

STUDENT HANDBOOK



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MELBOURNE CITY COLLEGE AUSTRALIA

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Welcome

Welcome to Melbourne City College Australia.

We are a Registered Training Organisation (RTO) that is regulated by the National Vocational Education and Training Regulator called the Australian Skills Quality Authority (ASQA). We have to comply with the Standards for Registered Training Organisations (RTOs) 2015. In addition, we provide educational services according to the ESOS Act 2000 (Cth) and ESOS National Code 2018 Standards for International students. The College also ensures that we meet the ELICOS Standards 2018.

Melbourne City College Australia provides quality English language and Vocational Education and Training (VET) and ELICOS (English Language Intensive Courses for Overseas Students) programs. Our courses are delivered by highly qualified trainers and assessors with extensive industry experience ensuring that your learning experience is of the highest quality.

We hope you enjoy your study to enhance your career at our College and gain the required skills and knowledge.

I welcome all feedback that would help us improve our services and provide you with the highest level of education.

Yours sincerely,

Hari Bellomkonda
Chief Executive Officer

Orientation Program

Our orientation program covers the information listed below and will be conducted in the first week of your course. It is essential that you attend the orientation program otherwise you may miss out on information that affects your study, your visa or your enjoyment of your stay in Australia (for international students).

The purpose of the orientation session is to fully inform new students of most aspects of life at the College and for international students to provide an introduction to studying, Melbourne's costs of living, transportation, facilities, banking and accommodation. In addition, the College staff will be introduced, a tour of the College and the local area will take place and an opportunity to ask questions will be given.

Fees and refunds

English skills and study

Assessment

Recognition of prior learning (RPL) / credit transfers

College contact people

Student visa conditions*

Working and your student visa*

Health insurance*

Banking and tax file numbers

Transport and travel to and from campus

Communication (e.g. internet and mobile phones)

Complaints and Appeals

Student Code of Behaviour

Participation/ Attendance requirements

Course progress requirements

Completion of the course in the normal amount of time

Keeping address and contact details up-to-date

Support services for students

Legal services for students

Emergency and health services for students

College facilities and resources

Student orientation self-assessment

After your orientation program please go through the list below and make sure that you can check off each item as having been done and understood. If there are any items that you cannot check off then you must contact the Student Services Department so that these matters can be properly explained to you

Have you:

- Been provided with a copy of the Student Handbook
- Checked your enrolment status and make any amendments of information necessary
- Obtained the names and contact details of Student Support Officers and key administrative personnel in the College
- Acquired course textbooks and any other materials necessary
- Understood the terms "cheating" and "plagiarism" as they pertain to College study
- Familiarised yourself with the key support services of the College
- Understood the type of assessment you will receive in your course
- Understood the criteria, weighting, and submission dates of the assessments you have been set
- Understood the nature of the feedback you are likely to receive from trainers
- Understood the grading system of assessment tasks at the College
- Appreciated the need for balance between academic and social experiences at the College
- Understood the number of contact hours you have per week
- Located the toilets in the College
- Located the emergency exits in the College
- Familiarised yourself with the public transport timetable

- Established a meeting point and time to catch up with friends
- Understood the College participation/ attendance requirements
- Understood the College academic progress requirements
- Understood the work permit requirements*
- Understood legislative and regulatory requirements that affect your duties or participation in vocational education and training including your visa requirements*

* For international students

College contact details

Address: Level 9, 120 Spencer Street, Melbourne Victoria 3000, Australia
Postal Address: Level 9, 120 Spencer Street, Melbourne Victoria 3000, Australia
Phone: +61 3 9614 8422
Email: info@melbournecitycollege.edu.au
Web: www.melbournecitycollege.edu.au

Refund Arrangements

For International Students

If a visa is refused by the Australian Government

Where a prospective student is refused an initial student visa by the Australian Government a full refund of tuition fees minus the lesser of the following amounts:

- a) 5% of the amount of course fees (tuition and non-tuition fees) received by the College in respect of the student;
- b) \$500 as per the Letter of Offer and Written Agreement will be made.

In order to receive the refund students will have to provide authenticated evidence of the student visa refusal to the College and attach this to a completed refund application form which is available from the College and can be sent by email. The refund application must be used to apply for refunds and must be addressed to the CEO of the College.

If the college defaults on delivery of qualifications/ courses

The College is responsible for the quality of the training and assessment in compliance with the Standards for RTOs 2015, and for the issuance of the AQF certification documentation.

The College guarantees to complete the training and/or assessment once the student has commenced study in their chosen qualification or course. In the unlikely event that the College is unable to deliver your course in full, you will be offered a refund of all the tuition fees you have paid to date minus a A\$300 Enrolment Fee. The refund will be paid to you within 14 days of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by the College at no extra cost to you. You have the right to choose whether you would prefer a full refund of tuition 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. If the College is unable to provide a refund or place you in an alternative course, the Tuition Protection Service (TPS) will assist you in finding an alternative course or to get a refund of your unspent tuition fees if a suitable alternative is not found. In the case of provider default there is no requirement for a student to lodge a refund application form as the College will initiate payment of the refund.

If a student defaults on their written agreement

If a student wishes to withdraw from their course after tuition fees have been paid then a refund will be made in accordance with the Written Agreement that the student signs with the College.

Refund Conditions - International Students

1. Refund applications must be made in writing to the College. The student refund application form, available from the College, may be used as the written application. The full Fees and Refund Policy and Procedures is available on the website at <https://www.melbournecitycollege.edu.au/pdfs/fees-and-refund.pdf> Written applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated
2. The refund if applicable will be remitted to the nominated bank accounts of the student or the nominated bank accounts of the student's immediate family members that has been authorised by the student to be able to receive a refund in respect of the overseas student identified in the written agreement, consistent with the ESOS Act.
3. A\$300 Enrolment Fee is non-refundable under all circumstances mentioned below except for visa refusal that has special conditions.
4. Material and services, knife kits fee and uniform fees are refundable except for withdrawals on and after commencement date and in the event a student fails to commence any course on agreed start date (Non-commencement).

VISA Refused	100% Refund of the paid course fees minus the lesser of the following amounts: a) 5% of the amount of course fees (tuition and non-tuition fees) received by the College in respect of the student; b) \$500 as per the Letter of Offer and Written Agreement
Written Notice of withdrawal provided 28 days or more before the course commencement date	30% of the tuition fee or \$1000, whichever is greater, will be retained by the College and is payable to the College. The remaining paid tuition

	fee will be refunded minus a A\$300 Enrolment Fee as per the Letter of Offer and Written Agreement
Written Notice of withdrawal provided less than 28 days and more than 14 days before the course commencement date	40% of the tuition fee or \$2000, whichever is greater, will be retained by the College and is payable to the College. The remaining paid tuition fee will be refunded minus a A\$300 Enrolment Fee as per the Letter of Offer and Written Agreement
Written Notice of withdrawal provided less than 14 days before the course commencement date	No Refund of the paid tuition fees for the current course. Tuition fee scheduled in the Letter of Offer and Written Agreement is payable to the College
Student does not commence the course on the start date for any reason and subsequently provides notice of withdrawal from the course	No Refund of the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer and Written Agreement is payable to the College
Student breach of VISA conditions, and suspension or cancellation of enrolment by the College or the student has been granted release letter	No Refund of the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer and Written Agreement is payable to the College
If the College is unable to deliver the course for any reasons	100% Refund of the paid tuition fee minus a A\$300 Enrolment Fee as per the Letter of Offer and Written Agreement
If the College is unable to complete the course that has been started	Paid tuition fee that has not been spent will be refunded. Spent tuition fee is payable to the College
For onshore students, if the student visa is refused after the course commencement date	Paid tuition fee that has not been spent will be refunded. Spent tuition fee is payable to the College
If VISA refusal has been caused by fraudulent/ fake/ misleading documentation	No Refund of the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer and Written Agreement is payable to the College
If student defers the course, the commencement date used for the refund policy is the commencement date in the first COE (Confirmation of Enrolment) and the same refund policy terms in the above table apply to the student.	
If the student has submitted a signed Letter of Offer and Written Agreement and paid the tuition fees but has not collected the COE (Confirmation of Enrolment) and has applied for a course withdrawal, the student will be considered as being enrolled into the course and the same refund policy terms in the above table apply to the student.	

