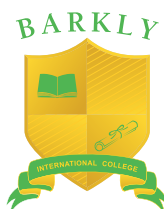




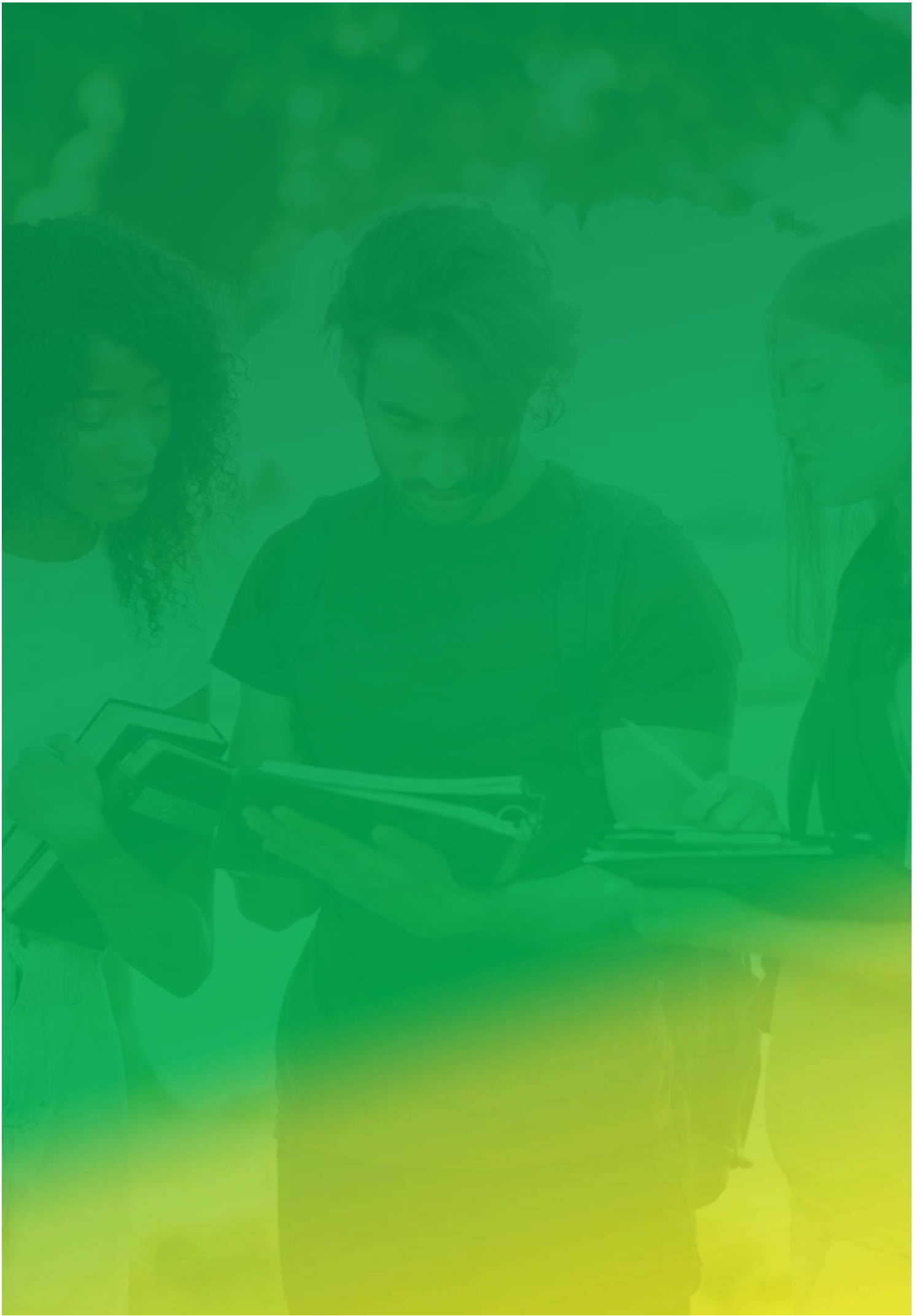
INTERNATIONAL STUDENT HANDBOOK 2024



**Barkly
International
College**

www.barklycollege.vic.edu.au

RTO No.: 22238 | CRICOS No.: 03136D



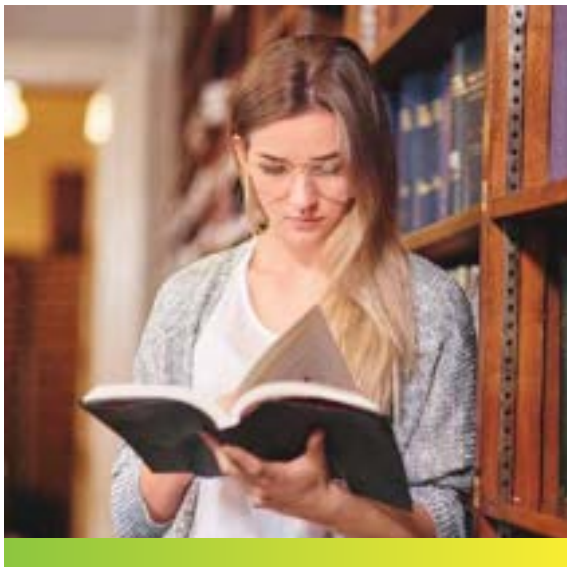
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WELCOME



“WE OPEN OPPORTUNITIES, WE INSPIRE SUCCESS”

Congratulations on becoming a BIC student! We really hope you enjoy being here!

Barkly International College is dedicated to ensuring the delivery of Quality Vocational Training. This student handbook provides you with valuable information that you may need throughout your studies at Barkly International College.

This student handbook defines all your responsibilities as a student in this college.



This student handbook can also be found on the website: www.barklycollege.vic.edu.au

Students are advised to visit the website for the latest version of the student handbook.



www.barklycollege.vic.edu.au

ABOUT US

Barkly International College Pty Ltd strives to offer affordable and high quality education in a friendly environment.

Barkly International College (BIC) is an English language and Vocational Education and Training (VET) institute based in Melbourne. Its campuses are conveniently located in the Central Business District (CBD) of Melbourne, with easy access to public transport.

In addition to being conveniently located, campuses are equipped with modern style classrooms, library resources, student recreational areas including kitchen facilities and computer labs with free access to internet and email.

BIC regularly organises extra activities outside of class, which give students the opportunity to discover some of Australia's most beautiful places. All activities are run by BIC staff members who ensure an English speaking environment at all times.

Other activities include Conversation Club, Movie Club, Job Club and group sporting activities. The atmosphere at BIC is very student friendly.

BIC teachers and administration staff are always happy to help students with any problems which they may face and work to make the students feel at home in the BIC family.

Barkly International College is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations (RTOs) 2015 and for the issuance of AQF certification documentation.

The Australian Skills Quality Authority monitors and subjects us to regular external audits to verify adherence to these standards.



