



AUSTRALIAN VOCATIONAL  
TRAINING ACADEMY

# 2024 STUDENT HANDBOOK

HOBART | SYDNEY | BUNDABERG





# CONTENTS

Important Information	3
Welcome	4
Campus location & training facilities	6
Vocational Placement	8
Sydney, Hobart & Bundaberg living	9
Accommodation	12
Finance	14
Public transport	16
Employment	22
Studying at AVTA	24
Student support services	28
Legislation	32
ESOS framework	32
Student legal services	33
Deferral, suspension and cancellation of enrolment	34
Assessment	36
Monitoring student attendance	38
Health	40
Free confidential counselling	42
Health Services	43
Adjusting to Australian culture	44
Beach safety	46
Obedying the law	48
Visa conditions	50
Disclaimer	52
Notes	53

This Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or Australian Vocational Training Academy (AVTA) policy may impact on the currency of information included. AVTA 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 AVTA.

This handbook has been prepared as a resource to assist students to understand their obligations and also, those of AVTA. Please carefully read through the information contained in this handbook. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this Handbook.

Any queries can be directed to [info@avta.edu.au](mailto:info@avta.edu.au)

# EMERGENCY CONTACTS & IMPORTANT INFORMATION

## EMERGENCY

### Emergency Services

Dial **000** for **Police, Fire or Ambulance**.  
Policelink **131 444** for non emergency.

## STUDENT SUPPORT

International Student Support can assist students settle into life and study in Australia.

### Student Support

**+61 3 6118 4611**  
[studentsupport@avta.edu.au](mailto:studentsupport@avta.edu.au)

## 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 3 6118 4611**  
[studentsupport@avta.edu.au](mailto:studentsupport@avta.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

**+61 427 803 365**  
[z.balian@avta.edu.au](mailto:z.balian@avta.edu.au)

## VOCATIONAL PLACEMENT

Talk to our team to discuss your Placement requirements.

### Student Support

**+61 3 6118 4611**  
[studentsupport@avta.edu.au](mailto:studentsupport@avta.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 3 6118 4611**  
[studentsupport@avta.edu.au](mailto:studentsupport@avta.edu.au)

## HEALTH DIRECT

**Phone: 1800 022 222 (24 Hours)**

[www.healthdirect.gov.au](http://www.healthdirect.gov.au)

## 13SICK

**Phone: 13 7425**

[www.homedoctor.com.au](http://www.homedoctor.com.au)

Request an after hours,  
bulk billed Doctor home visit.

## TRANSLATING AND INTERPRETING SERVICE

**Phone: 131 450**

[www.tisnational.gov.au](http://www.tisnational.gov.au)

## PUBLIC TRANSPORT INFORMATION

**Phone: 131 500**

NSW - [www.transportnsw.info](http://www.transportnsw.info)

TAS - [www.transport.tas.gov.au](http://www.transport.tas.gov.au)

QLD - [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

## STUDY IN AUSTRALIA

[www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

## AUSTRALIAN TAXATION OFFICE

**Phone: 13 28 65**

[www.ato.gov.au](http://www.ato.gov.au)

## DEPARTMENT OF HOME AFFAIRS

**Phone: 131 881**

[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

## LEGAL AID AUSTRALIA

Community Legal Aid Australia

**Phone: 02 9160 9500**

[www.clcs.org.au](http://www.clcs.org.au)

## TENANTS NSW

**Phone: 1800 251 101**

[www.tenants.org.au](http://www.tenants.org.au)

## TENANTS TAS

**Phone: 1300 652 641**

[www.tutas.org.au](http://www.tutas.org.au)

## TENANTS QLD

**Phone: 1300 744 263**

[www.tenantsqld.org.au](http://www.tenantsqld.org.au)

# Welcome

At Australian Vocational Training Academy (AVTA), we are passionate about providing high-quality, practical education. Our primary focus is on delivering quality training and assessment to prepare our students for their future career pathways. Our industry-current trainers bring a wealth of knowledge and experience to assist and inspire our students to achieve their study goals.

Located in **Hobart**, **Sydney**, and **Bundaberg**, AVTA offers qualifications across several study areas, including Horticulture, Agribusiness Management, Civil Construction Design, Information Technology, Management, Hospitality, Early Childhood and Community Services. These are major and ever-growing sectors in Australia, which have continued to expand over the last decade.

Our Hobart Campus is located in the heart of the beautiful, welcoming city of Hobart, well known for its world-class food, rich history, easy-going lifestyle, museums, galleries, and festivals. There is no better place to explore and learn than in the idyllic location of Hobart.

Our Sydney Campus is located in Blacktown, which is widely known as one of the most multicultural places in Greater Sydney. With a versatile and accessible public transport network, students can explore Sydney to the fullest. As Australia's largest city, Sydney is famous for its iconic landmarks, golden beaches, and vibrant and diverse city life.

Our new Bundaberg Campus is in the city centre of Bundaberg. Nestled in the heart of Queensland's fertile agricultural region, Bundaberg is the ideal study destination for a student interested in pursuing studies in horticulture or agribusiness management. Renowned for its climate, stunning landscapes, and welcoming community, Bundaberg offers a laid-back lifestyle mixed with academic excellence. With its close proximity to the Southern Great Barrier Reef, Bundaberg's coastal waters are home to a wide variety of marine life, including sea turtles and humpback whales.

