
STUDENT HANDBOOK



NSW BUSINESS COLLEGE

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RTO No: **40896**: CRICOS Provider Code: **03409F**

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Welcome to the NSW Business College

Congratulations on joining the NSW Business College learning community!

NSW Business College is a Registered Training Organisation (RTO), offering high quality, industry-led skills development to meet the skills needs of businesses in the business service.

The information contained in this Handbook has been developed to assist students or those considering undertaking a course with NSW Business College. We want to make sure that you have access to all the relevant information as you embark on your learning experience. This handbook will help you understand your rights and responsibilities, to make informed decisions and understand how you can seek assistance when needed.

Please take the time to read it and if you have any questions, speak to your trainer or any of the friendly staff at NSW Business College.

We encourage you to actively engage in our community of learners and trainers. As a Learner at NSW Business College we always welcome and encourage your input and feedback on how we can improve. Your input will help ensure we continue to improve the learning experience and outcomes you expect and deserve.

I would like to personally welcome you to NSW Business College and hope that your learning experience will be stimulating and productive. Please let us know if you need our assistance at any time to ensure that your time with us is as pleasant and rewarding as possible.

Best wishes as you begin your learning experience with us,

Dr Stephen Rainer

PEO, NSW Business College

College contact details

The Chief Executive Officer, Academic Manager and Student Administration Manager can be contacted as indicated below:

| | | | |
|--------------------------|---|-----|-------------------------------|
| Head Office | Level 2, Hyde Park Plaza Building, 38 College Street, Darlinghurst NSW 2010 | | |
| Course Delivery Location | Level 2, 38 College Street, Darlinghurst NSW 2010 | | |
| Phone | 02 9264 0073 | | |
| Email | admin@nswbusinesscollege.com.au | Web | www.nswbusinesscollege.com.au |

Send all documents to the Head Office address.

College Hours

Office hours:

Monday-Friday

09.00 am – 6.00 pm.

Saturday-Sunday

Reception is closed

NSW Business College

Registered Training Organisation

As a registered training organisation the NSW Business College is bound to comply with the VET Quality Framework, the National Code of Practice 2018 and other requirements specified by the Australian Skills Quality Authority (ASQA).

A copy of the National Code of Practice 2018 is located in the administration office of your campus and is also available for download from <http://www.education.gov.au/quality-and-legislative-frameworks>

Courses Offered

The NSW Business College is registered by ASQA to offer nationally accredited qualifications. We provide training and assessment services in the area of Business.

The nationally recognised qualifications on our scope of registration that we are currently offering to International Students are as follows:

- BSB20115 Certificate II in Business
- BSB30115 Certificate III in Business
- BSB40215 Certificate IV in Business
- BSB51918 Diploma of Leadership and Management
- BSB61015 Advanced Diploma of Leadership and Management
- BSB42415 Certificate IV in Marketing and Communication
- BSB52415 Diploma of Marketing and Communication
- BSB61315 Advanced Diploma Marketing and Communication
- HLT42015 Certificate IV in Massage Therapy (Domestic Students Only)
- HLT52015 Diploma of Remedial Massage (Domestic Students Only)

Enrolment Procedure

All students are the letters of offer and student agreement into any course offered by the NSW Business College and prior to paying any fees to NSW Business College, other than the enrolment fee, materials fee and tuition fee deposit. You will previously have submitted an application form and received all information relating to living in Australia and studying at NSW Business College.

The following are the steps in the enrolment procedure:

- You first must access information regarding the college on the web including fee structure, refund policy and enrolment procedures
- You then complete an application form and collect other documents relevant to the application i.e. certified evidence English language level, a written explanation, in English, of reasons for studying in Australia, copy of passport and any other supporting documentation. This is forwarded to NSW Business College for initial assessment
- The College checks your enrolment documents and the evidence of your English language proficiency and determines any special support needs you may have
- Once the documents and your English language proficiency have been checked and it has been confirmed that you have met the entry requirement, a Letter of Offer/Formal Written Agreement will be sent to you for signing
- If you have enrolled as a package studying ELICOS with another provider, a conditional offer letter will be issued and sent to you for signing.
- Once the college receives the signed Written Agreement and the tuition fee deposit, materials fee and enrolment fee, your information is entered into PRISMS and an electronic confirmation of enrolment (ECoE) is created and sent to you along with a letter outlining what you are required to do upon arrival in Australia
- If the formal written agreement is returned unsigned, it will be sent back to you to be signed and returned. All fees paid are held until the formal written agreement is signed by you and returned.
- You are given an identification number and a database record is established
- Prior to commencement of your course, you are sent a welcoming email with the date and time of your Orientation Program.

Once you arrive at the NSW Business College:

- Students with conditional eCoE of English requirement, have to show the evidence of meeting the English requirement before attending the Orientation day.
- You will report to NSW Business College reception and speak to a Student Service Officer. You will be asked to complete an Enrolment Form including your contact details and residential address in Australia. If you have any questions or concerns, they will be answered by the Student Service Officer.
- Your Enrolment Form will be passed to an administration assistant who will enter this information into the Student Management System.
- You will then attend the Orientation Program at the beginning of the first study block as outlined in the email sent to you.
- You will meet with the Academic Manager and trainers during Orientation. The student service officers will confirm the course you have enrolled into and take copies of original documentation such as your Passport, Student Visa and IELTS results.
- The Academic Manager will provide you with a copy of your timetable and allocated class. You will also be provided with a copy of the Student Handbook.

Student Orientation

When you arrive at NSW Business College you will receive a short orientation session in your first class at the College. The orientation session covers the information listed below, and you will be provided with a tour of the College and facilities. It is important that you attend the orientation program otherwise you may miss out on information that affects your study.

The purpose of the orientation session is to fully inform new students of most aspects of life at the College and to provide an introduction to studying at the College.

After the orientation, you will be subject to a Language Literacy and Numeracy (LLN) Test which will assess basic literacy and numeracy skills which you need to have to complete your course. The details of LLN Test are outlined below:

Language Literacy and Numeracy Test

- Every student, who is enrolled in any course in NSW Business College, needs to take LLN test prior to commencement of their course. The LLN test is conducted by the Academic Manager or by a trainer appointed by the Academic Manager on the orientation day, which is the first day of students' course calendar. The procedures during and after LLN test are detailed below:
- LLN test consists questions which aim to assess students' basic language and numeracy skills
- Students are monitored during the written test and they are allowed to ask questions regarding the comprehension of the questions. If students have difficulty in understanding questions because of the complexity of the questions or the specific linguistic elements, the Academic Manager can provide student with support to comprehend the question. This support is given to minimize the comprehension problems, which do not necessarily stem from students' insufficient English level.
- If student is not deemed to be competent in the first test, they are required to attend an interview with the Academic Manager, in which the Academic manager will reassess student's English competency evaluating his/her speaking skills and/or giving extra tests.
- In accordance with the results of the second assessment, the Academic Manager might present an action plan, in which recommendations for support services for student will be outlined. Based on the Academic Manager's recommendations, students can be referred to undertake an English course from NSW International English College if required.
- In cases where student needs to receive referral services, The Academic Manager will process the action plan in accordance with the recommendations and strategies. The student will be required to approve and give his/her written consent for the action plan negotiated with the Academic Manager and the Academic Manager. If action plan includes recommended English course, the Academic Manager will refer the student to NSW International College with his/her written consent to undertake an English course appropriate for his/her level

Prior to commencement of class

Please locate and read the following information in this handbook:

- The Australian study environment and living in Australia
- Student support
- Assessment
- Recognition of prior learning / Course Credit
- College contact people
- Complaints and appeals process
- Critical incident procedure
- Plagiarism and cheating
- Student code of behaviour
- Attendance and course progress

- Keeping address and contact details up-to-date
- College facilities and resources
- Student obligations under the ESOS Act
- Emergency procedures
- Legal services
- Health and welfare services
- NSW Business College Policies and Procedures
- Student Credit Transfer application form
- Student deferral, suspension or cancellation application form
- Student refund application form
- Student RPL application form
- Student complaints and appeals form

In your first class

At the commencement of your first session your trainer will detail and explain the following;

- Learning and assessment program
- Work Health & Safety requirements
- Facilities and equipment
- Assessment requirements
- Questions

Your Student ID Card

To promote a safe learning environment, all students are issued with a NSW Business College Identification Card, containing:

- Photograph
- Full name
- Date of birth
- ID number
- Course name
- Course commencement and completion date

Students are required to have their Identification card with them at all times while on NSW Business College's campus.

