



**AUSTRALIAN
TRADE
SKILLS**

INTERNATIONAL STUDENT HANDBOOK

CONTENTS

WELCOME TO AUSTRALIAN TRADE SKILLS	3
AUSTRALIAN TRADE SKILLS.....	4
LIFE IN AUSTRALIA	5
Living and Studying in Sydney, Australia	5
Things to do in Sydney.....	5
STUDYING AT AUSTRALIAN TRADE SKILLS	7
Course Selection.....	7
Course Entry Requirements.....	7
INTERNATIONAL STUDENT VISA	8
MANAGING YOUR FINANCE	9
COST OF LIVING	9
Accommodation	9
Other living expenses	9
Additional Costs.....	10
Protecting Yourself from Money Scams	10
TRANSPORT AND DRIVING	11
Transport Concession in New South Wales.....	11
Driving.....	11
THE APPLICATION PROCESS – INTERNATIONAL STUDENTS	12
How to Apply For Study.....	12
Your Letter of Offer	12
Confirmation of Enrolment	13
VISA INFORMATION.....	14
English Requirements.....	14
VISA Requirements.....	14
Overseas Student Health Cover (OSHC)	14
PLANNING YOUR DEPARTURE	15
Australian Quarantine Services	16
Declare It	16
OVERSEAS STUDENTS OMBUDSMAN	17
TUITION PROTECTION SERVICE.....	17
CONSUMER PROTECTION	17
INSTITUTION STUDENT SUPPORT SERVICES	18

DISABILITY SUPPORT	18
OTHER SUPPORT SERVICES.....	19
YOUR RESPONSIBILITIES AS AN OVERSEAS STUDENT.....	20
STUDENT VISAS.....	20
STUDENT ORIENTATION AND INDUCTION	20
GENERAL TERMS AND CONDITIONS OF ENROLMENT	21
Course Fees and Charges.....	21
RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER.....	22
Adjustment of Course Duration and Fee.....	23
COURSE ASSESSMENT AND METHODS.....	24
UNIQUE STUDENT IDENTIFIER	25
Benefits of USI	25
Creating Your USI.....	25
Duplicate USI	26
Forgotten USI.....	26
PART-TIME WORK DURING STUDY.....	27
What is the job market like in Australia?	27
Earning while Studying	27
How can I prepare myself for a job?	27
Student work rights and obligations	28
STUDENTS’ RIGHTS AND RESPONSIBILITIES	29
ISSUING OF QUALIFICATIONS	30

WELCOME TO AUSTRALIAN TRADE SKILLS

Thank you for choosing to study with Australian Trade Skills.

We hope your time with us is productive and rewarding.

This Student Handbook is designed to provide pertinent information about your training, assessment and student support services at Australian Trade Skills. This Student Handbook also gives your information about your rights and responsibilities as a Student Visa Holder and an Australian Trade Skills student.

It is very important that you read and understand this Student Handbook completely. If there are any sections of the Handbook that you have queries about, please contact the Student Support Officer.

The staff members at Australian Trade Skills wish you all the luck in your chosen course and look forward to supporting your education journey with Australian Trade Skills to reach your career and study goals.

Daniela Rocchi

Chief Executive Officer

Australian Trade Skills

AUSTRALIAN TRADE SKILLS

Australian Trade Skills is a private registered training organisation that deliver nationally recognised accredited qualifications in the Building and Construction sector to help you advance you in your career.

We provide personalised education to people from all walks of life across Australia. We are proud to offer leading education and practical training to ensure that students are fully equipped to enter their chosen career.

Australian Trade Skills works closely with industry to create training and educational programs that cater to all sectors. We aim to promote an environment which develops practical skills and personal attributes that form the foundation for future success.

We have rapidly grown to become one of Industry's leading providers of quality Vocational Education and Training and is currently a large supplier of vocational skills training across Australia. This has been achieved by tailoring training solutions to employer's workforce solutions.

To provide the best training, all Australian Trade Skills trainers are industry-aware and have real experience in their fields of expertise allowing them to maintain currency in their skills and knowledge and modifying their courses to reflect changes in the industry. Students can be confident that they are gaining the most current skills and knowledge that they can apply to their job roles.

Australian Trades Skills will always conduct ourselves in good faith and with transparency. We are governed by the Education Services for Overseas Students (ESOS) Act 2000 and the national VET Regulator – Australian Skills Quality Authority (ASQA) to ensure the quality of your education.

LOCATION

Australian Trade Skills

Campus address: 251 Milperra Road, Revesby NSW 2212

Phone: 02 9061 5341

Email: admin@australiantradeskills.com.au

Website: australiantradeskills.com.au

LIFE IN AUSTRALIA

Australia is a safe, inclusive and supportive study environment, where you will feel welcomed and inspired.