At AVTA, we are committed to supporting our students to reach their potential by providing end-to-end assistance during their study journey with an extensive student support system. Unlock your future with AVTA today!



Australian Vocational Training Academy acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to the Elders past and present.





*Educating to achieve  
a better tomorrow!*



# Campus locations & training facilities

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

## Blacktown Campus

Level 2, 125 Main Street  
Blacktown  
Sydney NSW 2148 Australia



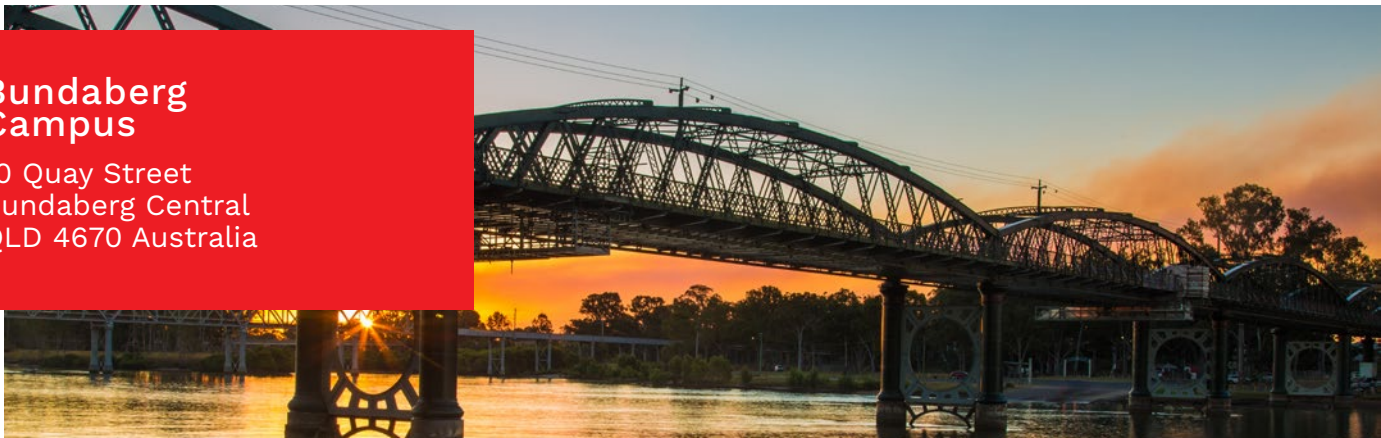
## Hobart Campus

Level 2  
132-146 Elizabeth Street  
Hobart TAS 7000 Australia



## Bundaberg Campus

10 Quay Street  
Bundaberg Central  
QLD 4670 Australia



## 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 (electronic beds, stethoscopes, blood pressure monitors, weight scales, first aid mannequins, training defibrillator, patient hoists, thermometers, learning tools etc)
- Tech Sciences workshop equipment (car lift, tire pumps, tool boxes, flow hood, welders, drills, air compressors, work benches, engine stands, bench grinders and horticulture equipment etc)

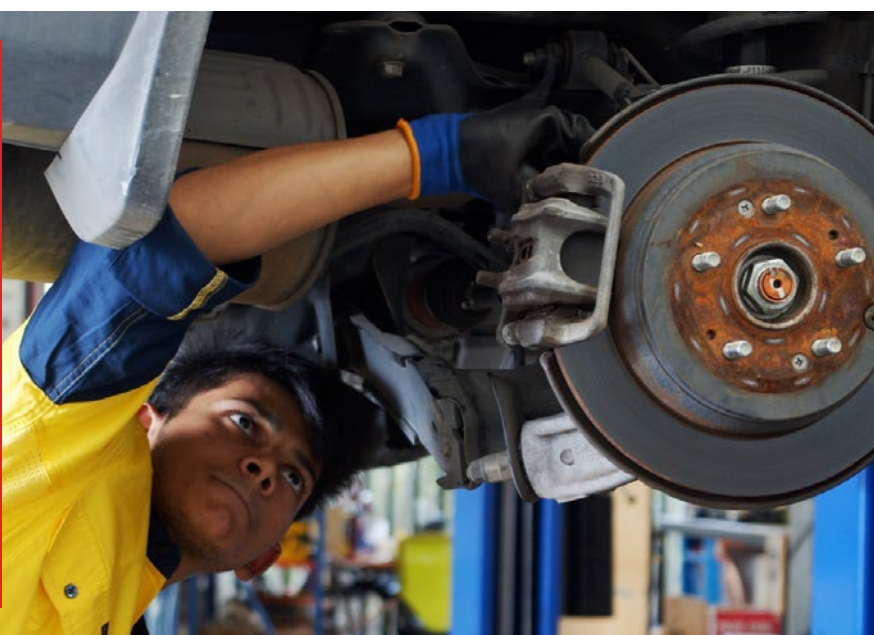
## TRAINING WORKSHOPS

### HOBART

Tech Sciences Workshop  
Unit 1/22 Maxwells Rd,  
Cambridge,  
Hobart TAS 7170 Australia

### BUNDABERG

Tech Sciences Workshop  
10 Quay St,  
Bundaberg Central  
QLD 4670 Australia



(The College reserves the right to change the location of practical training from time to time. Students will be given 12 weeks' notice of any changes of location).



