



Student Handbook 2018

**A Complete Guide for RGIT Australia
Full-Fee Paying Domestic Students**

Oakhill Education Group Australia Pty Ltd t/a Royal Gurkhas Institute of Technology (RGIT) Australia
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Domestic Student Handbook 2018

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Disclaimer

Every effort has been made to ensure that this student handbook is updated against current information, free from error or omissions. However, you should conduct your own enquiries and seek professional advice before relying on any fact, statement or matter contained in this book. RGIT Australia is not responsible for any injury, loss or damage as a result of material included or inadequacy in this resource. Information in this student handbook is current at the time of publication. The time of publication is indicated in the Version information printed at the bottom of each page.

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RGIT Student ID:

Mobile Phone:

Email:

Campus Contact Details

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Trainers		
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1. Welcome

1.1 Welcome from the CEO



Welcome to RGIT Australia- a gateway to the skilled world, one of Australia's leading vocational education and training colleges.

At RGIT Australia, our students are our priority, and we take pride in their achievements. Our fundamental objective is to provide students with an environment that enables them to reach their full potential.

Our mentor-trainers provide quality training and relevant industry insight, equipping students with the necessary skills for them to embark on their career.

Graduates will have the opportunity to enter either the relevant workforce arena or pursue further studies at university to achieve their career goals.

Our dedicated and professional staff support students' academic needs fully, and are committed to looking after students' personal welfare and wellbeing. Students can speak with any of our staff members for assistance. Our purpose-built training facilities and our dedicated training and administration teams speak for themselves.

Welcome to RGIT Australia, where an authentic Australian educational experience awaits."

Chandra Yonzon

Chief Executive Officer (CEO), founder and Director

1.2 Welcome from the Academic Principal



“Thank you for considering RGIT Australia as your education provider.

We recognise the important decision you have to make, and the work you have to put in every day to make sure your experiences with RGIT Australia are positive. The challenge that you are undertaking is rewarding and life changing.

In any endeavour, hard work and commitment are required to achieve success. Our trainers demonstrate this every day, and they will expect the same from you. Attending every class, participating in discussions and completing your projects and assessments on time all adds up to achievement. That achievement is a nationally recognised vocational education and training qualification.

A qualification from RGIT Australia is recognised nationally as being of high quality. It is a qualification that gives you the skills to participate in the industry that you study, and opens up opportunity for further studies.

By joining our family at RGIT Australia, you make a wise choice – a choice that we respect and are dedicated to seeing fulfilled.

As you make your journey through our Institute, please feel free to talk to me about your experiences, for experiences are best shared.”

Peter Robertson

Academic Principal

1.3 Our Vision

To be one of the leading private providers of vocational education and training in Australia renowned for quality training programs that are relevant to employment trends, delivered with excellence and responsive to student needs.

1.4 Our Mission

To deliver qualifications and vocational training that enable individuals to develop authentic skills, knowledge and competencies required to enhance their employability and career opportunities.

We do this by:

- Providing state-of-the-art teaching and learning facilities and environment
- Employing staff who are passionate about their profession
- Remaining compliant with regulatory and legislative obligations
- Attentive to the wellbeing of our staff and student body
- Accessing appropriate funding programs to ensure equal opportunity education for aspiring students

With a founding principal of delivering excellence in training, RGIT Australia is proud to offer a learning environment that pays particular attention to student welfare and fosters equal opportunity education for students of all ages.

1.5 Core Operating Values

Quality: We are committed to delivering quality VET training and skill sets that respond to current industry need.

Sustainability: We make strategic choices that ensure delivery while maintaining sufficient financial resources.

Innovation: We create a culture of innovation through collaborative teamwork. We seek to produce graduates who challenge the status quo through inspiration and innovation.

Community: We contribute to the social and economic wellbeing of target communities through our teaching, public events, scholarships and other activities.

2. VET Calendar: Term Dates

VET Courses	
February Intake: 29th January – 8th April	Break: 9th April – 22nd April Orientation: Monday 22nd January
April Intake 23rd April – 1st July	Break: 2nd July – 15th July Orientation: Monday 16th April
July Intake 16th July – 23rd September	Break: 24th September – 7th October Orientation: Monday 9th July
October Intake 8th October – 16th December	Break: 17th December – 27th January 2018 Orientation: Monday 1st October

3. Public Holidays 2018

New Year's Day	Mon 1 Jan
Australia Day	Fri 26 Jan
Labour Day	Mon 5 Mar
Good Friday*	Fri 30 Mar
Day following Good Friday	Sat 31 Mar
Easter Sunday	Sun 1 Apr
Easter Monday	Mon 2 Apr
ANZAC Day*	Wed 25 Apr
Queen's Birthday	Mon 11 Jun
Friday before the AFL Grand Final	TBD
Melbourne Cup Day	Tue 6 Nov
Christmas Day	Tue 25 Dec
Boxing Day	Wed 26 Dec

4. Course Overview

National Code	Course	Duration (incl. holidays)	Tuition Fees*	Campus
Business and Management				
BSB30115	Certificate III in Business	52 weeks	\$15,000	M + H
BSB40215	Certificate IV in Business	27 weeks	\$10,000	M + H
BSB51915	Diploma of Leadership & Management	52 weeks	\$15,000	M + H
BSB50215	Diploma of Business	52 weeks	\$15,000	M + H
BSB60215	Advanced Diploma of Business	78 weeks	\$22,500	M + H
Nursing, Childcare and Community Services				
CHC33015	Certificate III in Individual Support	52 weeks	\$10,000	M + H
CHC30113	Certificate III in Early Childhood Education and Care	52 weeks	\$15,000	M + H
CHC50113	Diploma of Early Childhood Education and Care	78 weeks	\$22,500	M + H
CHC52015	Diploma of Community Services	72 weeks	\$22,500	M + H
HLT54115	Diploma of Nursing	80 weeks	\$37,500	M
Information Technology				
ICT40115	Certificate IV in Information Technology	52 weeks	\$15,000	M + H
ICT50415	Diploma of Information Technology Networking	63 weeks	\$18,500	M + H
ICT50715	Diploma of Software Development	63 weeks	\$18,500	M + H
ICT60115	Advanced Diploma of Information Technology	76 weeks	\$22,500	M + H
Hospitality				
SIT31016	Certificate III in Patisserie	52 weeks	\$15,000	M + H
SIT40716	Certificate IV in Patisserie	72 weeks	\$22,500	M + H
SIT30816	Certificate III in Commercial Cookery	52 weeks	\$15,000	M + H
SIT40516	Certificate IV in Commercial Cookery	72 weeks	\$22,500	M + H
SIT30616	Certificate III in Hospitality	52 weeks	\$15,000	M + H
SIT40416	Certificate IV in Hospitality	72 weeks	\$22,500	M + H
SIT50416	Diploma of Hospitality Management	102 weeks	\$30,000	M + H

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SIT60316	Advanced Diploma of Hospitality Management	131 weeks	\$37,500	M + H
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*Course tuition fees, quoted in Australian Dollars, are valid for 2018 only and are subject to change. **These prices are indicative only. We recommend you call RGIT Australia to determine if you are eligible for fee variation based on your individual circumstances.** Please visit our website to download *Student Prospectus 2018: Domestic Full-Fee Paying Students*. Tuition Fees includes course material, ingredients, workbooks/textbooks and/or equipment fees, lab equipment, uniforms. Please refer to individual courses for details.

