
- comply with reasonable instructions and signage
- cooperate with emergency procedures
- report any hazards, injuries or incidents to your trainer or student services officer as soon as reasonably possible
- If you have a medical condition or disability that could impact on your health or safety on campus, please disclose this confidentially to relevant staff.
- reach out for assistance if you need help.

In an emergency – dial **“000”**

Dial triple zero (000) for emergency services (fire/ambulance/police). Calling the police is the quickest way to get help in an emergency.

Safety online

When engaging in online activities, it is crucial to prioritise your safety and security. Always be cautious about sharing personal information such as your full name, address, phone number, or financial details. Use strong, unique passwords for different accounts and enable two-factor authentication where possible. Be wary of links and attachments in emails or messages from unknown sources, as they could lead to phishing sites or malware. Respect others online as you would in person, and report any suspicious or harmful behaviour to the appropriate authorities. Remember, your digital footprint is permanent, so think carefully about what you post or share online.

In the Evening

- Catch taxis and travel in groups.
- Report any troubled incidences to us if they occur to or from the college. Be careful of your personal belongings. Do not leave them unattended. Notify your homestay family if you are not coming home or staying out late. Do not consume alcohol in public places.
- Do not drink and drive. If drinking, nominate a designated driver.
- Ring 000 if you require assistance from the Police, Ambulance or Fire Brigade
- To speak to NSW Police about an incident of sexual harassment or assault, dial triple zero (000) or contact the Police Assistance Line on 131 444

Beach safety

The beach is one of Australia's most recognisable and enjoyable features. Here is how can you enjoy a day at the beach safely and help prevent accidents or injury.

To make sure you are safe when swimming at the beach:

- Find the red and yellow flags and swim between them.
- Look at, understand and obey the safety signs.
- Ask a lifeguard or lifesaver for advice before you enter the water.
- Get a friend to swim with you.
- Stick your hand up, stay calm, and call for help if you get into trouble.
- You should also conserve your energy by floating on your back and staying calm if you are in trouble. This will ensure you have the energy to remain afloat until assistance arrives.

Rips are the number one hazard on Australian beaches. The best way to avoid a rip is to swim at a patrolled beach between the red and yellow flags.



LEGISLATIVE AND REGULATORY RESPONSIBILITIES

The College is required to operate in accordance with the laws of Australia. This means we comply with the requirements of legislative and regulatory requirements. The following legislation is a list of the Acts that the College has compliance responsibilities for.

During your day-to-day work and when participating in training, you will need to be aware of the relevant legislation (Acts of Parliament) that may impact on you.

While the College has an obligation to meet certain requirements of these Acts, you also should make yourself fully aware of the legislation that affects you.

Copies of State and Federal legislation can be found on the Internet at www.legislation.nsw.gov.au/ (State) and www.comlaw.gov.au (Federal).

Following is a summary of the legislation that will generally apply to your day-to-day work and training.

Work Health and Safety (WHS) Act 2011

The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant.

The WHS Act covers most workers in Australia who are protected by nationally uniform work health and safety laws. This includes employees, contractors, sub-contractors, outworkers, trainees, work experience students, volunteers and employers who perform work.

The WHS Act also provides protection for the general public so that their health and safety is not placed at risk by work activities.

Duties of other persons at the workplace (section 29). Any person at a workplace, including customers and visitors, must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. They must also cooperate with any actions taken by the person conducting business or undertaking to comply with the WHS Act and WHS Regulation.

Privacy Act 1988

An organisation must not collect personal information unless the information is necessary for one or more of its functions or activities.

An organisation must not use or disclose personal information about an individual for a purpose (the secondary purpose) other than the primary purpose of collection unless:

(a) both of the following apply:

- (i) the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
- (ii) the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose; or

(b) the individual has consented to the use or disclosure.

Anti-Discrimination Act 1991

The main purpose of the Act is to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including work, education and accommodation. Anti-Discrimination applies to a person's race, religion, colour, sex, physical and/or mental capacity.