Australians have a reputation for being friendly and welcoming, with an open and informal approach to life, while also showing respect for the rights and freedoms of others. Australia has a very high standard of living, with the quality of education, healthcare, transport, infrastructure and government services all well above international averages.

Australia has a reputation as a safe place to live, with the streets and public spaces of Australian cities offering security and freedom not always found in other parts of the world. In fact, Australian cities have some of the lowest crime rates in the world. Whether you're in a city, town or regional area, your Australian experience will be hugely rewarding.

When you study here, you will join hundreds of thousands of students from Australia and around the world - including many from your home country - who are discovering new friends and exciting opportunities.

LIVING AND STUDYING IN SYDNEY, AUSTRALIA

Sydney offers an amazing student experience. It is the gateway to the vibrant and diverse regions of New South Wales and the country's other capital cities. It is well known for its magnificent Harbour Bridge, Sydney Opera House, pristine beaches, amazing food and entertainment scene and multicultural population.

Sydney's dynamic and fluid culture is owed to its diverse and multicultural population with significant non-English background communication including Chinese, Macedonian, Lebanese, Vietnamese, Filipino, Greek, Irish, Scottish, Jewish and Japanese.

Sydney offers some of the best educational opportunities in the world. It is home to many world-renowned private colleges delivering skills training in key areas. International students enrol from all over the world to enjoy the exceptional standards of education available and benefit from the high graduate employability rates. With a wide range of globally recognised courses available, there's something for every student to choose from.

THINGS TO DO IN SYDNEY

Explore and Shop Sydney's Markets

Sydney has a number of outdoor markets all over town where you can find unique artisan goods, fresh farm produce and more. On weekend, you can check out the Rocks Markets to shop a range of handcrafted jewellery, locally design fashion and unique homewares.

Head over to the massive Paddy's Markets and explore over 1000 stalls. You'll find cosmetics to footwear, sporting goods to souvenirs and even hot food!



Visit the Sydney Opera House

One of Sydney's most iconic landmarks is the Sydney Opera House so your time in the city wouldn't be complete without a visit there. The Sydney Opera House is seen as one of the symbols of 20th Century architecture and its four tapestries reveal fascinating stories about its design legacy and rich cultural heritage.

Be sure to visit not only during the day but also after the sun sets.



Admire Fine Art at Sydney's Art Gallery of New South Wales

Art lovers, you don't want to miss out on the interesting and beautiful masterpieces at the Art Gallery of New South Wales. This art gallery is one of Australia's flagship art museums and the state's leading visual arts institution. With a commitment to making art a vital part of everyday life, the gallery constantly updates its wide range of exhibits.



Relax at Bondi and Manly Beach

Escape the city and take in postcard-worthy sea views at Sydney's world-famous beaches: Bondi Beach and Manly Beach. Take a stroll and pack a picnic or enjoy a morning swim at the beautiful Bondi Beach, which can be enjoyed at any time of the year.

If surfing is your thing, watch skilled surfers or hop on a board and ride the waves at Manly Beach. After that, you can grab a bite or drink at any of the beachside cafes, bars and restaurants.



Enjoy The Sights & Animals At Taronga Zoo

If you're an animal lover, plan a trip to the Taronga Zoo and spend the day getting up close with koalas, kangaroos, giraffes and more!

With over 5,000 animals from more than 350 species – of which some are endangered – in their care, Taronga has evolved from a location of entertainment to a mature conservation and education hub.



STUDYING AT AUSTRALIAN TRADE SKILLS

The following courses are currently available to international students on a student visa at Australian Trade Skills:

- CPC30220 Certificate III in Carpentry
- CPC30620 Certificate III in Painting and Decorating
- CPC32620 Certificate III in Roof Plumbing
- CPC40120 Certificate IV in Building and Construction
- CPC50220 Diploma of Building and Construction (Building)

You may view the register of courses by visiting the CRICOS Website here:

The current listing will provide course details including the course code, course title, CRICOS number, the duration and the upper limit course fee. This fee may be reduced by Credit Transfer or RPL or by Australian Trade Skills offering the student a discounted course fee.

COURSE SELECTION

Students are encouraged to contact Australian Trade Skills to discuss their study pathway and career goals. The career advisor will provide course information and job outcomes for all courses offered at Australian Trade Skills. Students can contact admin@australiantradeskills.com.au to discuss their options. Students will be provided with pre-enrolment information which will enable them to make informed decisions about their studies.

COURSE ENTRY REQUIREMENTS

There are minimum English Proficiency requirements for all VET courses. Please check the courses page of the website to find out more on the English requirements. There are also Language, Literacy and Numeracy requirements for students who wish to pursue certain courses.

For Academic Courses:

IELTS band score of 5.5 (academic test version) or TOEFL PBT score of 530 or TOEFL CBT score of 197 or TOEFL IBT overall score 71 (No band less than 70) or equivalent internationally recognised exam result in line with Department of Home Affairs.

