



A.C.O.A.E.

Australasian College of Advanced Education

UNLOCK YOUR POTENTIAL

INTERNATIONAL STUDENT HANDBOOK

+61 2 9558 0888

enquiry@ACOAE.com

www.ACOAE.com



A.C.O.A.E.

Australasian College of Advanced Education

RTO : XXXX CRICOS : XXXXX

CALENDAR

ACADEMIC YEAR FOR ACOAE

TERM 1	15 th Oct 2018 - 21 st Dec 2018	TERM 3	24 th Apr 2019 - 28 th Jun 2019
TERM BREAK	22 nd Dec 2018 - 25 th Jan 2019	TERM BREAK	1 st Jul 2019 - 12 th Jul 2019
TERM 2	28 th Jan 2019 - 7 th Apr 2019	TERM 4	15 th Jul 2019 - 20 th Sep 2019
TERM BREAK	8 th Apr 2018 - 20 th Apr 2019	TERM BREAK	NA

HOLIDAY	2018	2019
New Year's Day	Monday, 1 January	Tuesday, 1 January
Additional Day		
Australia Day	Friday, 26 January	Monday, 28 January
Good Friday	Friday, 30 March	Friday, 19 April
Easter Saturday (the Saturday following Good Friday)	Saturday, 31 March	Saturday, 20 April
Easter Sunday	Sunday, 1 April	Sunday, 21 April
Easter Monday	Monday, 2 April	Monday, 22 April
Anzac Day	Wednesday, 25 April	Thursday, 25 April
Queen's Birthday	Monday, 11 June	Monday, 10 June
Bank Holiday	Monday, 6 August	Monday, 5 August
Labour Day	Monday, 1 October	Monday, 7 October
Christmas Day public holiday	Tuesday, 25 December	Wednesday, 25 December
Boxing Day	Wednesday, 26 December	Thursday, 26 December

ABOUT

We have an established reputation for excellence we are happy to exceed student expectations through the passion we have for learning. We understand that your experience at ACOAE is just as much about outside the classroom as inside it.

If you're looking for a chance to learn, change and grow then start your journey with us.

Our teachers are some of the best in the business and they want you to achieve. They know about, and work in the industry that you are interested in and are here to share their knowledge and experience with you.

Our college is a fantastic way for you to unlock your future potential or enhance what you're already doing with a formal qualification.

We have opportunities for you to improve your language skills, study a profession and complete recognised learning in your area of interest.

Based in Sydney, NSW, you will experience life in Australia, make new friends and broaden your career prospects.

Our courses combine practical experience to equip you with the right skills and knowledge to make your mark in the global market.

We provide support for all of your study-related needs and our friendly and knowledgeable staff are committed to helping you every step of the way.

They will help you every step of the way and are available to help you settle in quickly, help you with finding accommodation, and make friends.