5. The College guarantees to complete the training and/or assessment once the student has commenced study in their chosen qualification or course. In the unlikely event that the College is unable to deliver your course in full, you will be offered a refund of all the tuition fees you have paid minus a \$300 Enrolment Fee. The refund will be paid to you within 14 days of the default date. Alternatively, you may be offered enrolment in an alternative course by the College at no extra cost to you. You have the right to choose whether you would prefer a full refund of tuition 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. If the College is unable to provide a refund or place you in an alternative course, the Tuition Protection Service (TPS) will assist you in finding an alternative course or to get a refund of your unspent tuition fees if a suitable alternative is not found.
6. Fees not listed in this refund section are not refundable.
7. Prior to a student enrolling fees may be altered without notice. Once a student has completed their 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.

Full details of refund arrangements and conditions are on the Written Agreement that the student and the College will sign once an application has been received, accepted by the college and an offer made to the student. There is no obligation on the student of the college until the Written Agreement is signed by all parties.

- Tuition fees are fees directly related to provision of a course.
- A student can pay full fees if the student wishes to, but the student is not required to pay more than 50% of the total tuition fees up front for the course before the student commences the course that are more than 25 weeks. The College can require 100% of the total tuition fees for short courses of 25 weeks or less.

Refund Conditions – Domestic, Other Temporary Visa and Offshore Students

1. Refund applications must be made in writing to the College. The student refund application form, available from the College, may be used as the written application. The full Fees and Refund Policy and Procedures is available on the website at <https://www.melbournecitycollege.edu.au/pdfs/fees-and-refund.pdf>

Written applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated

Written Notice of withdrawal provided before a course commencement date	100% Refund of the paid tuition fees minus a \$300 Enrolment Fee (if applicable) as per the Offer letter.
Written Notice of withdrawal provided on or after a course commencement date	No Refund of the paid tuition fees for the current course

2. The College guarantees to complete the training and/or assessment once the student has commenced study in their chosen qualification or course. In the unlikely event that the College is unable to deliver your course in full, you will be offered a refund of all the tuition fees you have paid minus a \$300 Enrolment Fee (if applicable). The refund will be paid to you within 14 days of the default date. Alternatively, you may be offered enrolment in an alternative course by the College at no extra cost to you. You have the right to choose whether you would prefer a full refund of tuition 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.
3. Fees not listed in this refund section are not refundable.
4. Prior to a student enrolling fees may be altered without notice. Once a student has completed their 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.

Information for Students

VET course assessment

A number of approaches to VET (Vocational Education and Training) course assessment are used by the College's trainers. Assessment approaches may include: observation of performance in class, case studies, projects, presentations, written tests, written work, research, and work placement.

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. Students will be given an opportunity for two reassessments for any competencies not achieved on the first attempt.

A number of approaches to VET (Vocational Education and Training) course assessment are used by the College's trainers. Assessment approaches may include: observation of performance, case studies, projects, written work, research, and work placement.

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. Students will be given an opportunity for two reassessments for any competencies not achieved on the first attempt.

Students in the Individual Support, Early Childhood Education and Care, Commercial Cookery, Kitchen Management and Hospitality Management courses will be required to undertake compulsory industry work placement and maintain a record book of their work placement experience for the purpose of conducting work-based assessment. This record book will be used by the College as part of the final assessment for a number of units. See the work-based assessment section for more details.

VET course delivery

A number of approaches to VET course delivery are used by the College's trainers. Course delivery approaches may include online training; face-to-face classroom-based delivery; and work placement. 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.

Credit transfer

Credit transfer applies to situation where students have completed units that are nationally recognised that are 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. For international students, 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 approved articulation arrangements with Southern Cross University, recognising the learning completed within the following courses for entry into the first or second year of a related Southern Cross University course.

Qualifications/ Certificates to be issued

VET students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. VET students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

ELICOS students who have partially or successfully completed their relevant course will be given an ELICOS program certificate and transcript.

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. Application may only be made after

enrolment and payment of fees and must be made using the RPL application form that will be provided during orientation. Students must attach verified copies of all relevant documents to the RPL application form. For international students, there is no reduction in tuition fees if RPL is applied for and granted. It is recommended that student seek advice from the College before commencing an RPL application.

Training facilities

The training classrooms and administration is located at Melbourne City College Australia, Level 9/ 120 Spencer Street, Melbourne VIC 3000 This location is on a main road in Melbourne. It is easily accessed by train with frequent services to Southern Cross Station which is right in front of the College with a gentle 3minute walk from the College.

The training kitchen location for the Commercial Cookery and Hospitality Management Courses is at Kitchen 4, 79 Sunshine Road, West Footscray VIC 3012.

Students will be given complete information about the location of facilities and travel to and from the facilities during orientation.

The college also has delivery locations in South Australia and offshore for the Certificate III in Individual Support course. Please check the location addresses on the website.

Work-based assessment

Work-based assessment is a compulsory requirement for completing the following courses at the college:

- CHC33021 Certificate III in Individual Support
- CHC30121 Certificate III in Early Childhood Education and Care
- SIT30821 Certificate III in Commercial Cookery
- SIT40521 Certificate IV in Kitchen Management
- SIT50422 Diploma of Hospitality Management

Work-based assessment involves students being placed in an Aged Care facility for a total of 120 hours for CHC33021 Certificate III in Individual Support, in an Early Childhood Education and Care center for a total of 160 hours for CHC30121 Certificate III in Early Childhood Education and Care, in a food establishment with commercial kitchen for a total of 200 hours for SIT30821 Certificate III in Commercial Cookery, SIT40521 Certificate IV in Kitchen management and SIT50422 Diploma of Hospitality Management and in a food establishment with commercial kitchen. The placement is required to consolidate and demonstrate skills and to complete assessment requirements. The College will arrange the placement where students will be working. Whilst working in an aged care facility/Early Childhood Education and Care center/food establishment with commercial kitchen, students will be supervised by staff from the workplace and by the College staff, required to maintain a logbook that records their experience and maintain their participation at both the aged care facility/ Early Childhood Education and Care center/food establishment with commercial kitchen and the College. Students should be covered by insurance for the time they spend on work-based assessment. The logbooks that students maintain whilst on work-based training form an essential part of the assessment requirements for their qualifications. Students' logbooks will be monitored regularly whilst they undertake work-based assessment. In situations where a student's logbook does not indicate completion of the required experience in the workplace the assessment requirements will not be completed and students will be directed to undertake additional work-based experience to meet the requirements.

Work Placement Requirements (for students enrolled into the Individual Support course):

- All students are required to submit a Federal Police background check before working as a carer in the Community Services sector, no older than 6 months
- An NDIS Worker Screening Check when required
- Evidence of up-to-date vaccination as required
- All students **MUST** wear their **Student ID** at all times during work placement, as well as the work placement uniform – White T shirt, black pants and black work shoes. Strictly no runners or thongs to be worn
- Students must be physically capable of doing general lifting and be prepared to be on their feet for long stretches of time
- Work placement schedules are flexible depending upon employers where students undergo work placement.

Work Placement Requirements (for students enrolled into the Early Childhood Education and Care course):

- All students are required to submit a Working with Children check, Federal Police background check (no older than 6 months) and evidence of up-to-date vaccination as required before working at a regulated Early Childhood Education and Care center in Australia.

- All students **MUST** wear their **Student ID** at all times during work placement, as well as the work placement uniform – White t shirt, black pants and black work shoes. Strictly no runners or thongs to be worn
- Work placement schedules are flexible depending upon employers where students undergo work placement.

Work Placement Requirements (for students enrolled into the Commercial Cookery/ Hospitality Management course):

- All students **MUST** wear their **Student ID** at all times during work placement, as well as the work place relevant uniform and work shoes. Strictly no runners or thongs to be worn.
- Work placement schedules are flexible depending upon employers where students undergo work placement.

Access to Student Records

Students can access personal information held by the College and may request corrections to information that is incorrect or out of date.