## VOCATIONAL PLACEMENT (UNPAID WORK PLACEMENT)

Vocational Placement is a requirement for qualifications that mandate work placement.

### FACULTY OF COMMUNITY SERVICES

Vocational Placement will be provided for all students who require work placement under the Faculty of Community Services. Before commencing placement, students will be required to obtain mandatory documents as requested by the vocational placement provider at their own expense. Students will be notified of their placement via email, including when to obtain these documents, prior to commencing vocational placement. Prior to attending placement, students will be provided with a relevant student placement logbook and/or workplace diary. Please refer to the individual course on our website, where you will find Vocational Placement Information with frequently asked questions, available to download for your reference.

### FACULTY OF HOSPITALITY

Students will be required to demonstrate a variety of skills in an operational hospitality environment by performing a number of hours of complete service periods (shifts). The required number of service periods (shifts) may vary for each qualification under the Faculty of Hospitality. Prior to attending any complete service periods, students will be provided with relevant logbooks. Please refer to the individual course on our website for more information regarding service periods (shifts) for each qualification.

### VOCATIONAL PLACEMENT SUPPORT

We are committed to offering comprehensive support, guidance, and assistance to students at every stage of their journey to securing and completing their unpaid work placements and service periods.



(The College reserves the right to change the location of the vocational placement childcare facility and simulated childcare environment from time to time. Students will be given 12 weeks' notice of any changes of location).



# STUDY IN HOBART, SYDNEY OR BUNDABERG



## HOBART Living

### Leisure & 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 places to visit:  
[www.discovertasmania.com.au](http://www.discovertasmania.com.au)

### 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





# SYDNEY Living

## Leisure & Sightseeing

Sydney has some exciting locations to visit such as the famous Sydney Opera House, Sydney Harbour Bridge, The Rocks, and Darling Harbour. Kickback and relax, in some of our parks, such as The Royal Botanic Garden Sydney, our popular cafes, bars and pubs and of course our famous Bondi Beach and Taronga Zoo.

For more places to visit:  
[www.whatson.cityofsydney.nsw.gov.au](http://www.whatson.cityofsydney.nsw.gov.au)

## Weather



Summer - December to February  
Average Temperature - 18-25°C



Autumn - March to May  
Average Temperature - 14-22°C



Winter - June to August  
Average Temperature - 8-17°C



Spring - September to November  
Average Temperature - 11-23°C





# BUNDABERG Living

## Leisure & Sightseeing

Bundaberg is an Australian city on Queensland's coast. It's known for Bundaberg Rum, and the Bundaberg Distillery offers museum tours and tastings. Bundaberg Botanic Gardens is home to the Hinkler Hall of Aviation, dedicated to solo long-distance pilot Bert Hinkler. Nearby on the coast is Mon Repos Regional Park, home to sea turtles, and offshore is Lady Elliot Island, part of the Great Barrier Reef.

For more places to visit:

[www.queensland.com/bundaberg](http://www.queensland.com/bundaberg)

[www.bundaberg.qld.gov.au/community](http://www.bundaberg.qld.gov.au/community)

## Weather



Summer - December to February  
Average Temperature - 22-35°C



Autumn - March to May  
Average Temperature - 16-28°C



Winter - June to August  
Average Temperature - 12-24°C



Spring - September to November  
Average Temperature - 14-30°C



## ACCOMODATION

There are several accommodation options to choose from in Sydney, Hobart and Bundaberg. 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. 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 NSW / TAS / QLD

Know your rights as a renter - Tenants NSW / TAS / QLD have an interpreting service and fact sheets translated into many different languages. If you need any advice on renting, select the contact below in your location.

NSW

Phone: 1800 251 101  
[www.tenants.org.au](http://www.tenants.org.au)

TAS

Phone: 1300 652 641  
[www.tutas.org.au](http://www.tutas.org.au)

QLD

Phone: 1300 744 263  
[www.tenantsqld.org.au](http://www.tenantsqld.org.au)

For more information on accommodation visit the following sites:

[www.realestate.com.au](http://www.realestate.com.au)

[www.flatmates.com.au](http://www.flatmates.com.au)

[www.gumtree.com.au](http://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

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](http://www.studyinaustralia.gov.au)

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.

## 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. 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

For more information, visit: [www.studying-in-australia.org](http://www.studying-in-australia.org)

- All costs are per year in Australian dollars. To convert to your own currency, visit [www.xe.com](http://www.xe.com)
- The Australian Government provides information and guidance on managing your finances. You can read more at [www.moneysmart.gov.au](http://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](http://www.insiderguides.com.au)

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

## ACCOMMODATION AVERAGE COST

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. Sydney, Hobart and Bundaberg city trains, buses and ferries connect you easily from one destination to the other. A comprehensive bus service runs throughout the cities, 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.

## **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 Sydney, Hobart or Bundaberg, 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.