WHY BIC ?



The teaching and learning at Barkly International College (BIC) is specifically designed to ensure students have a competitive edge and an important step in developing your work and life skills. The Institute provides educational services to numerous students from diverse backgrounds and walks of life.

Our centrally located college has all the advantages of a new generation, multi-disciplinary school, with accredited courses and quality assurance. Our class sizes, accessible teaching, staff and learning facilities provide the personal attention to support students in gaining their qualifications.

Studying at BIC is an investment in your future. We provide accredited, nationally recognised programs, personalised teaching and flexibility in training delivery.

Please take the time to read through this handbook. If you require assistance, ask your course coordinator or trainer to clarify any information you do not understand.

We trust that you will find your learning with BIC to be a rewarding experience and look forward to your feedback to help us make our programs even better.



Make the Right Choice and Choose Barkly!

COLLEGE CONTACT DETAILS

City Campus (Head Office)

Street Address

Level 1, 377 Lonsdale St, Melbourne VIC 3000

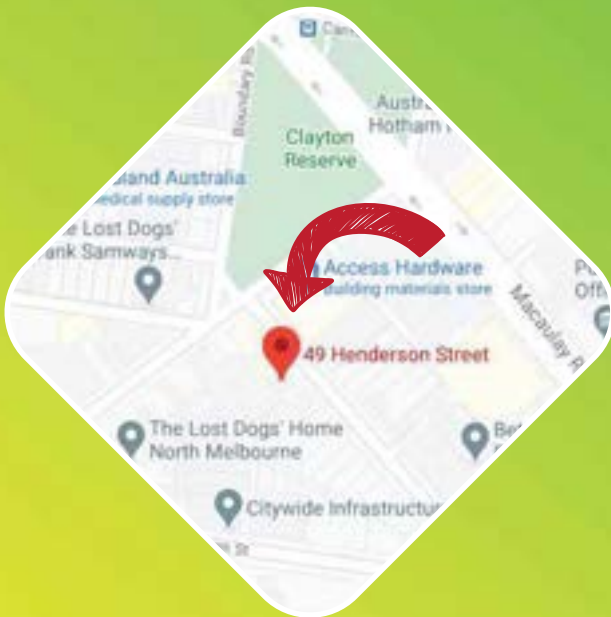
Postal Address

Level 1, 377 Lonsdale St, Melbourne VIC 3000

Phone: (03) 9600 2996

Email: info@barklycollege.vic.edu.au

This location is on a main road in the centre of Melbourne. It is easily accessed by train with frequent services to Melbourne Central Station which is a 5 minute walk from the College.



North Melbourne Campus and Automotive Workshop

Street Address

49-51 Henderson St, North Melbourne VIC 3051

Postal Address

49-51 Henderson St, North Melbourne VIC 3051

Phone: (03) 8686 2233

Email: reception@barklycollege.vic.edu.au

This location is in walking distance to Macaulay Station, Kensington Station and North Melbourne Station. Limited street parking is available.

West Footscray Campus and Commercial Training Kitchen

Street Address

583 Barkly St, West Footscray VIC 3051

Postal Address

Level 1, 377 Lonsdale St, Melbourne VIC 3000

Phone: (03) 9600 2996

Email: info@barklycollege.vic.edu.au

This location is in busy West Footscray. It is in walking distance to West Footscray Railway Station and several Bus Services.



THE BARKLY DIFFERENCE

DIFFERENCES AT BARKLY INTERNATIONAL COLLEGE

- MONTHLY INTAKES
- FLEXIBLE CLASS TIMETABLES
- PAYMENT PLAN OPTIONS
- GOOD CLASS DIVERSITY
- VERY PASSIONATE AND SUPPORTIVE TEACHERS

FACILITIES AT BARKLY INTERNATIONAL COLLEGE

Barkly International College provides students with a range of facilities to enhance and support the learning experience of all students.

Student campuses consist of:

- Well-designed computer labs with internet access.
- Student Common Room for self-study and extracurricular activities.
- Spacious climate controlled classroom with modern technological capabilities.
- Learning Resources and Support material can be accessed by the students from the library at both campuses.
- Current research based learning materials and learner friendly resources are provided to students by trainers in the classrooms.
- One Commercial automotive Workshop fully equipped to deliver the automotive qualification.



LIVING IN AUSTRALIA

Australia, officially known as the Commonwealth of Australia, is a sovereign country comprising the mainland of the Australian continent, the island of Tasmania, and numerous smaller islands. Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent. Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants, which are unique on the planet. The surface geology is typically old and flat with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent. Australia is the largest country in Oceania and the world's sixth-largest country by total area. Melbourne, Australia, had been ranked by the EIU as the world's most liveable city for seven years in a row, from 2011 to 2017! Australia is also home to 7 of the 100 best universities in the world!





About 36 per cent of Victoria is forest. The Murray is the State's longest river and there are a number of large inland lakes. Victoria's vast coastline extends over 1600 kilometres, bordering the Southern Ocean and Bass Strait and separating the Australian mainland from Tasmania.

Victoria is the most densely populated of Australia's 8 States and Territories. Some 26 per cent of all Australians live in Victoria and, of those, most reside in Melbourne, the nation's second largest city and capital of this state.

V I C T O R I A



Melbourne is the capital of the State of Victoria. It is situated on the Yarra River and around Port Phillip Bay with its beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places that Australian space and natural resources allow.

Melbourne is a world-renowned cultural, artistic, financial and communications centre served by an international airport, a cargo and passenger seaport, and rail links to neighbouring States.

One quarter of Melbourne's population was born overseas making it one of the world's most multicultural cities. There are now people from 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and over 2,300 elegant restaurants, bistros and cafes. Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.

The population is approximately 4 million. Melbourne is a sprawling city with suburbs extending up to 50km from the centre of the city.

The city centre is on the banks of the Yarra River, 5km from Port Phillip Bay.

— The city centre features world class

- department stores
- historical architecture
- theatres, galleries and arts centres

Melbourne is only a short distance from many beautiful beaches as well as the Victorian mountain regions, where skiing is popular during winter.

The city and surrounding suburbs are well serviced by a public transport network of buses, trains and trams.

A multicultural city enriched by 170 ethnic groups. Sometimes called the culinary capital of Australia, Melbourne has a vast array of restaurants, offering a variety of international cuisine.

Bustling Chinatown in the heart of the city, serves up the finest of Asian cuisine and culture. Several other Melbourne streets are dedicated to Vietnamese, Japanese, Italian and Greek food - cuisine to suit every palate and many to suit a student's budget.





WEATHER AND CLIMATE

Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Below is a guide to the average daily temperatures.

Spring	September to November	9-22°C
Summer	December to February	14-27°C
Autumn	March to May	10-24°C
Winter	June to August	7-16°C

Melbourne does not have a specific wet season; it can rain at any time of the year. Melbourne is well known for having unpredictable weather which occasionally consists of elements of each of the four seasons in one day! From tropical rainforests to arid deserts there are many landscapes to see. The hottest months in most parts of Australia are January and February and the coldest June and July. If you are arriving during these months you will need to prepare accordingly as the temperatures can be quite extreme.

