



INTERNATIONAL STUDENT HANDBOOK



CONTENTS

Introduction

4

Welcome	4
About us	4
Our obligation to you	5
Our contact details	5
Our location	5
About our area	6
Courses we offer	6
Visas and conditions	6
What is a USI and why do I need one?	7
Education agents	7
RPL and credit transfer	7
Course orientation	8
What can I expect during training and assessment?	8
Support and welfare	9
Issuing certificates	9
Feedback	10
If your details change...	10
What's required of me as a student?	10
How can I apply?	11

Policies and processes

12

Fees and refunds	20
Complaints and appeals	20
Compassionate or compelling circumstances	22
Course progress and monitoring	22
Deferring your course	24
Suspending your course	24
Transferring courses	24
Discontinuing your studies	26
Suspending or cancelling your enrolment	26
Privacy and access to records	27

CONTENTS

Student code of conduct	28
Your responsibilities	28
Your rights	28
Important information about Australia	30
Living and studying in Australia	30
Cost of living	30
Accommodation	30
Transport	31
Health and safety	31
Working on a student visa	31
Overseas Student Health Cover (OHSC)	31
Emergency contacts and other useful numbers and information	32
Crisis support	33
Student Declaration	34

INTRODUCTION

WELCOME

Welcome to Vocational Careers Institute! This handbook provides you with everything you need to know about studying with us in Australia. By choosing us as your education provider, you are choosing a high-quality and industry relevant course and education provider to ensure you are set up for the future.



ABOUT US

Located at 310 Montague Road West End QLD 4101 Australia (Brisbane), Vocational Careers Institute provides courses in the areas of business, automotive, management, hospitality & security. With well-located and comfortable facilities for students, industry current trainers and assessors along with modern equipment and resources, Vocational Careers Institute is a wise choice for your learning and future.

Vocational Careers Institute is a provider of vocational education and training (or VET as it is commonly known). The VET sector in Australia is based on a partnership between governments and industry. VET qualifications are provided by government institutions, called Technical and Further Education (TAFE) institutions, as well as private institutions.

We are a private institution. VET courses broaden your skills in specialised areas and are competency based. This means that you are either Competent, or Not Competent, and if you achieve competence for all your units that make up a qualification then you can be awarded with your qualification certificate. To read further about vocational education and to see the various certificate levels which make up the framework, follow the link: <https://www.studyinaustralia.gov.au/English/Australian-Education/Vocational-education>



OUR OBLIGATION TO YOU

As a Registered Training Organisation (RTO) and CRICOS Education Provider registered with Australian Skills Quality Authority (ASQA), we have an obligation to ensure the quality of the nationally recognised training and assessment we deliver. We must comply at all times with the Standards for RTOs 2015, which are part of the VET Quality Framework, as well as the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

We take this seriously, so we have developed policies and procedures along with systems within our business to make sure we comply with the standards and legislation. As we are responsible, this means that we take responsibility for any third parties we may work with – this includes training partners, education agents and sales/marketing providers. We participate in audits with the regulator (ASQA) and must provide them with information when they request it.

OUR LOCATION

We are located at:
310 Montague Road West End QLD 4101

We are also required to issue you with your Australian Qualification Framework (AQF) certification documents once you have been found competent. If you feel in any way that we are not living up to our obligations, you have the right to make a complaint. Please see the Complaints and Appeals section of this handbook for information on how to do so.

OUR CONTACT DETAILS

Main telephone number: +61 7 3848 4354

Email: info@vocareersinstitute.edu.au

Website: www.vocareersinstitute.edu.au

STUDENT SUPPORT CONTACT DETAILS

CEO: Gurtej Chahal – +61 433 992 826

Available 24/7 for emergency situations

RTO Manager: Pushpinder Singh –
+ 61 449 091 010

Administration & Student Support
Officer: Shikha Kanwar

Available via the main contact
telephone number.

ABOUT BRISBANE

Brisbane is located in the sunny state of Queensland and is one of the fastest growing capital cities in Australia in terms of population and employment. A culturally diverse city, Brisbane has fantastic weather, is close to world famous beaches in both the Sunshine and Gold Coasts and boasts a world class international airport, comprehensive road and rail networks and a fully integrated public transport ticketing system.

We recommend you purchase a Go Card for travel between trains, busses, ferries and trams. See <https://translink.com.au/tickets-and-fares/go-card> for more information about purchasing, topping up and managing your Go card.

For more information about Brisbane please visit the website this information has been sourced from: https://www.visitbrisbane.com.au/information/about-brisbane?sc_lang=en-au

COURSES WE OFFER

- AUR30620 Certificate III in Light Vehicle Mechanical Technology (103880F)
- AUR40216 Certificate IV in Automotive Mechanical Diagnosis (104794G)
- AUR50116 Diploma of Automotive Management (103882D)
- BSB50120 Diploma of Business (108612H)
- BSB60120 Advanced Diploma of Business (108613G)
- BSB50420 Diploma of Leadership and Management (104290J)
- BSB60420 Advanced Diploma of Leadership and Management (108615E)
- CPP20218 Certificate II in Security Operations (103061H)
- Security Operations (Refresher Training)
- SIT40521 Certificate IV in Kitchen Management (109505C)
- SIT50416 Diploma of Hospitality Management (094091C)

VISAS AND CONDITIONS

After you have successfully completed the application and enrolment process, you will be issued with a Confirmation of Enrolment (CoE). Once you have this, you can apply to the Department of Home Affairs for a student visa. You may choose to use a Registered Migration Agent or may choose to complete it yourself. More information about how to apply for a visa can be accessed here: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>

Once you have received your visa, you must abide by its conditions. If you don't, you can be sent home and won't be able to finish your course. Conditions include (but are not limited to):

- Satisfy attendance and/or course progress requirements and maintain a valid enrolment for your course.
- Only work if you have been given permission to do so as part of your visa grant (and not work more than the stipulated number of hours).
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia
- Notify your training provider of your Australian address and any subsequent changes of address within 7 days.
- Complete the course within the duration specified in the CoE you received.
- Remain with the principal education provider for 6 months of principle course unless you are issued with a letter of release from the education provider to attend another institution.

