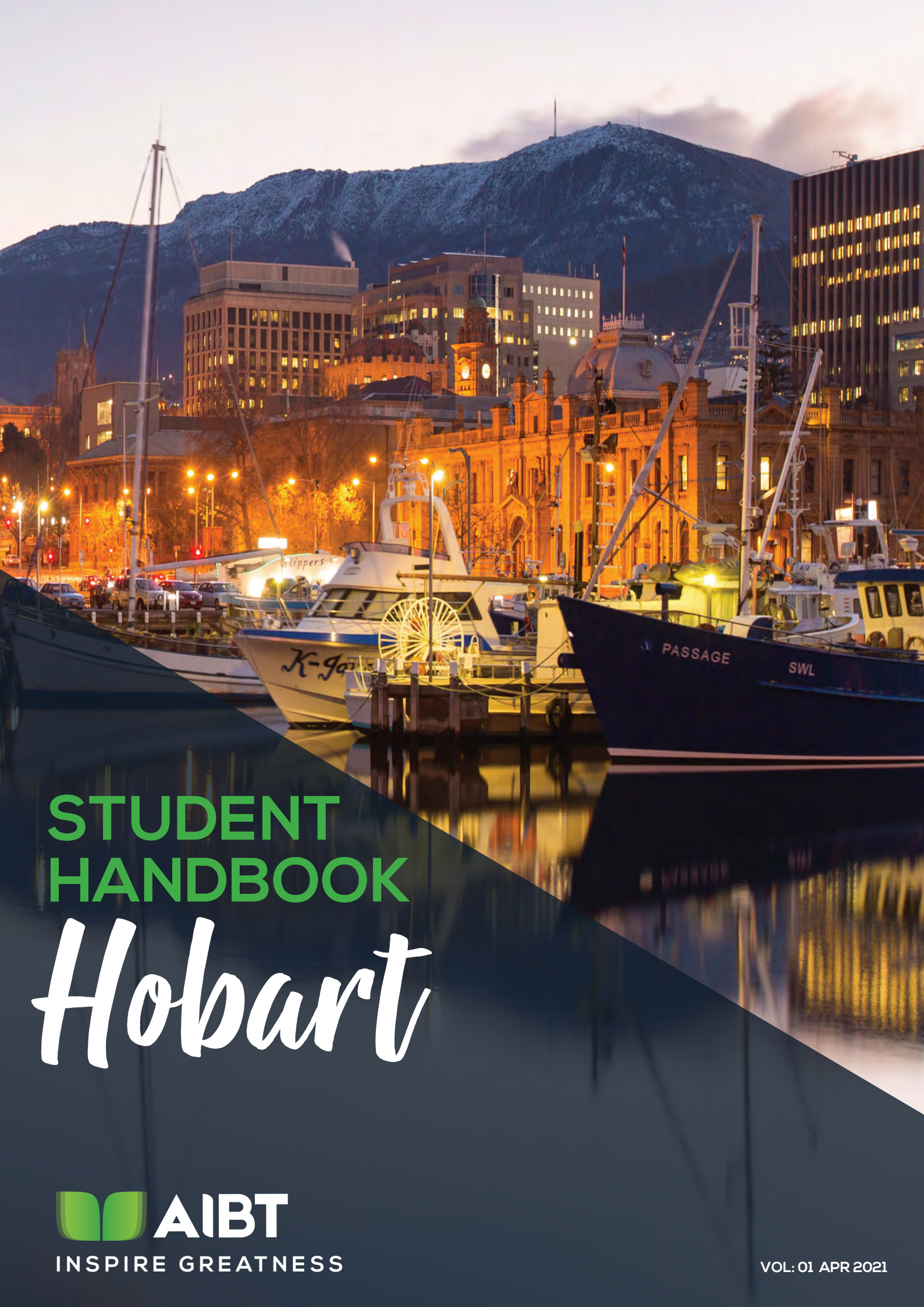

STUDENT HANDBOOK

Hobart

AIBT

INSPIRE GREATNESS

VOL: 01 APR 2021

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Disclaimer: This Student Handbook contains information that is current at the time of publication. Changes to legislation and/or the college's policies may impact on the currency of information included. The college reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting Student Support.

Course commencement is dependent on sufficient enrolments, appropriate accreditation and registration requirements.

IMPORTANT INFORMATION AND EMERGENCY CONTACT

EMERGENCY
Emergency Services
Dial **000** for **Police, Fire or Ambulance**
Policelink **131 444** for non emergency

STUDENT SUPPORT 24/7
International Student Support can assist students settle into life and study in Australia

Student Assistance Line
+61 468 691 910
24/7 Service

UNDER 18 YEARS
We help facilitate adequate homestay arrangements for under 18 years students and maintain suitable accommodation, support and general welfare arrangements.

Student Support
+61 1300 128 199
studentsupport@aibtglobal.edu.au

COUNSELLING SERVICES
Talk to our counsellor about coping with your studies or stress management. This is a free and confidential service.
Mr. Zohrab Balian
+61 421 341 300
z.balian@aibtglobal.edu.au

JOB PLACEMENT
Talk to our team to discuss your Job Placement requirements.
Student Support
+61 1300 128 199
studentsupport@aibtglobal.edu.au

DISABILITY SERVICES
We support students with disabilities giving them equal opportunity to participate and succeed in their selected courses of study.
Student Support
+61 1300 128 199
studentsupport@aibtglobal.edu.au

OTHER IMPORTANT CONTACTS

HEALTH DIRECT
Phone: 1800 022 222 **(24 Hours)**
www.healthdirect.gov.au

13SICK
Phone: 13 7425
www.homedoctor.com.au
Request an after hours, bulk billed Doctor home visit.

TRANSLATING AND INTERPRETING SERVICE
Phone: 131 450
www.tisnational.gov.au

PUBLIC TRANSPORT INFORMATION
Phone: 131 500
www.opal.com.au

STUDY IN AUSTRALIA
www.studyinaustralia.gov.au

AUSTRALIAN TAXATION OFFICE
Phone: 13 28 65
www.ato.gov.au

DEPARTMENT OF HOME AFFAIRS
Phone: 131 881
www.homeaffairs.gov.au

LEGAL AID TAS
Phone: 1300 366 611
www.legalaid.tas.gov.au

TENANTS TAS
Phone: 1300 652 641
www.tutas.org.au

WELCOME

Welcome!

Welcome and thank you for choosing to study with AIBT.

AIBT is one of Australia's top private vocational education providers, having recruited over 9000 international students from over 83 different countries.

Brighton Pacific Pty Ltd T/A Australia Institute of Business and Technology (AIBT) and Australia Institute of Business & Technology International Pty Ltd (AIBT-I) are two separate Registered Training Organisations (RTO's) which operate independently under their own RTO & CRICOS numbers, however they share resources such as facilities, training staff and equipment.