NSW: [www.transport.nsw.gov.au](http://www.transport.nsw.gov.au)

TAS: [www.transport.tas.gov.au](http://www.transport.tas.gov.au)

QLD: [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

## **CYCLING**

Cycling is a very common practice in Sydney, Hobart and Bundaberg 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 visit:

### **SYDNEY**

[www.transport.nsw.gov.au/roadsafety/bicycle-riders/road-rules-for-bicycleriders](http://www.transport.nsw.gov.au/roadsafety/bicycle-riders/road-rules-for-bicycleriders)

[www.cityofsydney.nsw.gov.au/cycling](http://www.cityofsydney.nsw.gov.au/cycling)

### **HOBART**

[www.rsac.tas.gov.au/cyclists](http://www.rsac.tas.gov.au/cyclists)

[www.hobartlegal.org.au/handbook/community/road-rules-for-cyclistsand-skaters/bicycle-and-cyclist-specific-laws](http://www.hobartlegal.org.au/handbook/community/road-rules-for-cyclistsand-skaters/bicycle-and-cyclist-specific-laws)

### **BUNDABERG**

[www.bundaberg.qld.gov.au/pathways-cycling-networks](http://www.bundaberg.qld.gov.au/pathways-cycling-networks)

### **BUS:**

The Sydney bus system provides comprehensive coverage of the city and its suburbs, offering a convenient way to explore the area. Opal Cards are smartcard tickets that you keep, reload and reuse to pay for travel on public transport. Simply add value to your Opal card then tap on and tap off to pay your fares on trains, buses, ferries and light rail – anywhere within the Opal network. You can buy or top-up an Opal card at many locations. For more information, visit: [www.opal.com.au](http://www.opal.com.au)

### **LIGHT RAIL:**

Light rail in Sydney offers a convenient and efficient way to travel around the city, with modern trams and frequent services. It is integrated into the wider public transport network, allowing for easy connections to buses, trains, and ferries. Sydney Light Rail offers frequent 'turn up and go' services seven days a week. For more information, please visit: [www.transportnsw.info/travel-info/ways-to-get-around/light-rail](http://www.transportnsw.info/travel-info/ways-to-get-around/light-rail)

### **TRAINS:**

Sydney Trains operate throughout the metropolitan area and beyond, connecting key locations such as the CBD, Sydney Airport, and major suburbs. For more information, please visit: [www.transportnsw.info](http://www.transportnsw.info)

### **FERRIES:**

Ferries offer stunning views of Sydney Harbour and access to coastal areas. For more information, please visit: [www.transportnsw.info/travel-info/ways-to-get-around/ferry](http://www.transportnsw.info/travel-info/ways-to-get-around/ferry)

### **AIRPORT LINK TRAIN:**

It provides a quick and convenient way to travel between Sydney Airport, the city centre, and major suburban hubs. For more information, please visit: [www.airportlink.com.au](http://www.airportlink.com.au)

### **RIDESHARE SERVICES:**

Taxi, Uber and Didi operate throughout the city, offering convenient airport transfers. For more information, please visit:

Uber - [www.uber.com/au/en/r/cities/taxi/sydney-nsw-au](http://www.uber.com/au/en/r/cities/taxi/sydney-nsw-au)

Didi - [www.didiglobal.com/au/rider](http://www.didiglobal.com/au/rider)

Taxi - [www.13cabs.com.au](http://www.13cabs.com.au)



### **BUS:**

The bus system in Hobart provides reliable transportation throughout the city and its surrounding areas, making it easy to navigate and explore. Greencards are smartcard tickets 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](http://www.greencard.metrotas.com.au)

### **SKYBUS:**

SkyBus offers convenient and direct transfers between Hobart Airport and key locations in the city, providing an efficient transportation option for travelers. For more information, please visit: [www.skybus.com.au](http://www.skybus.com.au)

### **RIDESHARE SERVICES:**

Taxi, Uber and Didi operate throughout the city, offering convenient airport transfers. For more information, please visit:

Uber - [www.uber.com/global/en/r/cities/hobart-tas-au](http://www.uber.com/global/en/r/cities/hobart-tas-au)

Didi - [www.didiglobal.com/au/rider](http://www.didiglobal.com/au/rider)

Taxi - [www.13cabs.com.au](http://www.13cabs.com.au)



## Bundaberg QLD

### **BUS:**

Go card is TransLink's electronic ticket that lets you travel seamlessly on TransLink's bus network across Bundaberg, spanning from Bundaberg to Moore Park Beach, Burnett Heads, Bargara and Elliot Heads. 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 online through the translink website. For more information, visit: [www.translink.com.au/tickets-and-fares/go-card](http://www.translink.com.au/tickets-and-fares/go-card)

### **TRAINS:**

Queensland's Rail network is a great way to visit rural towns located along the bundaberg line, as well as a great way to travel to and from Brisbane.

