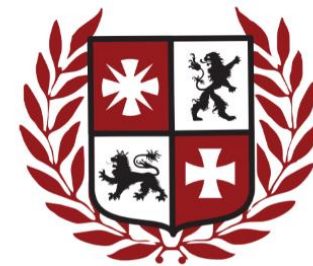



WELCOME

ST THOMAS COLLEGE
ORIENTATION PROGRAM



St Thomas College



WHAT'S HAPPENING TODAY?

1. **ORIENTATION PROGRAM PRESENTATION
(45 MINUTES)**
2. **COLLEGE TOUR
(10 MINUTES)**
3. **LLN TEST
(1.5 HOURS)**



GENERAL INFO

COLLEGE CONTACT DETAILS

Address: Level 4, 579 Harris Street, Ultimo

Phone: 02 8959 7998

Email: admission@stthomascollege.com.au

Website: www.stthomascollege.com.au

24 hours emergency contact: 0406 290 244

COLLEGE OPENING HOURS

For Classes

Open: Monday to Friday 8:00 AM

Close: Monday to Friday 10:00 PM

Open: Saturday/Sunday 8:00 AM

Close: Saturday 8:45 PM, Sunday 4:30 PM

WHO SHOULD YOU SPEAK TO?

Enquiry Type	Person	Contact
<ul style="list-style-type: none">• General Info• Support	Reception	+61 02 8959 7998 or admission@stthomascollege.com.au
<ul style="list-style-type: none">• 24-hour emergency	PEO	0406 290 244
<ul style="list-style-type: none">• My Enrolment/Visa	Admissions	admission@stthomascollege.com.au
<ul style="list-style-type: none">• My Trainer	Trainer	trainer@stthomascollege.com.au
<ul style="list-style-type: none">• My Studies	Academic Manager	acaemic@stthomascollege.com.au

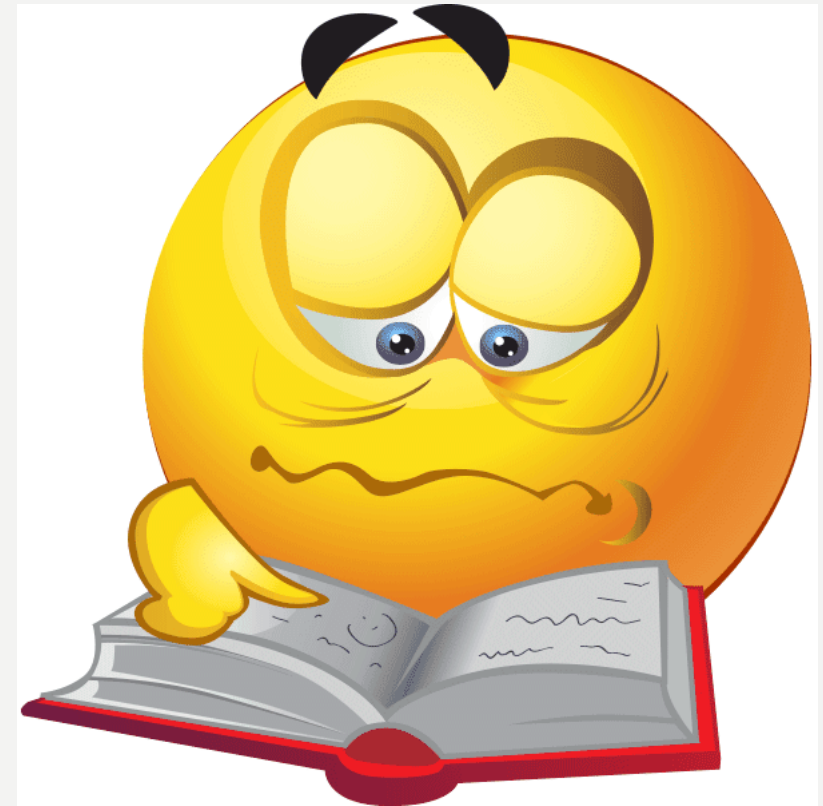


INTERVENTION STRATEGY

NEED HELP WITH YOUR STUDIES?

If you think you might fail a assessment or a course, you can attend

Extra support for **FREE**. So, ask your trainer about it.