Disability Discrimination Act 1992

A person discriminates against another person on the grounds of a disability if, because of the person's disability, they treat or propose to treat the person with a disability less favourably than, in circumstances that are the same or are not materially different, they treat or would treat a person without the disability.

Circumstances in which a person treats or would treat another person with a disability are not materially different because of the fact that different accommodation or services may be required by the person with a disability.

Sex Discrimination Act 1984

The purposes of the Act are to

1. to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status, pregnancy or potential pregnancy in the areas of work, accommodation, education, the provision of goods, facilities and services, the disposal of land, the activities of clubs and the administration of Commonwealth laws and programs; and
2. to eliminate, so far as possible, discrimination involving dismissal of employees on the ground of family responsibilities; and
3. to eliminate, so far as is possible, discrimination involving sexual harassment in the workplace, in educational institutions and in other areas of public activity; and
4. to promote recognition and acceptance within the community of the principle of the equality of men and women.

Copyright Act 1968

Copyright is a type of property that is founded on a person's creative skill and labour. It is designed to prevent the unauthorised use by others of a work, that is, the original form in which an idea or information has been expressed by the creator.

Copyright is not a tangible thing. It is made up of a bundle of exclusive economic rights to do certain acts with an original work or other copyright subject-matter. These rights include the right to copy, publish, communicate (e.g., broadcast, make available online) and publicly perform the copyright material.

There is no general exception that allows a work to be reproduced without infringing copyright. Where a part of a work is copied, the issue is whether a substantial part of that work has been reproduced and thus an infringement has occurred.

However, there is a 10% rule which applies in relation to fair dealing copying for the purposes of research or study. A reasonable portion of a work may be copied for that purpose, and a reasonable portion is deemed to be 10% of a book of more than 10 pages or 10% of the words of a work in electronic form.

Industrial Relations Act 1999

The main objectives of this Act are to provide a framework for industrial relations that supports economic prosperity and social justice by:

- Providing for rights and responsibilities that ensure economic advancement and social justice for all employees and employers;
- Ensuring equal remuneration for men and women employees for work of equal or comparable value;
- Ensuring wages and employment conditions provide fair standards in relation to living standards prevailing in the community;
- Promoting and facilitating job growth, skills acquisition and vocational training through apprenticeships, traineeships and labour market programs.

Fair Work Act 2009

The main objectives of this Act are to provide a balanced framework for cooperative and productive workplace relations that promotes national economic prosperity and social inclusion for all Australians by:

- Providing workplace relations laws that are fair to working Australians, are flexible for businesses, promote productivity and economic growth for Australia's future economic prosperity and take into account Australia's international labour obligations;
- Ensuring a guaranteed safety net of fair, relevant and enforceable minimum terms and conditions through the National Employment Standards, modern awards and national

minimum wage orders;

- Enabling fairness and representation at work and the prevention of discrimination by recognising the right to freedom of association and the right to be represented, protecting against unfair treatment and discrimination, providing accessible and effective procedures to resolve grievances and disputes and providing effective compliance mechanisms.

You can find more information about your workplace rights for all visa holders working in Australia at the following link: <https://www.studyaustralia.gov.au/en>



GENERAL ADMINISTRATIVE MATTERS

Student Request Forms

Students may request information from Reception. All student forms are available at reception and any required evidence will be explained by reception to ensure that students receive information and support in a timely manner.

Change of Address or Contact Details

Students **must** notify the College of changes to their contact details, address, email address (if any), mobile phone number (if any) within 5 business/working days as maintaining current student contact details are a condition of an Australian student visa.

In cases where the College issues either the warning(s) or intention to report letter, the student is accountable for current address and contact details. Failure to provide current details may impact on student visa status particularly when the student fails to respond to college communication and is reported on PRISMS.

Student Card

In order to obtain a student card, students must go to reception to take a photo for Student Identification, which will be ready within 5 business/working days. Students must carry the College student card at all times when on the College campus.

The College student card can be used as a concession card at museums, theatres, cinemas etc. If a student loses a student card and requires a replacement, a fee will be charged as per published fees.

