



International Student Handbook

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1.0 Registered Training Organisation

ANE College is a Registered Training Organization (RTO), approved by Australian Skills Quality Authority (ASQA) www.asqa.gov.au and compliant to the Standards for Registered Training Organization (RTO) 2015 to provide nationally accredited and recognized qualifications.

ANE College is a trading name of Australian National Education Pty. Ltd.

1.1 The Understudies (Students)

The understudies (Glossary, p. 86), who are referred to, or recruited by an Education/ Migration Agent, are currently undertaking any training program at ANE college.

The understudies, who need to find an agent, are referred to the list on our website www.ane.edu.au or to contact us, and we will refer you to a suitable organisation. ANE college does not accept the understudies who are under the age of 18 years old.

2.0 Vision, Mission and Value

Vision Statement

ANE College, a learning community which aspires to growth in knowledge, envisions the comprehensive development of the understudies into practical professionalism while remaining awareness of the values of humanity and intellectually educational environment.

Mission and Strategy

The mission of ANE college is to encompass a pathway of the development of our practical training strategies to build and sustain a high-quality of educational environment and to engage common individual into the unprecedented through our outstanding, interactive, confident boosting training. ANE college wishes to contribute to the society through the pursuit of education, learning and research at the international levels of highly skilled professionals.

Core Value

The core value of ANE college is to uphold freedom of thoughts, multiculturalism, responsibility and integrity in all activities and services toward the understudies and others as whole. These principles benefit the understudies through high standards of education and training, up to date methods, quality materials and professional staff.

Academic Training Programs

The Academic training program at ANE college is to provide a steppingstone in the academic life for those, who are school leavers and busy professionals, wish to pursue a certain professional career in their life. The training programs encompass academic study and practical experience conducted by highly professional trainers.

3.0 Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a compulsory reference number made up of numbers and letters that gives the understudies accessing to their USI account. An USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all their training results from all providers including all completed training units and qualifications.

The USI will make it easier for the understudies to find and collate their VET achievements into a single authenticated transcript. It will also ensure that the understudies' VET records are not lost.

The USI is available online and at no cost to the understudies (<http://www.usi.gov.au/create-your-USI/Pages/default.aspx>). This USI will stay with the understudies for life and be recorded with any nationally recognised VET course that is completed.

In order to apply for an USI, the understudies need to have in hands one of the identity documentations (ID) below:

- Driver's licence.
- Medicare card.
- Australian Passport.
- Visa (with Non-Australian Passport) for international students; or
- Citizenship Certificate.

4.0 ANE College Fees and the Tuition Protection Service

4.1 Collection of Fees

ANE college collects the understudies' fees in advance, and therefore it will comply with the following options for initial and continuing fee collection and registration:

- ANE college cannot require the understudies to pay more than 50 per cent of their tuition fees before they start the course.
- The understudies, or the person responsible for paying the tuition fees, must pay but can now choose to pay more than 50% of their tuition fees before they start their course.
- A payment plan for any outstanding fees will be negotiated and is detailed on this document.

4.2 Fee Protection

The Tuition Protection Service (TPS) - <https://tps.gov.au/Home/NotLoggedIn>, is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students can either:

- Complete their studies in another course or with another education provider; or
- Receive a refund of their unspent tuition fees.

Australia has a well-established international education sector with over 1200 education providers delivering a high-quality education to international students. For many years now, Australia has been a world leader in protecting the tuition fees of international students studying in Australia on a student visa. Recent changes to the Education Services for Overseas Students (ESOS) Act have further strengthened protections for the international understudies through the introduction of the Tuition Protection Service (TPS).

In the unlikely event your education provider is unable to deliver a course you have paid for and does not meet their obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid tuition fees (this is called a provider's 'default obligations'), the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

4.3 Refund Policy and Procedures

- ***Please visit our website for details of Refund Policy and Procedures or speak to our friendly staff at reception to obtain a copy.***

4.4. Definitions

As used in this document, these words have the following meaning:

Census Date means the official deadline date for an enrolled student to finalise their enrolment and pay their course-related fees for the study period. Once this date has passed, the understudies are financially liable for all course-related fees for their enrolled courses. The census date is normally the 10th working day from the course commencement date unless otherwise published on the Institution's website. This date may vary from course to course. The student is responsible for ensuring they are aware of the census date for the applicable study period for their enrolled course.

Commencement Date has the same meaning as Start Date and is the commencement date of the course (or initial course in a packaged program) indicated on the student's Offer and Acceptance Agreement.

Compassionate or compelling circumstances means circumstances that are generally beyond the control of the understudies which have an adverse impact on his/her capacity and/or ability to commence their course or satisfactorily progress in their course. They could include, but are not limited to:

- a) serious illness or injury, supported by a verified medical certificate and 'Medical Treatment Supporting Document'.
- b) bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided)
- c) major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- d) a traumatic experience which could include
 - involvement in, or witnessing of a serious accident; or
 - where the registered provider was unable to offer a pre-requisite course; or
 - inability to begin studying on the course commencement date due to delay in receiving a student visa.

Compassionate or compelling circumstances must be evidenced. Evidence needs will vary depending on the circumstances but could include relevant DHA visa documents; relevant travel documents; relevant media reports relating to a natural disaster impacting on the understudies' area of residence; a relevant medical, death or birth certificate; a police incident report; a social worker's report; and/or a psychologist's report. Certificates not written in English must be translated into English by approved NAATI translators.

Confirmation of Enrolment (C.O.E) means a document issued by the institution to intending students. It confirms the understudies' enrolment in the offered course or packaged program of courses. The C.O.E is generated by the Institution through PRISMS and provided to international students to verify that they are bona fide students when applying for a visa.

Course means a program of education or training provided by the education provider(s) listed in the Letter of Offer and Acceptance Agreement.

Defer/Deferral means to temporarily delay or postpone commencement of studies. Notification of deferral must be made in writing using the Institution's online Course Deferral/Change of Course Commencement Form or otherwise similarly named form.

DHA means the Australian Government's Department of Home Affairs.

Employees refers to ongoing and casual employed professional and academic/teaching staff of the institution.

Cancellation means the understudies' enrolment in a course has been forcibly ceased by the institution due to student default or other reason as permitted by legislation. The understudies, whose enrolment has been cancelled, will need to re-apply for admission. The Institution is obligated to notify the DHA or enrolment cancellation by entry on PRISMS. This can also be referred to as termination.

Initial instalment/ Deposit. The understudies, who receive an Offer and Acceptance Agreement, are required to pay an instalment/deposit to secure their offer of enrolment. The amount required for the first instalment/deposit is stated in the understudies' Offer and Acceptance Agreement.

Institution (the)/ ANE (the)/ Academy (the) refers to the business/es as set-out by the business logo(s) and registration information on this document's cover page as applicable to the understudies' course/s of enrolment.

Offer and Acceptance Agreement means the *understudies Offer and Acceptance Agreement*, or *Domestic Student Offer and Acceptance Agreement* accepted by the understudies in enrolling in their course (or packaged program of courses).

The Overseas Student/ international student mean the understudies are required to hold a student visa for study in Australia.

OSHC means Overseas Student Health Cover. People studying on a student visa complete must hold valid Overseas Student Health Cover for themselves and their dependents while studying in Australia. Proof of payment to the Overseas Student Health Cover scheme is required for the understudies' visa to be issued by the DHA.

Packaged Program means a program that includes a sequence of multiple courses, which may or may not be wholly provided by the college. If some courses within a packaged program are provided by an external party to the ANE college's Group or an external pathway partner of ANE college's Group then terms and conditions of enrolment, refunds and all other policies of that external institution apply and are not covered by this policy document herein.

PRISMS mean *Provider Registration and International Students Management System*. PRISMS is a secure database system operated by Department of Education and Training and DHA.

Principal course means the final course providing the highest qualification in a student's sequenced package of courses.

Principal Provider means the registered provider delivering the final principal course in a student's sequenced package of courses.

Refund means a payment of fees or charges which is reimbursed to the payee.

5.0 Client Services

5.1 Covid 19 Pandemic Information and ANE College Protective Plan

As overseas students, you are strongly encouraged to visit the website of Australian government or state government/Department of Education, Skills and Employment ([*below links*](#)) to obtain an updated information about Covid 19 Pandemic, vaccine information in your language and wellbeing supports.

For instance, if you arrive in Sydney/NSW State, you are advised to visit NSW State government websites, such as, [*services nsw.gov.au*](#) (below link), or to contact ANE college in Sydney campus for further detailed information of Covid 19 pandemic before arriving in Australia.

- [*Home | Service NSW*](#)
- [*Coronavirus \(COVID-19\) information for international students - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)*](#)
- [*COVID-19 vaccine information in your language | Australian Government Department of Health*](#)
- [*Health and wellbeing support for international students affected by COVID-19 - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)*](#)

ANE College has also a 'Covid 19 Pandemic's Protective Plan' in which effective measures of protecting students and staff members from Covid 19 pandemic, have been strictly implemented. This plan includes:

- social-distancing rules (1.5m)
- zoom set-up for online students.
- restriction of face-to-face students in the college (10 students per class),
- facemasks and hand wash soap were emplaced.
- Update and provide students with useful information regarding progress of Covid 19 pandemic.

5.2 Job Club

In order to assist students in improving their financial conditions while pursuing their education with ANE college. The college created a 'Job Club' where students are able to get helps in preparing for job application, cover letter, resumes and interview skills. Students are also be involved in job interview exercise and a short orientation about their potential jobs and job-related to study (industrial engagement).

ANE college also, in some cases, refers students to the local business in which AND college has a connection with, for suitable positions.

Furthermore, students, who joint the Job Club, will be beneficial from following assistance:

- Apply for a Tax File Number
- Work and Study in Australia
- How to look for a relevant job website accordingly
- Find out your rights as a worker.
- Understand Australian tax system.

5.3 Pre-Departure Check List

Prior to your departure to Australia, you should ensure that all your documentations must be up-to-dated and travelling arrangements are well prepared.

Documentations include:

1. **Passport and Visa**
2. **ANE College's Enrolment documents**
3. **Overseas Student Health Cover (OSHC)**
4. **Travel Insurance.**

5. Airfares

6. **Contact details** – You may want to have a list of emergency contact details for family, as well as your embassy, accommodation, and institution details. If you have used an education agent, keep their contact details on you, in case you need to contact them once you arrive in Australia.
7. **Australian currency** – There are money exchange places available at Australian airports and in cities, but it is recommended to have some Australian currency on you prior to leaving your home country.
8. **Transport from the airport** – Whether you are taking public transport, a taxi, or you are being picked up from the airport by your education provider, it is important that you have all the details including the time, the route and, if your travel has been arranged by your institution, their contact details. If you need a map to assist you in getting to your accommodation from the airport, they will be available at the airport, or you can print one prior to leaving.
9. **Accommodation details** – Make sure you have the address of where you will be staying as well as their phone number and payment confirmation (if you have already paid for your accommodation).

5.4 'Do's' and 'Don'ts' on What to Bring

1. Most items you will need are available in Australia, though the cost of some may be higher than in your home country. Here is some advice on what international students may want to bring with them, and what is not necessary; and
2. Remember you are only allowed 20 - 30kgs of luggage on the flight to Australia.

5.4.1 DO Bring.

Please refer to Australian Border Force website: [List of items you can and can't bring in \(abf.gov.au\)](http://abf.gov.au) for things that you can bring it in or you cannot bring it in Australia. Basically, you can bring your personal items, as following:

1. Clothing: It depends on the state where you will be living and studying, your clothes must be suitable for the season in Australia, such as, spring, summer, autumn, and winter clothes.
2. Electrical goods: laptop, iPad, hair dryers and so on ...are items you choose to bring in with you. However, you should bear in mind that these items may attract customs duty Goods and services tax (GST). Also, you should be aware of that electricity adaptor plugs - Australia has 240-volt, AC 50 Hz cycle electricity. If in doubt, refer to 'Australian Border Force' website above.
3. Document folder including:
 - i. Valid passport and student visa (including photocopies);
 - ii. Copy of your confirmation of enrolment form, your letter of offer and other material sent to you by ANE college.
 - iii. Receipts of payment for all fees.
 - iv. Certified copies of personal papers, including academic transcripts, educational or work qualifications you may already have completed.
 - v. Identification papers such as birth certificate, proof of citizenship, international driver's license.
 - vi. Credit cards.
 - vii. Your medical records, immunization records and school records of all accompanying family members.
 - viii. Marriage certificate if your spouse is coming with you.
 - ix. Receipts of goods you may bring with you to Australia to assist with assessing customs duty and/or GST; and
 - x. If you intend to drive in New South Wales, you must bring your current driver's license with you. If possible, have the license updated to cover the duration of your studies.

5.4.2 DON'T BRING

1. **Food** - Australia has strict quarantine regulations that limit what you can bring into the country, and you really do not need to, because Sydney is a multicultural, cosmopolitan city where you can get foods from most countries; and
2. **Winter clothes** - it is advisable to buy your winter clothing in Australia, as it will be more suitable to the local climate.

5.5 The Understudies' Protection through Legislation

ANE college follows all relevant Commonwealth and State laws and regulations. All these documents and more can be sourced at (<http://www.austlii.edu.au/databases.html>). These acts form complex laws and legislations that all businesses must follow. ANE college ensures its policy and procedures are in line with these regulations and provide the following summary of each for the understudies' information. The understudies are encouraged to seek further information on each piece of legislation by accessing the Acts online or by speaking to the ANE officer in-charge.

5.5.1 Commonwealth of Australia Acts

5.5.1.1 Copyright Act 1968

The copyright act is designed to protect the ownership and usage of books, websites, logos, songs photos and many other forms of creative media. When using resources in the learning environment ANE college ensures it complies with the act by ensuring all resource owners are noted and all copies/distribution of copyrighted materials does not exceed regulated usage.

The understudies should ensure that any materials used when undertaking assessments should respect these laws and all quotes referenced appropriately.

For more information: http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133/

5.5.1.2 Disability Services Act 1986

In Australian laws are in place to allow people with disabilities a fair chance to work or learn in a field of choice. These laws forbid businesses from discriminating against people with disabilities. This is well supported by many services in place to help organisations adapt their workplace to ensure all people can gain access to work or education if they desire it.

The understudies with disabilities are given equal access to training through ANE college. ANE college does not discriminate its employee based on disability.

For more information: http://www.austlii.edu.au/au/legis/cth/consol_act/dsa1986213/

5.5.1.3 Education Services for Overseas Students Act 2000

The ESOS Act is designed to provide international students quality education and training. It outlines a set of standards designed to ensure the level of service provided to overseas students meets or exceeds their expectations. The act sets out to:

- Provide financial tuition assurance for course fees paid by the International understudies;
- Enhance Australia's reputation for quality educational services; and
- Complement Australia's migration laws.

Information on the ESOS Act was provided in your enrolment pack and will be discussed during your orientation. If you require any further information, please speak to an ANE college's officer in-charge or at the following website.

For more information: <http://www.comlaw.gov.au/Series/C2004A00757>

5.5.1.4 Equal Employment Opportunity Act 1987

The EEO Act is designed to promote a fair system for employment selection which is based on ability to do the job role. This is done through its support of the sexual and racial discrimination acts, its support of the Equal Employment for Women in the Workplace and through ensuring fair outcomes for part, full time and casual based employment and promotes a fair workplace for all.

ANE College promotes equal opportunities for all people through acceptance and celebration of differences.

For more information: http://www.austlii.edu.au/au/legis/cth/consol_act/eeoaa1987642/

5.5.1.5 Migration Act 1958

The Migration Act is designed to support the national migration systems in place in Australia. This is done through:

- Regulation of all migration services.
- Provide appropriate visas for entry and remaining in Australia; and
- Provide services to facilitate the removal and deportation of who are in breach of this act.

As the understudies (Student visa), you have an obligation under the law to ensure you maintain your agreed standards of compliance as outlined in your visa. Please do not hesitate to discuss your concerns with an ANE college's Officer in charge.

For more information: http://www.austlii.edu.au/au/legis/cth/consol_act/ma1958118/

5.5.1.6 Racial Discrimination Act 1975

This act is designed to support each state and territory-based legislation to ensure that all people are not discriminated against for their racial background. Australia is very multicultural and to ensure a fair society for all, the act provides systems to allow legal prosecution for those who do not comply.

For more information: http://www.austlii.edu.au/au/legis/cth/consol_act/rda1975202/

5.5.1.7 Sex Discrimination Act 1984

This act is designed to ensure that all people (especially women) are not disadvantaged through discrimination of others for:

- Family responsibilities.
- Potential pregnancy; and
- Marital status.

For more information: http://www.austlii.edu.au/au/legis/cth/consol_act/sda1984209/

5.5.1.8 Workplace Relations Act 1996 (including amendments 2001, 2002, 2005, 2006)

Australia has several legislative policies to support a fair labour market, high employment levels, improved living and work standards, cooperative enterprise bargaining and agreements, fair award wages, involvement of unions in the workplace, assisting employers and employee set a balance of life and work priorities and respecting the diversity of the Australian workforce.