MULTICULTURALISM

More than 100 ethnic groups are represented in Australia, making Australia one of the most culturally diverse countries in the world. Australia's dynamic multiculturalism can be attributed to its unique combination of Indigenous cultures, early European settlement and immigration from all parts of the world.

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campuses and our communities. We take great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.





ART

Australian contemporary arts reflect the world's oldest continuous cultural traditions and also a diverse, multicultural society. Our visual and performing arts communities receive international acclaim for their vibrancy, originality and cutting-edge work in the arts, literature, stage and cinema, dance, classical music and contemporary Australian rock music.

The National Museum of Australia opened as part of Australia's Centenary of Federation celebrations in 2001. It is co-located with the Australian Institute of Aboriginal and Torres Strait Islander Studies in the nation's capital city of Canberra and adds to more than 1000 museums throughout Australia.

FESTIVALS

- International Comedy Festival
- International Festival of the Arts
- Chinese New Year Parade
- Moomba Festival

INTERNATIONAL SPORTING EVENTS

- Spring Racing Carnival (Melbourne Cup)
- Australian Open (Grand Slam tennis)
- Grand Prix Motor Racing
- World Series and Test cricket
- Bells Beach Surf Classic

LANGUAGE

Although English is the official language, a host of other languages are spoken in Australia. As one of the most culturally diverse countries in the world many Australians are naturally fluent in other languages. More than 2.4 million Australians speak a language other than English at home. Within the education and training system about 15 per cent of those of working age studying for an educational qualification have English as a second language. More than 800,000 Australians speak a European Union language, apart from English, in the home. Another 800,000 Australians speak an Asian language in the home.

In Australia not only is there the opportunity to improve your English through specialist study in an English-speaking environment but all sectors of Australian education and training provide tuition in many other languages as well.

English as it is spoken in Australia is very easily understood by nearly all people from other English-speaking nations. While there are some minor differences in accent between the cities and country areas, the difference is much less than you will find in America, Britain and Canada where French is also spoken. As you improve your English in Australia, you will learn some of our slang, and have much fun explaining the meanings to your friends and relatives at home.

RELIGION

Australia is predominantly a Christian country. However, all religions are represented in our multicultural society. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples and synagogues are located in most major cities. Some universities have their own spiritual groups on campus.



HEALTH CARE

Australia has a very good health care system. All Australians pay a Medicare levy (additional tax) to fund the public health system and ensure everyone gets access to public system doctors, hospitals and other health care services. People who pay extra into a private health insurance fund receive certain privileges when they use private health care services. As well as the usual services available in just about any Australian suburb or town, most Australian institutions also provide special health care services and advice for students. International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa.

FOOD

Australia has a fantastic variety of food. Our top quality meat, seafood, fruits and vegetables are exported to markets all around the globe. There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the foods that you are used to at home.

You can sample almost every type of cuisine available throughout the world in our many restaurants. There are elegant restaurants or typical Aussie pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes. And for those who like takeaway, most of the major global fast food chains are well represented. The adventurous can try some of our 'bush tucker'.



BEFORE ARRIVING IN MELBOURNE



APPLYING FOR A STUDENT VISA

Before travelling to Australia as an International Student, you will need to apply for a Visa through the Department of Home Affairs (DHA). A migration agent can help you with this process and advise you about the documents you will need to prepare and provide to apply for your Visa.

TRAVEL ARRANGEMENTS

You will need to arrange your own travel to Melbourne. We advise arriving one or two weeks prior to the commencement of your study to give yourself time to settle in and adjust to the new time zone. Melbourne Tullamarine International Airport is the closest airport to the Melbourne CBD. You can visit the website for more information: www.melbourneairport.com.au

ARRIVAL CHECKLIST

Once you arrive in Melbourne, here are a few important things you should do:

- Contact your family to let them know you have arrived in Melbourne safely
- Arranged your accommodation
- Opened a bank account and exchanged your cash (if required)
- Collected the details of your Overseas Student Health Cover (OSHC)
- Researched local transportation, supermarkets, medical services and amenities
- Made arrangements for your children and family members (if required)
- Finalised your enrolment
- Familiarised yourself with the college campus
- Learn about the emergency services available to you
- Updated your contact details with the college and DHA



ENTRY INTO AUSTRALIA

Once you arrive in Australia you will need to pass through immigration and customs before exiting the Airport. Be sure to declare all items that may require treatment. Failure to declare or dispose of any quarantine items or make a false declaration about the items you are carrying will be detected and may result in on the spot fines, prosecution and fines of up to AUD\$60,000 and up to 10 years imprisonment. Some products require treatment to make them safe. Items which are restricted due to the risk of pests and disease will be seized and destroyed by the Australian Quarantine and Inspection Service (AQIS).

For more detailed information about bringing in food, animals, plants, animal or plant materials or the like, visit:
<https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in/overview>

TRANSPORT FROM THE AIRPORT

There are several forms of transportation available from the Tullamarine Airport to Melbourne CBD including public buses, Skybus and Taxis. For more information, you can visit the following websites:

- Public Buses:
Airport buses - Public Transport Victoria (ptv.vic.gov.au)
- Skybus:
www.skybus.com.au
- Silvertop Taxis:
www.silvertop.com.au
- Black Cabs:
www.13cabs.com.au

ACCESSING MONEY

Before leaving your home country, it is important to contact your bank/financial institution to discuss fees, charges, accessing your funds safely from Australia. You need to ensure that you have sufficient funds to support yourself upon arrival in Australia. It is recommended that you have \$1,500 - \$2,000 available for the first two to three weeks for accommodation, transport, groceries etc. You should have this money available in the form of travellers cheques or an international credit card. It is not recommended that you carry large amounts of cash as if lost, it cannot be replaced.



CURRENCY EXCHANGE

Only Australian Currency is accepted in Australia. If you have overseas currency you can exchange it at the airport, a bank or one of the many foreign exchange branches throughout Melbourne's CBD.

ARRANGING ACCOMMODATION

High quality, safe student accommodation is available throughout Melbourne and Regional Victoria. You can find more information about the accommodation available by visiting: [-https://www.studymelbourne.vic.gov.au/living-here/accommodation/types-of-accommodation](https://www.studymelbourne.vic.gov.au/living-here/accommodation/types-of-accommodation) There are many types of long term and short term accommodation available to students.



TYPES OF ACCOMMODATION

HOTELS, MOTELS AND BACKPACKERS

It is important to remember that the quality and comfort of accommodation will be reflected in the price. Hotels and Motels can be quite expensive but usually provide all of the necessities whereas, backpackers are much less expensive but you may be required to supply your own pillow and sleeping bag/blanket.