WHAT IS A USI AND WHY DO I NEED ONE?

USI is the acronym for Unique Student Identifier. It is a reference number that creates an online record of your training and qualifications attained in Australia. If you don't have a USI, then you can't be awarded your qualification or statement of attainment.

Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognised training from 2015. This means (unless you have an exemption issued by the USI registrar) that as a student you must provide us with your USI. For information about USIs including how to create one visit <https://www.usi.gov.au/>.

For information on exemptions visit: <https://www.usi.gov.au/about/privacy-and-unique-student-identifier/individual-exemptions-students>

If you are having trouble creating a USI, we will assist you during the orientation session on the first day.

EDUCATION AGENTS

Vocational Careers Institute uses education agents to assist us to recruit students. We have written agreements in place to ensure ethical practices as we hold our responsibility to our students, the sector and reputation of the VET industry in Australia very seriously. A list of approved education agents can be found on our website at: www.vocareersinstitute.edu.au

RPL AND CREDIT TRANSFER

Credit transfer is a formal recognition of previous studies and can help to reduce the duration of your course, as well as fees. You may apply for a credit transfer for a complete unit or modules within a unit. There is no charge to apply for a credit transfer but you need to let us know that you want to apply for this on your application for enrolment form in the relevant section. You will need to provide a certified copy of your certificate either issued by another education provider or an authenticated VET transcript issued by the USI Registrar.

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. You need to let us know that you want to apply for RPL at the time of application by indicating this on the application for enrolment form in the relevant section. There is a charge for RPL and this can be viewed in the Fees and Refunds section of this handbook. RPL can also reduce your course duration and fees.

We will inform you in writing of any reduced course duration and fees due to credit transfer and RPL and issue your CoE for the reduced duration of the course.



COURSE ORIENTATION

On the first day of your course, we will deliver an orientation session to you which includes an induction session. It's vital that you attend this as we will cover the following topics:

- Course information.
- Facilities and resources available at our campus.
- Emergency evacuation procedures.
- Your rights and responsibilities as a student.
- Support services available.
- Legal, emergency and health services.
- Safety relevant to Australia and your environment.
- Critical incidents and critical incident reporting
- Policies about course progress, attendance monitoring, deferral, suspension and cancellation, course transfer and our complaints and appeals process.
- Student visa conditions related to course progress and attendance.
- Information about work rights.
- Question and answer session
- Assistance in creating your USI if you have not done so already.

WHAT CAN I EXPECT DURING TRAINING AND ASSESSMENT?

Vocational training and assessment is all about practical and competency-based learning and assessment that is relevant to industry and our modern world.

You will learn in the classroom and/or the practical work environment where the industry conditions are simulated to

prepare you for your chosen field. You are required to undertake a range of assessment activities dependent on the course you are undertaking. Your assessment tasks will either be marked as Satisfactory or Not Satisfactory and achievement of a Satisfactory result for all assessment tasks within a unit of competency results in a mark of Competent for that unit. Once you have received a mark of Competent for all units that make up the qualification– you will be eligible to be awarded your qualification.

REASSESSMENT ARRANGEMENTS

Arrangements for reassessment will be arranged with you directly with your trainer/ assessor if, and as, necessary. You are entitled to 3 attempts at each assessment task and if you exhaust all 3 attempts, then you will be required to pay an additional cost for re-assessment as outlined in the Fees and Refunds information and this will also be outlined in your Student Agreement signed at enrolment. Please refer to the Fees and Refunds section for more information.

We can't guarantee that you will be awarded your qualification as this is dependent on you and the work you put into your course. We will provide you with all the necessary facilities, equipment, trainers and support to complete the qualification – but the outcome of it depends on you. We also can't guarantee that you will find work in your chosen field, as this depends on factors beyond our control – but what we can guarantee is that we will provide you with consistent training and an industry-relevant course with the support and guidance from a fantastic team of dedicated trainers who care about your individual progress. Each student matters to us – and your positive outcome and successes are successes of our college community also.

SUPPORT AND WELFARE

We all need a little extra support sometimes and when you are living and studying overseas – you may need a little bit more than you normally would. We are here to help you – so don't ever be shy to let us know what you are going through and how we can help.

We offer the following in relation to support and welfare:

- One-to-one support from the trainer/assessor.
- Support with personal issues.
- Access to additional learning resources.
- Reasonable adjustment in assessment.
- Social events.
- Information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy. We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

We have a range of information we can provide you with on a variety of issues – this may be related to accommodation, legal or financial issues, cultural considerations, disability support, stress management – or maybe you are experiencing homesickness. If you are experiencing it – then we are concerned about it. Please communicate with us because we care. We don't charge for internal services but you will be responsible for any external provider costs at the time you access the services. We can assist you to find local groups of like-minded people in the area, connect you with other students with similar interest groups or simply be a friendly listening ear when you need one.

Depending on your needs, we will provide you with a referral to the relevant local organisation and assist you to access services from them.

Some support services are listed in our Important information about Australia section of this handbook – but it's best to come and speak to the Administration and Student Support Officer where you can have a confidential discussion and get the right type of service / support for your need or concern.

ISSUING CERTIFICATES

Once you have been found competent in all units you are enrolled in that make up your qualification and have paid all your relevant fees – we will issue you with your qualification and record of results within 30 days. If you withdraw, meaning that you only partially complete your course, then you will be issued with a Statement of Attainment (SoA) within 30 days of withdrawal for all the relevant units that you have completed as competent. We reserve the right to withhold the issuance of any certificates until all fees have been paid, except where we are not permitted to do so by law. We cannot issue your certificates if we do not have your USI on file, which is why we ensure upfront that you have created one, and assist you to do so at the time of orientation if you have not created one prior to this.

Reissuing certification documents

We are required by law to keep records of your qualification and units achieved for at least thirty (30) years. If you lose your statements or qualification, we can re-issue these to you for an additional charge. Refer to our Fees and Refunds section for more information.

