



NATIONAL
POLYTECHNIC
OF AUSTRALIA

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This Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or National Polytechnic of Australia (NPA) policy may impact on the currency of information included. NPA reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting NPA.

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

Any queries can be directed to info@npa.edu.au





IMPORTANT INFORMATION AND EMERGENCY CONTACT

EMERGENCY

Emergency Services

Dial 000 for Police, Fire or Ambulance

Policelink 131 444 for non emergency

STUDENT SUPPORT

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

Student Support

studentsupport@npa.edu.au

COUNSELLING SERVICES

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

z.balian@npa.edu.au

VOCATIONAL PLACEMENT

Talk to our team to discuss your Vocational Placement requirements.

Student Support

studentsupport@npa.edu.au

DISABILITY SERVICES

We support students with disabilities giving them equal opportunity to participate and succeed in their selected courses of study.

Student Support

studentsupport@npa.edu.au

HEALTH DIRECT

Phone: 1800 022 222 (24 Hours)

www.healthdirect.gov.au

13SICK

Phone: 13 7425

www.homedoctor.com.au

Request an after hours,
bulk billed Doctor home visit.

TRANSLATING AND INTERPRETING SERVICE

Phone: 131 450

www.tisnational.gov.au

PUBLIC TRANSPORT INFORMATION

Phone: 131 500

www.ptv.vic.gov.au

STUDY IN AUSTRALIA

www.studyinaustralia.gov.au

AUSTRALIAN TAXATION OFFICE

Phone: 13 28 65

www.ato.gov.au

DEPARTMENT OF HOME AFFAIRS

Phone: 131 881

www.homeaffairs.gov.au

LEGAL AID VIC

Phone: 1300 792 387

www.legalaid.vic.gov.au

TENANTS VIC

Phone: 9416 2577

www.tenantsvic.org.au



WELCOME

We warmly welcome you to National Polytechnic of Australia (NPA)!

Nestled in the heart of vibrant Melbourne, NPA is here to turn your study dreams into reality! With state of the art facilities and equipment, and highly experienced trainers, we are committed to helping you meet your study goals every step of the way.

We are so excited to see where your studies with us take you as you start this new chapter in your study journey!

National Polytechnic of Australia acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to the Elders; past, present, and emerging of all Nations.



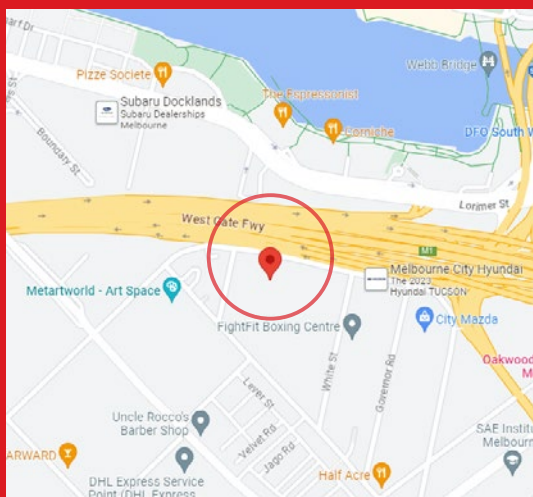


CAMPUS LOCATION AND FACILITIES

NATIONAL POLYTECHNIC OF AUSTRALIA
51 BRADY STREET
SOUTH MELBOURNE VIC 3205

Our facilities are designed to work with students, not only to learn theoretical concepts on campus, but also create a hands-on experience so that they can put their theory into practice.





OUR CAMPUS FACILITIES INCLUDE:

- Student Administration
- Student Support Service
- On-Campus Wi-Fi
- Disability Access & Facilities
- Interactive Classrooms



TECH SCIENCES WORKSHOP

Ground Floor,
51 Brady Street
South Melbourne VIC 3205



TRAINING RESTAURANT

Ground Floor,
51 Brady Street
South Melbourne VIC 3205



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

VOCATIONAL PLACEMENT

Vocational placement is a requirement for some qualifications. Students must be willing to undertake placement during their program if required. Further information is available on our website via the individual Course Information flyers: npa.edu.au