Our students are enrolled under either:

- **Brighton Pacific Pty Ltd T/A Australia Institute of Business and Technology – (AIBT)**
  ABN: 37 168 731 048 | RTO: 41138 | CRICOS: 03430J
- **Australia Institute of Business & Technology – International Pty Ltd - (AIBT-I)**
  ABN: 23 615 318 815 | RTO: 45169 | CRICOS: 03610E
  (Currently not accepting enrolments for AIBT-I)

While studying abroad can be a wonderful and life enriching experience, we also understand that it does take time to adjust to living in a new country with different cultures and customs. The team at AIBT are here to support you and are committed to helping you every step of the way as you adjust to your new life in Australia. Throughout your time with AIBT, we encourage you to study hard, embrace your new surroundings and always ask for help if you ever feel uncertain.

We look forward to seeing you rise to the best of your potential and wish you every success as start your journey with us and turn your international study dream into a reality!

Dr Charles Dejsakultorn
Chief Compliance Officer

Josie Casella
Head of Marketing and Communications

INSPIRE GREATNESS

Port Arthur

CAMPUS LOCATIONS & FACILITIES:

Our facilities are designed to work with students, not only to learn in campus, but also create a hands-on experience allowing our students to put their theory into practice in our fully equipped commercial training restaurant in Hobart.

Hobart Campus

Ground Floor
142-146 Elizabeth Street
Hobart, TAS 7000

+61 434 643 932

HOBART - TAS

Our Campus facilities include:

- Student Administration
- Student Support Service
- Student Counselling Services
- On-Campus Wi-Fi
- Disability Access & Facilities
- Interactive IT Rooms
- Student Science Tech Labs
- Prayer Room

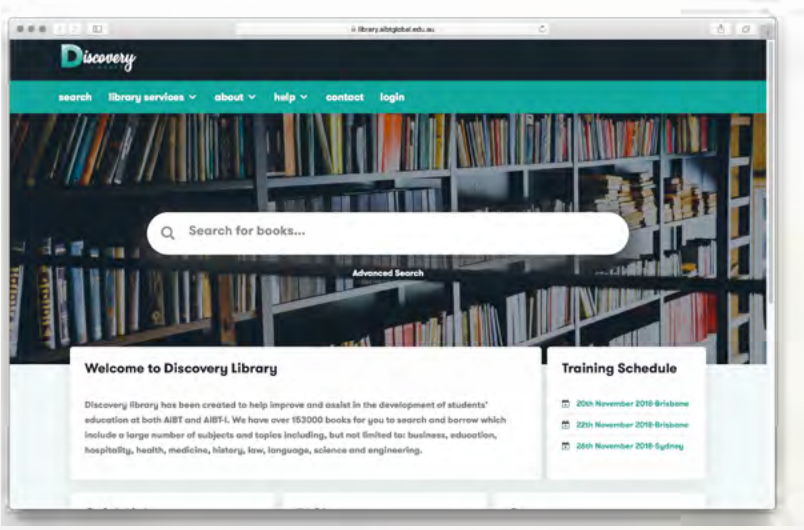
Our equipment includes, but is not limited to:

- IT equipment (desktops, laptops, interactive boards, commercial printers, projectors, microphones, cameras etc)
- Commercial kitchen equipment (commercial ovens, stoves, mixers, dishwasher, pots, pans, utensils etc)
- Engineering Lab

Library

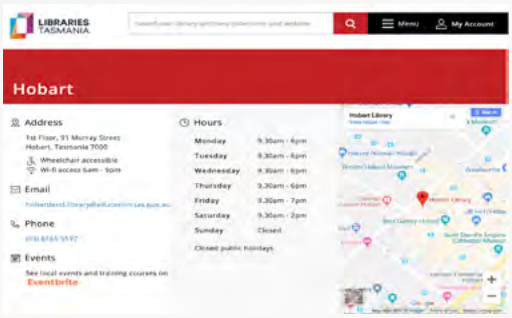
Discovery library has been created to help improve and assist in the development of students' education at AIBT. Our online library has over 153,000 books for you to search and borrow which include a large number of subjects and topics including, but not limited to: business, education, hospitality, health, medicine, history, law, language, science and engineering.

To access our online **Discovery Library**, please visit:
www.library.aibtglobal.edu.au



The local library is also a good place to study, find recourses, meet new friends and attend fun activities. The closest local library to our Hobart Campus is:

Hobart Library,
1st Floor, 91 Murray Street
Hobart, Tasmania 7000
Phone: 03 6165 5597



For more information, visit:
www.libraries.tas.gov.au

LIVING IN *Hobart*

Leisure and Sightseeing:

There are a lot of attractions in this lovely southern state of Australia such as Mount Wellington, Salamanca Place, Battery Point and Royal Tasmanian Botanical Gardens.

For more exciting places to visit and things to do, visit:
www.discovertasmania.com.au/what-to-do/events

Hobart Weather:

Summer - December to February
Average Temperature - 20-22°c

Autumn - March to May
Average Temperature - 15-20°c

Winter - June to August
Average Temperature - 12-14°c

Spring - September to November
Average Temperature - 15-19°c

Accommodation

There are several accommodation options to choose in Hobart. The price of accommodation may vary according to the type of accommodation.

Accommodation choices may range from short term arrangements such as hotels, motels, backpackers to shared options such as granny flats, studio apartments, student accommodations etc.

Homestay

Homestay is another go-to option for student accommodation because it helps students settle in a new environment before learning to live by themselves. Homestay provides students an opportunity to live with an Australian family and learn the culture. Students are provided with meals and other amenities to make their stay very comfortable. This arrangement is mandatory for U18 students who will not be travelling with a legal guardian or family member. If you are interested in a Homestay arrangement, please contact student support.

Student Accommodation

This accommodation arrangement offers various styles and configurations such as studio (single) and shared apartments for four to six people. These apartments could be same sex or mixed.

Rental

Most rental properties require a bond and is usually equivalent to the amount of four weeks' rent. If you have a limited budget, you may consider sharing a house or apartment with several friends or looking for share house accommodation. This allows you to split the costs among several people. Some places may ask you to sign a lease committing to 6 months or 12 months, while others may be more flexible.

If you leave early in your lease term, (called breaking lease) your landlord or agent may seek compensation. Another thing to consider is location. It is important to think whether your accommodation is close to shops and restaurants, and how long it takes to travel to your campus and work. Consider living close to your campus, otherwise look into public transport options.

Tenants' Union of Tasmania

Know your rights as a renter in Tasmania. Tenants' Union of Tasmania have an interpreting service and fact sheets translated into many different languages. If you need any advice on renting in Tasmania, the Tenants' Union of Tasmania can give you advice.