Other Fees and Charges

For International Students

Description	Fees	Description	Fees
RPL Fee	A\$100 Per Unit	Credit Card Payment	2% surcharge
Repeat unit fee	A\$200 per unit	Photocopy/ Printing/ Scanning Fee	A\$0.10/ A4 Page (Black & White), A\$0.50/ A4 Page (Colour)
Course Extension Fee/Month for Student with Concurrent CoE	A\$250	Direct debit failure for each occurrence	A\$50
Kitchen Practical Catch-up Fee	A\$200 per unit	Reassessment fee (for VET courses)	No charge for a maximum of 2 reassessments
Installment Plan Set-up Fee (for every installment plan set-up)	A\$50	Bank Transfer Fee	What the bank charges for the transfer
Change of Course Fee (if requiring CoE change)	A\$50/change	Home Stay Fee	Out sourced - contact staff for details
Other CoE Variations/ Changes Fee (including deferral, suspension & cancellation)	A\$50/change	Airport Pick Up Fee	Out sourced - contact staff for details
Reissuance of Student Card fee	A\$50	OSHC Fee	As per Health Provider Charge - contact staff for details
Reissuance of Qualification Certificate fee	A\$100	National Police check fee	What the Australian Federal Police charges for the check
Reissuance of Statement of Attainment/ Record of Results fee	A\$100	Working with Children check fee	What the relevant state government department charges for the check
Work Placement Polo Shirt	A\$50	NDIS Worker Screening Check fee	What the relevant state government department charges for the check

For Domestic, Other Temporary Visa and Offshore Students

Description	Fees	Description	Fees
RPL Fee	A\$100 per Unit	Credit Card Payment	2% surcharge
Course Extension Fee/ Month	A\$250	Photocopy/ Printing/ Scanning Fee	A\$0.10/ A4 Page (Black & White), A\$0.50/ A4 Page (Colour)
Kitchen Practical Catch- up Fee	A\$200 per unit	Direct debit failure for each occurrence	A\$50
Installment Plan Set-up Fee (for every installment plan set-up)	A\$50	Reassessment fee (for VET courses)	No charge for a maximum of 2 reassessments
Reissuance of Student Card fee	A\$50	Bank Transfer Fee	What the bank charges for the transfer
Reissuance of Qualification Certificate fee	A\$100	National Police check fee	What the Australian Federal Police charges for the check
Reissuance of Statement of Attainment / Record of Results fee	A\$100	Working with Children check fee	What the relevant state government department charges for the check
Work Placement Polo Shirt	A\$50	NDIS Worker Screening Check fee	What the relevant state government department charges for the check

Student Support, Welfare and Behavior

Access and Equity policy

The Access and Equity Policy and Procedure is available on request. It is the responsibility of all College staff to ensure the requirements of the access and equity policy are met at all times to remove barriers and obstacles so that all students have the opportunity to gain skills, knowledge and experience through access to Vocational Education and Training (VET) and ELICOS courses.

Complaints and Appeals

The College has a Complaints and Appeals Policy and Procedures to provide students with a fair and equitable process for resolving any disputes or complaints they may have. The Complaints and Appeals Policy and Procedures includes a requirement that an independent mediator will be appointed at no expense to the student if the student is dissatisfied with the resolution process undertaken by the College. The College will make no charge to the student for its dispute resolution process or referral to the independent mediator. If the external or any external or any external complaint and appeal handling process results in a decision that support the student, the College will immediately implement any decision and/ or corrective or preventive action required and advise the student in writing of the outcome. If you have a complaint or appeal you should take the following steps:

- Contact the College to obtain a copy of the Complaints and Appeals Procedures and the Complaints and Appeals Form/ download them from the website.
- Complete the Complaints and Appeals Form/and lodge it with the College
- Follow up with the College

Important Contacts

Fire, Ambulance and Police Emergency	Phone 000
Translating and Interpreting Service	Phone 131 450
Life Line 24 hour Counseling Services	Phone 131 114
Victoria Police Centre	311 Spencer St, Docklands VIC 3008 - Phone: 131 444
Melbourne Visa Office	808 Bourke Street, Docklands VIC 3008 - Phone: 131 881
Australian Taxation Office	Phone: 13 28 65 (for Self-help service)
Doctors	Hospitals: St Vincent's Hospital Melbourne 41 Victoria Pde, Fitzroy VIC 3065 - Phone: (03) 9231 2211 The Alfred Hospital 55 Commercial Rd, Melbourne VIC 3004 -Phone: (03) 9076 2000 The Royal Melbourne Hospital 300 Grattan St, Parkville VIC 3052 - Phone: (03) 9342 7000
Dentist	Collins Street Dental Level 2, 2 Collins St, Melbourne VIC 3000 - Phone: (03) 9000 0076
Counselors	Level 4/255 Bourke St, Melbourne VIC 3000 – Phone: 1300 543 396
Legal Services	Law Institute of Victoria Level 13/140 William St, Melbourne VIC 3000 - Phone: (03) 9607 9311
Study in Australia	https://www.studyaustralia.gov.au/
Youth Central	http://www.youthcentral.vic.gov.au/
Fair Work Ombudsman	https://www.fairwork.gov.au/

Relevant Legislation

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites.

Work Health & Safety	http://www.worksafe.vic.gov.au/
Equal opportunity	http://www.humanrightscommission.vic.gov.au/
RTO & CRICOS registration	http://www.asqa.gov.au

Educational Services for Overseas Students (ESOS)	https://www.education.gov.au/esos-framework/resources/international-students-factsheet
Department of Home Affairs (DHA) Immigration and Citizenship	https://immi.homeaffairs.gov.au/
Education and Training Reform Act	https://www.legislation.vic.gov.au/

It is the responsibility of all College staff to ensure the requirements of relevant legislation are met at all times. Use the websites indicated, or contact the Student Support Officer if you require further information.

There may be additional, course-specific, legislation that is relevant. Information about this legislation will be communicated to students during the Course duration.

Student Code of Behaviour

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

1. 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
2. The right to be free from all forms of intimidation
3. The right to study in a safe, clean, orderly and cooperative environment
4. The right to have personal property (including computer files and student work) and the College property protected from damage or other misuse
5. The right to have any disputes settled in a fair and rational manner
6. (this is governed by the College's Complaints and Appeals Policy and Procedures)
7. The right to study and learn in a supportive environment without interference from others
8. The right to express and share ideas and to ask questions
9. The right to be treated with politeness and courteously at all times
10. The expectation that students will not engage in cheating or plagiarism
11. The expectation that students will submit work when required.
12. The expectation that students will maintain consistent participation by attending all required classes and assessments. The required level of participation for ELICOS students is 80% of scheduled sessions. Participation will be reviewed at the end of each study period. This requirement is a requirement under Standard 8 of the National Code 2018.
13. The expectation that students will at all times meet the requirements, terms and conditions in the Letter of Offer and Written Agreement including payment of fees by the due date

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

- A member of the College staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour and 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 Director of Studies or delegate 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 and 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 deferral, suspension or cancellation warning letter.
 - Failure to attend scheduled meetings may result in the College deciding to defer, suspend or cancel a student's enrolment
 - If the College intends to suspend or cancel the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal to the College. If the appeal is not upheld or the student withdraws from the appeal process then the College must report the student to the ESOS Agency and Department of Home Affairs (DHA) via PRISMS. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.
 - Suspension or cancellation of your enrolment has to be reported to DHA and may affect the status of your VISA.
- At any stage of this procedure students are able to access the College Complaints and Appeals Policy and Procedures to settle any disputes that may arise.

Plagiarism/ Cheating

Plagiarism is to copy work without acknowledging the source and is a form of cheating in study environment. Plagiarism involves using the work of another person and presenting it as one's own. Students are expected to acknowledge the intellectual property of others used in the preparation their assessment related work.

The penalty of plagiarism/ cheating will depend on the severity of the plagiarism, whether the student is a repeat offender, whether there is evidence of deliberate deceit and whether another student has been coerced into participating in the plagiarism.

Repeated plagiarism/ cheating behaviour can result in students being expelled from the College.

Student Support Services

The College has, by employment and contract, a person or persons with formal qualifications in counselling and/or relevant experience who is able to advise and provide counselling to students in an intercultural context about academic and future progress advice, welfare matters and, ensures that these counselling services are available and accessible by students at suitable times.

The Director of Studies, ELICOS Coordinator, student support officers, teaching staff and administrative staff of the College are available to provide general advice and assistance with matter such as academic and future progress counselling, studying, homework, accommodation and English language problems counseling. Students requiring special or intensive assistance must contact the Director of Studies/ ELICOS Coordinator or the student contact officer who may refer them to external support services if required. The College will not charge for support services it supplies or for referring students to external support services. Students will have to pay any fees charged by external support services that they use.

Staff who provide support services to students:

Staff Role	Name	Email
Student Contact Officer/ Student Support Officer/Student Administration Manager	Vinaya Chavan	vinaya@melbournecitycollege.edu.au
Student Contact Officer/ Student Support Officer	Maria Morales	maria@melbournecitycollege.edu.au
Student Contact Officer/ Student Support Officer	Wendy Morales	wendy@melbournecitycollege.edu.au
Student Contact Officer/ Student Support Officer	Zana Aizizi	zana@melbournecitycollege.edu.au
Student Support Officer/ELICOS Coordinator – English Language Assistance/ Academic & Future Progress	Jordane Ramu	jordane@melbournecitycollege.edu.au

The college has designated some members of its staff as the Student Contact Officers that are the official points of contact for overseas students. The Student Contact Officers have access to up-to-date details of the college's support services.

