



RTO: 40987 CRICOS Code: 03440G

# 2023 STUDENT HANDBOOK

Level 13 338-340 Pitt St SYDNEY NSW 2000

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## Table of Contents

Introduction.....	4
About Our College .....	4
Our Obligation to You .....	5
Contract Details .....	5
Student Support Contract Details .....	5
Our Location.....	6
About Our Area .....	6
Courses We Offer.....	7
Course Details.....	7
Visa and Conditions.....	20
What is a USI? .....	20
Education Agents .....	21
RPL and Credit Transfer – VET students only .....	21
Course Orientation .....	21
What can I expect during training and assessment (VET Students)?.....	22
Reassessment Arrangements.....	22
Support and Welfare.....	23
Reissuing Certification Documents .....	23
Feedback .....	24
The Change of Details.....	24
Students' Requirements .....	24
Application Process .....	25
Policies and Procedures.....	26
Fees and Refunds.....	26
Refunds .....	27
International student refunds.....	28
Complaints and Appeals .....	30
Independent parties.....	31
National Training Complaints Hotline.....	32
Australian Skills Quality Authority (ASQA) .....	32
Compassionate or Compelling Circumstances .....	32
Course Progress and Monitoring .....	33
Deferring your Course .....	34
Suspending your Course .....	34



Transferring Courses .....	34
How to Apply .....	35
Appealing the Decision .....	35
Transferring Courses with Australian Institute of Innovation & Technology (AIIT) .....	36
How to Apply .....	36
Appealing the Decision .....	36
Discontinuing your Studies .....	37
Suspending or Cancelling your Enrolment .....	37
Privacy and Access to Records (VET Students) .....	37
Student Code of Conduct .....	39
Important Information about Australia .....	41



## Introduction

### Welcome

Welcome to Australian Institute of Innovation & Technology (AIIT) for VET courses only. This handbook provides you with everything you need to know about our college's course studies in Australia. By choosing us as your educational provider, you are choosing a high-quality and industry-relevant course to set up and enhance your future career paths.

### About Our College

Our college: Australian Institute of Innovation & Technology (AIIT) is located in Sydney, New South Wales. The college provides courses in the areas of business management and accounting. With a well-located location and comfortable facilities for students, trainers and assessors serve the best modern equipment and resources to ensure students receive a quality education. Therefore, Australian Institute of Innovation & Technology (AIIT) is one of the greatest choices for your learning and future career paths.

Australian Institute of Innovation & Technology (AIIT) is an educational provider of vocational education and training (VET). The VET sector in Australia is based on a partnership between government and industry. VET qualifications are provided by government institutions, called Technical and Further Education (TAFE) institutions, as well as private institutions.

As a result, we are a private college, and VET courses can broaden your knowledge and skills in specialised areas and competency based. This means that you are either competent or not competent, and if you achieve competence for all your units of competency that fully meet the requirements, you will be awarded with your qualification certificate.





## Our Obligation to You

As a Registered Training Organisation (RTO) and CRICOS Education Provider registered with Australian Skills Quality Authority (ASQA), we have an obligation to ensure the quality of the nationally recognised training and assessment we deliver. We must comply at all times with the Standards for RTOs 2015, which are part of the VET Quality Framework, as well as the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and the ELICOS Standards 2018.

We have developed policies and procedures along with the systems within our college to ensure we comply our regulations with standards and legislation. Moreover, we are also responsible for any third parties that we may collaborate with, including training partners, education agents, and sales/ marketing providers. Whenever audits of the regulator (ASQA) request any documents and/or information, we are willing to provide those required documents and/or information.

Additionally, you should be aware of Australian Qualification Framework (AQF) certification documents (VET courses only) once your assessment has been marked competent along with attaching the ELICOS certificate. If you feel that the college does not meet the obligations, you have the right to make a complaint.

(Please see the complaints and appeals section of this handbook.)

## Contact Details

Main telephone number: (02) 8046 6255

Email: [info@aiit.edu.au](mailto:info@aiit.edu.au)

Website: <http://www.aiit.edu.au/>

## Student Support Contact Details

CEO and PEO: Mr. Ali Taleb

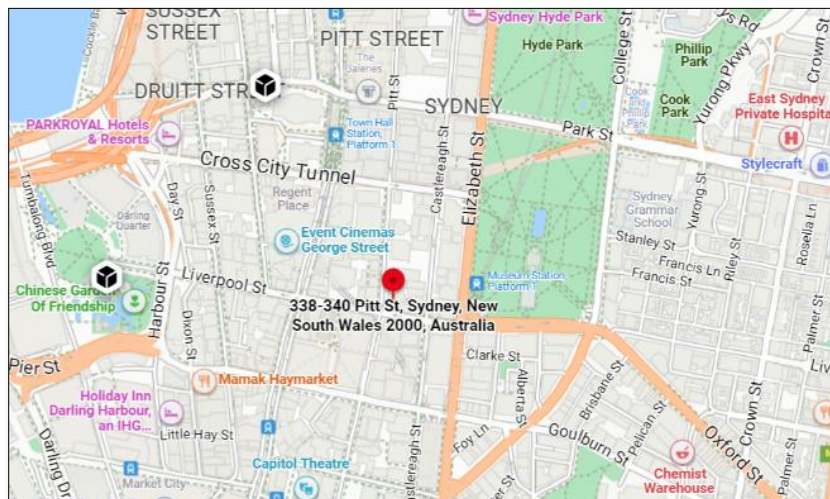
Telephone number: (02) 8046 6255

Email: [principal@aiit.edu.au](mailto:principal@aiit.edu.au)



## Our Location

- Level 13 338-340 Pitt St SYDNEY, NSW 2000



## About Our Area

Sydney is the capital city of New South Wales (NSW) and is the most populous city in Australia. It is located on the southeastern coast of the country. Sydney is known for its stunning harbor, iconic landmarks, and beautiful beaches.



The city is famous for the Sydney Opera House, an architectural masterpiece and UNESCO World Heritage site, which hosts various performing arts events. Another iconic landmark is the Sydney Harbour Bridge, often referred to as the "Coathanger," which offers impressive views of the harbor and the city.

Sydney boasts a diverse and multicultural population, resulting in a vibrant food scene with a wide variety of cuisines available throughout the city. Its rich cultural diversity is also evident in its numerous festivals and events celebrated throughout the year.

(For more information, please visit [www.sydney.com](http://www.sydney.com))



## Courses We Offer

Australian Institute of Innovation & Technology (AIIT) offers the following CRICOS VET courses to international students:

COURSE	CRICOS CODE
1. BSB40520 Certificate IV in Leadership and Management	103978G
2. BSB50420 Diploma of Leadership and Management	104268G
3. BSB60420 Advanced Diploma of Leadership and Management	113516K
4. FNS40222 Certificate IV in Accounting and Bookkeeping	113506A
5. FNS50222 Diploma of Accounting	113518H
6. FNS60222 Advance Diploma of Accounting	113517J

## Course Details

### 1. BSB40520 Certificate IV in Leadership and Management

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing, and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse, and synthesise information from a variety of sources.