Phone: 1300 652 641
www.tutas.org.au

For more information on accommodation visit the following sites:

www.realestate.com.au/rent
www.flatmates.com.au/hobart
www.gumtree.com.au

Electricity:

You may need an adapter in order to plug your appliances into the power sockets. The adapter required for Australia is Type 1 Australia plug. The plugs in Australia have two flat metal pins, forming an inverted 'V' shape and occasionally a third pin in the centre. The electrical current in Australia is 220 – 240 volts, AC 50Hz.

Finance

Banking

There are many banks and automatic teller machines (ATMs) where you can withdraw money from an overseas bank account. You can easily open a bank account in Australia.

All you will need is your passport, eCoE and Visa.

Budgeting for expenses in Hobart

Living away from home can pose a great strain on any student financially. Budgeting effectively can help you to stay on top of your spending and help you manage your expenses, subsequently allowing you to have some savings.

Living costs in Australia

www.studyinaustralia.gov.au/english/live-in-australia/living-costs

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

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

Accommodation

Hostels and Guesthouses - $90 to $150 per week
Shared Rental - $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

Minimum cost of living

The Department of Home Affairs has financial requirements you must meet in order to receive a student visa for Australia.
As of October 2019 the 12-month living costs are:
For students or guardians - $ 21,041
For partners coming with you - $ 7,362
For a child coming with you - $ 3,152

All costs are per year in Australian dollars. To convert to your own currency, visit **www.xe.com**

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

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your cost of living in Australia
www.insiderguides.com.au/cost-of-living-calculator

If you experience financial trouble while in Australia, please talk to our student support staff for assistance.

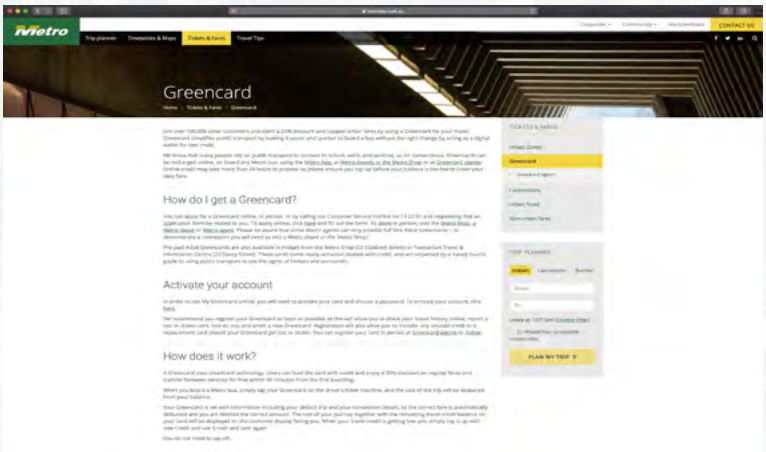
Public Transport

Getting to our campuses is easy using public transport. Hobart city trains, buses and ferries connect you easily from one destination to the other. A comprehensive bus service runs throughout the city, connecting outer and inner suburbs to the CBD, major shopping centres, railway stations and ferry terminals. Special Night Link bus services run after midnight on Fridays and Saturdays for late-night travellers.

Greencard

Greencards are smartcard tickets that you keep, reload and reuse to pay for travel on public transport. You can top up your fare online or on the bus directly with the driver. Greencards can be purchased at many locations.

For more information visit: **www.greencard.metrotas.com.au**



Driving and Parking:

Australians drive on the left-hand-side of the road, so please pay careful attention to the road and road rules when driving and crossing roads, especially if you are used to driving on the right-hand-side. If you chose to drive in Hobart, a valid and translated (if required) international license should be in your possession every time you drive. The use of seat belts is compulsory for front and rear seat passengers. Children below the age of 5 must use the child seats while travelling in the car.
For more information, visit: **www.transport.tas.gov.au**

Cycling

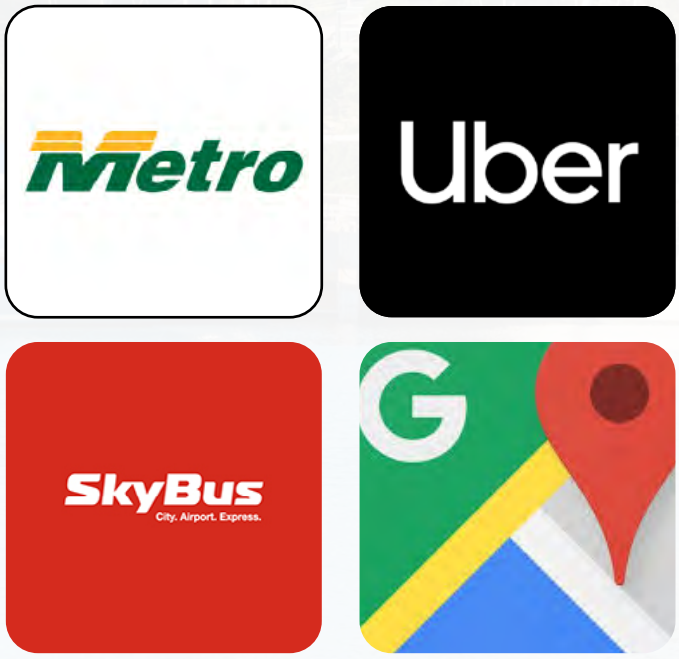
Cycling is a very common practice in Hobart and there are several regulations to cycling on Australian roads, such as:

- Compulsory use of helmets and safety gear
- Use of high visibility aids and lights when riding at night

For more information about regulations please visit:
www.hobartlegal.org.au

For more information about public transport and transport options, visit:

www.metrotas.com.au
www.uber.com
www.skybus.com.au/hobart-express



Employment

1. Can I work as a student?

The Australian government permits all students to work but there are several limitations imposed on your work privilege such as;

• Permitted to work only 40 hours per fortnight

• Cannot work until your course start date has commenced even though you arrived in Australia before that date.

For more information visit
www.homeaffairs.gov.au/trav/stud/more/work-conditions-for-student-visa-holders

2. How do I find a job?

There are several ways to search jobs around Hobart. Job agencies and websites are good tools to assist international students. Some of the websites are:

www.seek.com.au
www.careerone.com.au
www.gumtree.com.au/jobs
www.adzuna.com.au
www.au.indeed.com
www.jobsearch.gov.au

3. How do I get paid?

Any student who is going to work in Australia must have a Tax File Number (TFN).

This number is unique to every individual and will be used to determine the tax bracket you fit into based on your income. The Australian financial year runs from **1 July to 30 June** and workers are expected **to lodge a tax return by 31 October.**

You can apply for your TFN by visiting:
www.ato.gov.au/individuals/tax-file-number or **phone: 13 28 61**

4. Superannuation

Under Australian legislation, your employer must pay 9.5% of your salary into a super fund.