5. General Student Information

5.1 Orientation

Orientation is conducted prior to the commencement of the course. New students are provided an introduction to studying at RGIT Australia and its services and facilities. Questions can be answered and issues clarified.

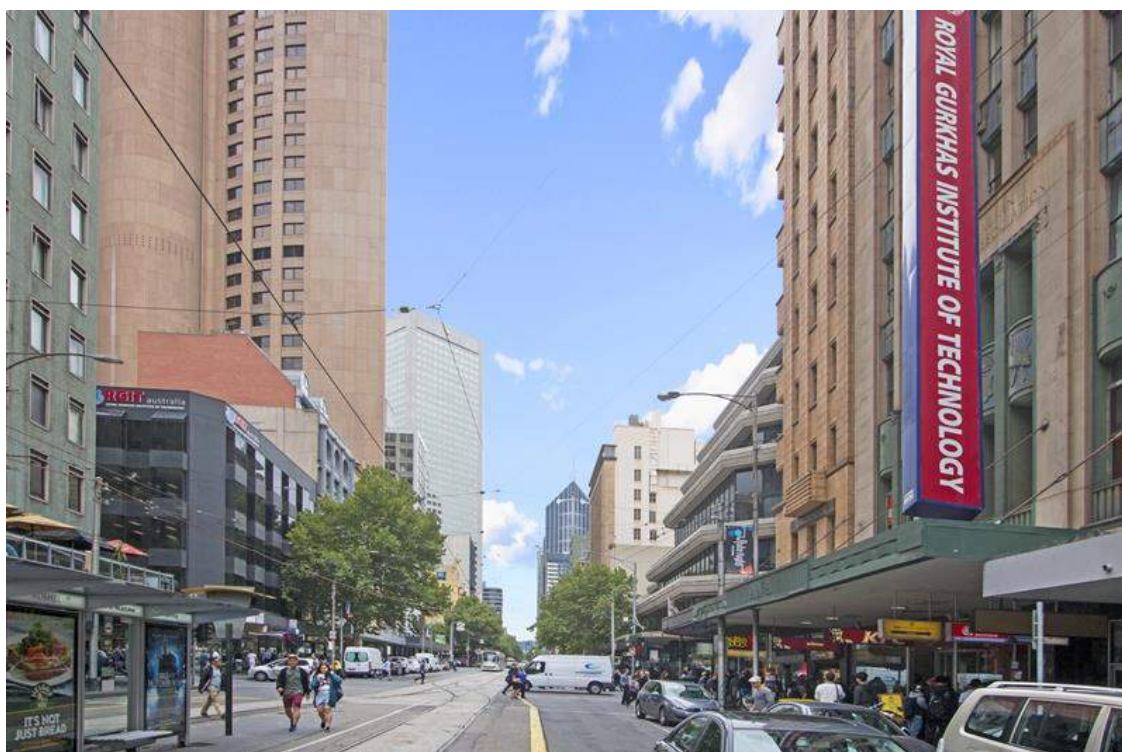
5.2 Student ID Cards

RGIT Australia issues students with student ID cards at the time of enrolment from the campus which must be carried at all times when on campus.

6. Campuses

6.1 Main Campus

RGIT Australia's Main Campus is conveniently located at 28-32 Elizabeth Street, in the heart of Melbourne's Central Business District (CBD). The campus is a short distance from Flinders Street Train Station and the Elizabeth Street tram terminal. The campus is spread across 7 floors of the 8 storey building. All floors can be accessed via lifts or staircase.



6.2 Victoria House Campus

In 2015, RGIT Australia opened Victoria House, a second campus located opposite to Main Campus, at 43-45 Elizabeth Street, Melbourne. Victoria House Campus accommodates classes for ELICOS, Business and Management, Individual Support, Early Childhood Education and Care (ECEC), Community Services and Nursing and its state-of-the-art Nursing Lab).

6.3 Hobart Campus

RGIT Australia's Hobart Campus is located in the CBD, near City Mall shopping precinct at 162 Macquarie Street, Hobart, Tasmania. City accommodation and apartments for students are also nearby, which is advantageous for interstate students. Hobart Campus is well furnished with modern facilities and amenities.

7. Campus Facilities

7.1 Training Kitchen

The purpose-built training kitchen, which is fully equipped to commercial kitchen standards, is located on Level 1 of Main campus 28-32 Elizabeth Street, Melbourne, VIC. The second kitchen facility is located at 17-21 Buckhurst Street, South Melbourne for Hospitality Students

7.2 Nursing Lab

RGIT Australia focuses on theoretical as well as practical training in our simulated Nursing Lab, located at our Victoria House Campus in Melbourne. Our training facilities are designed to offer practical training in a realistic setting to make you confident in your knowledge and work ready. Our purpose-built facilities provide students with a realistic setting in which to demonstrate their theoretical and well as practical understanding of classes to their teachers and peers. RGIT Australia, through training in our Nursing Lab, prepares students for training for diverse employment, including opportunities in a variety of clinical settings such as aged care, rehabilitation, sub-acute and acute settings in public and private hospitals, nursing and community healthcare facilities.

7.3 Simulated Childcare Room

You will demonstrate your theoretical and practical knowledge to your trainer and peers with confidence in our simulated nursery room at Victoria House Campus. Our simulated nursery environment consists of everything the modern day care facility would have, making for a fun, hands-on learning environment where students can see theory applied in a realistic, simulated setting.

7.4 Classrooms

Classrooms are modern, air-conditioned and are well-equipped for effective learning. Most enjoy natural light and city views. These are accessed via elevators or stairs.

7.5 Student Administration & Support Services

Student Administration and Support Services are on Level 2 Main campus. This is your first point of contact for any queries.

7.6 Student Lounge & Café

Main campus: Our student lounge in Basement has a kitchen, billiard table, table tennis board, televisions, showers and change room. A vegetarian café offering affordable meals is located on Level 1.

Victoria House Campus: The student lounge/recreation room is located on Level 1. The recreation room is equipped with lounge chairs, table tennis board, television, refrigerator, along with a pantry on Level 2 for student use.



7.7 Computer Rooms

Main campus: Our two computer rooms are located on Level 5. One is a general computer room for use by all students; the other is a dedicated facility for students undertaking Information Technology studies.

Victoria House Campus: There is a computer lab equipped with Mac Computers on level 2 for student use during campus hours.

7.8 Student Library & Resource Centre

Main Campus: The student library located on Level 8 is equipped with free Wi-Fi Internet access and a range of textbooks, magazines, periodicals, newspapers, self-paced learning CDs and DVDs. This library is maintained and updated regularly with appropriate materials. Student notice boards outside the library offer information on rooms available to rent/share and other general information related to campus life, events, jobs and living in Australia.

Victoria House campus: The student library is located on Level 2 and is equipped with free Wi-Fi Internet access and a range of textbooks, magazines, periodicals, newspapers, self-paced learning CDs and DVDs.