FEEDBACK

Your feedback is important to us! Like all businesses, we strive to improve and use feedback to make changes in line with continuous improvement. We want to make sure we are meeting the needs of current and future students so please let us know if something isn't right or you have a feedback suggestion by emailing or calling us.

You will also be provided with a Quality Indicator Survey which is issued by the National Centre for Vocation Education and Research (NCVER). You may also receive surveys from your trainer or the office from time to time. Please complete these and return as advised.

IF YOUR DETAILS CHANGE...

From time to time your personal details may change. You might get a new mobile phone number, change your address or emergency contact details. It's actually a condition of your visa to notify us within 7 days if your address changes.

If you ever notice that something isn't right with some of your personal information or our records – please let us know so we can amend your records and correct it.

WHAT'S REQUIRED OF ME AS A STUDENT?

The next section of this handbook outlines important policies and processes that you need to know about as a student. It's expected that you have read through and are familiar with this information – keep this handbook handy for future reference so you can refer to it when needed.

You are also expected to read through and abide by the Student Code of Conduct which is included in the next section below along with other important information. You can also find out more about the ESOS Framework which protects your rights at: <https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>

We look forward to welcoming you as a new student if you are not one already and wish you the best of luck in your studies and your time spent here in Australia!



HOW CAN I APPLY?

The application process is outlined in the diagram below:

Complete and send your Application for Enrolment Form to us. Make sure you include any supporting documents if there are entry requirements for your chosen course. These may include verified copies of previous qualifications, your passport, previous schooling and English testing results.

When we receive your application for enrolment, we will assess it against the course requirements. If your application is verified, we will arrange an interview with you. Your interview may be in person (if you are in Australia) or via phone or Skype.

Your application will then be processed and if you are successful you will be issued with a Offer Letter and Student Agreement. If you were unsuccessful, we will be in touch to advise you of the outcome and provide advice about other suitable options or what you need to do before reapplying.

Carefully review your Offer Letter and Student Agreement and make sure your course fees, duration and payment plan are correctly stated. Read through all of the included policies and procedures and if you are in agreement, sign and return to us and we will then issue you with an invoice.

Once we have received your first payment, you will be issued with an electronic Confirmation of Enrolment (COE). Use this document to apply for your visa with the Department of Home Affairs. Once your visa is granted, make sure you arrive in Australia in time for your first class and orientation session.

POLICIES AND PROCEDURES

FEES AND REFUNDS

We want to make sure you understand all fees and charges associated with your course so please carefully read this section.

You can find out about the fees for a course on the Course Brochure and in addition all fees associated with your course are included in the Student Agreement. The Student Agreement also includes a detailed payment schedule and payment options, as well as your rights.

We will also tell you about the potential for fees and charges to change over the duration of their course, although it is unlikely that fees and charges will change.

We protect your fees at all times by:

- Through our membership of the Tuition Protection Scheme (TPS). The role of the TPS is to assist international students where we are unable to fully deliver their course of study. The TPS ensures that you are able to either complete their studies in another course or with another education provider or receive a refund of your unspent tuition fees.
- Not requiring you to pay more than 50% of course fees prior to commencement, except where a course is less than 26 weeks. However, you may choose to pay your fees in full or a greater amount than 50%. Please contact us if you would like to pay more than is documented in your student agreement.

Please note that the following fees can apply in addition to the fees advertised in the Course Brochure.

Additional fees that may apply in addition to tuition and non-tuition fees include:

Additional fees that may apply	Amount
Deferral fee	\$300
Re-assessment fee (students have a total of 3 attempts and any attempt thereafter will incur the stated fee).	\$150
Fees for late payment of course fees	\$50 per week for each week the payment for course fees is delayed
Credit transfer	Nil
RPL	Application fee of \$300 Unit fee \$500

You are required to pay all fees and charges by the date indicated on the invoice. Where you are unable to make a payment by the specified date, please contact us to discuss alternative arrangements.

Where fee is overdue and you have not made alternative arrangements, a first warning, second warning and notice of intention to report regarding non-payment of fees will be sent to you as follows:

- First warning letter: failing to pay an invoice within 5 days of receipt or contacting us to make alternative arrangements.
- Second warning letter: failing to pay an invoice within 5 days of receipt of the first warning letter or contacting us to make alternative arrangements.
- Notice of intention to report: failing to pay an invoice within 5 days of receipt of the second warning letter or contacting us to make alternative arrangements.

Following cancellation of enrolment due to non-payment of fees, your debt will be referred to a debt collection agency.

Refunds

Refund of the fee will only be granted in accordance with the refund policy set out below. Admin fee are non-refundable under any circumstances, except in the unlikely circumstances where Vocational Careers Institute is unable to provide the course. The policy follows the procedures that VCI:

- will, in the event that a course is cancelled, whilst in progress, due to circumstances beyond its control, provide the student with a refund of unused fee on hold or offer to transfer the student to another course.
- will refund a pro rata proportion of any money paid by you and not yet used for the delivery and assessment of the course, in the event we cancel or discontinue a course.

Students who have any queries regarding eligibility for refunds should contact the CEO in the first instance.

Full Refund:

Vocational Careers Institute (Vocational Careers Institute) has a fee refund policy for situations where special circumstances exist. We will make a full refund of course fee paid (less admin fee) in the following circumstances:

- Vocational Careers Institute is not able to deliver a scheduled course at the commencement date or course was withdrawn by the college: Vocational Careers Institute reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, if necessary. In such circumstances, if a Student is unable to enrol in a similar course at Vocational Careers Institute all fee (including admin fee) will be refunded within 4 weeks.
- Application for a Student Visa is Unsuccessful (Off-Shore Students): This policy applies to off-shore students whose visa application has been unsuccessful prior or after the course commencement. In this case VCI, reserves the right to retain an admin fee of AUD\$300. Refund of any balance pre-paid course money will be made within 4 weeks. A request of refund in writing and proof of visa refusal, from the Australian Government must be sent to VCI upon visa refusal.