In circumstances requiring personal counselling that cannot be handled by the college's internal staff members, the Director of Studies will authorise a referral to an external counselling agency that is contracted by the college for the student at no charge to the student. One of the Student Contact Officers will be responsible for contacting and making an appointment for the student with the external counselling agency. The Student Contact Officer, together with the Director of Studies/ ELICOS Coordinator, will ensure that the student is well supported during the process, liaise with the external agency and follow up with the student as often as necessary.

The following external agency is contracted by the college to provide services that are performed by qualified practitioners/ counsellors who are able to provide counselling to students in an intercultural context and are available and accessible by students at suitable times (during the agency's advertised hours):

Relationship Matters
Level 4/255 Bourke St, Melbourne, Vic, 3000
Ph: 1300 543 396
Website: <https://relationshipmatters.com.au/>

Visa Requirements

The Department of Home Affairs (DHA) Immigration and Citizenship publishes a full list of mandatory and discretionary student visa requirements on their web site. Follow the <https://immi.homeaffairs.gov.au/> link for details. This applies to international students.

Department of Home Affairs (DHA) Immigration and Citizenship

According to the Department of Home Affairs (DHA) Immigration and Citizenship, international students must provide evidence that satisfies the assessment factors applicable to you to be granted a student visa. Assessment factors include your financial ability, English proficiency, likely compliance with the conditions of your visa and any other matters considered relevant to assessing your application". Additional information on student visa issues is available on the DHA's website on <https://immi.homeaffairs.gov.au/> and the Study in Australia website <https://www.studyaustralia.gov.au/>.

Change of Address

Upon arriving in Australia, you are required to advise the College of your residential address, mobile number and email address and of any subsequent changes to your residential address, mobile number and email address. This is extremely important. The College may send warning notices to you which are aimed at helping to prevent breaches of your visa conditions. It is your responsibility and in your own interests to ensure that you always update your address details at the College to ensure you receive important information about your course, fees and possible breaches of your student visa for International Students

Additional information on student visa issues is available on the DHA's website at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>.

Student Initiated Deferral or Suspension of Enrolment

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the College using the student deferral, suspension or cancellation application form or in writing by email, fax or post. Full details and documentary evidence of the compassionate or compelling circumstances must be included with the application for it to be considered.

If approved for international students, the College will report your deferral of commencement or suspension of studies to the ESOS Agency and Department of Home Affairs Immigration and Citizenship via PRISMS which may affect the status of your visa. If you require more information as to how this action may affect your visa status contact your local DHA office or phone the DHA helpline 131 881.

Student Cancellation of Enrolment

Cancellation of enrolment will trigger the refund arrangements in the Written Agreement between the College and the student. Students who cancel their enrolment and think they are due for a refund must also apply for a refund. Refund applications must be made in writing to the College. The student refund application form, available from the College, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.

For international students, the College will report your cancellation of studies to the ESOS Agency and Department of Home Affairs Immigration and Citizenship which may affect the status of your visa. If you require more information as to how this action may affect your visa status contact your local DHA office or phone the DHA helpline 131 881.

College Initiated Suspension or Cancellation of Enrolment

The College may decide to suspend or cancel a student's enrolment on its own initiative as a response to breaching the Student Code of Behaviour through misbehaviour, a poor academic record or poor participation by the student. If the College is intending to initiate a suspension or cancellation of enrolment a warning letter will be sent to the student's currently notified address and the student will have 20 working days from the date of the warning letter to complain or appeal against the College suspension or cancellation. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating to the student's welfare.

For international students, the College will report any suspension or cancellation to the ESOS Agency and Department of Home Affairs Immigration and Citizenship via PRISMS which may affect the status of your visa. If you require more information as to how this action may affect your visa status contact your local DHA office or phone the DHA helpline 131 881.

College Deferral of Commencement

The College may also decide to defer the commencement of a course. If the College defers the commencement of a course the provider default conditions in the Written Agreement between the College and the student will be triggered and the College will be obliged to repay all course money within 14 days of the date of deferral unless alternative arrangements can be made which are acceptable to students.

For international students, if approved, the College will report its deferral of commencement to the ESOS Agency and Department of Home Affairs Immigration and Citizenship via PRISMS which may affect the status of your visa. If you require more information as to how this action may affect your visa status contact your local DHA office or phone the DHA helpline 131 881.

Full time study and participation

Australian law requires international students to study at a full time study load. A full-time study load is normally a minimum of 20 hours per week for 40 weeks each calendar year or continuous 12-month period.

Please be aware that international Students who have unsatisfactory course progress for two consecutive study periods will be reported to the ESOS Agency/ DHA. Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period. The College is required to monitor, review and takes intervention action when any student is in danger of not progressing satisfactorily or completing their course.

Overseas Student Health Cover (OSHC)

Overseas Student Health Cover (OSHC) is insurance that provides cover on the costs for medical and hospital care which international students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport.

If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits organisation - commonly referred to as health funds before applying for your visa. You will need to buy OSHC before you come to Australia, to cover you from when you arrive. You will also need to maintain OSHC throughout your stay in Australia.

Satisfactory Course Progress

If international students do not have satisfactory course progress you will be reported to ESOS Agency and DHA which may lead to cancellation of your visa. Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period. If you have been identified as not making satisfactory course progress in two consecutive compulsory study periods, and you have not made a successful appeal against this assessment, the College will report you to the ESOS Agency/ DHA. If this occurs the College will report you to DHA. A study period is 10 weeks of study.

The College will monitor all international students' academic progress, identify students who are "at risk" of breaching this requirement and act to assist student who are "at risk" through meetings and counselling sessions.

Being "at risk" of not meeting satisfactory course progress requirements occurs when a student:

- fails more than 50% of units or does not complete at least 50% of the course requirement in a study period; or
- is unable to complete a course within the expected duration of study as recorded on the CRICOS register after having their program reviewed by the Director of Studies for VET students or by the ELICOS Coordinator for ELICOS students; or
- is absent for 28 consecutive days without prior approval or a medical certificate from a registered medical practitioner.

Failing a unit means being assessed as "Not Yet Competent" for a completed unit (for VET courses).

All international students identified as being "at risk" (during the study period or at the end of the study period) of not meeting satisfactory course progress requirements will be sent a warning letter requiring them to attend a course counselling interview using the appropriate student course progress warning letters.

In order to have the best chance of maintaining satisfactory progress you must:

- Attend all theory and practical classes and pay attention to the work and activities undertaken in class
- Study the theory and practice the skills that are taught in class
- Ensure that you are present for all assessment activities scheduled by the trainers
- Make an appointment with the student contact officer if you are having any difficulties with your studies

Satisfactory Attendance

The College monitors the attendance of its ELICOS international students in which students will have to attend their classes minimum 80% of the scheduled class hours. Students with unsatisfactory attendance may be reported to the ESOS Agency and Department of Home Affairs (DHA) Immigration and Citizenship through PRISMS.

For its ELICOS courses, the College requires overseas students to attend at least 80 per cent of the scheduled course contact hours.

For its ELICOS Courses, the College regularly assesses the attendance of the student in accordance with the College's Attendance Monitoring Policy and Procedure.

Where the College has assessed the student as not achieving satisfactory attendance for an ELICOS course, the College will notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The written notice must inform the student that he or she is able to access the College's complaints and appeals process as per Standard 10 (Complaints and Appeals) and that the student has 20 working days in which to do so.

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the College, the College must notify the ESOS Agency through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

For the ELICOS courses, the College may only decide not to report a student for breaching the 80 per cent attendance requirement where:

- a. the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances (for example illness where a medical certificate states that the student is unable to attend classes) apply; and
- b. that decision is consistent with the College's documented attendance policies and procedures; and
- c. the College confirms that the student is attending at least 70 per cent of the scheduled course contact hours for the course in which he or she is enrolled.

Failure of meeting attendance conditions will result in the following procedure:

- a. STEP ONE (90% projected attendance/ absent for more than 5 consecutive days without approval) - A student will be sent an Initial Warning Letter to come for counselling.
- b. STEP TWO (80% projected attendance) - A student will be sent a Final Warning Letter and counselled.
- c. STEP THREE (below 80% projected) - A student will be sent an Intention to Report Letter (Students may be reported to the ESOS Agency and Department of Home Affairs (DHA) Immigration and Citizenship).

School-aged Dependents

There are requirements for compulsory school attendance for children or dependents of international students. In Victoria 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.