Holidays

The College has timetabled in suitable holidays for students undertaking courses so students are not permitted to have additional holidays. the College closes on all official Federal and state Public Holidays.

Special Leave

Students may apply for special leave under specified compassionate or compelling circumstances. Compassionate or compelling circumstances are generally those beyond the control of the student and which are likely to have an impact upon the student's course progress or wellbeing and could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student will be unable to attend classes;

- death or illness of close family members such as parents or grandparents (doctor's or death certificate should be provided);
- major political upheaval or natural disaster in the international student's home country requiring emergency travel and this has impacted, or will impact, on the student's studies;
- a traumatic experience which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime,
- this has impacted on the student (these cases should be supported by police or psychologist's reports);

Students are required to provide compelling documentary evidence to support their request and are advised of the circumstances and consequences regarding suspension of study as a result of special leave. The maximum time allowed for a deferment or voluntary suspension of study for special leave is 20 weeks, not including holidays.

Leave Application Procedure

Where students require special leave, Leave Application Forms are available from reception and must be completed with supporting documentation attached to set an appointment with the Academic Manager. Depending upon the degree of urgency the leave application will be processed as follows:

- Serious matters will be processed immediately
- Minor matters worthy of approval will be processed within 5 business/working days

In cases where a leave application has not been approved and the student takes leave without approval, the process for course progress will be initiated as per Policy for Course progress.

Sick leave

Students who are absent due to medical reasons **MUST** provide a medical certificate from a registered doctor. Where illness is for an extended period of time the student must notify the College as soon as practicable. In all cases where a student is absent with or without approval or seeks retrospective approval for an absence, the College records the period as absent and retains a copy of the medical certificate on the student file and includes notes in the student diary on RTO Data.

Students must keep the original medical certificate(s) to provide to DHA if required. the College maintains copies of medical certificates in the student file.

Payment of Tuition Fees

Students must pay their tuition fee payments by the due date in order to be registered for a class. If a student has not paid their fees, they are deemed to be non-financial. Non-financial students

may be subject to the following:

- Students will not be registered/allocated to a class while non-financial
- Student must pay published late fees.

Termination

Students wishing to terminate their course earlier than the course completion date must complete a College termination form stating the reason with attached evidence and attend an interview with the Academic Manager. Attached evidence includes but is not limited to a one-way airline ticket, Letter of Offer from new provider, CoE, etc

If a student requests termination of a principal course of study within the first six months, the student must apply for a letter of release which will only be granted in accord with the conditions in the National Code of Practice. If a student fails to inform the College that they have terminated their studies, intervention will be initiated and failure to respond will result in reporting on PRISMS.

Extending Course Duration

Students requiring an extension of time to complete their course must make an appointment with the Academic Manager. The only reasons for extension of course duration are:

- Compassionate or compelling circumstances
- Result of intervention
- Suspension of studies
- the College is required to issue a Student Course Variation (SCV) on PRISMS and include the reason.

Change of Session

Students will not be permitted to change their session after week one when the classes have been allocated unless there is sufficient evidence to support the change. Student employment does NOT constitute a valid reason for change of session as the conditions of the student visa to demonstrate satisfactory academic progress is the first priority.



COLLEGE CAMPUS GUIDELINES

College students must adhere to the following:

- Behave and speak to everyone at the College in a polite and friendly manner
- Respect all nationalities, religions, genders, etc
- Maintain valuable items securely at all times
- Respect the teaching and learning process
- Follow the published complaints and appeals processes to solve problems
- Access the College complaints and appeals process with a positive attitude
- Contribute to the positive learning environment
- Treat the College equipment and facilities with respect
- Maintain personal hygiene
- Contribute to the safe learning environment
- Refrain from smoking on campus

The College will contact relevant government authorities if a student brings any of the following to the College campus:

- Drugs
- Alcohol
- Weaponry
- Pornography

Students who bring any of the above to the College campus will be reported to authorities, immediately and terminated for disciplinary reasons and reported on PRISMS with the intention that the student visa will be cancelled by Australian Immigration.

