AUSTRALIAN
NATIONAL COLLEGE




# Student Handbook

**Year 2026**

**Version 1.3**

Australian National College Pty Ltd
ABN: 55 128 906 221
CRICOS-03009M; RTO 22134
Level 5 259 Collins Street, Melbourne, Victoria 3000
Tel 03-9662 3300 Email: - info@anc.vic.edu.au

# MESSAGE FROM THE CEO

*Welcome to ANC where students achieve their goals.*

We are committed to provide the high-quality teaching to students from a diverse range of backgrounds and experiences.

ANC aims to be a catalyst for positive change for the individuals and the communities it serves.

ANC values are Excellence; Academic Freedom; Continuous Improvement; Ethical Behaviour and Accountability.

ANC is committed to having a work culture, which fosters and supports excellence.

ANC staff members are responsible for its success. Their dedication to our students and to the communities we serve ensure the continued success of ANC.

This Student Handbook provides you with a wide range of helpful information about our courses, staff, and general campus information, assessments and all the relevant Policies & Procedures and other important matters relating to your studies. It is advisable to keep it with you for any future references.

Students will find ANC staff willing to help and assist them during their studies. Staff members also take a keen interest in the job placement and careers of graduates.

ANC staff look forward to working with you, helping you with the achievement of your life ambitions and your study goals.

I wish you well in your academic endeavours.

*Mr Jaswinder Singh*

*Chief Executive Officer*

*All students will be provided with an orientation of the Institute facilities and services upon arrival and will receive a copy of this Student Handbook (Either Electronically or Printed).*

*Thank you for choosing ANC as your education provider. We hope this student Handbook will be helpful and informative during your study at Australian National College.*

*If you need any further information, please feel free to contact one of our friendly Student Support Team Staff.*

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# INTRODUCTION TO MELBOURNE

Melbourne is a great place to live and study. Melbourne has been consistently ranked as 'The world's most liveable city' by the economist intelligence unit (UK). In 2000, Melbourne was accredited as a 'Safe Community' by the world health organization – the first Australian capital city to achieve this standing. The City of

Melbourne is the home, workplace and leisure centre of one of the world's most harmonious and culturally diverse communities.

Melbourne's residents represent 140 nationalities and speak 151 languages. Thirty per cent of Melbourne's population was born overseas and Melbourne has large numbers of international students have contributed to the multicultural fabric of Melbourne. Melbourne today is a welcoming, outgoing, and confident city, a reflection on the generous and inclusive spirit of its people. This spirit embraces change while respecting heritage; celebrates diversity while sharing a common sense of place and pride; and aspires to a rich, lively, and peaceful future.



Melbourne is a major centre of commerce, industry, and cultural activity. The city is referred to as Australia's 'sporting and cultural capital' and it is home to many of the nation's most significant cultural and sporting events and institutions. Melbourne hosted the 1956 Summer Olympics and the 2006 Commonwealth Games.

The Public Transport with the options of buses trains and tram services in Melbourne very extensively. Single ticket will allow you to travel in all three modes of transport to your destination and to discover the colourful diversity of Melbourne

Melbourne, Victoria enjoys manageable summers, glorious springs, mild autumns and crisp winters. With its variable climate, Melbourne is warm to hot in summer (December to February), mild in autumn (March to May), cold and damp in winter (June to August) and cool in spring (September to November).

Australian National College Pty Ltd (ANC) is one of the most dynamic institutes in Australia. ANC is one of the private providers offering Vocational Training under the national recognised Technical and Further Education system of the Australian Government. ANC offers the courses, which will lead the students to their chosen career pathways. We at ANC Endeavour to liaise with the Industry sectors to help students achieve their career goals. ANC provides practical skills and knowledge for the success of students in their future. Our courses are part of the range of nationally accredited courses. Our courses are designed to link the needs of industries and are nationally recognized.

Students have access to modern computer lab to facilitate their learning outcomes. The learning resources and teaching methods and assessment are designed according to the highest standards prescribed. ANC possesses spacious classrooms fully equipped with the latest technologies including data projectors, overhead projectors, DVD players, televisions, etc.
Students are provided a caring supportive environment by our multilingual, multicultural staff. Our staff is always willing to offer their support and advice to students to assist them with their personal problems. The academic staffs are always there to help the students with complete academic support by providing help with academic work i.e. writing assignments, making presentations and examination techniques.

When you arrive in Melbourne to start your new life, what could be better than a friendly face to meet and greet you with an abundance of local knowledge? To assist you in adjusting to life in Australia, ANC can arrange free of charge for a representative to greet you at the Airport and drive you to your pre-arranged accommodation.

ANC campus is located in the heart of Melbourne and in the close proximity of one of Victoria Market. ANC is conveniently located to the public transport; major Local Train/Tram stops are one to two minutes away. ANC students will have access to Banks, cafes, restaurants, food courts, parks, libraries, nightclubs, cinemas, shopping arcades, news agencies, supermarkets, travel agencies and a lot more.

# ANC STAFF CONTACT DETAILS


Management & Administration
Mr Jaswinder Singh
Chief Executive Officer
**Tel.** +61 3 9662 3300
**Email :** ceo@anc.vic.edu.au


## STUDENT SUPPORT TEAM

You can contact any of the student support team on **03 9662 3300** or email the relevant department on:

| Department | Email Address |
|---|---|
| Admissions | admissions@anc.vic.edu.au |
| Help Desk | helpdesk@anc.vic.edu.au |
| Marketing | marketing@anc.vic.edu.au |
| Information | info@anc.vic.edu.au |
| Student Counsellor | studentcounsellor@anc.vic.edu.au |

## TRAINING STAFF

### BUSINESS and LEADERSHIP & MANAGEMENT TRAINERS

Rakesh Kaushik rakeshkaushik@anc.vic.edu.au

Baber Peters baberpeters@anc.vic.edu.au

### HOSPITALITY

Sandeep Rawal sandeep.rawal@anc.vic.edu.au

Pam Pangtrip pam@anc.vic.edu.au

Jenny lynn Galdones jennylynn@anc.vic.edu.au

Manpreet Kaur m.kaur@anc.vic.edu.au

### PRINTING AND GRAPHIC ARTS

Ken Carmody kencarmody@anc.vic.edu.au

### ENGLISH

Norah ge2@anc.vic.edu.au

(This is subject to change and additional staff will be employed as required)

The address of the Institute is:
Level 5 259 Collins Street, Melbourne, Victoria 3000

*and*

Tel (+61 3) 9662 3300
Email info@anc.vic.edu.au

www.anc.vic.edu.au

# Courses Offered at ANC

## English

General English - Elementary, Pre-Intermediate, Intermediate and Advanced (10 to 40) weeks Course

## Business

BSB50120 Diploma of Business

BSB50420 Diploma of Leadership and Management

BSB60120 Advanced Diploma of Business

BSB60420 Advanced Diploma of Leadership and Management

BSB80120 Graduate Diploma of Management (Learning)

## Hospitality

SIT30821 Certificate III in Commercial Cookery

SIT40521 Certificate IV in Kitchen Management

SIT50422 Diploma of Hospitality Management

## Graphics

ICP40120 Certificate IV in Printing and Graphic Arts Management

ICP50120 Diploma of Printing and Graphic Arts Business Management

## Building and Construction

MSF30322 Certificate III in Cabinet Making and Timber Technology

MSF30422 Certificate III in Glass and Glazing

MSF40422 Certificate IV in Glass and Glazing

CPC40120 Certificate IV in Building and Construction

CPC50220 Diploma of Building and Construction (Building)

# LIVING IN MELBOURNE

Melbourne is the capital city of the state of Victoria. Melbourne is a multicultural city with a population comprising people from over 200 countries, speaking over 151 languages and following over 100 religious' faiths. Melbourne is a city of cutting edge when it comes to arts, architecture, industry, sport, technology, and many other areas. The inner city itself is known as the Central Business District (CBD). Traditionally a commercial and retail district, it is now becoming increasingly popular as residential area. The suburbs radiate from the CBD. Inner suburbs are close to CBD and as travel further from Melbourne, located are the outer suburbs.

Melbourne, the city itself, is well designed and located amidst parklands along the banks of the Yarra River, just a few kilometres from Port Phillip Bay. With the sea to the south and mountains to the north, the city offers something for everybody

Melbourne has a vibrant intellectual and cultural centre and a creative and entrepreneurial soul. It has extensive parks and gardens, spacious suburbs, affordable housing, good education, accessible public transport and a modern road system. With a low crime rate, it provides a safe and healthy environment in which to live and work.

In terms of entertainment, Melbourne has a plethora of cosmopolitan cafes, restaurants and clubs, a vibrant arts scene and world renown sporting events.

## WEATHER AND SEASONS

The temperate climate of Melbourne makes doing business here a lot easier. There is no need to worry about the extremes of hot or cold temperatures hindering your business processes.

Being in the Southern Hemisphere Melbourne's seasons are opposite to that of North America, Europe and most of Asia. It has a reputation for unpredictable weather, where all four seasons can be experienced in one day. Nonetheless, Melbourne offers a comfortable environment, regardless of the season.

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## Melbourne's Seasons

| Season | Months | Average Temperature | Description |
|---|---|---|---|
| Summer | Dec - Feb | 25°C | A typical summer day in Melbourne is warm and sunny, with a freshening sea breeze from the south to southeast in the afternoon. A hot summer spell can produce temperatures that exceed 40°C, but this usually ends with a cool change. |
| Autumn | Mar - May | 20°C | Autumn is generally considered the most pleasant season in Melbourne. Many days are mild and sunny with afternoon sea breezes. Cloudy, showery weather increases towards the end of autumn. |
| Winter | Jun - Aug | 14°C | Melbourne experiences some of Australia's coldest weather in winter, with some nights producing frost. Snow does not fall in the city itself, but occasionally the outlying hills receive a light snowfall. In the alpine region, average temperatures range from -5 to 5°C |
| Spring | Sep - Nov | 20° | At the beginning of spring, cloudy overcast days with gusty winds can be experienced, with an average of 5.8 hours of sunshine a day. The weather begins to warm up towards the end of spring. Sometimes a full range of weather can be experienced in a matter of days |

## Time Zones

All of Victoria operates on Australian Eastern Standard Time (AEST), which is 10 hours ahead of Coordinated Universal Time (UTC).
Victoria operates on daylight saving time (DST) from the first Sunday in October to the first Sunday in April of the following year. DST is one hour ahead of AEST, or UTC+11.

## Lifestyle

Melbourne was ranked the #1 most liveable city in Australia and #10 in the world in the Economist Intelligence Unit's (EIU) Global Liveability Index for 2022. This list assesses 173 cities across the globe in the categories of stability, healthcare, culture and environment, education, and infrastructure. Victoria is home to 5 million people with 3.5 million living in the capital city, Melbourne. Melbourne is a comparably young city with 48% of people being under 35. More than 233 nationalities live in Melbourne, making it one of the world's most multicultural cities. It has the largest Greek and Italian communities living outside of those countries. English is the official language, but more than 20 percent of Victorians - and almost 30 percent of Melbournians - speak a language other than English at home.
A combination of this multicultural diversity and a temperate climate has translated into Melbournians love of fine dining, arts and culture, sports and the outdoors.

The city has a strong culture of philanthropy and volunteering, and Melburnians are known for being friendly and inclusive. Look out for city's team of tourism volunteers, the City Ambassadors
Melbourne has an excellent public transport system with trams, trains, and buses providing an extensive network throughout the city and suburbs.

## ACCOMMODATION

### Choosing Where to Live

Most students want to live within walking distance of the campus but this is not always possible and is usually determined by availability and cost. Often it is more convenient and more cost-effective to live further from the campus but closer to shops and public transport.

## TYPES OF ACCOMMODATION

### Home Stay

Home stay involves the student living with an Australian family. The cost generally includes two meals (breakfast and dinner) during the week and three meals on weekends. Rooms may be single or shared and cost will vary accordingly. Cost $150 to $200 AUD per week.

### Shared Accommodation

Advertisements on student notice boards and in sections of the local newspapers will appear for one or more people to share a house or flat, often where a lease has already been taken out. This often suits students once they have been in the country for a while and are comfortable with their new country's living arrangements. Cost $80 to $150 AUD per week.

### Rental Accommodation

As with share accommodation, units, flats, single bed-sitters and even houses, are available through Real Estate Agents. These are normally unfurnished. One month's rent in advance may be charged plus a bond (or security deposit) prior to moving in.

# HEALTH and WELLBEING

## OVERSEAS STUDENT HEALTH COVER (OSHC)

Overseas Student Health Cover (OSHC) is insurance that provides cover on the costs for medical and hospital care which international students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport.

If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits organisation - commonly referred to as health funds before applying for your visa. You will need to buy OSHC before you come to Australia, to cover you from when you arrive. You will also need to maintain OSHC throughout your stay in Australia. ANC can arrange health cover through Private Medical Insurers.

### How Do I Get OSHC?

You may be or have been asked for an OSHC payment in the education offer package you receive from your chosen education provider, if they have a preferred provider agreement and do not need to complete a formal application form. If not, you may need to complete an Application for OSHC, which is available from registered OSHC providers and most educational institutions. Your local education adviser can lodge your OSHC form and payment at time of processing your enrolment to study in Australia.

Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. Most Australian education institutions have a preferred OSHC provider. Depending on the institution you will be attending, you will be required to join one of these four registered health funds. You may choose to change your health fund at any time, but will need to abide by the conditions of change of the health fund provider you are leaving.