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

MELBOURNE LIVING



MELBOURNE WEATHER



Summer - December to February
Average Temperature - 14-25°C



Autumn - March to May
Average Temperature - 11-20°C



Winter - June to August
Average Temperature - 6-14°C



Spring - September to November
Average Temperature - 10-20°C

LEISURE & SIGHTSEEING

Melbourne, with a population of more than five million, is Australia's largest city. It is regarded as the cultural and fashion capital of Australia and renowned for its fine restaurants. It is a true multicultural city with more than one third of Melbourne's inhabitants born overseas. It is packed with unparalleled attractions, from lush gardens and parklands, laneways of street art, food precincts, galleries, museums, and great sporting facilities, including the Melbourne Cricket Ground and Flemington Racecourse, all wrapped up in a vibrant atmosphere. For more exciting places to visit and things to do, visit:

For more places to visit and things to do, visit:
www.whatson.melbourne.vic.gov.au



ACCOMMODATION

There are several accommodation options to choose from in Melbourne. The price of accommodation may vary according to the type of accommodation.

Accommodation choices may range from short term arrangements such as hotels, motels, backpackers to shared options such as granny flats, studio apartments, student accommodations etc.



HOMESTAY

Homestay is another go-to option for student accommodation because it helps students settle in a new environment before learning to live by themselves. Homestay provides students an opportunity to live with an Australian family and learn the culture. Students are provided with meals and other amenities to make their stay very comfortable. If you are interested in a Homestay arrangement, please contact student support.

STUDENT ACCOMMODATION

This accommodation arrangement offers various styles and configurations such as studio (single) and shared apartments for four to six people. These apartments could be same sex or mixed.

RENTAL

Most rental properties require a bond and is usually equivalent to the amount of four weeks' rent. If you have a limited budget, you may consider sharing a house or apartment with several friends or looking for share house accommodation. This allows you to split the costs among several people. Some places may ask you to sign a lease committing to 6 months or 12 months, while others may be more flexible.

If you leave early in your lease term, (called breaking lease) your landlord or agent may seek compensation. Another thing to consider is location. It is important to think whether your accommodation is close to shops and restaurants, and how long it takes to travel to your campus and work. Consider living close to your campus, otherwise look into public transport options.

TENANTS VIC

Know your rights as a renter in VIC. Tenants VIC have an interpreting service and fact sheets translated into many different languages. If you need any advice on renting in VIC, the Tenants VIC can give you advice.

Phone: (03) 9416 2577
www.tenantsvic.org.au

For more information on accommodation visit the following sites:

www.realestate.com.au/rent
www.flatmates.com.au/melbourne
www.gumtree.com.au



ELECTRICITY

You may need an adapter in order to plug your appliances into the power sockets. The adapter required for Australia is Type 1 Australia plug. The plugs in Australia have two flat metal pins, forming an inverted 'V' shape and occasionally a third pin in the centre. The electrical current in Australia is 220 – 240 volts, AC 50Hz.

FINANCE

BANKING

There are many banks and automatic teller machines (ATMs) where you can withdraw money from an overseas bank account. You can easily open a bank account in Australia.

All you will need is your passport, eCoE and Visa.



BUDGETING FOR EXPENSES IN MELBOURNE

Living away from home can pose a great strain on any student financially. Budgeting effectively can help you to stay on top of your spending and help you manage your expenses, subsequently allowing you to have some savings.

LIVING COSTS IN AUSTRALIA

www.studyinaustralia.gov.au

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia (all costs are in Australian dollars).

The costs below are an approximate guide only. Students should be aware that these costs can vary depending on your study location in Australia.