For more information: <http://www.industrialrelations.nsw.gov.au/Home.html> and

http://www.austlii.edu.au/au/legis/cth/consol_act/wraolaa1996489/

5.5.2 State Acts

5.5.2.1 Work Health and Safety Act 2011

The Work and Health Safety (WHS) Act 2011 is designed to promote a safe working environment for all employees in NSW. It defines the responsibilities of the employer and the employees in the role to support safe working.

The act's objectives are to:

- Promote health safety and welfare of people at work.
- Reduce the risks of health and safety whilst working.
- Promote a safe workplace for all.
- Facilitate consultation and cooperation between employees and employers.
- Provide strategies to reduce and eliminate workplace health and safety risks.
- Provide strategies for management and systems for handling dangerous goods.
- Manage the framework for OHS legislations.

For more information: http://www.austlii.edu.au/au/legis/act/consol_act/whasa2011218/

5.5.2.2 Regulations and Codes

- Work Health & Safety Regulation 2011 – http://www.austlii.edu.au/au/legis/cth/consol_reg/whasr2011327/
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2017 - <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

The information provided in the Commonwealth and/or State Acts and/or Regulations listed above (5.2) is the guiding advice for the development of ANE College policies and procedures.

5.5.2.3 Useful Websites

National Code Explanatory Guide: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

All students may have access to any details concerning legislative requirements, Australian Qualifications and Training ANE and course information upon request to management.

Staff can access the legislation if desired at:

- Federal Government Legislation: <http://www.austlii.edu.au/databases.html>
- State Government Legislation: www.legislation.nsw.gov.au

Additional Information can be gained from - ESOS Act support page:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Information-for-Students.aspx>

5.6 Code of Practice

ANE college follows all provisions and directions of the Standards for Registered Training Organisations (RTOs) 2017 and Standards for Registered Training Organisations (RTOs) Amendment 2017 and from this an organisational Code of Practice has been developed that is available on the website - <http://www.myane.com.au>

5.6.1 Dissemination of Legislative Information, ANE College and Course Information

Information covering all applicable legislative requirements, ANE college and Course details, including Policy and Procedure documentation is disseminated to all students as both pre and post registration information through the following:

- ANE college Policies and Procedures Manual
- Student Handbook
- Staff & Student Information Folder (Legislative Requirements)
- Student memos and notices
- Student Meetings
- Student and Staff notice boards
- Mail outs
- ANE Brochure, Posters
- ANE college Website
- Reception

5.6.2 Education Services for Overseas Students Act 2000

The understudies may have access to any details concerning legislative requirements, ANE and course information upon request to management. It is recommended that for a full explanation of the understudies' requirements that students access the ESOS Act by:

For more information: http://www.austlii.edu.au/au/legis/cth/consol_act/esfosa2000442/

The information provided in the Commonwealth and/or State Acts and/or Regulations listed above is the guiding advice for the development of ANE college's policies and procedures.

5.7 Critical Incidents

5.7.1 Policy

This Policy relates to critical incidents directly involving staff and/or students on any campus which impact not only on the individual but also on other member of the ANE community. Where a Critical Incident is defined as a traumatic event where: physical safety or life is threatened such as rape, personal assault, an armed robbery, hostage situation, act of violence, accident, natural disaster, or suicide.

- 1.1 Being witness to, or being involved in, a critical incident such as a robbery, act of violence, accident or suicide can affect people. Early appropriate professional intervention following an incident can assist in minimising psychological, physical, educational, and social effects and the related human and financial costs to organisations such as Work-cover.
- 1.2 ANE college has a responsibility to abide by relevant Acts of Parliament such as Work Health and Safety Act 2011, Mental Health Acts, Disability Services Acts, Freedom of Information Act (Commonwealth) 2016.
- 1.3 ANE college has a responsibility to staff and students in terms of their physical safety and emotional well-being, so the optimal learning and employment outcomes can be achieved.
- 1.4 Co-ordinated, systemic institutional procedures enable rapid, appropriate and comprehensive responses to a critical incident.

Therefore, it is the Policy of this ANE college to ensure optimal educational and employment outcomes for all students, through effective Comprehensive Critical Incident Management, which:

- 2.1 Enables ANE community to deal with all stages of critical incidents promptly and professionally to prevent the development of post-traumatic stress syndrome or harm to the learning environment.
- 2.2 Supports pro-active strategies which will help minimise the occurrence of some critical incidents.

- 2.3 Encourages the early identification of potentially critical incidents within the ANE.
- 2.4 Ensures critical incidents in the workplace are managed in line with established Quality Management and Work Health and Safety objectives and Emergency or Disaster procedures.
- 2.5 Provides clearly accessible and understood directions for all personnel caught up in a critical incident.
- 2.6 Assists people to cope with critical incidents by providing appropriate practical and psychological support.
- 2.7 Provides appropriate assistance to people who may require longer term assistance.
- 2.8 Ensures ongoing training, support, and review for staff.

Procedure

The CEO is responsible for the implementation of this procedure and to ensure that staff and the understudies are aware of its application and that staff implement its requirements.

Critical incidents are not limited to, but could include:

- Absence of the understudies
- severe verbal or psychological aggression.
- death, serious injury or any threat of these.
- natural disaster; and
- issues such as domestic violence, sexual assault, drug or alcohol abuse.

ANE college will notify relevant authorities as soon as practical after the incident.

Any ANE College college's staff member receiving news or information regarding a critical incident must contact the CEO as soon as practicable. If this is not possible then the most senior person available must be contacted and informed.

On receipt of news or information regarding a critical incident the CEO or senior person must:

- Create for themselves a clear understanding of the known facts.
- If an emergency exists, contact the relevant emergency services by phoning 000.
- If translators are required contact Translating and Interpreting Service by phoning 131 450.
- If counselling services are required contact Lifeline on 131 114.
- Plan an immediate response.
- Plan ongoing strategies; and
- Allocate individual roles/responsibilities for ongoing tasks.

Based on an evaluation of the critical incident the CEO or most senior person must, where appropriate, make and implement the following actions:

- Contact with next of kin/significant others.
- Informing ANE college's staff and the understudies.
- Prepare a guideline to staff about what information to give the understudies.
- Prepare a written bulletin to staff and the understudies if the matter is complex; and
- Briefing staff and delegating a staff member to deal with telephone/counter inquiries.

Managing media/publicity.

- Identify students and staff members most integrally involved with the incident and ensure they are offered support and counselling.
- Arrange a time and place for an initial group/individual debriefing session with Counsellor/s; and
- Arrange access to emergency funds if necessary.
- Record the incident on the student file and include the following key details:
 - The time of the incident.
 - The location and nature of the incident.
 - The names and roles of persons directly involved in the critical incident.
 - The action taken by ANE college including any opportunities for improvement; and
 - The organisations and people contacted by ANE college.

The understudies, who request or are referred to welfare related support services to assist with issues that may arise during their study, including course progress and attendance requirements and accommodation issues, will not be charged for the service. If ANE college refers a student to external support services for any reason, ANE college will not charge for the referral, but the understudies will be responsible for all external fees and charges.

5.8 Access and Equity

In accordance with current legislation, the ANE college prohibits discrimination and harassment towards any group or individuals in any form, inclusive of:

- Gender
- Pregnancy
- Race, colour, nationality, ethnic or ethno-religious background
- Marital status
- Physical or intellectual or psychiatric disability, or any organism capable of causing disease.
- Sexual Preference (male or female, actual or presumed)
- Age (in relation to compulsory retirement)

The understudies and staff placements, grievance considerations, ANE college's policies, procedures and practices, physical facilities, training practices are all conducted with sole regards to considerations of appropriate selection criteria, qualifications, experience, timetabling restrictions, student needs, and physical accessibility.

What is Equity?

Equity is about ensuring that all people have the supports that they need to access, participate, and achieve to the same level. Equity is not the same as Equal Opportunity which is about making sure that people are not discriminated against and treated unfairly based on difference. Equal opportunity focuses on everyone having an equal start whilst equity focuses on participation and achievement to an equal level.

What are Equity Groups?

In the past, certain groups of people were actively not included in education and training programs. Sometimes, it was a deliberate exclusion whilst others were based on misunderstanding or lack of forethought. Historically, these groups became known as equity groups to highlight their situations and address the disadvantage they clearly experienced and continue to experience today. Some groups of people are still underrepresented in vocational programs and employment.

These groups include:

- Women.
- Aboriginal people.
- People from culturally and linguistically diverse backgrounds.
- People with disabilities.
- People living in rural and remote areas.
- People without adequate literacy and numeracy skills.
- Offenders (including young offenders) and prisoners; and/or
- People of low socio-economic status

And

- Unemployed people aged over 45 years.

However, it needs to be remembered that none of these groups is homogenous and there will be members of these groups who do not experience any disadvantage while others will experience multiple levels of disadvantage.

What is Diversity?

Diversity is the recognising and valuing of individual differences. The diversity refers to the existence of variations of different characteristics in a group of people. These characteristics could be everything that makes us unique, such as our cognitive skills and personality traits, along with the things that shape our identity (e.g., race, age, gender, religion, sexual orientation, cultural background).

ANE college promotes 'Multiculturalism' by creating a diverse learning environment where attracts students who come different paths of life and cultures.

Diversity definition: what do we mean by diversity in the workplace? (workable.com)

What is Access and Equity?

Access and Equity is about removing barriers and opening opportunities. In relation to training, it means ensuring that people with different needs and abilities, have same opportunities to successfully gain skills, knowledge and experience through education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location etc.

ANE college highly recommends Access and Equity services in learning environment by identifying and addressing the training needs of the understudies.

Legal Responsibilities

ANE college has zero tolerance against any kind of discrimination at its premises, and teaching staff members have a legal responsibility to ensure that discrimination does not occur in any learning activities. Legislation which provides protection against discrimination includes:

Commonwealth Legislation:

- Racial Discrimination Act 1975.
- Sex Discrimination Act 1984.
- Human Rights and Equal Opportunity Commission Act 1986.
- Disability Discrimination Act 1992; and
- Racial Hatred Amendment 1995.

The Disability Discrimination Act (DDA) 1992

http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol_act/dda1992264/

The Disability Discrimination Act aims to eliminate, as far as possible discrimination on the grounds of a disability in areas of education, access to public premises, and employment. The definition of a disability under the Disability Discrimination Act is broad and inclusive of physical, intellectual, psychiatric, sensory, learning, neurological, physical disfigurements, and the presence in the body of disease-causing organisms.

All staff members have a responsibility to ensure that students do not experience any form of discrimination.

Under the DDA, training providers are obliged to:

- Ensure learners with disabilities are not unlawfully discriminated against when seeking to enrol in a course of study.
- Negotiate and implement any adjustments necessary to enable learners with disabilities to participate in a course to the same extent as other learners; and
- Ensure assessment procedures and methods are adapted to enable learners with disabilities to demonstrate the knowledge, skills or competencies being assessed.

Reasonable Adjustment

Under the DDA, it is expected that training organisations will sometimes need to adjust and ensure equal opportunity for students with disabilities. The nature of reasonable adjustments is such that they are designed to minimise the disadvantage experienced by learners with a disability, rather than provide learners with a competitive advantage. This can include administrative, physical, or procedural modifications.

Adjustments or changes will be made to any “standard” learning or assessment process to accommodate the unique learning needs of any individual as far as possible within the constraints of the training package. Trainer/assessors will seek to be aware of language and literacy issues and recognise that we are looking for methods to determine the skills and knowledge that the student has relating to the unit of competency and not looking to assess their English language or physical abilities unless it is related to the unit of competency.

Unjustifiable hardship

The DDA does not require training organisations to admit the understudies when the services and supports needed by that they would cause unjustifiable hardship to the organisation. Whether or not, a learner with a disability poses unjustifiable hardship for a Registered Training Organisation will depend on the circumstances of the case. It will be decided on a case-by-case basis keeping in mind the intent of the DDA. No single factor alone is likely to constitute unjustifiable hardship. All relevant factors must be weighed up to see if, in all the circumstances, there is unjustifiable hardship.

Disclosure

Some disabilities are not visible or obvious and may be referred to as hidden disabilities. These may include mental illnesses and psychiatric disabilities. It is the right of a person with a disability to decide who and when to talk about their disability. Diagnosis and treatment should be left to the appropriate personnel but is good to investigate and understand the facts about psychiatric disability and not to make prejudgments or assumptions. All people pass through a selection process to gain entry to a course. Selection criteria should only relate to the core components of the course. The DDA is not intended to provide students with a disability with an advantage for entering training. It is to eliminate disadvantage and discrimination. Generally, ability to be employed during study should not be a requirement of selection.

Role of the RTO

It is important to remember the following points:

- Do not make assumptions.
- Treat every person on an individual basis.
- Do not assume that all people from an equity group require identical support as many people are skilled at adapting their environment to accommodate their needs (often the solutions to their needs are simple and inexpensive).
- Consult individuals about their needs before requesting or implementing adjustments; and
- Only ask for the information that you really need. For example: what adjustments the person requires or how the disability might impact on their study.

Learner Rights

Any learner who feels that they have been discriminated against can lodge a complaint with the Human Rights and Equal Opportunity Commission (HREOC). Complaints can be taken to the Federal court if settlement is not achieved. HREOC can provide advice about the procedure for doing this. Any person in a Registered Training Organisation and anybody or establishment responsible for the control of the training organisation could have a complaint brought against them under the DDA (e.g., front counter staff, individual lecturers, Program Managers, Managing Director, members of ANE college Governing Councils).

Settlement may include:

- An apology.
 - An agreement to enrol a learner with a disability.
 - An assurance that learners with disabilities will not be treated.
 - In a certain unfavourable way in the future.
- OR
- Compensation.

Should a complaint proceed to the Federal Court, the training provider would need to show why reasonable adjustments to accommodate the needs of the person with a disability impose an unjustifiable hardship.

What is an equitable RTO?

An equitable RTO will...

Create a positive image by:

- Promoting successful outcomes to staff to avoid stereotyping and challenge limits,
- Challenging media images and misconceptions with case studies of achievement,
- Ensuring organisational policies proactively eliminate discrimination,
- Ensuring all courses are marketed to community organisations and advocacy groups within the area.

And

- Making course information available in a variety of formats e.g., Internet (using accessible websites), print and audio copies, and large print.

Create a learning environment that recognises students' needs by methods such as:

- Evaluating suitability of learning materials and assessment processes for all clients. For example, use of audio tapes to support written text; use of captioned videos; availability of recognising text for perusal of course materials.
- Ensuring support and counselling is available and easy to find.
- Offering a wide range of course options
- Assisting students to identify and arrange additional services such as interpreters and trained note-takers.
- Consult with the relevant stakeholder organisation.
- Evaluating customer service procedures and training of support staff to ensure their responsiveness.

And

- Ensuring qualified tutorial support is available and factored into the course costing for all learners.

5.9 Work Health and Safety

The safety of the understudies, staff and other clients is a crucial importance of ANE college. The college observes all Work Health and Safety legislation, and Act are always carried out; and copies of the relevant Act are available to staff and clients. Trainers incorporate WHS considerations when planning and delivering training, and the understudies will be advised of the WHS requirements of their programs and supervised accordingly.

5.10 Catering to Diverse Student Learning Needs

ANE college aims to identify and respond to the learning needs of the understudies. It is ANE college's policy that all trainers are to identify, at the start of training, the leaning and assessment needs of the understudies. This may be accomplished informally through class discussion. Trainers will ask questions that uncover the general English level of the understudies, understanding of subject concepts and technical skills, previous experience, and considerations regarding possible assessment formats. The trainers, when formulating their lesson, will use this information and assessment plans.

The understudies should express their views about their learning needs at all stages of their learning experience. ANE college helps students to identify their learning needs through the orientation procedure, Student Feedback Forms, Suggestion Box, lecturer discussion and an open invitation to approach staff with suggestions at any stage. Again, these strategies provide staff with the required student-based information for use in designing client training, facilities and services and assessment strategies.

5.11 Communication (LLN) Support

All courses incorporate competency units, which focus on communication skills. In addition, LLN support program (Language, Literacy, and Numeracy) is accessible to the understudies of ANE college. This can be organised on a case-by-case basis during the orientation day. The Training Manager will organise required communication support.

5.12 Student Welfare & Guidance

ANE college will assist the understudies to adjust to their study- life in Australia, including through the provision of an age and culturally appropriate orientation programme that includes information about:

- a) ANE college's support services are available to the understudies in the transition to life and study in a new environment.
- b) Legal services.
- c) Emergency and health services.
- d) Facilities and resources.
- e) Complaints and appeals processes, and
- f) Any student visa condition relating to course progress and/or attendance as appropriate.

ANE college will provide the understudies with valuable opportunities to participate in supportive services, and/ or provide access to services designed to assist them in meeting course requirements and maintaining their attendance.

ANE college will also provide the understudies with the opportunity to access welfare-related supportive services to assist with issues that may arise during their study, including course progress and attendance requirements and accommodation issues. These services are free of charge. If the college refers the understudies to external supportive services, ANE college will not charge for the referral.

ANE college has a documented critical incident policy together with procedures that cover the action to be taken in the event of a critical incident, required follow-up to the incident, and records of the incident and action taken.