### OSHC Providers

- Medibank Private: https://www.medibank.com.au/overseas-health-insurance/
- Allianz Care Australia: https://www.allianzcare.com.au/en.html
- BUPA OSHC: https://www.bupa.com.au/health-insurance/oshc
- Australian Health Management: https://www.ahmoshc.com.au/
- NIB: https://www.nib.com.au/overseas-students/

For more information and to compare the OSHC providers, please refer to the below https://www.comparethemarket.com.au/health-insurance/

For additional information regarding OSHC please go to the Australian Government's Study Australia OSHC site at https://www.studyaustralia.gov.au/en/plan-your-move/overseas-student-health-cover-oshc .

## TYPES OF HEALTH CARE IN AUSTRALIA

The Australian healthcare system is mixed. Responsibilities for healthcare are divided between the Federal and State governments, and both the public and the private sectors play a role. Government programs underpin the key aspects of healthcare. Medicare, which is funded out of general tax revenue, pays for hospital and medical services. Medicare covers all Australian citizens, pays the entire cost of treatment in a public hospital, and reimburses for visits to doctors.

## National Coronavirus Helpline

Call this 1800 020 080 if you are seeking information and advice on COVID-19. The line operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

## Public System

The major provider of healthcare services in Australia is the Public Health System (Medicare). The Public Health System provides a comprehensive free-of-charge healthcare service for all Australian citizens covering both hospital-based and community-based medical services. Public hospitals are owned by the State. One of the problems with such a system is that waiting times in public hospitals can be extensive due to a shortage of healthcare professionals and facilities.
See also: Attending an Australian hospital.

## Private System

Private hospitals provide about a quarter of all hospital beds in Australia. Private medical practitioners provide most non-bed medical services and perform a large proportion of hospital services alongside salaried doctors. Private practitioners provide most dental services. For Australians who take out private health insurance a range of services can be covered, such as access to your own Doctor in a private hospital, and extra services such as dental, optical and physiotherapy.

## Attending an Australian Hospital

Few private hospitals have emergency departments, so, in an emergency, most Australians rely on the public hospital system. If you attend an Emergency Department in a hospital, you will be attended to immediately by a triage nurse for information about you, your cover, and your current health condition. The triage nurse will determine the urgency of your condition in comparison to others in need in the emergency room and it is likely that you will remain at the emergency room for several hours. Whether you are seen immediately by a Doctor, or have to wait, it is customary to keep you in the emergency room for several hours to monitor your condition before releasing you to go home, or admitting you to hospital in more severe cases.
There are extensive waiting times for elective surgeries at public hospitals, e.g. for orthopaedic surgery. One of the attractions of health insurance is the ability to bypass public hospital waiting lists and go through the private system.
Private hospitals are very expensive for treatment and hospitalisation. Your OSHC will cover some of the cost of some private hospitals but you will have to pay the difference.
Your health insurance (OSHC) covers the total cost of accommodation in a shared ward of a public hospital. It also pays for the 'schedule fee' for the doctor but you will have to pay the difference if the doctor's fee is higher than the 'schedule fee'.
See also: Public hospital waiting times.

## General Practitioners (GPS)

In Australia, you do not have to go to a hospital to see a doctor. You can see a doctor (also known as a GP – General Practitioner) in their private practice or medical centre, with part or the entire doctor's fee being covered by Medicare or OSHC. You must make an appointment to see a GP. It is important to note that some

GP surgeries will request full payment from you at the time of consultation and you will need to present the receipt to claim the rebate back from your health cover provider.

## Medical Services

What do I do if I am sick?

Choose a doctor from the list of medical facilities in this handbook or use a directory service such as HealthShare.com.au to locate a suitable health practitioner and phone the GP's surgery or medical centre to make an appointment. If you have woken in the morning feeling unwell and would like to see a doctor that day, you will need to phone the doctor's surgery early in the morning (8:00am – 8:30am) for an appointment. Please note however, that it may not be possible to get an appointment on the same day - you may have to wait one or two days before you can see a doctor (in some regional areas of Australia it may be a week or two before you can get an appointment).

## Seeing a Doctor

When you attend your appointment, the doctor will ask you questions about your health and may give you a brief physical examination, such as checking your breathing, your throat, ears etc. The doctor will then give you some advice regarding management of your illness, and may give you a prescription for some medication.

If you have had, or need to take time off studies you will need to get a medical certificate from the doctor to provide to your education provider. If your illness is more serious or the doctor is unsure of a diagnosis, she or he may refer you for further tests e.g.: blood tests or x-rays, or to see a specialist Doctor. It is important to note that if you are dissatisfied with the diagnosis or service of the Doctor you see, you have the right to obtain an opinion from another Doctor.

## Pharmacies

GP surgeries do not have medications to dispense to you. You must take the prescription given to you by the doctor to a Pharmacy or Chemist to obtain the medication. You will need to provide the pharmacy with your OSHC card, your full name, and address. You are able to walk in off the street to any pharmacy/chemist/drug store in Australia and will only have to wait a short while for your prescription medicine to be prepared.

## Prescription Medication

Medication prescribed by your doctor is not free. You must pay the pharmacy. If the cost is more than *AU$31.60 (as of 1/1/2025) you can claim back up to $50 per prescription item after the co-payment from your OSHC provider. Many pharmacists will offer you the option of having a "generic" brand of medicine. If the prescription medicine the Doctor has prescribed is also made available by a company which produces generic brands at cheaper prices, this option will be offered to you. This is ONLY offered if the content of the medicine is the same as that prescribed by your Doctor. It will, however, assist you to pay less for your medicine.
*Always check with your OSHC provider regarding any specific costs and refunds that are applicable Please go to https://oshcaustralia.com.au/en for more information.

## Over-The-Counter Medication

Pharmacies/chemists also provide a variety of over-the-counter medications useful for treating colds, headaches, allergies and the like, which do not require a prescription. Ask the pharmacist on duty for advice regarding the best medication for your symptoms. Ensure that you advise the pharmacist of any other medications you may be taking.

## Dental and Optical

Dental and optical health services are not covered by your OSHC unless you take out extra cover. If you need to see a dentist or optometrist, you will need to make an appointment (see the Yellow Pages) and pay the full fee of this service.

## Interpreter Services

We are lucky in Australia to have a variety of healthcare professionals from many different cultural backgrounds, so you may be able to see a doctor who speaks your first language. However, if you are having difficulties communicating with your doctor, the Translation and Interpreter Service (TIS) can be used. For more information visit **https://tisnational.gov.au** or phone **131 450**

# MEDICAL FACILITIES IN MELBOURNE CBD

*Information current as of 14.4.2026*

### Hospitals

**RMH City Campus**
Grattan Street, Parkville
Ph: +61 3 9342 7000

**Epworth Hospital (Emergency)**
62 Erin St, Richmond
Ph: (03) 9506 3000

**The Royal Women's Hospital**
20 Flemington Rd, Parkville
Ph: (03) 8345 2000

**Melbourne Private Hospital**
1F Royal Parade, Parkville
Ph: (03) 8341 3400

### Medical Centres

**Healthcare On Collins**
Level 4/250 Collins St, Melbourne VIC 3000
Ph: (03) 9650 4284

**Collins Street Medical Centre**
Level 7/267 Collins St, Melbourne VIC 3000
Ph: (03)85756900

### X-Ray

**Healthcare on Collins**
Level 4, 250 Collins Street
Ph.: +61 3 9650 7636

### Pathology

**Healthcare on Collins**
Level 4, 250 Collins Street
Ph.: +61 3 9650 763

**Melbourne Pathology**
Level 4, 250 Collins Street, Melbourne
Ph.: +61 3 8532 7015

Melbourne Pathology Melbourne
23 QV Terrace, Level 3/292 Swanston St,
Melbourne VIC 3000
Ph.: (03)96542214

### Pharmacies

My Chemist Elizabeth Street
128-132 Elizabeth Street, Melbourne
Ph.: (03) 9663 6704

Chemist Warehouse Melbourne - William St
Ground floor, 326 William St, Melbourne
Ph.: (03) 9113 4446

Priceline Pharmacy Bourke St West
376 Bourke Street, Melbourne
Phone: (03) 03 9642 7998

## MENTAL HEALTH

Being an international student is exciting, but it can also be challenging. We have a designated Student Support Team who can be approached to gain advice on academic and personal issues. The Student Support Team offers professional and confidential advice in areas where they can help. The counselling and support facility provided by ANC is at NO COST to the student. However, fees of medical practitioners and/or counsellor will be at the expense of the students. They can also provide links to external sources of support where the ANC is not qualified. ANC provides free referral in case student is referred to use external support services.

The Hours of the ANC are:

Monday – Friday: 8.45am – 5.30pm

Please contact any of our student support team 03 9662 3300 info@anc.vic.edu.au

Mental wellbeing services and support are to available and accessible to all students studying with ANC.

### Referrals to External Professionals

Besides the ANC Support Team, there are many general medical practitioners and psychologists that are able to assist you if you are feeling depressed or are suffering from anxiety.

ANC will provide students with contact details to refer any matters that require further follow up with relevant professionals. Any referrals made by ANC are at no cost to the student but fees and charges may apply where the student uses an external service.

### Mental Health and Wellbeing Services

- Beyond Blue
  *Web:* https://www.beyondblue.org.au/
  *Phone:* 1300 224 636
- Lifeline Australia

*Web: https://www.lifeline.org.au/*
*Phone: 13 11 14*

*Text: 0477 13 11 14*

- Suicide Line Victoria

*Web: https://suicideline.org.au/phone-and-online-counselling*
*Phone: 1300 651 251*

- Mensline

*Web: https://mensline.org.au/*
*Phone: 1300 78 99 78*

If you need to talk to someone straight away, make an emergency appointment with your local doctor (General Practitioner), or contact your local public hospital. You can also find a relevant specialist at HealthShare.com.au.

Mental Health Fact Sheets are also available at:

https://wayahead.org.au/fact-sheets/

https://www.blackdoginstitute.org.au/resources-support/fact-sheets/

https://www.cci.health.wa.gov.au/resources/looking-after-yourself

https://www.lifeline.org.au/get-help/support-toolkit/fact-sheets

https://beyou.edu.au/resources/fact-sheets

# COST OF LIVING

The cost of living tool is designed to help you discover how much it would cost to have the lifestyle you choose in Australia.

You can compare accommodation arrangements, transportation options, entertainment activities, and much more. By clicking the link below.

http://insiderguides.com.au/cost-of-living-calculator/

## APPROXIMATE ESTIMATED LIVING COSTS FOR YEAR

For a student visa in Australia, applicants must show that they have enough money to support themselves during their stay. As of 2026, the Department of Home Affairs requires a minimum of AUD $29,710 for a single student to cover 12 months of living expenses. If a partner is accompanying the student, an additional AUD $10,394 is required, and for each child, an extra AUD $4,449 must be shown. If school-aged children are included, an additional AUD $13,502 per child per year is needed for schooling costs.

In addition to living expenses, students must also demonstrate funds for other costs, including at least one year of tuition fees, travel expenses (usually around AUD $2,000 to $3,000), Overseas Student Health Cover (OSHC) for the duration of their stay, and the student visa application fee, which starts from around AUD $2,000.

These amounts represent the minimum financial requirement set by the Department of Home Affairs and may not reflect the actual cost of living, which can be higher depending on the student's lifestyle and location in Australia. The financial requirements are reviewed regularly, so applicants should always check the latest information before submitting their visa application.

### Local Amenities

Within the immediate vicinity of the **ANC at** Melbourne CBD, following facilities are available:

| | | |
|---|---|---|
| **Public Transport**<br>http://www.ptv.vic.gov.au | **Tram Stop**<br>http://www.yarratrams.com.au | **myki - Public Transport Victoria**<br>https://www.ptv.vic.gov.au/tickets/myki/ |
| **Post Office**<br>6 Southern Cross Ln,<br>Melbourne VIC 3000 | **City of Melbourne**<br>Town Hall, 90-120<br>Swanston Street<br>Melbourne, Victoria<br>3000, Australia<br>Phone: +61 3 9658<br>9658<br>Fax: +61 3 9654 4854 | **Library**<br>State Library of Victoria<br>328 Swanston Street,<br>Melbourne, Victoria, 3000<br>Australia.<br>Ph: +61 3 8664 7000 |

For more information about living in Melbourne please, follow the following links:

- www.visitvictoria.com
- www.thatsmelbourne.com.au
- www.melbourne.citysearch.com.au

# SETTING UP A BANK ACCOUNT

You can choose to open an account in any **Bank, Credit Union or Building Society** in Australia. Do your research to get the best deal.

**To open a bank account, you will need:**

- your passport (with arrival date stamped by Australian immigration)
- student ID card
- money to deposit into the account (this can be as little as $10)

Anyone who wishes to open a bank account in Australia must show several pieces of personal identification which are allotted a points system. 100 points of identification is required to establish your identity as the person who will be named in the account. Your passport and proof of your arrival date in Australia will be acceptable as 100 points IF you open an account **within six weeks** of arrival in Australia. After this time, you will be required to produce additional documentation. As a student, you will be able to open an account with special student benefits. Many banks have 'Student Accounts' which contain no or minimal fees for transactions that might normally be attached to regular savings accounts. You will also require the student ID card from your institution to prove you are a student and should have access to the benefits offered by a student bank account. For a comparison of accounts in banks throughout Australia, see:

http://www.banks.com.au/personal/accounts/

Most people in Australia enjoy the convenience of **Internet banking** and/or **Telephone banking**, which enables them to manage their money, pay bills etc. from home. At the time, you are setting up your account you can request these services from your bank.