OTHER LIVING EXPENSES

Groceries and eating out – \$140 to \$280 per week

Gas, electricity – \$10 to \$20 per week

Phone and Internet – \$15 to \$30 per week

Public transport – \$30 to \$60 per week

Car (after purchase) – \$150 to \$260 per week

Entertainment – \$80 to \$150 per week

MINIMUM COST OF LIVING

The Department of Home Affairs has financial requirements you must meet in order to receive a student visa for Australia. The 12-month living costs are:

For students or guardians – \$21,041

For partners coming with you – \$7,362

For a child coming with you – \$3,152

For more information, visit: <https://www.studying-in-australia.org/cost-of-living-in-australia/>

All costs are per year in Australian dollars. To convert to your own currency, visit www.xe.com

The Australian Government provides information and guidance on managing your finances. You can read more at www.moneysmart.gov.au

The 'Insider Guides Cost of Living Calculator' is also a useful tool to help estimate your cost of living in Australia www.insiderguides.com.au

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



ACCOMMODATION AVERAGE COST

Hostels and Guesthouses – \$90 to \$150 per week

Shared Rental – \$95 to \$215 per week

Homestay – \$235 to \$325 per week

Rental – \$185 to \$440 per week

PUBLIC TRANSPORT

Getting to our campuses is easy using public transport. Melbourne city trains, buses and ferries connect you easily from one destination to the other. A comprehensive bus service runs throughout the city, connecting outer and inner suburbs to the CBD, major shopping centres, railway stations and ferry terminals. Special Night Link bus services run after midnight on Fridays and Saturdays for late-night travellers.



MYKI CARD

Myki cards are smartcard tickets that you keep, reload and reuse to pay for travel on public transport. Simply add value to your Myki card then tap on and tap off to pay your fares on trains, trams, and buses – anywhere within the Myki network. Myki cards can be purchased at many locations including 7-Elevens, Myki machines at selected stations and stops, online or station ticket offices.

For more information, visit: www.mymyki.com.au

MELBOURNE CBD FREE TRAM ZONE

Travel on trams in Melbourne's city centre is free. View a map of the Free Tram Zone on the PTV website. Tram stops in the Free Tram Zone are clearly marked. If you start or finish a journey outside the Free Tram Zone, a valid myki card is still required.

For maps or more information about public transport and transport options, visit:.



Public Transport Victoria
www.ptv.vic.gov.au



AirportLink
www.airportlink.com.au



Insider Guides
www.insiderguides.com.au



Uber
www.uber.com

DRIVING AND PARKING

Australians drive on the left-hand-side of the road, so please pay careful attention to the road and road rules when driving and crossing roads, especially if you are used to driving on the right-hand-side. If you chose to drive in Melbourne, a valid and translated (if required) international license should be in your possession every time you drive. The use of seat belts is compulsory for front and rear seat passengers. Children below the age of 5 must use the child seats while travelling in the car.

For more information, visit: www.vicroads.vic.gov.au

CYCLING

Cycling is a very common practice in Melbourne and there are several regulations to cycling on Australian roads, such as:

- Compulsory use of helmets and safety gear
- Use of high visibility aids and lights when riding at night

For more information about public transport and transport options, visit:
www.vicroads.vic.gov.au/traffic-and-road-use/cycling

EMPLOYMENT

1. CAN I WORK AS A STUDENT?

The Australian government permits all students to work but there are several limitations imposed on your work privilege such as;

- Permitted to work only 48 hours per fortnight (or as advised by the Australian government)
- Cannot work until your course start date has commenced even though you arrived in Australia before that date.

For more information visit:

www.immi.homeaffairs.gov.au

2. HOW DO I FIND A JOB?

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

www.seek.com.au

www.careerone.com.au

www.gumtree.com.au/jobs

www.adzuna.com.au

www.au.indeed.com

www.jobsearch.gov.au



3. HOW DO I GET PAID?

Any student who is going to work in Australia must have a Tax File Number (TFN).

This number is unique to every individual and will be used to determine the tax bracket you fit into based on your income. The Australian financial year runs from 1 July to 30 June and workers are expected to lodge a tax return by 31 October.

You can apply for your TFN by visiting:
www.ato.gov.au or phone: 13 28 61

4. SUPERANNUATION GUARANTEE

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

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

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

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

Temporary residents are also eligible for super.

Super has to be paid at least every 3 months and into the employee's nominated account. The ATO can give advice and assistance on superannuation issues, including on the super guarantee.

For more information, visit: www.ato.gov.au/super or phone: 13 10 20

5. WORKING CONDITIONS

Fair Work – employer/employee rights

While working in Australia, most jobs and working conditions are covered either by Commonwealth or State awards or certified agreements. Fair Work helps employees understand their rights and responsibilities under Australian workplace laws. This covers areas such as minimum wages, allowances, overtime, penalty rates, working hours and days off for holidays/vacations, long service or sickness. If you believe you are being treated unfairly or are not receiving your minimum rights and conditions at work, contact the Fair Work Ombudsman for free information and advice. There is also an interpreting service available.