7.9 Printing and Photocopying

Printing and photocopy facilities are available in the Library on Level 8. Re-chargeable printing/photocopy cards are available from the library, and Student Administration on Level 2. The cost is \$0.10c per black-and-white page.

8. VET Entry Requirements

8.1 Age Requirements

All students must be at least 18 years of age or above at the time of the course commencement to study at RGIT Australia.

8.2 Academic Requirements

Students must meet a minimum academic requirement to get admission to RGIT Australia courses. The table below summarises the academic entry requirements. Refer to information on individual courses for course-specific requirements.

Level of Study	Academic Requirements
Certificate III	Satisfactory completion of the equivalent of Australian Year 11 or higher
Certificate IV	Satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher
Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher
Advanced Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Diploma or higher

8.3 Pre-Training Review (PTR)

All students are required to undertake a pre-training review which aims to identify their training needs through questions on previous education or training, relevance of the courses to learner, and relevant experience.

8.4 Language, Literacy and Numeracy test (LLN)

Students unable to produce IELTS or PTE results will be required to undertake LLN test.

8.5 Additional entry requirement for specific courses:

8.6 Early Childhood Education and Care

Early Childhood Education and Care/Community Services Requirements prior to the start of Work-Based Training (WBT) components for Early Childhood Education and Care and Community Services include:

1. A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate

2. A satisfactory and valid Working with Children Check

8.7 Entry requirements for Diploma of Nursing HLT54115

Students who are seeking to enroll into HLT54115 Diploma of Nursing must:

1. be at least 18 years or above at the time of enrolment.
2. be Australian citizens/permanent residents.
3. hold a VCE Year 12 Certificate, Senior VCAL Certificate or other post-secondary school certificate at Certificate III Level or higher; or
4. have completed a Certificate III or IV qualification preferably in the Health/Community Care services
5. meet the English language requirement (as mentioned below).
6. undertake ACER Language, Literary and Numeracy test with at least working level 4/ exit level 3.
7. if an ACER test is successfully, attend an interview with the Nursing Course Coordinator

English Language requirements for registration with Nursing and Midwifery Board of Australia (NMBA)

From 1 July 2018 all students that would be required by the NMBA to provide a formal English language skills test when applying for registration, must provide a formal English language test result demonstrating achievement of the NMBA specified level of English language skills, prior to commencing the program as below:

- Has attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English either in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America, including at least two years between years 7 and 12.

Please note: At the time of applying for NMBA registration as a program graduate: the applicant will have completed an NMBA approved Enrolled Nurse program and will therefore have a qualification that has been taught and assessed solely in English.

OR

- At the time of applying for NMBA registration as a program graduate, the applicant will be able to demonstrate having completed 6 years (full time equivalent) of studies taught and assessed in English – that includes a combination of secondary, vocational or tertiary studies (or tertiary education alone) and evidence of a minimum of one year fulltime equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

OR

- Has formal English language test score results showing:
 - a. the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking)

Please note: Only accepting test results:

- I. from one test sitting, or
 - II. a maximum of two test sittings in a six-month period only if:
 - achieved a minimum overall score of 7 in each sitting, and
 - achieved a minimum score of 7 in each component across the two sittings, and
 - no score in any component of the test is below 6.5.
- OR
- b. the OET with a minimum score of B in each of the four components (listening, reading, writing and speaking).

Please note:

Only accepting test results:

- I. from one test sitting, or
- II. a maximum of two test sittings in a six-month period only if:
 - was tested in all four components in each sitting, and
 - achieved a minimum score of B in each component across the two sittings, and
 - no score in any component of the test is below C.

OR

- III. PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

Please note:

Only accepting test results

- I. from one test sitting, or
- II. a maximum of two test sittings in a six-month period only if:
 - a minimum overall score of 65 is achieved in each sitting, and
 - you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and

- no score in any of the communicative skills is below 58

OR

- IV. the TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:
- 24 for listening,
 - 24 for reading,
 - 27 for writing, and
 - 23 for speaking.

Please note: Only accepting test results:

- I. from one test sitting, or
- II. a maximum of two test sittings in a six-month period only if:
 - a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and
 - no score in any of the sections is below:
 - 20 for listening
 - 19 for reading
 - 24 for writing, and
 - 20 for speaking

OR

Other English language test approved by the NMBA as published on the Board's website with the required minimum scores.

Other Requirements

1. Computer skills (ability to conduct research online and undertake some online studies to meet unit requirements).
2. Fitness Requirements for Professional Experience Placement (PEP)

Requirements prior to start of Professional Experience Placement (PEP)

1. A satisfactory and valid National Police clearance / Australian Federal Police Clearance Certificate (AFP) issued 3 months prior to PEP.
2. A satisfactory and valid Working with Children Check.

3. Immunisation records.
4. Hold a current first aid certificate.

Registration requirements as a Nursing student

Under National Law all students enrolled in the Diploma of Nursing course must be registered as students with the Australian Health Practitioner Registration Agency (AHPRA) and Nursing and Midwifery Board of Australia (NMBA). Students must be registered prior to the commencement of the course and will remain registered for the duration of the course or until no longer enrolled in the course. It is the responsibility of RGIT Australia to ensure all students enrolled in the Diploma of Nursing course are registered with AHPRA/NMBA.

9. Student Administration and Support Services

The Student Administration and Student Support Services Department is located on Level 2. A Student Support Officer will provide details about the services during the orientation program. Students requiring special or intensive assistance must contact the Operations Manager or Student Support Officers who may refer them to external support services if required. Otherwise, contact:

Reception, Level 2

For all general course, enrolment and administrative queries.

Student Administration, Level 2

For specific enrolment and course queries.

Trainers, Basement

For all specific subject and assessment issues.

Student Counsellors, Level 2

For all issues such as stress, financial difficulties, health, family, bullying, relationship issues, living-away-from-home and social issues.

To speak with our onsite student counsellors, make a booking through Reception on Level 2, 28-32 Elizabeth Street, Melbourne, or call (03) 8639 9000. If you require psychological services, our counsellors will refer you to an appropriate service.

Reception

Main Campus: Receptionists are available on Level 2 from 9:00am to 5:00pm, Monday to Friday.

Victoria House campus: Receptionists are available on Level 1 from 9:00 am to 5:00pm, Monday to Friday.

Hobart campus: Receptionists are available on Level 3 from 9:00 am to 5:00pm, Monday to Friday.

9.1 Employment & Job Placement

RGIT Australia supports students by enhancing their employability skills with updated information and tips on job hunting, applying for jobs and interviewing skills through its own website and quarterly student magazine, *EVOLVE*. Trainers assist, where possible, in directing students to job opportunities. Students are also encouraged to monitor employment websites such as:

www.seek.com.au

www.jobsjobsjobs.com.au

www.mycareer.com.au

www.careerone.com.au

www.job.com.au

For good job-hunting tips, including how to apply for jobs, how to write a resume and how to conduct yourself in interviews visit www.youthcentral.vic.gov.au.

9.2 Accounts Department

All queries and transactions regarding tuition fees, receipts, fines or private health insurance transfers are handled by Accounts Department on Level 7.