### Course Duration

This qualification will be delivered over 45 weeks, including 39 weeks of training and assessment spread over 4 terms and 6 weeks of holidays.

### Entry Requirements

Australian Institute of Innovation and Technology has the following entry requirements:

International students must:

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Participate in a course entry interview to determine suitability for the course and student needs.



- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Successful completion of an English Placement Test

\*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

### Course Structure

The BSB40520 Certificate IV in Leadership and Management covers a range of essential topics and skills necessary for success in the business management industry. The course includes the following units of competency:

CODE	TITLE	TYPE
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBPPEF402	Develop personal work priorities	Elective
BSBLDR414	Lead team effectiveness	Elective
BSBPMG430	Undertake project work	Elective
BSBWRT411	Write complex documents	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective

For more information, please refer to [AIIT\\_BSB40520 Certificate IV in Leadership and Management TAS V1.1.pdf](#)





## **2. BSB50420 Diploma of Leadership and Management**

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing, and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse, and synthesise information from a variety of sources.

### **Course Duration**

This qualification will be delivered over 52 weeks, including 44 weeks of training and assessment spread over 4 terms of 11 weeks each and 8 weeks of holidays.

### **Entry Requirements**

Australian Institute of Innovation and Technology has the following entry requirements:

International students must:

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
  - Successful completion of an English Placement Test

\*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5



## Course Structure

The BSB50420 Diploma of Leadership & Management covers a range of essential topics and skills necessary for success in the business management industry. The course includes the following units of competency:

CODE	TITLE	TYPE
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBOPS505	Manage organisational customer service	Elective
BSBTWK503	Manage meetings	Elective
BSBHRM522	Manage employee and industrial relations	Elective
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBOPS504	Manage business risk	Elective
BSBHRM415	Coordinate recruitment and onboarding	Elective

For more information, please refer to

[AIIT\\_BSB50420 Diploma of Leadership & Management TAS V1.1.pdf](#)



### 3. BSB60420 Advanced Diploma of Leadership and Management

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

#### Course Duration

This qualification will be delivered over 59 weeks, including 51 weeks of training and assessment spread over 5 terms of 11 weeks each for terms 1-4, and 7 weeks for term 5, and 8 weeks of holidays.

#### Entry Requirements

The Training Package requires that entry to this qualification is limited to those who:

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Australian Institute of Innovation and Technology has the following entry requirements:

International students must:

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Successful completion of an English Placement Test

\*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.



## Course Structure

The BSB60420 Advanced Diploma of Leadership and Management covers a range of essential topics and skills necessary for success in the business management industry. The course includes the following units of competency:

CODE	TITLE	TYPE
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBSTR602	Develop organisational strategies	Elective
BSBCMM511	Communicate with influence	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBXCM501	Lead communication in the workplace	Elective

For more information, please refer to

[AIIT\\_BSB60420 Advanced Diploma of Leadership and Management TAS V1.1.pdf](#)



#### **4. FNS40222 Certificate IV in Accounting and Bookkeeping**

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

##### **Course Duration**

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment tuition and 12 weeks of holidays. (For more details, please refer to term breaks which are specified in the below Schedule)

##### **Entry Requirements**

Australian Institute of Innovation and Technology has the following entry requirements:

International students must:

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Successful completion of an English Placement Test

\*Note that other English language tests such as PTE and TOEFL can be accepted.

Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

If Students do not fulfill the requirements for the above English language competency, students may choose to enrol in English Language Intensive Courses for Overseas Students (ELICOS) classes (with any other ELICOS colleges)\*\*. Students are required to provide their results of their ELICOS which are equivalent to IELTS 5.5 to pass the entry requirements for the enrolment.

\*\*Note that the college does not deliver ELICOS.





## Course Structure

The FNS40222 Certificate IV in Accounting & Bookkeeping covers range of essential topics and skills necessary for success in the accounting industry. The course includes the following units of competency:

CODE	TITLE	TYPE
BSBTEC302	Design and produce spreadsheets	Core
FNSACC321	Process financial transactions and extract interim reports	Core
FNSACC322	Administer subsidiary accounts and ledgers	Core
FNSACC412	Prepare operational budgets	Core
FNSACC414	Prepare financial statements for non-reporting entities	Core
FNSACC418	Work effectively in the accounting and bookkeeping industry	Core
FNSACC421	Prepare financial reports	Core
FNSACC426	Set up and operate computerised accounting systems	Core
FNSTPB411	Complete business activity and instalment activity statements	Core
FNSTPB412	Establish and maintain payroll systems	Core
FNSACC413	Make decisions in a legal context	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective
BSBTEC301	Design and produce business documents	Elective

For more information, please refer to

[FNS40222 Certificate IV in Accounting & Bookkeeping TAS V1.2.pdf](#)



## 5. FNS50222 Diploma of Accounting

This qualification reflects accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

### Course Duration

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment tuition and 12 weeks of holidays. (For more details, please refer to term breaks which are specified in the below Schedule).

### Entry Requirements

Australian Institute of Innovation and Technology has the following entry requirements:

International students must:

- Completed the following units of competency (or equivalent)
  - FNSACC321 Process financial transactions and extract interim reports
  - FNSACC322 Administer subsidiary accounts and ledgers
  - FNSACC418 Work effectively in the accounting and bookkeeping industry
  - FNSACC421 Prepare financial reports (this unit is the equivalent version of BSBFIA401 Prepare financial reports).

These competencies may have been achieved through completion of the following (or their equivalent):

- FNSSS00014 Accounting Principles Skill Set
- or
- FNS40222 Certificate IV in Accounting and Bookkeeping.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Successful completion of an English Placement Test

\*Note that other English language tests such as PTE and TOEFL can be accepted.



Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

If Students do not fulfill the requirements for the above English language competency, students may choose to enrol in English Language Intensive Courses for Overseas Students (ELICOS) classes (with any other ELICOS colleges) \*\*. Students are required to provide the results of their ELICOS which are equivalent to IELTS 5.5 to pass the entry requirements for the enrolment.

\*\*Note that the college does not deliver ELICOS.