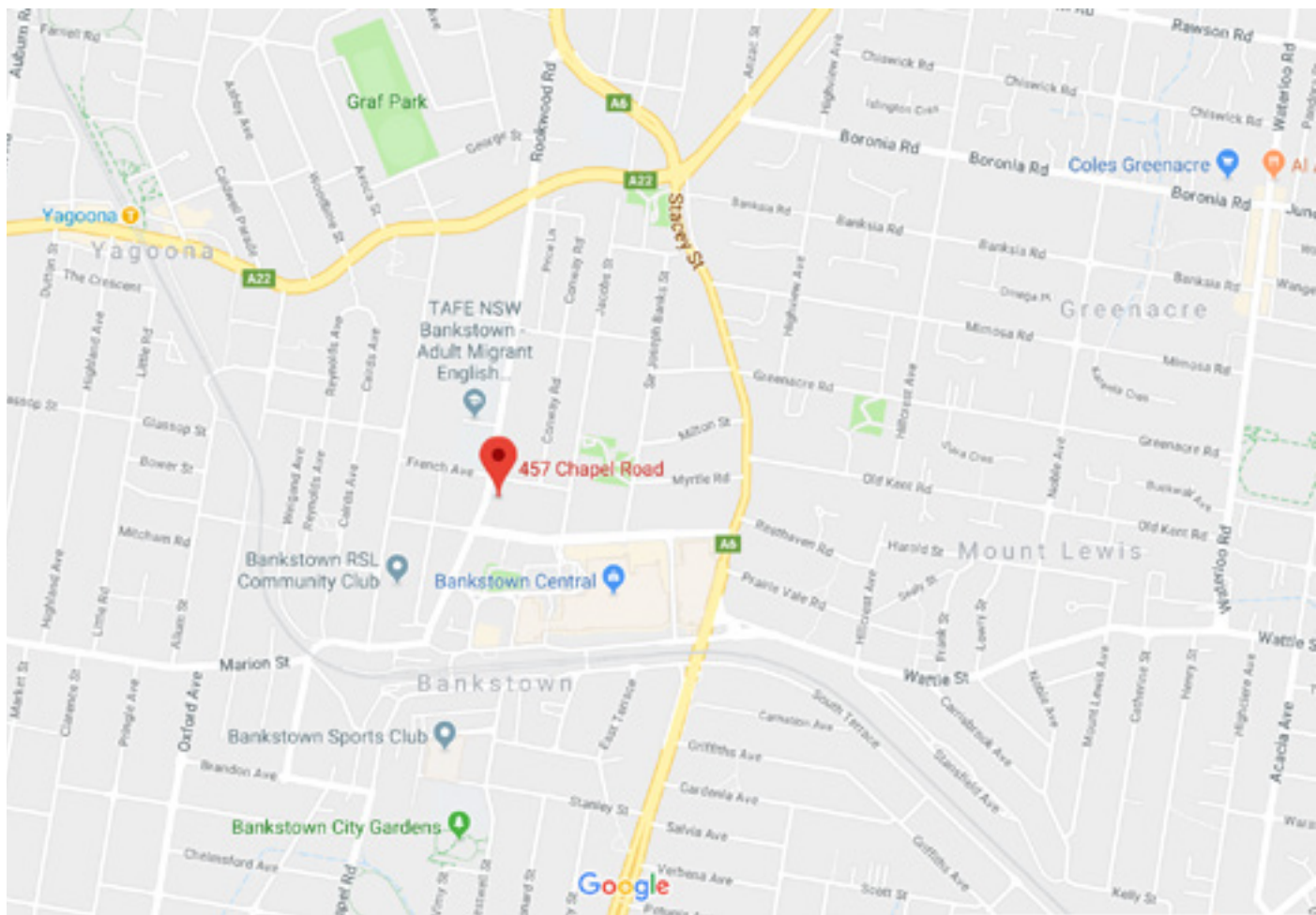
If you are looking for an international study experience that will enrich your life for the years after you complete the course, choose ACOAE. We can help you start your journey.

STEPHEN URCH
MANAGING DIRECTOR OF A.C.O.A.E

ABOUT ACOAE CAMPUS

Enhance your learning in one of the most exciting cities in the world.

Our campus is located in the inner west of Sydney, with world-class learning facilities and specialist training. We offer four courses for international students, from diploma to advanced diploma. For more information contact us.



CONTACT INFO:

ACOAE ADDRESS:

Level 1, 457 Chapel Road
Bankstown NSW 2200
Australia

PHONE NUMBER:

02 9558 0888

EMAIL:

enquiry@acoae.com

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS



MEDICAL/HEALTH (OVERSEAS STUDENT HEALTH COVER)

International students can order their Medibank membership card online at [www.medibank.com.au/student registration](http://www.medibank.com.au/student-registration).

Once you have completed online registration, your membership card and welcome pack will be sent to you. Print and save your confirmation letter as proof of cover until you receive your membership card.

FREE SUPPORT

Our college will provide you with free tutorial support. You can get help with writing assignments, general English, and basic computing.

COUNSELLING AND CAREERS

A FREE AND CONFIDENTIAL SERVICE.