Satisfactory completion of 6-12 weeks of Upper Intermediate level course in English for Further Study or Trade Based Courses: An IELTS of 5.5 or Equivalent or 6 Weeks of English for Further Study.

INTERNATIONAL STUDENT VISA

As an international student studying in Australia, you are required to have a valid student visa for the type of study you wish to pursue.

As an international student on a student visa, you must study with an institution and in a course that is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS registration guarantees that the course and the institution at which you study meet the high standards expected by international students.

Along with the ESOS Act and National Code, there are also regulatory and quality assurance organisations for Vocational Education and Training (VET) institutions. For VET: Australian Skills Quality Authority (ASQA) at <http://www.asqa.gov.au/>

MANAGING YOUR FINANCE

This section addresses the additional expenses and financial issues that students and their parents may find helpful when assessing the full costs of studying and living in Australia. Depending on the program of study selected by the student and the student's personal preferences, they may incur the following expenses.

Please note, this information is provided as a guide only. All costs are correct at the time of publication and are subject to change.

COST OF LIVING

ACCOMMODATION

As an international student, you are responsible for your own day-to-day living costs. These costs can vary enormously from one student to another.

Once you have received confirmation of where you will be studying, you should look for accommodation that suits your needs and budget. Student accommodation is usually highly sought after and requires prior planning. Considerations when searching for accommodation include;

- Costs will vary depending on your chosen state, city and type of accommodation
- Always confirm the total cost and any other expenses you may be required to pay, such as a bond and utility fees and ensure they are included in your accommodation agreement.
- Consider the distance of your accommodation from your campus and whether it is easily accessible by public transport, such as bus or train.
- Find out what shopping centres hospitals and emergency service facilities and other amenities are nearby.

The following costs are an approximate guide

- Hostels and Guesthouses - \$90 to \$150 per week
- Shared Rental - \$95 to \$215 per week
- Homestay - \$235 to \$325 per week
- Rental - \$185 to \$440 per week

OTHER LIVING EXPENSES

- Groceries and eating out - \$140 to \$280 per week
- Gas, electricity - \$10 to \$20 per week
- Phone and Internet - \$15 to \$30 per week
- Public transport - \$30 to \$60 per week
- Car (after purchase) - \$150 to \$260 per week
- Entertainment - \$80 to \$150 per week

The Department of Home Affairs has financial requirements you must meet in order to receive a student visa. Below is a guide on the requirements you must meet to study in Australia:

- You: \$21041
- Partner or spouse: \$7362
- Child: \$3152

All costs are in Australian Dollars (AUD).

Information sourced from <https://www.studyaustralia.gov.au/english/live/living-costs>

For up to date

Useful accommodation Web Sites:

- <http://www.realestate.com.au/>
- <http://www.flatmates.com.au/>

ADDITIONAL COSTS

- Australian visa application and associated test costs
- Additional visa applications (i.e work permit etc.)
- Transport to Australia
- Travel to and from campus
- Travel to and from placement facilities
- Daily living expenses
- Off-campus excursions
- Stationery (books, pens, photocopying etc.)
- Applicable textbooks
- Supplementary assessments (if applicable, conditions apply)
- Re-attendance of classes (if you Fail/did not achieve competency)
- Replacement study guides or program learning materials
- Students are advised to keep their receipts regarding education expenses for taxation purposes (if applicable)
- Work experience may be unpaid – therefore students will need to balance their finance and paid work time.

PROTECTING YOURSELF FROM MONEY SCAMS

Scammers know all kinds of tricks to get you to hand over your money. Protect yourself from online scams and reduce cyber risk. You can read about some practical things you can do to protect yourself and stay one step ahead of the scammers on [Money Smart](#).

The Australian Government provides information and guidance on managing your finances. You can read more at www.moneysmart.gov.au

TRANSPORT AND DRIVING

Transport options available in Australia include buses, trains, trams and ferries. Access to these transport services will vary depending on where you live. You will also be able to access private and public car services from taxis/Ubbers to hired limousines, available to take you from door to door.

Public transport costs vary depending on where in Australia you live and the type of transport you are using. You should look at the relevant state or territory government website for where you are living to see the full range of services available, timetables and the costs associated.

TRANSPORT CONCESSION IN NEW SOUTH WALES

International students are generally not entitled to transport concessions in NSW. More information on getting around Sydney and New South Wales is available on the [Transport NSW website](#)

A small number of international students whose study is fully-funded under certain Australian Government scholarships may be eligible for transport concessions. Contact to your education provider directly for details on eligibility.