STAYING WITH FRIEND OR FAMILY MEMBERS

If you have family members or friends who have already settled in Australia, you may be able to arrange to stay with them temporarily until you find long-term accommodation. This could be beneficial in many ways as your family and friends can also offer support and guidance while you are settling in.

RENTAL ACCOMMODATION

If you chose to rent a home, you will have the luxury of choosing where you want to live, who you want to live with and the furniture you would like to have in your home. You will also need to pay for utilities (gas, electricity, water, phone, internet etc.) on top of the rent which can be anywhere upwards of \$150 per week. When entering into a lease agreement, you will also need to pay a rental bond and the first 4 weeks of rent upfront before receiving the keys for the accommodation. The rental bond is held until the end of the lease and will cover any damages to the property during your occupancy. If there are no damages, you will receive the full refund of the bond.



STUDENT ACCOMMODATION

There are many student apartments available in the CBD. Student accommodation is close to the campus and all amenities and can be found within the free tram zone. You can choose to rent a student apartment on your own or share with other students to cut costs. Many of the student accommodation blocks have shared facilities and you will have the added benefit of living among other students.

GETTING AROUND

Navigating the public transport network in Melbourne can take some getting used to. You can get a Visitor Pack for AUD\$14.00. Visitor Packs are available from the Melbourne Visitor Centre at Federation Square, the PTV Hub at Southern Cross Train Station and the Skybus terminals at Melbourne Airport. The Visitor Pack contains a Myki Card (pre-loaded with \$8 of Myki Money), a public transport map and information on how to use Myki. You can visit www.ptv.vic.gov.au for more information about the Public Transport Network and Myki including fares and schedules etc.

SHOPPING

Melbourne is known as the shopping and fashion capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets. There are several shopping complexes within the CBD such as Melbourne Central, QV, Melbourne Emporium and Bourke Street Mall. If you would like to explore outside of the city, Chadstone Shopping Centre is Australia's largest shopping complex. City shops usually open between 9:00am - 5:00pm however, this can vary from store to store.



COST OF LIVING IN MELBOURNE

ACCOMMODATION

PROPERTY	RENT PER WEEK
Hostels and Guesthouses	AU\$90 to AU\$150
Shared Rental	AU\$95 to AU\$215
On Campus	AU\$110 to AU\$280
Home Stay	Up to AU\$345
Rental	AU\$185 to AU\$440
Boarding Schools	AU\$11,000 to AU\$22,000
Shared Houses	AU\$225 to AU\$243
One Unit Bedroom	AU\$410 to AU\$480
Managed Apartment	Up to AU\$487

SOURCE - [Cost of Living Calculator \(studyaustralia.gov.au\)](https://studyaustralia.gov.au/cost-of-living-calculator)

OTHER LIVING EXPENSES

ITEM	COST PER PERSON PER WEEK
Groceries and eating out	AU\$154 to AU\$280
Food	AU\$15 to AU\$250
Gas, electricity	AU\$10 to AU\$20
Phone and Internet	AU\$15 to AU\$30
Public transport	Up to AU\$50
Car (after purchase)	AU\$150 to AU\$260
Entertainment	AU\$30 to AU\$150

SOURCE - [Living and education costs in Australia \(studyaustralia.gov.au\)](https://studyaustralia.gov.au/living-and-education-costs-in-australia)



COST OF LIVING

The Department of Home Affairs has financial requirements you must meet in order to receive a student visa for Australia.

Refer to the step by step Student Visa Subclass 500 application and Document Checklist Tool for details on how to provide the evidence required to cover the costs of your stay, including your travel, study and living expenses.

As of August 2021, the 12-month living costs are;

For students or guardians	- AUD \$21,041
For partners coming with you	- AUD \$7,362
For a child coming with you	- AUD \$3,152

The Home Affairs website covers in more detail how to work out how much money you might need to cover the costs of your stay in Australia as international student.

The Insider Guides 'Cost of Living Calculator' is also a useful, practical tool to help estimate your cost of living in Australia <https://insiderguides.com.au/cost-of-living-calculator/>



PLACES TO VISIT

The Aussie way of living is one envied worldwide with so many amazing places to explore and experiences to be had. There are various tourist destinations to visit all year round!



MELBOURNE CBD

Melbourne CBD street art and hidden treasures in Melbourne CBD's famous lane ways – you will always have something new to discover and admire. Melbourne is also especially famous for the café's and hole-in-the-wall coffee shops which offer some of the best coffee in the world!

GREAT OCEAN ROAD

The Great Ocean Road is a breathtaking 243km scenic drive along the coast of Victoria with pit stops in some of the most beautiful beaches and seaside towns in the country. Towards the end of the drive you will come across the 12 Apostles which is one of Victoria's most popular tourist destinations.

LUNA PARK

Luna Park Melbourne is a historic amusement park located on the foreshore of Port Phillip Bay in St Kilda, Melbourne, Victoria. It opened on 13 December 1912, with a formal opening a week later, and has been operating almost continuously ever since.

PHILLIP ISLAND

Phillip Island, a popular day trip from Melbourne, lies just off Australia's southern coast. At Summerland Beach, spectators gather daily at sunset to watch the Penguin Parade, when Little penguins come ashore in groups. The Nobbies outcrop is the viewing site for Seal Rocks, home to a large colony of Australian fur seals. The Phillip Island Circuit is a well-known track for motorcycle and car racing.

GREAT OTWAY NATIONAL PARK

Rainforest in Victoria is rare, covering only 0.14% or 32,000 hectares of Victoria's total area. Although relatively small in overall size, these rainforests are the home to 30% of all Victoria's rare or threatened flora species. Great Otway National Park is described as "A land where ancient giants meet ferocious waters" – check it out to see how it got its reputation!

GRAMPIANS NATIONAL PARK

Grampians National Park is a nature reserve in Victoria, Australia. It's known for its sandstone mountains, wildflowers and wildlife including echidnas and wallabies. Near the village of Halls Gap, the Brambuk Aboriginal Cultural Centre gives insight into local Aboriginal history and rock art. Trails lead to waterfalls like towering MacKenzie Falls and lookouts such as the Balconies, with views of the Victoria Range.



**Great
Ocean Road**



Luna Park



**Phillip
Island**



**Great Otway
National Park**

HEALESVILLE SANCTUARY



Healesville Sanctuary, formally known as the Sir Colin MacKenzie Sanctuary, is a zoo specialising in native Australian animals. It is located at Healesville in rural Victoria, Australia, and has a history of breeding native animals..

SOVEREIGN HILL

Sovereign Hill is an open-air museum in Golden Point, a suburb of Ballarat, Victoria, Australia. Sovereign Hill depicts Ballarat's first ten years after the discovery of gold there in 1851. It was officially opened on 29 November 1970 and has become a nationally acclaimed tourist attraction.