TIMETABLES

TIMETABLE – STUDENTS

2022 Intake Dates							
17 Jan/2022	21 Feb/2022	18 Apr/2022	30 May/2022	18 Jul/2022	29 Aug/2022	10 Oct/2022	14 Nov/2022
Class Timetable							
Shift 1	Monday to Tuesday- 8:00am to 4:30pm and Wednesday- 8:00am to 12:00pm						
Shift 2	Thursday to Friday- 8:00am to 4:30pm and Saturday-8:00am to 12pm						
Shift 3	Friday-5:00pm to 9:00pm and Saturday-12:15pm to 8:45pm, Sunday- 8:00am to 4:30pm						
Shift 4	Monday to Thursday- 4:45pm to 10:00pm						

ACADEMIC CALENDAR 2022

Term 1	17th Jan 2022 ~ 27th March 2022
Term Break	28/03/2022 ~ 17/04/2022 3 weeks
Term 2	18th April 2022 ~ 26th June 2022
Term Break	27/06/2022 ~ 17/07/2022 2 weeks
Term 3	18th July 2022 ~ 25th September 2022
Term Break	26/09/2022 ~ 09/10/2022 2 weeks
Term 4	10th October 2022 ~ 18th December 2022
Term break	19/12/2022 ~ 22/01/2022 5 weeks
Public Holidays	Visit the link provided below: https://www.nsw.gov.au/about-new-south-wales/public-holidays/

FACILITIES AND EQUIPMENT

- STC's Sydney campus is located within the city of Sydney, just 10 minutes' walk from Central Railway Station and has an easy access to the buses to and from the Sydney CBD.
- Its teaching facilities are located on
 - **Sydney Campus:** Level 4, 579 Harris Street, Ultimo NSW 2007
- Our college building comprises of:
 - Classrooms, power point projectors, computers and white boards
 - Free Wireless Access
 - Student Lounge room
 - Resources library



COURSE INFO

COURSE STRUCTURE

	Diploma of Business	
National Code	BSB20120	
Duration	1 year	
Mode of Study	Face-to-face in class mode	
Qualification packaging rules and requirements	12 units of competency, comprising of 5 core & 7 elective units	
Study hour per/week	20 hours per/week	
English requirement	IELTS score of 5.5 or equivalent	
Academic requirement	Students must have completed an overseas equivalent of Year 12	

COURSE DURATION & STUDY HOURS

Courses	Course Duration	Total hours	Study Hours Per Week
Diploma of Business	52 weeks	800 hours	20 hours
BSB50120			



TRAINING DELIVERY

TRAINING DELIVERY

- Students must undertake a full-time study workload of 20 contact hours per week
- Student attendance is recorded for each subject
- Students must enroll
- Absences must be supported by proper documentation e.g. *Medical Certificate*
- Students are expected to be punctual for lessons
- Mobile phones to be switched off during classes
- Submit all assignments on time

ASSIGNMENTS & ASSESSMENTS

Assignments must be:

- Set out in acceptable format
 - Your own work (except in group projects)
 - Copied on completion and copy stored securely
 - Submitted on time
- Plagiarism – copyright laws, references. You are required to provide reference details of your assessments contents (website, research paper, book, YouTube etc).
- Large amount of contents copying from Student workbook/learner book is not acceptable as own work. You can use these resources as guideline for your assessments.

ACCESSING YOUR RESULTS

- You are able to access your academic results through Moodle (E-learning)
- Your login details would have been provided to you at enrolment
- Your latest attendance percentage will be available within 5 working days of your last class for the week
- Your Academic Results will be available within 10 working days of your final assessment task for the unit
- You can also access your attendance and academic results by visiting the Student Services Department

COURSE REQUIREMENTS

ASSESSMENT, REASSESSMENT AND REPEATING UNITS OF COMPETENCY

- To successfully complete a unit of competency i.e. achieve a Competent result for the unit, you must achieve a Satisfactory Results for all assessment tasks for that unit.
- For each assessment task you will be provided with opportunity to achieve a Satisfactory Result. Should you be unable to achieve a Satisfactory Result by your attempt, you will be required to undertake a Reassessment.
- Reassessments are organised by the Student Services and cost \$50 per assessment task. Should you be unable to fulfill the unit of competency requirements following a reassessment, you will be required to repeat the unit of competency in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Guidelines policy. The cost of repeating a unit of competency is \$400 and is subject to timetable availability.