Student Transfers

Under the ESOS Framework, the College cannot enrol international students seeking to transfer from another college before that student has completed 6 months of their principal course of study except in some circumstances. If you want to transfer before completing 6 months of your principal course, you need to ask the College for a release. The six months is calculated as six calendar months from the first day of your principal course. Your principal course is usually the final course of study you will undertake. For example, if you are studying ELICOS followed by a Diploma program, the Diploma program is your principal course. If you are considering requesting a transfer before completing 6 months of your principal course of study please contact the College administration for a copy of the transfer procedure and the application form. International students do not need a letter of release if:

- they have completed more than 6 months of your principal course
- they are a government sponsored student, and their sponsor supports a transfer
- their current education provider or course has ceased to be registered or a sanction has been imposed that prevents your provider from continuing to deliver your principal course

Use of Personal information

Information is collected during your enrolment in order to meet the College obligations under the ESOS Act 2000 (Cth) and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally (For international students). The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code 2018 for International Students. For all students, information collected about you during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this includes to the Australian Skills Quality Authority (ASQA) reported under the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS).

The Education and Training Reform Act 2006 requires the College to collect and disclose a student's personal information for a number of purposes including the allocation of a Victorian Student Number, Unique Student Identifier and updating personal information on the Victorian Student Register. You have a right to access and correct your personal information in accordance with privacy legislation and the College's Privacy Policy and Procedures. For more information in relation to how student information may be used or disclosed please access the College's Privacy Policy at: <https://www.melbournecitycollege.edu.au/pdfs/privacy.pdf>.

Working in Australia

Immigration laws allow international students to work for a limited number of hours whilst studying on a student visa in Australia. International students can currently work 48 hours per fortnight during the College study time and full-time during breaks. However, work is not always easy to find and under no circumstances can students rely on income earned in Australia to pay tuition fees. International students are not permitted to work if it interferes with their study.

ELICOS Courses

General English (CRICOS Course Code: 097787B)

Our general English courses are designed for people who want to improve fluency, accuracy and confidence speaking in English. Our courses will also improve English language skills which are essential for travel, work purposes or simply for personal interest.

Course Overview

Our general courses develop all aspects of the English language including speaking, pronunciation, listening, grammar, reading and writing. The focus is on improving your basic communication needs in everyday aspect of the English language. During your English course you will be expected to participate as much as possible, and work individually, in pairs and in groups as well as take part in whole class activities.

This course is for all international students with non-English speaking background or English is not their first language and wish to improve their English language skills.

Level

Elementary, Pre-intermediate, Intermediate, Upper-intermediate, Advanced

English for Academic Purposes (EAP) (CRICOS Course Code: 097788A)

English for Academic Purposes (EAP) provides the fastest and most effective way towards reaching your required English language level for further study.

Course Overview

The English for Academic Purposes (EAP) course is designed for students who want to pursue further study in vocational education and training, gain extra academic English in higher education studies or who want to apply to a university in the future. The benefits of Academic English are that it increases fluency in language and confidence that is required and used in formal and informal academic contexts. It is designed to prepare you for the language used in vocational education and training, university lectures and academic books.

The course allows you to meet the English language requirements for your future pathway without retaking IELTS (*conditions apply).

Level

Upper-intermediate, Advanced

VET Qualifications - Core and Elective Units

CHC33021 Certificate III in Individual Support (CRICOS Course Code: 113396B)

Core Units

CHCCCS031	Provide individualised support
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and wellbeing
CHCCCS041	Recognise healthy body systems
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care

Elective Units

CHCAGE011	Provide support to people living with dementia
CHCAGE013	Work effectively in aged care
CHCCCS036	Support relationships with carer and family
CHCDIS012	Support community participation and social inclusion
CHCDIS020	Work effectively in disability support
HLTAID011	Provide First Aid



CHC30121 Certificate III in Early Childhood Education and Care (CRICOS Course Code: 110430G)

Core Units

CHCECE030	Support inclusion and diversity
CHCECE031	Support children's health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHCECE033	Develop positive and respectful relationships with children
CHCECE034	Use an approved learning framework to guide practice
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE037	Support children to connect with the natural environment
CHCECE038	Observe children to inform practice
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE056	Work effectively in children's education and care
CHCPRT001	Identify and respond to children and young people at risk
HLTAID012	Provide First Aid in an education and care setting
HLTWHS001	Participate in workplace health and safety

Elective Units

CHCDIV001	Work with diverse people
CHCPRP003	Reflect on and improve own professional practice



SIT30821 Certificate III in Commercial Cookery (CRICOS Course Code: 109865A)

Core Units

SITHCCC023	Use food preparation equipment*
SITHCCC027	Prepare dishes using basic methods of cookery*
SITHCCC028	Prepare appetisers and salads*
SITHCCC029	Prepare stocks, sauces and soups*
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes**
SITHCCC031	Prepare vegetarian and vegan dishes**
SITHCCC035	Prepare poultry dishes**
SITHCCC036	Prepare meat dishes**
SITHCCC037	Prepare seafood dishes**
SITHCCC041	Produce cakes, pastries and breads*
SITHCCC042	Prepare food to meet special dietary requirements**
SITHCCC043	Work effectively as a cook**^
SITHKOP009	Clean kitchen premises and equipment*
SITHKOP010	Plan and cost recipes
SITHPAT016	Produce desserts*
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXHRM007	Coach others in job skills
SITXINV006	Receive, store and maintain stock*
SITXWHS005	Participate in safe work practices

Elective Units

BSBSUS211	Participate in sustainable work practices
SITHCCC025	Prepare and present sandwiches*
SITHCCC038	Produce and serve food for buffets**
SITHCCC040	Prepare and serve cheese*
SITHCCC044	Prepare specialised food items**



	Prerequisite unit(s)
*	SITXFSA005 Use hygienic practices for food safety
**	SITHCCC027 Prepare dishes using basic methods of cookery SITXFSA005 Use hygienic practices for food safety

^ will be assessed including during work placement

Elective units have been selected by the College in consultation with industry experts.

Training Product Status: Current
Training Product Release Date: 10 June 2022

SIT40521 Certificate IV in Kitchen Management (CRICOS Course Code: 109533K)

Core Units

SITHCCC023	Use food preparation equipment*
SITHCCC027	Prepare dishes using basic methods of cookery*
SITHCCC028	Prepare appetisers and salads*
SITHCCC029	Prepare stocks, sauces and soups*
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes**
SITHCCC031	Prepare vegetarian and vegan dishes**
SITHCCC035	Prepare poultry dishes**
SITHCCC036	Prepare meat dishes**
SITHCCC037	Prepare seafood dishes**
SITHCCC041	Produce cakes, pastries and breads*
SITHCCC042	Prepare food to meet special dietary requirements**
SITHCCC043	Work effectively as a cook**^
SITHKOP010	Plan and cost recipes
SITHKOP012	Develop recipes for special dietary requirements***
SITHKOP013	Plan cooking operations*
SITHKOP015	Design and cost menus****
SITHPAT016	Produce desserts*
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008	Develop and implement a food safety program*****
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXINV006	Receive, store and maintain stock*
SITXMG004	Monitor work operations
SITXWHS007	Implement and monitor work health and safety practices

Elective Units

SITHCCC025	Prepare and present sandwiches*
SITHCCC038	Produce and serve food for buffets**
SITHCCC040	Prepare and serve cheese*
SITHCCC044	Prepare specialised food items**
SITXHRM010	Recruit, select and induct staff
SITXWHS005	Participate in safe work practices



	Prerequisite unit(s)
*	SITXFSA005 Use hygienic practices for food safety
**	SITHCCC027 Prepare dishes using basic methods of cookery SITXFSA005 Use hygienic practices for food safety
***	SITHCCC027 Prepare dishes using basic methods of cookery SITHCCC042 Prepare food to meet special dietary requirements SITHKOP010 Plan and cost recipes SITXFSA005 Use hygienic practices for food safety
****	SITHKOP010 Plan and cost recipes
*****	SITXFSA005 Use hygienic practices for food safety SITXFSA006 Participate in safe food handling practices

^ will be assessed including during work placement

SIT50422 Diploma of Hospitality Management (CRICOS Course Code: 113397A)

Core Units

SITXCCS015	Enhance customer service experiences
SITXCCS016	Develop and manage quality customer service practices
SITXCOM010	Manage conflict
SITXFIN009	Manage finances within a budget
SITXFIN010	Prepare and monitor budgets
SITXGLC002	Identify and manage legal risks and comply with law
SITXHRM008	Roster staff
SITXHRM009	Lead and manage people
SITXMG004	Monitor work operations
SITXMG005	Establish and conduct business relationships
SITXWHS007	Implement and monitor work health and safety practices