For more information, please visit:

[www.queenslandrailtravel.com.au/Planyourtrip](http://www.queenslandrailtravel.com.au/Planyourtrip)

### **RIDESHARE SERVICES:**

Taxi, Uber and Didi operate throughout the city, offering convenient airport transfers. For more information, please visit:

Uber - [www.uber.com/au/en/r/cities/taxi/bundaberg-qld-au](http://www.uber.com/au/en/r/cities/taxi/bundaberg-qld-au)

Didi - [www.didiglobal.com/au/rider](http://www.didiglobal.com/au/rider)

Taxi - [www.13cabs.com.au](http://www.13cabs.com.au)







# 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 48 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.immi.homeaffairs.gov.au](http://www.immi.homeaffairs.gov.au)

## 2. HOW DO I FIND A JOB?

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

[www.seek.com.au](http://www.seek.com.au)  
[www.careerone.com.au](http://www.careerone.com.au)  
[www.gumtree.com.au/jobs](http://www.gumtree.com.au/jobs)  
[www.adzuna.com.au](http://www.adzuna.com.au)  
[www.au.indeed.com](http://www.au.indeed.com)  
[www.workforceaustralia.gov.au](http://www.workforceaustralia.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](http://www.ato.gov.au) or phone: 13 28 61

### 4. SUPERANNUATION GUARANTEE

Under the superannuation guarantee, employers have to pay superannuation contributions of 11% of an employee's ordinary time earnings when an employee is:

- over 18 years, or
- under 18 years and works over 30 hours a week.

If eligible, the super guarantee applies to all types of employees including:

- full-time employees
- part-time employees
- casual employees

Temporary residents are also eligible for super.

Super has to be paid at least every 3 months and into the employee's nominated account.

The ATO can give advice and assistance on superannuation issues, including on the super guarantee.

For more information, visit: [www.ato.gov.au/super](http://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 are 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, visit: [www.fairwork.gov.au](http://www.fairwork.gov.au) or phone: 13 13 94

# STUDYING AT AVTA

International students are required to study a minimum of 20 hours per week

## STUDENT PRE-ENROLMENT CONSULTATION

To help students make an informed enrolment decision prior to enrolling into a qualification, students are strongly advised to attend a pre-enrolment consultation session provided by either an authorised AVTA Education Agent and/or a AVTA staff representative from the College. Students will be provided with transparent, accurate and complete information that is relevant to the intended qualification of study, prior to completing and signing the Enrolment application. The information includes, but is not limited to:

- Intake dates
- The VET and CRICOS information of The College
- Course information (i.e., fees, duration, delivery mode, location, equipment, unpaid work placement, practical training locations if applicable, and other arrangements related to your application)
- Entry requirements (i.e., academic requirements, language proficiency requirements, employment requirements, financial requirements, etc.)
- Information about training and assessment
- Policies and procedures on course progress/attendance, assessment, and student conduct rules, etc.
- Information about the support services available to students in The College

The College will only confirm the intake of a qualification when it meets the minimum number of applications. Students will receive a Letter of Offer in the proposed intake when the minimum number of applications is met. If the minimum number of applications is not met, a student will be advised of the next proposed intake.

## ORIENTATION

AVTA conducts an Orientation Program prior to the commencement of a student's course.

Our comprehensive Orientation Program provides students with essential information to ensure a successful study experience. It enables them to familiarise themselves with their new campus surroundings and easily settle into their new life in Australia. Orientation also allows students to meet their trainers and fellow students.

**Students will receive a welcome email with an invitation to the Orientation Program two weeks prior to the commencement of their course.**

During Orientation, students will receive a welcome pack containing important information about their studies, campus and Student Support Services, including their student ID card.

Attendance at Orientation is compulsory for all new students. If students are unable to attend Orientation, they can contact our Student Support Team, who will assist them in organising Orientation on an alternative day.



## STUDENT ID CARD

You will be provided with your Student ID card after you attend Orientation. Your student ID card is important as it is a required form of identification on campus. Your Student ID forms part of your official college email and is used in all communication with you. After attending Orientation, you will receive either a hard copy or a digital Student ID card from AVTA. If you do not receive your Student ID or if you should lose your Student ID card, please contact our Student Support Team at: [studentsupport@avta.edu.au](mailto:studentsupport@avta.edu.au). This card can also be used to receive student discounts on bank fees, movies, and other transactions.

For more information, visit: [www.myunidays.com](http://www.myunidays.com)

## UNIQUE STUDENT IDENTIFIER (USI)

You will need to have a Unique Student Identifier (USI) while you are studying at AVTA. 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](http://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 available on our website: [avta.edu.au](http://avta.edu.au)

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

### \* NON-TUITION FEES

Enrolment Handling Fee	\$200	Non-refundable
Overseas Student Health Cover (OSHC)	To be paid and arranged by the student	MANDATORY
Credit Transfer Application Fee	\$50 per unit of credit transfer	Non-refundable
Course Withdrawal Application Fee	\$200	Non-refundable
Request for Release Application Fee	\$200	Non-refundable
Certificate Re-Issuance Fee	\$50 per unit of credit transfer	Non-refundable
Assessment Re-submission Fee	\$50 per the assessment of re-submission	Non-refundable
For more information regarding the tuition and non-tuition fees, please refer to the website at: <a href="http://avta.edu.au">avta.edu.au</a>		

## OSHC FEES

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. Overseas Student Health Cover (OSHC) is insurance to assist international students meet the costs of medical and hospital care while in Australia.

# STUDYING AT AVTA

## PAYMENTS

Fees must be 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: [avta.edu.au](http://avta.edu.au)

## 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: [avta.edu.au](http://avta.edu.au)

## TUITION PROTECTION SERVICE (TPS)

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

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees (international students).

TPS offers a flexible and streamlined approach to student study and refund arrangements in the event that a defaulting provider fails to meet its refund obligations under the ESOS Act.

