



Australian Business Studies

Step up your career

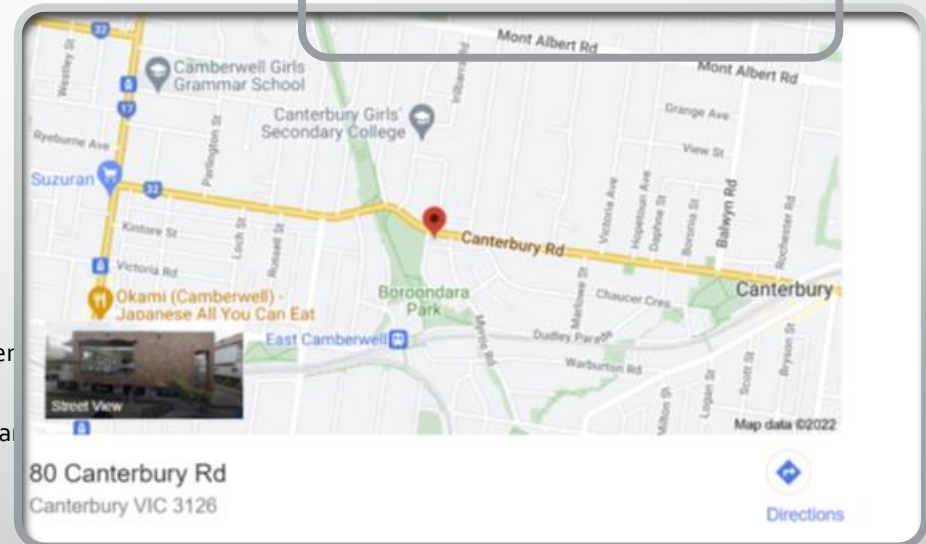
STUDENT Orientation

Welcome to **Australian Business
Studies**

Welcome

- **Head Office Location :** Shop 3-5, Lot (1) 80 Canterbury Road CANTERBURY VIC 3126
- **CRICOS Campus Location:** Shop 3-5, Lot (1) 80 Canterbury Road CANTERBURY VIC 3126
- P: 0420 496 426

- E: info@abstudies.com.au
W: info@abstudies.com.au
- **Find your campus on Google Maps**
- **Commuting via public transport**
 - Melbourne's public transport network extends in all directions, with trains, trams and buses offer comprehensive public transport services.
 - You'll need a myki to travel on most of Melbourne's trains, trams and buses. It is a re-usable smart card that stores value to pay your public transport fare.
 - For detail routes, planning your trip and ticket options, please visit <https://www.ptv.vic.gov.au>



Welcome



Key Personnel

CEO/ Academic Manager

info@abstudies.com.au

General Manager/ Student Services

support@abstudies.com.au

Accounts

accounts@abstudies.com.au

After Hours Contact

Emergency (Police, Fire, Ambulance) **000**

24 hour college contact

0420 496 426

Welcome

Session Overview

1. Campus and Facilities
2. Campus Rules
3. Health and Safety
4. Live and Study in bourne
5. Pre-Training
6. Support Services
7. Visa and Study Requirements



Campus and Facilities

- Student centric, modern campus in one of the most preferred location in Melbourne East
- Public transport at doorstep
- High Speed Internet with Free-Wi fi for students
- Fitted classrooms
- Student breakout area with a kitchenette and amenities
- Printing and photocopying facilities



Campus Rules

While on campus, students must follow and obey certain rules of conduct, including but not limited to;

- Treat all staff and other students and their property with respect and value their cultural diversity
- Not discriminate against other person for their gender, nationality, religion, age, beliefs or associations
- Show respect towards each other and follow the instruction of authorised staff all the time
- Maintain professional and mature behaviour that would reflect professionalism expected in the work place
- Except class rooms and student facilities, students should not enter into any designated office areas unless accompanied by a staff.



Campus Rules

Cont..

- The physical layout of classrooms, and student breakout areas should not be changed
- The facilities should be kept neat and clean. Any issues with lifts, water, electricity and drainage should urgently be reported at Front Desk staff.
- No food must be consumed in class rooms.
- None of the following are permitted on campus:
 - Alcohol
 - Drugs
 - Fire arms and Knives
 - Smoking



Campus Rules

Cont..