## BANK & ATM LOCATIONS IN MELBOURNE CBD

| BANK | WEBSITE | ADDRESS |
|---|---|---|
| Commonwealth Bank | www.commbank.com.au | 385 Bourke Street, Melbourne CBD |
| National Australia Bank | www.nab.com.au | 330 Collins Street, Melbourne CBD (Branch & ATM) |
| ANZ | www.anz.com.au | 353 Elizabeth Street, Melbourne CBD (Branch & ATM) |
| Commonwealth Bank | www.commbank.com.au | 367 Collins Street, Melbourne CBD (Branch & ATM) |
| Westpac Bank | www.westpac.com.au | 303 Collin Street, Melbourne CBD (Branch & ATM) |
| Bank of Melbourne | www.bankofmelbourne.com.au | 360 Burke Street, Melbourne CBD (Branch and ATM) |

## BANK & ATM LOCATIONS NEAR MY (STUDENT) ACCOMMODATION

Please go to one of the following banks sites to locate your nearest branch or ATM.

- Commonwealth Bank
- Westpac
- ANZ
- NAB
- Bank of Melbourne
- Bendigo Bank
- Bank Australia
- Macquarie Bank
- IMB Bank
- ME Bank
- St George Bank
- Suncorp Group
- Hume Bank

### Banking hours

Most bank branches are open from **Monday to Friday, 9:00am to 4:00pm** (except on public holidays). Some branches have extended trading hours during the week and may be open Saturdays (check with your individual bank). **ATMs remain open 24 hours a day.** However, you should be aware of your personal safety if accessing cash from an ATM at night in quiet areas where there are not a lot of people around.

### Bank fees

Bank fees are **the price you pay for the products and services that banks offer**. Different banks charge different fees for different products and services, and the best way to find out what fees apply is simply to ask your bank. Any fees that apply to your accounts are fully disclosed in information leaflets and terms and conditions that your bank can provide before you open your account. **Some banks waive some fees if you are a full-time student.** The way you do your banking may also affect the fees that apply for example: internet banking rather than walking into a branch.
If you do not understand any fee, which has been charged, contact your bank.

**Accessing money from my account:** Bank accounts offer many options for accessing your money. Some of the most popular options are described below:

### ATMs (Automatic Telling Machines)

ATMs can be used to withdraw cash from an account by using the ATM card, which is available with most bank accounts. You can also use ATMs to get an account balance and transfer money into other accounts. Some ATMs also allow you to deposit cash and cheques into your account. Using the ATMs of your bank will generally cost less money than if you use another bank's ATMs. Fees for using ATMs can vary between banks and between accounts.
See also: Using an ATM.

### EFTPOS

Short for 'Electronic Funds Transfer at Point of Sale', EFTPOS terminals can be found where goods or services are sold, for example, supermarkets, service stations, restaurants, doctors' surgeries and gymnasiums. You can pay for goods and make payments through EFTPOS using your ATM card, rather than paying with cash. At some stores, when you use EFTPOS you can also withdraw cash from your account at the same time. You should be aware that there are some retailers who put limits on how much cash can be withdrawn, which may be dependent on the amount, which is spent in the store.
When paying by EFTPOS, you also use your PIN to access your account. The same rules apply about keeping the PIN confidential and never handing it over to anyone. Be careful no one is looking over your shoulder when you enter your PIN. See: Using an ATM.

### Telephone banking

You can use telephone banking to transfer payments to and from accounts, get your account balances, get recent transaction information and pay bills. You will need to register to use telephone banking and will then be given a password or an identification number that allows you to access your accounts over the phone. It's important never to give your password to anyone else.

### Internet banking

Internet banking allows you to view and check your accounts, review recent transactions, apply for loans and credit cards, or transfer money and pay bills – all on-line. Most banks offer Internet banking facilities, but you will need to register with your bank to gain access. You will then be given a password that allows you to use your accounts on-line. Never give this password to anyone else.
There are security issues that need to be considered when using Internet banking. It is recommended that you install and keep up-to-date anti-virus software and a firewall, update security patches and be suspicious of emails requesting you to hand over confidential information such as your Internet banking logon password.

Your bank will never ask you for this information, especially in an email. In addition, many banks publish security guides on their websites and this provides important information on precautions that you can take to protect your information on-line. If you are unsure about any approach that appears to be from your bank to provide personal information. Refuse to provide that information until you can attend your nearest branch to discuss the request over the counter with bank staff. There is no charge for discussing your banking options at a branch.

### Over-the-counter service

You can also go into a branch of your bank and, with the assistance of bank staff, conduct transactions including withdrawals, deposits, transfers, and account balance checks. If you do not have a branch close by, you may be able to visit an agency of your branch, such as an Australia Post outlet, to conduct certain transactions. Bear in mind that over-the-counter transactions usually incur higher fees than electronic transactions.

### Paying bills

Most bank accounts offer many easy options for paying bills. Transaction accounts with cheque book facilities allow you to pay bills by cheque, and most transaction accounts and savings accounts allow you to pay bills electronically (e.g., using facilities such as telephone banking, Internet banking) and using direct debits.
A note of caution on direct debits – they are a convenient way to pay everyday bills, but always make sure you've got enough money in your account to cover the cost of the debit. If your pay or allowance goes into your account on a certain date, make sure your direct debit payments are scheduled to come out of your account after your pay goes in, or you might end up with an overdrawn account or a dishonoured payment – both can cost you money.

### Working while studying

1. Like many international students, you may get a part time or casual job to gain experience in the workplace or help pay your living expenses while you study in Australia. International students can work up to 48 hours per fortnight while they are studying, and can work full time during their semester breaks.
2. Everyone who works in Australia has the same rights and protections under the law. If you have found a job, you have a right to minimum wage and proper work conditions.
3. You are not permitted to start work until you have commenced your course of study
4. The Department of Home Affairs (DHA) considers your course to be **'in session'**:
    - for the duration of the advertised semesters (including periods when exams are being held)
    - if you have completed your studies and your Confirmation of Enrolment is still in effect
    - if you are undertaking another course, during a break from your main course and the points will be credited to your main course.

https://immi.homeaffairs.gov.au/visas/working-in-australia/work-rights-and-exploitation

For a full list of **mandatory** and **discretionary** student visa conditions please visit
https://www.homeaffairs.gov.au/

# EARNING AN INCOME

## TAXES

If you're enrolled to study in Australia in a course that lasts for six months or more, you're generally regarded as an Australian resident for tax purposes. This means:

- you pay tax on your earnings at the same rate as other residents
- you're entitled to the benefits of the Australian tax system, such as
    - the tax-free threshold (or part of it, if you're here for only part of the financial year)
    - tax offsets
    - Generally lower tax rates than a foreign resident.

Generally, Australian residents must declare all income they've earned, both in Australia and internationally, on their Australian tax return. However, as an overseas student you probably have a temporary visa, which means that you may be a temporary resident. For more information, see foreign income exemption for temporary residents.

If you are a temporary resident, most of your foreign income is not taxed in Australia and you don't declare it on your Australian tax return. You only declare income you derive in Australia, plus any income you earn from employment or services performed overseas while you are a temporary resident of Australia.

Taxes are managed through the **Australian Taxation Office (ATO)**. The tax you pay depends on how much you earn.

## GETTING A TAX FILE NUMBER (TFN)

You must obtain a Tax File Number to be able to work in Australia. A tax file number (TFN) is your unique reference number to our tax system. When you start work, your employer will ask you to complete a tax file number declaration form. If you do not provide a TFN your employment will be taxed at the highest personal income tax rate, which will mean less money in your wages each week.

**You can apply for your TFN online at** www.ato.gov.au, or phone 13 28 61, 8am to 6pm Monday to Friday. For the ATO translating and interpreter service phone: 13 14 50.

## TAXATION RETURNS

If you pay too much tax you are entitled to a refund. To get a refund you will need to lodge a tax return. You can lodge online using **e-tax** (free), by mailing a **paper tax return**, or by paying a **registered tax agent** to complete and lodge the return for you. If you lodge by e-tax your refund will normally be issued within 14 days.

- Lodge online using e-tax at www.ato.gov.au
- For a registered tax agent visit www.tabd.gov.au
- Tax returns are lodged at the end of the Australian tax year – (1 July to 30 June).

## KNOW YOUR RIGHTS

The Fair Work Ombudsman website has information about your rights to pay, holidays and time off, other entitlements and what to expect when your job ends.

To find out what you can expect to be paid, look at the pay calculator on The Fair Work Ombudsman website.

Find out about Workplace rights for all visa holders working in Australia on the Department of Home Affairs website.

## Legal advice about work rights at the Study Melbourne Student Centre

The International Students Work Rights Legal Service offers free, confidential and independent legal advice for international students with work problems (excluding migration), can see a specialist employment lawyer at the Study Melbourne Student Centre every Wednesday and Thursday. The Study Melbourne Student Centre is located at 17 Hardware Lane, Melbourne.

For more information or to make an appointment email info@studymelbourne.vic.gov.au or call 1800 056 449 (free call from landlines)

https://studymelbourne.vic.gov.au/working

# LAWS AND SAFETY IN AUSTRALIA

## OBEYING THE LAW

One of the reasons we have such a wonderful lifestyle in Australia is due to our representative democracy, the separation of powers, and our respect for the rule of law. We have a lot of laws in Australia and as a result, society runs smoothly.

In being granted a visa to study in Australia, you signed a document (Australian Values Statement Temporary) agreeing to **respect Australian values** and **obey the laws of Australia** for the duration of your stay. Failure to comply with the laws of this land (including State and Territory laws) could result in a fine or the cancellation of your visa and possible deportation back home. If you are convicted of a serious crime, it could result in imprisonment. Nobody wants this to happen!

You can find a comprehensive outline of Australian law and the legal system at the National Library of Australia and the Victoria Law Foundation.

You can also find out more about Australia's system of government at the Parliamentary Education Office.

## LEGAL SERVICES & ADVICE

If you do break, the law is arrested and need to attend a court appearance you will need legal representation to negotiate Australia's complex legal system.

| Referral Services Available | Name & Location | Contact Phone |
|---|---|---|
| Free legal advice | Victorian Legal Aid<br>Level 9<br>570 Bourke St<br>Melbourne VIC 3000 | 1300 792 387 |
| Lawyer | Lewis Holdway<br>Level 10, 91 William Street, Melbourne | 9629 9629 |

Or for a comprehensive list of legal practitioners please go to Victorian Legal Services Board + Commissioner - https://lsbc.vic.gov.au/register-of-lawyers

## PERSONAL SAFETY

When you are out and about it is important to be alert and aware of your personal safety.

If you are **going out at night** remember:

- Think ahead - consider how you are going to get home - what about pre-booking a taxi or arranging transport with a friend or family member?
- Never hitch-hike.
- Make sure that you stay with your party and that someone knows where you are at all times.
- Make sure you have enough money to get home or to phone.
- Keep away from trouble - if you see any trouble or suspect that it might be about to start - move away from the scene if you can. The best thing you can do is to alert the police and keep away.
- Walk purposely and try to appear confident. Be wary of casual requests from strangers, like someone asking for a cigarette or change - they could have ulterior motives.
- Try not to carry your wallet in your back trouser pocket where it is vulnerable and in clear view.
- If you are socialising in a public place never leave your drink unattended. Read about Drink Spiking under 'Alcohol, Smoking and Drugs'.

If you are **out and about**:

- Be alert to your surroundings and the people around you, especially if you are alone or it is dark
- Whenever possible, travel with a friend or as part of a group
- Stay in well-lit areas as much as possible
- Walk confidently and at a steady pace
- Make eye contact with people when walking - let them know that you have noticed their presence
- Do not respond to conversation from strangers on the street or in a car - continue walking
- Be aware of your surroundings, and avoid using personal stereos or radios - you might not hear trouble approaching
- always keep your briefcase or bag in view and close to your body
- Be discrete with your cash or mobile phones
- When going to your car or home, have your keys in your hand and easily accessible
- Consider carrying a personal attack alarm
- If you do not have a mobile phone, make sure that you have a phone card or change to make a phone call, but remember - emergency 000 calls are free of charge.

(Source: Australian Federal Police)

# PUBLIC TRANSPORT SAFETY

Travelling on public transport should be a safe and comfortable experience. Numerous security measures have been adopted to maximise the safety of travellers including: security officers, police, guards, help points, good lighting and security cameras. Most drivers also have two-way radios and can call for assistance.

## Buses

Waiting for a bus:

- Avoid isolated bus stops
- Stand away from the curb until the bus arrives
- Don't open your purse or wallet while boarding the bus - have your money/pass already in hand
- At night, wait in well-lit areas and near other people
- Check timetables to avoid long waits.

Riding on the bus:

- Sit as close to the bus driver as possible
- Stay alert and be aware of the people around you
- If someone bothers you, change seats and tell the driver
- Keep your purse/packages close by your side. Keep your wallet inside a front coat pocket
- Check your purse/wallet if someone is jostling, crowding or pushing you
- If you see any suspicious activity, inform the driver

## Trains

Many of the same safety tips when travelling by bus apply for trains. In addition:

- Most suburban trains have security cameras installed or emergency alarms that will activate the cameras
- Carriages nearest the drivers are always left open and lit
- Try not to become isolated. If you find yourself left in a carriage on your own or with only one other person you may feel more comfortable to move to another carriage with other people or closer to the driver.