DRIVING

If you hold a current drivers licence in your home country, you might be able to drive in Australia without sitting for any further driving tests. But remember that many state and territory governments require you to get an Australian drivers licence if you are here for more than three months. Your licence requirements, and any driving restrictions, are managed by the state or territory government where you are living. Visit the relevant state or territory government website or go to australia.gov.au to find out more.

For more information on transport in Australia, visit Study Australia or <https://www.studyaustralia.gov.au/english/live/plan-your-arrival/transport>

THE APPLICATION PROCESS – INTERNATIONAL STUDENTS

To study in Australia you will need to apply for both admission to an institution and also for a student visa from the Australian Government.

There are a number of steps you must go through including:

- Deciding on your preferred course of study
- Submitting your application/enrolment form to Australian Trade Skills
- Receiving and accepting a Letter of Offer from Australian Trade Skills
- Receiving your electronic Confirmation of Enrolment (eCOE)
- Applying for your student visa
- Arriving for study once visa granted

There is a range of entry requirements that you will need to meet for both your chosen course and visa application. This can include:

- Academic requirements
- English language requirements
- Evidence of funds to support your study
- Overseas student health cover

If you are already living or working in Australia, you may still be able to apply to study as an international student.

HOW TO APPLY FOR STUDY

Once you have decided on your course of study, you will be required to fill in an application form and submit it to Australian Trade Skills. The form is available on the Australian Trade Skills website - australiantradeskills.com.au or you can email admin@australiantradeskills.com.au or you may use one of Australian Trade Skills Education Agents.

You will need to prepare supporting documentation to submit with your application. The documents vary depending on the course and qualification you are studying for. The most important documentation include:

- Certificates that verify your previous study including qualifications you already have.
- Evidence of your English language proficiency
- Certificate or documents which verify previous study or work experience if you are seeking course credits. These must be translated into English.
- Australian Medical Insurance (if you already have a scheme).
- A copy of your passport

YOUR LETTER OF OFFER

If your application is successful, you will receive a “Letter of Offer”. To confirm your offer, you must respond to this letter by signing and sending an acceptance and formalisation of offer back to Australian Trade Skills. This can be done by mail or, by scanning and emailing the letter or electronically signing and returning the letter. The Letter of Offer sets out the course you will be enrolled in, enrolment conditions, start and end

date of your chosen course, the fees you need to pay and the refund payable if you don't complete your course the provider. This contract is very important – if you don't start your course or finish your course, this written agreement will be used to determine if you will receive a refund.

Note:

- Read the Letter of Offer carefully and thoroughly before you accept it.
- Make sure that you understand all your rights, including the refund arrangements.
- Do not accept the Letter of Offer if you are not happy with any of its terms.
- Keep a copy of the Letter of Offer. You will need this copy so that you are aware of your rights and if you have to make a claim.

CONFIRMATION OF ENROLMENT

After you have accepted your Offer and paid your deposit, Australian Trade Skills will send you an “Electronic Confirmation of Enrolment (eCOE) by email. This will outline your course start date, total course fees and how long your course will run for. You will need this document to apply for your Student Visa or if you are on a Student Visa this will inform the Australian Government – Department of Home Affairs – that you are enrolled in a course of study.

VISA INFORMATION

There are several classes of student visas for Australia – the one you need depends on the type of study. To study only VET courses, you are required to apply for a Student Visa Subclass 500.

ENGLISH REQUIREMENTS

You are required to have minimum English Skills requirements for each of the course you wish to study. This is shown on each course description on the Australian Trade Skills website. There may be additional English skill requirements placed on your visa requirement by the Department of Home Affairs.

VISA REQUIREMENTS

The student visa you need depends on your chosen course of study. As a guide, the requirements you generally need to meet are:

- Issued an electronic Confirmation of Enrolment (eCOE) certificate.
- Meet the Genuine Temporary Entrant requirement.
- Sufficient funds for airfares, course fees and living costs.
- English language proficiency.
- Meet health and character requirements.
- Acceptable Overseas Student Health Cover (OSHC).
- Have sufficient funds to support any dependents you may bring to Australia including school fees for school going children.

OVERSEAS STUDENT HEALTH COVER (OSHC)

For International Students: Overseas Student Health Cover (OSHC) is **COMPULSORY** insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders. OSHC will also cover the cost of emergency ambulance transport and some prescription medications.

PLANNING YOUR DEPARTURE

Once you have been accepted to study at an institution and have received confirmation of your student visa, the next step is to start planning for your arrival.

Here is a checklist to help you plan your departure:

Passport and Visa – Check that your passport is valid for at least 6 months prior to your entry arrival in Australia, and that you have all your visa documentation. It is also a good idea to make copies of your passport in case you lose your passport.

Student enrolment and orientation documents – You will need your electronic Confirmation of Enrolment (eCoE) and student information pack, which you will have received from your institution.