Information for Students

College facilities

The College is located in the Central Business of Sydney and has very convenience access to trains and buses. The College has general-purpose classrooms, Internet access, student facilities for study, library and computer access. The College has computer facilities with the latest software. Further detailed information can be obtained by contacting the Student Services & Administration Manager.

College Academic Calendar and Intakes

The academic year of NSW Business College is 40 weeks divided into 4 terms of 10 weeks for every term. The course duration is based on a minimum of 20 scheduled course contact hours per week. Students must study a minimum 20 hours per week. Students are only allowed to take breaks during the public holidays and nominated college holidays.

Course Completion

Generally, students are expected to complete their course within the duration of study as recorded on CRICOS.

NSW Business College may extend the duration of a student's course only in the following circumstances:

- On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class); or
- In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required).
- Where NSW Business College is unable to offer a prerequisite unit at the time it is required;
- Where NSW Business College is implementing an intervention strategy for students at risk of not meeting academic progress requirements;
- Where NSW Business College has approved the deferral of commencement of studies or the suspension of study.

Students may request a change to their course by completing the relevant student request form. Any extension to the duration of a student's course will be notified by NSW Business College on PRISMS and if necessary a new eCoE issued.

Course Timetable

Timetables are subject to change each term. Timetables will be posted approximately 1-2 weeks prior to the commencement of the next term. New students will receive their timetable at orientation.

Course Delivery

A number of approaches to course delivery are used by College staff. Course delivery approaches may include teacher led classroom delivery; workshops; seminars; tutorials and supervised study. During class time students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role-playing situations.

Course Assessment

A number of approaches to course assessment are used by College staff. Assessment approaches may include: observation of performance in class or simulated industry environments, workshops; case studies; projects; assignments; presentations; role plays; written tests and exams.

Assessment is conducted in accordance with the National Assessment Principles. Assessment is competency based against the standards outlined in the units of competency in the Training Package.

It may include:

- Assessment to determine your training needs
- Assessment during the training to judge how you are progressing

- Assessment of performance at end of the units of training
- Recognition of prior learning or recognition of current competency

Students will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for.

Assessment outcomes

1. Students will be awarded C = Competent on completion of the unit when the assessor is satisfied that they have completed all the assessments and have provided the appropriate evidence required to meet all criteria. If students fail to meet this requirement they will receive the result NYC = Not Yet Competent.

Re-assessment

1. At the end of each semester, the college will contact all those students who failed a subject in that term within 10 working days after the end of the block/term. Student will be asked to see the Academic Manager for counselling session and to discuss the reasons for the poor performance. The student will be given the opportunity for reassessment within a period of two weeks after the counselling session. A reassessment fee may apply.
2. Students will be required to see the trainer in charge to arrange a time and place to do the reassessment. Students will be given the opportunity to access the trainer in charge who will offer support and additional resource as required to prepare them for the reassessment.
3. If student does not pass the subject on the second attempt, it will be recorded as the unit is not completed. Students will have to repeat the subject at the student's own expense when the subject is being offered the next time round.

Reasonable adjustment

Students who have special needs may be allowed reasonable adjustment in accordance with the NSW Business College Access and Equity Policy. This means that there may be modifications to the way in which evidence of a student's competence is gathered, however, it must not change the standards or outcomes that must be achieved.

During the course your trainer marks your assessments and pass all competent assessments to student services who will maintain your individual assessment records in hard and soft copy. You may ask your student services or the Academic Manager to see your records at any time.

Right of Appeal

If you are not satisfied with the results of your assessment, you have the right to appeal the results under the College's Complaints and Appeals Policy.

Credit transfer

Credit transfer applies to situation where students have completed units identical to those they are currently enrolled for at another provider. Credit will be granted in accordance with the Credit Transfer procedure. To apply for credit transfer, students must complete the Credit Transfer application form and attach copies of verified documents to support the application. The student will have to make an appointment with the Academic Manager for credit transfer. There is no reduction in tuition fees if Credit Transfer is applied for or granted

Pathways

Graduates of the College may seek credits to the relevant degree programs in Australian universities. The College has no special arrangements with any Australian university and there is no guaranteed entry into university programs. As a general rule, students with high marks will have the best chance of being accepted by a university.

Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) is a process designed to recognise previous formal or informal learning, work and life experiences that the student may have had to the extent that they are relevant to the course outcomes. The RPL process allows students to receive recognition under these circumstances and therefore enable them to focus more on areas they need to achieve competencies in order to gain their qualifications. Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). An essential requirement of RPL is that you can prove that you **currently** have the required competencies in the unit applied for.

An RPL application may only be made after enrolment and payment of fees and must be made using the College RPL application form which will be available during orientation. RPL in a unit will only be granted if students complete the College RPL assessment requirements for that unit by providing a portfolio of evidence. The Academic Manager will assist you in this process.

Qualifications to be issued

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which units of competency they have completed. NSW Business College will issue all AQF qualification and statement of attainment within 30 days of the training programs completion.

Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

School-aged Dependents

There are requirements for compulsory school attendance for children or dependents of international students. In New South Wales, it is compulsory for children to attend school until the age of 17. The choice of schools includes public schools, private schools and religious schools. People over the age of 17 can continue to attend school until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees in any school, college or university that they enrol in whilst in Australia.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at cricos.education.gov.au. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Student Transfer / Withdraw/ Discontinue

In accordance with the National Code 2018, overseas students are restricted from transferring from their principal course of study for a period of six months unless provided evidence that they have been released by their provider in PRISMS. This restriction also applies to any course(s) packaged with their principal course of study.

Students must inform four weeks in advance about their intention to discontinue studies. Failure to do so may incur charges when students require any document from NSW Business College.

NSW Business College provides the release to students only if they meet the requirements for being released under the relevant policy and procedures.

- The student has studied six months of the principal course at NSW Business College from the date of commencement or
- The student has not yet studied six months of the principal course from the course commencement date at the NSW Business College, however, has met **ALL** the following requirements:
 - a) The student has met academic progress requirements, and
 - b) The student has fully paid the six months tuition fee, and

- c) The student has provided a letter from another registered provider confirming that a valid enrolment offer has been made, and
- d) Exceptional circumstances relating to the change of student's study and career goal which require changing the education provider sector were satisfied by the college.

All applications will be decided upon on a case by case basis.

Students can apply for a letter of release to enable them to transfer to another education provider.

It is a requirement under the National Code for colleges to assess requests for release from their international students who request to change provider prior completing the first six months of their principal course. NSW Business College will grant a release in accordance with the relevant procedure and policy, and if it is refused, reasons for the refusal will be documented in writing within 10 working days. The student will be informed of their right of appeal using NSW Business College complaints and appeals procedure.

Deferment, Cancellation or Suspension of Studies during Enrolment

Students or College management may initiate deferral suspension or cancellation of your course under specific circumstances outlined below. The effect of this action will suspend your studies.

Deferment

If you have not commenced your studies and wish to defer your studies more than 14 days but less than 3 months, you are required to fill the relevant student request form for deferral of studies and explain the reason for your request in writing. Your deferral request will be approved for the following reason only;

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- Major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies
- A traumatic experience which could include:
 - ✓ Involvement or witnessing of a serious accident
 - ✓ Witnessing or being the victim of a serious crime (accompanied by a doctor's certificate or police report)
- Where the registered provider was unable to offer a pre-requisite unit
- Inability to begin studying on the course commencement date due to a delay in receiving a student visa

Suspension/ Cancellation (initiated by the student)

If you are currently studying and wish to suspend your studies, you are required to fill a student request form for suspension of studies and explain the reason for your request in writing. Your suspension request will be approved for the following reason only;

- Your student visa status changed
- Returning to home country

- Exceptional compassionate or compelling circumstances

All Fees due during the suspension period must be paid. Subjects missed during the suspension period can be done during holidays at additional cost or when the subject is offered as per the annual timetable at no cost. All bookings must be made with the Academic Manager. Students can only suspend for maximum of 3 months. Student suspending their studies for more than 6 weeks must leave Australia unless a doctor's certificate shows that traveling is not recommended. Evidence such as flight tickets, doctors certificate Death certificates must be submitted. Suspension cannot be granted unless proper evidence is submitted to NSW Business College. Students must contact NSW Business College - after resuming their studies. Students must contact NSW Business College immediately if there is any delay in resuming their studies.