## Taxis

Travelling by taxi is generally quite a safe method of public transport. To increase your confidence when travelling by taxi, consider the following suggestions:

- Phone for a taxi in preference to hailing one on the street. A record is kept by taxi companies of all bookings made
- You are entitled to choose the taxi/taxi driver of your preference. If a driver makes you feel uncomfortable you are within your rights to select another taxi
- Sit wherever you feel most comfortable. This may mean travelling in the back seat of the taxi;

- Specify to the driver the route you wish to take to reach your destination. Speak up if the driver takes a different route to the one you have specified or are familiar with
- Take note of the Taxi Company and fleet number. This will help in identifying the taxi if required. If you are walking a friend to catch a taxi, consider letting the driver know that you have noted these details e.g., "Look after my friend, Mr/Ms Yellow Cab No.436"
- Stay alert to your surroundings and limit your conversation to general topics
- If you don't want your home address known, stop a few houses away from your destination

If the driver harasses you when travelling in a taxi your options include:

- Ask the driver to stop. You may choose to make up an excuse to do so;
- Leave the taxi when it stops at a traffic sign or lights
- Call out to someone on the street to attract attention and seek assistance. This may also cause the driver to stop
- Read out the fleet number and advise the driver you will report him/her if they don't stop

Sexual assault

Sexual assault is a criminal offence. It includes sexual harassment, unwanted touching, indecent assault and penetration of any kind. It is important to remember that it can happen to anyone and at any time but certain precautions may make it more difficult for a possible perpetrator:

- When socialising, be smart. Drink in a way that leaves you in control. Leaving drinks unattended leaves, them open to being spiked quite easily.
- Walk with confidence and purpose.
- Avoid lonely or dark places.
- Be wary of strangers, whether they are on foot, in cars or at parties.
- Be aware of the people around you.
- Respect your intuition.
- If placed in a situation where you feel uncomfortable say "No!" loudly and with conviction.

What do I do if I am assaulted? It is very difficult to tell someone that you have been sexually assaulted. It is important to remember that sexual assault is a serious crime and can happen to people regardless of their gender or sexuality. Your first point of contact, should be the Police or your closest Sexual Assault Service.

1. From a public phone or mobile phone, ring the police on 000.
2. Do not wash, shower, change clothes or clean up in any way until after talking to the police and going to the hospital. You could destroy vital evidence.
   Don't drink alcohol or take tranquillisers or other drugs as you will have to give a clear account of what has happened.
   Try to remember everything you can about your attacker.
3. Remember, you are the victim. You have nothing to feel guilty or ashamed about.
   Police officers are aware that a person, who has been assaulted, sexually or otherwise, is likely to be suffering from emotional shock. They will do all they can to make things as easy as possible for you. It is likely they will provide a female police officer for a female victim. If not, you have the right to

request one.  You can also ask the police to contact a friend, family member, interpreter or religious adviser to attend with you when you are dealing with the circumstances surrounding the report of assault.

There are Centre Against Sexual Assault (CASAs) located throughout Melbourne and regional Victoria which provide a range of services in addition to 24-hour emergency or crisis care.

To contact any CASA and the afterhours Sexual Assault Crisis Line (SACL) simply call **1800 806 292,** or contact:  CASA House Level 3, 210 Lonsdale Street, Melbourne 3000

**Counselling line**: Phone 9635 3610 / Email intake.casa@thewomens.org.au

Administration line: Phone 9635 3600 / casa@rwh.org.au

CULTURE

## Social customs

### Greeting People

When meeting someone for the first time, it is usual to shake the person's right hand with your right hand. People who do not know each other generally do not kiss or hug when meeting. When you first meet someone, it is polite not to talk about personal matters.



Many Australians **look at the eyes of the people** they are talking with. They consider this a sign of respect, and an indication that they are listening.

Do not stare at the person for a long time.

You can address a new acquaintance using their title and family name. You may use their first name when they ask you to or use it in the introduction. In the workplace and among friends, most Australians tend to be informal and call each other by their first names.

## Clothing customs

The types of clothing that people wear reflect the diversity in our society just as much as the variation in climate. There are no laws or rules on clothing, but you must wear certain clothing for work situations. Most workplaces have dress standards.

Outside of the work situation, clothing is an individual choice; many people dress for comfort, for the social situation or the weather. Clubs, movie theatres and other places require patrons to be in neat, clean clothes and appropriate footwear.

Many Australians live close to the beach and the sea. On hot days, they may wear little clothing on the beach and surrounds. This does not mean that people who dress to go to the beach or swimming have low moral standards. It means that this is what we accept on and near our beaches.

People from other countries can choose to wear their national dress. They may be religious or customary items and include monks' robe, a burqa, a hijab or a turban. As a tolerant society with people from many different cultures, clothing is a part of cultural beliefs and practices that is encouraged.

## Polite behaviour

'Please' and 'thank you 'are words that are very helpful when dealing with other people, and buying goods or services. When asked if you would like something, like a cup of tea, it is polite to say, 'Yes please', or just 'please' if you would like it, or 'no, thank you' if you do not. When you receive something, it is polite to thank the person by saying 'thank you'. Australians tend to think that people who do not say 'please' or 'thank you' are being rude. Using these words will help in building a good relationship.

Sometimes a sensitive issue may come up in conversation. Not to talk may seem rude. It is politer to say 'sorry, it is too hard to explain' than to ignore a question.

Australians often say, **'Excuse me'** to get a person's attention and **'sorry'** if we bump into them. We also say, 'Excuse me' or **'pardon me'** if we burp or belch in public or a person's home.

You should always try to **be on time** for meetings and other visits. If you realise you are going to be late, try to contact the person to let them know. This is very important for visits to professionals as you may be charged money for being late or if you miss the appointment without notifying them before the appointment time.

Most Australians blow their noses into a handkerchief or tissue, not onto the footpath. This is also true for spitting. Many people will also say, **'Bless you'** when you sneeze. This phrase has no religious intent.

## Australian slang

Much common word usage or 'slang' may seem strange to people new to Australia. Slang words start from many different sources. Some words are shortened versions of longer words. Many were expressions already used by migrants who came from the north of England. If you are unsure what an expression means, it is all right to ask the person who said it to explain. Some common expressions are:

- **Bring a plate -** when you are invited to a party and asked to 'bring a plate', this means to bring a dish of food to share with your host and other guests. Take the food to the party in any type of dish, not just a plate, and it is usually ready to serve. This is common for communal gatherings such as for school, work or a club. If you are unsure what to bring, you can ask the host.
- **BYO -** when an invitation to a party says 'BYO', this means 'bring your own' drink. If you do not drink alcohol, it is acceptable to bring juice, soft drink or soda, or water. Some restaurants are BYO. You can bring your own wine to these, although there is usually a charge for providing and cleaning glasses called 'corkage'.
- **Arvo -** This is short for afternoon. 'Drop by this arvo,' means please come and visit this afternoon.
- **Fortnight -** This term describes a period of two weeks.
- **Barbeque, BBQ, Barbie -** outdoor cooking, usually of meat or seafood over a grill or hotplate using gas or coals. The host serves the meat with salads and bread rolls. It is common for a guest, when invited to a BBQ, to ask if they should bring anything.



- **Snag -** The raw type sausages usually cooked at a BBQ. They can be made of pork, beef or chicken.
- **Chook -** The term chook means a chicken, usually a hen.
- **Cuppa -** a cup of tea or coffee 'Drop by this arvo for a cuppa' means please come and visit this afternoon for a cup of tea or coffee.
- **Loo or dunny -** These are slang terms for toilet. If you are a guest in someone's house for the first time, it is usually polite to ask permission to use his or her toilet. 'May I use your toilet please?' Some people ask, 'Where's the loo?'
- **Fair dinkum -** honest, the truth. 'Fair dinkum?' when used as a question means, 'is it really true?'

- **To be crook -** to be sick or ill.
- **Flat out -** busy.
- **Shout -** to buy someone a drink. At a bar or a pub when a group of friends meet, it is usual for each person to 'shout a round', meaning buy everybody a drink. Each person takes a turn at buying a 'round'. It is also acceptable to say that you do not drink (alcohol) by saying that you are a 'teetotaller'. This also means you are not obliged to shout.
- **Bloke -** a man. Sometimes if you ask for help, you may get an answer to 'see that bloke over there'.
- **How ya goin?**'How are you going?' means how are you, or how do you do? It does not mean what form of transport you are taking. Sometimes it can sound like 'ow-ya-goin-mate'.

For more information on Australian slang visit: https://www.vu.edu.au/about-vu/news-events/vu-blog/australian-slang-dictionary .

# PUBLIC HOLIDAYS & SPECIAL CELEBRATIONS

Australians hold certain days each year as special days of national meaning. We may recognise the day with a holiday for everyone or we can celebrate the day as a nation with special events. Most States and Territories observe some of the public holidays on the same date. They have others on different dates or have some days that only their State or Territory celebrates. In larger cities, most shops, restaurants, and public transport continue to operate on public holidays. In smaller towns, most shops and restaurants close.

## New Year

Australians love to celebrate New Year. There are festivals, celebrations, and parties all over the country to welcome in the New Year. Sydney Harbour and Sydney Harbour Bridge have become synonymous with New Year celebrations in Australia the fireworks display is considered to be one of the best in the world. **January 1** is a public holiday.

## Australia Day

Australia Day, **January 26**, is the day we as a people and place celebrate our nationhood. The day is a public holiday. The day marks the founding of the first settlement in our nation by European people.

## Easter

Easter commemorates the resurrection (return to life) of Jesus Christ following his death by crucifixion. It is the most significant event of the Christian calendar. In addition to its religious significance, Easter in Australia is enjoyed as a four-day holiday weekend starting on Good Friday and ending on Easter Monday. This extra-long weekend is an opportunity for Australians to take a mini-holiday, or get together with family and friends. Easter often coincides with school holidays, so many people with school-aged children incorporate Easter into a longer family holiday. Easter is the busiest time for domestic air travel in Australia, and a very popular time for gatherings such as weddings and christenings.

## Anzac Day

Anzac Day is on **April 25** the day the Australian and New Zealand Army Corps (ANZAC) landed at Gallipoli in Turkey in 1915 during World War 1. This day is set apart to hold dear the memory of those who fought for our nation and those who lost their life to war. The day is a public holiday. We remember with ceremonies, wreath laying and military parades. You will find that many towns have an ANZAC Day parade and ceremony culminating in the laying of memorial wreaths at a monument or war memorial. These services can be very moving and a wonderful way of experiencing some Australian National pride, as the memories of our fallen soldiers are commemorated. Many Australians attend the National War Memorial in Canberra, or a War Memorial in one of the Capital Cities around Australia for either the traditional "Dawn Service", which commemorates the landing of the ANZACS at Gallipoli in the dark and dawning of that day, or another service usually commencing around mid-morning with a parade of returned armed forces representing all Australians who have fought in war. As Australia is such a multi-cultural country, these days it is common to see many other countries also represented in these parades.

ANZAC Day is the only day of the year where it may also be possible to attend an RSL (Returned Servicemen's League) Club to experience a traditional game of **"TWO-UP".** A game of chance played by the ANZACS where money is waged on the toss of three coins for a resulting combination of 2 out of 3 being either heads or tails. RSL clubs are crammed with returned soldiers and their families, friends on this day, the atmosphere is one of "mate-ship" and friendliness to all, and the experience of a game of two-up is a memorable one.

## Labor Day

Labor Day is celebrated on different dates throughout Australia. As elsewhere in the world, Labor Day originated in Australia as a means of giving 'working people' a day off and recognising the roots of trade unionist movements and workers' rights. (Please refer to List of Public Holiday-for the calendar year)

## King's Birthday

On the King's Birthday, Australians mark the official birthday of Charles III of the United Kingdom. Australia is a constitutional monarchy with the King of the UK acting as the head of state. The King's Birthday is a public holiday celebrated in most states and territories on the second Monday in June, making for a much-looked-forward-to June long weekend. Having the King's Birthday on a Monday, results in a three-day long weekend. This celebration of the birthday of the reigning monarch was known as the "Queen's Birthday" during the more than seven-decade reign of Queen Elizabeth II.

## Melbourne Cup Day

The Melbourne Cup is a 2-mile international horse race run on the **first Tuesday of November each year** attracting the finest racehorses from around the world. Known as the "race that stops a Nation" due to a Public Holiday being declared in metropolitan Melbourne in its home State of Victoria, and most of the nation whether at work, school or home, stopping to watch the race broadcast on television. In other places, and mainly in the workplace, many people have a celebratory "Cup Day Breakfast", lunch, party or barbeque to celebrate Melbourne Cup. It is traditional to run a "Cup Sweep" where everyone wages an amount per horse to create a total prize pool. The names of the horses entering the race are

drawn and matched one by one to the list of people waging money. After the race is won, the prize pool is divided into amounts for 1st, 2nd, & 3rd, and usually a small amount for last place, or horses scratched due to injury just before the race. The Melbourne Cup forms part of the "Spring Racing Carnival" which attracts celebrities from around the world. Women dress in their best outfits; hats are definitely the order of any day, gentlemen in suits of all sorts, and assorted other costumes. It's a very colourful time to be in Melbourne.

### Christmas

Christmas is celebrated in Australia on 25 December. Christmas is the celebration of the birth of Jesus Christ. Christians believe that Jesus is 'the son of God', the Messiah sent from Heaven to save the world. The heat of early summer in Australia has an impact on the way that Australians celebrate Christmas and our English heritage also has an impact on some northern hemisphere Christmas traditions which are followed. In the weeks leading up to Christmas houses are decorated; greetings cards sent out; carols sung; Christmas trees installed in homes, schools and public places; and children delight in anticipating a visit from Santa Claus. On Christmas Day family and friends gather to exchange gifts and enjoy special Christmas food. Australians are as likely to eat freshly caught seafood outdoors at a barbeque, as to have a traditional roast dinner around a dining table.