## Course Structure

The FNS50222 Diploma of Accounting covers a range of essential topics and skills necessary for success in the accounting industry. The course includes the following units of competency:

CODE	TITLE	TYPE
BSBTEC402	Design and produce complex spreadsheets	Core
FNSACC521	Provide financial and business performance information	Core
FNSACC522	Prepare tax documentation for individuals	Core
FNSACC523	Manage budgets and forecasts	Core
FNSACC524	Prepare financial reports for corporate entities	Core
FNSACC526	Implement and maintain internal control procedures	Core
FNSACC527	Provide management accounting information	Core
FNSACC505	Establish and maintain accounting information systems	Elective
FNSFMK515	Comply with financial services regulation and industry codes of practice	Elective
FNSINC611	Apply economic principles to work in the financial services industry	Elective
FNSORG506	Prepare financial forecasts and projections	Elective

For more information, please refer to [FNS50222 Diploma of Accounting TAS V1.2.pdf](#)



## 6. FNS60222 Advance Diploma of Accounting

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating, and evaluating the work of others within broad but generally well-defined parameters.

### Course Duration

This qualification will be delivered over 78 weeks, including 60 weeks of training and assessment tuition and 18 weeks of holidays.

### Entry Requirements

The following prerequisites must be completed before commencing this qualification (or equivalent) FNS50222 Diploma of Accounting; or its superseded version FNS50217 Diploma of Accounting or equivalent, provided the listed elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed by those seeking to enrol.

Australian Institute of Innovation and Technology has the following entry requirements:

International students must:

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
  - Successful completion of an English Placement Test

\*Note that other English language tests such as PTE and TOEFL can be accepted.

If they do not fulfill the requirements for the above English language competency, students may choose to enrol in English Language Intensive Courses for Overseas Students (ELICOS) classes (with any other ELICOS colleges) \*\*. Students are required to provide their results of their ELICOS which are equivalent to IELTS 5.5 to pass the entry requirements for the enrolment.

\*\*Note that the college does not deliver ELICOS





## Course Structure

The FNS60222 Advance Diploma of Accounting covers a range of essential topics and skills necessary for success in the accounting industry. The course includes the following units of competency:

CODE	TITLE	TYPE
FNSACC634	Monitor corporate governance activities	Core
FNSINC611	Apply economic principles to work in the financial services industry	Core
FNSINC612	Interpret and use financial statistics and tools	Core
FNSACC522	Prepare tax documentation for individuals	Elective
FNSACC524	Prepare financial reports for corporate entities	Elective
FNSACC601	Prepare and administer tax documentation for legal entities	Elective
FNSACC607	Evaluate business performance	Elective
FNSACC614	Prepare complex corporate financial reports	Elective
FNSFMK515	Comply with financial services regulation and industry codes of practice	Elective
FNSINC513	Identify and apply complex ethical decision making to workplace situations	Elective
FNSINC514	Apply ethical frameworks and principles to make and act upon decisions	Elective
FNSSAM611	Monitor performance of financial products and services in meeting client needs	Elective
BSBESB406	Establish operational strategies and procedures for new business ventures	Elective
BSBFIN601	Manage organisational finances	Elective

For more information, please refer to [FNS60222 Advance Diploma of Accounting TAS V1.2.pdf](#)



## Visa and Conditions

After you have successfully completed the application and enrolment process, you will be issued with a Confirmation of Enrolment (CoE). Once you have this, you can apply to the Department of Home Affairs for a student visa. You may choose to use a Registered Migration Agent or may choose to complete it yourself. More information about how to apply for a visa can be accessed here: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>

Once you have received your visa, you must abide by its conditions. If you do not, you can be sent home and will not be able to finish your course. Conditions include (but are not limited to):

- Satisfy attendance and/or course progress requirements and maintain a valid enrolment for your course.
- Only work if you have been given permission to do so as part of your visa grant (and not work more than the stipulated number of hours).
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Notify us of your Australian address and any subsequent changes of address within 7 days.
- Complete the course within the duration specified in the CoE you received.
- Remain with the principal education provider for 6 months unless you are issued with a letter of release from the education provider to attend another institution.

**(IMPORTANT: The above does not constitute immigration advice, speak to your migration agent/solicitor about common visa conditions in the relevant subclass)**

## What is a USI?

USI is the acronym for Unique Student Identifier. It is a reference number that creates an online record of your training and qualifications attained in Australia. If you do not have a USI, then you cannot be awarded your qualification or statement of attainment.

Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognised training from 2015. This means (unless you have an exemption issued by the USI registrar) that as a student you must provide us with your USI. For information about USIs including how to create one visit <https://www.usi.gov.au/>.

For information on exemptions visit: <https://www.usi.gov.au/about/privacy-and-unique-student-identifier/individual-exemptions-students>

If you are having trouble creating a USI, we will assist you during the orientation session on the first day.



## Education Agents

### Education agents

Australian Institute of Innovation & Technology (AIIT) uses education agents to assist us to recruit students. We have written agreements in place to ensure ethical practices as we hold our responsibility to our students, the sector and reputation of the VET industry in Australia very seriously. A list of approved education agents can be found on our website at: <http://www.aiit.edu.au/>

## RPL and Credit Transfer – VET students only

**Credit transfer** is a formal recognition of previous studies and can help to reduce the duration of your course, as well as fees. You may apply for a credit transfer for a complete unit or modules within a unit. There is no charge to apply for a credit transfer, but you need to let us know that you want to apply for this on your application for enrolment form in the relevant section. You will need to provide a certified copy of your certificate either issued by another education provider or an authenticated VET transcript issued by the USI Registrar.

**Recognition of Prior Learning (RPL)** is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. You need to let us know that you want to apply for RPL at the time of application by indicating this on the application for enrolment form in the relevant section. There is a charge for RPL, and this can be viewed in the **Fees and Refunds** section of this handbook. RPL can also reduce your course duration and fees.

We will inform you in writing of any reduced course duration and fees due to credit transfer and RPL and issue your CoE for the reduced duration of the course.

## Course Orientation

On the first day of your course, we will deliver an orientation session to you which includes an induction session. It's vital that you attend this as we will cover the following topics:

- Course information.
- Facilities and resources available at our campus.
- Emergency evacuation procedures.
- Your rights and responsibilities as a student.
- Support services available.
- Legal, emergency and health services.
- Safety relevant to Australia and your environment.
- Critical incidents and critical incident reporting



- Policies about course progress, attendance monitoring, deferral, suspension and cancellation, course transfer and our complaints and appeals process.
- Student visa conditions related to course progress and attendance.
- Information about work rights.
- Question and answer session
- Assistance in creating your USI if you have not done so already (VET students only).

## What can I expect during training and assessment (VET Students)?

Vocational training and assessment are all about practical and competency-based learning and assessment that is relevant to industry and our modern world.