Generally, you're entitled to Super Guarantee (SG) contributions from an employer if:

- You're 18 years old or over, and you earn more than the threshold of $450 or more before tax in a month
- You're under 18 years old, and you work more than 30 hours per week, and you earn $450 per month or more

The scheme applies to full time, part time and casual employees who are Australian residents or here on a working visa.

For more information please visit:
www.ato.gov.au/super or **phone: 13 10 20**

5. Working conditions

Fair Work - employer/employee rights

While working in Australia, most jobs and working conditions are covered either by Commonwealth or State awards or certified agreements. Fair Work helps employees understand their rights and responsibilities under Australian workplace laws. This covers areas such as minimum wages, allowances, overtime, penalty rates, working hours and days off for holidays/vacations, long service or sickness. If you believe you being treated unfairly or are not receiving your minimum rights and conditions at work, contact the Fair Work Ombudsman for free information and advice. There is also an interpreting service available.

For more information, please visit: **www.fairwork.gov.au/** or **phone: 13 13 94**

Health

OSHC

Which insurers offer OSHC

- **BUPA Australia**
- **Medibank Private Limited**
- **Nib Health Funds Limited**
- **Australian Health Management**
- **Peoplecare Health Limited (Allianz Global Assistance)**

It is a standard requirement for every International student to purchase Overseas Students Health Cover (OSHC) to live and study in Australia. This provides each student with the basic services of the Australian Healthcare System such as access to an ambulance **(in the case of an emergency dial 000)**, making an appointment with a **General Practitioner (GP)** and requesting a home doctor.

Most of these services are free and are covered by your insurance provider. If there is an out of pocket expense for medical services, contact your insurance provider for the possibility of claiming back the money. Please note that claims are subject to your insurance provider's policies.

It is important you contact your OSHC insurer before being admitted to a private hospital. While private hospitals will still provide you with medical attention, be aware that not all of their services will be covered by OSHC and you may have to pay extra for these services.

The membership card is provided to you once you register your details with your OSHC provider upon arriving in Australia and it will be sent to the address you include during the registration.

HEALTH DIRECT

Every time you call healthdirect you'll talk directly with a Registered Nurse. This is a **24 hours service** you can use any time you are anxious about any health issue.
In an emergency always dial **000**
Phone: **1800 022 222**
www.healthdirect.gov.au

Call The Doctor

Request an after hours, bulk billed, Doctor home visit. Booking lines are open from 6pm weekdays, 12 noon Saturday, all day Sunday and public holidays.

Phone: 1800 225 584
www.call-the-doctor.com.au

Mental Health

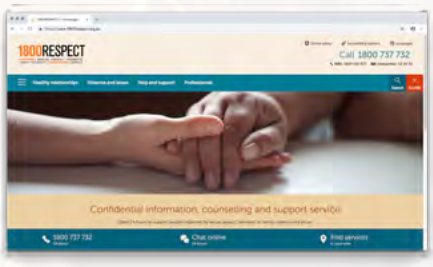
The TAS government is aware of the stress faced by most immigrants and have provided counselling services to combat these difficulties. You can contact the Dept of Health and Human Services for more information:

1800 332 388 or (03) 6166 6333
www.dhhs.tas.gov.au/mentalhealth

National Sexual Assault, Domestic Family Violence Counselling Service

For anyone in Australia who has experienced or is at risk of sexual assault, family or domestic violence.

Phone: 1800 737 732 (CONTACT 24/7)
www.1800respect.org.au



Beyond Blue

Beyond Blue is an independent, not-for-profit organisation working to reduce the impact of anxiety, depression and suicide in Australia.

Phone: 1300 22 4636 (CONTACT 24/7)
www.beyondblue.org.au

Lifeline

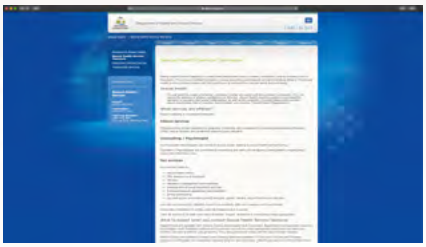
Anyone across Australia experiencing a personal crisis or thinking about suicide can contact Lifeline for support.

Phone: 13 11 14 (CONTACT 24/7)
www.lifeline.org.au

Sexual health

For information on sexual health and your rights in Australia, see the contacts below:

Phone: 1800 675 859
www.dhhs.tas.gov.au/sexualhealth



Health

HEADSPACE

Headspace National Youth Mental Health Foundation is funded by the Australian Government Department of Health and is committed to providing ongoing services to young people.

Due to the evolving COVID-19 situation Headspace will be transitioning to more flexible ways of delivering our services, whilst taking into consideration the health and wellbeing of our staff and young people.
1800 650 890 | headspace.org.au

HEAD TO HEALTH

Provided by the Australian Department of Health, Head to Health brings together apps, online programs, online forums, and phone services, as well as a range of digital information resources.

HeadtoHealth.gov.au

COVID-19
Stay Informed and Protected

COVIDSafe app

The COVIDSafe app is a tool that helps identify people exposed to coronavirus (COVID-19). This helps us support and protect you, your friends and family. Please read the content on this page before downloading.

Coronavirus Australia app

Stay up to date with official information and advice about the coronavirus (COVID-19) situation. You can check your symptoms and get notified when urgent information and updates are published.

WhatsApp

Australian Government WhatsApp channel for COVID-19

Join our COVID-19 WhatsApp channel to learn the latest on Australia's response to coronavirus (COVID-19). If you're already a WhatsApp user you can send a message to the channel to connect. If you don't have WhatsApp, download the app to join the channel.

GENERAL INFORMATION

Adjusting to Australian culture

Living and studying in Australia can be an exciting new adventure, but it can also present a range of challenges adjusting to living in a new country and culture. Adapting to the Australian way of life may take time and patience. It is quite normal for most students to experience homesickness from time to time and can simply be that you may be missing your family, friends or lifestyle.

If you ever feel homesick, please talk to our student support team or our student counsellor. There are also many associations in Hobart where you can find support from people who have experienced the same feelings and challenges. It is important to give yourself some time to adjust so that you can fully experience and embrace a new and different culture!

Interpreters/Translators

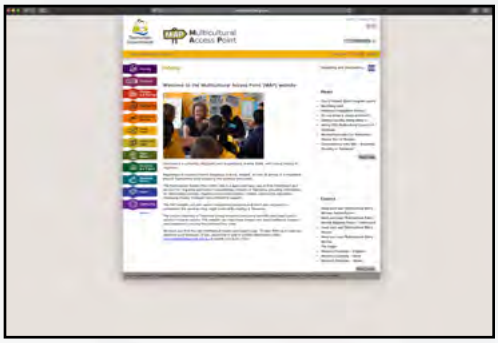
The Translating and Interpreting Service (TIS National) is an interpreting service provided by the Department of Home Affairs for people who do not speak English that need to communicate with their non-English speaking clients.