9.3 Your Feedback

RGIT Australia values your feedback and is committed to the continuous improvement of the Institute for your benefit. Please take time to fill out Student Feedback Forms during your course of study. Forms are available on Level 2 at Student Administration, and on Level 8 in the Library.

9.4 Personal Support Services

The following support services are *free*. They are able to provide you with immediate telephone-based counselling and further referrals to help you deal with your issue. Be advised that 1300 numbers incur a local call cost. 1800 numbers are free calls.

Lifeline

Provides 24-hour suicide prevention counselling on 13 11 14.

Mensline Australia

Provides counselling for men in distress on 1300 78 99 78.

Kids Help Line

Provides 24-hour counselling for people between 5 and 25 years of age on 1800 551 800.

Griefline

Provides grief counselling from noon until 3:00am, 365 days a year on (03) 9935 7400.

DirectLine

Provides 24-hour drug and alcohol counselling on 1800 888 236.

Crisis Accommodation Information

24-hour free call on 1800 825 955

Women's Domestic Violence Crisis

1800 015 188

Gambling Help Line

Provides 24-hour counselling for gamblers on 1800 858 858.

10. Studying at RGIT Australia

10.1 USI – Unique Student Identifier

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to the institute during the enrolment process. If students do not provide USI, the Training Providers will not be able to issue a Certificate, Statement of Attainment or Transcript for the training. For details on USIs visit www.usi.gov.au.

10.2 Credit Transfer

Students who have completed identical units from their VET course at other institutions will be given recognition for these units on presentation of a verified transcript, Award or Statement of Attainment. Application for credit transfer must be lodged in writing. The Application Form is available during formal enrolment or from our website at www.rgit.edu.au/downloads/application-forms

10.3 Recognition of Prior Learning (RPL)

Students who believe they already have some of the competencies in the VET course may apply for Recognition of Prior Learning (RPL). An essential requirement of RPL is proof that you currently have the required competencies. An application must be made using the RPL Application Form that will be made available during formal enrolment, or from our website at www.rgit.edu.au/downloads/application-forms.

10.4 Highly Qualified Staff

All our trainers and assessors are highly qualified experts in their fields with extensive industry experience and have completed the required Certificate IV in Training and Assessment. For detailed information on our dedicated trainers and assessors visit www.rgit.edu.au/staff/rgit-staff.

10.5 Education Integrity

RGIT Australia has a rigorously monitored and executed compliance framework to ensure the Institute meets all Commonwealth and State legislations and regulations including *National Code 2018*, Australian student visa program, *Equal Opportunity Act 2010*, *Workplace Injury Rehabilitation and Compensation Act 2013*, *Occupational Health and Safety Act 2004*, and *Commonwealth Privacy Act 1988*. For further information visit www.rgit.edu.au/about-us/governance.

10.6 Class Schedule

RGIT Australia runs classes seven days a week. Classes are scheduled between 8:30am and 9:10pm, depending upon the course. Maximum study hours in a day do not exceed eight hours but may be less than this depending upon the course. Please refer to your course timetable for precise details. Timetables are available from Student Services.



10.7 Course Delivery

Institute staff use a number of approaches for course delivery. These may include: teacher-led classroom delivery, workshops, practicals, seminars, e-Learning resources, tutorials and self-supervised study. During class time, students will be expected to participate by answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

10.8 Student Excursions

RGIT Australia has an active student excursion program for most courses aimed at enhancing the learning experience and providing enjoyable social, academic and networking opportunities.

10.9 Additional Costs

Students are required to pay for their own textbooks, uniforms/ingredients (for Commercial Cookery courses) and other equipment (iPads, laptops for Business and Information Technology). Further information is provided during your Orientation session, and trainers also offer advice on local suppliers. Please refer to Fees & Charges in this handbook.

10.10 Attendance

Student attendance is recorded daily, including late arrivals and early departures.

10.11 Assessment

Assessment approaches used by trainers may include observation of performance in class, practical demonstrations, workshops or laboratories, case studies, projects,

assignments, presentations, role plays, written tests and exams, and workplace-based assessment.

Students will be notified in advance of the time and form of an assessment. Students will be given the opportunity of at least one re-assessment for any competencies not achieved on the first attempt. Re-assessment fees may apply for subsequent attempts and for some practical hospitality units. Please refer to our Assessment Policy for full details on our website at www.rgit.edu.au/policies.

10.12 Work-Based Assessment

Work-based assessment, also referred to as practical placement, is a compulsory requirement for completing hospitality and early childhood and care qualifications at RGIT Australia. Work-based assessment involves students working in a commercial enterprise to demonstrate their hospitality skills and to complete assessment requirements.

RGIT Australia will arrange practical placement at a commercial enterprise for students. The number of hours that a student must work is determined by the course requirement. While working in the commercial enterprise, students will be supervised by staff there, and by RGIT Australia staff. Students will be covered by Work Cover insurance for the time they spend on work-based assessment.

For students completing the Hospitality course as Work-based Training, a Traineeship or Apprenticeship, assessment will be conducted at their workplace throughout the duration of the course by RGIT Australia staff.

As part of work-based assessment, students are required to maintain a log book that records their experience and attendance at both the commercial enterprise and RGIT Australia. The log book forms an essential part of course assessment and will be monitored regularly.

In situations where a student's log book does not show completion of the required workplace experience, the student must undertake additional work-based experience to meet the assessment requirements.

10.13 Prior to Work Placement

Students will receive induction training at both RGIT Australia and their place of work before commencing work-based placement. Occupational Health and Safety training is part of RGIT Australia course content and takes place at RGIT Australia. RGIT Australia trainers simulate work-place situations within the classroom so that students can practice their knowledge and skills. Induction at the workplace allows students to become familiar with the workplace, procedures and staff.

Work-based assessment applies to the following qualifications and units:

10.14 Hospitality Work Placements

The Hospitality qualifications in the SIT16 – Hospitality Training Package contains a number of holistic or integrated units of competence in the qualifications below:

Qualification code and title	Duration / shifts
SIT31016 Certificate III in Patisserie	160 hours consisting minimum of 12 complete service periods/shifts with combination of breakfast, lunch, dinner and special function
SIT40716 Certificate IV in Patisserie	160 hours consisting minimum of 12 complete service periods/shifts with combination of breakfast, lunch, dinner and special function
SIT30816 Certificate III in Commercial Cookery	280 hours consisting minimum of 48 complete service periods/shifts with combination of: breakfast, lunch, dinner and special function
SIT40516 Certificate IV in Commercial Cookery	280 hours consisting minimum of 48 complete service periods/shifts with combination of: breakfast, lunch, dinner and special function
SIT30616 Certificate III in Hospitality	200 hours consisting minimum of 36 complete service periods/shifts
SIT40416 Certificate IV in Hospitality	200 hours consisting minimum of 36 complete service periods/shifts
SIT50416 Diploma of Hospitality Management	200 hours consisting minimum of 36 complete service periods/shifts
SIT60316 Advanced Diploma of Hospitality Management (Patisserie Stream)	200 hours consisting minimum of 36 complete service periods/shifts with combination of: breakfast, lunch, dinner and special function

10.15 Early Childhood Education and Care/Community Services Work Placements

Early Childhood Education and Care (ECEC) and Community Services qualifications in the CHC Community Services Training Package contain a number of work-based training units of competence in the qualifications below:

Qualification code and title	Number of required hours of work placement
CHC30113 Certificate III in Early Childhood Education and Care	120 hours in a regulated education and care service
CHC50113 Diploma of Early Childhood Education and Care	240 hours in a regulated education and care service
CHC52015 Diploma of Community Services	Minimum 100 hours in a community setting environment

10.16 Professional Experience Placement (PEP)

As a Diploma of Nursing student, you will complete a minimum of 480 hours of PEP or work placement supervised by a clinical teacher.