- Non-commencement due to visa renewal application is refused before course commencement (on-shore students): This policy applies to on-shore students who have applied for the visa and did not commence the study due to visa application being declined. In this case VCI, reserves the right to retain an admin fee of AUD\$300. Refund of any balance pre-paid course money will be made within 4 weeks. A request of refund in writing and proof of visa refusal, from the Australian Government must be sent to VCI upon visa refusal.

Partial Refund:

Vocational Careers Institute will make a partial refund of tuition fee in the following circumstances:

- 4 weeks prior to the commencement of the studies: If written notice of withdrawal is received from a candidate at least 4 weeks prior to the commencement of the studies, the tuition fee are refundable, less an admin fee of AUD\$300 and where applicable or
- Less than 4 weeks prior to the commencement of the term: If written notice of withdrawal is received from a candidate less than 4 weeks prior to the commencement of the studies, 50% of the tuition fee (if paid in full) are refundable less an admin fee of AUD\$300 and where applicable.
- In the unlikely event that Vocational Careers Institute is unable to deliver the course in full: Student will be offered a refund of all unused tuition fee you have paid to date in the unlikely event that VCI is unable to deliver the course in full due to unforeseen circumstances including sanction imposed by the government regulator. The refund will be paid to you within 4 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Vocational Careers Institute at no extra cost to you. You have the right to choose whether you would prefer a refund of unused tuition fee, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If Vocational Careers Institute is unable to provide a refund or place you in an alternative course the Australian Government's Tuition Protection Service (TPS) will assist you with your placement in an alternative course or manage any applicable refunds.
- Student Visa extensions applications are declined: If an extension to the Student's visa is not granted and the course has commenced a refund will not be issued to the Student for the course duration that has already finished. A refund of unused fee will be provided to the student on application.

No Fee Refund:

- Student does not commence the course on the given start date: No refund will be issued for the fee paid to Vocational Careers Institute
- Student withdrawal from study after commencement: If a Student withdraws from, cancels or fails to attend a program or course after the start of the program (except for visa refusal), Vocational Careers Institute will not refund any of the fee paid for that program or course semester. The Student will be required to pay any outstanding balances for the course. No refund will be issued for the fee paid to Vocational Careers Institute for Overseas Student Health Cover (OSHC), airport pick-up, or accommodation bookings.
- Visa cancelled due to actions of the student: If the Student's enrolment is cancelled because of infringement of Vocational Careers Institute's disciplinary Policy or breach of Student visa conditions, no refund of any course fee will be granted.
- Student breaches a visa condition: No refund will be issued for the fee paid to Vocational Careers Institute
- Student supplied incorrect or incomplete information causing VCI to withdraw the offer before commencement of the course: No refund will be issued for the fee paid to Vocational Careers Institute
- Student Transfers: If the Student seeks and is granted approval by Vocational Careers Institute to transfer to another provider prior to completion of six months' study of the principal course, no refund of any course fee paid in advance will be granted. Any outstanding fee for the course must be paid prior to release.
- Third Party Services: Refunds for any fee received by Vocational Careers Institute on behalf of the Student for services other than tuition fee must be requested from the company delivering the service and Students will be subject to the respective companies refund policies.

The fee refund provisions are summarized as below:

Circumstance	Refund due
Vocational Careers Institute cancels course before commencement	Full refund of all fees
The student is refused a visa and therefore does not commence their course on the agreed starting day or withdraws from the course on or before the agreed starting day (Off-shore and On-shore students)	Admin fee of AUD\$300 not refunded. Refund of all other fees and charges.
Student withdraws up to 4 weeks prior to course commencement.	Admin fee not refunded. Refund of all other fees and charges.
Student withdraws less than 4 weeks prior to course commencement.	50% of the tuition fees (if paid in full) are refundable less an admin fee of AUD\$300
Vocational Careers Institute cancels course following commencement	Full refund of all unspent fees calculated as follows: Weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default).
The student is refused a visa and has already commenced their course.	Full refund of all unspent fees less an admin fee of AUD\$300 and is calculated as follows: Weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default).
The student does not commence on the agreed start date and has not previously withdrawn.	No refund.
Student withdraws after commencement.	No refund.
Student's enrolment is cancelled due to disciplinary action.	No refund.
Student breaches a visa condition	No refund.
The student has supplied incorrect or incomplete information causing Vocational Careers Institute to withdraw the offer of the course prior to commencement.	No refund.
Students transfers to another provider	No refund.
Third Party Services (e.g Airport Pick-up, Homestay Fee & Accommodation Booking Fee, Bank Charges, Postage & Courier Charges)	No refund.

In all cases, the course commencement date is the date indicated on the student's most current CoE.

Provider Default:

In the event that Vocational Careers Institute is unable to deliver your course in full, student will be offered a refund of the entire unused tuition fee they have paid to date. The refund will be paid to students within 4 weeks of the day on which the course ceased being provided. Alternatively, student may be offered enrolment in an approved course offered by the College, at no extra cost to the student. Students have the right to choose whether they would prefer a refund of course fee, or to accept the place in another course. If you choose placement in another course, we would ask student to sign a document to indicate that student accepts the placement. In the unlikely event of a provider not being able to continue to offer courses to students, students studying in Australia are protected under a Tuition Protection Scheme (TPS). Under this scheme students will be offered an alternate provider to study the same course/qualification or given a refund of unused tuition fee. The TPS Director may recover from a provider as a debt, the amount equal to the amount paid for a student under the TPS.

Tuition Protection Service:

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students can either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fee.

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 fee 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 international students through the introduction of the Tuition Protection Service (TPS).