AUSTRALIAN NATIONAL HOLIDAYS

AUSTRALIA DAY JANUARY 26



HISTORY OF AUSTRALIA DAY

Australia Day is the official national day of Australia. Observed annually on 26 January, it marks the 1788 landing of the First Fleet at Sydney Cove and raising of the Union Flag by Arthur Phillip following days of exploration of Port Jackson in New South Wales. In present-day Australia, celebrations aim to reflect the diverse society and landscape of the nation and are marked by community and family events, reflections on Australian history, official community awards and citizenship ceremonies welcoming new members of the Australian community.

Australia Day is a Public Holiday. You will usually find people relaxing and celebrating by having a get together with friends and family and enjoying a BBQ, a day out at the beach or having a game of backyard cricket or footy. There are also Australia Day Parades held in all capital cities around the country which includes celebrations of all cultures and special tributes to the original owners of the land.

HISTORY OF LABOUR DAY

The history of Labour Day in Australia spans over a century. It is an important annual event that remembers those who struggled and succeeded to ensure decent and fair working conditions in Australia. During the mid to late 1800s the working day was long and arduous, where some employees would work up to 12 hours a day, six days a week.

The Australian Labour Day is celebrated each year with great enthusiasm across the country. While many events were organized to keep the Aussies entertained during the weekend, gala parades are also organized at different places. As it's a long weekend, lots of Australians take the opportunity to have a weekend away with family and/or friends.

LABOUR DAY

Annually on the second
Monday of March (VIC)



ANZAC DAY APRIL 25



HISTORY OF ANZAC DAY

Anzac Day is a national day of remembrance in Australia and New Zealand that broadly commemorates all Australians and New Zealanders "who served and died in all wars, conflicts, and peacekeeping operations" and "the contribution and suffering of all those who have served". Observed on 25 April each year. Anzac Day initially commemorated members of the Australian and New Zealand Army Corps who landed at Gallipoli on 25 April 1915, during the First World War.

Australians celebrate ANZAC Day with Marches, Memorials and Tributes.

AFL Grand Final Eve



HISTORY OF AFL GRAND FINAL EVE Annually on the last Friday of September

The AFL Grand Final is an annual Australian rules football match, staged to determine the premiers for that year's Australian Football League (AFL) season. From its inception until 1989, it was known as the VFL Grand Final, and the league as the Victorian Football League. Played at the end of the finals series, the game has been held annually since 1898, except in 1924. It is traditionally staged on the afternoon of the last Saturday in September, at the Melbourne Cricket Ground in Melbourne, Australia.

The AFL is a huge part of Australian history and due to this, the Australian Government had announced the Eve of the AFL Grand Final as a National Holiday.

Footy fans will usually spend the day celebrating with family and friends in anticipation of the Grand Final! Placing bets and finalising the seasons footy tipping means drinks all 'round!

HISTORY OF MELBOURNE CUP DAY Annually on the first Tuesday of November

Melbourne Cup Day is one of Australia's most popular social and racing events. The main racing event takes place at the Flemington Racecourse in Melbourne, Victoria. More than 100,000 people usually attend Flemington Racecourse. Local races are held throughout the country on this day and when the main race of the day occurs at the Flemington Racecourse it is televised on screens at race tracks across Australia. The race is televised live to an audience of about 650 million people worldwide.

At the races, people dress up – many women wear their best or most colorful hats and dresses, with some participating in fashion parades on the field. Marquees are set up for VIP guests, including local, national and international celebrities who attend this festive event. Champagne, wine and gourmet finger foods are usually served on this day.

Many offices across the Australia stop work closer to the time of the main race to celebrate the event. Activities include office parties that feature hat and dress competitions, staff lunches at restaurants and afternoon teas where a television is available so workers can watch the main race. Bets are made on this day – even those who usually do not bet try their luck with a small wager or entry into a sweep, which is a lottery in which each ticket holder is matched with a randomly drawn horse. There are some Australians who deem horse racing as a cruel sport and have been vocal in their protests over the years.

