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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, and AIBT is adhering to the guidelines published by Australian Skills Quality Authority (<a href="https://www.asqa.gov.au/covid-19/guidance-providers">https://www.asqa.gov.au/covid-19/guidance-providers</a>; <a href="https://www.asqa.gov.au/legislative-changes">https://www.asqa.gov.au/legislative-changes</a>)

# 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

aibtstudentsupport@vconsultancy.com.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@vconsultancy.com.au

## **VOCATIONAL PLACEMENT**

Talk to our team to discuss your Job Placement requirements.

### **Student Support**

+61 1300 128 199

aibtstudentsupport@vconsultancy.com.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

aibtstudentsupport@vconsultancy.com.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: 131881

www.homeaffairs.gov.au

#### LEGAL AID OLD

Phone: 1300 651 188

www.legalaid.qld.gov.au

#### **TENANTS QLD**

Phone: 1300 744 263

www.tenantsqld.org.au

# 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)

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







# 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 engineering training workshop and our fully equipped commercial training restaurant in Brisbane.



# Mount Gravatt Campus

Levels 1 - 3

18 Mt Gravatt-Capalaba Road Upper Mount Gravatt, Brisbane, QLD 4122

+611300128199

**BRISBANE - QLD** 







# Sheldon's Training Restaurant Brisbane

Shop 7, 235 Nursery Rd Mount Gravatt, Brisbane, QLD 4122

+61 423 009 640

**BRISBANE - QLD** 



# Edison Engineering Workshop Brisbane

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

+611300128199

**BRISBANE - QLD** 



## Our Campus facilities include:

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

## Our equipment includes, but is not limited to:

- IT equipment (desktops, laptops, interactive boards, commercial printers, projectors, microphones, cameras etc)
- Community Services equipment (nursing beds, stethoscopes, blood pressure monitors, weight scales, first aid mannequins, defibrillator, patient hoists, nursing kits, thermometers, tourniquets etc)
- Commercial kitchen equipment (commercial ovens, stoves, mixers, dishwasher, pots, pans, utensils etc)
- Engineering workshop equipment (car lift, tire pumps, tool boxes, flow hood, welders, drills, air compressors, work benches, engine stands, bench grinders etc)



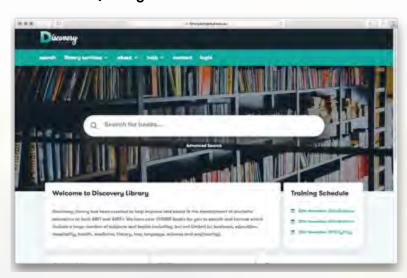




## Library

**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 Mount Gravatt Campus is:

### Garden City Library,

Westfield Garden City 2049 Logan Road, Upper Mount Gravatt

Phone: 07 3403 7745



For more information, visit:

www.brisbane.qld.gov.au/thingsto-see-and-do/council-venues-andprecincts/libraries





# Accommodation



There are several accommodation options to choose in Brisbane. 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.

# Residential Tenancies Authority (RTA)

The RTA is a government established body which helps tenants with general advice. If you are unsure about signing a tenancy agreement or have any questions regarding rental properties the RTA can help you. They have an interpreting service and fact sheets translated into many different languages. If you have problems with your landlord or real estate agent that you cannot solve, you could lodge a dispute with the RTA who will then help to resolve the problem through a formal process.

1300 366 311 (for the cost of a local call)

## www.rta.qld.gov.au

13 14 50 Translating and Interpreting Service Tenants Queensland (TQ) The TQ is a state-wide community organisation that provides services for residential tenants in Queensland and represents their interests.

The TQ aims to improve and protect the rights of all Queensland tenants. **1300 744 263** (for the cost of a local call) or **+61 7 3832 9403** 

www.tenantsqld.org.au

For more information on accommodation visit the following sites:

www.realestate.com.au/rent www.brisbanestudents.com.au www.genesisl.com.au www.gumtree.com.au

www.urbanest.com.au www.flatmates.com.au www.sungld.com

## **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.



# **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 Brisbane

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





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





# Public Transport

Getting to our campuses is easy using public transport. Brisbane 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.

## Go Card

Go card is TransLink's electronic ticket that lets you travel seamlessly on TransLink's bus, train and ferry network. Electronic tickets are cheaper than paper tickets, are easily topped up and offer great travel benefits. You can register your card to protect your travel balance if it is lost or stolen. You can buy or top-up a go card at many locations, including many Queensland Rail and G:link stations, some busway stations, selected newsagents and 7-Eleven stores. www.translink.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 Brisbane, 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.tmr.qld.gov.au/safety

# Cycling

Cycling is a very common practice in Brisbane 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 safety visit:

## www.tmr.qld.gov.au/safety

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

www.bne.com.au/passenger/to-and-from-airport www.airtrain.com.au www.taxifare.com.au www.uber.com/en-AU/fare-estimate













# 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 (or as advised by the Australian government)
- 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 Brisbane. Job agencies and websites are good tools to assist international students. Some of the websites are:



careerone









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

The rate of Super Guarantee (SG) has been increased to 10% per annum since 1 July 2021. Under Australian legislation, your employer must pay 10% of your salary into a super fund.