ANE college has designated-staff members who is an official point of contact for the understudies. At Kippax Street (Central) campus, the understudies may, in the first instance, contact the receptionist for any requirement regarding their study. As far as other campuses are concerned, the understudies are encouraged to communicate with their trainer/assessor for further assistance.

ANE College has a strongly supportive personnel/team to satisfy the understudies' educational needs.

ANE College ensures that its staff members, who interact directly with students, are aware of their and the understudies' rights and obligations under the ESOS framework and the potential implications for the understudies arising from the exercise of these obligations.

Following is information about social and welfare services contact details in NSW:

24 Hours Services

For emergency services, dial: 000, or,

Organisation	Website	Phone no
Health Direct	www.healthdirect.gov.au	1800022222
Lifeline	www.lifeline.org.au/about/our-services/	131114
Health NSW Government	www.health.nsw.gov.au/aod/Pages/contact-service.aspx	1800 793 466
TIS National Interpreter Services	www.tisnational.gov.au/en/Non-English-speakers/	131 450

General Services

Problem	Website	Phone no
Alcoholism	www.aa.org.au	1300 222 222
Anxiety (including phobias & Obsessive-Compulsive Disorder)	http://www.health.nsw.gov.au/	9391 9000
Asthma	www.asthmansw.org.au/	1800 278 462
Consumer credit and debt	http://financialrights.org.au/	1800 007 007
Crime stoppers (report crime anonymously)		1800 333 000
Crisis counselling (Wesley Mission)	www.lifelinesydney.org/	13 11 14

Depression (National Initiative)	http://www.beyondblue.org.au/	1300 22 4636
Disabilities	www.ideas.org.au/	1800 029 904
Domestic violence	http://www.domesticviolence.nsw.gov.au/	1800 656 463
Drug addiction: Narcotics Anonymous	www.na.org.au	1300 652 820
Drugs and mental health	www.thewaysidechapel.com/	9581 9100
Families & friends with mental illness	https://www.sane.org/	1800 18 7263
Eating disorders	https://thebutterflyfoundation.org.au/	1800 33 4673
Eczema	http://eczema.org.au/	1300 300 182
Emergency services (police, fire, ambulance)		000
Epilepsy	www.epilepsy.org.au/	1300 374 537
Family planning information	http://www.fpns.org.au/	1300 658 886
Gambling Counselling	https://www.relationships.org.au	1300 364 277
Gay & lesbian counselling line	www.glccs.org.au/	
Grief support	http://www.solace.org.au/nsw/	9519 2820
Hepatitis C	https://www.hepatitisaustralia.com	1800 437 222
HIV/AIDS	http://www.afao.org.au/	9557 9399
Telephone Interpreter Service	https://www.tisnational.gov.au/	131 450
Legal information and advice	www.lawaccess.nsw.gov.au/	1300 888 529
Mental health advice	https://wayahead.org.au/	1300 794 991
Poison Information Centre		131 126
Police Assistance Line (non-emergency)		131 444
Pregnancy counselling	www.pregnancysupport.com.au/	1300 792 798
Rape Crisis Centre	www.nswrapecrisis.com.au/	1800 424 017
Relationship counselling	www.interrelate.org.au/	1300 473 528
Schizophrenia	https://www.onedoor.org.au/	1800 843 539
Smoking - Quitline	https://www.icanquit.com.au	13 78 48
Suicide Prevention	http://www.beyondblue.org.au/	1300 22 4636
Victims of crime support	http://victimsofcrime.com.au/	1800 000 055
Women's refuge referral service	https://www.vinnies.org.au	9568 0262

All Accessed August 2019

5.13 Fees for Welfare Services

Internal counselling services and referrals to external services will be provided at no additional fee to students. External services may incur fees and may also be covered by OSHC. Refer to 6.9 in this handbook for further details.

5.14 Legal services

If there is an unusual situation such as an accident or issues with your landlord during your stay as an international student, you may need legal advice. We can counsel you to a point but then we will refer or recommend you to

professional legal advisors that are available from Migrant Centres and from Solicitors that are known to the ANE. You can also visit the website, "The Law Society of New South Wales" at <http://www.lawsociety.com.au/> for more information on seeking legal advice.

5.15 Professional Counselling Services

For student who are referred or choose too, professional counselling services are located approximately 400 metres from the ANE college's campus. The Indigo Project - <https://www.theindigoproject.com.au>

6.0 ANE Entry Requirements

6.1 Student English Levels

All delivery, assessment and instruction are carried out in English. The type of English used is Academic and Business English with a high component of Technical English and subject specific jargon. English Proficiency is required to be certified for international applicants: IELTS 5.5 or equivalent. The understudies with below the required English language level, cannot be enrolled in a Vocational Education Skills course. It is possible that they can be enrolled in specific English language programs.

Process

Certificate II and III programs will require participants to meet the following requirements:

- Must be 18 years of age or over; and
- Successful completion of Year 10 or its equivalent; and
- GTE and SOP or Pre-Enrolment Questionnaire plus an interview as described on the Application form.

Certificate IV and Diploma programs will require participants to meet the following requirements:

- Must be 18 years of age or over; and
- Successful completion of Year 12 or its equivalent; or
- Successful completion of an AQF Level 3 qualification or above in the past three (3) years.
- The understudies will be required to complete an Internal English Test to validate their current levels. Inaccurate or different than presented or certified outcomes will require referral to a suitable organisation for additional English language determination and/or tuition at the student's expense.
- The suitable English provider will issue an eCoE for the understudies, and ANE college will cancel the existing eCoE and issue a new eCoE with a new start and end date.
- During delivery and assessment at ANE college, trainers will assist the understudies with English whenever possible especially with jargon and technical terms.

6.2 Student Academic and/or Work Experience Levels

It is an entry requirement that all registering students must have completed a minimum of Year 10 or has enough work experience to enable them to handle technical English.

English language test	Minimum test score	Minimum test score when combined with at least 10 weeks ELICOS	Minimum test score when combined with at least 20 weeks ELICOS
IELTS	5.5	5.0	4.5
TOEFL (internet-based test)	46	35	32

CAE	162	154	147
PTE Academic	42	36	30
OET	Pass (A or B)	Pass (A or B)	Pass (A or B)

6.3 Student Age and Academic Entry Requirement

The understudies must be 18 years or older to enroll in the ANE college's courses and have completed the equivalent of the Australian HSC or a higher qualification.

6.4 International Students

ANE college is bound by the Education Services for Overseas Students (ESOS) Act (latest version 2000) and the National Code (2017) when dealing with international students. International students are also expected to abide by all current legislative requirements.

http://www.austlii.edu.au/au/legis/cth/consol_act/esfosa2000442/ and
<https://internationaleducation.gov.au/Pages/default.aspx>

6.5 Financial Capacity Requirements

You need to have enough money that is genuinely available to you, to pay for your course fees, and travel and living costs for you and your accompanying family members while you are in Australia.

You might need to provide evidence of your financial capacity with your visa application. Check the Document Checklist Tool (disclaimer) to find out the evidence you need to provide. - <https://www.homeaffairs.gov.au/>

If the Document Checklist Tool lists evidence of financial capacity as a requirement, it must be included at the time of lodgement, or your visa application could be refused without requests for further information.

If you do not need to provide this evidence with your application, we have discretion to ask you for this during the application process.

If you need to provide evidence of financial capacity, you will be able to demonstrate this by providing one of the following:

- **Evidence** of funds to cover travel to Australia and 12 months' living, course and (for school aged dependants) schooling costs for the student and accompanying family members.
- **Evidence** that you meet the annual income requirement.

6.6 Student Visa Conditions

- You must abide by your visa conditions, or your visa could be cancelled. Different visa conditions apply to you and your family members.
- You can check your visa conditions in Visa Entitlement Verification Online (VEVO) - [https://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](https://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo))
- You must comply with the state and territory laws of Australia.

6.7 Student Visa Grant Period

A student visa is usually granted for up to five (5) years, but it could be longer under some circumstances.

We might consider granting a student visa for longer than five years where:

- A student is studying a medical or architectural degree that could take up to six years to complete; or

- There is reasonable course progression, for example where each course is a pre-requisite or foundation for the next course in the package.

6.9 Overseas Student Health Cover (OSHC)

You can select an approved OSHC provider and pay for the policy yourself. ANE college will refer you to a list below for the providers only, as you need to complete this task as an individual.

If your educational provider arranges your OSHC coverage, you will need to know the name of your health insurance provider, the date that your policy starts and finishes and should be aware of the terms and conditions of your policy. If you arrange OSHC coverage yourself, you will also need to know the policy number to include in the visa application.

You do not need OSHC if you are:

- a Norwegian student covered by the Norwegian National Insurance Scheme
- Swedish student covered by Kammarkollegiet
- a Belgian student covered under the Reciprocal Health Care Agreement with Australia.

AHM	http://ahmoshc.com/english.aspx
NIB	http://www.nib.com.au/overseas-students
Bupa	http://www.bupa.com.au/health-insurance/cover/oshc
Medibank	http://www.medibank.com.au/oshc/
Allianz (Worldcare)	https://www.oshcallianzassistance.com.au/
Compare All	http://www.bupa.com.au/health-insurance/cover/oshc

6.10 Course Packaging

The understudies can apply to undertake two or more courses on their student (subclass 500) visa where there is clear progression from one course to another. This is known as course packaging.

The final course that you will undertake as part of your package of courses is your main (or principal) course of study. Your main course of study will be used to determine your financial and English language evidentiary requirements.

To be granted a visa for the full duration of the packaged courses, you must provide confirmation that you are enrolled in all the courses.

If your visa application includes a package of courses, you can only have less than two (2) calendar months elapse between courses. The only exception to this is when the first course finishes at the end of the standard academic year and the next course commences at the beginning of the standard academic year.

For example, the academic year generally ends in November and starts again in February the following year, three (3) to four (4) months is an acceptable gap between courses.

A student visa for the full package will only be granted if the duration of the package does not exceed the maximum visa grant period.

If you already hold a student visa and change courses (within the same sector), this could affect your course start and end dates.

You must abide by the conditions of your visa, including remaining enrolled in a registered course. If there is a gap of more than two months between your courses (except where a standard academic year ends and begins) your visa could be considered for cancellation. We will take into consideration each situation on a case by case basis. These factors include whether a student has no other option but to enrol in a course which leads to a longer course gap, whether the student has a good academic record, and whether it is reasonable to expect the student to enrol in another course during the course gap.

If you have enrolled in a new course but you have an extended course gap that could lead to your visa being cancelled, you could choose to enrol in a short course to fill the gap. The course can be in any sector, for example, ELICOS or vocational education and training, or higher education.

6.11 Changing Courses.

If the understudies hold a visa and they desire to change their course of study, they must ensure that they continue to meet all the conditions that apply to their student visa.

If the understudies have not completed six (6) months of their principal course (the main course of study they are undertaking) and they want to change their education provider, the ESOS National Code Standard 7 explains the circumstances in which this will be possible. Unless special circumstances apply, the understudies need to have permission from their existing education provider to transfer to another education provider.

If the understudies want to transfer, ANE College must assess or consider the request to transfer. They should ensure that they understand the ANE college's transfer policy, and what their written agreement says they must do before they attempt to enrol with a newly educational provider.

If ANE college does not give a permission to transfer to another educational provider and the understudies are not satisfied with the outcome, they should first use their educational provider's internal appeal process. If they are still not satisfied, they can appeal the educational provider's decision at an external complaint handling body such as the Territory Ombudsman. <http://www.ombudsman.gov.au/making-a-complaint/overseas-students>

If the understudies have changed courses or educational provider, ANE college will be notified electronically by their new educational provider. They do not need to send their CoE to DHA.

ANE college will not allow a registered student to transfer from ANE college within the first six (6) months of their course until the college has assessed the student's request to transfer within this restricted period.

ANE College will grant the understudies a request where:

- a. The transfer will not be to the detriment of the understudies.
- b. The understudies provided a letter from another registered provider confirming that a valid enrolment offer has been made.
- c. The understudies can register into the other course at an appropriate point in the course; and
- d. The understudies current academic progress indicates that they can manage the new course.

Note that:

1. The understudies should allow a minimum of five (5) working days to assess their transfer request.
2. If approved, the Letter of Release will be issued within the five (5) day working period at no cost to the understudies. The understudies will be advised of the need to contact DHA to seek advice on whether a new student visa is required.
3. If a transfer is granted, ANE college will work out any refunds according to the Course Cancellation and Refund Policy and Procedure which states, "Refunds will be paid no later than four (4) weeks after the application for refund is made." and provide the understudies with a written statement; and

4. the understudies may use ANE college's Complaints and Appeals process or involve an independent 3rd party at any time.

Where ANE college does not grant a Letter of release, the understudies will be provided with written reasons for refusing the request, and will be informed of their right to appeal using ANE college's Complaints and appeals process.

The understudies who are holding a student visa (subclass 500)

If you already have a student visa and want to change your main course of study to a lower Australian Qualification Framework (AQF) level course or a non-AQF level course, you will generally need a new student visa. This requirement applies even if the course you change to is with the same education provider.

You will not need to apply for a new visa if you are changing from an AQF Level 8 Advanced Diploma to an AQF 5 Diploma course.

If you are studying a non-AQF course and want to transfer to an AQF course, you would not need to apply for a new student visa.

6.12 Work Conditions for Student Visa Holders

If you are a student visa holder, you and your dependent family members have permission to work included with your visa. You and your family members must not breach the work conditions that apply to their student visa. Students and their families must not breach the work conditions that apply to their student visa.

You cannot work until you have commenced your course in Australia. Once your course has commenced you are permitted to work a maximum of 40 hours per fortnight when your course is in session, and unlimited hours when your course is not in session.

Work that is a formal registered part of your course is not included in the limit of 40 hours per fortnight.

Voluntary, unpaid work, is not included in the limit of 40 hours per fortnight if it:

- Is of benefit to the community.
- Is for a non-profit organisation.
- Is genuinely voluntary (that is, you are not paid either in cash or other—board and lodging is acceptable).

If the voluntary work could have been undertaken by an Australian resident who would have received a wage, then this is included in the 40 hours.

If you are a postgraduate research student:

- You can work a maximum of 40 hours per fortnight during any preliminary courses you undertake; and
- If you have commenced your masters by research or doctoral degree in Australia, there is no limit on the number of hours you may work.

6.12.1 Family Members Granted Permission to Work

6.12.1.2 Family Members

- **Must** not start work until the primary visa holder has commenced their course in Australia; **and**
- **Can** always work up to 40 hours per fortnight unless the primary visa holder has commenced a course towards a masters or doctoral degree and holds a student visa (subclass 500). In this case there is no limit on the number of hours a family member might work.

6.12.1.2 Fortnights

A fortnight is a period of 14 days commencing on any Monday and ending on the second following Sunday.

An example of how 40 hours a fortnight is calculated: After their course has commenced, a student visa holder works the following numbers of hours over a four (4) week period:

- Week one (1) - 15 hours work
- Week two (2) - 25 hours work
- Week three (3) - 25 hours work
- Week four (4) - 10 hours work.

In the fortnight comprising weeks one (1) and two (2) above (40 hours worked in that 14-day period) or in the fortnight comprising weeks three (3) and four (4) above (35 hours worked in that 14-day period), the work condition is not breached. However, the student visa holder has breached their work condition in the fortnight comprising weeks two and three above (50 hours worked in that 14-day period). Students found to have breached their work conditions might be subject to cancellation of their visa.

6.12.1.3 Course in session

DHA considers your course to be 'in session':

- For the duration of the advertised semesters, including examination periods.
- When you are undertaking another course, during a break from your main course and points from that course will be credited to your main course.

6.12.1.4 Additional Information About Student Visa Work Conditions

You can view your visa online using Visa Entitlement Verification Online (VEVO). VEVO is a free internet service available 24 hours a day, seven days a week. It allows you, and your employer or education provider, to view your visa details online. - [https://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](https://www.border.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo))

6.13 Tax File Number

You must obtain a Tax File Number to be able to work in Australia. This is available from the Australian Tax Office. - <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/>

6.14 Attendance and Academic Progress Requirements

The understudies, at the ANE college, who are in Australia on student visa are required to:

- Attend ANE college for 16 hours of supervised tuition per week and complete four (4) hours of online study and assessment work per academic week; and
- Always maintain a satisfactory academic record i.e. such that at their current rate of academic progress (in excess of 50% success) they will be able to complete their course by their due completion date.

The understudies are required to abide by all legislation and ANE college's terms and conditions.

Illness or other excused absences must be supported by documentary proof. These should be submitted as soon as possible after the absence and be available to submit to DHA.

The international understudies need to be reminded that DHA will want to see evidence of average course attendance (class roles) - including start and finish dates as well as academic performance (i.e. academic transcripts) in excess of 50% success for visa maintenance and extensions. In addition to that the understudies

must notify ANE college of the change of contact details as soon as they occur and make sure that they have valid visa at all the time. As part of the supervision of overseas students on student visas ANE college must notify DHA about the understudies' failure to maintain satisfactory academic progress via the Provider Registration and International Students Management System (PRISMS). <https://prisms.education.gov.au>

6.14.1 Marking Attendance Rolls

Attendance rolls will be marked for every delivery and assessment session including periods of guided research projects.