When you are away from your family, friends and culture, life can be overwhelming. Student counsellors are here to support you and can advise you on matters such as settling in, coping

with exams and exam stress, relaxation techniques and further study at university. They can also assist you with personal problems such as relationship and discrimination issues. You can talk to a counsellor in private and without embarrassment about anything that might be worrying you. Counsellors do this all the time, so there is no need to feel nervous!

LIBRARY AND COMPUTERS

We have a resource and computer room, offering online services and student resources. There is internet access, photocopiers, and study rooms. Bankstown library is nearby.

You can use any local, state or our college resources.

You can also join a local library near your home. It is free to join but you must provide proof that you live in the area.

ACOAE CARD

The card is used as your student identification. Once you have enrolled your photo will be taken for the card on campus. This will be issued immediately to you.

STUDENT E-RESOURCES

Your resources are available via Axcellerate login portal through our website.

You will find useful information on Student e-Services including your subject results. You will also find your personal details such as your address and contact phone numbers on Student e-Services. You may update these details directly on Student e-Services if you change address. You can ask for help at our Campus InfoPoint if needed.

Once your enrolment has been completed, you will receive a receipt which will state your username and temporary PIN to allow you to access the internet and Student e-Services.

UNIQUE STUDENT IDENTIFIER

As part of your enrolment, you are required to obtain a Unique Student Identifier (USI). This is an Australian Government initiative that will allow you to access all your student records, from all training providers, in one place.

You will need to obtain your USI prior to your enrolment. You can do this by accessing the www.usi.gov.au website and clicking on the 'Create your USI' option.

FEE PAYMENTS

The tuition fee is payable in advance every semester. Your Letter of Offer will explain payment details.

Course fees include tuition, orientation program, additional study skills tuition, use of multimedia libraries, computers and other campus facilities, and assistance from student advisers and counsellors.

Course fees do not include the cost of textbooks, stationery, uniforms, accommodation, meals, health insurance cover or transport.

Towards the end of each semester you will receive

an invoice from us letting you know how much you need to pay for the next semester and how/when to make the payment. If you do not pay your fees by the due date then you could be charged a \$200 late penalty fee.

INSTALMENT PLAN

If you are experiencing financial hardship you can apply to pay your semester tuition fees in three equal instalments. There is a may be a processing fee to move onto an Instalment Plan.

You must fill in an Instalment Plan application form and e-mail it to finance@acoae.com. If your application is successful then you will receive a new invoice explaining how much you need to pay and when.

REVIEW OF FEES

ACOAE reserves the right to review its fees. If the tuition fees are increased, you will be required to pay the new fees as they are introduced.

PLAGIARISM AND CHEATING

If you use information directly from the Internet, a book or another student, make sure you acknowledge the source from which you extracted the information or it will be considered plagiarism or cheating. Make sure you do all assessment tasks and examinations honestly, without any form of cheating. Disciplinary action may be taken against any students who breach these important rules

REPEATING A FAILED SUBJECT

If you fail a unit of competency more than once, you are not permitted to automatically repeat that unit again. You must submit a request to repeat the unit in writing to the Faculty Manager. You should contact the International Student Services for assistance.

THE ESOS FRAMEWORK

PROVIDING QUALITY EDUCATION AND PROTECTING YOUR RIGHTS

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education

Services for Overseas (ESOS) Act 2000 and the National Code.

PROTECTION FOR OVERSEAS STUDENTS

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at www.cricos.deewr.gov.au. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students.

Please check carefully that the details of your course – including its location – match the information on CRICOS.

YOUR RIGHTS

The ESOS framework protects your rights, including:

Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.

Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

Your right to know:

- How to use ACOAE student support services

YOUR RESPONSIBILITIES

As an overseas student on a student visa, you have responsibilities to:

- satisfying your student visa conditions (including payment of your tuition fees)
- maintaining your Overseas Student Health

Cover (OSHC) for the period of your stay

- meeting the terms of the written agreement with ACOAE
- informing ACOAE if you change your address
- maintaining satisfactory course progress
- following ACOAE's attendance policy

If you are under 18, you must maintain your approved accommodation, support and general welfare arrangements.