MELBOURNE CUP DAY



VICTORIAN PUBLIC HOLIDAYS 2024



MONDAY
NEW YEAR'S DAY



THURSDAY
ANZAC DAY



FRIDAY
AUSTRALIA DAY



MONDAY
KING'S BIRTHDAY



MONDAY
LABOUR DAY



FRIDAY
BEFORE AFL GRAND FINAL



FRIDAY
GOOD FIRDAY



TUESDAY
MELBOURNE CUP DAY*



SATURDAY
BEFORE EASTER SUNDAY



WEDNESDAY
CHRISTMAS DAY



SUNDAY
EASTER SUNDAY



THURSDAY
BOXING DAY



MONDAY
EASTER MONDAY

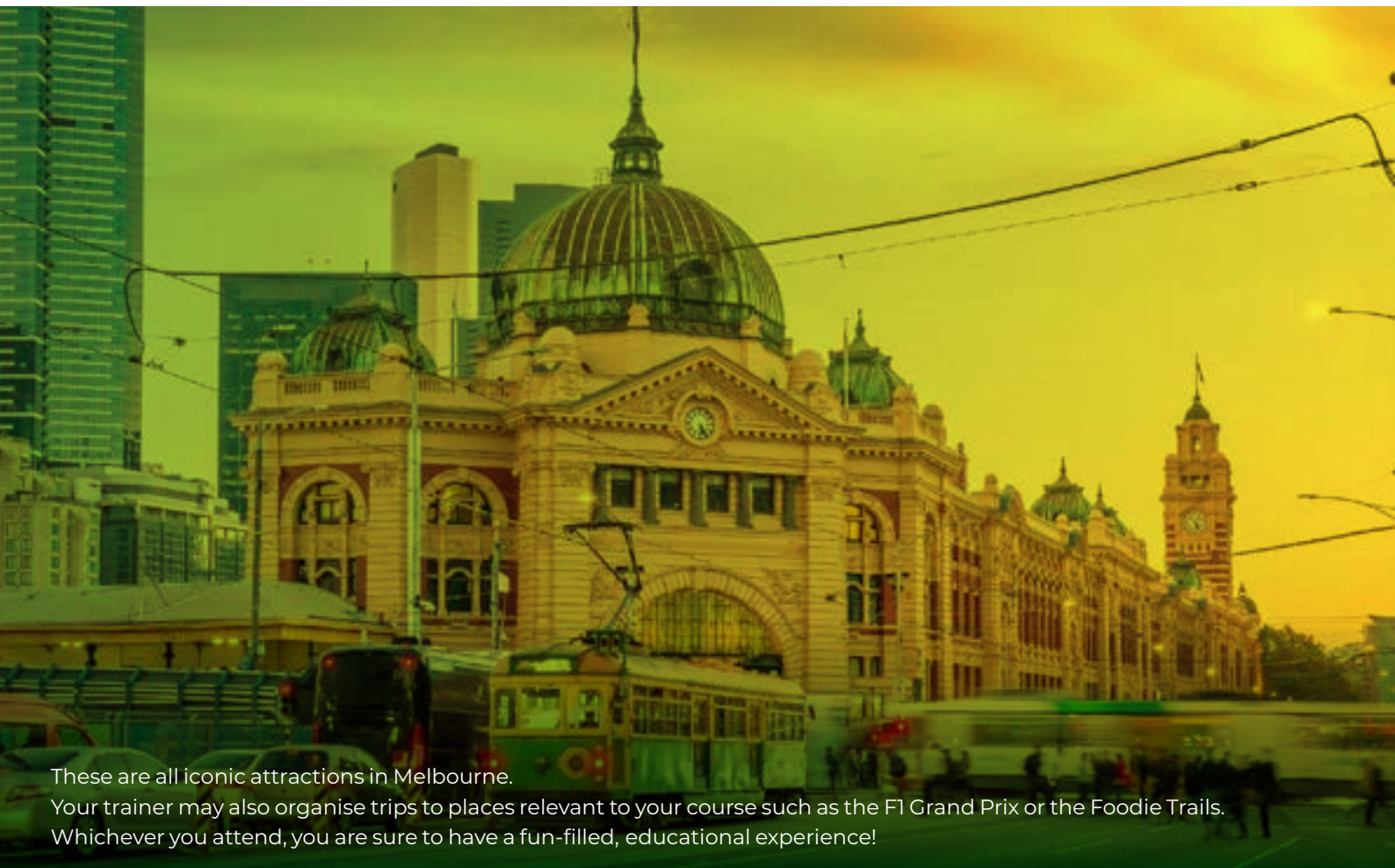
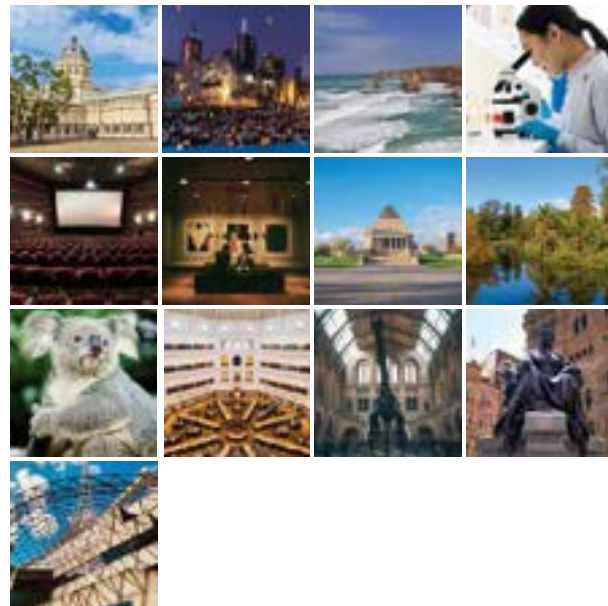
For more information on National Public Holidays, visit:
<https://publicholidays.com.au>

CLASS EXCURSIONS

As part of your course at BIC, your trainer will take you and your classmates on group excursions. The aim of this is to familiarise students with Melbourne and its history and to introduce you to the culture Melbourne has to offer.

Below are some of the places your class may go on excursions to:

- Melbourne Museum
- Federation Square
- Sealife at Melbourne Aquarium
- Science works
- IMAX Cinema
- National Gallery of Victoria
- Shrine of Remembrance
- Royal Botanical Gardens
- Royal Melbourne Zoo
- State Library
- National Sports Museum
- Queen Victoria Market
- Arts Centre



These are all iconic attractions in Melbourne. Your trainer may also organise trips to places relevant to your course such as the F1 Grand Prix or the Foodie Trails. Whichever you attend, you are sure to have a fun-filled, educational experience!

BIC ANNUAL GRADUATION CEREMONY

We are so proud of all of our students and their accomplishments which is why each year, BIC holds a Graduation Ceremony for all of the students who successfully completed their course in that year.

The Graduation Ceremony is for the entire college which means students from every course will be able to celebrate their achievements together.

Graduates will be required to pay a ticket price which will cover the following:

- Admission into the venue
- Cap and Gown hire
- Professional Photo of the student receiving their certificate
- Snacks and refreshments

The Graduation is held at a luxury venue in Melbourne which is easily accessible for everyone and usually takes place on a Friday or Saturday evening in November.

Students will be allowed to bring guests however, the guests will also have to purchase tickets. There are also special awards which are given to students for outstanding efforts such as the Best Problem Solver, Best Team Player and Best Attendance awards.

The Graduation Ceremony is streamed live on the BIC Facebook and Instagram accounts which means your friends and families can tune in and watch you Graduate.

Students who have successfully completed a course in the respective year will receive an invitation to submit their expression of interest to attend the graduation ceremony. Venue, date, time and ticket price will depend on how many students will attend the graduation ceremony.



ORIENTATION DAY

BIC holds monthly enrolments for each of our courses.
Below is the Orientation Day information:

Enrolment Date	Course (s)	Location
1st of the Month <i>(if the 1st falls on a weekend or public holiday, the enrolment will take place on the next working day)</i>	<ul style="list-style-type: none"> • Business Courses • Marketing & Communication Courses • Management Courses • Commercial Cookery 	Head Office/CBD Campus Level 1, 377 Lonsdale Street Melbourne VIC 3000
15th of the Month <i>(if the 15th falls on a weekend or public holiday, the enrolment will take place on the next working day)</i>	<ul style="list-style-type: none"> • Automotive Courses 	North Melbourne Campus 49 Henderson Street North Melbourne VIC 3051
Every Monday	<ul style="list-style-type: none"> • ELICOS 	Head Office/CBD Campus Level 1, 377 Lonsdale Street Melbourne VIC 3000

WHAT HAPPENS ON ORIENTATION DAY?

When you attend Orientation Day, you will cover the following:

- Complete all necessary paperwork to finalise your enrolment
- Meet your trainer and have a tour of the campus
- Receive your course timetable, uniform (if required), learning material
- Attend the orientation presentation which explains everything you need to know about commencing your course at BIC
- Have some snacks and refreshments with your peers

Orientation day is also a great opportunity for you to meet some of your classmates and make friends. Each of our courses require some team work activities and cooperation with your fellow classmates so interacting is very important!



CREDIT TRANSFER & RPL

CREDIT TRANSFER

Students who have successfully completed whole units of competency included in this course with another RTO can apply for Credit Transfer (CT).

The units must be the same (Code and Name) or equivalent according to www.training.gov.au website and associated qualification package information.

It allows the client to reduce the time and study load associated with achieving this qualification. The CT application process is provided to clients in pre-enrolment information in accordance with the CT policy and procedure.

RECOGNITION OF PRIOR LEARNING (RPL)

An RPL process is in place for learners who wish to gain either recognition for an individual unit or the complete qualification.

Recognition of prior learning (RPL) is defined in the AQF as follows:

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (*including formal, informal and non-formal learning*) to determine the credit outcomes of an individual application for credit.