Trainers will mark the attendance rolls twice per session – the first roll call within the first 10 minutes and the second roll call within the last 10 minutes for each pre and post break sessions.

Trainers are to follow the instructions as printed on the bottom of each class roll and to only use the coding as instructed.

Procedure

1. Attendance is to be recorded for every session for the understudies.
2. Trainers are to call out the understudies' names/ID numbers and record attendance under the appropriate day/dates.
3. The understudies are never to handle or mark attendance rolls.
4. Rolls must be returned to the staff pigeonholes after every session.
5. Rolls must never be removed from ANE college's premises. For excursions use blank rolls and transfer attendance data;
6. Trainers are to initial the attendance for every day.
7. Attendance is to be recorded as: / = partial attendance (1st roll call – in the first 10 minutes), \ = partial attendance (2nd roll call- in the last 10 minutes), × = full attendance, a = absent; and
8. Sick is never to be recorded or determined by a trainer as this will be recorded by the registrar but please attach any submitted sick certificates to the roll.

6.15 Confirmation of Enrolment

ANE college will only create CoE for overseas students on a student visa and who are studying their primary course at the college or commencing a package arrangement with ANE college. That is if the understudies are applying for a student visa to study a course, or a course package offered by ANE college. ANE college may issue letters of offer to the understudies.

6.16 The understudies (Students) with ANE College Age Dependents

The understudies with school age dependants are reminded that all school age children must attend a government approved school for the duration that they are in Australia. Full school fees will be charged, and the student should make provision for these costs in their financial budgets.

http://www.immi.gov.au/students/students/bringing_family/

6.17 Leave Entitlements

It is recommended that all students attend 100% of class time as this tuition is vital for satisfactory academic results. Therefore, all student leave is to be restricted to the official ANE college's breaks. In cases of exceptional compassionate circumstances beyond the students control e.g., bereavement and sickness provision may be made for leave entitlements.

In cases of bereavement e.g., death in the immediate family, students must provide ANE college with documentation covering the reason for bereavement leave and evidence of return air fares etc.

Sickness must be evidenced by a doctor's certificate from a registered practitioner i.e., with a medical provider number on the certificate. All other certificates are not acceptable. ANE college must sight original medical certificates before approving medical leave.

6.18 Punctuality

The understudies should be at the ANE college 15 minutes prior to the start of any session and are to return on time to lectures after lecture breaks. The understudies not in class when the attendance roll is called, will receive partial absences.

6.19 Preparation

The understudies are responsible for their academic progress and should come to class prepared to study. Please bring stationary with you and any texts and references that are required.

7.0 Training Delivery

7.1 Competency Based Training

All training at ANE college is based on the principles of Competency Based Training. Delivery and assessment will involve students in accomplishing the tasks required to demonstrate competency in any unit and the understudies will be provided with every opportunity to demonstrate that they can carry out required tasks.

Competency based training and completion is an approach to vocational education and training that places emphasis on what a person can do in the workplace because of completing a program of training.

Competency based training programs are comprised of competency standards set by industry that each student is assessed against to ensure all the outcomes required have been achieved.

Progression through a competency-based training program is determined by the student demonstrating that they have met the competency standards through the training program and related work, not by time spent in training. This way, students may be able to complete a program of learning much faster.

Registered training organisations (RTOs) have the prime responsibility for assessment of competency, consistent with the provisions of the Standards for Registered Training Organisations (RTO) 2017. However meaningful and on-going consultation is required with the employer and the apprentice around the development, delivery and monitoring of a training plan and the attaining of competencies within the relevant qualification.

7.2 Training Package Requirements

All ANE college' courses, delivery and assessment comply with the requirements of the nationally endorsed Training Packages. The understudies may have access to these packages or course outlines and familiarize themselves with all competency unit criteria. <http://training.gov.au/Home/Tga>

7.3 Professional Staff Recruitment

All the ANE college staff is employed based on having the requisite skills, knowledge, experience and attitude for the position. ANE College follows employment legislation and promotes EEO principles in its recruitment practices.

7.4 Guest Trainers

At ANE college, we recognise the necessity to maintain industry involvement and for our teaching to be reflective of industry practice and needs. Therefore, lectures may incorporate guest trainers from industry or professional association whenever possible.

7.5 Flexible Delivery

ANE college practices the principles of flexible delivery. Programs are designed to maximize the opportunity for access and participation by all students. It is ANE college's policy that trainers must adopt a modified lecture approach i.e. a maximum of 50% of tuition time may be lecturer lead explanation and discussion, with the remaining 50% focusing on student lead activities.

At all times learning at ANE college will be:

- The understudies focused.
- Current in terms of the information and case studies used.
- Based on dialogue, using current business English.
- Applied – not theoretical only; and
- Practical involving students in hands-on activities.

At the start of each delivery UOC trainers will identify the delivery needs of the students and adopt a variety of delivery strategies designed to meet these needs.

Delivery alternatives may include presentations, role play, case studies, demonstrations, excursions, guest lectures, group work, calculations, exercises, journals, projects, observations, computer assisted learning, tutorial style and individualized learning, library use, magazines and newspapers, video and audio-visual.

The ANE college is an English Emersion learning environment and class discussions are to be conducted in English only.

7.6 Excursions

ANE college encourages relevant activities beyond the classroom. Suggestions for furthering links with outside organisations and sites are always welcome. The understudies at ANE college may also be required to attend excursions as part of certain units.

Excursions will be documented on the Excursion Form and written into lesson plans. Trainers will be required to account for the academic purpose of the activity by relating the activity to the competency units in the lesson plan.

7.7 Training Outcomes

All delivery and assessment are geared towards one outcome only - that is the awarding of a nationally recognised qualification or statement of attainment. Therefore, delivery and assessment will be conducted according to the competency unit criteria as stipulated in the respective training package.

7.8 Work Placement Arrangements

If you are studying the CHC43115 – Certificate 4 in Disability, CHC50113 – Diploma of Early Childhood Education and Care, CHC52015 – Diploma of Community Services or SIT40516 – Certificate 4 in Commercial Cookery, you are required to complete a work-placement, so as to practice your skills and knowledge in a real environment, as well as be assessed.

ANE college will assist you to find a work placement. However, you may also find your own placement if you wish.

We will provide you with detailed information about the work placement arrangements once you start the course with us.

8.0 Assessment

8.1 Context

Assessment is an integral part of the learning and teaching system and an important aspect of maintaining academic standards. It measures the achievement of competency and formally certifies student achievements for external audiences.

Assessment at ANE college is linked to specific competency and based on clearly articulated criteria that help students understand the characteristics of high-quality work. It supports student-centred approaches to learning. In keeping with ANE College college's strongly applied focus to teaching and learning, each trainer/assessor endorses relevant diverse forms of assessment primarily drawing on real life practice.

ANE college has an established set of principles that guide learning and teaching within the organisation. These principles are based on institute-based assessment as well as workplace assessment. The following list details the workplace assessment and participation for each qualification.

Qualification	Workplace Requirement	Reason
CHC43115 Certificate IV in Disability	120 hours workplace participation	Assorted Units
CHC50113 Diploma of Early Childhood Education and Care	240 hours participation	Assorted Units
CHC52015 Diploma of Community Services – Case Management.	100 Hours workplace participation	Assorted Units
SIT40516 Certificate IV in Commercial Cookery	360 Hours workplace participation	SITHKOP005 (12) & SITHCCC020 (48)
SIT50416 Diploma of Hospitality Management	Workplace requirement only applicable if not complete at Certificate IV level	SITHKOP005

Definitions

Assessment: the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard or level of achievement required within a subject.

Competency: the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situation and improvements (Standards for Registered Training Organisations 2015: User's Guide).

Disability: has the same meaning as in section 4(1) of the Disability Discrimination Act 1992 (Cth), and includes physical, psychological and psychiatric conditions and injuries, and ongoing medical conditions.

Formative Assessment: helps students and staff to identify strengths, weaknesses, and ways to improve and enhance student learning. It is intended to support student learning rather than determine a result.

Summative Assessment: evaluates the quality of students' learning and involves assigning a grade or numerical result based on how effectively students have addressed unit of competency requirements.

Assessment Moderation: the process of establishing comparability of standards in student performance so that judgements made of student performance are consistent. The goal of assessment moderation is to assure assessment decisions are valid, reliable, consistent, and fair.

Assessment Validation: the quality review of the assessment process. It involves checking that assessment tools produce valid, reliable, enough, current, and authentic evidence to enable reasonable judgements to be made as to whether the requirements of a course or training package are met. It includes the review of a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon these recommendations.

Written Feedback: This can be a powerful tool for helping students to move forward in their learning. However, if we bombard the students with too much feedback, the students will shut down. Written feedback has the advantage that the student can refer to it repeatedly.

Scope

This policy applies to all Vocational Education and Training (VET) courses. All staff must comply with this policy whenever they are engaged in any aspect of the assessment process.

Principles of Assessment

Fairness: the individual student's needs are considered in the assessment process; where appropriate, reasonable adjustments are applied by ANE College to take into account the individual student's needs; ANE College informs the student about the assessment process and provides the student with the opportunity to challenge the result of the assessment and be re-assessed if necessary.

Flexibility: assessment is flexible to the individual student by reflecting the student's needs, assessing competencies held by the student no matter how or whether they have been acquired, and drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

Reliability: evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Validity: the assessment decision is justified based on the evidence of performance of the individual student. This principle requires:

- Assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance.
- Assessment of knowledge and skills is integrated with their practical application.
- Assessment to be based on evidence that demonstrates that a student could demonstrate these skills.
- And knowledge in other similar situations; and
- Judgement of competence is based on evidence of student performance that is aligned to the unit/s of competency, and associated assessment requirements.

Assessment is designed to develop student learning (formative), to make judgements about student learning relative to stated learning outcomes (summative) and to monitor student learning as a measure of teaching effectiveness. Assessments are to be relevant to the workplace where appropriate and consultation with industry should form part of this process.

Academic leaders will provide the appropriate support and instruction to lecturers regarding the design, implementation, and evaluation of assessments.

Assessment in VET courses is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

Rules of Evidence

Validity: the assessor is assured that the student has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

Sufficiency: the assessor is assured that the quality, quantity and relevance of the assessment evidence enable a judgement to be made of a student's competency.

Currency: the assessor is assured that the assessment evidence demonstrates current competency. This requires assessment evidence to be from the present or the very recent past.

Authenticity: the assessor is assured that the evidence presented for assessment is the student's own work.

Assessment Validation and Assessment Moderation

Assessment validation and assessment moderation are undertaken as part of ANE college's quality assurance and continuous improvement of teaching and learning activities. Assessment validation and assessment moderation activities are undertaken collaboratively and will involve all staff who deliver and assess the relevant subject. These activities will also be informed by the broader spectrum of external benchmarking activities.

Assessment Validation

ANE college systematically implements ongoing validation of assessment practices and judgements in each course to evaluate quality and drive continuous improvement. In VET courses, validation involves checking that assessment practices are in accordance with the Principles of Assessment, and judgements are made in accordance with the Rules of Evidence.

Assessment Moderation

The requirement in the RTO Standards to undertake validation of assessment judgements does not prohibit ANE college from undertaking similar activities, such as moderation, or any other process aimed at increasing the quality of assessment.

Feedback to Students

The understudies receive specific, timely, supportive, constructive, and developmental feedback on their learning and performance. Written feedback should be provided to the understudies on all assessment items other than multiple choice tests.

The understudies are entitled to see their results for all assessment items within two (2) weeks from the date that the assessment item was due.

Formative assessment does not require formal feedback from trainers, and alternative forms of providing feedback can be used, e.g., group and peer marking and self-marking from a supplied answer guide.

Return of Assessment Items

All summative assessments warrant written feedback from the trainer, the understudies will have the opportunity to review their result and the feedback within 2-3 weeks of the assessment item due date. Assessment items will not be returned to the understudies for them to keep, only for review.

Resubmission

Assessments submitted on time.

The understudies who submit an assessment task on time¹ but whose work is deemed Unsatisfactory will be given two (2) further opportunities to demonstrate competency in that task.

- Following notification of the unsatisfactory outcome, a student will have a further seven (7) calendar days to resubmit.
- If the outcome is still unsatisfactory, a student will have a further two (2) calendar days to submit for the third time with a fee of \$250.00.
- Re-submissions must be made on time. If after the third submission the understudies' assessments still assessed as Unsatisfactory, that outcome will stand.

Assessments Submitted Up to Seven (7) Calendar Days After the Due Date

The understudies who submit an assessment up to seven (7) calendar days after the due date (or agreed extension date) and whose work is deemed Unsatisfactory will be given one further opportunity to demonstrate competency in that task.

- Following notification of the unsatisfactory outcome, a student will have two (2) calendar days to resubmit.
- Re-submissions must be made on time. If, after the second submission, the student's assessment is still assessed as Unsatisfactory, that outcome will stand.

Assessments submitted more than seven (7) calendar days after the due date.

The understudies who submit an assessment more than seven (7) calendar days after the due date (or agreed extension date) and whose work is deemed Unsatisfactory will **not** be given a further opportunity to demonstrate competency in that task unless there are exceptional or extenuating circumstances.

Assessments will not usually be accepted if submitted later than seven (7) calendar days after the study period ends without approval.

Unexpected or extenuating circumstances

ANE college acknowledges that the understudies may be academically disadvantaged when unexpected or extenuating circumstances impact on their performance or their ability to complete their assessment tasks by the specified date. In such circumstances a student may be eligible for a modified arrangement, such as:

- An assessment deadline extension.
- Re-submission or re-assessment.
- Deferred assessment; and
- Special consideration.

To be granted a modified arrangement, the student must submit the relevant form (*Application for Alternative Assessment Time*).

Unexpected or extenuating circumstances are those which were outside the control of the student and/or for which there was no opportunity to prepare in advance. Unexpected or extenuating circumstances include:

- Medical circumstances:
 - An unexpected illness, a recurrence of a chronic illness or an accident.
 - A disability or illness for which a variation has already been made will not be accepted unless the disability has been compounded by an unexpected change, or an additional condition; and/or

¹ Assessment submission time is seven (7) days after the academic presentation is finalised as per the class timetable and as advised by the trainer.

- Supporting documentation must take the form of an original certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the nature of the condition.
- Compassionate circumstances:
 - Hardship or trauma such as the death or serious illness of a close family member, severe disruption to domestic arrangements, being a victim of crime or an accident.
 - Supporting documentation may take the form of a letter from a campus counsellor who has prior knowledge of the student and their circumstances; an original medical certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the nature of the condition; a letter from a person qualified to assess and support the application (e.g. clergy providing grief counselling); or a certificate from a funeral director or death notice.
 - Supporting documentation will not be accepted from a relative or friend of the student, or friend of the student's family.
- Special circumstances:
 - Religious observance or obligations, formal legal commitments, military service, service with a recognised emergency management service, representing ANE College, a state or home nation at a significant sporting or cultural event or unforeseen and significant employment-related circumstances such as a move interstate at short notice.
 - Supporting documentation can include:
 - a certified call to Australian Defence Force service, a description of the emergency attended for State Emergency Service or Country Fire Service personnel, an original letter confirming changed employment circumstances, an original letter confirming commitments for athletes and performing artists, a copy of an accident report or a court summons.
 - Supporting documentation will not be accepted from a relative or friend of the student, or friend of the student's family.

Note: Reasonable adjustments to assessment that enable a student with a disability or ongoing medical condition to participate on the same basis as other students without a disability will be made according to the Disability Policy.

Assessment Deadline Extension

If the understudies have been affected by unexpected or extenuating circumstances and has yet to submit their assessment, they may be eligible for an extension.

- The Program Manager (or delegated nominee) decides on extension applications.
- Extensions will provide a reasonable time, given the nature of the circumstances, for the understudies to complete the task without giving the understudies an unfair advantage over the others. A reasonable time will not extend beyond ten (10) working days except in exceptional circumstances; or
- Extension applications must be submitted at least one (1) working day prior to the assessment due date, unless the evidence of unexpected or extenuating circumstances provided indicates this would not have been possible.

Re-Submission

If the understudies have been affected by unexpected or extenuating circumstances and has already submitted or attempted their assessment, they may be eligible for re-submission.

- The Program Manager (or delegated nominee) decides on re-submission applications; and
- Re-submission allows the understudies to keep working on a piece of assessment for a reasonable time, given the nature of the circumstances, without giving the student an unfair advantage over other understudies. A reasonable time will not extend beyond ten (10) working days from the date the understudies are advised in writing of approval to resubmit, except in exceptional circumstances.

Special Consideration

If the understudies have been affected by unexpected or extenuating circumstances and has already submitted their final assessment despite facing these circumstances, the CEO may decide to do one of the following:

- Adjust the result for the piece of work in question, considering the circumstances that affected the understudies and having regard to the understudies' overall performance within the course; or
- Make no adjustment, considering the circumstances that affected the understudies and having regard to the understudies' overall performance within the course.

Reasonable Adjustments for the understudies with a Disability

Reasonable adjustments to assessment that enable the understudies with a disability to participate at ANE college on the same basis as others without a disability will be made according to Reasonable Adjustment.