If you need an interpreter from the **Translating and Interpreting Service (TIS)** during your medical visit, an immediate phone interpreting service is available **24 hours**, every day of the year.

Phone: 131 450
For more information, visit:
www.tisnational.gov.au

International Community

Hobart is multicultural consisting of many different races and ethnicity in various socioeconomic facets. There are some groups to help you settle:



Multicultural TAS

Phone: (03) 6232 7133
www.multicultural.tas.gov.au

Protection and Legal Information

Hobart is generally safe but here are more tips to reduce the likelihood of a mishap:

- Memorise the emergency number **000** for police and ambulance services
- When travelling in trains at night, avoid travelling in empty carriages
- If you must wait for public transportation at night, try waiting in well lit areas or near open shops
- Try walking in groups at night and avoid shortcuts through dark areas.
- Always stay alert and be aware of your surroundings
- Always inform friends or family of your whereabouts to ensure you can be accounted for if necessary
- Ensure your personal effects and property is always kept safe and close to you to prevent it from getting stolen
- Close and lock the doors of your accommodation when leaving and before you go to bed at night
- Avoid providing personal information to strangers and institutions that you have not properly identified as genuine
- Be alert and protect yourself from being scammed. Scammers are getting increasingly sophisticated in their attempts personal details. Scamwatch is run by the Australian Competition and Consumer Commission (ACCC). It provides about how to recognise, avoid and report scams

For more information, please visit:
www.scamwatch.gov.au
www.police.tas.gov.au

Beach Safety

Lifesavers are a good way to improve your safety at a beach.

- Don't swim where there are no lifesavers
- Swimming at night is not safe
- Swim between the red and yellow flags as they are the safest areas to swim
- Always swim under supervision, or with a friend
- Always obey all signs at the beach
- Don't swim directly after a meal
- Don't swim under the influence of alcohol or drugs
- Avoid running and diving into the water
- Conditions change regularly, check surf conditions before you enter the water
- If you get into trouble in the water, don't panic, raise your hand to signal for help, float and wait for assistance
- Float with a rip current or undertow. Do not swim against it

For more information, please visit: **www.beachsafe.org.au**

Sun Smart

The sun in Australia is very strong and can cause sun damage or skin cancer. Australia has one of the highest rates of skin cancer in the world. To avoid sunburn and lower the risk of developing skin cancer, it is important that you follow these simple precautions:

Protect your skin

For best protection, we recommend a combination of sun protection measures:

SLIP, SLOP, SLAP

- **Slip** on some sun-protective clothing that covers as much skin as possible
- **Slop** on broad spectrum, water resistant SPF30+ (or higher) sunscreen. Put it on 20 minutes before you go outdoors and every two hours afterwards. Sunscreen should never be used to extend the time you spend in the sun
- **Slap** on a hat – broad brim or legionnaire style to protect your face, head, neck and ears
- Seek shade
- Slide on some sunglasses – make sure they meet Australian Standards. For more information, visit: **www.sunsmart.com.au**

Obeying the Law

The law in Australia is intended for all Australians and visitors, which includes international students as well. Obeying the law will ensure you avoid breaching your visa conditions. Disobeying the law, in some cases could land you in jail or get your deported from the country. One prevalent law in Australia covers the topic of discrimination which is greatly frowned upon.

Every individual living in Australia must learn to respect others and not act with prejudice in relation to gender, nationality, religious beliefs disability, marital status and sexual preference.

Religion

Hobart is a multicultural city where you can find churches, temples, mosques and religious centres. Google to find one close to you! Worship centres sometimes provide free English lessons and fun activities for international students as well.

Marriage and Domestic Violence

Under Australian law, men and women have equal rights and may choose to enter into marriage. An individual can be legally married at the age of 18. Marriage to more than one person is against the law and could be punishable by jail time.

Violence against another person is illegal in Australia. This includes physical abuse, sexual abuse, assault, social abuse, economic abuse, physiological, emotional and verbal abuse.

All forms of violence are punishable by jail sentence or deportation.

For more information, visit:

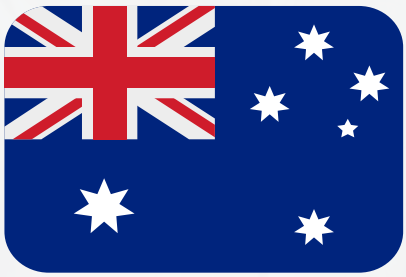
- **Legal Aid Commission of Tasmania**
  Phone: 1300 366 611
  www.legalaid.tas.gov.au

- **National Sexual Assault, Domestic Family Violence Counselling Service**
  Phone: 1800 737 732
  www.1800respect.org.au

Local Regulations

Below are some of the regulations that must be adhered to when living in Australia:

- Australian law protects wildlife such as plants, trees and ferns. All protected wildlife should not be destroyed
- Australia is very clean and maintain this cleanliness with strict littering regulations. Do not litter, rather use the disposable garbage cans provided by observing the trash description of trash and recyclables
- Smoking is banned in many places in Australia including all airports, government offices, hospitals and health care facilities, workplaces, restaurants, shopping centres and within 5 metres of building entrances
- Smoking and drinking are illegal for anyone under 18 years
- All drugs not prescribed by a general practitioner can be considered as illegal



Studying at AIBT

Legislation

As an RTO, the college is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes:

- *National Vocational Education and Training Regulator Act 2011*
- *Standards for Registered Training Organisations (RTOs) 2015*

Additionally, the college abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- *Anti-discrimination*
- *Children and Young People*
- *Copyright*
- *Equal Opportunity*
- *Fair Work (including harassment and bullying)*
- *Privacy and Personal Information Protection*
- *Student Identifiers*
- *Taxation*
- *Workplace Health and Safety*

The college is dedicated to following the provisions in the VET Quailty Framework. More information about these regulations and legal frameworks can be found at:

- **www.comlaw.gov.au** which is the Australian Government website for Commonwealth Law
- **www.asqa.gov.au** which is the website for the regulator of Australia's vocational education and training (VET) sector

Student Code of Conduct

Student Conduct Rules provide students with a clear understanding of the standard of behaviour required while undertaking studies with the college.