Overseas Student Health Cover (OSHC) – This is a requirement for entry to Australia, so make sure you have your health cover policy arranged before you leave home.

Travel Insurance – You should consider travel insurance, which covers things your OSHC may not – such as cancelled flights, lost documents, dental or optical care, etc.

Airfares – Make sure you are aware of the date and time of your flight. Keep your flight details in a safe and secure place, with your passport and visa.

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.

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.

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.

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).

You need to be aware of what you cannot bring into Australia and therefore what you should not pack. It is illegal to carry drugs including marijuana, cannabis, heroin, cocaine and amphetamines in and out of Australia. There are a number of items that you must declare upon your arrival in Australia including:

- Firearms, weapons and ammunition
- Currency amounts of \$10,000 (or foreign equivalent)
- Some medicines
- Certain food items, plants, wood, animals etc.

AUSTRALIAN QUARANTINE SERVICES

Please be aware as to what you may bring into Australia from overseas. You can check what you can and cannot bring into Australia on the Australian Border Force website: <https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in>

No live animals and plants, plant material, animal products and some food from overseas. It is important to remember this when you're packing to not bring fresh fruit and vegetables, meat, poultry, pork, eggs, nuts, dairy goods and live plants and seeds as they will not be allowed into Australia. You may be fined for breaching any of these conditions.

DECLARE IT

You will be given an Incoming Passenger Card before you arrive in Australia. This is a legal document.

You must mark YES on your card to declare if you are carrying certain food, plant material or animal products. You can take these declared goods with you to the clearance point where they will be assessed by a biosecurity officer and may be inspected. Alternatively, you can voluntarily dispose of food, plant material or animal items in bins located in the terminal before undergoing biosecurity screening.

On arrival your baggage may be assessed by x-ray, detector dog or inspected by a departmental officer. If you provide false or misleading information to a biosecurity officer or on your incoming passenger declaration, or if you fail to answer questions about the goods or comply with directions given by a biosecurity officer, you may be:

- given an infringement notice specifying a penalty amount of up to A\$2,664
- subject to civil penalty proceedings, and/or
- prosecuted for a criminal offence. If convicted, you could face a maximum penalty of A\$1.1 million and/or be imprisoned for up to 10 years.

Your visa may also be cancelled and, if so, you will be refused entry into Australia.

You will not be penalised under the Biosecurity Act 2015 if you declare all goods, even if they are not allowed into Australia.

Please check the Australian Border Force for up to date information: <https://www.abf.gov.au/>

OVERSEAS STUDENTS OMBUDSMAN

The Overseas Students Ombudsman (OSO) investigates complaints about problems that overseas students have with private education and training institutions in Australia. The Ombudsman's services are free, independent and impartial. You can find out more about this service on their website: www.ombudsman.gov.au.

Below is a list of the Ombudsman websites for all states and territories in Australia:

- **Australian Capital Territory Ombudsman** - www.ombudsman.act.gov.au
- **New South Wales Ombudsman** - www.ombo.nsw.gov.au
- **Northern Territory Ombudsman** - <http://www.ombudsman.nt.gov.au>
- **Queensland Ombudsman** - www.ombudsman.qld.gov.au
- **South Australian Ombudsman** - www.ombudsman.sa.gov.au
- **Tasmanian Ombudsman** - www.ombudsman.tas.gov.au
- **Victorian Ombudsman** - www.ombudsman.vic.gov.au
- **Western Australian Ombudsman** - www.ombudsman.wa.gov.au

TUITION PROTECTION SERVICE

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist you if your institution (referred to as 'Education Provider' under the TPS) is unable to fully deliver your course of study. The TPS may also assist you if you have withdrawn from, or not started, your course and are eligible for a refund of tuition fees and the institution has not paid them.

The TPS will make ensure that you are able to either:

- Complete your studies in another course or with another institution, or
- Receive a refund of your unspent tuition fees.

Under the Tuition Protection Service international students have a number of rights and obligations. visit the TPS website www.education.gov.au/tps

CONSUMER PROTECTION

The Australian Consumer Law includes a national law guaranteeing consumer rights when buying goods and services. You should contact the relevant government trade and consumer agency in your state or territory, if you:

- Would like information about your consumer rights.
- Have a problem with a consumer good or service that you have bought or are considering buying.
- Would like to know how a business should behave under the law.
- Would like to make a complaint about a business.

INSTITUTION STUDENT SUPPORT SERVICES

International students need not feel alone on a foreign country. Australian Trade Skills cares about the needs of our students and takes the highest care in making sure they settle in the learning and living environment as soon as possible.

We are dedicated to continuously improving our services to meet the needs and expectations of our international students and our friendly staff are on hand to give advice. Student Support Services helps to resolve problems that may impede the successful completion of student's study programs. This includes student services such as:

- Language and academic support.
- Confidential counselling
- Designated international student advisers.
- On-arrival reception and orientation programs.
- Childcare, health and counselling.
- Student accommodation.
- Employment services.
- Prayer and worships rooms.
- Banking, shopping and food outlets.
- Clubs, societies, sport and fitness facilities.