For more information about AVTA's refund policy, please refer to the Refund Policy found on our website: [avta.edu.au](http://avta.edu.au).

For more information about TPS, please refer to the website: [www.education.gov.au/tps](http://www.education.gov.au/tps).

## STUDENT TIMETABLES

All students will have access to adequate and dedicated study areas. AVTA has implemented a Timetable Announcement Protocol to ensure that students will be notified of their timetables prior to their commencement of classes. This includes information regarding specific practical training facilities (e.g. simulation labs, training kitchens, workshops, computer labs, including recreational and private study areas).

If ELICOS students wish to participate with students in any other qualifications (e.g. to improve English skills), ELICOS students can also use private study and computer lab areas allocated for all students. When there is no class conducted, students are permitted to use the classrooms as their recreational areas.





### **LANGUAGE, LITERACY AND NUMERACY**

If an International Student does not meet the minimum level of English Language Proficiency, they will be required to take an LLN test prior to the commencement of their course. LLN tests are designed by the college. The tests are categorised based on the students' qualifications. They will be used as a tool to assist college personnel in identifying students who may require support in language and/or numeracy. LLN Tests are designed in accordance with the Australian Core Skills Framework as a guideline.

### **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.

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

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

### CRITICAL INCIDENTS

#### What is a 'critical incident'?

Critical incidents are traumatic events occurring on or off campus (within or outside Australia) which significantly impact or threaten to significantly impact student wellbeing by causing extreme stress, fear or injury (or has the potential to cause) serious physical or psychological harm. Your safety is our top priority. We have a dedicated Critical Incident Management Policy that outlines how AVTA staff manage emergency situations for international students. It includes:

- missing student
- any fatality or serious injury
- a serious traffic collision
- murder or suicide
- physical / sexual assault or domestic violence
- severe verbal or psychological aggression
- fire where property is lost or people are harmed
- explosion or bomb threat
- a hold-up or attempted robbery
- serious threats of violence
- storms or natural disasters
- drug or alcohol abuse causing harm to someone

#### What to do if an emergency or critical incident happens

1. Do not put yourself in unnecessary danger
2. In an emergency, please call 000 for police, fire services or ambulance
3. Please contact Student Support:  
P: **+61 3 6118 4611** or E: **studentsupport@avta.edu.au**  
Please give this phone number and email address to your family and friends so that if something happens to you, they can contact us.
4. We will guide you on what you need to do next, and what we can do to help. This may include reporting the incident to senior management for extra assistance.





## DISABILITY SERVICES

We are dedicated to empowering students with disabilities and learning challenges, ensuring they have an equitable chance to actively engage and excel in their chosen academic pursuits. If you require assistance, 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



## STUDENT CODE OF CONDUCT

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

All students are provided with a copy of our Student Conduct Rules at their orientation. Student Conduct Rules are available on our website:

[avta.edu.au](http://avta.edu.au)

## POLICIES AND PROCEDURES

There are a number of important policies and procedures relevant to all aspects of your engagement with AVTA. Policies and Procedures can be found on our website: [avta.edu.au](http://avta.edu.au)

## COMPLAINTS AND APPEALS

Students have the right to lodge a formal complaint or appeal if they feel they have been unfairly treated by AVTA or its staff and they have been unable to resolve the grievance or dispute informally. AVTA has a documented internal complaints handling and appeals process and policy in place, available on our website at: [avta.edu.au](http://avta.edu.au).

If you wish to lodge a complaint, please complete and submit the Complaints & Appeals Form, available at: [avta.edu.au](http://avta.edu.au). If you are still unsatisfied with the outcome of the formal complaint, you have the right to appeal the decision.





## PROCESS

### Internal Complaints/Appeals

Overseas students who wish to make a complaint/appeal or grievance are encouraged to attempt to resolve their complaint/appeal through a formal discussion. AVTA staff, within 10 working days, will commence assessment of the complaint or appeal. AVTA will keep a written record of the complaint or appeal, including a statement of the outcome and reasons for the outcome.

When a complaint/appeal is not straightforward regarding a serious matter that requires significant and immediate attention, the student may directly turn to the Formal Complaints/Appeals Procedure. AVTA staff are also available to assist students in lodging the relevant documentation for formal complaint/appeal investigations.

### External Complaints/Appeals

If the conditions where the complaint/appeal or grievance of the student is not able to be resolved through the formal complaints/appeals procedure, the student can appeal the decision externally through the Office of the Commonwealth Ombudsman (Overseas Students - Commonwealth Ombudsman) [www.ombudsman.gov.au](http://www.ombudsman.gov.au) to escalate your complaint or appeal externally within 10 (ten) working days, at no cost.

For more details, please refer to AVTA's Complaints and Appeals Policy and Procedure, available at: [avta.edu.au](http://avta.edu.au)

## PRIVACY

AVTA 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.

AVTA 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.

## LEGISLATION

As an RTO, AVTA 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
- Education Services for Overseas Students (ESOS) Act 2000.

Additionally, AVTA 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

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

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

## ESOS FRAMEWORK

The Australian Government, through the Department of Education and Training, administers the ESOS Act and its associated instruments.