**COURSE
PROGRESS
POLICY**

COURSE PROGRESS

- Student must have satisfactory course progress all the time. This implies that student must have satisfactory course progress in 50% of the all-enrolled units/subjects during the study period. Usually, study period count as 10 weeks (excluded term break).
- When a student achieves a Not Yet Competent result in 50% or more of the enrolled units Term (10 weeks study period in first term) or 50% of all completed units may be issued unsatisfactory warning letter and reported to the Department of Home Affairs (DHA), that may affect their student visa.
- Students who have received Unsatisfactory Course Progress Letter (First & Second), they must complete intervention process with Academic Manager within 5 working days. Failing to meet this requirement, student services department will issue next stage warning letter (for example, if a student who has received warning letter one & did not meet with Academic Manager within mentioned timeframe then he/she will have received warning letter two & ITR (Intention To Report). If a student who has received warning letter two & did not meet with Academic Manager within mentioned timeframe, then h/she will have received ITR and finally 20 working days.

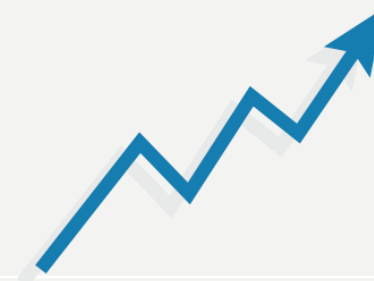
ACADEMIC – STAGE 1

Academic result	CONSEQUENCES
Pass less than 50%	<p>You will:</p> <ul style="list-style-type: none">• Get Warning Letter I• Academic manager will counsel you (about your academic)• Be notified of risks of having Unsatisfactory Course Progress• Informed of options for improving your Academic Progress



ACADEMIC – STAGE 2

Academic result	CONSEQUENCES
Pass Less Than 50%	<p>You will:</p> <ul style="list-style-type: none">• Get Warning Letter 2• Academic Manager will counsel you about your academic.• Be notified of risks of having Unsatisfactory Course Progress• Informed of options for improving your Academic progress.



ACADEMIC – STAGE 3

Academic result	CONSEQUENCES
Unsatisfactory	<p>You will:</p> <ul style="list-style-type: none">• Get a Notice of Intention to Report letter• Be interviewed by the Academic Manager• You will have a 20-working day appeal period.• UNSUCCESSFUL APPEAL: You will be able to make external appeal (Overseas Student Ombudsmen).• If you fail to make an appeal or receives unsuccessful appeal result, you will be reported to the Department of Home Affairs (DHA) which may result in the cancellation of your student visa.






ATTENDANCE


ATTENDANCE

You will need a minimum of **80%** attendance to successfully complete your level/course along with the successful academic result.

ATTENDANCE – STAGE 0

ATTENDANCE	CONSEQUENCES
Absent for more than 5 consecutive days	You will: <ul style="list-style-type: none">• Get an email or a call• Be notified of risks of having low attendance

A silver, 3D-style icon of an envelope, representing email.

A silver, 3D-style icon of a telephone handset, representing a call.

ATTENDANCE – STAGE 1

ATTENDANCE	CONSEQUENCES
Attendance falls between 90%- 85%	You will: <ul style="list-style-type: none">• Get Attendance Warning Letter I• Student Services will counsel you (about your attendance.• Be notified of risks of having low attendance



ATTENDANCE – STAGE 2

ATTENDANCE	CONSEQUENCES
Attendance falls between 85%-82%	<p>You will:</p> <ul style="list-style-type: none">• Get Attendance Warning Letter 2• Student Services will counsel you about your attendance.• Be notified of risks of having low attendance• Informed of options for improving your attendance.