Other Modified Arrangements

Other alternative assessment arrangements may be approved by the CEO in exceptional circumstances.

Requesting a Re-Assessment

The understudies, who consider that an assessment task has been unfairly or inappropriately marked, may request a re-assessment. Re-assessment involves the assessment task being marked again by a second assessor, without any further work by the understudies.

- A re-assessment must be requested to the Trainer/Assessor in writing within five (5) working days of the original result being released. The request needs to include details of reasons the student has deemed the assessment result as unfair or inappropriate regarding published assessment criteria.
- If the Program Manager approves the request for a re-assessment, a second assessor will review the same assessment with the following conditions:
 - The second assessor is not provided with details of the student's original mark.
 - The original assessor will be asked to comment on the re-evaluated assessment.
 - The full range of outcomes which were used on the original assessment task must be available or re-assessment.
 - The original and the second results will be referred to the CEO for final determination of the result to stand, which may be higher or lower than the original result; and
 - No further re-assessment is permitted.
- If the Trainer/Assessor does not approve the request for a re-assessment, the understudies are provided with a written response outlining why the request was rejected.

If the request for re-assessment is not approved, the original result will stand. The understudies, who are not satisfied with the result of their request for a re-assessment, may lodge an appeal.

Grading Criteria

Outcome Notations

All assessments for courses are assessed according to the rules outlined in the relevant Training Package or accredited course. Each unit of competency is allocated a result as follows:

Outcome	Abbreviation	Description
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Satisfactory	S	Awarded to a student who has demonstrated that they are proficient to the specified standard against a set of criteria being assessed.
Not Satisfactory	NYS	Awarded to a student who has failed to demonstrate that they are proficient to the specified standard against a set of criteria being assessed.
Competent	C	Awarded to a student who has achieved all the elements specified for a unit of competency to the specified standard.
Not Yet Competent	NYC	Awarded to a student who has failed to achieve all the elements specified for that unit of competency to the specified standard.
Credit Transfer	CT	Relates to the credit received by a student for a unit of competency through recognition of their formal learning.
Recognition of Prior Learning	RPL	Relates to the credit received by a student for a unit of competency through recognition of their informal learning.

Appealing a Result

ANE college acknowledges that students have the right to appeal an assessment decision, based on valid grounds for appeal. ANE college has provision for students to appeal against assessment decisions. ANE college ensures that the understudies have access to a fair and equitable process for lodging an appeal against an assessment decision.

Valid grounds for an appeal against an assessment decision (where the client feels the assessment decision is incorrect) could include the following:

- The judgement as to whether competency has been achieved and demonstrated was made incorrectly.
- The judgement was not made in accordance with the Assessment Plan.
- Alleged bias of the assessor.
- Alleged lack of competence of the assessor.
- Alleged wrong information from the assessor regarding the assessment process.
- Alleged inappropriate assessment process for the competency.
- Faulty or inappropriate equipment; and/or
- Inappropriate conditions.

The understudies wishing to appeal a grade need to meet with the Senior Trainer and Assessor in the first instance as outlined within the Grievance Policy VET (Refer to Grievances/Complaints/Appeals Policy).

An investigation into an appeal may result in one of the following outcomes:

- Appeal is upheld; in this event the following options will be available:
 - The original assessment will be re-assessed, potentially by another assessor.
 - Appropriate recognition will be granted; and/or
 - A new assessment shall be conducted/arranged.
- Appeal is rejected/ not upheld; in accordance with ANE College's Assessment policy the client will be required to:
 - Undertake further training or experience prior to further assessment; or
 - Re-submit further evidence; or
 - Submit/undertake a new assessment.

If the understudies receive a result for an assessment item that they disagree with, they have the right to lodge a grievance in accordance with the ANE college's Grievances/Complaints/Appeals Policy.

8.1.1 Attendance and Course Progress

8.1.1.1 General Requirements

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 ([National Code 2018](#)) requires ANE College to monitor international students' compliance with their visa conditions relating to course attendance, progress and completion according to the Vocational Education and Training sector. It continues to require that the expected duration of study specified on the international understudies' C.o.E must not exceed the [CRICOS](#) registered duration.

8.1.1.2 Monitoring Course Progress and Attendance

ANE college has a process for determining the point at which the understudies failed to meet satisfactory course attendance or course progress.

[National Code Part C](#) states where a course duration is not set by the designated authority, it is determined that a course duration is based on a minimum of 20 scheduled course contact hours per academic week.

The minimum requirement for attendance is 80% of the scheduled contact hours for the course, or higher if required under state or territory legislation. ANE college's regulation is that students should attend 100% of scheduled classes.

To maintain satisfactory course progress for the course duration, a student is expected to maintain satisfactory attendance, as well as participate in classroom learning activities. The understudies are also required to successfully complete all their assessment tasks.

8.1.1.3 Reporting Unsatisfactory Course Progress or Course Attendance

[National Code Standard 8](#), requires that ANE college must continue to report the understudies who do not meet course progress and ensure that the understudies are notified of the impending report and have the right of appeal.

The Standard continues to state that ANE college must only report a breach of course progress if the internal and external complaints processes have been completed and the breach has been upheld; or the international understudies have chosen not to access the internal or external appeals process; or the understudies withdraw from the internal or external appeals process.

8.2 Intervention

8.2.1 Course Progress Intervention

ANE college will assist you to meet course progress requirements by monitoring your progress and providing you with the relevant support at an early stage. We can provide you with a range of support from extra time to complete tasks or a reduced study load to study skills programs. If after providing you with this support, you do not meet course progress requirements, you will be issued with a first warning letter stating that your course progress is unsatisfactory and inviting you to a meeting to discuss further support. Following the provision of this support, if your progress is still unsatisfactory, you will be sent a second warning letter and again inviting you to a meeting to discuss why you are still not meeting satisfactory course progress requirements and to discuss new or revised support arrangements.

Where you continue not to meet course progress requirements in two consecutive study periods (A study period is determined to be two terms), you will be reported to DHA for not meeting course progress requirements. DHA will make the final decision on whether your visa will be cancelled because of your unsatisfactory course progress.

You may appeal ANE college's decision to report you to DHA. However, an appeal will only be considered if ANE college has not:

- Recorded or calculated the understudies' marks correctly.
- Provided appropriate support as set out in this policy.
- Implemented other policies such as assessment and feedback which could impact on the understudies' results; or there are compassionate or compelling reasons high have contributed to the unsatisfactory progress. Circumstances that are compassionate or compelling circumstances include (but are not limited to):
 - Serious illness or injury, where a medical certificate states that the student was unable to attend classes.
 - Bereavement of close family members such as parents or grandparents (this does not apply to extended family).
 - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies.
 - A traumatic experience which has impacted on the understudies, and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports).
 - Where the college is unable to offer a pre-requisite unit.
 - Where the understudies are unable to begin studying on the course commencement date due to delay in receiving a student visa; or
 - Where a study load is reduced due to difficulties with meeting course progress requirements, this may mean that the understudies will need to do additional subjects in future sessions to complete their course in the time specified in their student visa.

Academic Misconduct

The understudies of ANE college are required to uphold intellectual honesty and transparency. This means that due respect should be given to the originators/authors of ideas, data and works being consulted. ANE college has a no tolerance policy for plagiarism, cheating or collusion. The understudies are expected to act with integrity always and only submit work that is their own or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.

Disciplinary action may lead to the suspension or cancellation of your enrolment which may affect your visa.

Student Plagiarism, Cheating or Collusion

When you submit your assessments, you will be required to sign a declaration that the work provided is your own and that you have not cheated or plagiarised the work or colluded with any other student/s.

Where a student is suspected of plagiarising, cheating, or colluding, ANE College will take the necessary steps to detect if plagiarism, cheating or colluding has occurred by comparing work with electronic reference materials, internet resources and the work of other students, using electronic plagiarism detection software, comparing work against various academic databases, and referring to our plagiarism register or any other appropriate method.

If you are found to have plagiarised, cheated, or colluded, you will be given an opportunity to respond to the allegations. If you are found to have plagiarised, cheated, or colluded, we will be required to take disciplinary action which is likely to require you to re-sit the assessment.

Definitions

Cheating - this is the use of any means to gain an unfair advantage during the assessment process. Cheating may include copying a friend's answers, using mobile phones or other electronic devices during closed book assessments, bringing in and referring to pre-prepared written answers in a closed book assessment and referring to texts during closed book assessments amongst others.

Plagiarism - plagiarism is the submission of somebody else's work as if it were the student's own. This may include copying all or part of another person's thoughts or ideas and representing them as your own. If the understudies fail to identify the original source of some or all the submission this also constitutes plagiarism. If the understudies copy from others' work and passes this off as their own, then this is also a form of plagiarism and cheating.

During assessment, the understudies will read about ideas and gather information from many sources. When the understudies use these ideas in assignments, they must identify who produced them and in what publications they were found. If the understudies do not do this, they are plagiarising. If the understudies are including other people's work in submissions e.g., passages from books or websites, then reference should be made to the source.

Collusion - this is the presentation by a student of an assignment as his or her own which is the result of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more the understudies in plagiarism or other forms of academic misconduct or cheating. Both collusion and plagiarism can occur in group work.

8.2.2 Procedure

ANE college will provide best-practice student academic support and intervention through a **Student Support Plan** to optimise achievement of learning outcomes as well as satisfy the provisions of Standard 10 of the *National Code 2007*. Coherent processes including academic monitoring are established to identify and refer at-risk students. The intervention strategies to which students are referred include:

- Academic skills support.
- Additional English support.
- Additional tutoring/study groups.
- Personal counselling.
- Reduction in course load.
- Placement in a more appropriate class

These procedures outline intervention strategies for students at risk of not meeting satisfactory course progress requirements, or of meeting their academic potential.

The procedures specify:

- Procedures for contacting and counselling identified students.
- Strategies to assist identified students to achieve satisfactory course progress; and
- The process by which the intervention strategy is activated.

8.2.3 Identification of At - Risk Students

At-risk, the understudies are addressed through several intervention strategies. Students are categorised as being at-risk if they:

- Have failed half or more of their units in each term; and/or
- Have failed the same unit twice; or
- Demonstrate difficulty with set diagnostic assessment pieces early in each term.

Intervention can also be triggered through a student's referral from the individuals below:

- The understudies themselves.

This intervention strategy includes provision for:

- Where appropriate, advising students on the suitability of the course in which they are enrolled.
- Assisting the understudies by advising them of opportunities for a student to be reassessed for tasks in units or subjects where they have previously been assessed Not Yet Competent (NYC), or demonstrate the necessary competency in areas in which they not previously been able to demonstrate competency; and
- Advising the understudies that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DHA and cancellation of his or her visa, depending of the outcome of any appeals process.

8.2.4 Activation of Intervention Strategies & Identification Intervals

The understudies' academic progress will be reviewed every five (5) weeks or at the end of each term whichever comes first. The understudies assessed as being at risk of academic progress or achieving less than 65% competency will be referred for Intervention assessment review. Students identified as requiring intervention will be contacted by their respective trainers by telephone in the first instance or by letter in the second, and an interview organised to determine an action plan at the earliest convenience.

The second (2nd) stage of intervention will be immediately implemented if a student is deemed by their trainer to be unresponsive to the strategy and therefore the Training Manager will conduct an interview and determine a forward progress plan or alternative strategies such as suspension or cancellation.

8.2.5 Plans

Plans developed by trainers and/or the Training Manager will involve the student undertaking remedial work to assist in gaining competency. Remedial tasks may be conducted at the college or at the understudies' convenience dependant on the task required. This service will be provided at no additional cost to the student unless it conflicts with the reassessment fee structure.

8.2.6 Appeals

The understudies have 20 working days from the date of the Warning of Intention to Report for Unsatisfactory Course Progress – 20 Days letter to appeal the college's decision on the following grounds:

- ANE college has not calculated or recorded the results accurately or correctly.
- Compassionate or compelling circumstances; and
- ANE college has not implemented its intervention strategy and/or policies according to the documented policies and procedures available to students.

All appeals must be made in writing on the Student Appeal Form and will be assessed in accordance with the Student Grievances, Complaints and Appeals Policy and Procedures.

After completion of the appeals period, students will be reported to DHA for their unsatisfactory course progress if any of the below occurs:

- The understudies choose not to appeal.
- The understudies withdraw from the appeals process.
- The outcome of the appeals process favours the college's decision.

8.3 Competency Grading

8.3.1 Unsatisfactory Academic Progress

The understudies who are identified as “intervention level 2” and who fail to demonstrate competency in at least 80% of the course requirements in a study period will be deemed as making unsatisfactory academic progress. The understudies will be provided with a written notice of intention to exit them from the college and the complaints and appeals processes, and that they have 20 working days in which to do so. Whilst this process is being conducted the understudies will be permitted to attend classes and will be placed on an “intervention level 2” condition for the semester.

Academic Warning Action

- The Administration Officer monitors student academic results upon completion of delivery unit.
- The Training Manager mails out unsatisfactory Academic Warning Letter.
- Follows-up warning letter with phone call to organise a counselling session; and
- Make electronic entry and files copies in student file.

8.3.2 Calculations to Determine Academic Progress

Period Duration

The following calculation is to be used for determining academic progress and can be used for study periods or complete programs the result will indicate the current progress. It may be possible for a student to have less than 80% progress and still be able to recover to above that figure. To determine this, use the calculation below:

$$\frac{\text{UOC successful}}{\text{Total UOC for the period}} \times \frac{100}{1} = \text{Percentage Academic Achievement}$$

ANE College follows a competency system for grading the results of assessment tasks and final delivery unit results. Delivery unit results will be recorded on all official academic transcripts as either ‘C’ – competent, ‘NYC’ – Not Yet Competent. Early withdrawals from a delivery unit will result in the recording of an ‘NYC’ whilst non-attempted subjects will be recorded as an ‘NA’ – not assessed.

Individual UOC assessment methods will be graded ‘S’ - Satisfactory or ‘NS’ Not Satisfactory and recorded on the individual assessment method responses as well as the Competency Summary for the qualification.

The understudies have the right to appeal assessment results and should follow the Student Grievance and Appeals Procedure for this situation.

8.4 Industry Consultations

AE College liaises with industry to confirm that: Current course material and training is reflective of industry needs, instilling skills to meet the employment and skill demands of industry; proposed courses are reflective of future industry and employment growth and assessment strategies, assess significant points and provide results that are useful to prospective employers.

ANE college seeks industry contact through: Letters to industry. It happens through means of Letters. They issue letters stating Consultation and the Representations, membership of professional, industry organizations; employment of training staff with local industry skills and experience; contact with Skills Councils; guest trainers; excursions; use of local media – newspaper, magazines, journals etc. in training.

8.5 Flexible Assessment

The ANE college assessment policy stipulates that all delivery units must be assessed at the time of delivery. All assessment tasks must be competency based and cover the entire competency units required. Assessment tasks are to be designed to evaluate evidence that the understudies can demonstrate competency in all relevant subject competencies. The understudies are provided with every opportunity, within their course duration, to obtain and show competency. The understudies who are not able to show competency after the completion of their course will have the opportunity to re-enrol in the course and complete the outstanding subjects.

At the start of each delivery unit trainers will identify the assessment needs of students and program a range of assessment strategies to meet these needs. Such assessment strategies might include formal exams, demonstrations, presentations, calculations, projects, reports, audio-visual, questions and answers, case studies etc.

8.6 Assessment Validation/Moderation

8.6.1 Validation

Validation is a quality review process. It involves checking that assessment tools produce valid, sufficient, current, and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the relevant aspects of the Training Package can be met. It includes reviewing and making recommendations for future improvements to the assessment tool, process and/or outcomes. This process is normally conducted prior to the use of a resource.

8.6.2 Moderation

Moderation is the process of bringing assessment judgements and standards into alignment. It is a process that ensures the same standards are applied to all assessment results within the same Unit(s) of Competency. It is an active process in the sense that adjustments to assessor judgements are made to overcome differences in the difficulty of the tool and/or the severity of judgements. This process is normally conducted after the use of a resource.

8.7 Assessment Recording

The trainer of the delivery unit conducts the assessment and evaluates the understudies' academic performance. Academic results are recorded by competency unit on the Student Competency Summary. This record is then entered onto the electronic SMS. The understudies can access this data base by using their individual codes that are provided at the initial induction, through their personal Internet Portal linked to the SMS. The understudies can only access academic progress by this method.

8.8 Late Submissions

The due date for all assessment tasks will be explained to the understudies at the start of each unit. These dates must also be reproduced on the Assessment Task Cover Sheets. An extension can be applied for by completing a form, but an extension may not be approved.

The understudies may be permitted to submit assessment tasks at any time during their course. An automatic 'NYC' will be awarded to any assessment task not submitted.

8.9 Incomplete Assessment

The understudies not completing all assessment tasks by the end of a unit or past the last method submission date will be awarded an 'NYC' for that unit and may be provided additional opportunities to submit the outstanding task/s by the end of their course. The 'NYC' result will be reconsidered upon the submission of approved late assessment tasks.