Many Australians spend Christmas out of doors, going to the beach for the day, or heading to camping grounds for a longer break over the Christmas holiday period. There are often places, which have developed an international reputation for overseas visitors to spend Christmas Day in Australia. One such example is for visitors who are in Sydney at Christmas time to go to Bondi Beach where up to 40,000 people visit on Christmas Day. Carols by Candlelight have become a huge Christmas tradition in Australia. Carols by Candlelight events today range from huge gatherings, which are telecasted live throughout the country, to smaller local community and church events. Christmas in Australia is also associated with two major sporting events:

- The Boxing Day Test: December 26 is the opening day of the traditional 'Boxing Day Test' at the MCG (Melbourne Cricket Ground) between the Australian Cricket Team and an international touring side. It is the most anticipated cricket match each year in world cricket, and tickets are usually sold out months in advance.
- The Sydney to Hobart Yacht Race: the "Sydney-to-Hobart" is Australia's most prestigious yachting race and on the calendar of international yacht racing, and begins 26 December in beautiful Sydney Harbour.

## SPORTS & RECREATION:

Melbourne is the sports capital of Australia. It hosts many world-class events, including Australian Open Tennis in January, Australian Formula One Grand Prix in March, Australian Rules Football in Winter and the Spring Racing Carnival – Melbourne Cup in October and November

Melbourne is also a home to many excellent sporting facilities including Melbourne Cricket Ground (MCG), Etihad Stadium (formally known as Telstra Dome), and Caulfield Race Course & Flemington Race Course etc.

# ENTERTAINMENT

Melbourne is a vibrant city with an exciting nightlife. Whether it's clubbing until dawn at dance venues, catching a cabaret show or a visit to the Crown Entertainment Complex, home to Australia's largest casino, cinemas, discos and designer stores there is something for everyone. Melbourne has a strong bar culture and bars can be found all over Melbourne.

### Crown Entertainment Complex

Crown is Melbourne's premier entertainment venue, it is located on the Southern bank of the Yarra River. Crown houses bars, restaurants, nightclubs, shows, hotels and shopping with the centrepiece being the Crown Casino. Read more about Crown Entertainment Complex.

### South Bank

Southbank Promenade along the Yarra River is one of Melbourne's most popular dining precincts. There are a broad range of cafes and restaurants, most with alfresco dining so you can take in the beautiful Melbourne skyline. There is always something to see along the promenade including buskers and street theatre. There are also trendy arcades with little boutiques and galleries.

### Victorian Arts Centre

This is Melbourne's leading performing arts complex and is recognisable for the iconic spire atop the Theatres building. It's comprised of many Theatres, studios and entertainment venues. Read more about Victoria Arts Centre.

# EATING OUT

Melbourne is regarded as a food-lover's capital. Whatever your preference for dining, Melbourne has many excellent restaurants, cafes, bars and more to offer. There are thousands of places to eat in the city and throughout the suburbs. Many restaurants are open all days, other may only open for lunch and dinner or some for breakfast or lunch. Depending on the restaurant, you may need to make a reservation as some very popular restaurants are often booked out weeks in advance. Generally, cafes are more casual and you may usually walk off the street and get a table.

Some restaurant in Melbourne are 'BYO' (bring your own). This means you can bring your own alcohol – usually limited to bottles of wine. You are then charged 'corkage', which is a small fee added to the bill for this service. Smoking is banned by law in all restaurants and cafes or anywhere food is served. The exception to this is outdoor dining.

# WHERE TO FIND OUT WHAT'S GOING ON

For a full list of events and to find out more, go to www.visitvictoria.com. Other sites for more comprehensive listings and information about what is happening in Melbourne include:

- Travel Victoria
- What's On (City of Melbourne)
- Tourist Information Centres Australia

AUSTRALIAN
NATIONAL COLLEGE

# Studying at ANC

# Important Information

www.anc.vic.edu.au

# VOCATIONAL EDUCATION & TRAINING

## Introduction

The VET sector provides training and education for specific vocational purposes. Primary and secondary schooling concentrates on generic skills and knowledge development and the university sector provides broad skills and knowledge for professional work or study. In contrast, the VET system caters for the majority of the population who need vocational skills for work and life.

Vocational skills include technical knowledge and broad process skills. These are called competencies – that is, skills and knowledge applied in a work context. For those who work in the VET system, it is important to recognise the importance of two major initiatives, the Australian Quality Training Framework and Training Packages.

Please refer to the following website for further information www.asqa.gov.au ; www.training.gov.au

The information provided in this brochure was correct at the time of printing and may be subject to change.

Please contact **ANC** at +61-3-9662 3300, direct to confirm information.

For more info check the details **at** www.anc.vic.edu.au or e-mail info@anc.vic.edu.au

The Office Hours are:

Monday – Friday 8.30am – 5.30pm

The classes will be scheduled between 8:30-5:30 (Monday to Friday)

* You may contact the English Support Teacher through the Student Administration.

# ENTRY REQUIREMENTS

## International Students

### Age Requirements

**ANC** has a requirement that all students must be over 18 years of age at the commencement of course.

### Academic Requirements

To gain entry to this course, applicants should have successfully completed home country equivalent qualification to:

- Australian Year 11 or higher for entry to Certificate III and IV level course
- Australian Year 12 or higher for entry to Diploma and Advanced Diploma level course

OR

Mature Age students will also be considered for Diploma and Advanced Diploma level qualifications without the minimum education requirements considering they have relevant work experience within the chosen area of study and a demonstrated capacity to meet the course requirements. A minimum of 2 years' experience would normally be expected however, each case will be reviewed individually with relevant work experience evidence in the form of an employment reference letter on company letterhead, work samples and curriculum vitae submitted will be considered. Such learner will be able to access for possible RPL opportunities and their course duration and volume of learning will be adjusted accordingly, if any RPL is granted.

For further information, refer to the Equivalent Qualifications on the Victorian Curriculum and Assessment Authority (VCAA)

*website: http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equiquals/ equivalentquals.aspx*

## English Language Requirements

- Have obtained an IELTS band score of at least 6.0 (Note: IELTS results are valid for **two years,** ref: How Long is the Validity of ILETS?)
- Have obtained 5.5 where the test score is combined with at least 10 weeks ELICOS; Have obtained 5.0 where the test score is combined with at least 20 weeks ELICOS Have completed a Certificate IV, Diploma or Advanced Diploma level Training Package Course in Australia
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC)
- Have completed the ELICOS Course: General English | Intermediate Level
- Have a suitable level of language, literacy and numeracy to complete course requirement with or without additional support that ANC is able to provide

Note: International students who are currently enrolled with another Provider across Australia and are requesting to enrol to another Provider are generally categorised as 'Transfer Students'. For this purpose, these students need to be released by their current Provider by means of providing a 'Release letter' unless the student has finished six (6) months in their Principal Course of Study.

## Pre-training Review

Pre-Training Review (PTR) interview will be conducted prior to the enrolment into learner's course of studies to ensure that the training and assessment provided ANC is able to meet the student's individual needs. Admission officer will conduct pre-training review interview with the learners to determine the suitability of the course.

ANC will review student's current competencies, student needs, English level, support requirements, and oral communication skills during this interview in order to enrol the learners in the most appropriate course to achieve their intended outcomes.

## Language, Literacy, Numeracy and Digital test (LLND)

All students wanting to study at ANC are required to undertake LLND Test prior to the formal enrolment in the course. Based on the test outcome, students may be identified as requiring internal support and/or external support.
Although a student is expected to have pre-developed LLND skills achieved through the prior qualification, still College will assess the student's LLND skills to ensure that the student possesses sound LLND skills to complete the course successfully; therefore, students will be required to undertake LLND assessment.

LLND test will be conducted using an ACSF mapped online LLND assessment tool - LLND Robot. All students are required to undertake a language, literacy and numeracy test (LLND) according to the following qualification.

Students are required to achieve expected level of working component as per the required level. If students do not meet the recommended English and LLND requirements, students will be referred for additional support (on case-by-case basis) to be provided by the institute.

### Materials and Equipment Required

ANC will provide access to computers with required resources including access to internet during classroom hours, however, to work on the assignments and tasks for self-study, all learners are expected to have access to a laptop or computer with the Windows operating system.

Students must have an active email address for communication and be contactable by phone (mobile or landline) and by mail (postal address). All learners are expected to have access to MS office application such as Microsoft Word, an email platform.

# COURSE INFORMATION

## GENERAL ENGLISH- ELEMENTARY, PRE-INTERMEDIATE, INTERMEDIATE AND ADVANCED COURSE

CRICOS Course Code: 084646M
Duration: 52 weeks (including weeks holiday)
Tuition Fees: $250 per week, Excursion Fees (No charge)
Mode of study: 20 hours per week face to face/classroom for 40 Weeks.
Non- Tuition fee - Enrolment fee $200

**Delivery location:** Level 5 259 Collins Street, Melbourne, Victoria 3000

## COURSE DESCRIPTION

ANC's General English courses teach students how to use English in a variety of everyday situations and practical settings. This course covers the four macro skills: listening, speaking, reading and writing. It also helps student to gain necessary knowledge in order to continue further study.

## COURSE STRUCTURE

This course is offered full time over 52 Weeks including holidays on a full-time basis. Students may choose to exit the course at the end of elementary, pre-intermediate, intermediate or advanced level

### Pathways from the qualification

After attending this Course, individuals could progress to access further study pathways including into higher education.

## BSB50120 - DIPLOMA OF BUSINESS

National Code: BSB50120
CRICOS Course Code: 108551E
Duration: 52 weeks (including 12 weeks holiday break)
Tuition Fees: $ 9,000
Application Fee: $200 (Non-refundable)
RPL Fee: $ 250 per unit

**Mode of study**: Face to face in a classroom with access to a simulated environment and online learning.
**Delivery location**: Level 5 259 Collins Street, Melbourne, Victoria 3000

### Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

### Course Structure

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) including 12 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study. As per package rules, 12 units must be completed. These include 5 core units and 7 elective units.

#### Pathways from the qualification

Successful completion may enable the student to apply for BSB60120 - Advanced Diploma of Business or other Advanced Diploma level courses or Degree Level courses at other institutions

## BSB50420 - DIPLOMA OF LEADERSHIP AND MANAGEMENT

National Code : BSB50420
CRICOS Course Code : 104564K
Duration: 52 weeks (including 12 weeks holiday break)
Tuition Fees: $ 8,000
Application Fee: $200 (Non-refundable)
RPL Fee: $250 per unit

**Mode of study**: Face to face in a classroom with access to a simulated environment and online learning.

Delivery location: Course is delivered at 2 locations:

- Level 5 259 Collins Street, Melbourne, Victoria 3000

## COURSE DESCRIPTION

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) including 12 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study. As per package rules, 12 units must be completed. These include 6 core units and 6 elective units.

### Pathways from the qualification

Successful completion may enable the student to apply for BSB60420 - Advanced Diploma of Leadership and Management or other Advanced Diploma level courses or Degree Level courses at other institutions

# BSB60120- ADVANCED DIPLOMA OF BUSINESS

National Code: BSB60120
CRICOS Course Code: 108545C
Duration: 52 weeks (including 12 weeks holiday break)
Tuition Fees: $ 9,000
Application Fee: $200 (Non-refundable)
RPL Fee: $ 250 per unit

Mode of study: Face to face in a classroom with access to a simulated environment and online learning.
Delivery location: Level 5 259 Collins Street, Melbourne, Victoria 3000.

## COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

### Entry Requirements

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

  or

- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) including 12 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study. As per package rules, 10 units must be completed. These include 5 core units and 5 elective units.

### Pathways from the qualification

Successful completion may enable the student to apply for a higher level relevant AQF VET or Higher education qualification/s such as a Bachelor of Business or a Bachelor of Business Management.

## BSB60420 - ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

National Code : BSB60420
CRICOS Course Code : 108546B
Duration: 52 weeks (including 12 weeks holiday break)
Tuition Fees: $ 9,000
Application Fee: $200 (Non-refundable)
RPL Fee: $250 per unit

**Mode of study**: Face to face in a classroom with access to a simulated environment and online learning.
**Delivery location**: Level 5 259 Collins Street, Melbourne, Victoria 3000.

## COURSE DESCRIPTION

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

### Entry Requirements

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

  or

- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

## COURSE STRUCTURE

In order to achieve qualification BSB60420 - Advanced Diploma of Leadership and Management, student must complete following 10 units of competencies. All students are expected to give 10 hours per week as Self-Directed Study.

### Pathways from the qualification

Successful completion may enable the student to apply for a higher level relevant AQF VET or Higher education qualification/s such as a Bachelor of Business or a Bachelor of Business Management.

# BSB80120 – GRADUATE DIPLOMA OF MANAGEMENT (LEADERSHIP)

National Code: BSB80120
CRICOS Course Code: 117306K
Duration: 52 weeks (including holiday)
Tuition Fees: $ 11,500
Material Fee: $ 500
Application Fee: $ 200 (Non-refundable)
RPL Fee: $ 250 per unit

Mode of study: The program for international students takes place in a classroom environment with access to a simulated environment where required. The participants in each program group will be provided with detailed learning resources to support the learning activities. These resources will include learning, assessment and other reference material relevant to the unit of competency being delivered.