For more information, visit: www.fairwork.gov.au or phone: 13 13 94

STUDYING AT NPA

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

STUDENT PRE-ENROLMENT CONSULTATION

To help you make an informed enrolment decision, you are encouraged to attend a pre-enrolment consultation session provided by your authorised education agent and/or National Polytechnic of Australia representative staff before completing a Student Enrolment Application Form. Students should ensure that they have read the Pre-Enrolment Consultation information, available on the College's website: npa.edu.au

ORIENTATION

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

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

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

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

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

COLLECTING YOUR ID CARD

NPA will provide you with your Student ID card after you attend Orientation. This card is a required form of identification within our campus and is useful to receive student discounts on bank fees, movies, and some other transactions. For more information, visit:

www.myunidays.com

www.isic.fi/en/benefits/melbourne

UNIQUE STUDENT IDENTIFIER (USI)

You will need to have a Unique Student Identifier (USI) while you are studying at NPA. A USI gives you access to your own online USI account. Your USI account will contain all your nationally recognised training records and results. You can create your USI online at www.usi.gov.au

FEES

Information about tuition fees and non-tuition fees are clearly documented on our Courses and Fees Brochure and under each individual qualification available on our website: npa.edu.au

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

* NON-TUITION FEES

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

OSHC FEES

International students must have adequate health insurance while in Australia.

It is a condition of your visa that you have Overseas Student Health Cover (OSHC) for the full duration of your student visa. Overseas Student Health Cover (OSHC) is insurance to assist international students meet the costs of medical and hospital care while in Australia.

PAYMENTS

Fees must be paid by the due date agreed stated prior to your enrolment. Payment of fees can be made through the various methods:

- Credit card
- Debit card
- Electronic funds transfer
- Cash

For payments options, please visit our website: npa.edu.au

REFUNDS

Should a student withdraw from a course for any reason, a full or partial refund may be applicable. Information outlining some of the circumstances under which a refund may be granted can be found in our Refund Policy on our website: npa.edu.au

STUDYING AT NPA

TUITION PROTECTION SERVICE (TPS)

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

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

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

For more information about the college's refund policy, please refer to the Refund Policy found on our website: npa.edu.au

For more information about TPS, please refer to the website: www.dese.gov.au/tps.

STUDENT TIMETABLES

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

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

LANGUAGE, LITERACY AND NUMERACY

If an International Student does not meet the minimum entry requirement, they will be required to take a Language, Literacy and Numeracy (LLN) test. The outcome of the LLN test will determine the most suitable course that a student can enter directly. This may include the requirement to complete an ELICOS program prior to the commencement of the suitable course.

LLN Tests are designed in accordance with the Australian Core Skills Framework as a guideline.

NPA provides additional English language learning services through English Consultation Sessions to continue developing students' academic English and improve their overall academic performance.



VOCATIONAL PLACEMENT

Before commencing placement, students will be required to obtain mandatory documents as requested by the vocational placement provider at their own expense.

Students will be notified of their placement via email, including when to obtain these documents, prior to commencing vocational placement.

COMPETENCY BASED TRAINING

Competency Based Training (CBT) is an approach to teaching that focuses on allowing a student to demonstrate their ability to do something. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform in the workplace.

Assessment is based upon the learning outcomes expected from each Unit of Competency.

STUDENT SUPPORT SERVICES

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

- Living in Melbourne
- OSHC and health concerns
- Community support and multicultural services
- Cultural integration
- Counselling for homesickness and loneliness
- Accommodation and transportation services

CRITICAL INCIDENTS

What is a 'critical incident'?

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

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

What to do if an emergency or critical incident happens

1. Do not put yourself in unnecessary danger
2. In an emergency, please call 000 for police, fire services or ambulance
3. Please contact Student Support:
Phone: +61 286 096 673 or Email: studentsupport@npa.edu.au
Please give this phone number and email address to your family and friends so that if something happens to you, they can contact us.
4. We will guide you on what you need to do next, and what we can do to help. This may include reporting the incident to senior management for extra assistance.