Elective Units

BSBOPS504	Manage business risk
SITHCCC023	Use food preparation equipment*
SITHCCC027	Prepare dishes using basic methods of cookery*
SITHCCC028	Prepare appetisers and salads*
SITHCCC029	Prepare stocks, sauces and soups*
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes**
SITHCCC031	Prepare vegetarian and vegan dishes**
SITHCCC035	Prepare poultry dishes**
SITHCCC036	Prepare meat dishes**
SITHCCC037	Prepare seafood dishes**
SITHCCC041	Produce cakes, pastries and breads*
SITHCCC042	Prepare food to meet special dietary requirements**
SITHCCC043	Work effectively as a cook**^
SITHKOP010	Plan and cost recipes
SITHPAT016	Produce desserts*
SITXFSA005	Use hygienic practices for food safety
SITXHRM010	Recruit, select and induct staff



	Prerequisite unit(s)
*	SITXFSA005 Use hygienic practices for food safety
**	SITHCCC027 Prepare dishes using basic methods of cookery SITXFSA005 Use hygienic practices for food safety

^ will be assessed including during work placement

BSB50120 Diploma of Business (CRICOS Code: 108269G)

Core Units

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace

Elective Units

BSBHRM525	Manage recruitment and onboarding
BSBMKG541	Identify and evaluate marketing opportunities
BSBOPS504	Manage business risk
BSBOPS601	Develop and implement business plans
BSBPEF501	Manage personal and professional development
BSBPMG430	Undertake project work
BSBTWK503	Manage meetings



BSB60420 Advanced Diploma of Leadership and Management (CRICOS Code: 108270C)

Core Units

BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement

Elective Units

BSBSTR602	Develop organisational strategies
BSBHRM614	Contribute to strategic workforce planning
BSBXCM501	Lead communication in the workplace
BSBCRT511	Develop critical thinking in others
BSBFIN601	Manage organisational finances



Living in Melbourne

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.

Victoria

About 36 per cent of Victoria is forest. The Murray is the State's longest river and there are a number of large inland lakes. Victoria's vast coastline extends over 1600 kilometres, bordering the Southern Ocean and Bass Strait and separating the Australian mainland from Tasmania.

Victoria is the most densely populated of Australia's 8 States and Territories. Some 26 per cent of all Australians live in Victoria and, of those, most reside in Melbourne, the nation's second largest city and capital of this state.

Melbourne

Melbourne is the capital of the State of Victoria. It is situated on the Yarra River and around Port Phillip Bay with its beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places that Australian space and natural resources allow.

Melbourne is a world-renowned cultural, artistic, financial and communications centre served by an international airport, a cargo and passenger seaport, and rail links to neighbouring States.

Melbourne, voted the world's 'most liveable city', enjoys clean fresh air and beautiful parks and gardens.

Melbourne is considered to be the shopping capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets.

One quarter of Melbourne's population was born overseas making it one of the world's most multicultural cities. There are now people from 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and over 2,300 elegant restaurants, bistros and cafes. Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.

The population is approximately 5 million. Melbourne is a sprawling city with suburbs extending up to 50km from the centre of the city.

The city centre is on the banks of the Yarra River, 5km from Port Phillip Bay.

The city centre features world class

- department stores
- historical architecture
- theatres, galleries and arts centres

Melbourne is only a short distance from many beautiful beaches as well as the Victorian mountain regions, where skiing is popular during winter.

The city and surrounding suburbs are well serviced by a public transport network of buses, trains and trams.

Melbourne has a vast array of restaurants, offering a variety of international cuisine. Bustling Chinatown in the heart of the city, serves up the finest of Asian cuisine and culture. Several other Melbourne streets are dedicated to Vietnamese, Japanese, Italian and Greek food - cuisine to suit every palate and many to suit a student's budget.

A Good Choice for Study

Overseas students from different countries around the world 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, colleges and universities
- Awards from Australian institutions of higher education are recognised internationally

Melbourne City College Pty Ltd trading as Melbourne City College Australia

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- Australian universities, colleges and schools have established networks of 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
- Living costs and tuition costs compare well with other countries and most overseas students are permitted to work part-time.
- Australia is a safe, stable country with a pleasant climate.

Climate

Melbourne 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 Celsius
Summer	December to February 28-32 degrees Celsius
Autumn	March to May 12 - 20 degrees Celsius
Winter	June to August 10 - 15 degrees Celsius

Melbourne does not have a specific wet season - it can rain at any time of the year. Sports and other outdoor activities are possible at all times of the year.

Festivals

- International Comedy Festival
- International Festival of the Arts
- Chinese New Year Parade
- Moomba Festival

International sporting events:

- Spring Racing Carnival (Melbourne Cup)
- Australian Open (Grand Slam tennis)
- Grand Prix Motor Racing
- World Series and Test cricket

Art

Australian contemporary arts reflect the world's oldest continuous cultural traditions and also a diverse, multicultural society. Our visual and performing arts communities receive international acclaim for their vibrancy, originality and cutting-edge work in the arts, literature, stage and cinema, dance, classical music and contemporary Australian rock music.

The National Museum of Australia opened as part of Australia's Centenary of Federation celebrations in 2001. It is co-located with the Australian Institute of Aboriginal and Torres Strait Islander Studies in the nation's capital city of Canberra and adds to more than 1000 museums throughout Australia.

Multiculturalism

Many 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.

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. As well as the usual services available in just about any Australian suburb or town, most Australian institutions also provide special health care services and advice for students.

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.

Telephones

Australia has a modern telecommunications system with mobile and internet access generally available at low cost.

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.

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.

Study Methods

In Australia, much emphasis is placed upon private (individual) study along the lines of assignments, on research and learning to analyse data and present arguments about subject matter, and on being willing to defend one's argument. All these involve heavy use of libraries, intensive note taking in lectures, and active participation in the learning process (as opposed to passive listening and rote learning).

To be a successful student in Australia, you will need to adapt to these methods of learning, but most education institutions in Australia are very willing to help as they offer counseling services and assistance to develop effective study skills. Many lecturers in Australia have vast experience teaching overseas students, they understand the difficulties in getting used to different study methods and they will be patient in helping you to develop new skills.

Cost of Living and Money Matters

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. Travellers 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, depending on individual store policy, will cash travellers cheques.

It is a good idea to set up an Australian bank account. You will need to provide your visa and evidence of residency. 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. More information on banking is available at [Study in Australia](#)

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.

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, telephone, clothing, entertainment and incidental costs. Childcare, if applicable, should also be taken into account. It is important to remember that individual circumstances will vary by location and lifestyle.

Accommodation

The following types of accommodation are available for international students:-

1. Full Board (Homestay): AU\$300 - AU\$370 per week
2. Student house: AU\$200 - AU\$250 per week
3. Half – Board: AU\$200 - AU\$250 per week (plus expenses)
4. Leasing a House/Flat: AU\$250 - AU\$400 per week (unfurnished)

This accommodation can be booked prior to arrival. Two weeks advance notice is required before you depart for Australia. Further details can be obtained from the Student Support Officer.

Some useful internet sites for housing are:

<http://sha.com.au/>

<http://www.youthcentral.vic.gov.au/>

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

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)¹

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.

Annual rates are A\$640* for single coverage. OSHC is also charged on a pro-rata basis for shorter courses.

Cost of Living

Melbourne is a reasonably priced city providing good quality affordable living and abundant accommodation.

According to the DHA, 12-month living costs are for:

- students: AUD29,710
- partners coming with you: AUD10,394
- a child coming with you: AUD4,449.

The average international student in Australia spends about \$500 per week on accommodation, food, clothing, entertainment, transport, domestic travel, telephone and incidental costs. The cost of living depends a lot on the kind of accommodation a student chooses.

The lifestyle in Australia is safe and friendly. Australians have a high standard of living. The climate is pleasant, there is plenty of food and the vast natural resources in Australia enable most people to live well.

Fruit, vegetables and meat are available fresh and at reasonable prices. Clothing and personal effects are usually good quality and available at a wide variety of prices.

Below is a price table of typical daily items. This is only a guide. Remember that you can shop around for items such as clothing and shoes to find a cheaper source.