### Delivery Location:

- Level 5 259 Collins Street, Melbourne, Victoria 3000

## COURSE DESCRIPTION

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager.

## COURSE STRUCTURE

The program for international students takes place in a classroom environment with access to a simulated environment where required. The participants in each program group will be provided with detailed learning resources to support the learning activities. These resources will include learning, assessment and other reference material relevant to the unit of competency being delivered

### Pathways from the qualification

Students who complete this course may wish to continue their education into such courses such as:

- Master of Education
- Master of Teaching
- Master of Business Administration OR equivalent qualification

## SIT30821 – CERTIFICATE III IN COMMERCIAL COCKERY

National Code : SIT30821
CRICOS Course Code : 109808K
Duration: 55 weeks (including 12 weeks holiday break)
Tuition Fees: $ 13,000
Material Fee: $750
Application Fee: $200 (Non-Refundable)
RPL Fee: $250 per unit

Mode of study: The program for international students takes place in a classroom environment with access to a commercial kitchen. Practical learning and assessment take place in a commercial setting via a commercial kitchen. The commercial kitchen / hospitality facilities are equipped with all the required equipment. Each unit is delivered in a combination of face-to-face theory and demonstration sessions and supported by practical group development and individual activities within the commercial kitchen environment.

Delivery location: The training delivery location are:

- Classes: Level 5 259 Collins Street, Melbourne, Victoria 3000.
- Commercial Kitchen :153 Pakington St, Geelong West, VIC 3218 Australia
- WBT: 17 Pakington St, Geelong West VIC 3218

## COURSE DESCRIPTION

This qualification reflects the role of cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) of Training and Assessment, which includes 40 weeks of Face-to-Face classroom, and kitchen-based Training and Assessment and 12 weeks of Term Breaks/holidays. All students are expected to give 10 hours as Self-Directed Study per week.

As per package rules, 25 units must be completed. These include 20 core units and 5 elective units.

### Pathways from the qualification

Further training pathways from this qualification include, but are not limited to, Certificate IV in Commercial Cookery

## SIT40521 – CERTIFICATE IV KITCHEN MANAGEMENT

National Code : SIT40521
CRICOS Course Code : 109681J
Duration: 74 weeks (including 14 weeks holiday break)
Tuition Fees: $ 16,000
Non-Tuition Fee: $950 incl Application Fee: $200(Non-Refundable)
RPL Fee: $250 per unit

Mode of study: The program for international students takes place in a classroom environment with access to a commercial kitchen. Practical learning and assessment take place in a commercial setting via a commercial kitchen. The commercial kitchen / hospitality facilities are equipped with all the required equipment. Each unit is delivered in a combination of face-to-face theory and demonstration sessions and supported by practical group development and individual activities within the commercial kitchen environment.

Delivery location: The training delivery location are:

- Classes: Level 5 259 Collins Street, Melbourne, Victoria 3000.
- Commercial Kitchen :153 Pakington St, Geelong West, VIC 3218 Australia
- WBT: 17 Pakington St, Geelong West VIC 3218

## OURSE DESCRIPTION

This qualification reflects the role of chefs and cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (74 weeks in total) of Training and Assessment, which includes 60 weeks of Face-to-Face classroom, based Training and Assessment and 14 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study.

As per package rules, 33 units must be completed. These include 27 core units and 6 elective units.

### Pathways from the qualification

Further training pathways from this qualification include, but are not limited to, Diploma of Hospitality Management (SIT50422).

## SIT50422 – DIPLOMA OF HOSPITALITY MANAGEMENT

National Code: SIT50422
CRICOS Course Code: 117306
Duration: 104 weeks (including holiday break)
Tuition Fees: $ 22,000
Material Fee: $ 750
Application Fee: $ 200 (Non-refundable)
RPL Fee: $ 250 per unit

**Mode of study:** The program for international students takes place in a classroom environment with access to a commercial kitchen / hospitality management simulated environment. Practical learning and assessment take place in a commercial setting via a commercial kitchen / hospitality management environment. The commercial Cooking / Hospitality facilities are equipped with all the required equipment. Each unit is delivered in a combination of face-to-face theory and demonstration sessions in the classroom and supported by practical group development and individual activities within the commercial kitchen / hospitality management environment. The participants in each program group will be provided with detailed learning materials to support the activities. These materials will include learning, assessment and other reference material relevant to the unit of competency being delivered.

**Delivery location:** The training delivery location are:

- Classes: Level 5 259 Collins Street, Melbourne, Victoria 3000.
- Commercial Kitchen :153 Pakington St, Geelong West, VIC 3218 Australia

## COURSE DESCRIPTION

This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions. This

qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for acquiring targeted skills in accommodation services, cookery, food and beverage and gaming.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (104 weeks in total) of Training and Assessment which includes 80 weeks of Face-to-Face class room-based Training and Assessment and 24 weeks of Term Breaks. All students are expected to give at least 5 hours per week for Self-study. As per package rules, 28 units must be completed. These include 11 core units and 17 elective units.

### Pathways from the qualification

Further training pathways from this qualification include, but are not limited to, Advanced Diploma of Hospitality Management.

## ICP40120 – CERTIFICATE IV IN PRINTING AND GRAPHIC ARTS MANAGEMENT

National Code : ICP40120
CRICOS Course Code : 108102H
Duration: 52 weeks (including 10 weeks holiday break)
Tuition Fees: $ 9,000
Application Fee: $200 (Non-refundable)
RPL Fee: $ 250 per unit

Mode of study: Face to face in a classroom with access to a simulated environment and online learning.
Delivery location: Level 5 259 Collins Street, Melbourne, Victoria 3000.

## COURSE DESCRIPTION

This qualification applies to individuals working in the printing and graphic arts industry. They apply solutions to a defined range of problems and analyse and evaluate information from a variety of sources. They also take responsibility for production flow and provide supervision and guidance to others with limited responsibility for the output of others. Individuals undertaking this unit should have significant experience in the Printing and Graphic Arts industry.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) of Training and Assessment which includes 42 weeks of Face-to-Face class room, lab and simulated environment delivery and 10 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study.

As per package rules, 15 units must be completed. These include 5 core units and 10 elective units.

### Pathways from the qualification

Further training pathways from this qualification include, but are not limited to:

ICP50120 Diploma of Printing and Graphic Arts Business MANAGEMENT

## ICP50120 – DIPLOMA OF PRINTING AND GRAPHIC ARTS BUSINESS MANAGEMENT

National Code : ICP50120
CRICOS Course Code : 108103G
Duration: 60 weeks (including 7 weeks holiday break)
Tuition Fees: $ 11,000
Application Fee: $200 (Non-Refundable)
RPL Fee: $250 per unit

**Mode of study**: Face to face in a classroom with access to a simulated environment and online learning.
**Delivery location**: Level 5 259 Collins Street, Melbourne, Victoria 3000.

## COURSE DESCRIPTION

This qualification applies to individuals who possess a sound theoretical knowledge in the printing and graphic arts industry and are responsible for production workflow. They analyse and evaluate information from a variety of sources and are involved in planning, scheduling and the supervision of labour, machines and materials for production. They provide leadership and guidance to others with responsibility for the output of others. They may be required to utilise previous experience from the printing and graphic arts industry or management roles in other industries.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (60 weeks in total) of Training and Assessment which includes 53 weeks of Face-to-Face class room, lab and simulated environment delivery and 7 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study. As per package rules, 20 units must be completed. These include 4 core units and 16 elective units.

Pathways from the qualification

Successful completion may enable the student to apply for a higher level relevant AQF VET or Higher education qualification/s.

## MSF30322 - CERTIFICATE III IN CABINET MAKING AND TIMBER TECHNOLOGY

National Code: MSF30322
CRICOS Course Code: 120476K
Duration: 52 weeks (including 8 weeks of holiday break)
Tuition Fees: $ 16,500
Material Fee: $ 2,500
Application Fee: $ 200 (Non-refundable)
RPL Fee: $ 250 per unit

**Mode of study:** This course is delivered using a blended learning approach, including classroom delivery, a learning management system, and workshops in a simulated workplace environment. The simulated environment meets industry requirements outlined in the units of competency and assessment requirements. ANC College uses simulated assessments with industry-standard equipment to replicate real workplace environments, including typical time constraints and interruptions. Our teaching approach integrates practice exercises, classroom activities, and workbooks to ensure assessments effectively mirror genuine workplace processes and contingencies.

- **Delivery location:** The training delivery locations are: Level 5 259 Collins Street, Melbourne, Victoria 3000 and 4 Nathan Drive, Campbellfield VIC 3061

### COURSE DESCRIPTION

Workers with this qualification have tradesperson-level skills in the manufacture and/or installation of products, including furniture and cabinetry, made from timber and other materials. They have core skills in tool use, measuring, drawing (including computer-aided design), interpreting work documentation, preparing cutting lists, communication, teamwork, and safe and environmentally sustainable work practices. They may have specialised skills in wood machining, cabinet and furniture making, kitchen and bathroom construction and installation, marine cabinetry, coopering or drafting. Work is in a defined range of skilled operations, usually within a range of broader activities involving established routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures. Individuals collaborate with others to achieve quality outcomes and take responsibility for their own work. They may have some limited responsibility for the work of others. Kitchen and bathroom installers must be licensed in some states, and induction training is required for those working on construction sites.

### COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) of Training and Assessment which includes 44 weeks of Face-to-Face class room-based Training and Assessment and 8 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study. As per package rules, 25 units must be completed. These include 8 core units and 17 elective units.

Pathways from the qualification

After achieving MSF30322 - Certificate III in Cabinet Making and Timber Technology, individuals could progress to CPC40120 Certificate IV in Building and Construction or CPC50220 - Diploma of Building and Construction (Building) to enhance their expertise

## MSF30422 - CERTIFICATE III IN GLASS AND GLAZING

National Code: MSF30422
CRICOS Course Code: 120477J
Duration: 52 weeks (including 12 weeks of holiday break)
Tuition Fees: $ 16,500
Material Fee: $ 2,500
Application Fee: $ 200 (Non-refundable)
RPL Fee: $ 250 per unit

Mode of study: This course is delivered using a blended learning approach, including classroom delivery, a learning management system, and workshops in a simulated workplace environment. The simulated environment meets industry requirements outlined in the units of competency and assessment requirements. At ANC College, simulated assessments provide learners with access to industry-standard equipment and resources, reflect real workplace conditions, present realistic scenarios, and require learners to demonstrate skills under typical workplace time constraints and interruptions. A range of teaching and learning strategies is used, including practice exercises, context-based classroom activities, learner workbooks, and assessment tasks that reflect real workplace processes and contingencies.

Delivery location: The training delivery locations are:

- Level 5 259 Collins Street, Melbourne, Victoria 3000.
- 4 Lonhro Blvd Cranbourne West VIC 3977

## COURSE DESCRIPTION

This qualification reflects the role of individuals involved in manufacturing, processing, moving or installing various types of glass products. Job roles may be in glass processing, glazing or designed glazing in both residential and commercial operations. Workers use a range of technical knowledge to perform skilled work involving known routines, methods and procedures. They use discretion and judgement to adapt and transfer their skills and knowledge to different job needs and take responsibility for their own work within organisational parameters. In some states and territories there may be licensing requirements that link to this qualification, and other licensing requirements where the individual is required to work onsite. Depending on the jurisdiction, licensing or regulatory requirements may also apply to the use of some units in this qualification. Licensing of glazing work applies in Queensland, NSW and South Australia. Local regulations should be checked for details

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) of Training and Assessment which includes 40 weeks of Face-to-Face classroom-based Training and Assessment and 12 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study. As per package rules, 23 units must be completed. These include 8 core units and 15 elective units.

### Pathways from the qualification

After achieving MSF30422 - Certificate III in Glass and Glazing (Release 3), individuals could progress to Certificate IV in Glass and Glazing MSF40422 to enhance their expertise.

## MSF40422 - CERTIFICATE IV IN GLASS AND GLAZING

National Code: MSF40422
CRICOS Course Code: 120478H
Duration: 44 weeks (including 10 weeks of holiday break)
Tuition Fees: $ 15,500
Material Fee: $ 2,500
Application Fee: $ 200 (Non-refundable)
RPL Fee: $ 250 per unit

**Mode of study:** This course is delivered using a blended learning approach, including classroom delivery, a learning management system, and workshops in a simulated workplace environment. The simulated environment meets industry requirements outlined in the units of competency and assessment requirements.
At ANC College, simulated assessments provide learners with access to industry-standard equipment and resources, reflect real workplace conditions, present realistic scenarios, and require learners to demonstrate skills under typical workplace time constraints and interruptions.
A range of teaching and learning strategies is used, including practice exercises, context-based classroom activities, learner workbooks, and assessment tasks that reflect real workplace processes and contingencies

### Delivery location:

- Level 5 259 Collins Street, Melbourne, Victoria 3000.
- 4 Lonhro Blvd Cranbourne West VIC 3977

## COURSE DESCRIPTION

This qualification reflects the role of individuals in glass and glazing enterprises who perform a range of specialist and/or leadership functions, including sales, estimating scheduling, design, production control and quality assurance. Leadership job roles include higher tradesperson (post-trade), factory-based leading hands/supervisors or site supervisors in glass processing, glazing or architectural glass functions in residential and commercial operations. Roles at this level may include requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provision of leadership and guidance to others in the application and planning of glass and glazing skills. Entry to the qualification may be from trade and non-trade backgrounds. Industry expectation is that it will be undertaken primarily by those who have completed a Certificate III in Glass and Glazing or achieved equivalent industry experience.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (44 weeks in total) of Training and Assessment which includes 34 weeks of Face-to-Face classroom-based Training and Assessment and 10 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study. As per package rules, 12 units must be completed. These include 5 core units and 7 elective units.