ATTENDANCE – STAGE 3

ATTENDANCE	CONSEQUENCES
Attendance falls below 80%	<p>You will:</p> <ul style="list-style-type: none">• Get a Notice of Intention to Report letter• Be interviewed by the Academic Manager• You will have a 20-working day appeal period.• UNSUCCESSFUL APPEAL: You will be able to make external appeal (Overseas Student Ombudsmen).• If you fail to make an appeal or receives unsuccessful appeal result, you will be reported to the Department of Home Affairs (DHA) which may result in the cancellation of your student visa.





CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING (CRPL)

Recognition of Prior Learning (RPL)

- RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained.

Credit Transfer

- Credit Transfer assesses the initial course or subject that an applicant is using to claim access to or credit in a destination course. The assessment determines the extent to which the applicants initial course or subject is equivalent to the required learning outcomes, competency outcomes or competency standards for entry to, and/or partial or total completion of a qualification
- There is no additional fee for credit transfer



CERTIFICATES AND STATEMENT OF ATTAINMENTS

- Students need to apply for Statement of Attainment
- Issued subject to certain conditions
- Student must have USI to receive Certificates
- Processed within 5 working days of complete application for Statement of Attainment and issued certificate after successfully complete the course.
- Collect in person from Student Services
- Need a proof of identification (Student ID)
- Interim copies – fees apply




CERTIFICATES AND STATEMENT OF ATTAINMENTS ISSUE POLICY

- St Thomas College will issue AQF Qualifications upon the successful completion of the course, which is specified in each Students Acceptance Agreement.
- Where a Student has partially completed a course, they may be eligible for a Statement of Attainment
- St Thomas College will not issue AQF certification documentation to an individual without being in receipt of a verified Unique Student Identifier (USI), unless an exemption applies under the Student Identifiers Act 2014.
- You must ensure all fees for your courses are paid
- Once you meet program requirements, please contact with student service team and complete student evaluation form.



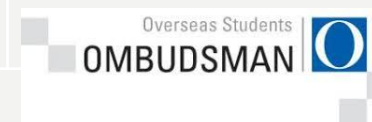
COMPLAINTS AND APPEALS


INFORMAL

YOU	STAGE 1	STAGE 2	STAGE 3
<p>Unhappy about something at the college.</p>	<p>Talk to your trainer or any staff that you feel comfortable talking to.</p>	<p>You will receive an email of the outcome.</p>	<p>If you are still not happy about the result please submit a completed “Complaints and Appeals Form” at Reception.</p>
			

FORMAL

YOU	STAGE 1	STAGE 2	STAGE 3	STAGE 4
Unhappy about the result from the informal process.	Submit the completed “Complaints and Appeals Form” at Reception.	There will be a meeting. You can come with your friend.	You will receive an email of the outcome	If you are still not happy about the result, you can contact the Overseas Student Ombudsman.





STUDENT SERVICES

GENERAL STUDENT SERVICES

1. **First Aid:** Available at Reception.
2. **Lost and Found:** Go to Reception.
3. **Emergency Evacuation:** See the Evacuation Plan in each classroom/ Notice Board.
4. **Critical Incidents:** If you see any serious problems or experience one, please tell your trainer.
5. **Change of Address or Contact Details:** Please update your contact details within 7 days of a change at Reception.
6. **Academic Counselling:** Talk to us! Ask at Reception.
7. **LLN/English Language Support**
8. **Professional Counselling:** Talk to us to help you! Ask at Reception.

UNIQUE STUDENT IDENTIFIER (USI)

- From 1 January 2015, each student will need a Unique Student Identifier (USI) to obtain their certificate or qualification from their registered training organization, when studying nationally recognized training in Australia
- Provide the USI details to the Student Services
- Details are with student service

UNIQUE STUDENT IDENTIFIER (USI)

Get your USI:

- Go to <http://www.usi.gov.au>
- Click on “Create your USI” and follow instructions
- Keep record of your USI
- Provide USI details to Student Services



EXTERNAL SERVICES

LEGAL SERVICES

International students can seek legal advice in relation to immigration, discrimination and many other matters. You can access legal advice and assistance for free or at a minimal cost.