All students are provided with a copy of our Student Conduct Rules at their orientation. Student Conduct Rules are available on our website: **www.aibtglobal.edu.au/wp-content/uploads/2019/02/AIBT-Student-Conduct-Rules.pdf**

Other Policies and Procedures

The following Policies and Procedures underpin the collegel's operations. Please contact Student Support for more information. Policies and Procedures can be found on our website:
https://aibtglobal.edu.au/support/student-forms

Complaints and Appeals

Students who wish to make a complaint or grievance about the college, its staff, students, education agents, products, services or processes can do so through our website. The Complaints and Appeals Policy and Procedure can be found on our website: **https://aibtglobal.edu.au/support/complaint**

Privacy

The college strongly support the privacy and confidentiality of its students. Information is collected and stored in accordance with the Privacy Act 1988. Certain general, non-specific information such as location, sex, age and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give out your information to any person or agency without your permission, unless we are required to do so by law.

The college is required to comply with the Australian Privacy Principles which are outlined in Schedule 1 of the Privacy Act 1988.

Access to Your Records

If you wish to access your student information file, please direct your enquiry to Student Support.

Studying at AIBT

Student Pre-Enrolment Consultation

A Student Pre-Enrolment Form must be completed prior to enrolling into our courses. Once completed, we will be able to guide you and determine which course is right for you. For more information please visit our website:
https://aibtglobal.edu.au/get-started/course-information

Enrolling to study at AIBT

After enrolling with AIBT, you will be required to pay the initial deposits and material fees for your course as well as other charges for pre-enrolment services offered.

Orientation

Our Orientation program provides students with information relevant to their studies and helps international students familiarise themselves with campus life and get settled into their new life living in Australia. It also gives students an opportunity to meet their trainers and fellow students.

Attendance at Orientation sessions is compulsory for all new students commencing their course. Students will receive a welcome pack containing important information about their campus and student support services and will also receive their student ID card.

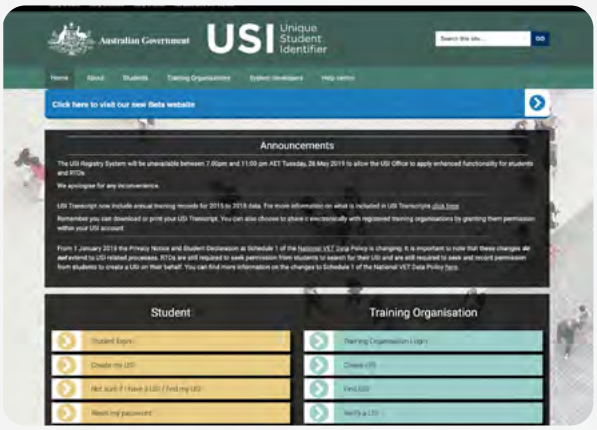
Collecting your ID card

AIBT will provide you with your Student ID card after you attend Orientation. This card is a required form of identification within our campus and is useful to receive student discounts on transport, bank fees, movies, and some other transactions. Please note that transport concession is not available for ELICOS students. For more information, please visit:

www.myunidays.com/AU/en-AU

Unique student Identifier (USI)

You will need to have a Unique Student Identifier (USI) while you are studying at AIBT. A USI gives you access to your own online USI account. Your USI account will contain all your nationally recognised training records and results. You can create your USI online at **www.usi.gov.au**



Fees

Information about tuition fees and non-tuition fees are clearly documented on our Courses and Fees Brochure and under each individual qualification avaliable on our website: **https://aibtglobal.edu.au**

Fees will be discussed during Student Pre-Enrolment Consultation, prior to enrolment.

Payments

Fees must paid by the due date agreed stated prior to your enrolment. Payment of fees can be made through the various methods:

- Credit card
- Debit card
- Electronic funds transfer
- Cash

For payments options, please visit our website:
https://aibtglobal.edu.au/payments

Refunds

Should a student withdraw from a course for any reason, a full or partial refund may be applicable. Information outlining some of the circumstances under which a refund may be granted can be found in our Refund Policy on our website: **https://aibtglobal.edu.au/support/student-forms**

Competency Based Training

Competency Based Training (CBT) is an approach to teaching that focuses on allowing a student to demonstrate their ability to do something. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform in the workplace.
Assessment is based upon the learning outcomes expected from each Unit of Competency.

Assessment

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether or not a student has the required skills and knowledge to perform effectively in the workplace. If a student's performance in the assessment does not demonstrate the requirements, the student is marked as 'Not Competent', while successful performance will result in the student being deemed 'Competent'. Assessors will look for evidence against which to base their judgements of competency.

The ways to demonstrate to our qualified assessors that you can perform to the required standard and be classed as "Competent" or "Meeting Requirements", include:

- Being observed as you work/perform the tasks and activities
- Responses to verbal questioning
- Written response to theory questions
- Responding to a role pay or case study

Submitting Assessment

You are expected to complete assessment for all units in your qualification You will need to submit assessment by the due date for a result to be recorded. You will received full and detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your trainer and/or assessor to clarify anything that is not clear to you.

Assessment Feedback

You will receive feedback regarding the outcome of each of your assessment items. To be deemed "Competent" against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

Plagiarism

All work that you submit must be your own. You will have signed a declaration at the start of each assessment that this will be the case. Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by the college. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from

Referencing

When it comes to properly acknowledging where information has come from, students should be aware of, and be able to properly use, referencing protocols.

Training and Assessment Strategies

AIBT staff are appropriately qualified and have sufficient, relevant industry experience to train and assess the courses delivered. On occasion, a subject specialist may conduct assessment in conjunction with a fully qualified assessor. You will be advised of specific instances in your course whereby this may be the case.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Leaning (RPL), and Credit Transfer (CT).

Issuing Certificates

Upon successful completion of your coursework and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course. This meets the compliance requirements under the Standards for RTOs 2015.

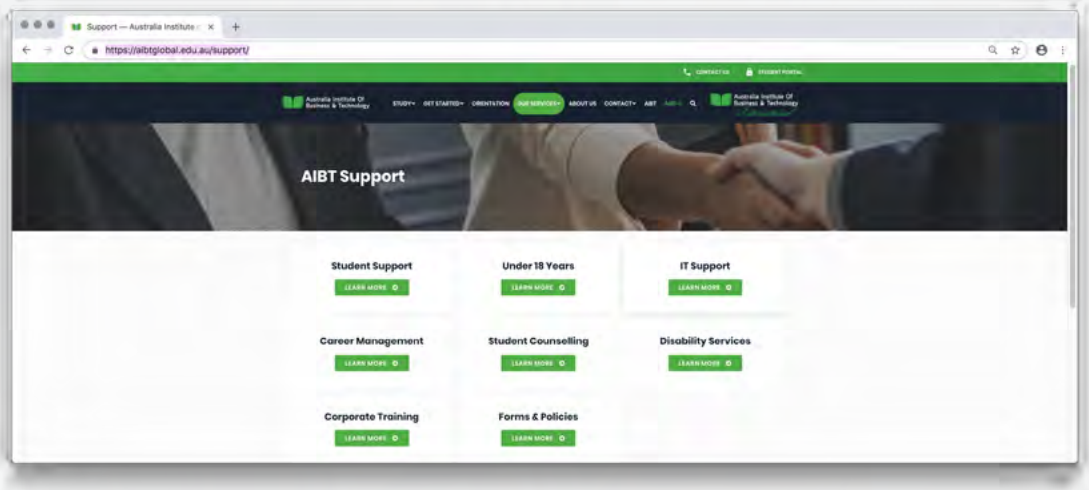
If for some reason the college ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements.