**Pathways from the qualification**

After achieving MSF40422 - Certificate IV in Glass and Glazing, individuals could progress to higher AQF level Qualifications to enhance their expertise.

## CPC40120 - CERTIFICATE IV IN BUILDING AND CONSTRUCTION

National Code: CPC40120

CRICOS Course Code: 120479G

Duration: 42 weeks (including 10 weeks holiday break).

Tuition Fees: $ 11,000

Material Fee: $ 1,500

Application Fee: $ 200 (Non-refundable)

RPL Fee: $ 250 per unit

**Mode of study:** The program is delivered through a combination of classroom learning and simulated workplace activities designed to reflect real construction industry environments. Students will engage in face to face theory sessions, trainer demonstrations and practical tasks that develop hands on skills relevant to building and construction work.

Simulated work activities are used to mirror typical site conditions and allow learners to practice tasks such as reading plans, applying WHS procedures and coordinating basic construction tasks. Students are provided with all required learning and assessment materials, including learner guides, project tasks and reference resources for each unit of competency.

This delivery approach ensures that students gain both the theoretical understanding and practical experience needed to apply their skills effectively in a workplace setting.

**Delivery location:** • Level 5 259 Collins Street, Melbourne, Victoria 3000.

The training delivery locations is: Unit 13/28 Longford Rd Epping VIC 3076

## COURSE DESCRIPTION

This qualification reflects the role of builders, site managers and managers of small to medium-sized building businesses who apply knowledge of structural principles, codes, standards and legal requirements to Class 1 and 10, to a maximum of two storeys and Class 2 to 9 Type C constructions, and who plan and supervise safe building and construction work, prepare and administer contracts, and who apply quality principles to building and construction projects.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (42 weeks in total) of Training and Assessment which includes 32 weeks of Face-to-Face classroom-based Training and Assessment and 10 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study.

As per package rules, 19 units must be completed. These include 11 core units and 8 elective units.

Pathways from the qualification:

After achieving CPC40120 Certificate IV in Building and Construction, individuals could progress to CPC50220-Diploma of Building and Construction (Building) to enhance their expertise.

## CPC50220 - DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

National Code: CPC50220
CRICOS Course Code: 120475M
Duration: 62 weeks (including 6 weeks of holiday break)
Tuition Fees: $19,500
Material Fee: $2,500
Application Fee: $200 (Non-refundable)
RPL Fee: 250 per unit

Mode of study: This program prepares students for the construction industry by combining classroom theory with realistic workplace simulations.

Through expert-led demonstrations and hands-on activities—such as reading plans, applying WHS procedures, and coordinating construction tasks—learners acquire essential site experience. All required learning and assessment resources are provided, ensuring students graduate with the theoretical and practical proficiency needed for immediate workplace success.

Delivery location: The training delivery locations are:

- Level 5 259 Collins Street, Melbourne, Victoria 3000 (Theory)
- Unit 13/28 Longford Rd Epping VIC 3076 (Practical)

## COURSE DESCRIPTION

This qualification reflects the role of building professionals who apply knowledge of structural principles, risk and financial management, estimating, preparing and administering building and construction contracts, selecting contractors, overseeing the work and its quality and managing construction work in building projects including residential and commercial with the following limitations:

- Residential construction limited to National Construction Code Class 1 and 10 buildings to a maximum of 3 storeys.
- Commercial construction limited to National Construction Code Class 2 to 9 buildings, Type C and B construction.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (62 weeks in total) of Training and Assessment which includes 56 weeks of face-to-face class room-based Training and Assessment and 6 weeks of Term Breaks/ holiday. All students are expected to give 10 hours per week as Self-Directed Study.

As per package rules, 27 units must be completed. These include 24 core units and 3 elective units.

Pathways from the qualification

After achieving CPC50220-Diploma of Building and Construction (Building), individuals could progress to any related higher AQF qualifications or CPC60220 - Advanced Diploma of Building and Construction (Management)

# UNIQUE STUDENT IDENTIFIER

A USI is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia. If you're at university, TAFE or doing other nationally recognised training, you need a USI.A USI account will contain all students nationally recognised training records and results from 1 January 2015 onwards. Student results from 2015 will be available in their USI account.
When applying for a job or enrolling in further study, students often need to provide their training records and results. One of the main benefits of the USI is that they will have easy access to their training records and results throughout their life.
Student can access your USI account online from a computer, tablet or smart phone anywhere and anytime.
https://www.usi.gov.au/students

# FACILITIES AT ANC

ANC is centrally located in the heart of Melbourne city right near the Melbourne icons, the Melbourne Central Station and St Paul Cathedral. Melbourne is a great place to live and study. Melbourne has been consistently ranked as 'The world's most liveable city' by the economist intelligence unit (UK). In 2000, Melbourne was accredited as a 'Safe Community' by the world health organization – the first Australian capital city to achieve this standing. Melbourne's residents represent 140 nationalities and speak 151 languages. Thirty per cent of Melbourne's population was born overseas and Melbourne has the largest population of International students in the country.

ANC is conveniently located to the public transport; major Local Train/Tram stops are doorsteps away.

There are banks, cafes, restaurants, food courts, parks, libraries, nightclubs, cinemas, shopping arcades, news agencies, supermarkets, travel agencies and a lot more in the close proximity of the Institute.

Students have access to modern computer lab to facilitate their learning outcomes. The learning and assessment resources are designed to meet specific learner's needs and standards expected by the industry.

ANC has spacious classrooms fully equipped with the latest technologies including data projectors, overhead projectors, etc. and a library.

Students are provided a caring supportive environment by our multilingual and multicultural staff. Our staff is always willing to offer their support and advice to students to assist them with their personal problems.

The academic staffs are always there to help the students with complete academic support by providing help with academic work i.e. working on assessment items, making presentations, communication and research techniques.

# TUITION FEES

Fees are subject to change with prior notice. ANC will not change tuition fee stated in the student's Enrolment Acceptance Agreement as long as the student completes the course within the agreed expected course end date.
With the exception of granting RPL and/or credit transfer, there is no provision for a student to reduce their course fees on their Enrolment Acceptance Agreement. ANC may at its discretion vary this condition.
Tuition Fees must be paid prior to course commencement or in accordance with the agreed Payment Plan.
Student must pay fees in the designated bank accounts of ANC or in person at ANC campus. ANC is not liable for any tuition fee and non-tuition fees paid to the education agent or any third parties.

ANC will not issue any qualification prior to the full payment of any fees and charges applicable to that course. ANC may, at its discretion vary this condition.

ANC reserves the right to suspend or cancel student's enrolment in the event that the student fails to pay any part of the tuition fee as and when it becomes payable.

In case of student default, the tuition fee that the student needs to pay will be calculated according to the Calculation of Fees and Refunds Table in this document.

Where Overseas Student Health Cover (OSHC) Fee applies, the OSHC provider will provide OSHC receipts and refunds.

## INCLUSIONS AND EXTRAS:

ANC is entitled to charge fees for services provided to students.

## ANC's tuition fee covers:

- Administration of the course;
- Access and use of ANC's facilities;
- Training and Assessment services (up to 3 submissions/ 2 reassessment of assessments);
- Support services; and
- Issuing of a student's certificate or Statement of Attainment*.

**Subject to competency of one or more units of competency being completed and the course fee being paid in full.*

The course materials that ANC provides to the student will become their property. However, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of ANC or a nominated author/publisher.

## ANC's tuition fees do not cover:

- Enrolment Fee; OSHC;

- Any postage requirements to ANC, e.g., posting of completed assessments for marking, letters and certificates;
- Excursions if they arise;
- Replacing issued documents which the student has lost or damaged; and
- Any additional assessment requirements (beyond the 2 included resubmissions/reassessment of assessments).

# OTHER COSTS

(As Applicable):

| Particulars | Amount |
|---|---|
| Enrolment Fee | $200 |
| Material Fees | Varies on Course Basis |
| RPL Assessment per unit | $250.00 |
| Credit Transfer | No Charge |
| Re-submission of Assessment | No Charge |
| Reassess study outcome / Reassessment | No Charge |
| Relearning of a unit | Half of Study period fees as per the offer letter |
| Appeal Fees | Nil |
| Change of Course | No Charge |
| Interim Academic Transcript | No Charge |
| Payment by Telegraph Transfer (TT) | $22 |
| Late Submissions of the Assessment | $100 |
| Excursion Fees | No Charge |

| Particulars | Amount |
|---|---|
| Certificates/Testamur on Completion | No Charge |
| Issuance of 'Statement of Attainment' | No Charge |
| Issuance of Replacement Qualification | $100.00 |
| Deferral of study | No Charge |
| Replacement Student ID | $20.00 |
| Late Payment of tuition fees | $20.00 |
| Student Photocopying | 10c Per Page |
| Student Printing | 10c per Page |
| Payment by Major Credit Cards/EFTPOS | No Surcharge |

# EASY GUIDE TO ESOS

## ESOS REGULATION SERVING OVERSEAS STUDENTS IN AUSTRALIA

Australia has a reputation as a safe, progressive, and dynamic place to study; and we maintain this reputation by providing quality education and consumer protection specifically developed for overseas students.
The Education Services for Overseas Students (ESOS) Act 2000 and associated legislation is the legal framework governing the responsibility of education institutions towards overseas students.
ESOS Act and complementary legislation
The ESOS legislative framework comprises:

- Education Services for Overseas Students (ESOS) Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code of Practice for National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Education Services for Overseas Students (Registration Charges) Act 1997
- ESOS Assurance Fund Act
- Tuition Protection Service (TPS) framework

Australia has a federal system of Government – one federal government and eight state and territory governments. The ESOS framework is administered by both levels of government. The result is a nationally consistent, high quality education and training system.

**Legislation benefits everyone.**

The ESOS laws benefit two particular groups:

1. It protects overseas students coming to Australia on student visas. It does not cover overseas students on other kinds of visas, nor does it cover students studying at Australian institutions based in other countries.
2. It sets out clear roles and responsibilities for education institutions wanting to teach overseas students.

**DESCRIPTION OF ESOS FRAMEWORK**

***The ESOS Framework***

Please refer to the Australian Government explanation of how the Education Services to Overseas Students Act 2000 works:
http://internationaleducation.gov.au

# STUDENT SERVICES

**Student Support including Welfare and Guidance Services.**

***The counselling & support facility provided by ANC is at no cost to the student.***

ANC provides a range of services to support students during their studies and time at the college. The Admissions Department offers personal and friendly assistance to students in many areas including an orientation program that assists students to settle into Australian life and their studies at ANC. Students are supported by assistance in Wellbeing, English support, counselling services and Stay safe etc. If you request our

support, we will meet with you to create your individual learning plan. We share your plan with your teachers and provide ongoing support as needed.

## STUDENT FACILITIES

Services available to students include:

- Orientation
- Counselling
- Cultural adjustment
- Student Accommodation
- Language & literacy support

The Administration Department at ANC can help students with:

- Application and enrolment
- Credit Transfer and Recognition of Prior Learning
- Course related advice

ANC provides the following Equipment and Learning Resources to its students:

- The up-to-date teaching and learning strategies,
- Audio visual aids
- Classrooms, operate with multimedia/overhead projectors
- Student resource centre and computer labs with free internet access
- industry software where applicable

Resources at ANC are mapped against the units of competency within the relevant training packages for all qualifications delivered to ensure that students have access to the best and most relevant resources for their qualification.

# ORIENTATION PROGRAM

As part of your introduction to ANC, an orientation program will be conducted a week before start of your course at ANC.

This orientation program will include information on the following:

- Student Handbook
- Student support services available to ANC students
- Transfer between providers
- Monitor Course Progress
- Facilities and resources at ANC
- Australian Education System
- Student visa conditions relating to course progress and Attendance requirements
- Legal Services
- Local Transport

- Shopping
- Banking
- Entertainment/Recreation
- Climate, Police and Government services
- Emergency and Health Services (including information about private insurance) and detailed information on accommodation
- Complaints and Appeals process
- Services that students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman. https://www.fairwork.gov.au/employee-entitlements/national-employment-standards

# SEXUAL HARASSMENT

The ANC regards sexual harassment as a serious breach of conduct. All students, staff or associated third parties must not engage in conduct that constitutes *Antisemitism,* bullying, hate speech, discrimination, any form of vilification, harassment, and sexual misconduct.

The ANC supports the rights of individuals to be free from sexual harassment while engaged in activities undertaken as part of their study, their employment, or in other associations with the ANC. ANC maintains a zero-tolerance policy towards antisemitism, hate motivated conduct including any form of hate speech or behaviour, hate groups, vilification of any religious or racial group or behaviour that is regarded to be extremist or discriminatory to any member of the College community.

As an educational institution and an employer, the Institute, through the CEO will take all reasonable steps to eliminate sexual harassment of or by staff, students, or other members of the Institute community.

Antisemitism - https://www.afp.gov.au/crimes/antisemitism

https://www.police.vic.gov.au/sites/default/files/2020-03/Reporting%20Sexual%20Offences_A6%20booklet_web.pdf

# PLAGIARISM

Plagiarism is the representation of another author's language, thoughts, ideas, or expressions as one's own original work, as per Oxford Dictionary. In educational contexts, there are differing definitions of plagiarism depending on the institution. Plagiarism is considered a violation of academic integrity and a breach of journalistic ethics. It is subject to sanctions such as penalties, suspension, expulsion from school or work, substantial fines and even incarceration. ANC will not tolerate plagiarism and penalty will be imposed if a student is found to be plagiarising. ANC's approach is to maintain academic integrity by students when writing and submitting assignment.