DISABILITY SERVICES

We are dedicated to empowering students with disabilities and learning challenges, ensuring they have an equitable chance to actively engage and excel in their chosen academic pursuits. If you require assistance, our Student Support team will work with you to provide practical assistance, support, and advice for an individual support plan.

This may include:

- communicating with teachers on your behalf when required
- coordinating alternative assessment arrangements

STUDENT SUPPORT SERVICES

STUDENT CODE OF CONDUCT

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

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

POLICIES AND PROCEDURES

There are a number of important policies and procedures relevant to all aspects of your engagement with NPA. Policies and Procedures can be found on our website: npa.edu.au



COMPLAINTS AND APPEALS

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

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

PROCESS

Internal Complaints/Appeals

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

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

External Complaints/Appeals

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

For more details, please refer to the College's Complaints and Appeals Policy and Procedure, available at: npa.edu.au.

PRIVACY

The college strongly support the privacy and confidentiality of its students. Information is collected and stored in accordance with the Privacy Act 1988. Certain general, non-specific information such as location, sex, age and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give out your information to any person or agency without your permission, unless we are required to do so by law.

The college is required to comply with the Australian Privacy Principles which are outlined in Schedule 1 of the Privacy Act 1988.

ACCESS TO YOUR RECORDS

If you wish to access your student information file, please direct your enquiry to Student Support.

LEGISLATION

As an RTO, the college is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes:

- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015
- Education Services for Overseas Students (ESOS) Act.

Additionally, the college abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- Anti-discrimination
- Children and Young People
- Copyright
- Equal Opportunity
- Fair Work (including harassment and bullying)
- Privacy and Personal Information Protection
- Student Identifiers
- Taxation
- Workplace Health and Safety

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

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

ESOS FRAMEWORK

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

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

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

[ELICOS Standards](#)

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

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

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

[Key Legislative Instruments](#)



STUDENT LEGAL SERVICES

STUDY MELBOURNE HUB | LEGAL SUPPORT

If you need help understanding the law or you have a legal problem, Study Melbourne Hub support staff can refer you to our International Student Employment and Accommodation Legal Service (ISEALS) that provides the advice you need.

Phone: 1800 056 449 (free call from landline phones)

Email: info@studymelbourne.vic.gov.au

www.studymelbourne.vic.gov.au/living-here/legal-support

VICTORIA LEGAL AID

Phone: 1300 792 387

www.legalaid.vic.gov.au

DEFERRAL, SUSPENSION AND CANCELLATION OF ENROLMENT

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



ASSESSMENT

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether or not a student has the required skills and knowledge to perform effectively in the workplace. If a student's performance in the assessment does not demonstrate the requirements, the student is marked as 'Not Competent', while successful performance will result in the student being deemed

'Competent'. Assessors will look for evidence against which to base their judgements of competency.

The ways to demonstrate to our qualified assessors that you can perform to the required standard and be classed as "Competent" or "Meeting Requirements", include:

Being observed as you work/perform the tasks and activities

- Responses to verbal questioning
- Written response to theory questions
- Responding to a role play or case study



SUBMITTING ASSESSMENT

You are expected to complete assessment for all units in your qualification. You will need to submit assessment by the due date for a result to be recorded. You will receive full and detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your trainer and/or assessor to clarify anything that is not clear to you.

ASSESSMENT FEEDBACK

You will receive feedback regarding the outcome of each of your assessment items. To be deemed “Competent” against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

PLAGIARISM

All work that you submit must be your own. You will have signed a declaration at the start of each assessment that this will be the case. Plagiarism is taking someone else’s work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by the college. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple ‘cut and paste’ sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from

REFERENCING

When it comes to properly acknowledging where information has come from, students should be aware of, and be able to properly use, referencing protocols.

TRAINING AND ASSESSMENT STRATEGIES

NPA staff are appropriately qualified and have sufficient, relevant industry experience to train and assess the courses delivered. On occasion, a subject specialist may conduct assessment in conjunction with a fully qualified assessor. You will be advised of specific instances in your course whereby this may be the case.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL), and Credit Transfer (CT).