Classroom Guidelines

During theory and practical classes students will:

- Turn off mobile phones
- Develop group and cooperation skills in the learning process
- Maintain a positive attitude when learning becomes difficult
- Participate in all activities
- Follow the trainer's instructions
- Respect the right of all classmates to learn
- Respect the right of the trainer to train and assess
- Request the trainer's permission if it is essential to leave the classroom
- Submit formative and summative assessments on time

Student Feedback

Students will complete the following at the end of each study period:

- Learner Quality Indicator
- the College Student Feedback

Students are requested to answer these feedback forms honestly to assist the College to undertake continuous improvement of training, assessment, facilities, services, etc. This feedback is welcome and treated as a valuable opportunity to ensure student views are formally addressed and acknowledged for action.

If a student identifies an improvement that can be made at the College, this information can be provided directly to the trainer or Academic Manager at any time.

LIFE IN AUSTRALIA



Overseas Student Health Cover

Student visa holders are required to obtain Overseas Student Health Cover to cover their stay in Australia as a student. Health cover cards and membership numbers are sent to the College from the OSHC providers and students can collect them from Reception.

Once the health cover card or membership number has been issued, students can claim money back on a visit to a doctor or hospital in Australia. To claim, students must take the receipt of payment to the nearest Health care provider office.

Students must make an appointment with the Student Services Support Officer if there are any problems with OSHC.

Cost of Living

The cost of living in Australia is high with Sydney being the most expensive city. There are a number of factors included in the cost of living in Australia, some of which are:

- Groceries: 560 to 1,120 AUD per month
- Gas and Electricity: 40 to 80 AUD per month

- Telecommunication: 60 to 120 AUD per month
- Entertainment: 320 to 600 AUD per month
- Accommodation: 1,885 to 2,611 AUD per month

Figures as at May 2023

If your children are travelling with you as dependants on your student visa, you will have to pay fees for them to go to any Australian school (regardless of whether the school is state or private). School fees vary according to the age of your children and the state or territory that you live in but expect fees of around A\$6,000 to A\$20,000 per year, per child.

On a student visa students are permitted to work up to 48 hours per fortnight during study periods. During non-study periods such as timetabled breaks, students may work additional hours. Student working rights are intended to add to student income rather than be the main supporting factor.

To work, students need a Tax File Number (TFN). To apply for a TFN students can undertake any of the following:

Online Application:

Go to www.ato.gov.au and apply online
 Go to 'For Individuals' and click 'Apply for a Tax File Number'
 Go to applying for a TFN and click 'Online individual tax file number registration (Nat4157)' Go to 'Apply for Tax File Number'
 Scroll to the bottom of the page and click 'next'
 Follow the instructions until you are finished
Appointment: Call 13 2861 to make an appointment

Visit: visit the Australian Taxation Office (ATO) 100 Market Street Centrepont Tower, Sydney

NB: International students will need a passport number and an Australian address.

Schooling for dependants

In Australia children must attend school from five years of age until the completion of Year 10. Young people that have completed Year 10 must participate in full-time education, training or employment, (at least 25 hours per week) or a combination of these activities until they reach 17 years of age.

If you have school age dependents you will need to make arrangements for your children to enter school in Australia. Students from countries around the world enrol in New South Wales government, independent and private schools every year. NSW government schools are recognised for their excellent quality education programs.

You can choose from a wide range of schools close to where you will be living. The New South Wales government provide:

- An excellent, world-class standard of education from the largest education provider in Australia
- The opportunity to study alongside Australian students in a friendly, safe, multicultural environment
- A wide range of subjects, sporting and creative arts programs, leadership programs
- Professional, university trained teachers
- An environment that encourages students to express themselves, develop independent learning skills and to interact in the classroom and in the community
- Intensive English Language support for students of non-English speaking background

To assist you to locate a school suitable for your needs, the following web-links will provide a wealth of information about schooling options: Public Schools:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school>

Further information about living in Australia is available at the Department of Home Affairs:

<https://immi.homeaffairs.gov.au/support-subsite/files/life-in-australia/life-in-australia.pdf>

The Department also published The *Beginning a Life in Australia* booklet. This publication is filled with helpful information and is recommended reading. The booklet is available online at:

<https://immi.homeaffairs.gov.au/settling-in-australia/settle-in-australia/beginning-a-life-in-australia>

It is recommended that you view the booklet on a computer as it contains links to many websites that provide additional information.