Student Support Services

AIBT student support provide support for students on matters relating but not limited to:

- Living in Hobart
- OSHC and health concerns
- Community support and multicultural services
- Cultural integration
- Counselling for homesickness and loneliness
- Accommodation and transportation services

24/7 Student Assistance Line
Phone: +61 468 691 910
Email: studentsupport@aibtglobal.edu.au



Disability Services

We support students with disabilities and learning difficulties, giving them an equal opportunity to participate and succeed in their selected courses of study. If you have a disability and need help, our Student Support team will work with you to provide practical assistance, support, and advice for an individual support plan.

This may include:

- communicating with teachers on your behalf when required
- coordinating alternative assessment arrangements

Visa Conditions

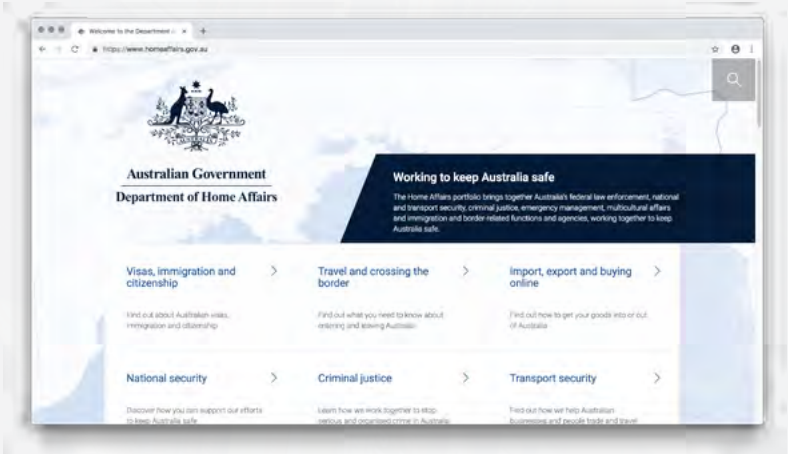
As an international student you have legal obligations that are different from Australian students. All students need to understand the conditions of their visa grant and must take the following steps:

- Maintain enrolment in a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered course and maintain satisfactory course progress and attendance which is 80% of your allotted weekly study periods
- Continue to satisfy the requirements of the student visa grant by ensuring the main course of study matches your student visa, and that you still have financial capacity
- Notify the college within seven days of any change to your contact details, including home address, mobile number and email address
- Must not work more than 40 hours per fortnight during course semester but can work for unlimited hours during holidays
- Maintain health insurance cover for the entirety of your stay in Australia as failure to do so is a breach of your visa conditions
- For a full list of mandatory and discretionary visa conditions:

immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions

Arranging a New Visa

Please visit the home affairs website for more information.
www.homeaffairs.gov.au

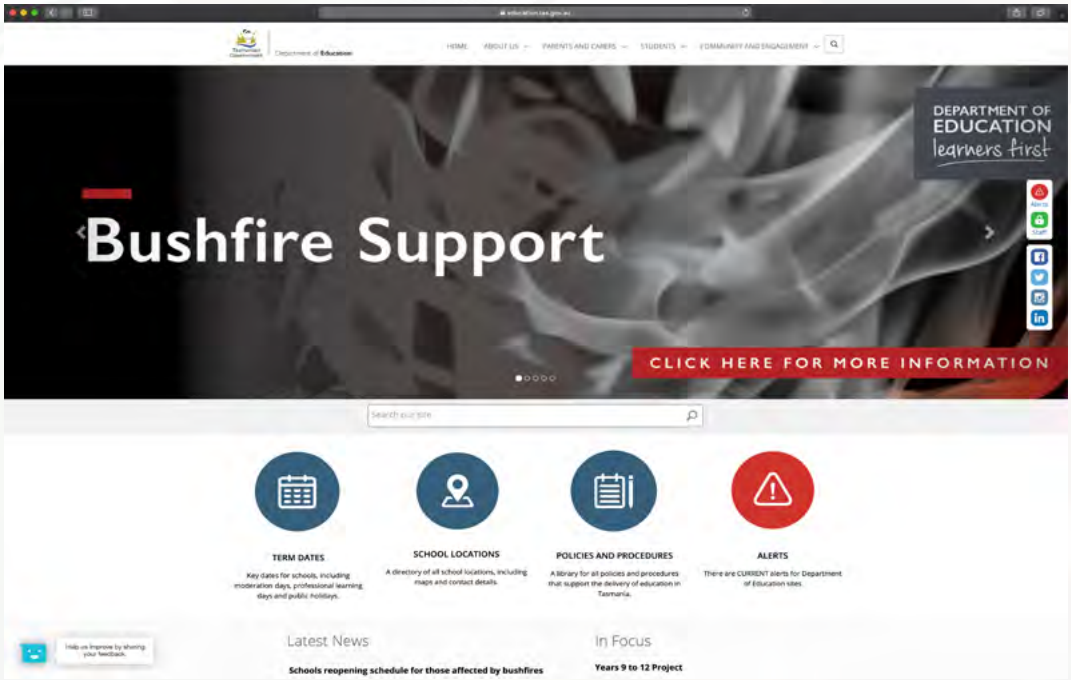


Education for Dependants of Student Visa Holders

All family member visa holders under 18 years of age must maintain schooling arrangements while in Australia. This condition applies to dependant student visa holders who are under 18 years of age, while they are in Australia, as per visa condition 8518.

Education for dependants Hobart
Phone: +61 3 6165 5727
Email: info@geti.tas.gov.au

For more information please visit:
www.education.tas.gov.au



Students Under 18 Years

All Students Under 18 years students who choose to study in Australia must have one of the following arrangements:

- Live with parents or legal custodian: parents or legal guardian of overseas applicants will be required to apply for the student guardian visa (subclass 590). The visa grant notice should be provided to AIBT upon student's arrival in Australia

- With a suitable relative nominated by your parents. This relative must be of good character and over 21 years old and should be able to remain in Australia until the student turns 18. The application should be filed using the 157N form which would be included in the student visa application. A list of suitable relatives is listed below:
  - Siblings - Brother or Sister/step brother or sister
  - Grandparents or step grand parents
  - Step parents
  - Aunt or uncle/step aunt or uncle
  - Niece or nephew/step niece or nephew
  - Spouse (married or de facto)

In a homestay arranged by AIBT, we have a partnership with one of the largest homestay providers in Australia - Australian Homestay Networks to provide our students with the best quality homestays. The price ranges from $235 to $325 per week.