ISSUING CERTIFICATES

Upon successful completion of your coursework and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course. This meets the compliance requirements under the Standards for RTOs 2015.

If for some reason the college ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements.

MONITORING STUDENT ATTENDANCE AND COURSE PROGRESS

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

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

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

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

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



HEALTH

WHICH INSURERS OFFER OSHC

- BUPA Australia
- Medibank Private Limited
- Nib Health Funds Limited
- Australian Health Management
- Peoplecare Health Limited
(Allianz Global Assistance)

It is a standard requirement for every International student to purchase Overseas Students Health Cover (OSHC) to live and study in Australia. This provides each student with the basic services of the Australian Healthcare System such as access to an ambulance (in the case of an emergency dial 000), making an appointment with a General Practitioner (GP) and requesting a home doctor.

Most of these services are free and are covered by your insurance provider. If there is an out of pocket expense for medical services, contact your insurance provider for the possibility of claiming back the money. Please note that claims are subject to your insurance provider's policies.

It is important you contact your OSHC insurer before being admitted to a private hospital. While private hospitals will still provide you with medical attention, be aware that not all of their services will be covered by OSHC and you may have to pay extra for these services.

The membership card is provided to you once you register your details with your OSHC provider upon arriving in Australia and it will be sent to the address you include during the registration.





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HEALTH



HEADSPACE

Headspace National Youth Mental Health Foundation is funded by the Australian Government Department of Health and is committed to providing ongoing services to young people.

1800 650 890 | headspace.org.au



HEAD TO HEALTH

Provided by the Australian Department of Health, Head to Health brings together apps, online programs, online forums, and phone services, as well as a range of digital information resources.

For more information, visit: HeadtoHealth.gov.au

FREE CONFIDENTIAL COUNSELLING

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

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

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

Email: z.balian@npa.edu.au

HEALTH DIRECT

Every time you call healthdirect you'll talk directly with a Registered Nurse. This is a 24 hours service you can use any time you are anxious about any health issue.

In an emergency always dial 000

Phone: 1800 022 222

www.healthdirect.gov.au

13SICK

Request an after hours, bulk billed, Doctor home visit. Booking lines are open from 6pm weekdays, 12 noon Saturday, all day Sunday and public holidays.

Phone: 13 7425

www.homedoctor.com.au

MENTAL HEALTH

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

Phone: 1300 650 172

www.dhhs.vic.gov.au/mental-health

NATIONAL SEXUAL ASSAULT, DOMESTIC FAMILY VIOLENCE COUNSELLING SERVICE

For anyone in Australia who has experienced or is at risk of sexual assault, family or domestic violence.

Phone: 1800 737 732 (CONTACT 24/7)

www.1800respect.org.au

BEYOND BLUE

Beyond Blue is an independent, not-for-profit organisation working to reduce the impact of anxiety, depression and suicide in Australia.

Phone: 1300 22 4636 (CONTACT 24/7)

www.beyondblue.org.au

SEXUAL HEALTH

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

Phone: 1800 675 859

www.betterhealth.vic.gov.au/healthyliving/sexual-health

LIFELINE

Anyone across Australia experiencing a personal crisis or thinking about suicide can contact Lifeline for support.

Phone: 13 11 14 (CONTACT 24/7)

www.lifeline.org.au

ADJUSTING TO AUSTRALIAN CULTURE

Living and studying in Australia can be an exciting new adventure, but it can also present a range of challenges adjusting to living in a new country and culture. Adapting to the Australian way of life may take time and patience. It is quite normal for most students to experience homesickness from time to time and can simply be that you may be missing your family, friends or lifestyle.

If you ever feel homesick, please talk to our student support team or our student counsellor. There are also many associations in Melbourne where you can find support from people who have experienced the same feelings and challenges. It is important to give yourself some time to adjust so that you can fully experience and embrace a new and different culture!



INTERPRETERS/TRANSLATORS

The Translating and Interpreting Service (TIS National) is an interpreting service provided by the Department of Home Affairs for people who do not speak English that need to communicate with their non-English speaking clients.