CONTACT DETAILS

- who the contact officer or officers are for overseas students
- if you can apply for course credit
- when your enrolment can be deferred, suspended or cancelled
- what ACOAE requirements are for satisfactory progress in the courses you study
- if attendance will be monitored for those courses
- what will happen if you want to change providers
- how to use the ACOAE complaints and appeals process.

www.internationaleducation.gov.au

1300 615 262 (ESOS Helpline)

For visa matters contact: Department of Immigration Border Protection (DIBP) | www.border.gov.au
Phone: 131 881 in Australia Contact the DIBP office in your country.

COURSE PROGRESS POLICY

International students studying with ACOAE must comply with the DIBP Course Progress Policy and Procedures. A copy of this policy is available on our website.

SATISFACTORY AND UNSATISFACTORY PROGRESS

At the beginning of each semester you will be given information about the requirements and the assessments in your course.

At ACOAE, satisfactory progress means passing at least 50% of the units in one semester. For example if you are taking 10 units you must pass at least 5 units. Unsatisfactory progress occurs if you fail more than 50% of the units in a semester.

INTERVENTION STRATEGY

If your campus considers at any time during a semester that you are at risk of failing more than 50% of the units in one semester, the campus will take steps to assist you in your studies. To assess the risk of such failure, your attendance records will be checked in term 1 and term 3. You are also encouraged to contact your Head Teacher if you are experiencing difficulties in your studies.

If you fail more than 50% of the units in a semester you will be given notice by the International Student Services that your progress is unsatisfactory and an action plan will be put into place to help you improve.

If your Head Teacher considers that you will not complete your course in the duration of your student visa, the Head Teacher will also put an action plan in place to help you improve.

The action plan will be written into a Learning Agreement which you sign. This Agreement will be monitored over the next semester. The Head Teacher will be the contact for this plan and its progress.

UNSATISFACTORY PROGRESS OVER TWO SEMESTERS

If you fail more than 50% of the units in a semester for two consecutive semesters, you will be given notice by the International Student Services that you are going to be reported to The Department of Immigration and Border Protection [DIBP].

APPEALS PROCESS

Before you are reported to DIBP for unsatisfactory progress, you will have 20 days to appeal. Students are allowed to appeal for the following reasons:

1. You believe that your marks have not been recorded or calculated correctly
2. You believe that you have compassionate or compelling reasons for not making satisfactory progress
3. You believe that the campus has not implemented its Intervention Strategy for ACOAE International Students and therefore has not assisted you

Your appeal will be considered by a review panel. During any appeal process the student must continue to be enrolled and attend classes where appropriate. Depending on the outcome of the appeal, you may or may not be reported to DIBP.

SUSPENDING A STUDENT ENROLMENT

WHAT DOES SUSPENSION MEAN?

This means that a student stops studying for a week or more while the course is in progress. Sometimes it is called leave of absence. A student can ask to suspend studies or ACOAE can suspend a student (usually a student discipline matter). The Department of Immigration and Border Protection (DIBP) must be informed if a student is suspended.

WHEN CAN A STUDENT REQUEST A SUSPENSION?

If you are going to be absent from your ACOAE course for a week or more, you must request written approval from International Student Services. If the absence is for more than 2 weeks this is considered a suspension and you must request a suspension of your studies prior to taking this leave of absence.

A suspension of studies may be approved by ACOAE in compelling or compassionate circumstances. These circumstances might include medical reasons or extreme personal circumstances.