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10.17 VET Qualification Recognition

Qualifications gained at RGIT Australia are based on the principles, guidelines and standards set by the Australian Qualifications Framework (AQF), VET Quality Framework (VQF) and are recognised nationally.

Students who complete all assessment requirements for a VET qualification will be awarded a certificate corresponding to the completed course. Those completing assessment requirements for part of a qualification will receive a Statement of Attainment for completed competencies.

Completion of courses does not guarantee an employment outcome. Formal requirements other than educational qualifications (e.g. licensing, professional registration etc.) may apply to some occupations and locations.

10.18 Pathways to Higher Education

Diploma and Advanced Diploma graduates of RGIT Australia may seek credits of up to 1.5 years of relevant bachelor's degree programs at Australian Universities.

11. Student Welfare

RGIT Australia's student policies are designed to ensure you receive fair treatment and are given the best opportunity to complete your studies in a supportive environment.

11.1 Policies and Procedures for All Students

- *Student Selection and Admission Policy*
- *Access and Equity Policy and Procedure*
- *Assessment Policy and Procedure*
- *Computer & Internet Usage Policy*
- *Complaints and Appeals Policy and Procedure*
- *Course Transition Policy and Procedure*
- *Credit Transfer Policy and Procedure*
- *Identifying and Supporting Student Learning Needs Policy and Procedure*
- *Issuing Certificates and Statements of Attainment Policy and Procedure*
- *Language Literacy and Numeracy Policy*
- *Library Collection Development Policy and Procedure*
- *Marketing and Student Recruitment Policy*
- *Plagiarism and Cheating Policy and Procedure*
- *RPL Policy and Procedure*
- *Student Code of Behaviour and Discipline Procedures*
- *Tuition Assurance Services Policy*
- *Student Safety and Security Policy*
- *Work Based Training Policy and Procedure*
- *Privacy Policy and Procedure*

If you do experience any personal problems or study difficulties, it is important to speak to a staff member as soon as possible who will do their best to help you resolve the situation. More information on these and more policies can be found on our website at rgit.edu.au/policies.

11.2 Student Safety

When you are out and about, particularly at night, it is important to be alert and aware of your personal safety. In particular:

- Think ahead; consider how you are going to get home (e.g. taxi, friend, etc.)
- Try to remain with friends at all times
- If you are going somewhere alone, ensure some is aware of your movements
- Make sure you carry your mobile phone at all times in case of emergencies
- Be wary of casual requests from strangers, like someone asking for a cigarette or money - they could have ulterior motives
- Try not to carry your wallet or valuables in a way that might attract the attention of others
- Be alert to your surroundings and the people around you, especially if you are alone or it is dark
- 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
- When going to your car or home, have your keys in your hand and easily accessible
- Consider carrying a personal attack alarm
- Ensure that key contact information such as police and security are either in your mobile phone or in your purse/wallet.
- Never leave your belongings unattended

To avoid being the victim of theft, keep an eye on your belongings at all times. You should treat your campus like any other public place, which means that your laptop, phone and bag should never be left unattended. When you are studying in the library, it helps to have a friend with you who can look after your belongings if you need to grab a coffee or go to the bathroom.

If there are any security issues which are causing you concern, please advise the Student Support Officer or any member of staff

12. Student Support Services

12.1 Academic Issues

Poor attendance, poor academic performance and other related issues may place students at risk of not achieving course requirements. Students can get advice and support to ensure they maintain appropriate academic and attendance levels.

Students' progress and attendance are monitored, and guidance and support provided where non-satisfactory results are identified.

Students are encouraged to access Student Services Department to discuss any academic, attendance or other related issues to studying at RGIT Australia at any time.

12.2 Student Welfare Committee

To provide ample services to our students and ensure they receive support and assistance during their studies, RGIT Australia has available a Student Welfare Committee. The Committee, composed of dedicated staff at both of its campuses from their various departments, oversee the management of student welfare and wellbeing. If you would like to talk to any one of the Committee members, you can do so by contacting the Reception at either our Melbourne or Hobart campus, or by emailing studentsupport@rgit.edu.au (Melbourne) or hobartsupport@rgit.edu.au (Hobart). For further contact information, please refer to 'Student Welfare Officers and contact details' and 'Student Support Staff Contact Details' in the table below.

12.3 Contact Student Support Staff at RGIT Australia

RGIT Australia's Student Welfare Committee and team of student support and welfare staff in the Student Services Department are onsite daily to provide assistance and support services to its international and domestic students on a range of matters including general welfare and coping with change in lifestyle. Our student welfare and counselling staff offer confidential support services and external referrals, where necessary. Please do not hesitate to contact any one of the below from the RGIT Australia team should you require any assistance.

13. List of Student Welfare Officers and Student Support Staff at RGIT Australia - Melbourne and Hobart Campuses

For more information on Student Welfare and Student Support Staff at RGIT Australia visit www.rgit.edu.au/students/student-welfare.

13.1 Student Welfare Officers and Contact Details

Name	Contact
<p>Melbourne Committee</p> <p>Sanushka (Chair): Representing Operations Rabi: Representing Operations Dr Shisir: Representing Academic Siddhartha: Representing Student Services Kishor: Representing Marketing Mahima: Representing Human Resources Niru: Representing CEO'S Office Prativa: Counsellor Zeb: Representing Communications Denison: Representing Student Alumni Anil: Representing Hobart Committee</p> <p>Hobart Committee</p> <p>Anil: Representing Operations Brian: Representing Academics Rojina: Representing Student Services Sarita: Representing Student Services Johnpaul: Representing Marketing Nabaraj: Representing Student Graduate Alumni Sanushka/Siddhartha: Representing Melbourne Committee</p>	<p>How to make an appointment</p> <p>To speak with our onsite student support and welfare officers in Melbourne: Make a booking through Reception on Level 2, 28-32 Elizabeth Street, VIC 3000 Call (+61) 3 8639 9000 Email: studentsupport@rgit.edu.au</p> <p>To speak with our onsite student support and welfare officers in Hobart: Make a booking through Reception on Level 3, 162 Macquarie Street, TAS 7000 Call (+61) 3 6217 9000 Email hobartsupport@rgit.edu.au</p> <p>If you require psychological services, our counsellors will refer you to an appropriate service.</p>