For more information visit: **www.homestaynetwork.org**

Or contact our Under 18's Student Support Team
Phone: +61 1300 128 199
Email: studentsupport@aibtglobal.edu.au

* TERMS AND CONDITIONS FOR COURSES & FEES

For the most up to date Terms and Conditions, please visit our website

PRE-ENROLMENT INFORMATION

Prior to enrolment, it is a mandatory requirement for students to complete the Student Pre-Enrolment Consultation process and have a consultation with our Enrolments Team, Sales Manager or Education Agent.

More information on Student Pre-Enrolment Consultation is available on the 'Get Started' Tab on our website homepage: https://aibtglobal.edu.au/get-started/course-information/

For further information on individual courses, please visit our website: www.aibtglobal.edu.au

ENTRY REQUIREMENTS

For more detailed course information, please refer to the Course Terms and Conditions on our website: http://go.aibt.global/course-terms/
Please note, some qualifications may require Entry Requirements and some units of competency may require Pre-requisites. Please refer to training.gov.au

ENGLISH ENTRY REQUIREMENTS

There is a minimum IELTS (or equivalent) requirement. If students do not meet our English entry requirements they will be required to take an online test. For more information please refer to https://aibtglobal.edu.au/bespoke/.

TOTAL TUITION EXCLUDES NON-TUITION FEES

NON TUITION FEE

HANDLING/ ADMINISTRATION FEES

$200 – (Handling Fee)

$900 – (Administration Fee for Visa Assessment for students with a dependent/family)

PLACEMENT FEE

Before commencing placement within Diana School of Community Services, students will be required to obtain mandatory documents at their own expense. Students will be notified via email on when to obtain these documents.

More information on these mandatory required documents can be identified on each individual course page on our website.

OSHC FEE

International students must have adequate health insurance while in Australia.

It is a condition of your visa that you have Overseas Student Health Cover (OSHC) for the full duration of your student visa. OSHC is insurance to assist international students meet the costs of medical and hospital care.

You can organise your own OSHC or we can assist you, as AIBT has an agreement with Bupa, one of Australia's major health insurance providers. For more information, please visit their website:
https://www.bupa.com.au/

UNDER 18'S FEE

We are partnered with Australian Homestay Network (AHN) - Australia's Largest Homestay provider.

The homestay fee includes 3 meals and all amenities and may cost up to $350/week.

Please visit https://www.homestaynetwork.org/students/pricing/ for more information about our prices in each campus location.

OTHER FEES

Additional fees will be incurred for re-enrolment, resubmission, credit transfer and certificate re-issuance.

For further information, please visit the individual course page on our website: http://go.aibt.global/other-fees

OFFSHORE ONLINE STUDY

Once international borders are open offshore students are able to study Onshore.

AIBT does not commit to securing migration or education assessment outcomes for overseas students.

AIBT does not guarantee:

- a successful education assessment outcome for the student or intending student; or
- completion of an AIBT qualification will lead to an employment outcome; or
- a learner will successfully complete a training product on its scope of registration; or
- a training product can be completed in a manner which does not meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015.

DISCLAIMER

All information is accurate at the time of publication. Please be aware that the information in this brochure including AIBT's polices, fees and course content are subject to change without notice. Course commencement is dependent on sufficient enrolments, appropriate accreditation and registration requirements. It is the responsibility of students to check the terms and conditions in their in Final Letter of Offer, including all general and course-specific information prior to accepting, in particular, course offerings, duration, mode, commencement, campus location, fees and entry requirements. Applications and enrolments are subject to AIBT's Privacy Policy, which is available online at http://go.aibt.global/MT3jBc

ADDITIONAL TRAINING FACILITIES

Please note that for certain qualifications students may be required, to travel to multiple locations in addition to their campus location to undertake and complete training. Such locations are:

OUTDOOR TRAINING FIELDS:

NSW:

Ace Aviation Training
Club Marconi
121-133 Prairie Vale Road
Bossley Park NSW 2176

QLD:

Ace Aviation Training
Mount Gravatt Show Grounds
1644 Logan Road
Mount Gravatt
Brisbane QLD 4122

COMMERCIAL KITCHENS:

NSW:

Sheldon's Training Restaurant
Shop 7
68 Mountain Street
Ultimo NSW 2007

QLD:

Sheldon's Training Restaurant
Shop 7
235 Nursery Road
Mount Gravatt
Brisbane QLD 4122

TAS:

Hobart Training Kitchen
67 Federal Street
North Hobart TAS 7000

WORKSHOPS:

NSW:

Edison Engineering Workshop
Unit 7
9A Foundry Road
Seven Hills NSW 2147

QLD:

Edison Engineering Workshop
Unit 7
27 Selhurst Street
Coopers Plains QLD 4108

TAS:

Hobart Workshop
100 Charles Street
Moonah TAS 7009

AUSTRALIA

BRISBANE

Mt Gravatt Campus
Levels 1-3
18 Mt Gravatt-Capalaba Road
Upper Mt Gravatt
Brisbane QLD 4122

SYDNEY

Blacktown Campus
Suites 28-34
Level 2, 125 Main Street
Blacktown
Sydney NSW 2148

HOBART

Hobart Campus
142-146 Elizabeth Street
Hobart TAS 7000

SINGAPORE

Singapore Campus
Blk 504, Jurong West, St 51,
#03-217, Singapore 640504

AIBT
INSPIRE GREATNESS

SHELDON'S TRAINING RESTAURANTS

Brisbane
Shop 7
235 Nursery Road
Mount Gravatt
Brisbane QLD 4122

Sydney
Shop 7
68 Mountain Street
Ultimo NSW 2007

TRAINING RESTAURANT

Hobart
67 Federal Street
North Hobart TAS 7000

EDISON ENGINEERING WORKSHOPS

Brisbane
Unit 7, 27 Selhurst Street
Coopers Plains
Brisbane QLD 4108

Sydney
Unit 7, 9A Foundry Road, Seven Hills
Sydney NSW 2147

ENGINEERING WORKSHOP

Hobart
100 Charles Street
Moonah TAS 7009

AIBTGLOBAL.EDU.AU

Social Media: AIBTGlobal

WeChat | The Little Red Book | LINE

FOR MORE INFORMATION
PLEASE CONTACT

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+61 1300 128 199
info@aibtglobal.edu.au

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