8.10 Appeals for Reassessment

All appeals should follow the Student Grievance Procedure. Appeals regarding assessments will generally be conducted through an interview first with the trainer and then the CEO/Training Manager. A copy of the assessment task under question should be brought to the interview (a copy of all assignments must be made by the understudies' prior to submission).

8.11 The understudies' (Students) submission of Group Work

In areas where the development of group skills is important the understudies will be allowed the opportunity to submit group assessments as the product of the contribution of all work team members. Instructors/Assessors will ensure that group work is appropriate for the task and that a maximum group size is set and that the understudies' list on the covering page each team member's name with a description of individual contributions.

8.12 Oral Assessments

This type of assessment refers to any assessment of student learning that is conducted by the spoken word. Oral assessment may involve an assessor or assessors posing questions orally, with varying degrees of spoken interaction through student's presentation as the assessment proceeds to determine the understudies' level of competency.

9.0 Recognition of Prior Learning (RPL) and Exemptions

9.1 Recognition of Prior Learning

The understudies may apply for RPL based on previous and/or current work experience, life experience or non-accredited training. Only the supervising trainer as the course Training Manager may validate an RPL status. The understudies are required to indicate their intention to apply for RPL upon registration and complete the RPL Information kit which is available at reception. The understudies will be informed in writing as to the results of their application and if any further evidence is required.

9.2 Exemptions and National Recognition

To comply with national recognition standards ANE College college recognises the qualifications issued by other Australian RTO's and will confer an exemption for all previous training resulting in a competent result for the exact same competency units as listed on ANE college's course profiles. Only the supervising trainer and the course Training Manager may grant exemption status. The understudies are required to indicate their intention to apply for exemption at the time of registration and complete the RPL & Exemption Information Kit. The understudies will be informed in writing as to the results of their application and any further evidence is required.

The granting of RPL will reduce course length. DHA will be notified as to the new course length. Any adjustments to course price due to RPL or exemptions must go through the Registrar only. Forms are available at the ANE Reception.

10.0 Registration

10.1 Subject and Course Registration

The understudies will only be permitted to register for units that are required for their course. The understudies wishing to register for any other units must obtain permission from the CEO or Registrar.

10.2 Course/ Program Information

ANE college provides accurate, relevant, and up-to-date course/program information to the understudies both prior to commencement, upon commencement and during their course. This information is always available to students through the:

- Pre-registration information
- Student Handbook
- ANE college and course information sheets available at reception
- Student and Staff Information Folder
- Orientation procedures

10.3 Registration on Behalf of Other understudies (Students)

The understudies must register in person. This is to permit a sight check of all registered students at ANE college and to provide appropriate academic counselling.

10.4 Change of Course and Subject Registration

The understudies wishing to change subject registration, can do so only in the first week after subject commencement. The understudies should see reception for an Office Request Form and consult with the Administrator. Trainers must make available to the understudies' all notes, class exercises and assessment tasks, the understudies have missed. However, it is the responsibility of the understudies to submit any outstanding assessments within the notified date of the end of the subject.

10.5 Discontinue Studies.

The understudies, who desire to discontinue their study program, are required to complete the form available from Reception.

10.6 National Clearance Certification

Some qualifications require national clearances to participate in the workplace. No clearances are required to be completed prior to orientation.

The programs that will require this type of clearance are and will be applied for after commencement of the respective program:

- CHC43115 Certificate IV in Disability
- CHC50113 Diploma of Early Childhood Education and Care
- CHC52015 Diploma of Community Services – Case Management.

National Police Clearance

https://www.nationalcrimecheck.com.au/?gclid=Cj0KCQjw753rBRCVARIsANe3o47ooxT6jo2AT5ixEdHEtW9dVCbyc4sRv4lqKISlyH86a6a76jCT0gQaAuvEEALw_wcB

The National Police Checking Service provides Australian police and accredited organisations with police history information to support processes assessing the suitability of people applying for employment, appointment to positions of trust, volunteer service, or for various licensing or registration schemes.

The requirement for up-to-date national police checks is now mandated by legislation across a wide range of industries; and used regularly by employers and industry peak bodies as a requirement for employment.

This type of clearance is a requirement to become employed or volunteer in this industry. The understudies will be requested to gain a clearance before being considered for work placement as a component of Materials Fee paid by the RTO on application.

Working with Children

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

A Working with Children Check (NSW) is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. Students will be required to apply for this activity, using the above web link, prior to any work experience commencement as a volunteer. It will be advised at the commencement of Training delivery. The understudies will be requested to gain a clearance before being considered for work placement as a Volunteer which is free of charge

11.0 Orientation

11.1 Students Orientation

Student will be taken through a ANE college orientation conducted by relevant ANE college's staff. It is essential for the understudies to attend this session to understand ANE college's academic system and familiarise themselves with ANE college's facilities and services.

The understudies are required to bring their passport at this time in order to make identification for their ID card. During orientation, all queries regarding course structure and timetables will be answered.

The orientation is conducted on **the first day of each term** (refer to Academic Calendar for details).

11.2 First Day of Class

On the first day of class trainers will:

<ul style="list-style-type: none"> Call out the attendance roll and check the understudies' names, ID number and registration. 	<ul style="list-style-type: none"> Ask the understudies to sign the Student Subject Outline Acknowledgement Sheet.
<ul style="list-style-type: none"> Direct the understudies who are not on the roll to the Registrar 	<ul style="list-style-type: none"> Ascertain, through discussion, the learning and assessment needs of the understudies .
<ul style="list-style-type: none"> Explain the attendance and results recording procedure to be used 	<ul style="list-style-type: none"> Identify possible English problems and refer to Registrar or CEO/Training Manager
<ul style="list-style-type: none"> Provide each student with a Subject Outline (includes subject aim, learning outcomes, delivery and assessment strategies, resources) and explain the outline to the understudies. 	<ul style="list-style-type: none"> Start training

11.3 Orientation

Procedure

- | | |
|-------------------|---|
| 1.00pm – 1.15pm | <ul style="list-style-type: none"> Welcome to the ANE college by Chief Executive Officer or their representative. Tour of ANE college and Emergency and Evacuation Procedures, Assembly point and Work Health and Safety. Power point slideshow |
| 1.15 pm – 2.30 pm | <p>ANE Information and Documentation</p> <ul style="list-style-type: none"> The understudies review of the student handbook. The handbook is discussed, and the understudies are invited to ask questions and clarify all points. The understudies sign back page (acknowledgement of understanding) of the handbook. Student ID cards. The understudies contact noted into Change of Details forms AVETMISS information confirmed. Rules and responsibilities of students at ANE college Login into computers and ID issued to students. |

The understudies are directed specifically to the following information to adjust to life in Australia.

1.15 pm – 2.30 pm	<ul style="list-style-type: none"> • Information with Living in Australia • Student Safety • Sydney Transport, Trains, Buses, ferries, taxis. •
(continued)	<ul style="list-style-type: none"> • City Library information • Accommodation options • Legal Services • Emergency Health Services • Complaints and Appeals processes • Attendance and Academic requirements as per Visa Condition. • Facilities and resources.
2.30 pm – 2.45 pm	Break
2.45 pm – 4.30 pm	<p>Visa requirements</p> <ul style="list-style-type: none"> • Some important information regarding immigration requirements; Working regulations under student visa. • Information about Overseas Student Health Cover (OSHC); • Introduction to Australian Health system. <p>Students registered into classes. The students meet the Training Manager. Students provided with the following information.</p> <ul style="list-style-type: none"> • Academic Calendar • Textbooks and course information • Timetables and subject information • Trainer and Assessor introductions • Student Support Information • Subject Induction signed. • Complete the Student induction Declaration

11.4 Academic and Vocational Counselling

The understudies may receive academic or vocational counselling from the ANE college, instructors or another qualified person. Trainers will monitor student progress and provide counselling or support as appropriate, and where needed refer the student to the Training Manager, depending on the nature of the problem.

11.5 Personal Counselling

The understudies, experiencing distress or discomfort, are invited to approach either of their trainer who will treat each case confidentially and refer the understudies to the most appropriate agency for assistance with whom the understudies consider they will feel comfortable with. Where necessary the CEO will assist the understudies to access external professional assistance as required. All staff will always treat clients with courtesy and empathy.

11.6 Client Input and Feedback

The understudies at ANE college are encouraged to provide continual client input and feedback. This input and feedback may be provided either informally through conversation, observation, or suggestion or formally through interviews and surveys. The college will attempt, whenever and wherever possible, to incorporate feedback in planning and development.

Trainer and the understudies' surveys will be distributed at the conclusion of each term and a suggestion box is always available at reception. The understudies are welcome to make appointments with staff members to discuss issues personally.

12.0 Records Management

12.1 Records

ANE college maintains electronic and manual files covering all administrative, the understudies' information. Files are stored for the legislated period and electronic files are stored offsite.

The understudies' File Contains:

- Application documents
- Acceptance and enrolment documents
- Immigration documents
- All correspondence with or concerning students
- Copies of issued academic records
- Memos or file notes regarding the understudies
- Copies of other certificates or awards attained
- Completed assessment tasks

ANE college ensures through its Records Management Policy and Procedures the:

- Security and Confidentiality of all records
- Archiving of all records
- External Reporting
- Access of records by clients

12.2 Security and Confidentiality

The understudies' Records – information concerning contact details, financial status, academic status, attendance status, registration details, identification details, evaluations, feedback, surveys, counselling, warning, and reporting documentation, payment schedules, sickness, leave.

- The understudies have a unique student identifier (USI) number and a ANE Student Number
- The understudies are supplied with a unique student card
- Cards are non-transferable.
- Staff can only access electronic files by unique access codes which have been provided on a need-to-know basis
- The understudies' details are only distributed externally to regulatory agencies on formal request and not without ANE college making every attempt to contact the understudies first
- No the understudies' details are ever to be given out to others, agents, businesses etc.

The understudies can only register for ANE, courses, attendance, results, and documentation in person

- The understudies requesting access to personal information, must complete an Office Request Form which will be submitted to the appropriate management representative for processing
- The understudies' files are maintained electronically and manually as files. All electronic and manual files are accessible by management only.
- The understudies' information made available will be handed to the understudies personally

12.3 Access to Records by the understudies (Students).

The understudies have access to personal records on request by completing a Document Request Form. In all cases ANE college will protect the privacy of all client information. Academic progress can be accessed from the

internet-based Student Portal that is linked to the SMS database by using their individual codes that are provided at the initial induction.

12.4 Change of the Understudies' (Students) Contact Details

The understudies are obligated to keep ANE college informed of their current contact details and to inform the college immediately of any change in these details. The understudies should be advised that if they do not receive any authority correspondence from ANE college due to incorrect contact details at ANE college, they are fully responsible. Forms: www.ane.edu.au

12.5 Student Results Recording

The understudies' results will be recorded on the Competency Summary. Results are to be entered at UOC level. At the conclusion of each subject trainers will calculate a final assessment and record the final assessment. This information is submitted to Administration at the conclusion of the subject for entry into the understudies' database and filing. The understudies are not allowed to enter any data or handle at any time the Competency Summary. This record is then entered onto the electronic SMS within seven (7) days on receipt by administration staff. the understudies can access this data base by using their individual codes that are provided at the initial induction. The understudies can only access academic progress or specific notices by this method.

Interim transcripts may be provided upon request. Final transcripts will be provided at the conclusion of the course.

13.0 Warning and Reporting

In accordance with legislative requirements ANE college will notify and counsel the understudies of their visa non-compliance and subsequently advise DHA or report the understudies to DHA via PRISMS for the understudies who do not comply with the satisfactory academic performance requirements. Lack of academic progress is reportable.

13.1 Policy

ANE college will assess the understudies' progress every five (5) weeks. Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period. The length of a study period is determined as 18 study weeks (two terms).

ANE college will define course requirements for each study period and be able to identify when the understudies have not passed or demonstrated competency in 50% or more of the course requirements. The course requirements for each study period will be made clear to the understudies at the start of the course and each study period. If the understudies re identified for the first time as not making satisfactory course progress, the intervention strategy is implemented. The intervention strategy must be activated within the first four (4) weeks of the following study period.

ANE college has an intervention strategy for any student who is not making satisfactory course progress. It is available to staff, the understudies and specifies:

- Procedures for contacting and counselling students.
- Strategies to assist identified students to achieve satisfactory course progress; and
- The process by which the intervention strategy is activated.

The intervention strategy also includes:

- Where appropriate, advising the understudies on the suitability of the course in which they are enrolled.
- Assisting the understudies by advising of opportunities for the understudies to be reassessed for tasks in units or subjects they had previously failed, or demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency; and
- Advising the understudies that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DoE and cancellation of his or her visa, depending on the outcome of any appeals process.

13.2 Attendance

Attendance is not reportable data function for student visa conditions. ANE college will maintain an attendance function as this information can be of assistance for intervention implementation as required and for the understudies' records.

The understudies are expected to maintain a satisfactory course progress for the duration of their course, in addition to satisfactory attendance, as well as participate in classroom learning activities. The understudies are also required to successfully complete all their assessment tasks. This represents satisfactory course progress.

Course progress is considered by ANE college to be a direct relationship to course attendance. There is considered, by the organisation, to be a direct connection between lack of academic progress and lack of attendance. It is also recognised that this consideration will not apply to the understudies.

13.3 Records

ANE college will maintain records relating to satisfactory course progress. These include:

- Assessment of course progress records for the understudies.
- Assessment results (as required by s.21 of the ESOS Act).
- Records of contact with students.
- Notices of intention to report.
- Complaints and appeals outcomes; and
- Other relevant records in relation to course progress.

13.4 Intervention

ANE college will provide the understudies with the best-practice academic support and intervention to optimise achievement of learning outcomes as well as satisfy the provisions of Standard 10 of the National Code 2017. Coherent processes including academic monitoring are established to identify and refer at-risk students. The intervention strategies to which the understudies are referred include:

- Attending academic skills programs.
- Attending tutorial or study groups.
- Receiving individual case management.
- Attending study clubs.
- Attending counselling.
- Receiving assistance with personal issues which are influencing progress.
- Receiving mentoring.
- Being placed in a suitable alternative subject within a course or a suitable alternative course; or
- A combination of the above and a reduction in course load.

13.5 Reporting the Understudies (Student) on Course Progress

Where ANE college has assessed the student as not achieving satisfactory course progress, ANE college will notify the understudies in writing of its intention to report the understudies for not achieving satisfactory course progress. The written notice will inform the student that they are able to access ANE college's complaints and appeals process and that the understudies have 20 working days in which to do so.

Where the understudies have 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 registered provider, ANE college will notify DHA through PRISMS of the understudies not achieving satisfactory course progress as soon as practicable.

14.0 Deferment, Suspension or Cancellation

ANE college can only defer or temporarily suspend the enrolment of the understudies on the grounds of:

9.3.1 misbehavior by the student

9.3.2 the student's failure to pay an amount he or she was required to pay the registered provider to undertake or continue the course as stated in the written agreement.

9.3.3 a breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

National Code of Practice for Providers of Education and Training to Overseas Students 2018

ANE college will:

9.4.1 inform the overseas student of that intention and the reasons for doing so, in writing.

9.4.2 advise the overseas student of their right to appeal through the provider's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Definition

Compassionate or compelling circumstances are generally those that are beyond the control of the student, and which may affect their well-being or their progress such as a serious injury, illness, traumatic experience, or the death of a close family member. In these situations, the student is generally allowed to remain on a student-visa, provided they are still enrolled in their course of study and intend to resume their studies.

ANE college will not permit the understudies to defer commencement or suspend studies except on the grounds of illness as evidenced by a medical certificate indicating that the understudies cannot attend studies or other exceptional compassionate circumstances beyond the students control e.g., bereavement.

The understudies must notify ANE college in writing stating the exact reason for the course deferral or suspension of studies and accompany the letter with full documentation.

In the case of deferment or suspension due to sickness the student must provide original doctors certificates – from a registered medical practitioner. No other certificates are acceptable.

ANE college will notify the understudies in writing as to the decision to cancel the understudies' registration stating the reasons why.

Any deferment, suspension or cancellation of studies will be notified to DHA within 20 days via PRISMS. The understudies will need to be counselled that DHA has the final say as to whether reasons are acceptable.

ANE college will inform the understudies of its intention to suspend or cancel the understudies' enrolment where the suspension or cancellation is not initiated by the understudies and notify the understudies that they will have 20 working days to access to ANE college's complaints and appeals process. If the understudies access the registered provider's internal complaints and appeals process, the suspension or cancellation of the student's enrolment under this standard will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the understudies apply.

Prescribed Information about an accepted the understudies who do not commence on the nominated date must include:

1. The understudies' full name, gender, date of birth, country of birth, nationality
2. CRICOS course code

3. Agreed starting day and day when the course is expected to be completed.

ANE college can only defer or temporarily suspend the enrolment of the understudies on the grounds of misbehaviour by the understudies (e.g., Disciplinary, or plagiaristic reasons)

Procedure

All course deferrals and suspensions will result in the implementation of ANE College Cancellation and Refund Strategy:

1. The understudies complete all registration processes.
2. COE is constructed with start and end date.
3. If the understudies do not start a course on registered start date ANE college will report to DHA via PRISMS.
4. If the understudies contact ANE college to defer or suspend a course, the college will report to DHA via PRISMS.
5. If c the understudies contact ANE college to defer or suspend course due to exceptional circumstances i.e., medical, bereavement, ANE college will report to DHA via PRISMS.
6. If ANE college initiates deferment, suspension, or cancellation the understudies will be contacted in writing.
7. ANE college will inform the student that deferring, suspending, or cancelling his or her enrolment may affect his or her student visa; and
8. ANE college will make an electronic and manual entry onto the understudies' notes and files.