All services offered internal to the college are free. Students may have to pay for professional services rendered by persons outside the college staff. Students will be made aware of these external charges and if they wish to proceed with the external services.

DISABILITY SUPPORT

Australia has laws that protect individuals from discrimination in many areas of public life, including education. A person with a disability has just as much right to study as any other student. This means that institutions cannot:

- Refuse admission on the basis of disability.
- Accept a student with a disability on less favourable terms than other students (for example, asking for higher fees).
- Deny or limit access to a student with a disability (for example, not allowing access to excursions, or having inaccessible student common rooms or lecture facilities)
- Australian Trade Skills has wheelchair access

OTHER SUPPORT SERVICES

Some other support services that may be useful to know while you are studying in Australia are:

Emergency matters

- Contact details – 000
- Service details - Life threatening situations, such as a car crash or a fire.

Local police – non urgent matters

- Contact details - Call 131 444 (everywhere except Victoria). In Victoria you need to call your local police station (consult your local Telephone Directory)
- Service details - Police attendance for non-urgent matters.

Lifeline

- Contact details - 13 11 14
- Service details - Lifeline provides crisis support, suicide prevention and mental health support services across Australia. These can include stresses from work, family or society and physical and mental wellbeing. Lifeline offers support services by phone or through their online chat available on their website.

Kids Helpline

- Contact details - 1800 551 800
- Service details - If you're between 5 and 25 and you're feeling depressed, worried, sad, angry or confused about things like your studies personal relationships, Kids Helpline offers free 24 hour, 7 day telephone counseling support (anonymous if you prefer).

Poison Information Centre

- Contact details - 131 126
- Service details - Provides advice on the management, assessment and treatment of poisonous products including non-prescription pharmaceuticals, household and industrial chemicals, and plant and animal venom.

Sexual Assault counseling service

- **Contact details** - Search online for 'rape crisis centre' in your home state
- **Service details** - If you, or anyone you know, has experienced or is at risk of sexual assault, call one of the state-based sexual assault counseling services. These provide a free 24 hour, 7 day a week telephone counseling service (anonymous if you prefer). Many are connected to hospitals or government health departments to help you if the assault has left you with injuries

Foreign Embassies in Australia

Please check the Department of Foreign Affairs Website in Australia for the most recent contact details.
dfat.gov.au

YOUR RESPONSIBILITIES AS AN OVERSEAS STUDENT

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

- satisfy your student visa conditions;
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the written agreement with your provider;
- inform your provider if you change your address;
- maintain satisfactory course progress;
- must not work more than 40 hours per fortnight
- must support school aged dependents

STUDENT VISAS

Australian Trade Skills is not responsible for any matters relating to student visas applications. These will be the responsibility of the candidates and enquiries should be directed only to the Department of Home Affairs.

STUDENT ORIENTATION AND INDUCTION

Australian Trade Skills will schedule an orientation and induction session for all students upon commencement of the course program. The orientation session will provide important and valuable information and assistance including:

- Campus information Student services
- Introduction to staff
- Medical insurance membership
- Opening bank accounts
- Academic issues including course attendance and progress requirements which leads to student visa relating issues
- Compliance and appeals policy and process
- Purchasing textbooks
- Public and Private Transport details
- Contact details for services such as doctors, police or emergency and legal service
- Lifeline
- How to make complaints
- Your attendance and progress obligations
- Address Details change
- Important Policies and Procedures
- Support Services - Meet Student Welfare Officer
- Uniforms and textbooks
- Student Starter Kit
- PPE
- Tertiary Transport Concession Card
- Australian Trade Skills student Identity card
- How to apply for Unique Student Identifier (USI)

GENERAL TERMS AND CONDITIONS OF ENROLMENT

There are additional responsibilities and obligations for internal students on a student visa. Australian Trade Skills has policies on all of the below that protects you as a student to Australia.

COURSE FEES AND CHARGES

You can find up to date fees and charges information in the course outline for your course on the Australian Trade Skills website australiantradeskills.com.au. Fees and charges specific to your course will be shown in a written agreement that will we send to you with a letter of offer once your application has been accepted. You will receive a tax invoice with the amount you are required to pay. The tax invoice will provide you with Australian Trade Skills' nominated account for payments of fees held in advance. You can pay your fees by direct bank transfer. All prepaid fees are protected in line with the requirements of the VET Quality Framework that legislates the provision of training and assessment in Australia and with the ESOS Framework that regulates the standards for provision of education to international students.