Suspension/ Cancellation (initiated by the college)

- Student misbehaviour, in cases where the student has breached the College Code of Conduct for Students
- Student who has gained admission to the college by misrepresentation, by falsification of documents or by other fraudulent means or
- Student who has failed to fulfil the normal requirements for admission or enrolment, or
- Student whose payment has been overdue for more than 2 months (except if otherwise agreed)
- Student who has failed to meet course progress requirement
- Student's CoEs will be cancelled for any courses packaged with the principal course of study

Complete Course Early

Students wishing to complete their course early might have to pay early completion fees. Last term fees must be paid before commencing the early completion subjects. Students will need to apply for a new visa within 28 days after early completion date (if necessary).

Student Support Services

NSW Business College supports students to adjust to study in Australia, to achieve their learning goals and to achieve satisfactory progress towards their learning goals and meeting the learning outcomes of the course.

NSW Business College assists students to adjust to study and life in Australia, including through the provision of an age and culturally appropriate orientation program.

First Point of Contact

NSW Business College staff are always available to assist you in times of stress or pressure during your course. Contact the Student Support Officer or any of the student support team if you need help or advice.

The Student Support Officer is also the first point of contact if you are involved in or witness a critical incident. Should the Student Support Officer not be available at the time, then you should immediately contact one of the other support team members located at Reception.

Contact Detail is:

Name: **Mr. Thongpanh Malivong**

Phone: **02 9264 0073**

Academic Manager

Name: **Deanna Lea**

Phone: **02 9264 0073**

Critical Incidents

If you are involved in a critical incident you should contact a Student Service Officer.

A critical incident is a traumatic event, or the threat of such (within or outside Australia) which causes extreme stress, fear or injury. This may include but is not limited to:

- Serious injury, illness or death of a student or staff
- Students or staff lost or injured on an excursion
- A missing student
- Severe verbal or psychological aggression
- Physical assault
- Student or staff witnessing a serious accident or incident of violence
- Natural disaster e.g. earthquake, flood, windstorm, hailstorm or extremes of temperature
- Fire, bomb threat, explosion, gas or chemical hazard
- Social issues e.g. drug use, sexual assault

Emergency Procedures

Upon hearing the evacuation alarm, all NSW Business College students must immediately move to their designated assembly area and follow the instructions given by staff. The building must not be re-entered until you are instructed to do so by emergency personnel.

If the evacuation alarm sounds:

1. Go to the nearest safe fire exit as directed by Staff
2. Only take your personal belongings
3. Do not use lifts or telephones
4. Advise a first aid officer of any injured person as soon as possible

Any person confined to a wheelchair should remain in a designated safe exit stairwell with a volunteer helper until emergency services/personnel arrive to transport them from the building. Students and untrained staff should not attempt to bring wheelchairs downstairs.

When you get outside, go to the nominated assembly area and remain in class groups

Students and trainers must refer to the relevant workplace WHS Policy and Procedures for information about Workplace Health and Safety Officers.

On NSW Business College premises, employees and students are to refer to the CEO in relation to WHS matters or the Academic Manager.

Advice and Counselling

NSW Business College will ensure that international students receive adequate orientation, information and advice on accommodation, counselling, health and welfare services, and assistance in accessing additional educational support.

Students will be directed to external counselling if required. A list of relevant contacts and support agencies will be provided on request.

Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is a government requirement. Family includes the student, the spouse of the student and any dependent children of the student up to 18 years of age who have been authorized to enter and remain with the student and who are residing at the same place of residence as the student in Australia.

All students are required to have Overseas Student Health Cover (OSHC). The college can organize OSHC for students through BUPA in the enrolment stage.

For information on Health Insurance, please see:

<https://www.border.gov.au/Trav/Stud/More/Health-Insurance-For-Students>

Student Attendance and Course Progress

The College has documented attendance policies and procedures to ensure that students are aware of their attendance requirements as the Department of Home Affairs requires international student on student's visa to study at the college 20 hours per week.

Attendance is calculated over the duration of your course.

- Your attendance is recorded at the beginning and the end of each class you attend.
- If your attendance is deemed to be at risk, you may receive an Attendance Warning letter
- By not attending your class you may risk failing your subject which will affect your academic progress
- See Academic Progress below follows:

Academic Progress

If you fail more than 50% of the units in a study period, it means that you have unsatisfactory course progress. Students who are at risk of unsatisfactory course progress will be e-mailed the 1st warning letter for academic progress.

If you receive the 1st Warning Letter (Unsatisfactory Course Progress), you need come to the College and attend an interview with the Academic Manager. The Academic Manager will implement an intervention program available for you at this critical stage of your course. Failure to maintain satisfactory course progress may result in the cancellation of your student visa.

If you do not attend an interview with the Academic Manager within 14 days after receiving the first warning letter or you fail to comply with the intervention strategy which was negotiated in the interview, you will be e-mailed the second warning letter, which will require you to attend an interview with the Academic Manager to discuss your academic progress.

If you do not attend an interview after the second warning letter, or fail to comply with the intervention strategies, you will be sent the Intention to Report, after which you might be reported to the Department of Home Affairs for breaching your visa conditions.

Intention to Report

The college required by law to report the students who do not meet the course progress at the end of each study period based on the college timetable, you will be sent an 'Intention to Report' letter. If you received an Intention to Report you will have 20 working days to appeal this decision to the College.

If you do not appeal within 20 working days and you are unlikely to achieve 50% pass for your course, the College will cancel your enrolment and report you to the Immigration Department. The College will send you a letter to advise you of this action. Students may seek an external review of this decision. Students must notify the College of your decision for an external review to prevent the cancellation of your CoE.

Course Progress and Intervention Strategy

The College implements appropriate documented Course Progress and Intervention Strategy policies and procedures to ensure that student course progress is monitored and reviewed, that NSW Business College takes intervention action when a student is in danger of not progressing satisfactorily or completing their course and the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students are met.

Intervention Strategies

If a student is **at risk** of not making satisfactory academic progress, the Academic Manager together with your trainer and might establish a support program which may include one or more of the following:

- Attending 'catch-up' sessions
- Additional tutorials

- Attending counselling
- Receiving assistance with personal issues which are influencing progress
- Receiving mentoring
- Being placed in a suitable alternative subject within a course or a suitable alternative course or
- A combination of the above.

A record of the intervention measures implemented will be kept in your file and a copy will be given to you.

Right of Appeal

If you are sent a warning letter advising you that you will be reported to DHA, you have the right to appeal. You will be informed of the appeals process and given 20 working days to make an appeal.

Three days prior to the end of the appeals period you might be contacted by the Academic Manager to ask if you intend to activate the appeals process or what their intentions are in relation to the intention to report. Upon completion of the appeals period if you have not chosen to activate the appeals process, you will be informed that you will be reported to DHA on PRISMS for unsatisfactory course progress.

Appealing the intention to report

You may appeal on the grounds of:

- The College's failure to record or calculate your progress accurately
- Compassionate or compelling circumstances
- The College's failure to implement the Intervention Strategy and the other policies according to its documented policies and procedures that have been made available to you

Successful appeals

In the case of a successful appeal you will be given an action plan which will detail the work required to be completed so as to maintain compliance with your student visa. Should you fail to complete the action plan required by the College, you will be sent a further Intention to report letter. Students may seek an external review of this decision but must notify the College of this decision.

Unsuccessful appeal

In the case of an unsuccessful appeal Students may seek an external review of this decision but must notify the College of this decision. Your CoE will not be cancelled until the external appeal process is complete.