You will learn in the classroom and/or the practical work environment where the industry conditions are simulated to prepare you for your chosen field. You are required to undertake a range of assessment activities dependent on the course you are undertaking. Your assessment tasks will either be marked as **Satisfactory** or **Not Satisfactory** and achievement of a Satisfactory result for all assessment tasks within a unit of competency results in a mark of Competent for that unit. Once you have received a mark of Competent for all units that make up the qualification– you will be eligible to be awarded your qualification.

## Reassessment Arrangements

### Re-assessment (VET students)

Arrangements for reassessment will be arranged with you directly with your trainer/assessor if, and as, necessary. To pass each unit you must be deemed as satisfactory in all tasks. To gain your qualification, you must achieve a result of competent for each unit.

### Re-assessment (all students)

You are entitled to two attempts at each assessment task and if you exhaust both attempts, then you will be required to pay an additional cost for re-assessment as outlined in the **Fees and Refunds** information and this will also be outlined in your Student Agreement signed at enrolment. Please refer to the Fees and Refunds section for more information.

We cannot guarantee that you will be awarded your qualification or certificate as this is dependent on you and the work you put into your course. We will provide you with all the necessary facilities, equipment, trainers/teachers, and support to complete the qualification – but the outcome of it depends on you. We also cannot guarantee that you will find work in your chosen field, as this depends on factors beyond our control – but what we can guarantee is that we will provide you with consistent training/teaching and a relevant course with the support and guidance from a fantastic team of dedicated trainers who care about your individual progress. Each student matters to us – and your positive outcome and successes are successes of our college community also.



## Support and Welfare

We all need a little extra support sometimes and when you are living and studying overseas – you may need a little bit more than you normally would. We are here to help you – so do not ever be shy to let us know what you are going through and how we can help.

We offer the following in relation to support and welfare:

- One-to-one support from the trainer/assessor or teacher.
- Support with personal issues.
- Access to additional learning resources.
- Reasonable adjustment in assessment.
- Social events.
- Buddy program.
- Information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance. We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

We have a range of information we can provide you with on a variety of issues – this may be related to accommodation, legal or financial issues, cultural considerations, disability support, stress management – or maybe you are experiencing a bout of homesickness. If you are experiencing, it – then we are concerned about it. Please communicate with us because we care. We do not charge for internal services, but you will be responsible for any external provider costs at the time you access the services. We can assist you to find local groups of like-minded people in the area, connect you with other students with similar interest groups or simply be a friendly listening ear when you need one.

Depending on your needs, we will provide you with a referral to the relevant local organisation and assist you to access services from them.

Some support services are listed in our Important information about Australia section of this handbook – but it is best to come and speak to the Administration and Student Support Officer where you can have a confidential discussion and get the right type of service / support for your need or concern.

## Reissuing Certification Documents

We are required by law to keep records of your qualification and units achieved for at least thirty (30) years. If you lose your statements or qualification, we can re-issue these to you for an additional charge. (Refer to our **Fees and Refunds** section for more information.)





## Feedback

Your feedback is important to us! Like all businesses, we strive to improve and use feedback to make changes in line with continuous improvement. We want to make sure we are meeting the needs of current and future students so please let us know if something is not right or you have a feedback suggestion by emailing or calling us.

You may also receive surveys from us from time to time. Please complete these and return as advised.

If you are a VET student, you will also be provided with a Quality Indicator Survey which is issued by the National Centre for Vocation Education and Research (NCVER). We hope you will complete this as it is an important way of us getting feedback.

## The Change of Details

From time to time your personal details may change. You might get a new mobile phone number, change your address or emergency contact details. It is actually a condition of your visa to notify us within 7 days if your address changes.

If you ever notice that something is not right with some of your personal information or our records – please let us know so we can amend your records and correct it.

## Students' Requirements

The next section of this handbook outlines important policies and processes that you need to know about as a student. It is expected that you have read through and are familiar with this information – keep this handbook handy for future reference so you can refer to it when needed.

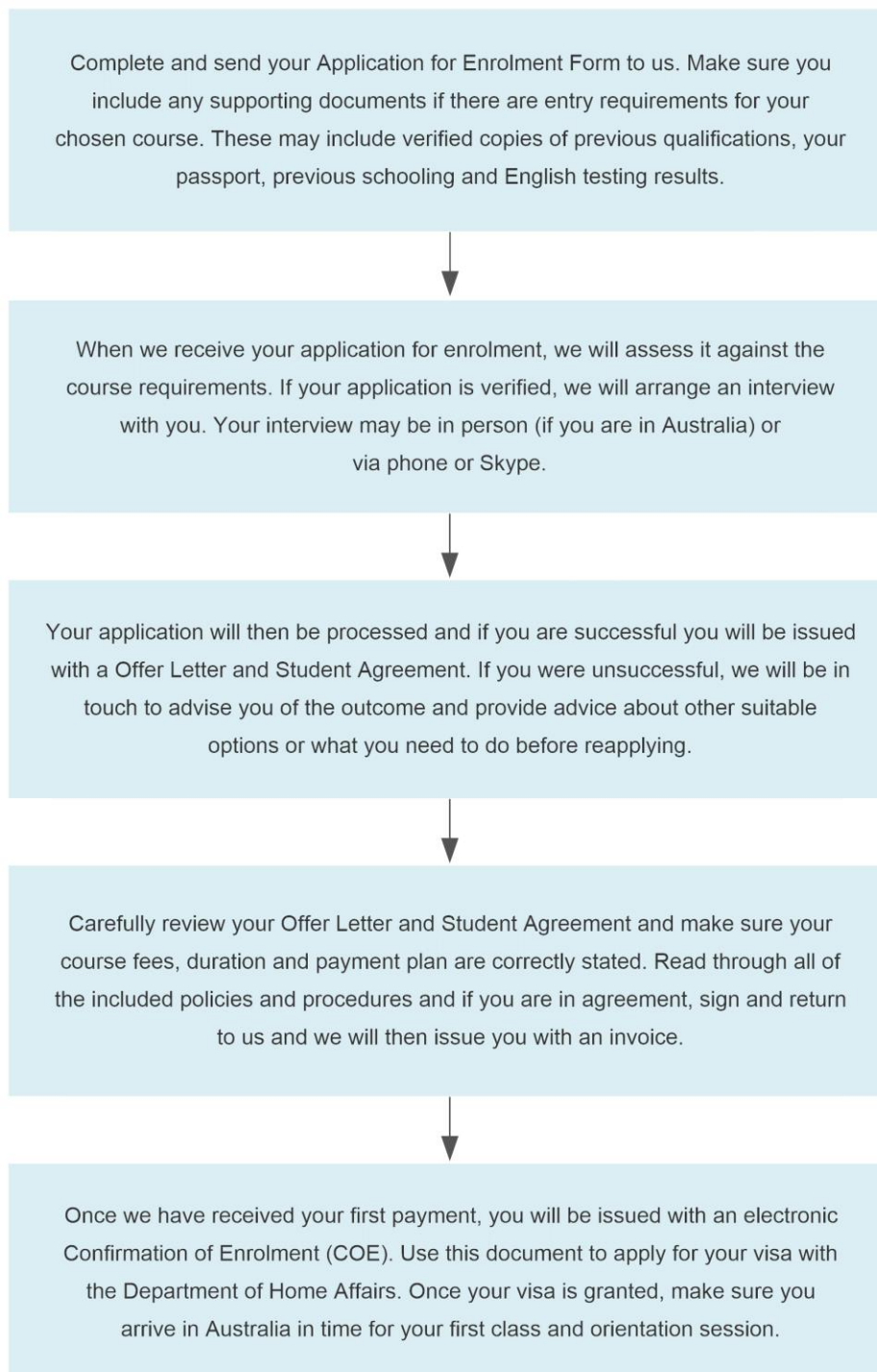
You are also expected to read through and abide by the Student Code of Conduct which is included in the next section below along with other important information. You can also find out more about the ESOS Framework which protects your rights at: <https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>