Course fees include all administration, materials and tuition fees. Any optional text books or materials that may be recommended but are not required for completion of the course are not included in the course fees. Course fees also include up to 2 attempts at assessment per unit. However, if after these attempts you have not passed, you will either be issued with a Statement of Attainment for the parts of the course that you have passed or to gain the full qualification, you will be required to re-sit the part of the course that the assessment relates to and pay a re-sit fee.

Different charges will be levied for persons applying for RPL.

Australian Trade Skills reserves the right to withhold granting the award attained by the student, if student fees remain outstanding. Australian Trade Skills' dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies. Refer to the student Complaints and Appeals Procedure in this Handbook if you wish to appeal the Refund Policy.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The AQF facilitates the progression of students through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification.

RPL is one of a number of processes for establishing credit. RPL broadens access into formal learning by enabling credit to be given for student achievement through other formal, non-formal or informal learning.

RPL involves issuing organisations undertaking an assessment of each individual who applies to determine the extent to which that individual's previous learning is equivalent to the learning outcomes of the components of the destination qualification.

The typical RPL process for Australian Trade Skills consists of the following stages:

- identifying the evidence required
- providing advice to students about the process
- providing students with sufficient information to enable them to prepare their evidence to meet the standard required for the RPL assessment process
- assessing using appropriate evidence-gathering methods and tools
- recording the outcome, and
- reporting to key internal and external stakeholders.

RPL assessment:

- as with all assessment, should be undertaken by academic or teaching staff with expertise in the subject, content or skills area, as well as knowledge of and expertise in RPL assessment
- should be the same standard as other assessment for the qualification
- should recognize learning regardless of how, when and where it was acquired, provided the learning is relevant to the learning outcomes in the qualification
- must ensure that evidence provided is valid, authentic, current and sufficient and that the process is fair, flexible, reliable and valid.

RPL assessment methods:

- should include reasonable adjustment for the literacy levels, cultural background and experiences of students, and it should not be a proxy for the assessment of skills such as literacy except where these are intrinsic to the learning outcomes of the qualification component
- should address the specific evidence required to demonstrate prior achievement of the learning outcomes and assessment requirements of the particular qualification components for which credit is sought
- should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit.

These might include:

- mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components
- questioning (oral or written)
- observation of performance in work based and/or simulated environments
- challenge examinations/assessments
- consideration of third-party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component
- consideration of a portfolio and review of contents
- participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.

ADJUSTMENT OF COURSE DURATION AND FEE

As a result of successful credit transfer and RPL being granted – students may have a reduced course fee and course duration.

Students who have learning difficulties or personal hardships may take a longer duration as suggested in training plan. These would be assessed on a case-by-case basis.

Students who need specialist assistance – where that assistance is sought from a 3rd party – independent of the college – will be charged to the student. These charges will be made known to the student prior to the services being provided.

COURSE ASSESSMENT AND METHODS

Learning outcomes/competency units may be assessed as a cluster/group or separately and may include any of the following methods: Oral presentation, written tasks, projects, job tasks, assignments, written exams, practical exercises, observations, multiple choice questions, true and false questions, portfolio, work place evidence.

Students in general are assessed in the Vocational Education and Training (VET) sector for each element of competency addressed as "C" - Competent or "NYC" - Not Yet Competent. Student who does not meet the course progress must be reported to Department of Home Affairs for failure to meet course progress.

A student is unable to repeat a failed subject more than once. When an international student does not meet satisfactory academic performance, he/she will be reported to Department of Home Affairs as per the Course Progress Policy.

Students who have received a result of "NYC" (not yet competent) in any subject should contact the Head of Studies to organise for another assessment as soon as possible.

Furthermore, students are not allowed to extend their course to complete subjects for which they have received an "NYC". All units for which students have received NYC should be attempted and passed before the course end date.

Students are able to appeal the recording of an 'NYC' for any competency unit or learning outcome provided they had good attendance for that subject and had reasonable participation in all assessments. Students are responsible to follow up their failing grades.

UNIQUE STUDENT IDENTIFIER

From 1 January 2015, all students undertaking nationally recognised training are required to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) in schools.

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

The USI will:

- link a student's VET achievements, regardless of where in Australia they did the course
- let students easily access secure digital transcripts of their achievements (transcripts will be available from January 2016)
- give students more control over their VET information.

BENEFITS OF USI

For students and training organisations, the main benefits are:

Students will be able to get a complete record of their Australian-wide VET achievements from a single, secure and accurate online source. There will be immediate access to VET records. This means they can be quickly given to employers, other training organisations etc as proof of VET achievements. It will be easier for training organisations to assess students' pre-requisites, credit transfers and Recognition of Prior Learning (RPL).

CREATING YOUR USI

Individuals can create their USI for free by themselves. It is a quick and easy process and will only take a few minutes of your time.