More information regarding the Tuition Protection Scheme is available at the following link: <https://tps.gov.au/Home/NotLoggedIn>

Student Default:

The following are the situations when student default occurs:

- The student does not commence the course on the date specified in the student's Confirmation of Enrolment (CoE) and does not notify the VCI; or
- The student fails to pay any monies for which he/she was liable to pay to VCI, directly or indirectly; or
- The student breaches a condition of student visa; or
- If after deferring, a student gives written notice that they do not wish to continue/start their studies.
- Misconduct or Misbehavior by the student

- A student abandons his/her course without formally cancelling his or her enrolment with VCI. However, the balance of all fee due will be invoiced to the student.
- Where a student has received a packaged offer for a combination of courses and does not enrol in the second or subsequent course, the deposit paid for those courses shall be retained by VCI.

Note: The college reserves the right to withhold granting the Award attained by the student, if student fee remains outstanding for the current study period.

Vocational Careers Institute reserves the right to retain the full fee paid where an offer was made on the basis of fraudulent documents.

Student Default Reporting:

Providers must report changes to a student's enrolment as required by section 19 of the ESOS Act within 31 days. If the student is under 18 years of age and does not commence their course or terminates their studies; they must be reported via PRISM within 14 days

Timeline for Provider and Student Default

DEFAULT – Refer Sections 46 & 47 of ESOS Act 2000 VCI must notify THE ESOS AGENCY and the TPS Director within 3 business days if we default and notify students in writing.
Within 14 days VCI will either offer an alternate place at VCI's expense (student must accept in writing) or offer student a refund for unused fee
VCI must notify THE ESOS AGENCY and TPS Director of provider default outcomes within 7 days of the alternative course or refund provided to the student/s.
VCI must notify THE ESOS AGENCY and TPS Director of student default within 5 business days.
If VCI does not have a compliant written agreement, or if a student's visa is refused, refunds are calculated as per 47E(4) of the ESOS Act 2000.
VCI must notify THE ESOS AGENCY and TPS Director within 7 days for student default of its discharge obligations within 7 days of the default period.
If a registered provider of an alternative course offers the student a place in the course, the student may accept the offer

The default periods and amounts are calculated on the basis of 47E(4) of the ESOS Act 2000. Refer http://www.comlaw.gov.au/Details/F2014L00907/Html/Text_-_Toc382906Section8

Vocational Careers Institute must notify DET and TPS Director of student default only if the student's visa is refused or if there is no compliant Written Agreement in place. Vocational Careers Institute then has 7 days after the end of the obligation period (35 days after the default occurs) to give notice via PRISMS of the outcome of the discharge of Vocational Careers Institute obligations. Vocational Careers Institute does not report on student refunds where a compliant written agreement is in place and it is not a refund due to a visa refusal.

Alternative Course Offer

Vocational Careers Institute may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, Vocational Careers Institute will not be liable to refund the money owed for the original enrolment.

Procedure - Refund:

To apply for a refund, a written claim, stating reasons and relevant details must be submitted on the Application for Fee Refund Form to the Administration Manager/CEO of VCI. The application for a refund will be processed within 4 weeks after a claim has been received. Refunds are assessed on a case-by-case basis for the approval. Approved refunds will only be released to the person who entered the contract (parents/guardians in case of under 18 students) with VCI and will not be provided to a third party. All refunds are paid electronically; no refunds will be paid in cash. Appropriate supporting evidence must be provided with the letter.

Agreeing to the Refund Policy does not remove the right of the student to take further action under Australian Consumer Protection Law. Please refer to the Complaints and Appeals Policy.

While applying for refunds on the basis of visa refusal, the student must provide the proof of refusal from the Australian Government or else a refund will not be granted.

In case, the Student is transferring to another institution in Australia (subject to Visa conditions), any refund may be remitted to that institution, as authorized by the Student or his/her guardian. Vocational Careers Institute will provide the Student with a statement detailing the calculation of the refund.

In order for a refund to be payable, the funds must be available (e.g. cheques are cleared, telegraphic transfers received), and any debts to

Vocational Careers Institute must be paid in full or the outstanding amounts will be deducted from the refund. In the case of provider default the refund will be paid within 2 weeks (section 27 ESOS Act 2000) from the date that application received. VCI reserves the right to retain the amount of any agent fee incurred by Vocational Careers Institute in recruiting a student, in addition to any other amount Vocational Careers Institute is entitled to.

COMPLAINTS AND APPEALS

We sincerely hope not, but from time to time you may be unhappy with the services we provide or want to appeal a decision we have made. We take your complaints and appeals seriously and will ensure in assessing them that we look at the causes and action that we can take to ensure it does not happen again/reduce the likelihood of it happening again.

Complaints can be made against us as the RTO, our trainers and assessors and other staff, another learner of Vocational Careers Institute as well as any third party that provides services on our behalf such as education agents.

Complaints can be in relation to any aspect of our services.

Appeals can be made in respect of any decision made by RTO. An appeal is a request for Vocational Careers Institute's decision to be reviewed in relation to a matter, including assessment appeals.

In managing complaints, we will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaint process. This means that we will review each complaint or appeal in an objective and consistent manner and give everyone the opportunity to present their point of view.

Our internal complaints and appeals process can be accessed at no cost.

We do encourage you to firstly seek to address the issue informally by discussing it with the person involved.

However, if you do not feel comfortable with this or you have tried this and did not get the outcome you wished you can access the formal complaints and appeals process.

If you want to make a complaint or appeal, you must:

- Submit your complaint or appeal in writing using the complaints and appeals form. The complaints and appeals form outlines the information that should be provided and can be accessed from Student Support Officer.
- Submit your complaint within 20 working days of the incident or in the case of an appeal within 20 working days of the decision being made.

We will acknowledge your complaint or appeal in writing within 3 working days of receipt.

We will review your complaint or appeal within 5 working days of receiving it.

Complaints and appeals will be finalised as soon as practicable or within 30 working days. However, where the complaint or appeal is expected to take more than 60 calendar days to process, Vocational Careers Institute will write to inform the complainant or appellant of this including the reasons for such. Following this update, regular updates will be provided of progress.

For assessment appeals, we will appoint an independent assessor to conduct a review of an assessment decision that is being appealed.

We will communicate the result of the complaints and appeals process to you in writing and this will include the reasons for the decision.