- No rubbish should be left lying in class rooms or student areas. Be mindful of environmental sustainability and use garbage and recycle bins appropriately.
- For security purposes, please do not leave your belongings unattended.
- Students must communicate and converse in English which is the standard language for use at the campus.
- Carry your Student ID card at all times.



Health and Safety

- Australian Business Studies is committed to providing a safe and healthy learning environment
- If you have any concerns or notice a condition or practice that seems unsafe, it is important that you notify a staff member immediately
- There is a first aid box located at the Front Desk
- Please request assistance from available staff member



Health and Safety

Where are the Fire Exits?

Where are the Fire Extinguishers?

Where is the Assembly Point?

Who are the Fire Wardens?

When the Fire Drill happens?



Pre- Training

RPL and Credit Transfer

What is RPL?

What is Credit Transfer?

Unique Student Identifier (USI)

Language Literacy and Numeracy (LLN)
– outcome review and further support

Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) is defined in the AQF as follows:

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Please note: RPL will involve assessment and incur a fee. RPL may reduce the time required for a student to achieve the qualification.

Credit Transfer (CT)



Credit transfer is defined in the AQF as follows:



Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.



Please note: There is no fee for eligible credit transfers. Credit given may reduce the time required for a student to achieve the qualification.

Unique Student Identifier (USI)

What is a USI?

The USI is a reference number made up of ten numbers and letters that:

creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with

will give you access to your training records and transcripts

can be accessed online, anytime and anywhere

is free and easy to create and

stays with you for life

- Note: All International student who will be studying in Australia you will require a USI.
- Create your USI here: <https://www.usi.gov.au/students/create-usi>

Unique Student Identifier (USI)

- A Student
- Quick Guide
- is included
- in your
- orientation
- pack.
- *This video provides stu*
- *USI initiative, including*





What is LLN and why do I need to complete it?