External Appeal

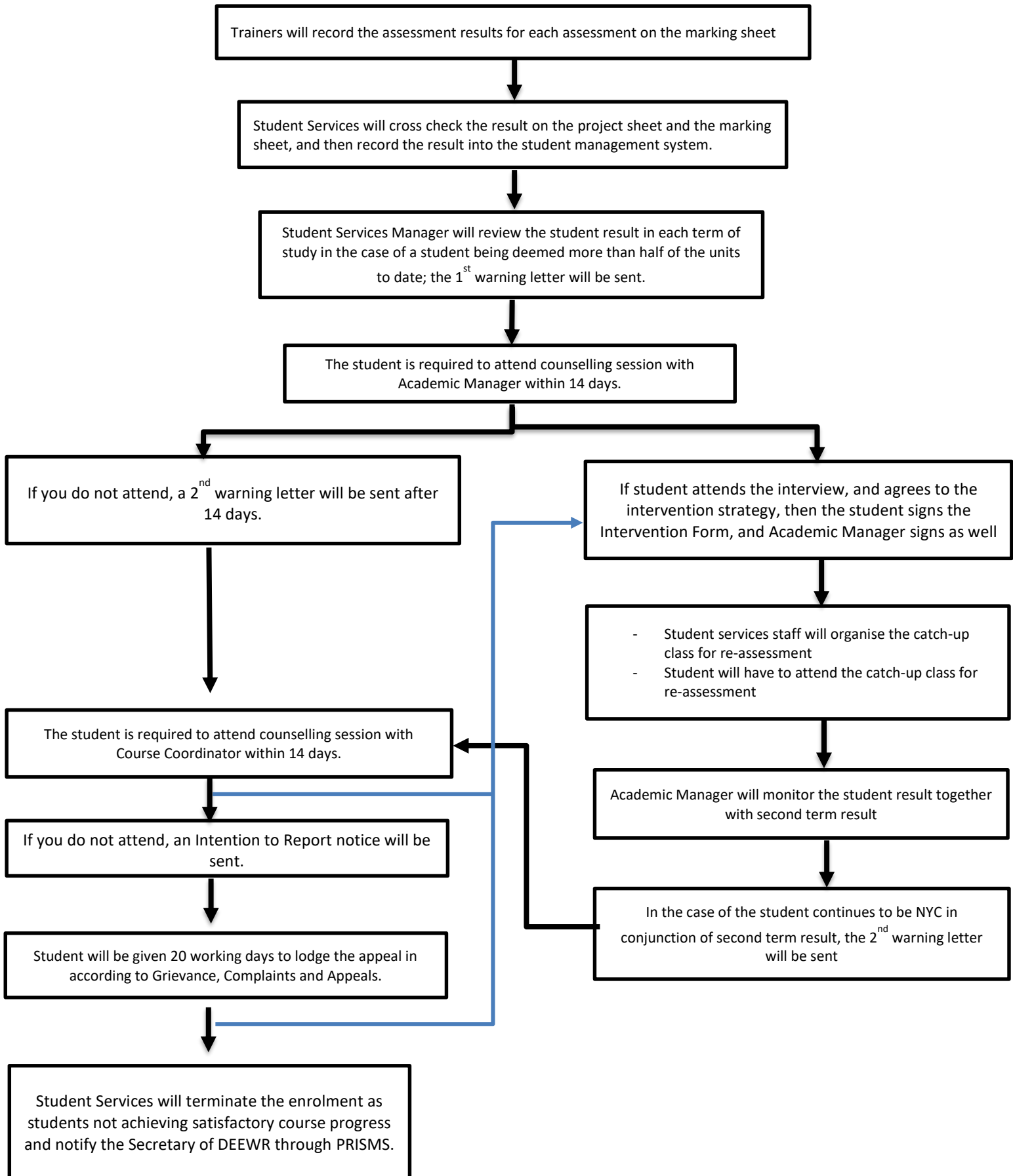
You may inform the College of your right to seek an external appeal from an independent body within 10 working days of the date shown on the unsuccessful appeal outcome notice. Students who seek an external appeal are advised to continue studying to support their appeal.

Students are not able to withdraw from the College or change courses if an Intention to Report Letter has been issued.

In the event that your enrolment is cancelled and you are reported to the Department of Home Affairs will contact you directly using the details provided to them by NSW Business College. It is important that your contact details listed with NSW Business College are current at all times.

Overseas Students Ombudsman: <http://www.oso.gov.au/>

MONITORING COURSE PROGRESS PROCEDURE



Fees and refund arrangements

Fees and Charges

The fees applicable to each course and category of student and fee payment schedules are detailed in the applicable Student Application Form. Contact the College to obtain details.

All tuition fees include tuition, learner workbooks, assessment and course materials. Additional charges that may apply include:

| Additional non-tuition fees | | | |
|-----------------------------|------------------------------------|---------------------------------|--|
| Application Fee | A\$300 (Not refundable) | Written Agreement variation fee | No charge |
| Materials fee | A\$200 per course (Not refundable) | Bank Transfer Fee | No charge |
| Tuition Fees | See Part C | Accommodation Services | A\$200 (Not refundable) |
| RPL fee | No Fee | Airport pick-up | A\$100 (Not refundable) |
| Credit transfer fee | \$500 | Late payment fee | A\$200 for late payment up to 2 weeks after due date |
| Repeat unit fee | \$300 per unit (Not refundable) | Assessment late submission fee | A\$100 per week |

*1 Reassessment fees must be paid for in advance. In the event a student is unable to pay the reassessment fee, the student must discuss the matter with the Student Services and come to a written agreement for a fee payment schedule.

Refund Policy and Procedures

Visa Refusal

If a visa application is refused by the Department of Home Affairs, NSW Business College will refund all tuition fees and material fees paid. The application for a refund must be made in writing to NSW Business College together with a copy of visa rejection notification from the Australian Embassy/ High Commission/ Department of Home Affairs.

If a visa application is refused after student commences the course, a refund of the portion of tuition fees which she/he paid but for which tuition has not been received will be paid. In this case, material fee is not refundable.

In any case of visa refusal, Administration Fee of 300\$ will be applied by NSW Business College.

In any case of visa refusal, Enrolment Fee, CoE Issue Fee, Credit Card Transaction Fee and Accommodation Placement Fee are not refundable.

If student paid the fee of Overseas Student Health Cover to NSW Business College, it will be refunded in full to the student if visa application is refused prior to commencement of the course.

Student Default

The student will be deemed to have defaulted if he/she cancels their course in line with the NSW Business College cancellation policy and procedures, does not commence the course on the commencement date, and/or fails to comply with Terms and Conditions of Enrolment and/or conditions of their visa conditions.

In cases where the student defaults, NSW Business College will refund fees paid by or on behalf of the student in accordance with the Cancellation and Refund Policy within 28 days after receiving written notice.

The amounts of refund depend on the date when the written notification for cancellation is received by NSW Business College. The proportion of refundable fees is explained below:

- If student cancels the course more than 28 days prior to an original commencement date of the course, NSW Business College will refund %70 of tuition fees and material fees paid.
- If student cancels the course less than 28 days but more than 7 days prior to an original commencement date of the course, NSW Business College will refund %50 of tuition fees and material fees paid.
- If student cancels the course 7 days prior to the original commencement date of the course, NSW Business College will issue no refunds.
- If a student breaches his/her visa conditions, does not pay fees on time, or has their enrolment suspended or cancelled, no fees will be refunded to the student.

\$300 Administration Fee will be applied if the student cancels the course. The administration fee is applicable in any case.

In any case of student default, Enrolment Fee, CoE Issue Fee, Credit Card Transaction Fee and Accommodation Placement Fee are not refundable.

Where student packaged with an English course at NSW International English College, the conditions apply to all elements. If enrolment fee is waived due to special conditions/offers, all refunds attract an administration charge of \$300. Please note that for packaged courses, the course start date is taken to be the start date of the first course and the deposit paid to NSW Business College will not be refunded.

Process for Claiming a Refund

Refund application requests must be made in writing to the Principal on the student Refund Request Form (available from Reception and on the website) together with documented evidence of the reason for withdrawal. Eligible refunds will be refunded within 28 days of receipt of the claim. The enrolment fee is not refundable.

All refunds will include a statement explaining how the refund amount was calculated.

Refunds will only be given to the person who paid the tuition fees. For example, if the tuition fee was paid by an agent or parents, the money will only be refunded to either the agent or parents.

This refund policy does not remove students' rights to take further action under the Australian Consumer Protection Laws.

Refunds given will be recorded in the College accounting system so that each student's financial status is known.

Provider Default

NSW Business College reserves its right to cancel a course and/or enrolment prior to commencement date. If NSW Business College cancels a course prior to commencement date, cannot commence a course on agreed date and/or cannot deliver a course in full, these cases will be classified as Provider Default.

In the case of Provider Default, NSW Business College will refund the material fee and the portion of tuition fees paid but for which tuition has not yet been received.

The refund will be paid within 14 working days of the day on which NSW Business College defaults on the commencement or delivery of the course.

Alternatively, the student may be offered enrolment in an alternative course by NSW Business College at no extra cost to him/her. They have the right to choose between a refund as outlined above, or to accept a place in another course. If they choose placement in another course, they will be asked to sign a document to indicate that you accept the placement in another course without payment of a refund.

If NSW Business College is unable to provide a refund or place you in an alternative course, the Tuition Protection Service (TPS) operated by Australian Government will be responsible for providing refunds or providing assistance to locate an alternative. However, students are primarily responsible for finding another college that will accept them into an alternative course.