15.0 Code of Practice for the understudies (Students)

15.1 The understudies' Rights and Responsibilities

This Code of Conduct has also been developed to reflect the requirements and obligations of ANE College towards staff and the understudies under State and Commonwealth legislation such as:

Commonwealth of Australia Acts

Education Services for Overseas Students (Registration Charges) Act 1997
 Education Services for Overseas Students Act – 2000 (ESOS Act)
 Education Services for Overseas Students Regulations 2001
 National Vocational Education and Training Regulator Act 2011
 National Vocational Education and Training Regulator (Charges) Act 2012
 National Vocational Education and Training Regulator (Transitional Provisions) Act 2011.
 Standards for Registered Training Organisations (RTOs) 2015
 National Vocational Education and Training Regulator Amendment Bill
 Human Rights and Equal Opportunity Commission Act 1986
 Disability Discrimination Act 1992
 Racial Discrimination Amendment Act 1980
 Racial Discrimination Act 1975
 Sex Discrimination Act 1984
 Privacy Act 1988
 Australian Privacy Principles (2014)
 Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Workplace Surveillance Act 2005

State Based Legislation

- NSW Anti-discrimination Act (1977)
- Workers Compensation Regulation 2003
- Workplace Injury Management and Workers Compensation Regulation 2002
- Affirmative Action (Equal Employment Opportunity for Women) Act (1986)
- Workcover Legislation Amendment Act (1996 No. 120)
- Copyright Act, 1879. 42 Vic No 20 (modified 2006)
- NSW Commission for Children and Young People Act 1998.

Regulations and Codes

- Education Services for Overseas Students Act 2000 - National Code 2017

The principles of conduct have been derived from and are consistent with ANE College's values which are:

- High academic standards, intellectual rigour, and high-quality education.
- Intellectual freedom and social responsibility.
- Recognition of the importance of ideas and the pursuit of critical and open inquiry.
- Tolerance, honesty, and respect as the hallmarks of relationships throughout the ANE College community; and
- High standards of ethical behaviour.

15.2 Meeting the Understudies' (Student) Expectations

Regarding policies and procedures, the understudies can expect that ANE college will:

- Ensure that all admission, selection, enrolment, assessment and academic progress policies and procedures are valid, explicit, fair, and reliable.
- Guarantee that changes to courses, administrative procedures and regulations will not be made without appropriate notice and will not disadvantage the current understudies provided that satisfactory academic progress is made.
- Ensure that complaints and grievances are dealt with quickly and satisfactorily in accordance with procedures.
- Provide a healthy and safe environment in accordance with ANE College WHS policies and procedures; and
- Comply with the privacy act and the freedom of information act and ensure that students have access to information held about them in accordance with these acts.

ANE college will provide the understudies with timely and accurate information as follows:

- Clear statements of the objectives, goals and assessment details of all subjects offered at the commencement of study in those subjects.
- Access to accurate and clear information about financial costs and available support services to enable students to make an informed choice about their applications for study.
- Access to accurate and timely information about subjects and courses including subject objectives, course content, assessment, workloads, and attendance requirements.
- Dissemination of results within a reasonable time of completion of subjects or units of study and feedback on those results by teaching staff.

ANE college will assure the quality of its programs of study through:

- A teaching and learning environment that meets quality standards for its courses, its teaching, and its physical and academic infrastructure.
- A study environment in which the understudies can engage in rational debate and freely express alternative points of view in that debate; and
- Reasonable access for the understudies to academic staff for individual consultation, support, and guidance.

ANE college will enable the understudies' participation and feedback through:

- Allowing for and encouraging considered feedback on students' teaching and learning experience in subjects and courses.
- Incorporating student feedback into ANE College's continuous improvement cycle; and
- Providing for the representation of students on relevant decision-making committees.

ANE college will ensure the understudies' human rights by:

- Providing a study environment that is free from harassment, discrimination, and abuse of power, and one which respects the privacy of individuals.
- Treating the understudies with courtesy and respect.
- Providing equitable treatment irrespective of gender, sexual orientation, race, ethnic or cultural background, disability, marital status, age, or political conviction; and

- Allowing the understudies to express dissent or political and religious views and to engage in peaceful protest, subject to complying with the laws of Australia and not endangering the safety of others, staff or members of the community.

15.3 The understudies' (Student) Responsibilities

During their time engaged in ANE college's activities, the college expects students to assume the following responsibilities:

Regarding policies and procedures, the understudies must:

- Ensure that they are aware of and understand the policies and procedures concerning their enrolment and use of ANE college's facilities and any property or facilities used by the college to deliver activities, and to comply with ANE college's rules and policies and procedures as contained in the ANE the understudies (Student) Handbook and on the ANE web site.
- Respect all ANE college's property and facilities, including the library and computing resources and to respect the rights of others to use these facilities.
- Maintain academic integrity; and
- Not engage in frivolous complaints or grievances where there are no demonstrable or substantiated grounds for complaint.

Regarding timely and accurate information, the understudies must:

- Attend classes and submit work in a timely manner; and
- Supply accurate and timely personal and other information to ANE college, recognising that ANE college is required to comply with the privacy act and the freedom of information act.

Regarding their educational experience, the understudies must:

- Be well informed about course requirements and to plan appropriately.
- Take joint responsibility for their learning and to accept responsibility for moving towards intellectual independence.
- Monitor their own progress in the teaching and learning environment and academic program, in the context of reasonable access to academic staff for assistance and to the various academic support services.
- Prepare for and actively participate in learning experiences such as discussion and debate.
- Incorporate feedback into their learning experience, and be aware of the specific rules and course requirements applying in the school of their course of study; and
- Conduct themselves in a professional manner while undertaking professional placement and fieldwork and respect the confidentiality of client or commercial information made available to them as part of their placement.

With respect to participation and feedback, the understudies must:

- Provide considered and honest feedback to ANE college and its staff on the quality of teaching and services; and
- Participate actively in and contribute to the committees on which they are representatives or members.

With respect to human rights, the understudies must:

- Treat staff and others with respect and courtesy.
- Treat other members of ANE college equitably irrespective of cultural background, disability, gender, sexual orientation, marital status, age, or political conviction.

- Respect the rights of other members of ANE college to express dissent or different political or religious views, subject to those actions or views complying with the laws of Australia and not endangering the safety of other members of the community.
- Show awareness of and sensitivity towards other cultures; and
- Respect the opinions of others and to engage in rational debate in areas of disagreement.

15.4 Standards of Behaviour

This Code of Conduct establishes the following standards of behaviour for students while they are studying at ANE College college. At all times students must:

- Follow all ANE College college's regulations and requirements and respond to all lawful and reasonable directions from staff.
- Be aware that all forms of academic dishonesty or misconduct are unacceptable, and that ANE College college may take measures to test compliance.
- Use all equipment and resources appropriately, legitimately, and safely following all work health and safety requirements; and
- Follow the recognised policy and procedures for grievances complaints and resolutions.

These Standards also establish any of the following behaviour as unacceptable:

- Wilful unlawful and/or violent and/or unsafe disruptions of teaching, tutorials, lectures, periods of instruction or other learning-based activities.
- Bullying, assaulting, harassing, intimidating, or displaying aggressive, disruptive, or ill-mannered behaviour towards others.
- Interfering with or causing wilful or negligent damage or defacing to any ANE College property.
- Theft of ANE College college or any personal property.
- Attending under the influence, or in possession, of alcohol, drugs, or any prohibited substance.
- Attending with weapons or items likely to cause harm or intimidation to others at any time.
- Smoking within five (5) metres of building openings, air-conditioning intakes, gas storage areas or upon any external stairways or balcony; and
- Discriminating against anyone on the grounds of gender identity, sexual orientation, lawful sexual activity, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, or industrial activity, health status, both known or presumed, including HIV, viral hepatitis or STI status, or engagement in sex work or illicit drug use.

15.5 Breaches of the Code of Conduct

Students who breach the standards of this Policy may be subject to disciplinary action through the ANE College college's Counselling & Discipline Policy and Procedures.

Serious breaches may involve permanent expulsion from ANE College and, in cases of suspected criminal activity, may involve referral of the matter to the relevant law enforcement authorities.

15.6 Consumption of Alcohol and Drugs

Alcohol consumption is illegal under the age of 18 and consumption of alcohol at ANE college is not permitted by anyone, except where special permissions are granted by ANE college's management for designated functions to be held by and at ANE college, and only for those of 18 years of age and above. Attending ANE college under the influence of alcohol is also considered a breach of the Workplace Health and Safety Act, in that you place

yourself and others at risk. Illegal use of alcohol or the use of illegal drugs on the premises of ANE college will be reported to the police. ANE college does not take responsibility for students whose function is impaired using prescription drugs. It is the students' responsibility to inform ANE college's staff if they consider themselves in any way compromised by alcohol or drugs so appropriate measures can be taken.

15.7 Use of Communication and Information Devices

Use of mobile phones, I Pods, MP players or cameras in classrooms is not permitted. Electronic learning resources such as computers and associated software, internet, intranet, online learning, and e-library are available to students for educational purposes related to their studies at ANE College only and should not be used for unlawful or irresponsible reasons.

16.0 Grievance, Complaint and Appeals Procedure

ANE college will deal with any complaint and/or grievance in an effective and timely manner. ANE college has processes in place for all course the understudies to lodge complaints and/or grievances in relation to any matter including academic decisions in relation to an ANE college's course or service.

Any staff member on any site can and is responsible for the advice about administration, grievance, complaint, and appeals procedure and may commence the process as detailed below:

The grievance procedure allows for:

- a) A process for lodging a formal complaint or appeal if the matter cannot be resolved informally, which requires a written record of the complaint or appeal to be kept.
- b) Each complainant or appellant has an opportunity to formally present his or her case at minimal or no cost to him or herself.
- c) Each party may be accompanied and assisted by a support person at any relevant meetings.
- d) The complainant or appellant is given a written statement of the outcome, including details of the reasons for the outcome; and
- e) The process commences within 10 working days of the formal lodgement of the complaint or appeal and supporting information and all reasonable measures are taken to finalise the process as soon as practicable.

16.1 Complaint/Grievance Submission and Appeals Procedure

The understudies are encouraged to discuss or resolve the issue with the other understudies or trainer involved. ANE college will attempt to manage internal complaints handling and appeals process that is as the following requirements indicate.

Step One	Speak to the person with whom you have the complaint/grievance with and try to resolve the issue or problem yourself
If this does not solve your problem, then go to Step Two	
Step Two	Lodge a written complaint or appeal with your trainer or reception and ensure that it registered
	From this action, you will be required to speak with your trainer, the Training Manager/DOS or the CEO depending on the cause of your complaint or appeal.
	This must be done within 20 working days of the issue occurring
Step Three	An investigation will commence within 10 days of the lodgment of the complaint/ appeal
Step Four	The understudies will be advised in writing of the outcome of the investigation within 10 days of the commencement of the lodgment unless an extension is agreed to in writing by all parties to affect an outcome.
If this does not solve your problem, then go to Step Five	

Step Five	ANE college will advise the understudies of the external appeals process. This process must be advised within seven (7) days of receipt of an outcome.
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The understudies must access the complaint, grievance, or appeals process within 20 working days of any issue that becomes the reason for the process. After this period where the issue is concerned with a lack of attendance, poor competence outcomes or failed financial payments, ANE college may be required to report the understudies to DHA.

If the understudies are not satisfied with the result or conduct of the internal complaint handling and appeals process, ANE college will advise the understudies of their rights to access the external appeals process at minimal or no cost.

If the understudies choose to access the ANE college's complaints and appeals processes, the college will maintain the understudies' enrolment while the complaints and appeals process is ongoing.

If the understudies are still not satisfied with the resolution of the grievance, they are able to seek advice and further assistance from the authorities listed below.

Overseas Students Ombudsman - Commonwealth
http://www.ombudsman.gov.au/contact-us
National Training Complaints Hotline
Telephone – 13 38 73 and select option 4 Email – ntch@education.gov.au

16.2 Appeals Process

A complaints/grievances and assessment appeal process are an integral part of the Standards for Registered Training Organisation (RTO) 2015, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

A fair and impartial appeals process is available to the understudies of ANE college. If the understudies wish to appeal his/her complaint/grievance/assessment result, he/she must first discuss the issue with the trainer/assessor.

If the understudies would like to proceed further with the request after discussions with the trainer/assessor a formal request is made in writing outlining the reason(s) for the appeal.

16.3 Grounds for Appeal

An application for appeal will be considered where the understudies:

- To claim to be unfairly treated by fellow students or staff.
- To claim to be unfairly treated by compliance with ANE college's policy and procedures.
- To claim a disadvantage because the trainer did not provide a subject outline.
- To claim disadvantage because the trainer varied without consultation or in an unreasonable way the assessment requirements as specified in the subject outline.
- To claim disadvantage because assessment requirements specified by the trainer were unreasonably or prejudicially applied to him or her.

- Are of the view that a clerical error has occurred in the documenting of the assessment outcome; or
- To claim that there is a discrepancy between the practical observation and the formal assessment.

All appeals, requested to follow the appeal process, are recorded, and reviewed at Management Review Meetings. Results of all appeals are communicated in writing to the understudies within 20 working days of the result being finalised, and a copy of any communication is also kept on file, both on the complaints register and, in the understudies - individual file.

A post-graduate appeal will only be valid if submitted within 30 calendar days of the issue date of the graduation certification or 30 calendar days from the cancellation of enrolment as recorded by PRISMS.

17.0 ANE College Resources

ANE college maintains suitable and up to date premises and equipment, which comply with all relevant government regulations and are kept in good order and upgraded, as necessary.

ANE college also maintains administration and training facilities and equipment to ensure smooth and effective operations. Facilities and equipment are set up, cleaned, and maintained regularly to provide a pleasant and efficient working environment. Records of premises and equipment are kept for financial and maintenance purposes. Staff and the understudies have access to necessary instructional and assessment facilities, materials, and equipment.

Training facilities have:

- Accessible amenities such as toilets and drink stations
- Adequate acoustics without disturbance from external noise
- Adequate lighting for normal viewing, writing, and reading, without glare, brightness or distractions
- Adequate ventilation and heating/cooling enough to maintain a suitable temperature for work and study
- Clear sight and hearing from all points and to the point of presentation
- Comfortable, ergonomic chairs, designed for use over a sustained period
- Flexible layout options appropriate to room size, shape and furniture
- Pleasing aesthetics
- Enough power points placed appropriately
- Suitable audio visual and presentation equipment
- Suitable tools and equipment set up safely and securely
- Tables that have appropriate space for writing and training activities

Students can also display personal advertisements and messages on the notice boards.

17.1 Computers and the Internet

ANE college does not have computer laboratories with printing or saving facilities. The understudies are required to supply their own saving device (e.g., USB device) for personal use and are expected to supply their own device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.

17.2 ANE College Building Security System and Smoke Alarms

All rooms on campus are fitted with smoke alarms and have the emergency exit procedures displayed on the walls. In the case of an emergency, the understudies are requested to remain calm and follow staff instructions.

Students should familiarize themselves with the Emergency Procedures as posted on the student notice board.

17.3 Equipment

Equipment is available for ANE college's purposes only by both staff and the understudies. Please ensure that you always use all equipment safely and follow WHS procedures. Get help if there is a problem.

17.4 Text and Reference books

ANE college has made available textbooks and reference books that are required by the understudies for study purposes. The textbooks will be provided to the understudies after the completion of payment of the notified material fee. Further, the understudies may also make use of ANE college's facilities for study purposes and Trainers may take students to local libraries and organise a library representative to explain membership and research techniques.

18.0 Issuance of Qualifications

On completion of a course, the understudies will be issued with the appropriate certification/test amur. On completion of delivery units, trainers will submit a Competency Summary Form to Administration for entry into ANE college's SMS. On completion, at a competent level, of all subjects within the appropriate course, the understudies will be eligible to receive qualifications.

Upon exit, if students do not complete all required subjects at competent level, they will not be eligible to receive a Certificate. They will, however, be eligible to receive a Statement of Attainment for their successes.

AQF certification documentation is required to be issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete and providing all agreed fees the learner owes to the RTO have been paid.

All qualifications and statements of attainment issued will be issued without alteration or erasure and be identified by as unique ANE college's student number – printed on the qualification or statement. ANE College college will maintain a record of all qualifications issued for a period of 30 years.

19.0 Course Completions

The understudies must complete, at competent level, all subjects that comprise a course at ANE college. Both core and elective competency units have been preselected to maximize vocational outcomes and to this end ANE college may have included bonus units at no extra cost to the understudies.