¹ Rates are from NIB OSHC and current as of 24 June 2024

Food	Personal Effects/Services
Milk 1 litre \$2.00	Shoes 1 pair \$70.00
Bread 1 loaf \$3.00	Jeans 1 pair \$80.00
Apples 1 kg \$4.00	Toothpaste 140g \$3.00
Potatoes 1 kg \$3.00	Shampoo 500ml \$5.00
Beefsteak 1 kg \$25.00	T-shirt \$30.00
Eggs 1 dozen \$5.00	Hairdresser \$30.00 to \$50.00
Cereal 1kg \$5.00	Cinema ticket \$25.00
Fruit Juice 2 litres \$5.00	Public transport city and inner suburbs approximately \$11.00 for a daily fare
Rice 1 kg \$3.00	

The ESOS International Student Fact Sheet – International education: ensuring quality and protecting students

Australia welcomes international students

Coronavirus (COVID-19) information for international students

International students are an important and valued part of Australia's world class education system. Those impacted by the COVID-19 pandemic can find a range of resources and support on the Department of Education [website](#).

Additional information can also be found on the [Study in Australia](#) website, the official Australian Government website for international students.

Australian laws protect international students

The Australian Government wants international students to have a rewarding and enjoyable experience when they come to Australia to study. Australia offers high quality education services and protects the rights of international students to ensure you make the most of your time here.

This fact sheet contains important information for student visa holders about living and studying in Australia, including your consumer rights and responsibilities as an international student and key things you should know before and during your study.

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the education institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you.

Before you begin your studies

Choosing a course to study

As an international student, you can only study a course with an education institution listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). All education institutions registered on CRICOS have met the quality standards set out in Australian law, which ensures you receive the best possible education services.

[CRICOS](#) is a good place to start when you want to find a course or education institution to study with.

Using an education agent

International students **do not** have to use an education agent. You can enrol directly with an Australian education institution. Information about what education institutions offer is usually on their websites.

If you want to use an education agent, it's best to pick one used by the education institution you want to study at. You can find a list of education agents on the education institution's website.

The law requires education institutions to only use education agents that act honestly and with integrity. Agents must give you accurate advice about the courses on offer, including entry requirements, and information about living in Australia. You should still be careful and alert when dealing with agents to ensure you enrol in a course that is suitable for you and will help you achieve your learning goals. In Australia, education agents cannot give you information on visa and immigration matters – only migration agents can do this. You can find out more about using migration agents at the [Department of Home Affairs website](#).

If you think your education agent might be behaving dishonestly or unethically, you should stop using them immediately and contact your education institution directly.

Written agreements or contracts between the student and institution

Under Australian law, an education institution must have a written agreement with you outlining the services they will provide, all the fees you are required to pay, and conditions for refunds of money you pay for the course.

The written agreement is a legal contract. You should read it carefully and make sure you fully understand what it says before signing it. You and your education institution must follow whatever is set out in the written agreement once you have accepted it, so you should keep a copy of it. Should you ever make a complaint about your education institution, you will need to refer to your written agreement. You can find out more about making complaints on page 6 of this fact sheet, [Making complaints and getting help](#).

Your rights before you enrol

Even before you enrol with an education institution, under Australian law you have the right to:

- receive current and accurate information about the courses, entry requirements, all fees and modes of study from your education institution and your education institution's agent;
- sign a written agreement with your education institution before or at the time you pay fees. You do not have to pay the education institution any money or fees until you accept the agreement;
- seek a refund in certain situations for course money you have paid. Information about refund arrangements must be included in your written agreement;
- get the education you paid for. The law includes tuition protections that will allow you to be placed in another course or receive a refund if your education institution is unable to teach your course (known as a provider default), visit the [TPS website](#) for more information;
- access complaints and appeals processes; and
- request to transfer to another education institution and have that request assessed by your education institution.

Paying your tuition fees

From 14 December 2015, changes to Australian law give international students more choice about how they pay their fees. Previously you could not pay more than 50 per cent of your fees before you started a course. Now you can **choose** to pay more than 50 per cent of your tuition fees before you start. For example, you or the person who is paying your fees may decide this is a good idea if the Australian dollar exchange rates mean you will save money by paying more of your fees early.

Your education institution may ask you if you would like to pay more than 50 per cent of your fees before you start your course. This is your choice. Your education institution cannot require you to pay more, unless you are doing a short course of 25 weeks or less. If your course is longer than 25 weeks, you cannot be asked to pay more than 50 per cent of your tuition fees before you start.

Your education institution may wish to organise a payment plan so you can start regularly paying the rest of your tuition fees once you start the course. Your written agreement should include an itemised list of all the fees you will be charged for your course, including your tuition fees, and information on how they will be paid and what refund arrangements apply.

In Australia there are also very strong protections for students' fees, which you can learn more about on **page 6** of this fact sheet under [Protecting your tuition fees](#).

What happens if you can't start the course because your visa is refused?

If you have paid fees to an education institution and your visa is refused, you are entitled to a refund. Under Australian law, the education institution is allowed to keep either 5 per cent of the tuition fees you paid or \$500, whichever is the lowest amount, and must refund you the rest.

If your visa is refused after the course was due to start, the education institution can keep tuition fees for the number of weeks that have passed since commencement and must refund you the rest of the fees.

What happens if you decide you don't want to start or continue the course?

If you change your mind and do not want to start the course, you may be entitled to a refund.

If you have a written agreement with the education institution, the amount of your refund will depend on the written agreement, which should tell you what will or will not be repaid to you.

If you do not have a written agreement, you have the right to receive some of your fees back. Under Australian law, the education institution is allowed to keep either 5 per cent of the fees you paid or \$500, whichever is the lowest amount, and must refund you the rest of the tuition fees you paid them.

During your studies

Support services for you in Australia

Under Australian law your education institution must offer you support services to help you adjust to study and life in Australia, achieve your learning goals and maintain satisfactory progress in your learning. This support is available because we recognise that Australia may be a new environment for students, with different laws, culture and customs. Your education institution must give you free information and advice on:

- support and welfare services available at the education institution;
- legal services;
- emergency and health services;
- facilities and resources;
- complaints and appeals processes;

- any student visa condition that relates to the course you are studying; and
- services international students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.

Many education institutions also offer career advice services. You should ask them whether they can help advise you on working and careers.

Welfare for students under 18 years of age

If you are under 18 years of age, you will only be granted a visa if there are adequate arrangements in place for your accommodation, support and general welfare. This is for your personal safety and applies for the length of your student visa or until you turn 18.

If you are under the age of 18, your visa application must demonstrate that you will be accompanied by a parent, legal custodian or an eligible relative. If you will not be living with one of these people, your education institution can agree to be responsible for approving your accommodation, support and general welfare arrangements while you are in Australia on a student visa.

If your education institution has approved your living and general welfare arrangements, but you wish to change them, you **must** have the approval of your education institution before you do so. This is because your education institution must advise the Department of Home Affairs as soon as possible about changes to living and welfare arrangements for students under 18.

If you don't have your education institution's approval, this may be reported to the Department of Home Affairs. If this happens, you will be in breach of student visa condition 8532 and your visa may be cancelled.

Visit the Department of Home Affairs website for more information about [visa requirements](#) and [welfare arrangements](#) for students under the age of 18.

Your responsibilities as an international student in Australia

Your student visa

As an international student on a student visa, you must:

- comply with your student visa conditions;
- ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa;
- tell your education institution if you change your address or other contact details;
- meet the terms of your written agreement with your education institution; and
- maintain satisfactory course progress and attendance.

Information about visa conditions for student visa holders is available on the [Department of Home Affairs website](#), or call 131 881 on Monday – Friday from 9am to 5pm inside Australia (except public holidays).

Academic integrity and misconduct

The Australian Government and education institutions take issues of academic integrity very seriously. Education institutions have many ways of detecting cheating or plagiarism in exams and assessments.

Using ghost writing services, asking someone to take an exam in your place, or any other kind of academic misconduct will result in serious action being taken against you. Your enrolment or student visa could be affected or cancelled altogether.

If you are struggling with your studies, it's best to ask your education institution what support services they can offer you.

Your consumer rights and protections

Protecting your tuition fees

Australia is widely recognised as a world leader in protecting the tuition fees of international students through its Tuition Protection Service (TPS). The TPS assists international students whose education institutions are unable to fully deliver their course of study, and ensures that international students can either:

- complete their studies in another course or with another education institution; or
- receive a refund of their unspent tuition fees.

In the unlikely event your education institution is unable to deliver a course you have paid for, they have obligations to offer you an alternative course or, if you do not accept the alternative course, pay you a refund of your unspent prepaid tuition fees. If your education institution is unable to meet these obligations for some reason, the TPS will assist you in finding an alternative course or getting a refund if a suitable alternative is not found.

Visit the [TPS website](#) for more information. If you are a student whose provider is unable to fully deliver your course, you can call (02) 6271 3440 for assistance.

Working in Australia

Australian workplace laws provide basic protection and entitlements for all workers in Australia, including workers from overseas. International students have the **same** entitlements to minimum wages and conditions as Australian workers, as well as superannuation and workers' compensation under Australian workplace laws.