The DIBP guidelines on what can be accepted as a valid reason for suspension of studies say:

Compassionate and compelling circumstances are usually not under the control of the student and may have an impact on course progress. For example:

- Serious illness or injury – a medical certificate must state clearly that the student was unable to attend classes.
- Bereavement – the death of close family members such as parents or grandparents. Where possible a death certificate should be supplied.
- Major political upheaval or natural disaster in the home country which requires the student to return (emergency travel) and this has impacted on studies.
- Traumatic experience – for example, being involved in or witnessing an accident or a crime and this had had a negative impact on studies (in these cases Police or Psychologist's reports are required).
- Where your education provider cannot offer you a prerequisite unit.
- Inability to begin studying on the course commencement date due to a delay in receiving a student visa.

HOW DOES A STUDENT REQUEST A SUSPENSION?

A student needs to e-mail International Student Services to request suspension of studies.

Please note:

- The minimum period for which a suspension applies is one week in a semester.
- DIBP will be notified when suspensions of more than 2 consecutive weeks occur.
- Students are advised that suspensions may affect their Student Visa and that they should seek advice from DIBP about their specific requirements.

WHAT IF ACOAE SUSPENDS A STUDENT?

ACOAE may suspend or cancel your enrolment if you are absent from your course without approval for more than 2 consecutive weeks in a semester,

if you do not pay tuition fees when they are due or if you breach the ACOAE Student Discipline Policy. Copies of this policy are available to all enrolled students. If the period of suspension exceeds 28 days DIBP requires students to return to their home countries (unless exceptional circumstances can be proved).

COMPLAINTS AND APPEALS

We work hard to ensure that international students have a positive experience while they are studying with ACOAE. Sometimes, however, students can feel worried because of misunderstandings or because they are confused about how things work in Australia.

Most of these problems can be resolved quickly if you are prepared to speak with someone about the issue as early as possible. This type of concern or complaint is usually referred to as an informal complaint.

INFORMAL COMPLAINTS RELATING TO AN ISSUE AT YOUR INSTITUTE

If you have a complaint about anything related to your course, you should try to resolve the problem by speaking to your teacher or head teacher.

If you feel that you cannot do this or, if your complaint or concern is about something that is not directly related to your course, you should speak with a Counsellor. They can advise you as to who the most appropriate person is to resolve your problem.

If you cannot resolve your problem by informal discussions you can make a formal complaint using the appropriate form – ask for a copy of this form or download it from our website. Ask the Student Support Officer.

FORMAL COMPLAINTS

What is a formal complaint?

A formal complaint can be written or verbal and is usually of a serious nature; such as complaints about the way ACOAE dealt with a student who did not comply with course progress requirements.

Verbal complaints require a formal interview where the details of the complaint will be recorded in writing. You can ask a support person to come with you to any interviews to assist you.

If you make a complaint or appeal you will receive a written statement of the outcome. This statement will include the reasons why decisions have been made.

If actions need to be taken as a result of a complaint or appeal, these actions must be implemented immediately and you will be advised on the outcome.

You must continue attending classes during the complaints and appeals process. If it is appropriate you may be permitted to continue studies outside the classroom. For example, if the complaint is about a teacher it would be difficult for you and/or the teacher if you continued attending classes.

WHAT HAPPENS IF I MAKE A FORMAL COMPLAINT?

After you make a formal complaint, an investigation will commence within 10 working days.

You can expect to receive a response from a Senior Manager at your Institute within 20 working days. A copy of this response will also be sent to the Institute Director.

If you are not happy with the outcome of your complaint you have the right to appeal further in accordance with the internal appeal procedures stated in the document Internal Appeals process.

If you are not happy with the outcome of the internal appeal process you have the right to appeal to an independent external party. If you decide to appeal externally, you will be advised of the contact

details of the external appeal body. The purpose of the external appeals process is to consider whether ACOAE has followed its policies and procedures. The purpose of the external appeal is not to make a decision in place of the provider.

APPEALS ABOUT COURSE PROGRESS POLICY

Under the national code, if you have not met the course progress requirements you may be reported to the Department of Immigration and Border Protection. You have the right to appeal. Your appeal must be lodged within 20 working days of the date on the Intent to Report letter (which would be sent to you).