Banking

To open a bank account in Australia or get an ATM card with a PIN (Personal Identification Number) international students must have:

- the College Certificate of Enrolment (apply at reception)
- Passport
- Driver's license, credit card or bill (if you have been in Australia longer than 4 weeks)
- To get money sent from overseas, the easiest way is via direct transfer over the internet

Banking hours:

Monday to Thursday 9:30am to 4:00pm

Friday 9:30am to 5:00pm

Doctors

Students should make an appointment to see a doctor if they are sick and request a doctor's

certificate to account for the absence. On return to the College, provide reception with a copy of the medical certificate and retain the original. Medical certificates are not used to adjust attendance and the time will be recorded as absent.

Dentists

Reception can provide a list of nearby dentists in an emergency situation.

Hospitals

Students can go directly to a hospital if the situation is urgent and it is after hours. However, there may be long waiting periods.

NSW Transport

Bus Train Ferry Information

Line PH: 131 500

www.131500.com.au



An **OPAL Card** is for use on buses, trains and ferries. It's free to get, the student just has to top up the credit for travelling. The opal card can be ordered online at newsagents or at the train station. There are also free bus timetables available. For **all** Sydney Trains and Ferries you need to get an Opal card from a rail station or order online: <https://www.opal.com.au/ordercard/?execution=e1s1>

STUDENT SUPPORT CONTACTS & USEFUL INFORMATION

The following is a list of some important services and phone numbers that students may find useful.

Emergency - Police / Ambulance /Fire	000
Legal Aid NSW helps people with their legal problems <u>Help over the phone</u> Call <u>Law Access NSW</u> to get started <u>Find information Factsheets and resources</u> are available to help you with your problem <u>Get advice from a lawyer</u> Free face-to-face <u>advice</u> provided on most legal issues <u>Help at court - Lawyers are available to assist you</u> at many courts and tribunals across NSW	1300 888 529
NSW International Student Service Support Service NSW and Study NSW are committed to helping international students have a safe and rewarding experience while living and studying in Sydney and NSW. See the website for support services available Website: https://www.service.nsw.gov.au/guide/support-international-students	13 77 88
Study NSW Virtual Student Hub Free programs and events for international students. Access to free in-person and virtual events to enhance your employability skills, make new friends and practice English with student mentors. Website: https://www.study.sydney/programs/virtual-student-hub	
NSW Health - Mental health services and support contact list A detailed list of mental health services available, including emergency information and phone numbers. https://www.health.nsw.gov.au/mentalhealth/services/Pages/support-contact-list.aspx	
MindSpot This free, government-funded program provides online assessment and treatment courses for a range of concerns such as anxiety, depression or chronic pain. https://www.mindspot.org.au/	

MoodGYM This free online cognitive behavioural therapy (CBT) program from the Australian National University is designed to reduce symptoms of depression and anxiety. https://moodgym.com.au/	
Lifeline Crisis Support Free 24-hour help	13 11 14
Beyond Blue – anxiety and depression Free 24 hours a day, 7 days a week	1300 22 4636
Sussex Medical Centre Level 5/ 401 Sussex Street, Haymarket NSW 2000	(02) 9281 9133
Sydney Hospital – Macquarie Street Sydney NSW 2000 Public hospital with an emergency department	(02) 9382 7111
St Vincent’s Hospital Sydney 390 Victoria St, Darlinghurst NSW Public hospital with a 24 hour emergency department	(02) 8382 1111
Department of Home Affairs (DHA)	131 881
Medibank (OHSC)	134 148
BUPA (OSHC)	1800 888 942
Public Transport Information Line	131 500
Translating and Interpreting Service (24 hours)	131 450
Taxis Combined	133 300
Consulates: To find a country’s consulate address and details: <ul style="list-style-type: none"> – Internet: http://dfat.gov.au/about-us/Pages/foreign-embassies-and-consulates-in-australia.aspx – Yellow Pages under ‘Consulates and Legations’ 	