14. Student Support Staff and Contact Details

Support Officer	Name	Contact
<p>Admission and Enrolment Officers</p> <p>Provide all admissions and enrolment related issues specific course related queries.</p>	<p>Bikas: Level 8 Main Campus Raye: Level 8 Main Campus Dean: Level 8 Main Campus Monica: Level 8 Main Campus Laura: Level 8 Main Campus Andres: Level 8 Main Campus Johnpaul: Level 3 Hobart Campus Nabaraj: Level 3 Hobart Campus Rashik: Level 3 Hobart Campus</p>	<p>Melbourne Campus: Phone: (+61) 3 8639 9000 EXT: 182</p> <p>Hobart Campus: Phone: (+61) 3 6217 9000 EXT: 115</p>
<p>Student Support Officers</p> <p>Provide academic and non-academic counselling to students and handle course related queries.</p>	<p>Grishma: Level 2 Main Campus Henna: Level 2 Main Campus Paula: Level 2 Main Campus Fiona: Level 2 Main Campus Denison: Level 2 Main Campus Prativa: Level 2 Main Campus Rashik: Level 3 Hobart Campus Rojina: Level 3 Hobart Campus Sarita: Level 3 Hobart Campus</p>	<p>Melbourne Campus: Phone: (+61) 3 8639 9000 EXT: 121</p> <p>Hobart Campus: Phone: (+61) 3 6217 9000 EXT: 101</p>
<p>Student Liaison Officers</p> <p>Provide language support by speaking in the same language (other than English) and dialect and understanding the same cultural values.</p>	<p>Fiona (Chinese): Level 2 Main Campus Denison (Portuguese): Level 2 Main Campus Monica (Korean): Level 8 Main Campus Raye (Japanese and Korean): Level 8 Main Campus Andres (Spanish): Level 8 Main Campus Nabin (Nepalese, Chinese and Hindi): Level 8 Main Campus</p>	<p>Melbourne Campus: Phone: (+61) 3 8639 9000</p> <p>Hobart Campus: Phone: (+61) 3 6217 9000</p>

	<p>Laura (Italian): Level 8 Main Campus</p> <p>Leo (Vietnamese): Level 3 Hobart Campus</p> <p>Rashik (Nepalese): Level 3 Hobart Campus</p> <p>Johnpaul (Hindi): Level 3 Hobart Campus</p>	
<p>Accommodation and Health Support Officers</p> <p>Provide student accommodations and health related queries.</p>	<p>Kishor: Level 8 Main Campus</p> <p>Johnpaul: Level 3 Hobart Campus</p>	<p>Melbourne Campus:</p> <p>Phone: (+61) 3 8639 9000 EXT: 186</p> <p>Hobart Campus:</p> <p>Phone: (+61) 3 6217 9000 EXT:115</p>
<p>Academic Resources/LMS Officer</p> <p>Provide academic resources, eBooks and LMS support.</p>	<p>Sanam: Level 2 Main Campus</p> <p>Binod: Level 2 Main Campus</p> <p>Ravi: Level 3 Hobart Campus</p> <p>Anil: Level 3 Hobart Campus</p>	<p>Melbourne Campus:</p> <p>Phone: (+61) 3 8639 9000 EXT: 130</p> <p>Hobart Campus:</p> <p>Phone: (+61) 3 6217 9000 EXT:128, 105</p>
<p>First Aid / Health and Safety Officer</p> <p>Handle Provide first aid and student safety support.</p>	<p>Shusil T: Basement Main Campus</p> <p>Sujata: Level 1 Vic House</p> <p>Vergeeniya: Level 1 Vic House</p> <p>Sangeeta: Level 1 Vic House</p> <p>Anjana: Level 3 Hobart Campus</p>	<p>Melbourne Campus:</p> <p>Phone: (+61) 3 8639 9000 EXT: 103</p> <p>Hobart Campus:</p> <p>Phone: (+61) 3 6217 9000 EXT: 120</p>
<p>Academic Support</p> <p>Provide academic support and counselling.</p>	<p>Peter: Level 1 Vic House</p> <p>Sujata: Level 1 Vic House</p> <p>All Trainers</p>	<p>Melbourne Campus:</p> <p>Phone: (+61) 3 8639 9000 EXT: 102</p> <p>Hobart Campus:</p> <p>(+61) 3 6217 9000</p>
<p>IT Support</p>	<p>Rupert: Level 2 Main Campus</p>	<p>Melbourne Campus:</p>

<p>Provide IT support related to classrooms connectivity's, computer labs, network access, Wi-Fi/internet connectivity, eBook, online resources or LMS related issues.</p>	<p>Binod: Level 2 Main Campus Ravi: Level 3 Hobart Campus</p>	<p>Phone: (+61) 3 8639 9000 EXT: 130 Hobart Campus: (+61) 3 6217 9000 EXT: 128</p>
<p>Accounts/Finance Support Provide students with invoice and fees related support and assist them by helping with payment plans, extension of payment due dates, etc.</p>	<p>Sheela: Level 7 Main Campus Shreejan: Level 7 Main Campus Jynusa: Level 3 Hobart Campus</p>	<p>Melbourne Campus: Phone: (+61) 3 8639 9000 EXT: 176 Hobart Campus: (+61) 3 6217 9000 EXT:129</p>
<p>Library Support Officer Provide student support with library books and online resources available on our online library system.</p>	<p>Renee: Level 8 Main Campus Tasma: Level 4 Hobart Campus</p>	<p>Melbourne Campus: Phone: (+61) 3 8639 9000 EXT: 180 Hobart Campus: (+61) 3 6217 9000 EXT: 119</p>

15. Emergency Contact Details (Weekends and After Hours)

Melbourne	Hobart
(+61) 414 346 945 OR (+61) 422 315 959 OR (+61) 411 343 969	(+61) 404 944 167 OR (+61) 420 794 982

15.1 Student Code of Behaviour

The Student Code of Behaviour serves the best interests of all students at RGIT Australia. It is a code that requires the mutual respect of all students and must be adhered to at all times. RGIT Australia students should uphold:

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status.
- The right to be free from all forms of intimidation.
- The right to work in a safe, clean, orderly and co-operative environment.
- The right to have personal property (including computer files and student work), and the Institute's property, protected from damage or other misuse.
- The right to have any disputes settled in a fair and rational manner (through RGIT Australia's Complaints and Appeals Procedure).
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions.
- The right to be treated with politeness and courteously at all times.

15.2 Non-Compliance with the Code

In the event of non-compliance with the Code of Behaviour, the following three-step procedure for discipline is applied.

Step 1: An Institute staff member will contact students in the first instance to discuss the issue or behaviour and to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.

Step 2: If the issue or behaviour continues, students will be invited for a personal interview with the Operations Manager (or a nominee) to discuss this further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file on the student management system.

Step 3: Should the issue or behaviour continue, the student is given a final warning in writing and a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file on the student management system.

If the behaviour persists after the three steps have been followed, training services will be withdrawn and the student will be notified in writing that their enrolment has been suspended or cancelled.

At any stage of this procedure, students are able to access RGIT Australia's Complaints and Appeals Procedure to settle any disputes that may arise.

15.3 Plagiarism, Collusion & Cheating

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment and will result in a written warning and repeating the unit of work, incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from the Institute. All work submitted must be an accurate reflection of the student's level of competency. Please see our Assessment Policy for full details on the website.