In any case, enrolment fee, CoE Issue Fee, Credit Card Transaction Fee and Accommodation Placement Fee are not refundable.

Missed payments

Students who do not make instalment payments by the due date may be excluded from attendance and have their enrolment suspended for the lesser of one week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the one week suspension the student will have their enrolment cancelled.

Fee changes

Prior to a student enrolling, fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

Tuition Protection Service

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 international 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

The Tuition Protection Service website is <https://tps.gov.au/>

Other information & conditions

Students must notify the College of changes of address, telephone number, email address and fax number within 7 days of the change. This is required so that students can be contacted and receive important information which may affect their course or their enrolment.

On commencement and at least every six months whilst you are enrolled at the College, you might be asked to review and update your contact information with the College.

The written agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Students are entitled, at no additional cost, to a formal Statement of Attainment on course withdrawal or cancellation, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment. Course testamurs (awards, statements of attainment, transcripts) will not be issued to students who are in breach of any part of the Student Agreement.

Unique Student Identifier (USI)

All students undertaking nationally recognised training delivered by a registered training organisation need to have a **Unique Student Identifier (USI)**. The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life.

When you create your USI number, you will have a USI account. Your USI account will contain all of your nationally recognised training records and results completed by you from 1st January 2015 onwards. This will make it easier for you if you need to confirm your qualifications for a new job or if you wish to start your studies with another training organisation.

If you do not have a USI, then NSW Business College cannot issue you with testaments, Records or Results or Statements of Attainment.

It is NSW Business College's Policy that all new students must supply the College with their USI on or before their orientation day.

How do you apply for a USI?

Applying for a USI is simple, and free.

- a) Apply for your USI by yourself online.
 - Go to the USI website: www.usi.gov.au
 - Click on the 'Students' link and follow the instructions to create your own USI.

You will need one of the following forms of identification to complete your application:

- Driver's Licence
 - Medicare Card
 - Australian Passport
 - Non-Australian Passport (with Australian Visa) for international students
 - Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
 - Certificate of Registration By Descent
 - Citizenship Certificate
- b) Our Student Services Officer will help you to apply for USI if you wish. You can use the computer facilities at NSW Business College to make your application with the assistance of the Student Services Officer.

The students must be confirmed USI through the orientation program.

You can for more information about your USI at the following links:

www.usi.gov.au

<http://www.industry.gov.au/skills/RegulationofVET/UniqueStudentIdentifierForVET/Pages/default.aspx>

Legislative and Regulatory Requirements

NSW Business College is bound by and operates within the following legislative and regulatory requirements:

- *Education Services for Overseas Students (ESOS) Act 2000*
- *ESOS Regulations (2001)*
- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2018)*
- *Standards for RTOs 2015*
- *VET Quality Framework (VQF)*
- *National Vocational Education and Training Regulator Act (2011)*
- *Human rights and Equal Opportunity Commission (HREOC) Act 1996*
- *Commonwealth Affirmative Action (Equal Employment for Women) Act (1986)*
- *Commonwealth Racial Discrimination Act (1975)*
- *Commonwealth Industrial Relations Act (1998)*
- *Commonwealth Sex Discrimination Act (1984)*
- *Commonwealth Industrial Relations Reform Act (1993)*
- *Commonwealth Racial Hatred Act (1995)*
- *Commonwealth Disability Discrimination Act (1993)*
- *NSW Anti-Discrimination Act 1977*
- *Copyright Act 1968*
- *Equal Employment Opportunity Act*
- *Work Health and Safety Act (2011)*
- *Work Health and Safety Regulations 2011*
- *Workers Compensation Act*
- *NSW Anti-Discrimination Act 1977*
- *Workers Rehabilitation and Compensation Act (1986)*
- *Migration Act 1958*
- *Privacy Act (Commonwealth)*
- *State Food Safety Act*

Copies of these available at web site www.austlii.edu.au

Work Health, Safety Act and Work Cover NSW

NSW Business College guarantees to meet its duty of care to staff, students and visitors by providing a healthy and safe environment in which to study.

Your trainer will talk to you about emergency evacuation procedures during the first lesson. In an emergency situation, you are to make your way quickly and calmly to the nearest exit and meet your trainer and other students in front of the building for a roll call check.

Smoking is not allowed in any area of the college. If you wish to smoke you must leave the premises.

You are responsible for:

- Always conducting yourself in a safe and healthy manner.
- Ensuring the prevention of injury and disease to yourself, your trainers and your fellow students.
- Identifying and reporting to your trainer any possible hazards from equipment, facilities and the environment.
- Refraining from smoking
- Refraining from drinking alcohol whilst on the premises
- Refraining from drinking and/or eating in the classrooms.

Anti-Discrimination

NSW Business College is committed to providing a fair and equitable college for its students and visitors. Any discrimination or harassment of staff, students or visitors because of their sex, pregnancy, race, colour, nationality, ethnic or ethno-religious background, marital status, physical or intellectual or psychiatric disability, homosexuality or age will not be tolerated.

You are responsible for:

- Ensuring non-discriminatory or harassing behaviour at all times to other students, staff or visitors to the college.
- Reporting any discriminatory behaviour or harassment to your trainer.

Access and Equity

NSW Business College provides equal access to training and delivery services for local and international students. Where possible, we conduct flexible training to meet specific needs of individual students.

The student enrolment form requires students to self-assess their English language capabilities and to indicate any special needs for the course.

Recruitment to NSW Business College is carried out in an ethical manner in accordance with Access and Equity principles

Your trainers will:

- recognise the cultural diversity of all students
- ensure equal treatment of all students
- encourage full participation and assisting all students to achieve course outcomes
- provide equal access to resources
- refer students with specific learning problems to appropriate agencies

Should you have any access and equity issues you may approach your trainer in the first instance. If you do not wish to do you may contact the Principal.

Student Support Services

Student Support

The NSW Business College is committed to providing high quality support services to meet the needs of all students enrolled with the College.

The College staff are available to provide general advice and assistance with matter such as:

- **Studying**
Students who are experiencing difficulties with study must contact the Academic Manager for further assistances.
- **Counselling**
Our multilingual Student Services & Administration Manager has an extensive knowledge of NSW Business College programs and services, as well as other educational and vocational pathways, so we can help you see 'the big picture'. We can also give you help or advice on general health related issues, personal problems, and referral to other services such as legal, medical & etc.
- **Information Technology (IT) support**
Our IT Officer can help you or advice on general IT related issues.
- **LLN Support**
In the case of students who require language and literacy and Numeracy support, you will be referred to the Academic Manager.

Who to go to for help

Student Services:

Name: **Ms Emmy Nuntawinyu**

Phone: **02 9264 0073**

Academic Manager:

Name: **Deanna Lea**

Phone: **02 9264 0073**

Principal Executive Officer

Name: **Dr. Stephen Rainer**

Phone: **02 92640073**

Student Welfare Services

Students requiring special or intensive assistance must contact the trainer or the Academic Manager who will provide additional support and/or counselling as appropriate. These services are provided with no additional cost to the student. If required, the College will refer students to an external support service. If the College refers the student to external support services, the College do not charge for the referral. Students requiring individual training needs must contact the Academic Manager for further assistance.

A range of services and useful contacts:

| | |
|--------------------------------------|---------------|
| Fire, ambulance and police emergency | Phone 000 |
| Translating and Interpreting Service | Phone 131 450 |

| | |
|--|---|
| Life Line 24 hour Counselling, Advice and Referral Services | Phone 131 114 |
| Complaints or problems | www.oso.gov.au |
| CRICOS Legislation and regulation | https://internationaleducation.gov.au/Regulatory-Information |
| International Student Legal Advice | 9698 7645 |
| Work Health & Safety | www.workcover.nsw.gov.au |
| Protection of student fees | www.tps.gov.au |
| NSW Transport Information (Bus/Train/Ferry) | 131 500 |
| RTO and CRICOS registration | www.asqa.gov.au |
| Study Information | www.studyinaustralia.gov.au |
| Lifeline (crisis support) | 131 114 |
| Alcohol and Drug Information Service | 9361 800 |
| Sexual Assault, Domestic and Family Violence Counselling Service | 1800 737 732 |
| Department of Immigration and Border Protection | 131 881 |
| St Vincent's Hospital | 8382 1111 |
| NSW Multicultural Health Communication Service | 9816 0347 |
| Family Planning (for pregnancies) | 8752 4300 |
| Sydney Sexual Health Centre (for sexually transmitted diseases) | 9382 7440 |

Complaints and Appeals procedure

The College has a complaints and appeals procedure to provide students with a fair and equitable process for resolving any complaints or appeals they may have. The complaints and appeals procedure includes a requirement that an independent mediator will be appointed if the student is dissatisfied with the process undertaken by the College.