What to do in Sydney

Students can experience many activities including but not limited to music, art, opera, sport or outdoor activities, students will find something to suit their interests. For information on what to do and what's happening in and around Sydney refer to the following:

Websites

www.cityofsydney.nsw.gov.au/whats_on.asp

www.timeout.com/sydney

Ticketek

For tickets to upcoming sporting matches, shows, musicals, concerts & other major events Ph: 9266 4800

Website:

www.ticketek.com.au

Cinema

On Tuesday nights most movies are half price and cinema details can be found in the newspaper's

entertainment section or on the cinema's

website: Hoyts: www.hoyts.com.au

Village: www.village.com.au

Greater Union www.greaterunion.com.au

Sightseeing

The following is a list of some of the most popular sightseeing destinations in Sydney

Sydney Opera House	www.sydneyoperahouse.com.au
The Rocks	www.therocks.com.au
Darling Harbour	www.darlingharbour.com
Chinatown	www.chinatown.com.au
Art Gallery of NSW	www.artgallery.nsw.gov.au
Queen Victoria Building	www.qvb.com.au
Sydney Aquarium	www.sydneyaquarium.com.au
Bondi Beach	www.gobondi.com
Taronga Zoo	www.zoo.nsw.gov.au

Accommodation Assistance

The College does not have its own accommodation facilities. Further information on accommodation options in Sydney is available at; <http://www.study.sydney/live/accommodation>

Homestay

Homestay accommodation provides students with an opportunity to experience life with a typical Australian family and develop English language communication skills. Students must follow a few simple rules:

- Arrive home before the usual dinnertime of your host family. Politely inform your host family if you will not be home for dinner
- Ask if you can help with dinner to actively participate in the host family life
- Ask permission before using the washing machine, phone, television, computer etc.
- Keep your bedroom clean
- Ask the host family whether they wash/iron your clothes or you wash/iron your own clothes
- Do not use the bathroom for more than 15 minutes
- Clean the bathroom after use
- Use your own toiletries and buy your own washing powder
- Ask permission before you invite friends to the host family's home
- Friends are not allowed to stay late at night
- Communicate in English as much as possible
- Be polite to your Homestay family
- Turn the television and lights off at night
- Lock the doors when you leave and return home

Homestay is not a hotel. The Homestay host is not a servant but a person who is offering you a bedroom and facilities in their home and the opportunity to experience Australian family life.

Homestay Cancellation Policy

If a student chooses to terminate their Homestay, 2 weeks' notice is required or 2 weeks' cancellation fee is charged. Homestay terms finish on the Saturday at the end of the College term.

Extension Placement Fee

Students must pay an extension placement fee if an accommodation booking is extended in the same Homestay location. The fee is 25% of the original accommodation placement fee.

Second Placement Fee

Students must pay a second placement fee if a second accommodation booking is requested. The fee is 50% of the original accommodation placement fee. A second fee applies if:

- Students want to extend their booking and the same accommodation is not available
- Students choose to change accommodation and request the College to find other accommodation

COLLEGE SERVICES AND FACILITIES

Reception

At reception students can:

- Pay tuition fees
- Request information about enrolment & attendance
- Book and pay for social activities
- Send scanned documents
- Pick up parcels
- Collect the College student card
- Request information

Social Activities

The College organises regular social activities by the student services team:

- Full day excursions
- Weekend trips out of Sydney
- Sporting activities

Student Engagement Area

The College student area includes:

- Notice boards (jobs, accommodation, social activities, etc.)
- Wireless internet access
- Breakout areas and kitchenette

Campus Facilities

Modern and fully equipped campus located in the heart of Sydney, close to transport and shops.

Major features:

- Modern and conveniently located campus
- High speed broadband and Wi-Fi connectivity
- Spacious and tastefully furnished training rooms
- Projector and audio-visual equipment in each training room
- Printing and photocopying facilities