The minimum wages and conditions to which an employee is entitled are set out in awards (also known as modern awards). Awards apply to employees depending on the industry they work in or the job that they do. Awards don't apply when a business has an enterprise agreement or other registered agreement that covers the employee's working conditions. For more information on awards and agreements, visit the [Fair Work Ombudsman website](#).

Australian laws also protect you from being discriminated against at work, for example because of your race, when you are applying for a job, about to begin a job, or any time during your employment. For more information about discrimination at work, visit the [Fair Work Ombudsman](#) and [Australian Human Rights Commission](#) websites.

The Fair Work Ombudsman (FWO) helps employers and employees to understand their rights and responsibilities at work. The FWO can also investigate suspected breaches of workplace laws. To find out what you should be paid and learn more about your minimum workplace entitlements you can visit the [Fair Work Ombudsman website](#). You can also call 13 13 94 from 8am to 5.30pm Monday to Friday inside Australia (except public holidays). Getting help to resolve a workplace issue will **not** automatically affect your student visa. You are limited to 40 hours of work per fortnight when your course is in session, and unlimited hours in out of session periods. This is to ensure you are mainly focused on your studies. Work conditions for student visa holders can be found on the [Department of Home Affairs website](#).

Changing education institutions or courses

If you are not satisfied with the course you are doing and wish to transfer to another education institution, before you make the decision to enrol with another education institution you should be aware that there are rules about what you can or cannot do.

If you are a school student and want to change to another education institution before finishing the first six months of your first school course, you must seek permission from your original education institution to transfer. Six months after you start your first school course, you can change to another education institution without asking your original education institution for approval.

For all other students, if you haven't completed six months of your principal course (the final course of study you are undertaking), Australian law says that you can only change education institutions if:

- your original education institution can no longer provide the course you enrolled in;
- your original education institution says they will release you; or
- you have a government sponsor and that sponsor writes a letter saying they support you changing education institutions.

In other words, you will usually need your education institution's permission if you want to transfer before you have completed six months of your principal course.

Your original education institution can only provide a letter of release if:

- you have a letter from another education institution saying they have made you an enrolment offer; and
- where you are under 18, you have the support of your parent or legal guardian, or the education institution wishing to enrol you says they will take responsibility for your welfare.

You should read and understand your education institution's transfer policy, as it should clearly state the reasons that you may or may not be granted a transfer. Your education institution must assess or consider your request to transfer against this policy.

If you are not satisfied with your education institution's decision, you can appeal through their internal appeals and complaints handling process. If you are not satisfied with the outcome of that internal appeal process, your options are outlined in the section below, [Making complaints and getting help](#).

If you are thinking about changing your course, you need to ensure that you continue to meet the conditions of your student visa. Further information about the impact of changing courses or education institutions is available on the [Department of Home Affairs website](#).

Making complaints and getting help

If you have a complaint about your education institution, you should talk to them first. Your education institution must have complaints and appeals processes in place to help students resolve their issues.

If you cannot resolve your complaint with an education institution, there are other actions you can take. You will need to find out whether your education institution is a private or government type by searching them and looking at the **Institution type** field on the [CRICOS website](#).

If your education institution is a private (non-government) organisation, you can make a complaint to the Commonwealth Ombudsman using the [online complaint form](#) on their website. If you are unable to complete the online form, you can contact them on 1300 362 072 from 10:30am to 3pm AEDT Monday to Friday inside Australia (except public holidays).

If you are studying with a government education institution, which includes most universities and TAFEs, the external appeal body will most likely be the ombudsman for the state/territory or Commonwealth. Your education institution can give you the best information about the appropriate external appeals process for their institution. You can find the contact details of all Australian ombudsmen on the [Commonwealth Ombudsman website](#).

Questions?

If you have any questions or concerns that have not been answered in this fact sheet, you can submit an enquiry on the [Department of Education website](#).

Find out more and connect on social media

Study in Australia is the official Australian Government website for international students. You can connect with it through their [website](#), [Facebook](#), [Twitter](#) or [YouTube](#).

The **Fair Work Ombudsman** gives you information and advice about your workplace rights and obligations. You can connect with it through their [website](#), [Facebook](#), [Twitter](#), [YouTube](#) or [subscribing to email updates](#).

You can find out more about the framework on the [Department of Education website](#).

Contact details

Who?	Why?	How?
Melbourne City College Australia	For policies and procedures that affect you	<ul style="list-style-type: none"> • https://www.melbournecitycollege.edu.au/
The ESOS Agency	For your ESOS rights and Responsibilities – International Students	<ul style="list-style-type: none"> • https://www.education.gov.au/esos-framework
Department of Home Affairs (DHA) Immigration and Citizenship	For visa matters – International Students	<ul style="list-style-type: none"> • https://immi.homeaffairs.gov.au/ • Phone 131 881 in Australia • Contact the DHA Immigration and Citizenship office in your country.
Australian Skills Quality Authority (ASQA)	For information on your Vocational education and training	<ul style="list-style-type: none"> • http://www.asqa.gov.au/for-students/for-students.html
The Commonwealth Ombudsman	For information on external complaints and appeals – International Students	<ul style="list-style-type: none"> • https://www.ombudsman.gov.au/complaints/how-to-make-a-complaint

Resolve a problem with your Training Provider

As the National regulator of Australian Vocational Education and Training (VET) providers, ASQA uses a range of information sources to ensure that those providers are delivering quality training and assessment services to their students. One source of information is complaints that students report to ASQA.

When you make a complaint to ASQA, if your complaint is substantiated, the information will be used to inform how ASQA regulates that provider.

ASQA can accept certain types of complaints from both domestic (local) students and from overseas students studying in Australia on student visas.

If you're a student experiencing issues with your training provider, in most cases, the best way to resolve the issue is through your provider's **complaints and appeals process**.

Note: That the Australian Skills Quality Authority (ASQA) is not able to act as the independent third party for reviewing complaints. ASQA will only consider a complaint if the student includes evidence that they have already exhausted the provider's Complaints and Appeals process.

The College supports the following external independent providers for this mediation service at no cost to the students:

International Students on a student Visa:

The Commonwealth Ombudsman

Phone: 1300 362 072

Website: <https://www.ombudsman.gov.au/>

National Training Complaints Hotline

The National Training Complaints Hotline is a joint initiative between the Commonwealth, state and territory governments. Anyone with a complaint or query about the training sector now has one number to call, so they can report a complaint and have it referred to the right authority for consideration.

How to make a complaint

Consumers can register a complaint with the National Training Complaints Hotline by: Phone: 13 38 73

Other Important Information that you need to be aware of:

College Notice Boards- at varying times, such as timetables, will be displayed in the student common area. It's in your interest to be aware of the location of these noticeboards and to check at regular intervals.

Facilities available at Melbourne City College Australia:

- *Coffee, tea making facilities
- *Microwave
- *Computer Lab
- *Wireless internet
- *Weekly newspapers and magazines
- *Student Services Department
- *Multilingual staff
- *Monthly Student newsletter
- *Weekly excursions displayed in the student common lounge

Illness and Leave from College:

If you are absent from the college on a scheduled timetable class you will need to provide the college with a medical certificate for each day you are absent. From time to time the college will verify the authenticity of the medical evidence provided to the college.

English Only Environment:

The College has a very strict policy for all students, that once you enter the classroom it is a English speaking only environment. Students who choose to ignore this policy will be issued with a warning letter and sent to the College's CEO.

Mobile Phones and IPODS:

Students are not allowed to use mobile phone and Ipods during the class. Students caught using the devices in class will be sent to the College's CEO immediately.

Student ID Cards:

All students will be issued with a student ID card and it is a College requirement that you have your student ID card on hand at all times. If you lose your student card please see the Student Services department and a re-issue fee will be required. Student ID's must also be worn at all times during Courses that have a Work Placement component

Student Text Books:

All students must bring their required text book to class each scheduled lesson. Leaving you text book at home is not a valid excuse. If you lose your text book you will need to purchase a replacement copy from the college.

Dress Code and Personal Grooming:

- * Tops and shirts must not have any large writing, slogans or offensive words printed on them
- * No chewing gum or bubble gum is permitted on the college premises

* Permanent markers and liquid paper are also not permitted on the college premises

Internet and Computer usage:

Student must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data. The network system available at the college is to be used for education purposes only.

I have been given the Student Handbook to read and a copy to keep and I understand and accept that I must abide by the College policies and procedures listed in the Student Handbook and also the other policies given to me in my student Orientation pack.

Full Name	
Signed	
Date	