- **Redfern Legal Centre's International Student Legal Service:** Gives free, confidential legal advice to international students in NSW. Visit <https://rlc.org.au/our-services/international-students> or call 02 9698 7645.
- **Legal Aid New South Wales:** helps people with their legal problems through a range of services. Visit <https://www.legalaid.nsw.gov.au/> or call LawAccess NSW for legal help on 1300 888 529 from Monday – Friday between 9am – 5pm (excluding public holidays).

EMERGENCY AND HEALTH SERVICES

- **Emergency Contacts:** Call 000 for Fire, Police or Ambulance services.
- **To find local doctor (General Practitioner):** visit <https://healthengine.com.au/>
- **Lifeline (for all ages):** Call 13 11 14 or visit <https://www.lifeline.org.au/> for access to 24-hour crisis support and suicide prevention services.
- **Beyondblue:** Call 1300 22 4636 or visit <https://www.beyondblue.org.au/> to get 24-hour support for mental health issues.
- **Domestic Violence Line:** Call 1800 656 463 for 24-hour telephone crisis counselling for women.
- **MensLine Australia:** Call 1300 78 99 78 or visit <https://mensline.org.au/> for telephone and 24/7 online counselling support for men with emotional health and relationship concerns.
- **Multicultural Problem Gambling Service (MPGS) for NSW:** Call 1800 856 800 or visit <https://www.dhi.health.nsw.gov.au/mpgs> for free counselling on problem gambling.
- **Suicide Call Back Service (for ages 15 years and over):** Call 1300 659 476 or visit suicidecallbackservice.org.au for immediate and 24/7 telephone counselling and support in a crisis.



FACILITIES AND RESOURCES

FACILITIES

Facilities	Conditions	Location
Air-conditioned classrooms	No food is allowed in classrooms	All throughout the facility
Audio-visual equipment	Permission from a trainer required	In the classroom
Student computers	No food/drinks allowed near computers	In the classroom
WIFI	Free access	All throughout the facility
Kitchen	Can access at any time	In the facility every day
Common Area	Can access at any time – food is allowed	In the facility every day
Study Area	Available	Library
Student Library	Borrow at Reception	Common area
Photocopying/printing	Payable service – go to Reception	Reception

EQUIPMENT/LEARNING RESOURCES

Items	Conditions	Location
Self study books	Borrow at Reception	Common Area
Computers	Borrow at Reception	Reception
Projectors	Permission from a trainer required	In the classroom
WIFI	Ask for the password	Reception

A thick, yellow, wavy line graphic that starts at the top left and curves downwards and to the right, ending near the center of the page. It has a white outline and is set against a dark brown background.

EMERGENCY EVACUATION

EMERGENCY EVACUATION PROCEDURE

1. Follow your trainer.
2. Go outside of the college building.
3. Be at the meeting point – in front of Power House Museum.
4. Wait with your trainer until you are instructed on what to do next.



MEETING POINT:
Power House
Museum

St Thomas
College

CRITICAL INCIDENT POLICY & EXAMPLE

- In the event of a critical incident, St Thomas College (STC) recognises that appropriate infrastructure must be in place to ensure the provision of all necessary support services. STC's critical incident policy outline the support mechanisms and procedures for managing a critical incident. This policy will ensure that STC has:
 - An effective approach in responding to critical incidents as they occur;
 - Appropriate support and counselling services available to those affected;
 - Appropriate training and information resources provided to staff.
- A critical incident is defined by the National Code as *'a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury'*.
- Critical incidents are not limited to, but could include:
 - missing students;
 - 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.
 - Non-life-threatening events could still qualify as critical incidents.



WORKING IN AUSTRALIA

WORKING IN AUSTRALIA

1. You can work for a maximum of **40 hours per fortnight (2 weeks)** while studying full time.
2. You **should not** rely on work to fund your studies.
3. You **cannot work at all if you are on a Visitor visa**. Check your visa conditions on the Department of Home Affairs (DHA) website at:
<https://immi.homeaffairs.gov.au/home>.
4. You will need a **tax file number (TFN)** and can apply online at
<https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/>.

HOW TO SOLVE WORK RELATED ISSUES

FIRST STEP: Talk to your employer and try to resolve the matter. If this doesn't work follow the second step.