If you need an interpreter from the Translating and Interpreting Service (TIS) during your medical visit, an immediate phone interpreting service is available 24 hours, every day of the year.

Phone: 131 450

For more information, visit:

www.tisnational.gov.au

INTERNATIONAL COMMUNITY

Melbourne is multicultural consisting of many different races and ethnicity in various socioeconomic facets. There are some groups to help you settle:

Victorian Multicultural Commission

Phone: (03) 9651 5901

For more information, visit:

www.multiculturalcommission.vic.gov.au

PROTECTION AND LEGAL INFORMATION

Melbourne is generally safe but here are more tips to reduce the likelihood of a mishap:

- Memorise the emergency number 000 for police and ambulance services
- When travelling in trains at night, avoid travelling in empty carriages
- If you must wait for public transportation at night, try waiting in well lit areas or near open shops
- Try walking in groups at night and avoid shortcuts through dark areas.
- Always stay alert and be aware of your surroundings
- Always inform friends or family of your whereabouts to ensure you can be accounted for if necessary
- Ensure your personal effects and property is always kept safe and close to you to prevent it from getting stolen
- Close and lock the doors of your accommodation when leaving and before you go to bed at night
- Avoid providing personal information to strangers and institutions that you have not properly identified as genuine
- Be alert and protect yourself from being scammed. Scammers are getting increasingly sophisticated in their attempts personal details. Scamwatch is run by the Australian Competition and Consumer Commission (ACCC). It provides about how to recognise, avoid and report scams

For more information, visit:

www.scamwatch.gov.au

www.police.vic.gov.au

BEACH SAFETY

Lifesavers are a good way to improve your safety at a beach.

- Don't swim where there are no lifesavers
- Swimming at night is not safe
- Swim between the red and yellow flags as they are the safest areas to swim
- Always swim under supervision, or with a friend
- Always obey all signs at the beach
- Don't swim directly after a meal
- Don't swim under the influence of alcohol or drugs
- Avoid running and diving into the water
- Conditions change regularly, check surf conditions before you enter the water
- If you get into trouble in the water, don't panic, raise your hand to signal for help, float and wait for assistance
- Float with a rip current or undertow. Do not swim against it

For more information, visit: www.beachsafe.org.au

SUN SMART

The sun in Australia is very strong and can cause sun damage or skin cancer. Australia has one of the highest rates of skin cancer in the world. To avoid sunburn and lower the risk of developing skin cancer, it is important that you follow these simple precautions:

Protect your skin – For best protection, we recommend a combination of sun protection measures:

SLIP, SLOP, SLAP

- Slip on some sun-protective clothing that covers as much skin as possible
- Slop on broad spectrum, water resistant SPF30+ (or higher) sunscreen. Put it on 20 minutes before you go outdoors and every two hours afterwards. Sunscreen should never be used to extend the time you spend in the sun
- Slap on a hat – broad brim or legionnaire style to protect your face, head, neck and ears
- Seek shade
- Slide on some sunglasses – make sure they meet Australian Standards.

For more information, visit: www.sunsmart.com.au



OBEYING THE LAW

The law in Australia is intended for all Australians and visitors, which includes international students as well. Obeying the law will ensure you avoid breaching your visa conditions. Disobeying the law, in some cases could land you in jail or get you deported from the country. One prevalent law in Australia covers the topic of discrimination which is greatly frowned upon.

Every individual living in Australia must learn to respect others and not act with prejudice in relation to gender, nationality, religious beliefs, disability, marital status and sexual preference.



RELIGION

Melbourne is a multicultural city where you can find churches, temples, mosques and religious centres. Google to find one close to you! Worship centres sometimes provide free English lessons and fun activities for international students as well.

MARRIAGE AND DOMESTIC VIOLENCE

Under Australian law, men and women have equal rights and may choose to enter into marriage. An individual can be legally married at the age of 18. Marriage to more than one person is against the law and could be punishable by jail time.

Violence against another person is illegal in Australia. This includes physical abuse, sexual abuse, assault, social abuse, economic abuse, physiological, emotional and verbal abuse.

All forms of violence are punishable by jail sentence or deportation.