We look forward to welcoming you as a new student if you are not one already and wish you the best of luck in your studies and your time spent here in Australia!



## Application Process

The application process is outlined in the diagram below:





## Policies and Procedures

### Fees and Refunds

We would like to ensure that you understand all fees and changes associated with your course, please carefully read this section.

You can find out about the fees for a course on the Course Brochure and in addition all fees associated with your course are included in the **Student Agreement**. The Student Agreement also includes a detailed payment schedule and payment options, as well as your rights.

We will also tell you about the potential for fees and charges to change over the duration of their course, although it is unlikely that fees and charges will change.

We protect your fees at all times by:

- Maintaining a sufficient amount in our account so we are able to repay all tuition fees already paid.
- Through our membership of the Tuition Protection Scheme (TPS). The role of the TPS is to assist international students where we are unable to fully deliver their course of study. The TPS ensures that you are able to either complete their studies in another course or with another education provider or receive a refund of your unspent tuition fees.
- Not requiring you to pay more than 50% of course fees prior to commencement, except where a course is less than 26 weeks. However, you may choose to pay your fees in full or a greater amount than 50%. Please contact us if you would like to pay more than is documented in your student agreement.

Please note that the following fees can apply in addition to the fees advertised in the Course Brochure.

Additional fees that may apply in addition to tuition and non-tuition fees include:

Additional fees that may apply	Amount
Deferral fee	\$220
Reassessment fee (students have a total of 2 attempts and any attempt thereafter will incur the stated fee).	\$220
Late payment of tuition fee	\$220
Re-issuance of CoE	\$220
Student ID reprinting	\$60
Reprinting of Certificate	\$10



You are required to pay all fees and charges by the date indicated on the invoice. Where you are unable to make a payment by the specified date, please contact us to discuss alternative arrangements.

All payments are to be made into the account specified on the invoice.

Where fees are overdue and you have not made alternative arrangements, a first warning, second warning and notice of intention to report regarding non-payment of fees will be sent to you as follows:

- First warning letter: failing to pay an invoice within 5 days of receipt or contacting us to make alternative arrangements.
- Second warning letter: failing to pay an invoice within 5 days of receipt of the first warning letter or contacting us to make alternative arrangements.
- Notice of intention to report failing to pay an invoice within 5 days of receipt of the second warning letter or contacting us to make alternative arrangements.

Following cancellation of enrolment due to non-payment of fees, your debt will be referred to a debt collection agency.

## Refunds

Please carefully read the following information about refunds. Please carefully read the following information about refunds. This applies whether you paid the fees, or an education agent paid the fees and non-tuition fees on your behalf.

If an applicant accepts a place offered by Australian Institute of Innovation & Technology (AIIT) and pays the applicable fees, it means a binding contract is created between the student and Australian Institute of Innovation & Technology (AIIT).

Notification of withdrawal from unit/s or course of study must be made in writing to Australian Institute of Innovation & Technology (AIIT) addressing to the principal. The cancellation fee will be calculated as shown in the Schedule A.

All fees paid including any course fees collected by education agents on behalf of Australian Institute of Innovation & Technology (AIIT) except the non-refundable enrolment fee, are subject to this refund policy.

Where a visa renewal is rejected due to a breach in visa conditions, a student must withdraw from Australian Institute of Innovation & Technology (AIIT) and the cancellation fee will be calculated as shown in the Schedule A.

Australian Institute of Innovation & Technology (AIIT) reserves the right not to offer a course previously made available at its own discretion. Where a student is unable to enrol in a similar course at Australian Institute of Innovation & Technology (AIIT) and the enrolment is cancelled then the cancellation fee will be calculated as shown in the Schedule A.



In the unlikely event that Australian Institute of Innovation & Technology (AIIT) is unable to deliver your course in full (provider default), you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 28 working days on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Australian Institute of Innovation & Technology (AIIT) at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

Australian Institute of Innovation & Technology (AIIT) refunds (apart from provider defaults) under this policy will be paid within 28 working days from the date of approval from an authorised Australian Institute of Innovation & Technology (AIIT) management staff.

If the student is not satisfied with a decision of the refund, an appeal should be made in writing to the principal of Australian Institute of Innovation & Technology (AIIT).

Refunds will be made in Australian dollars and the academy reserves the right to make refunds payable in the country of origin. Agency fees, if applicable, will not be refunded.

Where an international student requests that the refund is made payable to a relative or other person in Australia, this will only be granted if documentary evidence proves that the relative or other person paid the tuition fees.

## International student refunds

In addition to the above circumstances, refunds apply as follows:

### Schedule A

#### Prior to course commencement

- Written notice of withdrawal provided at least 28 working days prior to course commencement.
  - Paid tuition fees refunded, less enrolment fee (non-refundable)
- Written notice of withdrawal provided less than 28 working days prior to course commencement.
  - Refund equal to 50% of the paid tuition fees.
  - The non-tuition fees are exempt from the refund amount.
- Visa refusal which caused the student's failure to start the course before the course commencement.
  - Paid tuition fee refunded, less enrolment fee (non-refundable).

#### After the course commencement

- Where a student does not commence the course on the start date and subsequently provides notice of withdrawal from the course
  - No refund of the enrolment fee (non-refundable) and the first term fee.





## Schedule A

- The subsequent terms paid in advance will be refunded.
- If a student's visa application is rejected after the student has commenced the course
  - The refund amount calculated will be the weekly tuition fee times the weeks in default period.
  - The non-tuition fees are exempt from the refund amount.
- Australian Institute of Innovation & Technology (AIIT) refuses to continue the student in the course because of student misbehaviour, breached visa conditions, failure to pay outstanding fees.
  - No refund of the enrolment fee and current term fee.
  - The subsequent terms paid in advance will be refunded.