If you do need to come in for a meeting, you can have a support person of your choice present to assist you to resolve the complaint or appeal.

Generally, your enrolment will be maintained throughout any internal appeals process that concerns a decision to report you.

Additionally, If the appeal is against our decision to report you for unsatisfactory course progress or attendance, your enrolment will be maintained until the external process is completed and has supported or not our decision to report you.

If the appeal is against our decision to suspend or cancel your enrolment due to misbehaviour, this will not take effect until after the outcome of the internal appeals process.

Independent parties

Where the internal process has failed to resolve the complaint or appeal, you will be able to take your case to the Overseas Students Ombudsman (OSO).

International students may complain to the OSO about a range of circumstances including:

- being refused admission to a course
- course fees and refunds
- being refused a course transfer
- course progress or attendance
- cancellation of enrolment
- accommodation or work arranged by Vocational Careers Institute
- incorrect advice given by an education agent.
- taking too long in certain processes such as issuing results
- not delivering the services indicated in the Student Agreement.

More information can be found at:

<http://www.ombudsman.gov.au/making-a-complaint/overseas-students#quality-of-education-provider>

You can access this services at no cost in relation to matters that cannot be resolved through internal processes. Further information and contact details are included below.

We will cooperate in full with the OSO and will immediately implement their decisions or recommendations and/or take preventative or corrective action required by the decision or recommendation.

We will communicate all actions to you in writing based on the OSO's decision.

Complaints can also be made to the organisations indicated below:

National Training Complaints Hotline:

The National Training Complaints Hotline is a national service for consumers to register complaints concerning vocational education and training. The service refers consumers to the appropriate agency/authority/jurisdiction to assist with their complaint. Access to the Hotline is through:

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

Email: ntch@education.gov.au

Australian Skills Quality Authority (ASQA):

Complainants may also complain to our registering body, Australian Skills Quality Authority (ASQA). It is important to understand that ASQA does not act as an advocate for individual students and is not responsible for resolving disputes between students and training providers. ASQA only uses information from all complaints as intelligence to inform regulatory activities. More information can be found at:

<https://www.asqa.gov.au/complaints>

Nothing in this policy and procedure limits the rights of an individual to take action under Australia's Consumer Protection laws and it does not circumscribe an individual's rights to pursue other legal remedies.

COMPASSIONATE OR COMPELLING CIRCUMSTANCES

You will find that many of our policies refer to compassionate and compelling circumstances so it is important to understand this term.

Compassionate and compelling circumstances are personal circumstances that:

- are involuntary and outside your control, for example, medical, family, wellbeing, or enrolment circumstances, and
- present you with limited or no choice.

COURSE PROGRESS AND MONITORING

In order to maintain satisfactory course progress and attendance you must:

- attend all of your classes, with a minimum attendance of 80% expected
- satisfactorily complete all of your assessments
- actively participate in classes.

Your course progress will be monitored to make sure you are completing all of your assessments and actively participating in learning.

Your attendance will be recorded and signed during each class you attend and your attendance rate will be calculated weekly. Please note you cannot be absent for more than 5 consecutive days without approval for a leave of absence. If you are absent we will contact you via SMS, phone calls and emails.

We may assess that you are at risk of unsatisfactory course progress and/or attendance if you:

- have an overall result of Not Yet Competent result for a unit
- do not attend classes on a regular basis
- do not participate in learning activities within the classroom.

An exception may be made where you are attending at least 70% of the course contact hours and is maintaining satisfactory progress.

In this case we will contact you in writing and issue you with a First Warning Letter inviting you to attend a meeting with us to discuss your lack of progress and/or attendance and to agree on a plan to address this (an Intervention Strategy).

If following the First Warning Letter you either do not attend a meeting with us or continue to not make satisfactory course progress, we will send you a Second Warning Letter inviting you to attend a meeting with us to discuss your lack of progress and/or attendance and to possibly adjust the Intervention Strategy agreed on.

If following the Second Warning Letter you either do not attend a meeting with us or continue to not make satisfactory course progress, we will send you a Notice of Intention to Report for Unsatisfactory Course Progress/Attendance including the reasons for the notice. This will mean you may be reported to the Department of Home Affairs with the risk of your visa being cancelled. You may appeal this decision (see section on complaints and appeals) but you must do so within 20 working days of receiving the notice.

We will only report unsatisfactory course progress or unsatisfactory course attendance if:

- the internal and external complaints processes have been completed and the decision or recommendation supports our original decision; or
- you do not appeal the decision within the 20-working day period; or
- you do not access an external complaints and appeals process; or
- you withdraw from the internal or external appeals processes by notifying us in writing

Please note that extensions to your course duration specified on the CoE will be allowed if: you

- Can provide evidence of compassionate or compelling circumstances.
- Where you are participating in or about to participate in an intervention strategy because you are at risk of not meeting course progress or attendance requirements.

DEFERRING YOUR COURSE

Vocational Careers Institute allows you to defer your course. This means that your place is guaranteed but you can choose to delay the start of your course for up to 6 calendar months.

To defer your course, you will need to complete a Deferral Form and provide evidence of compassionate or compelling circumstances. Prior to applying to defer their program students must ensure that they have paid any outstanding VCI fee and AUD\$300 admin fee if course deferment is applied after course commencement. Where a course deferment is granted, any monies paid to accept the original course will be transferred as a deposit for the deferred course. (NOTE: A place may only be deferred for up to 6 calendar months).

If your request is approved you will receive a new Letter of Offer and Student Agreement including a revised start date.

It is important to check the impact on your visa by contacting the Department of Home Affairs.

SUSPENDING YOUR COURSE

Vocational Careers Institute allows you to suspend your course. This means that although you have commenced your studies you will be able to take a leave from your studies of up to 12 months, you may not be able to live in Australia during this period.

To suspend your course, you will need to complete a Leave of Absence Form and provide evidence of compassionate or compelling circumstances.

If your request is approved you will receive a new Student Agreement including a revised start date.