[Education Services for Overseas Students Act 2000](#)

[National Code of Practice for Providers of Education and Training to Overseas Students](#)

[ELICOS Standards](#)

[Education Services for Overseas Student Regulations 2019](#)

[Education Services for Overseas Students \(Registration Charges\) Act 1997](#)

[Education Services for Overseas Students \(TPS Levies\) Act 2012](#)

[Key Legislative Instruments](#)



# STUDENT LEGAL SERVICES

## NSW

### MY LEGAL MATE

This App Gives International Students Free Access to Legal Advice  
[www.study.sydney/student-welfare/my-legal-mate](http://www.study.sydney/student-welfare/my-legal-mate)

### LEGAL AID NSW

Phone: 1300 888 529  
[www.legalaid.nsw.gov.au](http://www.legalaid.nsw.gov.au)

## TAS

### STUDENT LEGAL SERVICES

This website gives International Students Free Access to Legal Advice  
[www.tasstudentlegalservice.com](http://www.tasstudentlegalservice.com)

### LEGAL AID TAS

Phone: 1300 366 611  
[www.legalaid.tas.gov.au](http://www.legalaid.tas.gov.au)

## QLD

### COMMUNITY LEGAL CENTRES QUEENSLAND

This Website gives International Students Free Access to Legal Advice  
[www.communitylegalqld.org.au](http://www.communitylegalqld.org.au)

### LEGAL AID QLD

Phone: 1300 651 188  
[www.legalaid.qld.gov.au](http://www.legalaid.qld.gov.au)

## DEFERRAL, SUSPENSION AND CANCELLATION OF ENROLMENT

- AVTA may defer or suspend the enrolment of a student if it believes there are compassionate or compelling circumstances
- Before AVTA defers or suspends a student's enrolment for compassionate or compelling circumstances, it is to ensure that the student has a valid CoE with a start date that reflects the student's intended date of return to studies
- AVTA may suspend or cancel a student's enrolment for reasons, including, but not limited to:
  - misbehaviour by the student, in breach of the Student Conduct Rules
  - the student's failure to pay an amount he or she was required to pay AVTA to undertake or continue the course as stated in the written agreement
  - a breach of course progress or attendance requirements by the student, in accordance with Standard 8 of the National Code (see also: AVTA Monitoring Student Attendance and Academic Progress Policy and Procedure)
- Before deferring, suspending or cancelling a student's enrolment, AVTA is to advise the student in writing that the process may impact their student visa, in particular, if the grounds for the deferral, suspension or cancellation is due to:
  - the conduct of the student
  - for reasons other than compassionate or compelling circumstances
  - compassionate or compelling circumstances, where the studies of the student cease to exist
  - fraudulent evidence or documents provided to AVTA by the student







## 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 play 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 receive 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 AVTA. 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**

AVTA 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 Learning (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 AVTA 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.

## MONITORING STUDENT ATTENDANCE AND COURSE PROGRESS

Students must maintain a satisfactory level of course progress and attendance in accordance with AVTA policy and procedure.

The intervention strategy for a student with unsatisfactory course progress can include but is not limited to phone notification, a reminder letter of course attendance, and any email communication between a student and AVTA staff for the improvement of a student's course attendance.

It is the student's responsibility to ensure they have access to their AVTA email address for the purpose of direct communication with AVTA staff and to ensure they attend all classes. It is also a student's responsibility to notify and discuss any absences with their teacher/trainer (e.g., a student may inform trainers/teachers of any difficulties preventing them from attending classes).

An AVTA administrative support officer will follow up with a student who is absent from their scheduled classes and, if necessary, create an Intervention Strategy Plan (ISP) which is a documented process agreed upon between the trainer and the student, outlining the academic support and/or assistance to a student to achieve satisfactory course progress in any study period.

The strategies outlined in the ISP may include but are not limited to counselling, assistance with study, extra classes, additional training or tuition, reducing the student's workload temporarily, referring to student support services, assisting with welfare, housing or other personal issues that are impacting the student. For more information, please refer to the Monitoring Student Attendance and Course Progress Policy and Procedure on our website at [avta.edu.au](http://avta.edu.au).





# HEALTH

## 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.





87 %

O  
L M  
L

O  
L M  
L

100 %

# 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.

1800 650 890 | [www.headspace.org.au](http://www.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.

For more information, visit: [www.HeadtoHealth.gov.au](http://www.HeadtoHealth.gov.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](http://www.lifeline.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](http://www.beyondblue.org.au)

## FREE CONFIDENTIAL COUNSELLING

Available for all students regarding any personal, social and academic matters, including mental health and general welfare.

Student counselling sessions helps students adjust to study, work and life in Australia. Any referrals to external support is available at no additional cost.

Talk to our counsellor about coping with your studies or stress management. This is a free and confidential service.