If you think you may be eligible for Credit Transfer or Recognition of Prior Learning (RPL), please consult with our Marketing Team prior to submitting your Application for Enrolment.

COURSE DELIVERY

A number of approaches to course delivery are used by College staff. Course delivery approaches may include teacher led classroom delivery; workshop; seminars; tutorials and supervised study. During class time, students will be expected to participate in an interactive environment, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

COMING TO CLASS

The best way of successfully completing your course is to experience what you have learnt. So you need to come to class to give yourself the best chance at success.

A lot of the work you do that allows you to get your certificate happens through your course. If you are planning on being away, late or leaving early, we want to know about it so that we can help if possible. If you do have something that is affecting your coming to class we will want to put in place support that will help you still achieve your goals. We also respect your privacy and understand that at times you may not be able to tell us what is happening. We can help you organise outside support if you like. Our aim is to help you achieve the goals you have set out for your self!! If you are going to be absent please email your Trainer and Assessor.

TIMETABLES

You will be given your timetable on your first day at Barkly International College. Student timetables are displayed on student information notice boards. School Holidays and public holidays are also displayed on student notice boards. Your class trainer and assessor will also verbally advise you of these upcoming holidays. If you find it difficult following or attending your timetable please have a chat to your trainer, training manager or Student Contact Officer for guidance and support. If your regular trainer is away another trainer will take their place, if by chance this is not possible and we must cancel the class we will always advise you via SMS. Your timetable also includes a re-assessment week, for the students who were not successful in the first assessment attempt. This re-assessment week is included in the timetable so students know when they can re-sit an assessment with minimal disruption to their continuing studies.

FORMS OF ASSESSMENT

Assessment of a student's skills will happen in a variety of ways and is not limited to the following examples:

ASSIGNMENT

An assignment is regarded as any work required for the assessment of competency; the due date for assignments is final. Assignments received after the due date may not be assessed.

CASE STUDIES

A case study is a written or verbal presentation of a situation that either did or could happen in a related area. Students are then required to solve problems or make decisions.

PRESENTATIONS

Students may be required to make a presentation to the class, either as an individual or as part of a group. This usually involves research of the topic, design of the presentation and selection of appropriate presentation aids such as videos, poster, overhead transparencies, etc. A written submission may be required to support the presentation.

TESTS

Students may be required to complete a written test. This may consist of short answer questions, multiple choice, open-ended essay, sentence completion, structured essay, true-false questions or matching pair's questions.

IN CLASS SIMULATION ACTIVITIES

Students may be assessed by way of an in class exercise and/or experiential activity during a class.

PRACTICAL OBSERVATIONS

Students may be required to perform a practical task to demonstrate their understanding and ability to undertake physical tasks.



REASONABLE ADJUSTMENT

Reasonable adjustment(s) will be made prior to the student delivery where the issue is made known via the enrolment, LLN and or special needs form by the student. It is the student's responsibility to indicate their requirements. Where a student identifies a disability and/or learning difficulty on any of the forms, the information is added to their files. The trainer Evaluates this information with their marking of the student's LLN assessments and ability to Complete forms to identify whether reasonable adjustments can be made to accommodate the student. Adjustments are made taking into account the students' learning needs balancing that to the requirements of other students, staff and resources of Barkly International College. A reasonable adjustment is a measure or action taken to assist the student with a disability or Learning difficulty to participate in training on the same basis as other students. At all times the adjustments made must ensure the integrity of the assessment remains. Assessments are designed to be fair, reliable and consistent for and across different students. Special considerations may be made depending on student extenuating circumstances.

FOR STUDENTS WITH VISUAL PROBLEMS AND READING PROBLEMS

Reasonable adjustments include:

- Coloured Acetate sheets for Dyslexia or reversing background colours electronically or not using white back ground presentations
- Large print materials or adaptive technology such as Microsoft Magnifier
- Monitors adjusted to large display
- Microsoft Narrator (text to speech)
- Audio recordings

FOR STUDENTS REQUIRING ACADEMIC AND LEARNING SUPPORT

Reasonable adjustments could include:

- Alternative assessment where reasonable such as oral assessments. Changes to colour of student materials, font size/style
- Use of definition materials
- Extra examples provided
- Buddying and mentoring of student within student groups
- Additional trainer support using the allocated trainer
- Modification to trainer delivery style
- Learner support when funding is available



PLAGIARISM

WHAT IS PLAGIARISM?

Plagiarism means presenting the work or property of another person as one's own without appropriate acknowledgement of their work. There are many different ways that plagiarism can happen and you should be aware of these. Consider the descriptions below of different ways that plagiarism can occur.



FORM OF PLAGIARISM	EXPLANATION
Too closely paraphrasing sentences, paragraphs or ideas, e.g. copying sentences and substituting words with similar meaning.	When paraphrasing from a source, the meaning of the sentence or paragraph should be expressed in your own words without copying either the words or the structure of the sentence/paragraph.
Submitting your own previously submitted or assessed work without permission or acknowledgement. Submitting your own previously submitted or published work for publication elsewhere without permission or acknowledgement.	This is known as self-plagiarism. Once you have submitted academic work for assessment or credit, it is considered dishonest to then submit the same work for further credit elsewhere.
Submitting written or creative work which has been produced by someone else and claiming authorship for it, including: <ul style="list-style-type: none">• reproducing all or parts of another student's work (including students who have previously completed the same unit)• allowing another person to do the work for you• contracting another person to do the work for you• purchasing work from another source	It is dishonest to ask, arrange for or pay someone to do work for you that you will later claim or present as your own. This applies to the use or purchase of material from websites or anyone offering academic writing services
Allowing or contracting another person to edit and substantially change your work.	If you ask someone to edit or proofread your work make sure that person only highlights or indicates where there are problems rather than fixing the problem or changing the text or work for you. If you employ an editor to assist you with the production of your assignment or thesis you should include an acknowledgement indicating that an editor was used and provide a description of the scope of the edit.



WHAT IS COLLUSION?

Collusion is a form of agreement between two or more people to act with the intention to deceive an assessor as to who was actually responsible for producing the material submitted for assessment. The agreement may be overt (openly discussed) or covert (not specifically discussed but implied). In academic work, collusion can occur if you work together with others on an assignment that is meant to be individual work. It can also occur when, contrary to instructions, you assist another student to complete an assignment or when you request/accept assistance from another student such that the work you submit is not wholly your own. Sharing of assignments or other work via social networking or other means between students or past students may be viewed as collusion.

WHAT IS PARAPHRASING?

Paraphrasing (rephrase, reword, interpret, restate) is the rephrasing of the ideas of an author into your own words. It is not good enough to change a few words only—this is paraphrasing too closely. The aim is to work the author's ideas into your own understandings, being sure to acknowledge that these ideas belong to another person. If you cannot rephrase the paragraph and it is important to your argument, include it in full as a quotation.

WHAT IF I DID NOT MEAN TO PLAGIARISE?