## Course cancellation

- Australian Institute of Innovation & Technology (AIIT) cancels the course prior to course commencement.
  - All monies paid to the provider, less enrolment fee (non-refundable), will be refunded.
- Australian Institute of Innovation & Technology (AIIT) cancels the course before its expected end date.

In the unlikely event of an Australian Institute of Innovation & Technology (AIIT)s' default of a course, students will be offered with two options:

- Refund by calculating the weekly tuition fee times the weeks in default period; or
- Alternative Course Agreement: Students can be offered and alternative course at Australian Institute of Innovation & Technology (AIIT) with no extra charge.
- Students will have the right to choose one of the above options.



## Complaints and Appeals

We sincerely hope not, but from time to time you may be unhappy with the services we provide or want to appeal a decision we have made. We take your complaints and appeals seriously and will ensure in assessing them that we look at the causes and action that we can take to ensure it does not happen again/reduce the likelihood of it happening again.

Complaints can be made against us, our trainers and assessors and other staff, another student at Australian Institute of Innovation & Technology (AIIT), as well as any third party that provides services on our behalf such as education agents.

Complaints can be in relation to any aspect of our services.

Appeals can be made in respect of any decision made by RTO. An appeal is a request for Australian Institute of Innovation & Technology (AIIT)s' decision to be reviewed in relation to a matter, including assessment appeals.

In managing complaints, we will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaint process. This means that we will review each complaint or appeal in an objective and consistent manner and give everyone the opportunity to present their point of view.

Our internal complaints and appeals process can be accessed at no cost.

We do encourage you to firstly seek to address the issue informally by discussing it with the person involved.

However, if you do not feel comfortable with this or you have tried this and did not get the outcome you wished you can access the formal complaints and appeals process.

If you want to make a complaint or appeal, you must:

- Submit your complaint or appeal in writing using the complaints and appeals form. The complaints and appeals form outline the information that should be provided and can be accessed from reception.
- Submit your complaint within 30 calendar days of the incident or in the case of an appeal within 30 calendar days of the decision being made.

We will acknowledge your complaint or appeal will be acknowledged in writing within 3 working days of receipt.

We will review your complaint or appeal will commence within 5 working days of receiving the complaints.

Complaints and appeals will be finalised as soon as practicable or within 30 calendar days. However, where the complaint or appeal is expected to take more than 60 calendar days to process, Australian Institute of Innovation & Technology (AIIT) will write to inform the complainant or appellant of this including the reasons for such. Following this update, regular updates will be provided of progress.



For assessment appeals, we will appoint an independent assessor to conduct a review of an assessment decision that is being appealed.

We will communicate the result of the complaints and appeals process to you in writing and this will include the reasons for the decision.

If you do need to come in for a meeting, you can have a support person of your choice present to assist you to resolve the complaint or appeal.

Generally, your enrolment will be maintained throughout any internal appeals process that concerns a decision to report you.

Additionally, If the appeal is against our decision to report you for unsatisfactory course progress or attendance, your enrolment will be maintained until the external process is completed and has supported or not our decision to report you.

If the appeal is against our decision to suspend or cancel your enrolment due to misbehaviour, this will not take effect until after the outcome of the internal appeals process.

## Independent parties

Where the internal process has failed to resolve the complaint or appeal, you will be able to take your case to the **Overseas Students Ombudsman (OSO)**.

International students may complain to the OSO about a range of circumstances including:

- being refused admission to a course
- course fees and refunds
- being refused a course transfer
- course progress or attendance
- cancellation of enrolment
- accommodation or work arranged by the Australian Institute of Innovation & Technology (AIIT)
- incorrect advice given by an education agent.
- taking too long in certain processes such as issuing results
- not delivering the services indicated in the Student Agreement.

More information can be found at:

<http://www.ombudsman.gov.au/making-a-complaint/overseas-students#quality-of-education-provider>

You can access these services at no cost in relation to matters that cannot be resolved through internal processes. Further information and contact details are included below.



We will cooperate in full of the OSO and will immediately implement their decisions or recommendations and/or take preventative or corrective action required by the decision or recommendation.

We will communicate all actions to you in writing based on the OSO's decision.

Complaints can also be made to the organisations indicated below:

## **National Training Complaints Hotline**

The National Training Complaints Hotline is a national service for consumers to register complaints concerning vocational education and training. The service refers consumers to the appropriate agency/authority/jurisdiction to assist with their complaint. Access to the Hotline is through:

Phone: **13 38 73**, Monday–Friday, 8am to 6pm nationally

Email: [ntch@education.gov.au](mailto:ntch@education.gov.au)

## **Australian Skills Quality Authority (ASQA)**

Complainants may also complain to our registering body, Australian Skills Quality Authority (ASQA). It is important to understand that ASQA does not act as an advocate for individual students and is not responsible for resolving disputes between students and training providers. ASQA only uses information from all complaints as intelligence to inform regulatory activities. More information can be found at:

<https://www.asqa.gov.au/complaints>

Nothing in this policy and procedure limits the rights of an individual to take action under Australia's Consumer Protection laws and it does not circumscribe an individual's rights to pursue other legal remedies.

## **Compassionate or Compelling Circumstances**

You will find that many of our policies refer to compassionate and compelling circumstances, so it is important to understand this term.

Compassionate and compelling circumstances are personal circumstances that:

- are involuntary and outside your control, for example, medical, family, wellbeing, or enrolment circumstances, and
- present you with limited or no choice.



## Course Progress and Monitoring

In order to maintain satisfactory course progress and attendance you must:

- attend all of your classes, with a minimum attendance of 80% expected
- satisfactorily complete all of your assessments
- actively participate in classes.

Your course progress will be monitored to make sure you are completing all of your assessments and actively participating in learning.

Your attendance will be recorded at the start and end of each class you attend, and your attendance rate will be calculated weekly. Please note you cannot be absent for more than 5 consecutive days without approval for a leave of absence. If you are absent, we will contact you via SMS, phone calls and emails.

We may assess that you are at risk of unsatisfactory course progress and/or attendance if you:

- have an overall result of Not Yet Competent result for a unit
- do not attend classes on a regular basis
- do not participate in learning activities within the classroom.

An exception may be made where you are attending at least 70% of the course contact hours and is maintaining satisfactory progress.

In this case we will contact you in writing and issue you with a First Warning Letter inviting you to attend a meeting with us to discuss your lack of progress and/or attendance and to agree on a plan to address this (an Intervention Strategy).

If following the First Warning Letter you either do not attend a meeting with us or continue to not make satisfactory course progress, we will send you a Second Warning Letter inviting you to attend a meeting with us to discuss your lack of progress and/or attendance and to possibly adjust the Intervention Strategy agreed on.