For more information, visit:

- Legal Aid VIC
Phone: 1300 792 387
www.legalaid.vic.gov.au
- National Sexual Assault, Domestic Family
Violence Counselling Service
Phone: 1800 737 732
www.1800respect.org.au

LOCAL REGULATIONS

Below are some of the regulations that must be adhered to when living in Australia:

- Australian law protects wildlife such as plants, trees and ferns. All protected wildlife should not be destroyed
- Australia is very clean and maintain this cleanliness with strict littering regulations. Do not litter, rather use the disposable garbage cans provided by observing the trash description of trash and recyclables
- Smoking is banned in many places in Australia including all airports, government offices, hospitals and health care facilities, workplaces, restaurants, shopping centres and within 5 metres of building entrances
- Smoking and drinking are illegal for anyone under 18 years
- All drugs not prescribed by a general practitioner can be considered as illegal

VISA CONDITIONS

As an international student you have legal obligations that are different from Australian students. All students need to understand the conditions of their visa grant and must take the following steps:

- Remain enrolled in a registered course (if you are a Foreign Affairs or Defence sponsored student or a secondary exchange student you must maintain full-time enrolment in your course of study or training)
- Maintain enrolment in a registered course that is the same Australian Qualifications Framework (AQF) level or higher for which we granted your student visa, unless changing from AQF level 10 to level 9.
- Maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.
- Continue to satisfy the requirements of the student visa grant by ensuring the main course of study matches your student visa, and that you still have financial capacity
- Notify the college within seven days of any change to your contact details, including home address, mobile number and email address
- Must not work more than 48 hours per fortnight during course semester but can work for unlimited hours during holidays, or as advised by the Australian Government.
- Maintain health insurance cover for the entirety of your stay in Australia as failure to do so is a breach of your visa conditions
- For a full list of mandatory and discretionary visa conditions: immi.homeaffairs.gov.au

Note: A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

ARRANGING A NEW VISA

Please visit the home affairs website for more information:
www.homeaffairs.gov.au

EDUCATION FOR DEPENDANTS OF STUDENT VISA HOLDERS

All family member visa holders under 18 years of age must maintain schooling arrangements while in Australia. This condition applies to dependant student visa holders who are under 18 years of age, while they are in Australia, as per visa condition 8518.

Education for dependants Melbourne
Phone: 1800 316 540
Email: enquiries@education.vic.gov.au

For more information please visit: www.education.vic.gov.au



DISCLAIMER

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

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

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

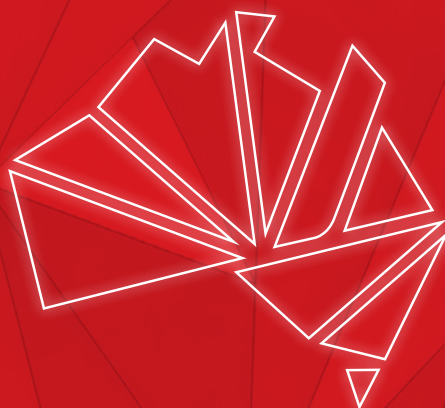
NPA does not guarantee:

- a successful education assessment outcome for the student or intending student; or
- completion of an NPA qualification will lead to an employment outcome; or
- a learner will successfully complete a training product on its scope of registration; or
- a training product can be completed in a manner which does not meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015.

NOTES

Handwriting practice lines consisting of 20 horizontal dotted lines.

Blank lined area for writing.



SYDNEY CAMPUS

Level 2, 8 Quay St
Haymarket
Sydney NSW 2000

MELBOURNE CAMPUS

51 Brady St
South Melbourne
VIC 3205

TECH SCIENCES WORKSHOPS

Unit 7, 9A Foundry Rd
Seven Hills
Sydney NSW 2147

Ground Floor
51 Brady St
South Melbourne
VIC 3205

TRAINING RESTAURANTS

Culinary Training Centre
38-44 Foveaux St
Surry Hills
Sydney NSW 2010

Ground Floor
51 Brady St
South Melbourne
VIC 3205

CONTACT:

+61 2 8609 6673
info@npa.edu.au
www.npa.edu.au



Social Media:
[nationalpolytechnicaustralia](https://www.facebook.com/nationalpolytechnicaustralia)