Superannuation guarantee legislation states that super payments will increase a further 0.5% each year until they reach 12% in 2025. These increases have been legislated by the Australian Government.

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.

# 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 OOO), 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.



Allianz 🕕







### **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

### 13SICK

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: 13 7425

www.homedoctor.com.au



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



www.metrosouth.health.qld.gov.au/mental-health www.metrosouth.health.qld.gov.au/qtmhc

## 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-forprofit organisation working to reduce the impact of anxiety, depression and suicide in Australia.

Phone: 1300 22 4636 (CONTACT 24/7)

www.beyondblue.org.au

### Sexual health

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

Sexual Health and HIV Service in Brisbane Phone: +61 7 3837 5611

www.qld.gov.au/health/staying-healthy/sexual-health







#### 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



# 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**

## Check In QLD app

The Check In QLD app is a free, simple way for venues to keep customers COVID safe. Its also more secure, as only the Queensland Government can access the data for contact tracing.



## 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.







# 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 Brisbane 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**

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

Multicultural Development Association (MDA)

Phone +61 7 3337 5400 www.multiculturalaustralia.org.au welcome@multiculturalaustralia.org.au

Brisbane Multicultural Centre 28 Dibley Street, Woolloongabba QLD 4102 Ethnic Communities Council of Queensland (ECCQ)

Phone +61 7 3844 9166 www.eccq.com.au administration@eccq.com.au ECCQ House, 253 Boundary Street, West End QLD 4101

# **Protection and Legal Information**

Brisbane 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.qld.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



Brisbane 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 Queensland
 Phone: 1300 651 188
 www.legalaid.qld.gov.au/Home

Domestic Violence Hotline

Phone: 1800 811 811 www.dvconnect.org



# **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





STUDY AT AIBT

## Other Policies and Procedures

The following Policies and Procedures underpin AIBT'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/policies/

## **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: www.aibtglobal.edu.au/support/student-forms/forms/

## **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.

## Course Terms & Conditions

For the most up to date Terms and Conditions, please visit: www.aibtqlobal.edu.au/course/terms-for-courses/

# 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**

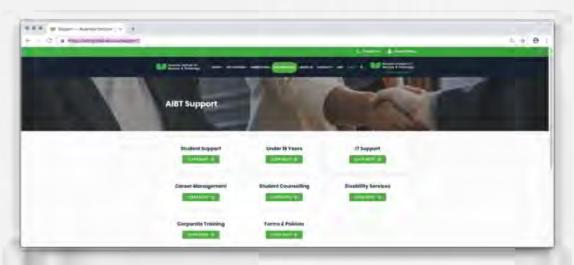
AIBT student support provide support for students on matters relating but not limited to:

- Living in Brisbane
- 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: aibtstudentsupport@vconsultancy.com.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:



- Remain enrolled in a registered course (if you are a Foreign Affairs or Defence sponsored student or a secondary exchange student you must maintain fulltime enrolment in your course of study or training)
- Maintain enrolment in a registered course that is the same Australian Qualifications Framework (AQF) level or higher for which we granted your student visa, unless changing from AQF level 10 to level 9.
- Maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.
- 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

<u>Note:</u> A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

## 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.

Queensland Department of Education, Education Queensland International (EQI)

Phone: 1800 316 540 within Australia Phone: +617 3513 5301 outside Australia Email: EQInternational@qed.qld.gov.au

For more information please visit:

www.eqi.com.au/study-options/temporary-residents



## 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



- 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: +611300128199

Email: aibtstudentsupport@vconsultancy.com.au



#### 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**

Ground Floor 142-146 Elizabeth Street Hobart TAS 7000

#### SINGAPORE

#### **Singapore Campus**

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

#### TRAINING RESTAURANTS

#### Brisbane

#### **Sheldon's Training Restaurant**

Shop 7, 235 Nursery Road Mount Gravatt Brisbane QLD 4122

#### Sydney

#### Sheldon's Training Restaurant

Shop 7, 68 Mountain Street Ultimo NSW 2007

#### Hobart

67 Federal Street North Hobart TAS 7000

#### TECH SCIENCE WORKSHOPS

#### Brisbane

#### **Edison School of Tech Sciences**

Unit 7, 27 Selhurst Street Coopers Plains Brisbane QLD 4108

#### Sydney

#### **Edison School of Tech Sciences**

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

#### Hobart

100 Charles Street Moonah TAS 7009

## **CONTACT US**

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









WeChat

The Little Red Book

LINE