If following the Second Warning Letter you either do not attend a meeting with us or continue to not make satisfactory course progress, we will send you a Notice of Intention to Report for Unsatisfactory Course Progress/Attendance including the reasons for the notice. This will mean you may be reported to the Department of Home Affairs with the risk of your visa being cancelled. You may appeal against this decision (see section on complaints and appeals) but you must do so within 20 days of receiving the notice.

We will only report unsatisfactory course progress or unsatisfactory course attendance if:

- the internal and external complaints processes have been completed and the decision or recommendation supports our original decision; or
- you do not appeal the decision within the 20-working day period; or
- you do not access an external complaints and appeals process; or
- you withdraw from the internal or external appeals processes by notifying us in writing.



Please note that extensions to your course duration specified on the CoE will be allowed if: you

- Can provide evidence of compassionate or compelling circumstances.
- Where you are participating in or about to participate in an intervention strategy because you are at risk of not meeting course progress or attendance requirements.

## Deferring your Course

Australian Institute of Innovation & Technology (AIIT) allows you to defer your course. This means that your place is guaranteed but you can choose to delay the start of your course for up to 12 months.

To defer your course, you will need to complete a Deferral Form and provide evidence of compassionate or compelling circumstances.

If your request is approved, you will receive a new Student Agreement including a revised start date.

It is important to check the impact on your visa by contact the Department of Home Affairs.

## Suspending your Course

Australian Institute of Innovation & Technology (AIIT) allows you to suspend your course. This means that although you have commenced your studies you will be able to take a leave from your studies of up to 12 months.

To suspend your course, you will need to complete a Leave of Absence Form and provide evidence of compassionate or compelling circumstances.

If your request is approved, you will receive a new Student Agreement including a revised start date.

It is important to check the impact on your visa by contact the Department of Home Affairs.

A leave of absence will not be approved if fees are unpaid.

## Transferring Courses

If you wish to transfer to another RTO or English course provider or university within the first six months of your main course of study, you will need to apply for release from RTO. If you wish to transfer after six months you do not need permission for release (although you will still need to complete a withdrawal form - see the section on deferral, suspension and cancellation).

For your application, the RTO or university you wish to transfer to must be registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). It is important to check this which you can do using the CRICOS course and institution search.

Australian Institute of Innovation & Technology (AIIT) will approve your request for transfer if:





- the course is academically unsuitable for you because you are not able to achieve satisfactory course progress at the level you are studying despite participating in an agreed Intervention Strategy.
- you can prove that you need the transfer because of compassionate or compelling circumstances.
- the course outlined in your Student Agreement has not been delivered
- you provide evidence that your reasonable expectations about the course are not being met
- you provide evidence of being misled by Australian Institute of Innovation & Technology (AIIT), or by an education or migration agent, regarding the Australian Institute of Innovation & Technology (AIIT) or the course, and the course is therefore unsuitable.

Australian Institute of Innovation & Technology (AIIT) will not approve your request if:

- you do not provide satisfactory evidence of compassionate or compelling circumstances.
- You cannot show that you have been participating in the agreed Intervention Strategy in order to achieve satisfactory course progress.
- you have unpaid course fees for the current study period
- the transfer would put your progression through a package of courses at risk
- you require access to particular support services that have not yet been provided or offered to you.

## How to Apply

If you wish to apply to transfer to another registered provider prior to completing six months your main course, you must complete a Withdrawal Form and attach a copy of the offer from the other RTO or English course provider or university. The Withdrawal Form will require you to include a statement of your reasons for seeking release.

You will receive a notice advising you of the outcome within 10 working days of receipt of the form and valid enrolment offer. Where the request is granted, a Letter of Release will be provided to you. It is important for you to contact the DHA to seek advice on whether a new student visa is required. All refunds associated with course transfer will be in accordance with our Fees and Refunds policy.

## Appealing the Decision

If your application is unsuccessful, you will be advised in writing, and you can access our Complaints and Appeals Policy and Procedure to appeal the decision within 20 working days of receipt of the decision.

We will not finalise the refusal until the appeal process is complete and either finds in our favour or until the 20-working day period in which you can access the complaints and appeals process has passed.



## Transferring Courses with Australian Institute of Innovation & Technology (AIIT)

Australian Institute of Innovation & Technology (AIIT) offers students the options to transfer to other courses within Australian Institute of Innovation & Technology (AIIT).

Australian Institute of Innovation & Technology (AIIT) will approve your request for transfer if you can show that:

- the course better meets your study capabilities and/or long-term goals
- you provide evidence that your reasonable expectations about the course are not being met.

Australian Institute of Innovation & Technology (AIIT) will not approve your request if:

- the transfer would put your progression through a package of courses at risk
- you require access to particular support services that have not yet been provided or offered to you.
- there is evidence that you are trying to avoid being reported to DHA for failure to meet the provider's attendance or academic progress requirements.
- you have unpaid course fees for the current study period.

### How to Apply

If you wish to apply to transfer to another course, you must complete an Internal Course Transfer Form. The Form will require you to include a statement of your reasons for seeking release.

You will receive a notice advising you of the outcome within 10 working days of receipt of the form. Where the request is granted, a new CoE will be provided to you. It is important for you to contact the DHA to seek advice on whether a new student visa is required.

It is also important to check whether us whether any additional fees will be required to be paid.

### Appealing the Decision

If your application for internal transfer is unsuccessful you will be advised in writing, and you can access our Complaints and Appeals Policy and Procedure to appeal the decision within 20 working days of receipt of the decision.



## Discontinuing your Studies

You may decide that study is not for you and choose to discontinue your studies. Before you make a final decision, however, it is a good idea to talk to us to help you to make an informed decision.

If you no longer wish to continue with your studies with us, then you must complete a Withdrawal Form. Make sure you carefully read the Fees and Refunds information so that you know how your decision affects your fees. Usually once you have commenced a study period (term) you will not be able to get a refund.

## Suspending or Cancelling your Enrolment

It is important to understand that your enrolment may be cancelled or suspended by us in a range of circumstances:

- Misbehaviour (ie not abiding by the Student Code of Conduct as outlined in this Handbook).
- Not paying your course fees.
- Not making satisfactory course progress or attending classes as set out in this Handbook.

Where any of the above circumstances apply you will be contacting in writing to inform you of the intended suspension or cancellation and the reasons for this.

You will be given the opportunity to access our Complaints and Appeals Policy and Procedure to appeal the decision within 20 working days of receipt of the decision.

We will report you to until the internal appeal process is complete unless your health and wellbeing or that of others could be at risk.

It is important for you to contact the DHA to seek advice on your student visa.

## Privacy and Access to Records (VET Students)

### Why do we collect your personal information?

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide this information, we will be unable to process your enrolment.