Complaints are to be recorded on a Complaint Form and are entered into our corrective action database.

A complaint may be about:

- Your trainer
- A staff member
- Another student
- You have experienced bullying or inappropriate behaviour
- An incident that has occurred
- College facilities
- An assessment result or the conduct of an assessment

The College has a complaint escalation process and requests that before making a complaint, you discuss any class matters with your trainer first.

If you have any concerns about your assessment results, please discuss these with your trainer during the term or with Student Services if the term has already finished to find out if you can get an Assessment Appeal.

If your trainer is unable to resolve the issue or you have a complaint about your trainer or another student or an issue unrelated to your class, please see Student Services for assistance.

If the matter is unable to be resolved by Student Services, and you wish to make a formal complaint, Student Services will give you a Complaint Form and assist you to complete it. The College will acknowledge your complaint within 5 working days and attempt to resolve the matter within 21 working days but no longer than 60 calendar days. Should it take longer than this, we will advise you in writing.

Assessing and responding to the internal complaint:

1. Once the complaint has been lodged, the complaint may be discussed in the weekly management meeting or in the office amongst the Principal, Academic Manager, and/ or any relevant staff members.
2. Each appeal is heard by a person or panel independent of the complainant.
3. The student may receive a written statement of the outcome or be invited to a meeting where they can discuss the complaint further.
4. In some circumstances a meeting will be arranged with NSW Business College and the said complainant before a written outcome may be issued to the student. This is based on the extent of the complaint/appeal. (The complainant may be accompanied by a support person at any time during meetings).
5. If the complaint is substantiated and favours the student the Principal and Academic Manager will ensure that the necessary action/changes are implemented as soon as practicable.
6. If the student is not satisfied with the outcome of the hearing they will be advised to lodge an internal appeal to PEO.

7. The PEO will consider the appeal of the request being received, and you will be advised in writing of the appeal's outcome.
8. If the complaint is unsubstantiated and favours the college, the student has 20 working days in which the student can engage an external party to appeal.
9. All complaints will be scanned and saved in the student's folder and the Complaints and Appeals Folder

Making complaints and getting help

If you are an **international student** and you cannot resolve your complaint, you can approach the **Overseas Students Ombudsman**. Visit the website of the Overseas Students Ombudsman for more information about what they do and how they help students at <http://www.oso.gov.au/>.

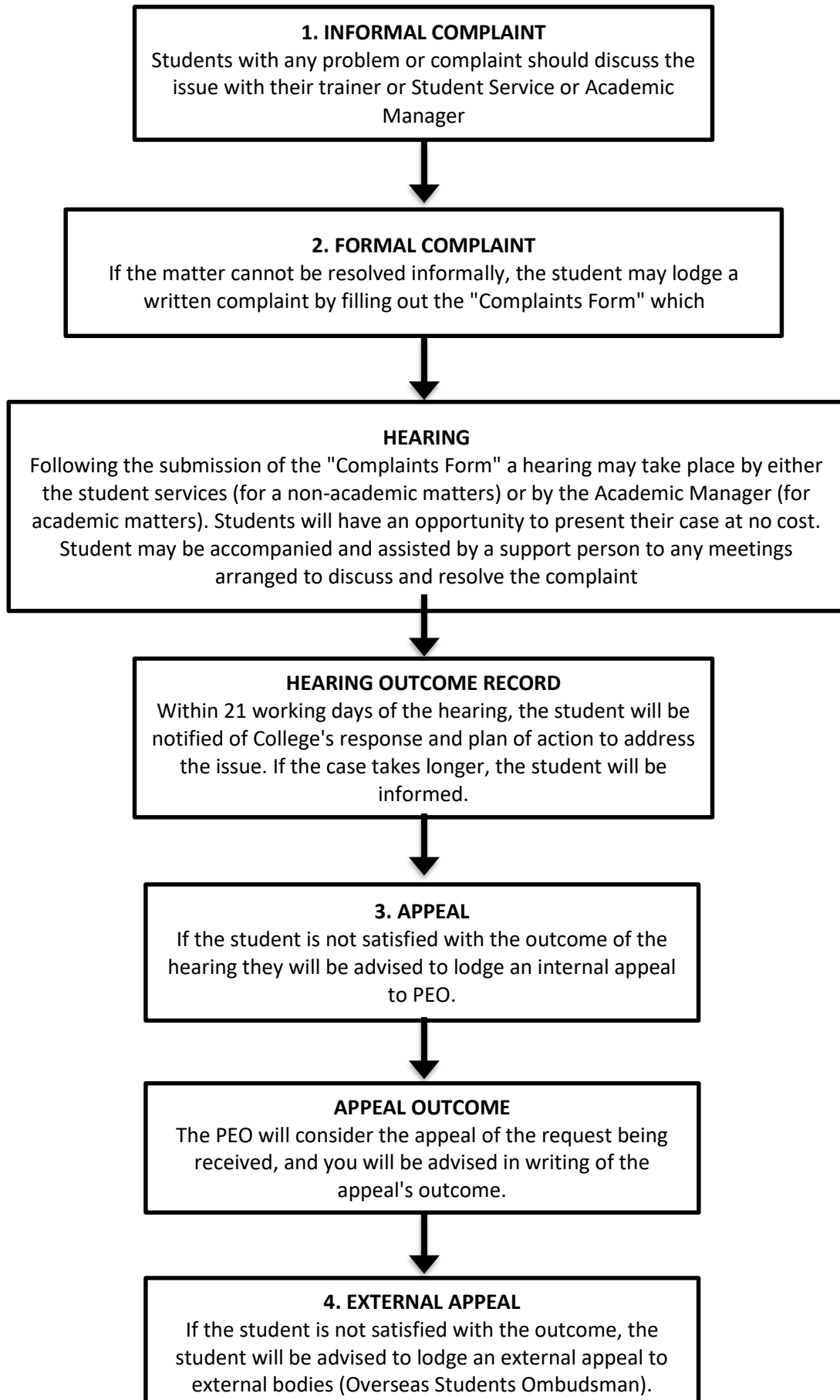
If you are a **domestic student** and you cannot resolve your complaint, you can register a complaint with the **Department of Education & Training's National Training Complaints Hotline** by:

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

Email: skilling@education.gov.au

The National Training Complaints Hotline will not investigate complaints but will forward complaints to the most appropriate agency, authority or jurisdiction for consideration.

Complaint Procedure



Student Behaviour

As a student of NSW Business College, you are expected to comply with the Student Code of Behaviour, and general rules and standards of behaviour of the college.

Student Code of Behavior

The Student Code of Behaviour requires the following rights and expectation to be respected and adhered to at all times.

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation
- The right to work in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and the Registered Training Organisation property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals Procedure)
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courteously at all times
- The expectation that students will not engage in copyright breaches, cheating or plagiarism
- The expectation that students will submit work when required.
- The expectation that students will maintain consistent participation by attending all required classes and assessments.
- The expectation that students will attend all required classes and assessment as part of the requirement to progress through the course satisfactorily and complete the course in within the time frame notified on the student enrolment form.

For non-compliance with the Code of Behaviour, the following procedure for discipline will be followed:

- A member of the Registered Training Organisation staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 1)

Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with the Academic Manager to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 2)

- Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file. (Step 3)
- After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour still continue, training services will be withdrawn and the student will be sent a student suspension or cancellation letter.
- Failure to attend scheduled meetings may result in the College deciding to suspend or cancel a student's enrolment
- At any stage of this procedure students are able to access the College complaints and appeals procedure to settle any disputes that may arise.

Plagiarism and cheating

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a student's exclusion from a unit or a course. When students have any doubts about including the work of other authors in their assessments, they must consult with their trainer to discuss the matter. The following list outlines some of the activities for which a student can be suspected of plagiarism or cheating:

- Presenting any work by another individual as one's own
- Handing in assessments copied from another student.
- Presenting the work of another individual or group as their own work.
- Allowing another student to copy your work
- Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

Legitimate cooperation between students on assignments is encouraged, since it can be a real aid to understanding. It is legitimate for students to discuss assignment questions at a general level, provided everybody involved makes some contribution. However, students must produce their own individual written solutions. Copying someone else's work is plagiarism, and is unacceptable.