Email: [z.balian@avta.edu.au](mailto:z.balian@avta.edu.au)

Phone: +61 427 803 365



## 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](http://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 74 25 | [www.homedoctor.com.au](http://www.homedoctor.com.au)

## MENTAL HEALTH

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

---

<b>NSW</b>	<b>NSW Mental Health Access Line</b> Ph: 1800 011 511   <a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a>
------------	---

---

<b>TAS</b>	<b>TAS Department of Health and Human Services</b> Ph: 1800 332 388   <a href="http://www.dhhs.tas.gov.au/mentalhealth">www.dhhs.tas.gov.au/mentalhealth</a>
------------	---

---

<b>QLD</b>	<b>QLD Mental Health Centre</b> Ph: 1800 188 189   <a href="http://www.metrosoth.health.qld.gov.au">www.metrosoth.health.qld.gov.au</a>
------------	--

---

## SEXUAL HEALTH

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

---

<b>NSW</b>	<b>NSW Sexual Health Infolink</b> Ph: 1800 451 624   <a href="http://www.sshc.org.au/our-services">www.sshc.org.au/our-services</a>
------------	--

---

<b>TAS</b>	<b>TAS Department of Health and Human Services</b> Ph: 1800 675 859   <a href="http://www.dhhs.tas.gov.au/sexualhealth">www.dhhs.tas.gov.au/sexualhealth</a>
------------	---

---

<b>QLD</b>	<b>Sexual Health and HIV Service in Brisbane</b> Ph: +61 7 3837 5611   <a href="http://www.qld.gov.au/health">www.qld.gov.au/health</a>
------------	--

---

## 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](http://www.1800respect.org.au)



## 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 Sydney, Hobart and Bundaberg 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.

For more information visit: [www.tisnational.gov.au](http://www.tisnational.gov.au) | Phone: 131 450

## INTERNATIONAL COMMUNITY

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

Multicultural NSW  
Phone: +61 2 8255 6767  
[multicultural.nsw.gov.au](http://multicultural.nsw.gov.au)

Multicultural TAS  
Phone: +61 3 6232 7133  
[multicultural.tas.gov.au](http://multicultural.tas.gov.au)

Multicultural Development  
Association (MDA)  
Phone: +61 7 3337 5400  
[multiculturalaustralia.org.au](http://multiculturalaustralia.org.au)

## PROTECTION AND LEGAL INFORMATION

Sydney, Hobart and Bundaberg are 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, visit:

[www.scamwatch.gov.au](http://www.scamwatch.gov.au)

[www.police.nsw.gov.au](http://www.police.nsw.gov.au)

[www.police.tas.gov.au](http://www.police.tas.gov.au)

[www.police.qld.gov.au](http://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, visit: [www.beachsafe.org.au](http://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](http://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

Sydney, Hobart and Bundaberg are multicultural cities 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, contact legal Aid in your state or visit:

**National Sexual Assault, Domestic  
Family Violence Counselling Service**

Phone: 1800 737 732

[www.1800respect.org.au](http://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

## 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 full-time 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 48 hours per fortnight during course semester but can work for unlimited hours during holidays, or as advised by the Australian Government.
- 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](http://immi.homeaffairs.gov.au)

**Note:** 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](http://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 Sydney

Phone: 1300 300 229 (within Australia)

Phone: +61 2 9244 5555 (outside Australia)

[www.education.nsw.gov.au](http://www.education.nsw.gov.au)

Education for dependants Hobart

Phone: +61 3 6165 5727

[www.education.tas.gov.au](http://www.education.tas.gov.au)

Education for dependants Bundaberg

Phone: 1800 316 540 (within Australia)

Phone: +61 7 3513 5301 (outside Australia)

[www.education.qld.gov.au](http://www.education.qld.gov.au)



## DISCLAIMER

All information is accurate at the time of publication. Please be aware that the information in this brochure including AVTA policies, fees and course content are subject to change without notice. Course Commencement is dependent on sufficient enrolments, and adhering to the guidelines published by Australian Skills Quality Authority [www.asqa.gov.au](http://www.asqa.gov.au)

It is the responsibility of students to check the terms and conditions in their in Final Letter of Offer, including all general and course outline information prior to accepting, in particular, course offerings, duration, mode, commencement, campus location, fees and entry requirements. Applications and enrolments are subject to AVTA's Privacy Policy, which is available at enquiries.[avta.edu.au](http://avta.edu.au)

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

**AVTA does not guarantee:**

- a successful education assessment outcome for the student or intending student; or
- completion of an AVTA qualification will lead to an employment outcome; or
- a student 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.



## NOTES

## NOTES



## NOTES



#### CONTACT

✉ [info@avta.edu.au](mailto:info@avta.edu.au)

☎ +61 3 6118 4611

📍 Head Office:  
Level 2,  
132-146 Elizabeth St,  
Hobart TAS 7000 Australia

🌐 [avta.edu.au](http://avta.edu.au)

#### CAMPUSES

**SYDNEY CAMPUS**  
Level 2, 125 Main St,  
Blacktown,  
Sydney NSW 2148 Australia

**HOBART CAMPUS**  
Level 2,  
132-146 Elizabeth St,  
Hobart TAS 7000 Australia

**BUNDABERG CAMPUS**  
10 Quay St,  
Bundaberg Central  
QLD 4670 Australia

#### TRAINING WORKSHOPS

**HOBART**  
Tech Sciences Workshop  
Unit 1/22 Maxwells Rd,  
Cambridge,  
Hobart TAS 7170 Australia

**BUNDABERG**  
Tech Sciences Workshop  
10 Quay St,  
Bundaberg Central  
QLD 4670 Australia



Social Media: [avtacollege](#)

Australian Vocational Training Academy (AVTA) | RTO 45879 | CRICOS 04034B

PROUDLY MARKETING BY V CONSULTANCY