Plagiarism: means taking or using another person's ideas or work and passing them off as your own ideas or work. Plagiarism is also failing to acknowledge adequately any ideas that are not your own.

Collusion: is when two people work together to intentionally gain an unfair advantage in their assessment by, for example, authoring a task jointly that should be completed individually, or allowing someone to pass off your information as their own.

Cheating: means preparing information in a way that gives you an unfair advantage: for example, copying someone's work during a test, or copying another student's assignment, or allowing another student to use your work for their own assessment task.

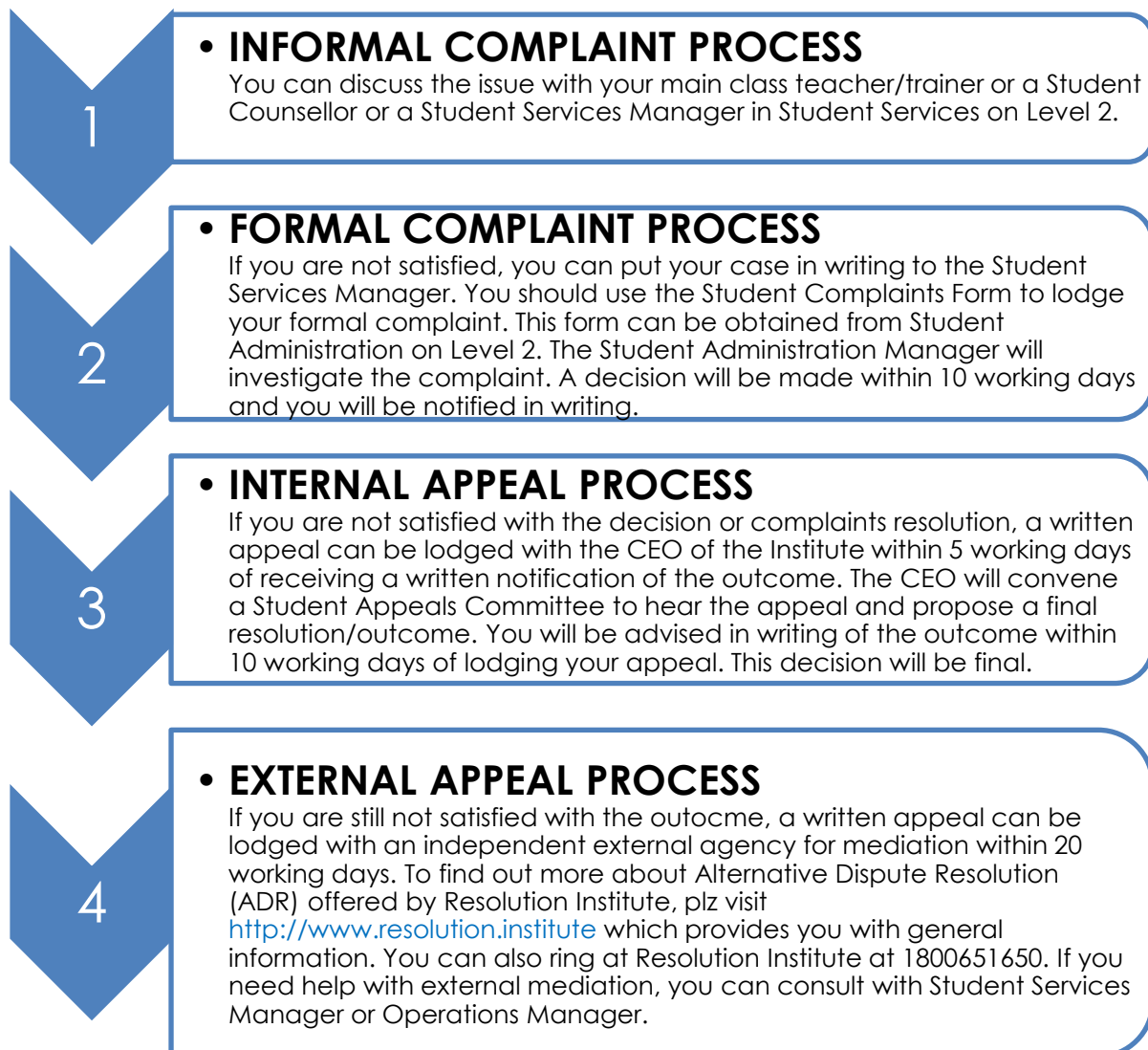
15.4 Student Complaints and Appeals Procedure

RGIT Australia has a Student Complaints and Appeals Procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have.

The Student Complaints and Appeals Procedure includes a requirement that an independent mediator be appointed for a fee (payable by students) if the student is dissatisfied with the resolution proposed by the Institute. RGIT subscribes the service for Alternative Dispute Resolution (ADR) through external party called Resolution Institute www.resolution.institute or 1800651650

The Institute's Student Complaints and Appeals Procedure policy can be obtained from Student Administration or viewed on our website www.rgit.edu.au/policies.

15.5 Flowchart of Student Complaints and Appeal procedure



12.8 Personal Information Privacy and Security

Under the *Data Provision Requirements 2012*, RGIT Australia is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on the enrolment form and your training activity data) may be used or disclosed by RGIT Australia for statistical, regulatory and research purposes. RGIT Australia may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

15.6 Access and equity policy

Our Code of Practice includes an access and equity policy. This document is available on request. It is the responsibility of all staff to ensure the requirements of the access and equity policy are met at all times.

16. Fees & Charges

Tuition Fee	Please refer to individual course detail pages.
Enrolment Fees (Non-Refundable)	\$250
Resources and Material Fees	Please refer to individual course information
Enrolment Variation fee	\$100
Unit Repeat Fee (VET Courses Only)	Subject to reassessment fee
Reassessment Fee (VET Courses Only)	Subject to qualifications and units (for more information contact Student Services)
Administration Fee	\$200

All fees are quoted in Australian dollars and are subject to change without notice. Students are required to pay for their own textbooks, uniforms and ingredients (Commercial Cookery courses) and equipment (iPads, laptops for Business and Information Technology). Further information about fees and charges is also provided during your Orientation session.

17. Tuition Fee Payment & Refunds

17.1 Payment of fees

Students are not required to pay more than the initial tuition fee amount as stated on their offer letter (or more 50% of the tuition fee) before the start of the course. However, students have a choice to pay more than 50% of the fees or the full course fees up front if they wish to. Any amount of fees paid before the start of the course will be reflected on the student's Confirmation of Enrolment (COE).

Tuition fees for each study term must be paid in advance, unless a payment plan is made with the Institute.

17.2 Late or non-payment

A late payment fee may be levied on students who pay their fees after the due date. Continued unpaid fees will result in the automatic cancellation of a student's enrolment at the end of any appeals process. RGIT Australia maintains the right to withhold student results until any outstanding tuition fees are paid in full.

17.3 Withdrawal from the course

Upon receiving a written notice of withdrawal, RGIT Australia will refund tuition fees, less an Administration Fee of \$200. No refund is available after the course has commenced, unless special circumstances apply, such as circumstances of a compassionate nature, or death or severe illness in the immediate family.