Your appeal will be handled by the Institute in accordance with the internal appeals procedure stated in the document internal appeals process available at on our policies and procedure page.

You will be given access to an external appeals process. According to the National Code the purpose of the external appeals process is to consider whether the provider has followed its policies and procedures – it is not to decide in place of the provider.





LIVING IN SYDNEY

COST OF LIVING

It is very important to prepare yourself financially when planning to study in Australia. Costs will vary depending on your spending habits and lifestyle. The list below gives you an idea of how much each activity, service or item might cost (estimate figures):

ACCOMMODATION

- Hostels and Guesthouses – \$90 to \$150 per week
- Shared Rental – \$100 to \$250 per week
- Homestay – \$310 per week
- Rental – \$200 to \$500 per week
- Other living expenses
- Groceries and eating out – \$80 to \$280 per week
- Gas, electricity – \$35 to \$140 per week
- Phone and internet – \$20 to \$55 per week
- Public transport – \$15 to \$55 per week
- Car (after purchase) – \$150 to \$260 per week
- Entertainment – \$80 to \$150 per week

MINIMUM COST OF LIVING

The Department of Immigration and Border Protection has financial requirements you must meet in order to receive a student visa. Below is a guide on the requirements you must meet to study in Australia:

- You – \$18,610
- Your partner – \$6,515
- Your first child – \$3,720
- Every other child – \$2,790

These costs are in Australian dollars.

Source: Study in Australia website
www.studyinaustralia.gov.au/global/live-in-australia/living-costs

FINDING ACCOMODATION

ACCOMMODATION

Deciding where to live during your time in Australia is an important decision. Looking for accommodation that suits your needs and budget can be a bit different from your country of origin. Here are some tips and links that will assist you finding the right place for you:

SHORT-TERM ACCOMMODATION

Hostels and short-term accommodation options can be a good alternative while settling in Sydney, it provides budget accommodation where you can rent a bed and shared bathroom. Private rooms can also be available:

- www.hostelbookers.com/hostelsaustralia/sydney
- www.lastminute.com.au
- www.airbnb.com.au

RENTALS

You might choose to rent a room in a shared house (as a flatmate) or you can opt to rent a place privately. When renting a property or a room you will need to pay a security deposit or 'bond' (it can vary from two to four weeks rent) as well as rent in advance (usually two weeks in advance). Check links below for property and room search:

- www.flatmates.com.au
- www.gumtree.com.au
- www.realestate.com.au/rent
- www.domain.com.au/rent

HOMESTAY

Homestay is a place where you stay with an Australian family. These families will normally provide you meals, laundry services, furnished bedroom and a study desk. This is a great way to practice your English and immerse yourself in the Australian culture. We can help you find short-term homestay accommodation when you arrive in Australia (minimum of 4 weeks stay).

- Homestay fee – starts from A\$310 per week

ARRIVAL SERVICE

We can offer assistance when you arrive at the airport. We can arrange to meet you at the airport and take you to your accommodation.

Fee for these services is charged with your tuition fees which need to be paid in advance before you arrive in Australia.

- Airport pick-up fee – A\$140

TAX FILE NUMBER (TFN)

It is advisable that students apply for a TFN online. You are allowed to work in Australia without a TFN. But if you do not give your employer your TFN, tax is automatically taken out of your pay at the highest rate.

Remember to complete an Income Tax Return with the Australian Tax Office (ATO) at the end of each financial year (30 June). You may get some of your tax money back. You can apply for your TFN online.

For more information, go to www.ato.gov.au or phone the ATO Helpline on 13 28 61.

PUBLIC TRANSPORT

PUBLIC TRANSPORT

For timetable information for buses, trains and ferries, please contact 131 500 or www.131500.com.au, you can also use the Trip Planner on this website to find the best way to get from one place to another in Sydney.