SECOND STEP: Australia's workplace laws protect overseas workers. Information on your employment rights including how to resolve workplace issues, can be found at:

- <https://immi.homeaffairs.gov.au/visas/working-in-australia/work-rights-and-exploitation>
- <https://www.fairwork.gov.au/>
- <https://www.fairwork.gov.au/employee-entitlements/protections-at-work/protection-from-discrimination-at-work>
- <https://www.fairwork.gov.au/find-help-for/visa-holders-and-migrants>.

PAY INFORMATION: Information on pay rates, shift calculations, leave arrangements/notice and redundancy entitlements is at <https://www.fairwork.gov.au/>, by using the Fair Work Ombudsman Pay and Conditions Tool (PACT).



SAFETY AND AWARENESS

SAFETY— AT THE BEACH

It's important to be SunSmart and beach safe so you can enjoy yourself more at the beach. Some advice is:

- Always swim between the red and yellow patrol flags at a beach patrolled by lifeguards
- Read the safety signs for information about the beach and ask a lifeguard for safety information
- Never swim alone or under the influence of alcohol or drugs
- If you need help in the water, stay calm and attract attention by raising one arm
- Wear sunscreen, a hat, sunglasses and drink water to stay hydrated

For further information and tips, visit:

- <https://www.surflifesaving.com.au/>
- <https://www.cancercouncil.com.au/cancer-prevention/sun-protection>
- <https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/sun-and-water>
- <https://beachsafe.org.au/> or Download the Beachsafe App.

SAFETY – TRANSPORT

It's important to be aware of road rules and transport safety. Some important rules are:

- Australians drive on the left side of the road.
- Wearing seat belts is mandatory in private vehicles (including taxis and ride-share)
- Using your mobile while driving is prohibited in all Australian states and territories

For information about applying for a licence and tips/advice to help keep you road safe, please visit:

- <https://roadsafety.transport.nsw.gov.au/stayingsafe/index.html>
- <https://www.service.nsw.gov.au/services/driving-and-transport/using-roads-and-public-safety>
- <https://www.service.nsw.gov.au/services/driving-and-transport>
- <https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/transport-and-personal/transport-personal-safety>

SAFETY AND AWARENESS - SMOKING

- You cannot smoke inside in Australia.
- STC is located in a non-smoking building. There is no smoking anywhere inside the College or the building. This includes: in the toilets, stairs or lift and lobby areas.
- If you are a smoker, check for no smoking signs around you as some places are no smoking areas and penalties may apply.
- You must put all your cigarette butts in the bin.
- **UNDER 18:** Smoking is prohibited for people under the age of 18. If you are under 18 and caught smoking, your parent/legal guardian/homestay parents will be informed.

AUSTRALIAN CULTURE – ETIQUETTE 1


There are many things in Australia that may be different to your home country. Here are some things you should know about Australian etiquette and customs:

- Seats at the front of buses are usually reserved for elderly/disabled/pregnant passengers
- Switch off your mobile phone when you are at the movies or watching a performance etc.
- On escalators: if you are standing still keep to the left, and if you are walking you keep to the right.
- Wait until everyone has exited a bus, train, lift etc. before entering (you should stand to one side while waiting).
- Do not ask inappropriate or personal questions of people you do not know well. It is acceptable to ask a person if they are married, but if they say “no” it is considered rude to ask “why not?” It is sometimes rude to ask a person how old they are or how much money they earn, especially if you do not know them well.
- Be aware of unwanted physical and verbal contact and respect someone’s personal space

AUSTRALIAN CULTURE – ETIQUETTE 2

The following may be considered impolite or inappropriate in Australia:

1. Yawning without covering your mouth
2. Spitting in a public place
3. Being late for appointments
4. Don't push in front of someone in line – queue properly!
5. Swearing or using inappropriate language
6. Chewing food with your mouth open, speaking with food in your mouth or making loud noises when eating (eg slurping, chewing gum etc.)



STUDENT HANDBOOK

MORE INFORMATION

- You can find more detailed information in the Student Handbook.
- Any referrals to external support agencies will not incur a fee
- You can find the most updated Student Handbook on our website at www.stthomascollege.com.au

COLLEGE TOUR

**IT'S TIME TO WALK AROUND THE COLLEGE,
MEET STAFF AND SEE THE FACILITIES**