### How do we use your personal information?

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### How do we disclose your personal information?

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the



National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### **How do the NCVER and other bodies handle your personal information?**

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy)

If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

### **Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.



## Contact information

At any time, you may contact Australian Institute of Innovation & Technology (AIIT) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Please contact us using the contact details provided at the beginning of this Handbook. If you would like to view a copy of our privacy policy and associated procedures, let us know and we will provide this to you.

## Student Code of Conduct

The following information outlines what is expected of you.

### Your responsibilities

#### Policies and procedures

You are expected to:

- read and follow our policies as documented in this handbook
- respond to our communications promptly
- advise us within 7 days of any change of contact details including current residential address, mobile number, email address and who to contact in the event of an emergency.

#### Learning and assessment

You are expected to:

- attend scheduled classes
- actively participate in learning
- complete all homework given to you
- complete and submit all assessments on time
- refrain from plagiarism, cheating and collusion
- pay all fees due
- ask for support if needed.

#### Classroom conduct

You are expected to:

- arrive on time for your class
- be prepared for class
- dress appropriately
- only use handheld devices in class when relevant to the activity
- communicate in English.



## Respect and ethics

Students are expected to:

- respect others' values and beliefs
- interact with others in a collaborative, professional manner
- use our resources for the purpose for which they are intended
- refrain from harassment and discrimination of any kind
- resolve any conflicts calmly
- respect ours and other people's property.

## Your rights

### Policies and procedures

You can expect to:

- be informed of our policies and associated procedures
- receive regular and relevant communications
- learn in a safe environment
- have your personal details kept confidential and secure
- access the information that we hold about you.
- have the opportunity to provide feedback on services received.

### Learning and assessment

You can expect to:

- be provided with high quality training, assessment and support services
- receive the support you need
- have your assessments marked and returned within 10 working days of submission.
- receive feedback on assessments where the result is not satisfactory.

### Classroom conduct

You can expect your trainer and assessor to:

- be on time for classes
- be prepared for class
- be knowledgeable and engaging
- dress appropriately
- only use handheld devices in class when they are relevant to the activity
- communicate in English.

## Respect and ethics

You can expect:

- to have your values and beliefs respected
- to be treated fairly and equitably by staff and students
- interact with others in a collaborative, professional manner
- respect for yourself and your property





## Important Information about Australia

### Living and studying in Australia

Australia is one of the world leaders in education and home to almost 700,000 international students. It's a great place to live and study as Australia has some of the lowest crime rates in the world with lots of open spaces, beautiful parks and wildlife, golden surf beaches and vibrant cities and night life. Australia is a welcoming and friendly country toward overseas visitors and our national values include individual freedoms along with protection of the rights of citizens and visitors with a transparent legal system in place. We are a multi-cultural and diverse nation with a thriving mix of regional and city centres providing a variety of landscapes and opportunities. Australia is a technologically advanced nation with great infrastructure and transportation options for students and being a country with one of the highest minimum wage rates – Australia is really a fantastic place to live and study.



This information has been sourced from Study in Australia provided by the Australian Government. If you would like more information about a specific topic, please visit the website: <https://www.studyinaustralia.gov.au/>

### Cost of living

As of October 2019, the 12-month living costs are as follows:

- For students or guardians – AUD\$21,041
- For partners coming with you – AUD\$7,362
- For a child coming with you – AUD\$3,152.

For a specific breakdown of accommodation and other living costs, please refer to <https://www.studyinaustralia.gov.au/English/Live-in-Australia/living-costs> and make use of the cost of living calculator provided by Insider Guides at <https://insiderguides.com.au/cost-of-living-calculator/>



## Accommodation

There are a variety of accommodation options in Australia to suit every need, preference and budget. This includes, renting, purpose-built student accommodation, short-term accommodation like hotels and hostels, share houses or home stays. For detailed information about the various types of accommodation and legal obligations and rights for renting in each state and territory, please visit <https://www.studyinaustralia.gov.au/English/Live-in-Australia/Accommodation>

## Transport

Australia has great public transport options including trains, buses, taxis and other ride share options like Uber and Didi. Australia also has many cycling and walking paths and its affordable domestic flight travel means that you may like to take advantage of your time here by seeing more of the sights.

## Health and safety

Australia is generally a safe country, but you do need to be aware of the risks and be prepared. Make sure you read the information provided at the link on the following topics:

- Emergencies
- Home safety
- Fire
- Transport and personal
- Sun and water.

## Working on a student visa

Student visa holders can work up to 40 hours every two weeks (fortnight) during study terms and unlimited hours during school holiday breaks. For more information on popular industries for students to work in, your rights and responsibilities, your employer's rights and information about the Fair Work Ombudsman visit: <https://www.studyinaustralia.gov.au/English/Live-in-Australia/work>

## Overseas Student Health Cover (OHSC)

You must have student healthcare cover before arriving in Australia and for the duration of time you are in Australia – this is a visa requirement of the Department of Home Affairs. For further information about OHSC and other optional insurances visit <https://www.studyinaustralia.gov.au/English/Live-in-Australia/Insurance>

## Emergency contacts and other useful numbers and information

### Emergency services:

Dial 000 and advise whether you require:

- Police
- Fire
- ambulance.

### Police station

The nearest police station is:

Surry Hills Police Station

- **Address:** Surry Hills Police Station, 151-241 Goulburn Street, Sydney New South Wales 2010
- **Phone:** (02) 9265 4144



### Medical facilities near campus:

The closest hospital to campus with an Accident and Emergency Department is:

### St. Vincent's Private Hospital Sydney

- **Address:** 406 Victoria Street, Sydney NSW 2010
- **Phone:** (02) 8382 7111



The closest medical centre is:

### Macquarie Street Medical Centre

- **Address:** Level 1, Macquarie Chambers 183 Macquarie Street, Sydney New South Wales 2000
- **Phone:** (02) 9232 3323

### Transport services

Luxury Transport Group

- **Address:** 532-540 George Street, Sydney NSW 2000
- **Phone:** +61 1300 974 949

### Taxi company

Black and white cabs 133222

<https://www.blackandwhitecabs.com.au>





## Crisis support

### Lifeline 13 11 14

Lifeline provide a 24-hour crisis support and suicide prevention service. If you are thinking about suicide or are experiencing a personal crisis, call Lifeline for immediate support.



### Beyond Blue 1300 22 4636

Beyond Blue provide support services to those who need support and may be affected by anxiety, depression or suicidal thoughts. They can be contacted by phone, online chat support or via email. Visit their site:

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



See a range of help lines and websites at <https://www.beyondblue.org.au/get-support/national-help-lines-and-websites> including mental health, groups who may experience discrimination, kids helpline, Relationships Australia and Headspace.