To travel on public transport in Sydney you will need an Opal Card. The Opal card is a free smartcard ticket that you load value onto and keep for travel on all public transport in Sydney, and the Blue Mountains, Central Coast, Hunter, Illawarra and Southern Highlands. Please note: International Students are not eligible to buy a concession ticket. If you are caught travelling on a concession ticket you will receive a fine. Buy and top up your Opal Card at newsagencies, Transport Customer Service Centres and online at www.opal.com.au + via the Opal app.

SERVICE	WEBSITE	FIND OUT ABOUT
Transport Info	www.transportnsw.info	train, bus and ferry timetables, fares and online trip-planning
Sydney Trains	www.sydneytrains.info	train timetables, fares and network maps
Sydney Buses	www.sydneybuses.info	bus timetables, fares and network maps
Sydney Ferries	www.sydneyferries.info	ferry timetables, fares and network maps
Whereis	www.whereis.com	online street maps

DRIVING IN NSW

If you hold a current overseas driver licence you do not have to obtain a NSW drivers licence so long as:

- you are an international student
- your overseas licence remains valid and current
- you have not been suspended or disqualified from driving in NSW or elsewhere
- you have not had your licence suspended or cancelled or your visiting driver privileges withdrawn

Your licence must be either written in English or, if the licence is not in English, you must carry an authorised English translation.

You must carry your licence from your home country, including an English translation if it is in a language other than English, with you when driving and you must be able to prove genuine status to NSW Police, if required. A visa and letter from an educational institution and a statement from a consulate or diplomatic office may be used to establish visitor status.

It is illegal to drive without being properly licensed. Before attempting to drive on any road in Australia make sure that you have a proper licence and you know the road rules. There are certain criminal offences, such as drink driving, where the police can suspend your licence on the spot. You cannot drive while your licence is suspended. For details on Australian Road Rules please visit www.rms.nsw.gov.au.

STAYING SAFE IN SYDNEY

Sydney is a multicultural city which is considered a very safe place to live and study BUT it is still wise to avoid dangerous situations and to take precautions to keep yourself safe.

Safety tips:

- Take care travelling at night on your own
- always carry a mobile phone, coins for a pay phone or a phone card – remember in an emergency dial 000 from any phone in Australia. The call is free even if you do not have any credit on your phone. (Or use the universal emergency number 112 on your mobile phone. It will connect to the emergency services if there is any mobile coverage, even if there is no coverage from your own provider. You can also dial 112 in an emergency from phones where SIM cards have been removed).
- Always tell someone where you are going and when you expect to return
- Avoid giving personal information to strangers
- Lock doors and windows before leaving your house or apartment
- Take care when using automatic teller machines (ATMs) and put your cash away quickly
- Keep valuables out of sight and secure when travelling
- Do not leave personal belongings unattended.

Emergency is an Australian national emergency app. The app can be downloaded free of charge from the Windows store, Google Play store and Apple App Store. Emergency is available in English, Chinese (Traditional and Simplified), and Japanese.

LEGAL MATTERS

In any dealings you have with the Department of Immigration and Border Protection (DIBP) or any other government department, remember to ask for the officer's full name and make a note in your diary or phone. If you are asking an important question, consider asking the question by e-mail so that you have a written record of the response. Make sure you put your full name and date of birth in the subject line.

Immigration law is specialised, if you have a legal problem concerning your visa you will need to use the services of an immigration lawyer. Check with your family or community members for recommendations.

Useful websites:

- National Association of Community Legal Centres www.naalc.org.au
- Legal Information Access Services www.liac.sl.nsw.gov.au
- Redfern Legal Centre Services www.rlc.org.au



Source: <http://theaustralianexplorer.com.au/sydney-map.html>

SOCIAL CULTURE & EXPLORING

LOCAL TOURIST ATTRACTIONS

While studying in Sydney make sure you spare some time to visit and explore some of the many touristic attractions found at the Northern Sydney area. Must dos:

- Explore the award winning Taronga Zoo
www.taronga.org.au
- Swim with sharks at Manly SEA LIFE
www.manlysealifesanctuary.com.au
- Have a picnic at the Ku-ring-gai Chase National Park
www.nationalparks.nsw.gov.au
- Catch the Sydney Ferry to Manly
www.sydneyferries.info
- Hire a bike or walk the Manly to Spit Bridge Scenic Walkway
- Have fun with friends and family at Luna Park

RELIGION (PLACES TO WORSHIP)

Australia is a multicultural nation and people are free to practice and follow their own beliefs and religion. You will find many churches, mosques, synagogues, temples and other places of worship in Sydney.