Copyright

Students must be careful when photocopying the work of others. The owner of the material may take legal action against students of the college if the owner's copyright has been infringed. Students are allowed to do a certain amount of photocopying for research or study purposes. Generally, 10% or one chapter of a book is acceptable, where the participant is studying with, or employed by, an educational institution.

Grooming and Appearance Standards

You are expected to comply with the NSW Business College grooming and appearance standards when on College premises. High standards of grooming and appearance are considered important by NSW Business College since you are working or intending to work in a business environment. This means:

- All participants are required to dress in a non-offensive, neat and well-groomed manner and are expected to present a professional image at all times
- All participants shall present themselves in a standard that is acceptable to NSW Business College.
- All participants are expected to practise high standards of personal hygiene including:

Student Feedback

As a student of the NSW Business College you will be asked to participate in a number of surveys and questionnaire as part of NSW Business College's continuous improvement policy. These include:

1. Annual student survey
2. Student evaluation of unit and trainer
3. The workshop evaluation

You are encouraged to participate in these surveys. Your feedback is valuable and will assist NSW Business College to improve its services and the quality of the education it provides.

Government surveys

1. NCVER

You may be asked to complete a questionnaire as part of a survey conducted by the National Centre for Vocational Education and Research (NCVER) on behalf of the Australian Government. The aim of the survey is to improve the economic and social outcomes of students who undertake vocational education and training (VET). This is achieved by providing the VET sector with information on the:

- Outcomes from training (e.g. employment and further study outcomes)
- Relevance of the training
- Benefits of the training
- Satisfaction with the training
- Reasons for not continuing the training (where applicable).

The information is used by national and state/territory bodies, along with local training providers, to ensure vocational training is of high quality and relevant to Australian workplaces. The survey highlights both the positive and negative outcomes from training and monitors the effectiveness of the VET system. The information collected assists in administering, planning, and evaluating the VET system.

If you complete this survey, your privacy is assured. Your contact details and survey responses will remain confidential. The information you provide will not be used for any other purpose. Only group responses, not your individual responses, are reported. All names, addresses, and telephone numbers will be deleted from the survey database at the end of the project.

2. The Australian Standards Quality Authority (ASQA)

You may also be contacted by the Australian Standards Quality Authority (ASQA), and asked a number of questions about your experience as a student at NSW Business College. This is part of the Australian Government's strategy to ensure that, as a student in an Australian RTO, you are receiving quality training, and that the college is meeting your expectations. This is not a survey about your student visa.

Do I have to participate?

No, participating in government surveys is voluntary. However, your answers are important as they help improve future vocational training.

Privacy and confidentiality

NSW Business College has elected to observe the requirements of the Privacy Act 1988 and the National Privacy Principles, and deals with personal information in accordance with such principles. This Privacy Policy has been established in accordance with National Privacy Principles.

The National Privacy Principles can be obtained through the website of the office of the Federal Privacy Commissioner (<http://www.privacy.gov.au>)

Information collected by NSW Business College

NSW Business College will only collect students' personal information for the following purposes:

- For the essential communication for the participant's safety and comfort during their studies
- When it is necessary for the RTO to make contact with a student's nominated family member in the case of emergency or accident.

Selected student details are also collected and used for:

- Processing enrolments
- Enquiries regarding courses available and sending out course information
- Communicating accurately with students
- Assisting students with courses they may be interested in
- Assisting students with RPL applications
- Student account details
- Assessing an individual student's entitlements for government funded areas.

How does NSW Business College handle personal information?

Privacy and confidentiality is paramount within NSW Business College and policies and procedures will be observed by all staff.

Personal information will not be released without the consent of the participant or staff member.

The College may from time to time be required to provide personal information to external organisations including the Australian Government and other designated authorities in order to provide specific services as required by law. These may include but are not limited to:

- Commonwealth Department of Education
- Australian Standards Quality Authority (ASQA)
- The Department of Home Affairs

If there is a serious health-related issue and some information may be provided to the RTO during a consultation with a practitioner, then this information may be accessed by the RTO staff for the purposes of providing further helpful services to the student.

No other parties will gain access to the information at any time, other than those listed above without the written consent of the individual student concerned.

The ESOS Framework – Providing quality education and protecting your rights

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au/> CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

RTO obligations

NSW Business College Pty Ltd is responsible for:

- a) The quality of the training and assessment in compliance with the VET Quality Framework. More details about the VET Quality Framework can be found on the ASQA website <http://www.asqa.gov.au/vet-registration/understand-the-requirements-for-registration/understand-the-requirements-for-registration.html>
- b) For the issuance of the AQF certification documentation. More details about the AQF certification standards can be found at <http://www.aqf.edu.au>
- c) Advising students, in advance, of any changes to the services, including new subcontracting arrangements or a change to existing subcontracting arrangements. This will be done by an announcement on the College web site.
- d) Advising students about their rights via the Code of Practice published on the College web site
- e) Advising students about the complaints and appeals procedure published on the College web site
- f) Advising students if the College, or a third party delivering services on behalf of the College, closes or ceases to deliver a unit or units that the learner is enrolled in. This will be done by an announcement on the College web site.
- g) Advising students about any changes to services. This will be done by an announcement on the College web site.

Your Trainer Responsibilities

- Your Trainer will provide you with your learning and assessment resources required to complete your assessment activities.
- Your Trainer will provide clear instructions about what is expected from you during your training.
- Training may consist of group/action learning activities and projects, assignments, case studies, presentations, discussions, workbook activities, research and reports etc. Each unit of learning is clearly outlined and indicates what is expected of you during the learning phase.
- Your Trainer will provide you with the opportunity to reassessment/resubmit any outstanding or "NYC" work during the term.
- Your Trainer will determine if you Pass the subject. You will receive either a [C] – Competent or [NYC] – Not Yet Competent. Competencies are not scaled or marked.

Your rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS Framework includes consumer
- Protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- Orientation and access to support services to help you study and adjust to life in Australia
- Who the contact officer or officers is for overseas students
- If you can apply for course credit
- When your enrolment can be deferred, suspended or cancelled
- What your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- If attendance will be monitored for your course, and
- A complaints and appeals process.

One of the standards does not allow another education provider to enrol a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer beforehand, you need your provider's permission.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- To understanding and accepting of the enrolment conditions for the training program you undertake
- Maintain your Overseas Student Health Cover (OSHC) for the period of your study.
- Paying of all fees and charges associated with your training program and providing your own course requirements where notified.
- To security of your personal possessions whilst attending a training program
- Regular and punctual attendance
- Inform your provider if you change your address
- Maintain satisfactory course progress
- Respecting property the college and observing policy guideline and instructions for the use of equipment

More information about the ESOS Act is at the following website:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

If you need more information about your rights and responsibilities under the ESOS Act and the National Code, speak to one of the trainers or a Student Service Officer.

Living and Studying in Australia

Up-to-date and more detailed information about overseas students studying and living in Australia is available at the following website <http://www.studyinaustralia.gov.au>. This website is established and maintained by the Australian government

Australia

Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts.

One of the oldest continents, Australia is the only country to occupy an entire continent.

Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants, which are unique on the planet. The surface geology is typically old and flat with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

Sydney

Sydney is the largest city in Australia with a large population. Sydney is the capital city of New South Wales. It is a multicultural city with people from different ethnic backgrounds. NSW Business College is located in the heart of city. It's just a short walk from the train station or bus stop.

The Study in Sydney website is a useful source of information. The web site address is <http://www.study.sydney/>

A Good Choice for Study

There are more than 50,000 overseas students studying in Australia and each year approximately 15,000 students from the Asia Pacific region arrive in Australia to continue their education. They have chosen Australia for several reasons:

- Australia has a high quality education system, the equal of any country in the world
- Australia offers traditional education in reputable schools, institutes, colleges and universities
- Awards from Australian institutions of higher education are recognised internationally
- Australian schools, institutes, colleges and universities have established networks of welfare and support to help overseas students
- The Australian education system includes informality and accessibility of academic staff, the availability of computers, small group tutorials and close supervision
- Australia is a safe, stable country with a pleasant climate.

Climate

Sydney enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Below is a guide to the average daily temperatures.

| | |
|--------|------------------------------------|
| Spring | September - November 12-22 degrees |
| Summer | December to February 28-32 degrees |
| Autumn | March to May 12 - 20 degrees |
| Winter | June to August 10 - 15 degrees |

Sports and other outdoor activities are possible at all times of the year.