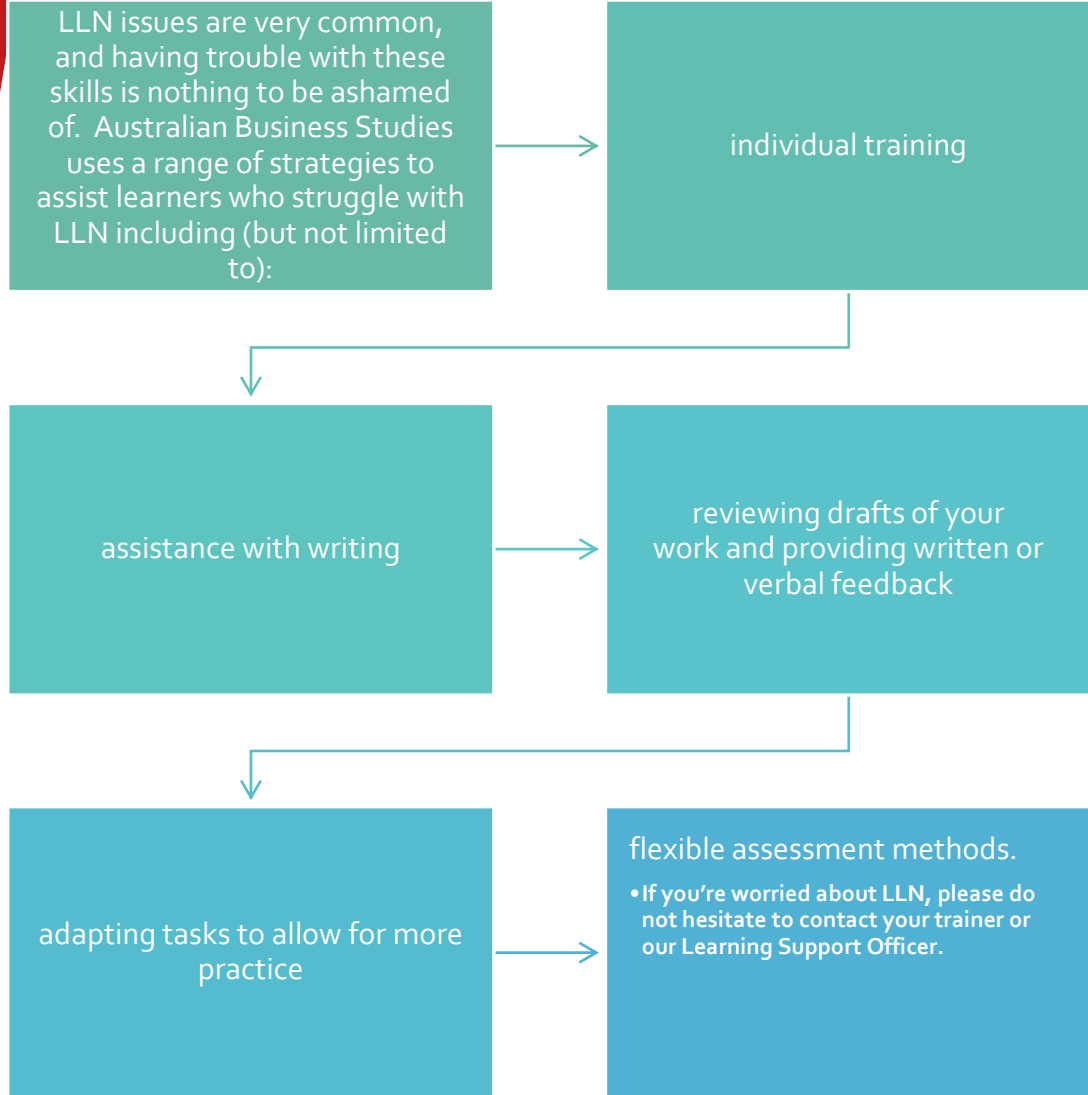


Sometimes people have trouble with their language, literacy (reading and writing), and numeracy skills in their training program.



These skills are also sometimes called 'LLN', and problems may include not being able to read and/or write well enough to complete your study, not understanding enough English to communicate well, or not being able to do any maths that may be needed for your training or job.

Language Literacy & Numeracy (LLN)



Language Literacy & Numeracy (LLN)

Support Services

- Academic and Learning Support (e.g. Learning difficulties, special needs, course progress)
- Safety and well-being
- Personal Issues (Counselling: Referral to external agencies for help) Mindflex is our partner external counsellor
- Unexpected Events (Counselling: Referral to external agencies for help)
- Career (Resume writing, interview skills, searching for jobs)
- Legal Issues (Referral to external agencies for help)
- Complaints and appeals



Support Services

- Information on employment rights and conditions, how to resolve workplace issues
- types of student fees, direct debit and payment plan options
- Accessing your academic and personal records
- Keeping your contact details up-to-date
- Obtaining forms, information and admin assistance
- Making appointments

Student Support Officer

support@abstudies.com.au



Student rights and responsibilities

Your responsibilities

- meet the terms of your written agreement with Australian Business Studies
- maintain satisfactory course progress and attendance

Refer to course progress policy for further details; intervention strategies and outcomes; appealing an outcome; impact on enrolment. Not maintaining satisfactory course progress is a breach of your student visa condition.

- complete course within the expected duration
- maintain academic integrity

Plagiarism and other forms of cheating are serious academic misconduct and are taken very seriously. Academic misconduct will result in serious action being taken against you. Your enrolment or student visa could be affected, or cancelled altogether.

- ensure you maintain Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa
- Inform Australian Business Studies if you change your address or other contact details



Student rights and responsibilities

- comply with your student visa conditions

Visa Conditions

There are a number of conditions placed on student visa holders. Breaching a visa condition may result in the cancellation of your student visa.

The following condition(s) might be attached to your visa:

- **8104 – Work Restriction: 40 hrs a fortnight (Please refer to DHA Website hours might vary)**
- **8202 – Meet course requirements**
- **8501 – Maintain adequate health insurance**
- **8533 – Inform provider of address**

For full details on your visa and conditions, please visit: <https://immi.homeaffairs.gov.au/>

For further details on Australian Business Studies policies and procedures, please visit: www.abstudies.com.au



Student rights and responsibilities

Your rights

- assessment and reassessment policy and procedure
- withdrawal and changes to enrolment; leave of absence, deferral and suspension of studies (rules apply, refer to policy)
- changing education institutions or courses (rules apply, refer to policy)
- obtaining certificates, statement of attainments
- appealing against an outcome
- providing feedback and suggestions
- tuition protection scheme (TPS)
- refund of tuition fees as per policy and procedure



Student rights and responsibilities

- **working in Australia**

Australian workplace laws provide basic protection and entitlements for all workers in Australia, including workers from overseas.