17.4 Refund requests

All requests for refund must be made in writing by way of an Application for Refund form, clearly stating the reason for the refund, and must include any documentation that supports the request, such as a completed Course Withdrawal Form provided by the Institute.

For full details of Fee Payments and Refunds Policy visit rgit.edu.au/policies.

17.5 Relevant Legislation

A range of legislation is applicable to all students of RGIT Australia. It is the responsibility of all RGIT Australia staff to ensure that the requirements of relevant legislation for RGIT Australia students are met. Students should refer to the websites indicated, or contact the Institute if they require further information. There may be additional, course-specific legislation that is also relevant. Information about this legislation will be provided during the classes.

Occupational Health & Safety Act 2004

www.worksafe.vic.gov.au/laws/ohs

Equal Opportunity Act 2010:

www.humanrightscommission.vic.gov.au/the-law/equal-opportunity-act

Registered Training Institute (RTO) matters

www.asqa.gov.au

17.6 Personal Property and Security

Students are responsible for safeguarding their own personal property. RGIT Australia accepts no liability for lost or stolen student property.

If you have any concerns at all about your personal safety while on campus, please discuss this immediately with your trainer or Student Administration on Level 2.

17.7 Mobile Phone Usage

Students are not permitted to use mobile phones in the classrooms.

17.8 Dress Code

RGIT Australia requests that students dress in an appropriate and respectful manner, which excludes very short skirts, singlets and thongs. Trainers have the right to refuse students permission to attend class if their clothing is deemed to be inappropriate.

17.9 Smoking

Smoking is strictly forbidden inside the building (including stairwells and toilets) and outside the front entrance.

17.10 Drugs and Alcohol

At no time will students under the influence of drugs and/or alcohol be permitted on campus. Taking drugs or drinking alcohol on campus is strictly forbidden.

17.11 Emergency Procedures

Please take time to familiarise yourself with the Emergency Evacuation diagrams and location notification of First Aid kits, which are visible on each floor in the foyers outside the elevators.

In the event of an emergency, such as a fire or bomb threat, you must be able to act swiftly and promptly. Emergency exit is via the building's stairwell.

If you are required to leave the building, the Primary Assembly Area (place to meet) is on the corner of Flinders St and Elizabeth St, and the Secondary Assembly Area is located on the corner of Flinders Lane and Rothsay Lane, depending on which stairwell exit is used.

17.12 RGIT Australia initiated Suspension

The Institute may decide to suspend or cancel a student's enrolment on its own accord in response to misbehaviour by a student. Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be notified by the Institute and this may affect the course duration.

17.13 Refund Policy

If RGIT Australia defaults on course delivery

In the unlikely event that the Institute is unable to deliver your course in full, you will be offered a refund of all fees paid to date. The refund will be paid to you within 14 days of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by the Institute at no extra cost. You have the right to choose whether you would prefer a full refund, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If the Institute is unable to provide a refund or place you in an alternative course, your tuition fee is assured with the Australian Council for Private Education and Training (ACPET). Please refer to our Fee Payments and Refund policy and Tuition Assurance Policy for details at www.rgit.edu.au/policies.

Study Methods & Difficulties

In Australia, much emphasis is placed upon private (individual) study along the lines of assignments, on research and learning to analyse data, on presenting arguments about subject matter and being willing to defend one's argument. All these involve heavy use of

research resources, intensive note-taking in lectures and active participation in the learning process (as opposed to passive listening and role learning).

To be a successful student in Australia, you need to adapt to these methods of learning, but trainers at RGIT Australia are very willing to offer assistance to develop effective study skills. Many of our lecturers have substantial experience teaching overseas students. They understand the difficulties in getting used to different study methods and will be patient in helping students to develop new skills.

If you are having difficulties, please do not suffer in silence. Ask for assistance.

17.14 Access to Personal Information

It is a requirement of the VET Quality Framework that VET students can access personal information held by the Institute and may request corrections to information that is incorrect or out of date. Students should apply in writing to the Student Services Manager if they wish to view their own records.

Issuance of Statement of Attainment (SOA) and certificates RGIT will issue AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training product. There are a range of pathways to the qualifications, particularly in the vocational education and training sector. Pathways include work-based training, work- and classroom-based training, classroom-based training and recognition of prior learning.

RGIT recognises its responsibility to comply with this requirement in accordance with the conditions of registration outlined in the Australian Quality Training Framework. Specifically, RGIT will issue a qualification or statement of attainment (as appropriate) to a person it has assessed as competent in accordance with the requirements of the Training Package or accredited course, that:

- Meets the AQF requirements;
- Identifies the RTO by its national provider number from the National Training Information Service; and
- Includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use.

RGIT recognises the AQF qualifications and statements of attainment issued by any other RTOs.¹ Further information relating to recognising awards from other RTOs is provided in the Credit Transfer section later in this manual.

17.5 Assessment procedures

The Assessment Policy and Procedure outlines the principles that underpin RGIT's approach to assessments. This applies to all assessable learning activities, units and courses offered at the Institute. Assessments should support learner engagement in learning and the creation of supportive learning communities. RGIT's assessment system ensures that assessments (including RPL) complies with the assessment requirements of the training product and meet principles of assessment and rules of evidence.

RGIT rigorously implements Principle of Assessment (Fairness, Flexibility, Validity, Reliability) and Rule of Evidence (Validity, Sufficiency, Authenticity, Currency) in its assessment procedures.

A range of assessment methods will be used to accommodate the diversity in learner learning styles and preferences. These assessment methods may include but not restricted to:

- written assessments
- physical demonstrations
- project work
- reflective work journals
- oral presentation
- workplace based training

17.6 Relevant legislation

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites:

- Occupational Health & Safety - www.business.gov.au/BusinessTopics/Occupationalhealthandsafety - integral in understanding the Safe working environment, Prevention of Injury, All people - workers and the general public – should have the highest level of protection against risks to health and safety. Those who manage or control things that create health and safety risks in the workplace are responsible for eliminating those risks. Where they can't be eliminated, they are responsible for reducing those risks so far as is reasonably practicable.
- Equal Opportunity - www.eoc.vic.gov.au/ - helps people resolve complaints of discrimination, sexual harassment and racial or religious vilification by offering a confidential, free and impartial complaint resolution service with the aim of achieving a mutual agreement.
- VET - <http://www.skills.vic.gov.au/> - was established to guide the vocational education and training (VET) system. The Act established the Vocational Education and Training Authority (VETA) as a government agency charged with an overall responsibility of **Coordinating, Regulating, Financing, Providing** and **Promoting** vocational education and training.

- Work Cover - www.workcover.vic.gov.au - The Victorian Work Cover Authority (VWA) is the manager of Victoria's workplace safety system. Broadly, the responsibilities of the organisation are to:
 - help avoid workplace injuries occurring
 - enforce Victoria's occupational health and safety laws
 - provide reasonably priced insurance for employers
 - help injured workers back into the workforce
 - manage the workers' compensation scheme by ensuring the prompt delivery of appropriate services and adopting prudent financial practices

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