It is important to check the impact on your visa by contact the Department of Home Affairs.

A leave of absence will not be approved if fees are unpaid.

TRANSFERRING COURSES

If you wish to transfer to another RTO or university within the first six months of your principal course of study, you will need to apply for release from Vocational Careers Institute. If you wish to transfer after six months you do not need permission for release (although you will still need to complete a withdrawal form – see the section on deferral, suspension and cancellation).

For your application, the RTO or university you wish to transfer to must be registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). It is important to check this which you can do using the CRICOS course and institution search.

Vocational Careers Institute will approve your request for transfer if:

- you can prove that you need the transfer because of compassionate or compelling circumstances.
- the course outlined in your Student Agreement has not been delivered
- you provide evidence that your reasonable expectations about the course are not being met
- you provide evidence of being misled by Vocational Careers Institute or by an education or migration agent, regarding the Vocational Careers Institute or the course, and the course is therefore unsuitable.

Vocational Careers Institute will not approve your request if:

- you do not provide satisfactory evidence of compassionate or compelling circumstances.
- you have unpaid course fee for the current study period
- the transfer would put your progression through a package of courses at risk
- you require access to particular support services that have not yet been provided or offered to you.

How to apply

If you wish to apply to transfer to another registered provider prior to completing six months your principal course, you must complete a Withdrawal Form and attach a copy of the offer from the other RTO or university. The Withdrawal Form will require you to include a statement of your reasons for seeking release.

You will receive a notice advising you of the outcome within 10 working days of receipt of the form and valid enrolment offer. Where the request is granted, a Letter of Release will be provided to you. It is important for you to contact the DHA to seek advice on whether a new student visa is required. All refunds associated with course transfer will be in accordance with our Fees and Refunds policy.

Appealing the decision

If your application is unsuccessful you will be advised in writing and you can access our Complaints and Appeals Policy and Procedure to appeal the decision within 20 working days of receipt of the decision.

We will not finalise the refusal until the appeal process is complete and either finds in our favour or until the 20-working day period in which you can access the complaints and appeals process has passed.

Transferring courses within Vocational Careers Institute

Vocational Careers Institute offers students the options to transfer to other courses within Vocational Careers Institute

Vocational Careers Institute will approve your request for transfer if you can show that:

- the course better meets your study capabilities and/or long-term goals
- you provide evidence that your reasonable expectations about the course are not being met.

Vocational Careers Institute will not approve your request if:

- the transfer would put your progression through a package of courses at risk
- you require access to particular support services that have not yet been provided or offered to you.
- there is evidence that you are trying to avoid being reported to DHA for failure to meet the provider's attendance or academic progress requirements.
- your course fee is in arrears.

How to apply

If you wish to apply to transfer to another course, you must complete an Internal Course Transfer Form. The Form will require you to include a statement of your reasons for seeking release.

You will receive a notice advising you of the outcome within 10 working days of receipt of the form. Where the request is granted, a new CoE will be provided to you. It is important for you to contact the DHA to seek advice on whether a new student visa is required.

It is also important to check whether any additional fees will be required to be paid.

Appealing the decision

If your application for internal transfer is unsuccessful you will be advised in writing and you can access our Complaints and Appeals Policy and Procedure to appeal the decision within 20 working days of receipt of the decision.

DISCONTINUING YOUR STUDIES

You may decide that study is not for you and choose to discontinue your studies. Before you make a final decision, however, it's a good idea to talk to us to help you to make an informed decision.

If you no longer wish to continue with your studies with us, then you must complete a Withdrawal Form. Make sure you carefully read the Fees and Refunds information so that you know how your decision affects your fees.

SUSPENDING OR CANCELLING YOUR ENROLMENT

It is important to understand that your enrolment may be cancelled or suspended by us in a range of circumstances:

- Misbehaviour (ie not abiding by the Student Code of Conduct as outlined in this Handbook).
- Not paying your course fees.
- Not making satisfactory course progress or attending classes as set out in this Handbook.

Where any of the above circumstances apply we will be contacting in writing to inform you of the intended suspension or cancellation and the reasons for this.

You will be given the opportunity to access our Complaints and Appeals Policy and Procedure to appeal the decision within 20 working days of receipt of the decision.

We will not report you until the internal appeal process is complete.

It is important for you to contact the DHA to seek advice on your student visa.

PRIVACY AND ACCESS TO RECORDS

All information about you is kept in the strictest confidence and can be provided to you on request. Please note that you do need to request this in writing and this can be done by email.

You were provided with a Privacy Notice in your Student Agreement which told you about the information we need to share with other agencies. This is included below again for your information.

Under the Data Provision Requirements 2012, Vocational Careers Institute 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), may be used or disclosed by Vocational Careers Institute for statistical, administrative, regulatory and research purposes. Vocational Careers Institute may disclose your personal information for these purposes to Commonwealth and State or Territory government departments and authorised agencies; and NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

STUDENT CODE OF CONDUCT

The following information outlines what's expected of you

YOUR RESPONSIBILITIES

Policies and procedures

You are expected to:

- read and follow our policies as document in this handbook
- respond to our communications promptly
- advise us within 7 days of any change of contact details including current residential address, mobile number, email address and who to contact in the event of an emergency

Learning and assessment

You are expected to:

- attend scheduled classes
- actively participate in learning
- complete all homework given to you
- complete and submit all assessments on time
- refrain from plagiarism, cheating and collusion
- pay all fees due
- ask for support if needed.

Classroom conduct

You are expected to:

- arrive on time for your class
- be prepared for class
- dress appropriately
- only use handheld devices in class when relevant to the activity
- communicate in English.

Respect and ethics

Students are expected to:

- respect others' values and beliefs
- interact with others in a collaborative, professional manner
- use our resources for the purpose for which they are intended
- refrain from harassment and discrimination of any kind
- resolve any conflicts calmly
- respect ours and other people's property.