19.1 Rules Ensuring Comfort & Convenience

As ANE college is a place for training and learning certain rules apply, during the conduct of courses, for the convenience and comfort of all students and staff. Compliance with rules is a condition of entry to ANE college.

19.1.1 Alcohol

Alcohol is NOT permitted on ANE college's premises. It being an educational Institution, the influence of alcohol spoils the learning environment of the Institution.

19.1.2 Smoking

ANE college is a NON-SMOKING workplace, and we ask for your assistance not to smoke on ANE college's premises or within the building.

19.1.3 Chewing Gum

The chewing of gum is NOT allowed on the premises, as all of classrooms and hallways have carpets.

19.1.4 Drugs

You must NOT bring drugs to ANE college. Anybody found doing any sort of dealing with the drugs will be expelled from the college and will be reported to the police.

19.1.5 Spitting

Spitting is NOT allowed in public places in Australia. It is against the law, and you can be fined if you are caught spitting.

19.1.6 Firearms and Knives

It is against the law in New South Wales to carry firearms or knives at the public places. You must NOT bring any firearms, knives, or any kind of weapons to ANE college. Anybody found with any sort of weapons will be expelled from the college and will be reported to the police.

19.1.7 Dress

Dress should be neat and tidy, giving a professional look to the understudies. Thongs or any clothing considered by management to be offensive will not be allowed.

19.1.8 Mobile Phones

All mobile phones should be switched off during class or any seminar. You can use the mobile phones out of class sessions, during the breaks and in the common room.

19.1.9 Food and Drink

No Food or Drink is allowed in the classrooms, computer labs, hallways, stairways, and lifts. You can use the common room for eating and drinking.

19.1.10 Litter

Please use the rubbish bins provided for the litter.

19.1.11 Other Important Tips

Never leave your belongings unattended. In case anything is lost, check at Reception and in the classroom. Keep ANE college's premises clean and do not write anything on the walls or on the desks. The understudies are required to leave the college's premises in neat and tidy condition.

20.0 Living Costs in Australia²

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia (all costs are in Australian dollars).

The costs below are an approximate guide only. Students should be aware that these costs can vary depending on your study location in Australia.

Accommodation

- **Hostels and Guesthouses** - \$90 to \$150 per week
- **Shared Rental** - \$85 to \$215 per week
- **On campus** - \$90 to \$280 per week
- **Homestay** - \$235 to \$325 per week
- **Rental** - \$165 to \$440 per week
- **Boarding schools** - \$11,000 to \$22,000 a year

Other living expenses

- **Groceries and eating out** - \$80 to \$280 per week
- **Gas, electricity** - \$35 to \$140 per week
- **Phone and Internet** - \$20 to \$55 per week
- **Public transport** - \$15 to \$55 per week
- **Car (after purchase)** - \$150 to \$260 per week
- **Entertainment** - \$80 to \$150 per week

Minimum cost of living

As of October 2019, the 12-month living cost in Australia, according to [Education and living costs in Australia \(studyinaustralia.gov.au\)](https://www.studyinaustralia.gov.au/education-and-living-costs-in-australia), are as follow:

- **You** - \$21,045.00
- **Partner or spouse** - \$7,362.00
- **Child** - \$3,152.00

You must meet the financial requirements in order to receive a student visa for Australia.

All costs are per year in Australian dollars. To convert to your own currency, visit <http://www.xe.com/> (opens in a new window)

The Australian Government provides information and guidance on managing your finances. You can read more at www.moneysmart.gov.au (opens in a new window)

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your [cost of living](https://www.insiderguides.com.au/cost-of-living-calculator/) (opens in a new window) in Australia www.insiderguides.com.au/cost-of-living-calculator/ (opens in a new window).

If you experience financial trouble while in Australia, talk to your institution's international student support staff for assistance.

² <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

20.1 About Sydney

The NSW International Student Support Service is a new Study NSW initiative in partnership with Service NSW.

No matter what type of study you are doing, whether you are here for a few months or a few years, we are committed to helping you have a safe and rewarding experience. We want living and studying in Sydney and NSW to be a memorable time for all international students.

<https://www.service.nsw.gov.au/transaction/support-international-students>

20.1 Transport

20.1.1 OPAL Card

Opal cards are smartcard tickets that you keep, reload and reuse to pay for travel on public transport. Simply add value to your Opal card then tap on and tap off to pay your fares on trains, buses, ferries, and light rail – anywhere within the Opal network.

As well as the lowest single fares, Opal cards have lots of benefits for regular travellers.

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

- Trains <http://www.sydneytrains.info/>
- Buses <https://transportnsw.info/travel-info/ways-to-get-around/bus>
- Ferries <https://transportnsw.info/travel-info/ways-to-get-around/ferry>

20.2 Taxis

It is typically easy to find a taxi in Sydney. Prices vary depending on the distance travelled. If you take a taxi on a tollway you will have to pay the toll for the taxi's return journey. You can take a taxi from a taxi rank, book one by telephone or you can 'hail' a taxi from the street.

https://www.131008.com/cgi-bin/cart/newbook.cgi?view_all=1®ion=Sydney&st=New%20South%20Wales

20.3 Weather

Sydney has a mild climate, especially in winter, but be aware that the weather is subject to quick changes. Each day may be a combination of seasons, so be prepared for rain, heat, or cold, wind and sunshine all in the one day. Perhaps you should carry an umbrella and something warm. Listen to the weather forecasts carefully.

<http://www.holiday-weather.com/sydney/averages/>

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
High °C	26	26	26	25	23	20	18	17	18	20	22	24
High °F	79	79	79	77	73	68	64	63	64	68	72	75
Low °C	18	19	19	18	15	12	10	8	9	12	14	16
Low °F	64	66	66	64	59	54	50	46	48	54	57	61
	Summer			Autumn			Winter			Spring		

20.4 Festivals

Sydney has many festivals. Chinese New Year is celebrated every year. Sydney also celebrates New Year's Eve (December 31) with spectacular fireworks over the Harbour. The Sydney Festival is in January every year and lasts for the whole month. The Gay and Lesbian Mardi Gras is held in late February or early March.

https://www.sydneyfestival.org.au/2018/?gclid=EAlalQobChMluaTMgMri1wIVjwsrCh0BjgN0EAAYASAAEgl5qPD_BwE

20.5 Trading Hours

<https://www.google.com.au/search?q=sydney+trading+hours&oq=sydney+trading+hours&aqs=chrome..69i57j0l5.7159j0j4&sourceid=chrome&ie=UTF-8>

20.6 Medical Problems

If you get sick, you may have to go and see a doctor. In Australia you do not go to a hospital unless you are seriously ill. You go to your local doctor who will have a surgery near your house. If you cannot leave the house, you can ring the doctor's receptionist and make an appointment for the doctor to visit you. In this case the cost will be greater.

If you cannot come to ANE college, the doctors will give you a medical certificate that describes what is wrong with you, stating how many days you may stay at home. Do not forget to give your medical certificate to the receptionist when you return to the college or the time you are away will affect your attendance. Your OSHC may reduce the cost of medical services.

20.7 Telephone

Local calls on a public telephone require coins. Coins to use: 10 cents, 20 cents, 50 cents and \$1 coins only. You can buy phone cards that cost between \$2 and \$50 at any newsagent or authorised outlet.

20.8 Emergency

- Police, Fire, Ambulance 000 (landline service)
- Police, Fire, Ambulance 112 (mobile service)
- Telephone Interpreter Service (TIS) 13-1450

For 24 hours emergency and after working hours, ANE college student, please contact Mr. P. Siwakoti, Mobile phone number: 0431 243 784.

20.9 International Calls (Out)

- 0011 + country code + area code + number (country codes may be found in the telephone directory).
http://www.exportbureau.com/telephone_codes/international_dialcode.html

20.10 Banking

There are many different types of bank accounts. Ask about the different types of accounts before you decide which one you would like to open. A Savings Account is probably the most suitable account for the understudies. When you open an account, you will normally receive an Automated Teller Machine (ATM) Card allowing you to

withdraw money after hours. Many shops in Australia will not accept cheques but most will take credit or debit cards. An ATM Card cannot be used for credit, but it can be used in some supermarkets to pay for the bill (as long as there is money in your account) and it can be used to withdraw money from the machine (ATM) you find outside banks and in selected locations.

20.11 Accommodation

Private rental accommodation in and around Sydney ranges in price depending on the individual understudies' needs. Some suggested locations are:

- <https://furnishedproperty.com.au/>
- <http://urbanest.com.au/>
- <http://www.studentaccommodationsydney.com/>
- <http://www.accommodationinsydney.com/>
- https://www.sublet.com/city_rentals/newsouthwales_rentals.asp
- <http://www.homestaynetwork.org/>
- <https://www.yha.com.au/>
- <https://flatmates.com.au/>
- <https://www.realestate.com.au/rent>

ANE college can help the understudies, who are arriving for the first-time including airport pick-up, to find appropriate accommodation, if necessary, upon payment of nominated charge. But it is usually easier and cheaper for students to organise their own arrangement where possible.

20.12 Working in Australia.

From 1 January 2010, this Fair Work Information Statement is to be provided to all new employees by their employer as soon as possible after the commencement of employment. The Statement provides basic information on matters that will affect your employment. If you require further information, you can contact the **Fair Work Infoline** on **13 13 94** or visit www.fairwork.gov.au.



20.12.1 The National Employment Standards

The [Fair Work Act 2009](#) provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

There are 10 minimum workplace entitlements in the NES:

1. A maximum standard working week of 38 hours for full-time employees, plus 'reasonable' additional hours.
2. A right to request flexible working arrangements.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer's leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.

8. Public holidays and the entitlement to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at www.fairwork.gov.au. Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees.

If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer's leave, parental leave, and your right to request flexible working arrangements.

20.12.2 Right to request flexible working arrangements.

Requests for flexible working arrangements form part of the NES. You may request a change in your working arrangements, including changes in hours, patterns, or location of work from your employer if you require flexibility because you:

- Are the parent, or have responsibility for the care, of a child who is of school age or younger.
- Are a carer (within the meaning of the *carer recognition act 2010*)
- Have a disability.
- Are 55 or older.
- Are experiencing violence from a member of your family or
- Provide care or support to a member of your immediate family or household, who requires care or support because they are experiencing violence from their family.

If you are a parent of a child or have responsibility for the care of a child and are returning to work after taking parental or adoption leave you may request to return to work on a part-time basis to help you care for the child.

20.12.3 Modern awards

In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover employees who are not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high-income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than the high-income threshold, currently set at \$142,000 per annum and indexed annually, a modern award will not apply, but the NES will.

20.12.4 Agreement making.

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by the Fair Work Commission.

You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website, www.fwc.gov.au.

20.12.5 Individual flexibility arrangements

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

20.12.6 Freedom of association and workplace rights (general protections)

The law not only provides you with rights, but it also ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence, and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission (applications relating to general protections where you have been dismissed must be lodged with the Fair Work Commission within 21 days).

20.12.7 Termination of employment

Termination of employment can occur for several reasons, including redundancy, resignation, and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is 'harsh, unjust or unreasonable'. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to the Fair Work Commission for assistance. It is important to note that applications must be lodged within 21 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit www.fairwork.gov.au.

20.12.8 Right of entry

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from the Fair Work Commission and, generally, must provide 24 hours' notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's

organisation or occupational health and safety matters. A permit holder can inspect or copy certain documents; however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

20.12.9 The Fair Work Ombudsman and the Fair Work Commission

The Fair Work Ombudsman is an independent statutory agency created under the *Fair Work Act 2009*, and is responsible for promoting harmonious, productive, and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the Fair Work Infoline on 13 13 94 or visit www.fairwork.gov.au.

The Fair Work Commission is the national workplace relations tribunal established under the *Fair Work Act 2009*. The Fair Work Commission is an independent body with the authority to carry out a range of functions relating to the safety net of minimum wages and employment conditions, enterprise bargaining, industrial action, dispute resolution, termination of employment, and other workplace matters. If you require further information, you can visit the Fair Work Commission website, www.fwc.gov.au.

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.

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21.0 Students (The Understudies)

21.1 Evacuation of Buildings

FIRE/SMOKE OR IMMEDIATE EMERGENCY CONDITIONS

All students are to follow three primary safety principles during any emergency:

- Follow the instructions of Public Safety and Fire or Police Department personnel and ANE staff.
- **DO NOT PANIC**
- **DO NOT USE ELEVATORS**

If an emergency condition arises here is what to do:

When you hear the fire bell

- **Do not panic.**
- **Listen for a warning that the alarm may only be a test.**
- If requested to evacuate remain calm and proceed with orderly evacuation
- Follow ANE staff to the exit signs and use the **Fire Exit stairwells only.**
- Go to the designated safety area and wait with staff and students.
- Your trainer will check your name against the class roll.
- **NEVER USE THE ELEVATORS UNLESS DIRECTED BY FIRE DEPARTMENT**
- **Do not return to fire/smoke floor until instructed to do so.**

22.0 Privacy

ANE college will follow the ten National Privacy Principles (NPP) in the handling of personal information of the understudies / employees.

NPP 1 - Collection

Collection of personal information must be fair, lawful, and not intrusive. A person must be told the organisation's name, the purpose of collection, any laws requiring the collection, the main consequences if all or part of the information is not provided, and that the person can get access to their personal information.

The organisation must collect personal information directly from the individual if it is reasonable and practicable to do so. An organisation which collects personal information about an individual from someone else must ensure that the individual is or has been made aware of the disclosure required above.

NPP 2 - Use & Disclosure

ANE college should only use or disclose information for the purpose for which it was collected unless the person has consented, or the secondary purpose is related to the primary purpose and a person would reasonably expect such use or disclosure.

Where personal information (other than sensitive information) is used for the secondary purpose of direct marketing and it is not practicable to obtain consent, each direct marketing communication must provide the individual an opportunity of not receiving further direct marketing communication.

NPP 3 - Information Quality

ANE college must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to date.

NPP 4 - Data Security

ANE college must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification, or disclosure.

NPP 5 - Openness

ANE college must have a policy document outlining its information handling practices and make this available to anyone who requests it.

NPP 6 - Access and Correction

ANE must give an individual access to personal information it holds about that individual on request.

NPP 7 - Identifiers

ANE college must not adopt, use or disclose an identifier that has been assigned by a Commonwealth government 'agency'. For example, a tax file number or Medicare number.

NPP 8 - Anonymity

ANE college must give people the option to interact anonymously whenever it is lawful and practicable to do. A person cannot acquire financial services anonymously. However, a person could make a general enquiry (for example, about the policy coverage available) without giving his or her name.

NPP 9 - Transborder Data Flows

ANE college can only transfer personal information to a recipient in a foreign country in circumstances where it is necessary to do so to complete an agreement with a person, or where the information will have appropriate protection, or the person has consented to the transfer.

NPP 10 - Sensitive Information

ANE college must not collect sensitive information (for example, details of a person's race, religion, sexual preferences or health) unless the individual has consented.

23.0 Privacy Notice

Under the *Data Provision Requirements 2012*, The RTO is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by ANE College for statistical, regulatory and research purposes. The RTO may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer – if you are enrolled in training paid by your employer.
- Commonwealth and State or Territory government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys; and
- Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
 - Issuing a VET Statement of Attainment or VET Qualification and populating Authenticated VET Transcripts.
 - Facilitating statistics and research relating to education, including surveys.
 - Understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

24.0 Student Induction and Declaration

Understanding of ANE College's Rules

I,ANE college's student, ID:..... acknowledge that all of ANE college and Course Information, Enrolment Terms and Conditions, Registration and Course fees and Refund Policy and Visa terms and conditions have been provided and fully explained to me during my ANE college's Orientation and that I understand and agree to abide by all of these terms and conditions.

I understand:

- That if I am in jeopardy of breaching any of these terms and conditions ANE college will initiate a Warning and Reporting Procedure.
- That if I am in breach of any of these terms and conditions, my enrolment from ANE college will be cancelled and if I am on a visa my details will be forwarded to the Department of Home Affairs with a recommendation for the cancellation of student (Temporary) visa.
- That while I am on a Student (Temporary) Visa in Australia, I am obligated to attend ANE college for 16 hours of supervised tuition on-site and Four (4) hours online each academic week from the commencement date of my CoE;
- That I am required to maintain, as ANE college defines (100%), a satisfactory rate of academic progress, doing all the required assignments, appearing in all the required tests/examinations (written/oral), attending all the required seminars and being on time on all occasions.
- That I will notify ANE college of any change of contact details.
- That I must always remain 'financial' and will pay all my Fees including Tuition Fees on time.
- That I will always maintain my Overseas Student Health Cover Insurance.
- That I have read and understood all ANE college's rules, policies, and procedures as detailed in the student handbook, Legislative Requirements Student Information Folder, all course and marketing information and Student Orientation; and
- That I again understand and agree that if I am in breach of any of these conditions my enrolment will be cancelled, and details recommended to DHA for cancellation of student visa.

.....
Student Printed Name and Signature

.....
Date

25.0. Glossary

25.1. The understudies

The understudies are a terminology to describe people who are currently studying at ANE college – is being replaced for the word 'student' in some cases in this documentation.

25.2. ANE College (ANE) College

ANE College is a trading name of Australian National Education Pty. Ltd.