Multiculturalism

More than 100 ethnic groups are represented in Australia, making Australia one of the most culturally diverse countries in the world. Australia's dynamic multiculturalism can be attributed to its unique combination of Indigenous cultures, early European settlement and immigration from all parts of the world.

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campuses and our communities. We take great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

Language

Although English is the official language, a host of other languages are spoken in Australia. As one of the most culturally diverse countries in the world many Australians are naturally fluent in other languages. More than 2.4 million Australians speak a language other than English at home. Within the education and training system about 15 per cent of those of working age studying for an educational qualification have English as a second language. More than 800,000 Australians speak a European Union language, apart from English, in the home. Another 800,000 Australians speak an Asian language in the home.

In Australia not only is there the opportunity to improve your English through specialist study in an English-speaking environment but all sectors of Australian education and training provide tuition in many other languages as well.

English as it is spoken in Australia is very easily understood by nearly all people from other English-speaking nations. While there are some minor differences in accent between the cities and country areas the difference is much less than you will find in America, Britain and Canada where French is also spoken. As you improve your English in Australia you will learn some of our slang, and have much fun explaining the meanings to your friends and relatives at home.

Religion

Australia is predominantly a Christian country however; all religions are represented in our multicultural society. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples and synagogues are located in most major cities. Some universities have their own spiritual groups on campus.

Clean, safe, cosmopolitan

Students from all over the world come to Australia to take advantage of our world-class education and enjoy our friendly hospitality and cultural diversity. Australia has low crime rates and strict gun control laws providing a safe environment in which to learn and travel. With one of the highest standards of living in the world, Australia offers modern transport systems, convenient telecommunications, cosmopolitan shopping complexes and excellent health services.

Visitors from many parts of the world are attracted by Australia's spectacular natural environment and the distinctive personality and friendliness of the Australian people. Australia is rich in the arts and is keen to preserve and display its diverse cultural heritage.

Australians are also environmentally conscious and keen to preserve the country's natural beauty and scenery. Our Clean Up Australia campaign is being adopted worldwide.

Health care

Australia has a very good health care system. All Australians pay a Medicare levy (additional tax) to fund the public health system and ensure everyone gets access to public system doctors, hospitals and other health care services. People who pay extra into a private health insurance fund receive certain privileges

when they use private health care services. International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa.

Food

Australia has a fantastic variety of food. Our top quality meat, fish, fruits and vegetables are exported to markets all around the globe. There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the foods that you are used to at home.

You can sample almost every type of cuisine available throughout the world in our many restaurants. There are elegant restaurants or typical Aussie pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes. And for those who like takeaway, most of the major global fast food chains are well represented. The adventurous can try some of our 'bush tucker'.

Electricity

The electrical current in Australia is 240/250 volts AC, 50 cycles. The Australian three pin plug is extremely safe. Adaptors are usually required for most foreign appliances. A transformer may be required if you bring an appliance from overseas that operates on a different voltage.

Transport

With one of the highest standards of living in the world, Australia offers modern transport systems. Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines. Metropolitan areas are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long. Tickets can be bought at train stations, on buses and trams and at newsagencies.

Tourist students may drive in Australia on a valid overseas drivers licence but if the document is not in the English language the visitor must carry a translation with the permit. An international driving licence is not sufficient by itself.

Metered taxicabs operate in all major cities and towns. You will find taxi ranks at transport terminals, main hotels or shopping centres or you can hail taxis in the street. A light and sign on the roof indicates if a cab is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. Taxi drivers do not have to be tipped.

Telephones

Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Public telephones are available at all Post Offices, shopping centres and are often situated on street corners. Public pay phones accept a variety of coins and Phone cards. Phone cards are pre-paid for use in public pay phones and can be bought at a large number of retail outlets in denominations of \$A5, \$A10, \$A20 and \$A50. Credit phones take most major credit cards such as American Express, Visa, Master card and Diners International and can be found at international and domestic airports, central city locations and hotels.

Mobile phones are very popular and can be purchased from a number of retailers.

Sports and recreation

Australians are very keen on sport and outdoor activities and have gained a worldwide reputation, both as individuals and as teams. Hosting the Year 2000 Olympic Games in Sydney highlights Australia as a leading destination for international events.

Australia has more than 120 national sporting organisations and thousands of state, regional and club bodies. It is estimated that 6.5 million people, about a third of the population, are registered sports

participants. While there are over 120 sporting organisations, Australians also take part in bushwalking, fishing, boating and water sports.

Entertainment

Campuses offer spacious surroundings suitable for social, sporting and other outdoor activities. They are also centrally located for students to experience the sophistication of our cities and excitement of our entertainment facilities. There are plenty of opportunities for international students to have an enjoyable time with friends.

Travel

During semester breaks, you may like to venture beyond the capital cities to experience more of Australia's spectacular natural environment and great physical beauty—national parks, The Great Barrier Reef, Kakadu, Uluru and the Tasmanian Wilderness.

Australia welcomes overseas students

Overseas students are welcomed in Australia because they:

- contribute to the development of people and institutions both in their home country and in Australia.
- contribute to the Australia's research capability
- develop cultural, educational and economic links between Australians and people of other nations.

Australia has a long history of involvement in international education development, staff and student exchange programs and scholarships.

Cost of Living and Money Matters

Up-to-date and more detailed information money and banking in Australia is available at the following website <http://www.studyinaustralia.gov.au>. This website is established and maintained by the Australian government

Money and banks

Australian currency is the only legal tender in Australia. When you first arrive, money from other countries can be changed at the exchange facilities located at international airports, banks and major hotels. Traveller's cheques are easier to use if already in Australian dollars, however, banks will cash travellers cheques in virtually any currency. Major hotels and some shops will cash travellers cheques, depending on individual store policy.

It is a good idea to set up an Australian bank account. You will need to provide your visa and evidence of residency. Banking services in Australia are extremely competitive. Over 20 local and numerous international banking groups are represented in Australia. All major banks have a branch in cities and regional centres. Most shopping centres have Automatic Teller Machines (ATM) facilities. These machines can be used for deposits and, in many instances, withdrawals 24 hours a day. Many department stores, supermarkets and specialist shops have electronic transfer terminals (EFTPOS) where cash withdrawals can also be made in addition to purchasing goods.

Normal bank trading hours

9.30 am – 4.00 pm Monday to Thursday

9.30 am – 5.00 pm Friday

Some banks are open Saturday mornings

Credit cards

Credit cards are widely accepted around Australia. The most commonly accepted credit cards are American Express, Bankcard, Diners International, Mastercard, Visa and their affiliates.

Currency

Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are \$5, \$10, \$20, \$50 and \$100. Coins used are the silver coloured 5 cent, 10 cent, 20 cent and 50 cent and the gold coloured \$1 and \$2 coins.

Australia's development of the polymer (plastic) banknote heralds the introduction of advanced banknote technology for the new millennium and rewrites world standards in design. Not only does this leading-edge polymer technology offer immense security benefits but its concepts of cleanliness, environmental responsibility and recyclability set an example for the world to follow.

Tipping

Tipping is not the general custom in Australia and service charges are not added to accounts by hotels and restaurants. In better-class restaurants, it is usual to tip food and drink waiters up to 10 per cent of the bill for good service.

Porters have set charges at railway terminals, but not at hotels. However, at any time, tipping is a matter of individual choice.

Budgeting

You should work out a budget covering accommodation, food, transport, clothing and entertainment. Childcare, if applicable, should also be taken into account.

Transport

Australia has an efficient public transport system (buses, trains and trams) in all cities. Many students ride bicycles on campus and some even have their own car for longer travel. There are also train, bus and air services between cities and towns. Students using public transport can apply for a student concession card that entitles them to discounted fares.

Overseas Student Health Cover (OSHC)

International students are required by the Government to join a private health insurance scheme. The OSHC premium cover must be paid before a student visa is issued. You will need to pay the OSHC premium at the same time as the tuition fees. The OSHC entitles you to free hospital cover and 85% of standard doctor's fees.

OSHC is also charged on a pro-rata basis for shorter courses.

Cost of Living

Up-to-date and authoritative information on living and studying in Australia is available at the following web sites

<http://www.studyinaustralia.gov.au> - living and studying in Australia

<http://www.youth.nsw.gov.au> – Wages, housing, health and more useful information

<http://transport.nsw.gov.au> - public transport

<http://www.lawaccess.nsw.gov.au> - Legal assistance

We welcome you again to our College!!