Step1: You will need to have at least one valid form of ID from the list below:

- Driver's Licence
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

IMPORTANT: The details you enter when you create your USI must match exactly with those shown on the form of ID used.

If you have no form of ID from the list above, please contact your training organisation or the training organisation you intend to study with.

More information on proof of ID and different types.

Step 2: Click on 'Create your USI'.

Step 3: Agree to the terms and conditions.

Step 4: Fill in your personal and contact details.

Step 5: Enter the requested details as shown on your form of ID (see list above).

Step 6: Set your USI account password and questions for security.

Step 7: Your USI will now be displayed on the screen.

Step 8: You should write down your USI somewhere safe or enter it into your phone for safe keeping.

Step 9: Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).

Step 10: Be sure to bring your USI with you each time you enrol in VET.

And remember creating your USI is free!

DUPLICATE USI

When you create your USI the system will check existing accounts and advise if there is a USI account already established. If you or your training organisation become aware of the possibility of you having two USIs, either party should report the issue to the USI Office.

FORGOTTEN USI

If you forget or lose your USI you can retrieve it online. You will need to enter a few details to verify who you are to display your USI. The details must be the same as those you entered when you applied for a USI or, if you did so, when you last updated your USI account.

PART-TIME WORK DURING STUDY

Many international students are allowed to work, although some visas have limited work rights. It's important that you are clear about the limitations of your visa before seeking work.

WHAT IS THE JOB MARKET LIKE IN AUSTRALIA?

There are a wide range of jobs available for international students in Queensland. To learn more about which job suits you best, visit the Australian Government Job Outlook website. This website contains valuable information on thousands of jobs including:

1. Job prospects
2. Weekly earnings
3. Occupation size
4. Skills and qualifications needed
5. Job vacancies.

EARNING WHILE STUDYING

If you are a student visa holder, you and your dependant family members have permission to work included with your visa.

Your student visa permits you to work:

- up to a maximum of 40 hours per fortnight during the academic term
- unlimited hours during vacations

For more information about permission to work while studying, please check the Department of Home Affairs website.

[Fair Work Ombudsman](#) gives you information and advice about your workplace rights and obligations.

HOW CAN I PREPARE MYSELF FOR A JOB?

There are a number of training programs outlined below that can help prepare international students for successfully gaining a job.

1. Internships

An internship is a pre-professional work experience that provides international students, recent graduates, and those seeking to change careers with the opportunity to gain experience in a particular career field. Professional Internships are sought by Government agencies and/or major corporations generally to up-skill and/or enhance staff performance. The internships fields sought are generally where Australia is recognized as a market leader or where there is intent to gain business understanding or future business cooperation.

2. Vocational placement

Vocational placement is where an international student is placed in a workplace to receive practical training and experience that is required under, and is an assessable part of, a student's course, leading to the issuing of a qualification or statement of attainment.

3. Work experience

Work experience assists international students in their transition from school to work. It provides a formal arrangement whereby international students participate in activities at a place of paid or voluntary work. Students may undertake work sampling, work shadowing, research work experience and structured work placement. At all times, the educational value of the program for any student should be the prime consideration.

4. Volunteering

Volunteer work is a great way to learn valuable real-world skills and give back to the greater community.

Visit one of the following job search engines:

- A. www.seek.com.au
- B. www.workforceaustralia.gov.au
- C. www.mycareer.com.au
- D. www.careerone.com.au
- E. www.indeed.com.au
- F. www.applydirect.com.au
- G. www.adzuna.com.au

STUDENT WORK RIGHTS AND OBLIGATIONS

Australia has strict laws relating to employment conditions. These apply to anyone working in Australia, including international students. They cover a wide range of topics including:

- the minimum amount you must get paid
- your taxation and superannuation obligations
- safety at your place of employment
- what work you can do
- unfair treatment in the workplace.

Information for workers about pay, tax, your employment rights and what to do if there is a problem is available from the Government's employment website.

STUDENTS' RIGHTS AND RESPONSIBILITIES

As a student, you have a right to:

- Learn in a safe, supportive environment without harassment or discrimination.
- Be informed of all assessment procedures as well as results from those assessments.
- Lodge a complaint without being victimised

As a student you also have a responsibility to:

- Be a genuine/bona fide student.
- Attend class and progress in your course.
- Be honest in assessments.
- Treat other students and Australian Trade Skills staff with respect and fairness.
- Obey reasonable directions from trainers and staff.
- Not to behave in a way that could threaten, offend or embarrass others.
- Pay fees as scheduled, as per your payment plan.
- Follow safe working practices, including wearing footwear and using safety equipment where necessary.
- Obey all rules and regulations as directed by the college.

ISSUING OF QUALIFICATIONS

Qualifications will be issued within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program which the learner is enrolled, is complete, and, providing all agreed fees the learner owes to Australian Trade Skills has been paid.