International students have the same entitlements to minimum wages and conditions as Australian workers, as well as superannuation and workers' compensation under Australian workplace laws.

Understanding your work rights

You can only work up to 40 hours in a fortnight. A fortnight means the period of 14 days starting on a Monday

Information on pay rates, shift calculations, leave arrangements and notice and redundancy entitlements is available here: <https://calculate.fairwork.gov.au/Home/Help>

For workplace rights and entitlements visit the Fair Work Ombudsman website: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/visa-holders-and-migrant-workers-workplace-rights-and-entitlements>

Apply for a Tax File Number (TFN) here: <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/>



Student rights and responsibilities

- making a complaint and getting help

Australian Business Studies has a free, comprehensive and accessible complaints and appeals process. You can raise complaints about any dealings with college, staff, agents, or any college stakeholders. You can also appeal against college and academic decisions.

Complaints process is transparent, impartial, confidential and fact-based.

More information on the complaints process and policy can be found on Australian Business Studies website: www.abstudies.com.au

If you cannot resolve your complaint within Australian Business Studies, there are other actions you can take.

You can take your complaint to the Overseas Students Ombudsman (OSO). Refer to the Overseas Students Ombudsman website at <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page> , or call 1300 362 072.



Student rights and responsibilities

ESOS Framework

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you.

You can find out more about the framework at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

A student factsheet is included in your orientation pack



Any Questions?

Accommodation?

Public Transport?

Settling In: Culture,
Homesickness?

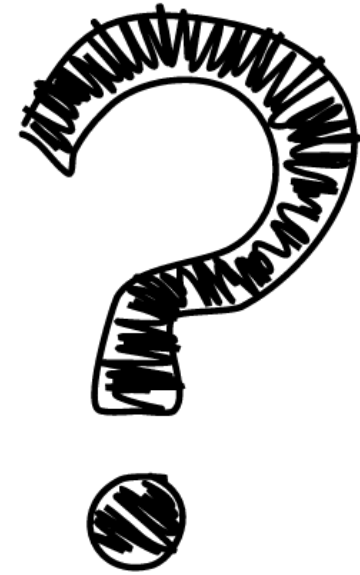
Shopping?

Hospitals/Medical Assistance?

Student Visa Conditions?

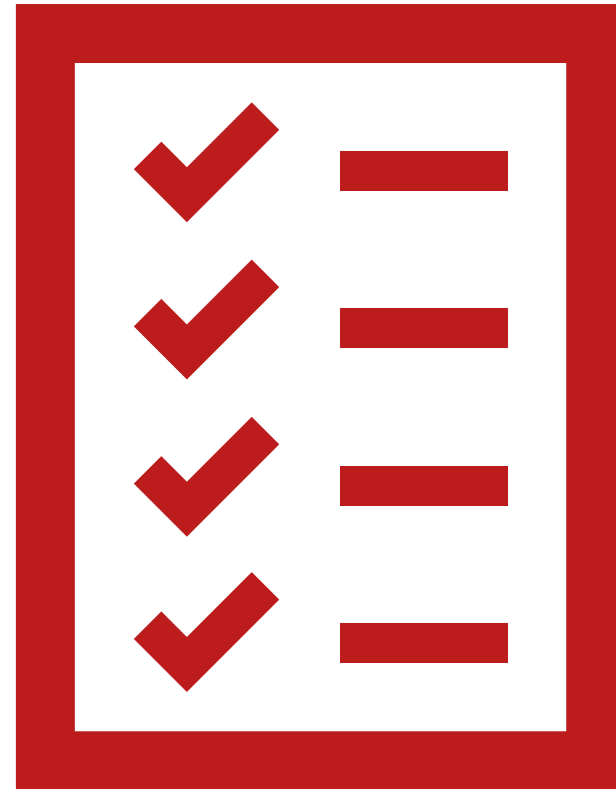
Life at Campus: Studies?

Local/Melbourne?



Activities and Campus tour

- Welcome Guest speakers
- Get ready for your LLN test
- Say hello to fellow students and network
- Talk to your trainers and get your training plans
- Discuss learning support requirements (if any)
- Talk to student support officer (address any queries you may have)
- Collect your student ID
- Hand in survey forms
- Campus tour





THANK YOU

We wish you all the best!

www.abstudies.com.au