YOUR RIGHTS

Policies and procedures

You can expect to:

- be informed of our policies and associated procedures
- receive regular and relevant communications
- learn in a safe environment
- have your personal details kept confidential and secure
- access the information that we hold about you.
- have the opportunity to provide feedback on services received.

Learning and assessment

You can expect to:

- be provided with high quality training, assessment and support services
- receive the support you need
- have your assessments marked and returned within 10 working days of submission.
- receive feedback on assessments where the result is not satisfactory.

Classroom conduct

You can expect your trainer and assessor to:

- be on time for classes
- be prepared for class
- be knowledgeable and engaging
- dress appropriately
- only use handheld devices in class when they are relevant to the activity
- communicate in English.

Respect and ethics

You can expect:

- to have your values and beliefs respected
- to be treated fairly and equitably by staff and students
- interact with others in a collaborative, professional manner
- respect for yourself and your property.



IMPORTANT INFORMATION ABOUT AUSTRALIA

LIVING AND STUDYING IN AUSTRALIA

Australia is one of the world leaders in education and home to almost 700,000 international students. It's a great place to live and study as Australia has some of the lowest crime rates in the world with lots of open spaces, beautiful parks and wildlife, golden surf beaches and vibrant cities and night life. Australia is a welcoming and friendly country toward overseas visitors and our national values include individual freedoms along with protection of the rights of citizens and visitors with a transparent legal system in place. We are a multi-cultural and diverse nation with a thriving mix of regional and city centres providing a variety of landscapes and opportunities. Australia is a technologically advanced nation with great infrastructure and transportation options for students and being a country with one of the highest minimum wage rates – Australia is really a fantastic place to live and study.

This information has been sourced from Study in Australia provided by the Australian Government. If you would like more information about a specific topic, please visit the website: <https://www.studyinaustralia.gov.au/>

COST OF LIVING

12-month living costs are as follows:

- For students or guardians – AUD\$29,710
- For partners coming with you – AUD\$10,394
- For a child coming with you – AUD\$4,449

For a specific breakdown of accommodation and other living costs, please refer to <https://www.studyinaustralia.gov.au/English/Live-in-Australia/living-costs> and make use of the cost of living calculator provided by Insider Guides at <https://insiderguides.com.au/cost-of-living-calculator/>

ACCOMMODATION

There are a variety of accommodation options in Australia to suit every need, preference and budget. This includes, renting, purpose-built student accommodation, short-term accommodation like hotels and hostels, share houses or home stays. For detailed information about the various types of accommodation and legal obligations and rights for renting in each state and territory, please visit <https://www.studyinaustralia.gov.au/English/Live-in-Australia/Accommodation>

TRANSPORT

Australia has great public transport options including trains, buses, taxis and other ride share options like Uber and Didi. Australia also has many cycling and walking paths and its affordable domestic flight travel means that you may like to take advantage of your time here by seeing more of the sights.

HEALTH AND SAFETY

Australia is generally a safe country, but you do need to be aware of the risks and be prepared. Make sure you read the information provided at the link on the following topics:

- Emergencies
- Home safety
- Fire
- Transport and personal
- Sun and water.

WORKING ON A STUDENT VISA

Student visa holders can work 24 hrs per week or 48 hrs fortnight during study terms and unlimited hours during school holiday breaks. For more information on popular industries for students to work in, your rights and responsibilities, your employer's rights and information about the Fair Work Ombudsman visit: <https://www.studyinaustralia.gov.au/English/Live-in-Australia/work>

OVERSEAS STUDENT HEALTH COVER (OHSC)

You must have student healthcare cover before arriving in Australia and for the duration of time you are in Australia – this is a visa requirement of the Department of Home Affairs. For further information about OSHC and other optional insurances visit <https://www.studyinaustralia.gov.au/English/Live-in-Australia/Insurance>

EMERGENCY CONTACTS AND OTHER USEFUL NUMBERS AND INFORMATION

Emergency services:

Dial 000 and advise whether you require:

- police
- fire
- ambulance.

Police station

The nearest police station is:

West End Police Station
38 Vulture St, West End QLD 4101
P: +61738409100

Department of Home Affairs (DHA):

131 881

Medical facilities near campus:

The closest hospital to campus with an Accident and Emergency Department is:

Princess Alexandra Hospital
199 Ipswich Road Woolloongabba QLD 4102
+61 7 3176 2111

The closest medical centre is:

Montague Road 7 Day Medical Centre
359 Montague Rd West End QLD 4101
P: +61 7 3013 5999

Transport services

Bus Route 192
(Drop-off at stop 9)

(Montague Road at Ashington Street)

Taxi company

Black and white cabs 133222

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



CRISIS SUPPORT

Lifeline 13 11 14

Lifeline provide a 24-hour crisis support and suicide prevention service. If you are thinking about suicide or are experiencing a personal crisis, call Lifeline for immediate support.



Beyond Blue 1300 22 4636

Beyond Blue provide support services to those who need support and may be affected by anxiety, depression or suicidal thoughts. They can be contacted by phone, online chat support or via email. Visit their site: www.beyondblue.com.au



See a range of help lines and websites at <https://www.beyondblue.org.au/get-support/national-help-lines-and-websites> including mental health, groups who may experience discrimination, kids helpline, Relationships Australia and Headspace.

STUDENT DECLARATION:

**Do not sign this form if you have not understood the above requirements.
If required, please ask Vocational Careers Institute to explain or provide further written information on any of the above before enrolling and signing below.**

I. _____ have read, understand and agree to the following:

- a) I will follow all Information and Rules and Regulations as outlined on this form as well as all Policies and Procedures of Vocational Careers Institute.
- b) I will follow the instructions of my Trainers and Assessors as well as other staff and contractors engaged by Vocational Careers Institute.
- c) I release and hold harmless Vocational Careers Institute, its CEO, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.
- d) I give Vocational Careers Institute the irrevocable right to use my name/photograph/ image/ audio recording video recording and likeness in all forms and manner for the purposes of advertising, media publicity, publication, general display or for any other Vocational Careers Institute purposes.

Student's signature: _____ Date: _____