Some of our campuses also offer multi- faith prayer rooms.

Find information about some of the more popular places of worship in Sydney at
www.discoversydney.com.au/things/worship



SPORT

Practicing sports is a great way to make friends and explore the Northern Sydney region while keeping fit. With plenty of options and outdoor spaces you can choose from a range of fun and exciting activities such as rugby, surfing, hiking, bike riding, cricket, soccer, beach volley ball and many more.

For information about some sporting clubs and group activities check:

- www.sportandrecreation.nsw.gov.au
- www.meetup.com

SWIMMING AT THE BEACH, RIVERS OR LAKE

When spending a fun day at the beach, river or lake, make sure you follow these simple rules that will help you to be safe at all times:

AT THE BEACH:

- Only swim between the red and yellow flags, they mark the safest place to swim
- Look at the safety signs to see if there are any dangers

- Always swim with a friend so you can look out for each other
- If you get into trouble in the water, stay calm and put your hand up for help – try and float while you wait for someone to come – Don't swim against a current or rip
- Never swim at unpatrolled beaches
- Never swim at night or before dawn
- Never swim under the influence of alcohol or drugs
- Never run and dive into the water
- Never swim directly after a meal.

RIVERS OR LAKES:

- Check the water depth and temperature first and NEVER dive or jump into the water
- Be careful of hidden rocks and logs, and floating branches and other debris
- To be sun safe at all time, wear a hat and sunglasses and always put sunscreen on.



EMPLOYMENT

You cannot work until you have commenced your course in Australia. Once your course has commenced you are permitted to work a maximum of 40 hours per fortnight when your course is in session, and unlimited hours when your course is not in session. Working part-time can provide you some additional spending money, improve your English skills and prepare you for future work.

The College is committed to helping you find a job, not only when you finish studying with us, but also while you're studying, to gain valuable work experience and earn money at the same time.

JobBoard is a whole new experience for students and graduates, personalised to you, packed with features and available anytime through an easy to use web interface or mobile app.

- Search for work anywhere, anytime on your desktop, laptop, tablet or phone via the Workable website or free mobile app.
- Create your own jobseeker profile which easily builds into a comprehensive online resume that lets the jobs find you.
- Receive real-time job match notifications to your smartphone or email.
- Get on shortlists for your favourite brands and industries.
- Search for jobs that match your availability.
- Access a wider range of jobs from companies both big and small - part time, casual, volunteer, internships and full time.



DEPARTMENT OF EDUCATION

For your ESOS rights and responsibilities:
[www.internationaleducation.gov.
au/Regulatory-Information/Pages/
Regulatoryinformation.aspx](http://www.internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx)

DEPARTMENT OF IMMIGRATION BORDER PROTECTION (DIBP)

For visa matters: www.immi.gov.au

131 881 (in Australia) or contact the DIBP
office in your country.

Australian College of Advanced Education
+ 61 2 9558 0888 www.acoae.com



A.C.O.A.E.

Australasian College of Advanced Education

UNLEASH YOUR POTENTIAL

PROVIDER NAME: Australasian College of Advanced Education

PROVIDER CODE: xxxxx

Printed: date xx/xx/xx

DISCLAIMER

ACOAE has made every reasonable effort to ensure the information in this guide is accurate (September 2018). We continuously review the curriculum to ensure it meets current industry requirements and reserve the right to withdraw and change courses at short notice. Diploma, certificates, tuition fees, and locations are current at the time of printing but subject to review and/or change at short notice. It is advisable to visit our website www.acoae.com for the latest information.

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