To ensure academic integrity, students are expected to follow these guidelines:

- **Proper Attribution:** You must avoid plagiarism by acknowledging all sources used in your work. This requires placing direct quotes in quotation marks, providing immediate in-text citations (author, title, and page number), and including a complete bibliography at the end of your assignment.
- **Prohibited Conduct:** Plagiarism includes copying text or images without citation, submitting work completed by others (including AI tools or tutors), using another's work as your own, or submitting

identical work across multiple assignments without permission. Always ensure your academic submissions are original and appropriately credited.

## Social Programs

Apart from the Student Orientation Program, the Student Support Team will occasionally organize social events that allow all students enrolled with the ANC to mingle and socialize. These events may range from cultural and sightseeing events, to dinners, excursions and sporting events. They will be organized as demand requires and any suggestions can be forwarded to the Student Support Team.

## Student Feedback

All students are required to complete a feedback form at least once per year to provide feedback on the services and education the ANC is providing. Students are also encouraged to provide feedback on the services of the ANC by completing a student feedback form available from student administration at any time.

This feedback will be evaluated through the ANC's Continuous Improvement Procedures.

## Certificates and Statement of Results

The Institute provides all successful graduates with a Certificate and Statement of Results on completion of their studies. These copies are provided free of charge, however, any letters or statements requested at other times may incur an additional cost.

## Re-Issuing Documents:

Any past or current student can apply for reissuing of certificate if the original document is lost at an administrative cost of $50 per document requested. Please note that ANC can ask you to provide a valid ID proof at the time of application. For more information, please contact our administrative team.

*NOTE: All fees for the course enrolled are to be paid in full prior to a certificate being issued to a student.*

# Important Policies and Procedures

Please visit the Australian National College (ANC) website www.anc.vic.edu.au for updated and current policies and procedures and Course brochure for the relevant course.

Some of the important policies and procedure you should read before enrolment are: -

- PP107 Assessing Student Qualifications Experience and English Proficiency Policy and Procedure
- PP112 Diversity and Inclusion Policy and Procedure
- PP130 Enrolment Policy and Procedure
- PP183 Tuition Fee and Payment Policy and Procedure
- PP161 Refund Policy and Procedure
- PP181 Transfer of Students Between Providers Policy and Procedure
- PP131 Orientation Policy and Procedure
- PP193 Student Welfare and Support Policy and Procedure
- PP194 Training Support Policy and Procedure
- PP178 Privacy Policy and Procedure
- PP232 Copyright and Intellectual Property Policy and Procedure
- PP180 Training Policy and Procedure
- PP132 Assessment Validation and Assurance Policy and Procedure
- PP182 Transition from Superseded Training Package Qualification Policy and Procedure
- PP148 Monitoring Attendance Policy and Procedure
- PP149 Monitoring Course Progress Policy and Procedure
- PP115 Noncompletion Within Expected Duration Policy and Procedure
- PP170 Misconduct Policy and Procedure
- PP224 Sexual Harassment, Bullying and Discrimination Policy and Procedure
- PP113 Compassionate and Compelling Circumstances Policy and Procedure
- PP125 Critical Incident Policy and Procedure
- PP126 Deferring Suspending or Cancelling Student Enrolment Policy and Procedure
- PP105 Recognition of Prior Learning and Credit Transfer Policy and Procedure
- PP114 Complaints and Appeals Policy and Procedure
- PP144 Issuing of Qualification and Statement of Attainment Policy and Procedure

# IMPORTANT INFORMATION - VET AND RELATED LEGISLATION

*Current as of 14.4.2026*

## AUSTRALIAN GOVERNMENT INFORMATION FOR INTERNATIONAL STUDENTS

- ☑ **International Education –** an Australian Government website to assist international students studying in Australia: https://www.education.gov.au/international-education
- ☑ **Australian Skills Quality Authority:** http://www.asqa.gov.au/
- ☑ **Australian Qualifications Framework:** http://www.aqf.edu.au/
- ☑ **Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)** - all the education providers who are registered to teach overseas students in Australia: http://cricos.education.gov.au/
- ☑ **Education Services for Overseas Students (ESOS) framework** - frequently asked questions and factsheets about the Education Services for Overseas Students framework: https://www.education.gov.au/esos-framework
- ☑ **Study Australia** - information about living and studying in Australia: https://www.studyaustralia.gov.au/
- ☑ **ASQA Fact Sheet choosing a course or education provider** https://www.asqa.gov.au/students/choosing-course-and-provider
- ☑ **Tuition Protection Service** - assists international students whose education providers are unable to fully deliver their course of study: www.tps.gov.au
- ☑ **Department of Education and Training** - national policies and program information: https://www.education.gov.au/
- ☑ **Department of Home Affairs (DHA))** - student visa information: www.homeaffairs.gov.au
- ☑ **National Training Register:** https://training.gov.au/
- ☑ **Department of Education (Victoria) -** The Department of Education (Victoria) provides government information and resources for parents, carers, school staff, the early childhood education and care sector, and the public: https://www2.education.vic.gov.au/
- ☑ **Victorian Registration & Qualifications Authority (VRQA)** - Regulates education and training providers in Victoria: https://www2.vrqa.vic.gov.au/.

## TRAINEES AND APPRENTICESHIPS

- ☑ **Authorised Officers (AOs) -** AOs are contracted by the VRQA to provide apprenticeship and traineeship regulatory field services in Victoria. This includes improving compliance with regulations and quality of training. For details of AO contacts go to https://www2.vrqa.vic.gov.au/authorised-officers.
- ☑ **Apprentices Advice and Support:** https://www.australianapprenticeships.gov.au/publications/national-code-good-practice-australian-apprenticeships
- ☑ **Australian Apprenticeships -** Official Australian Government website on Australian Apprenticeships. www.australianapprenticeships.gov.au.

## EMPLOYMENT

- ☑ **Department of Employment and Workplace Relations** - Is responsible for national policies and programmes that help Australians find and keep employment and work in safe, fair and productive workplaces: https://www.dewr.gov.au/.

- ☑ **Fair Work Ombudsman -** Helps everyone in Australia follow the laws that make all workplaces equal and fair - https://www.fairwork.gov.au/.
- ☑ **Business.gov** - Support for businesses in Australia with information about grants, services and support from across government to help your business succeed: https://business.gov.au/.
- ☑ **Safe work Australia** – Information about national policies relating to work, health and safety and workers compensation: https://www.safeworkaustralia.gov.au/ .

## STUDENT OMBUDSMAN

- ☑ **Commonwealth Ombudsman -** The Overseas Student team at the Commonwealth Ombudsman can look into complaints from international students who are currently studying, previously studied, or are planning to study a VET course with a private education provider while on a student visa: https://www.ombudsman.gov.au/complaints/international-student-complaints .
- ☑ **The National Student Ombudsman (Higher Education) -** The National Student Ombudsman works to resolve student complaints about higher education providers. The NSO is a free and independent service available to all higher education students.: https://www.nso.gov.au/ .

## CAREER WEBSITES

- ☑ **My Future** - career information and resources provided as a joint initiative of the Commonwealth, state and territory governments: http://myfuture.edu.au/

## STUDENT ORGANISATIONS AND STUDENT SUPPORT

- ☑ **International Students Representative Council of Australia (ISRC):** is the independent national body representing international students across all education sectors: https://isrc.au/
- ☑ **Australian Federation of International Students (AFIS)** - unites international students in Victoria and addresses their interests and needs: https://www.facebook.com/AFISorg/
- ☑ **Study Melbourne Hub** – For students seeking support, wanting to meet new friends, or simply looking for a quiet place to study, the Hub is your home away from home: https://studymelbourne.vic.gov.au/our-hub

## VOCATIONAL EDUCATION INDUSTRY SITES

- ☑ **The Independent Tertiary Education Council Australia** - ITECA is the peak body representing independent providers in the higher education, vocational education, training and skills sectors: https://www.iteca.edu.au/.
- ☑ **English Australia** is the national peak body for the English language sector of international education in Australia: http://www.englishaustralia.com.au

## OTHER GOVERNMENT DEPARTMENTS AND LEGAL INFORMATION

- ☑ **Victorian Equal Opportunity and Human Rights Commission:** https://www.humanrights.vic.gov.au/
- ☑ **Office of the Australian Information Commissioner:** http://www.oaic.gov.au/
- ☑ **Victorian Law Today:** This repository contains Versions of all the Principal Public Acts and Principal Statutory Rules of Victoria. It can be accessed through the Victorian Legislation and Parliamentary Documents Home Page Go to: http://www.legislation.vic.gov.au/
- ☑ **Australasian Legal Information Institute:** The Australasian Legal Information Institute (AustLII) provides free internet access to Australian legal materials including Commonwealth & State legislation as well as having links to several overseas sites. Go to: http://www.austlii.edu.au/
- ☑ **Federal Register of Legislation -** Commonwealth Acts and Regulations are available from a number of Resources: Comlaw http://www.comlaw.gov.au/

## REQUIRED INFORMATION

- ☑ A range of legislation is applicable to all staff and students. In order to comply with regulatory requirements, **ANC** must inform you during orientation, of your legislative obligations. It is the responsibility of all **ANC academic and administrative** staff to ensure the requirements of relevant legislation are met at all times. Use the web sites indicated, or contact the **ANC** Student Support Team if you require further information.

  They are as follows:

  - ☑ **Equal Opportunity Act 2010, Racial, and Religious Tolerance act 2001**: The Racial and Religious Tolerance Act acknowledges that racial and religious vilification diminishes dignity and sense of self-worth and belonging to the community.
    Vilification also reduces the ability for people to contribute to, or fully participate in, all social, political, economic and cultural aspects of society as equals. As such, the Act attempts to balance the right to freedom of expression with racial and religious tolerance by ensuring that freedom of speech does not vilify.
    The Racial and Religious Tolerance Act prohibits vilification – behaviour that incites or encourages hatred, serious contempt, revulsion or severe ridicule against another person or group of people because of their race and/or religion.
    Unlike anti-discrimination laws, the Racial and Religious Tolerance Act is not limited to conduct in specific areas of public life, such as at work, at school, or in the provision of goods and services. Rather, it applies to any vilifying conduct that happens in public. Vilifying conduct in the street, at a community event or in the media, for instance, is covered by the Act.
    It is also against the law to victimise someone who has made a complaint of racial or religious vilification.

    *Legislation:* https://www.humanrights.vic.gov.au/legal-and-policy/victorias-human-rights-laws/racial-and-religious-tolerance-act/

    *Related legislation*:

    Disability Discrimination Act 1992: https://www.legislation.gov.au/C2004A04426/latest/text

Age Discrimination Act 2004: https://www.legislation.gov.au/C2004A01302/latest/text

Racial Discrimination Act 1975: https://www.legislation.gov.au/C2004A00274/latest/text

Sex Discrimination Act 1984: https://www.legislation.gov.au/C2004A02868/latest/text

Australian Human Rights Commission Act 1986: https://www.legislation.gov.au/C2004A03366/latest/text

☑ **Education Services for Overseas Students Act 2000 (ESOS Act):** This Act applies to students in that it mandates certain policies, procedures and actions by the Institute. For example, the Act requires ANC to report those students who have not met student visa conditions relating to attendance and academic performance to DHA. Students are to be advised that such policies and procedures are not subject to the discretion of the Institute and are required by law.

*Legislation:* https://www.education.gov.au/esos-framework

☑ **National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018**: This Act provides nationally consistent standards for the conduct of registered providers and the registration of their courses.

*Legislation:* https://www.legislation.gov.au/F2017L01182/latest/text

☑ **National Vocational Education and Training Regulator act 2011:** This act was established to ensure quality VET standards and regulation and to strengthen Australia's international VET sector.

*Legislation:* https://www.legislation.gov.au/C2011A00012/latest/versions

☑ **Standards for Registered Training Organisations (RTOs) 2025** - ensure high-quality vocational education and training in Australia. They emphasize learner outcomes, flexibility, and compliance, comprising Outcome Standards, Compliance Requirements, and a Credential Policy. ASQA uses these to regulate VET providers.

*Legislation:* https://www.legislation.gov.au/F2025L00354/asmade/text

☑ **Migration Act 1958**: This Act applies to students in that it allows the Immigration Department to automatically cancel a student visa 28 days after a notice is sent to the student under Section 20 of the ESOS Act if the student has not visited DHA. Students are to be advised that they must visit DHA within 28 days of a Section 20 notice if they wish to remain on their student visa.

*Legislation:* https://www.legislation.gov.au/C1958A00062/latest/text

☑ **Work Health and Safety Act 2011**: This Act applies to students in that it mandates certain policies, procedures and actions by **ANC**. For example, the Act requires **ANC** to ensure that students are provided with safe areas for training and assessment while on the premises.

Students are to be advised that such policies and procedures are not subject to the discretion of the Institute and are required by law.

*Legislation:* https://www.legislation.gov.au/C2011A00137/2018-07-01/text

☑ National Vocational Education and Training Regulator Act 2011: This Act applies to students, in that it mandates certain policies, procedures and actions by ANC. For example, the Act requires in certain circumstances that ANC provide certain government bodies with information the Institute has regarding a student.

*Legislation:* https://www.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol_act/nveatra2011492/