The fact that you didn't mean to do it does not prevent it from being plagiarism. Plagiarism involves deception; if a reader is deceived into thinking that what you have written or presented is your own work when it is not then you have plagiarised. If that reader is giving you credit for that work (i.e. assessing your work), any deception results in the assessment process being compromised. Throughout your coursework you will be judged on your knowledge and understanding of, and skills and behaviours representative of, your discipline area. You will be encouraged to build your ideas and your knowledge on the work of others, but in ways that demonstrate respect for the work of others and demonstrates fairness for other students trying to do the same.



ASSESSMENT RESULTS



All students are required to sit assessments as part of demonstrating Competency in a unit and for overall success in achieving their qualification.

GRADING LEGEND

- (S) Satisfactory – Fulfilling expectations of Skills & Knowledge
- (NS) Not Satisfactory – Not fulfilling expectations of Skills or Knowledge
- (C) Competent – Demonstrating necessary skills & Knowledge
- (NYC) Not Yet Competent – Not demonstrating necessary skills or knowledge

All assessments within in unit will be marked (S) Satisfactory or (NS) Not Satisfactory. When all assessments within a unit are Satisfactory the student will be deemed (C) Competent.

If one (1) or more assessment tasks within a unit are marked (NS) Not Satisfactory the unit result will be marked as (NYC) Not Yet Competent.

You will be given 3 free attempts to complete your assessment. If after 3 attempts you still are not able to achieve competency, you will be charged a “re-sit fee” for the fourth attempt and each attempt thereafter.

ACCESSING YOUR RESULTS

1. As units of competency are assessed the results are entered onto the Student Management System
2. Once you have completed your course, you must complete a “Request for Documents” form which is available from reception at the Head Office (Lonsdale Street Campus) and tick (✓) the Certificate box.
3. A Certificate together with a transcript and completion letter will be issued within 15 working days.
4. (All course fees must be paid in full prior to receiving your certificate)
5. A Statement of Attainment can be issued at any time at your request by completing a “Request for Documents” form and tick (✓) the Statement of Attainment box.
6. A Statement of Attainment will only state the units of competency that you have completed at the time of request.

VET COURSE PROGRESS REQUIREMENTS



For more information on VET course progress requirements refer to the link below -

https://www.barklycollege.vic.edu.au/wp-content/uploads/2024/01/Course_Progress_Policy_and_Procedure.pdf

COMPLAINTS AND APPEALS



For more information on Complaints and appeals refer to the link below -

<https://www.barklycollege.vic.edu.au/wp-content/uploads/2023/07/ Complaints-and-Appeals-Policy.pdf>



ELICOS COURSE PROGRESS REQUIREMENTS



For more information on ELICOS course progress requirements refer to the link below -

<https://www.barklycollege.vic.edu.au/wp-content/uploads/2024/02/ELICOS-Course-Progress-Monitoring-Policy-and-Procedure.pdf>

ELICOS ATTENDANCE REQUIREMENTS



For more information on ELICOS Attendance Policy refer to the link below:

<https://www.barklycollege.vic.edu.au/wp-content/uploads/2024/02/ELICOS-Attendance-Monitoring-Policy.pdf>



STUDY SKILLS SUPPORT

Barkly International College offers all its students a very effective study support program. This program is a free service lead by the Training Manager and Student Support. If at any time you are experiencing difficulties in completing your work, understanding tasks or understanding your classes, we encourage you to firstly speak to your trainer and assessor as the first point of contact. Alternatively, you may speak directly to the training manager for immediate intervention and support.

This service is available to assist you with time management skills, assignment preparation, referencing and bibliographies, writing reports, reading skills, numeracy skills, giving presentations, library research and note taking techniques. This program is designed to assist you with all aspects of your studies to ensure successful completion of your course within the given duration.

ENGLISH LANGUAGE AND LITERACY SUPPORT

Help with oral and written English expression, reading comprehension and listening is available on an individual basis or as part of a small group.

STUDENT INITIATED CANCELLATION OF ENROLMENT

Cancellation of enrolment will trigger the refund arrangements in the Written Agreement between the College and the student. Students who cancel their enrolment and think they are due for a refund must also apply for a refund. Refund applications must be made in writing to the College Training Manager.

The student refund application form, available from the College, may be used as the written application. Written applications for refunds may also be accepted in writing or via email. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.

The College will report all cancellations of studies to the Department of Home Affairs (DHA) which may affect the status of the student's Visa. If you require more information as to how this action may affect your visa status, please contact your local DHA office or phone the DHA helpline 131 881.

COLLEGE INITIATED CANCELLATION OF ENROLMENT

The College may decide to cancel a student's enrolment on its own initiative as a response to breaching the student code of behaviour through misbehaviour, a poor academic record or academic misconduct by the student. If the College is intending to initiate a cancellation of enrolment, a warning letter will be sent to the student's currently notified address and the student will have 20 working days from the date of the letter to complain or appeal against the College's decision to cancel their enrolment.

The College will report all cancellations of studies to the Department of Home Affairs (DHA) which may affect the status of the student's Visa. If you require more information as to how this action may affect your visa status, please contact your local DHA office or phone the DHA helpline 131 881.



STUDENT INITIATED DEFERRAL OF ENROLMENT

Students may initiate a request to defer their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer their studies must apply to do so in writing to the College using the student Deferment Request form. The form can be submitted in person or via email or post. Full details and documentary evidence must be included with the application for it to be considered.

COLLEGE INITIATED DEFERRAL OF COMMENCEMENT

The College may also decide to defer the commencement of a course. If the College defers the commencement of a course, the provider default conditions in the Written Agreement between the College and the student will be triggered and the College will be obliged to repay all course money within 14 days of the date of deferral unless alternative arrangements can be made which are acceptable to students. If approved, the College will report its deferral of commencement to the Department of Education which may affect the status of your visa. If you require more information as to how this action may affect your visa status, please contact your local DHA office or phone the DHA helpline 131 881.

COE EXTENSION

If you do not complete your course within the course duration, you will need to apply for an extension of your COE. To apply for an extension, you will need to visit the Student Support department for an intervention meeting where you will be agree to a Study Plan for the remaining units.

In the intervention you will also discuss why you were unable to complete your course and what support is available from the college to give you the best chance at completing the course.

When a COE extension is applied, immigration is automatically updated of the change to your COE. When your COE is extended, all subsequent courses will be deferred accordingly.

You can apply for an extension within 28 days of your COE completion date. If you do not apply for an extension within 28 days of your COE finishing but wish to complete your course, you will need to Re-enrol.

RE-ENROLMENT

If you do not complete your course within the course duration and you do not apply for an extension of your COE within 28 days of your COE finish date, you will need to re-enrol in the course. When you re-enrol, you will need to complete all of the documents as per the Application Process. Any units you achieved competency for during the original COE dates will be transferred to the re-enrolment - you will not need to repeat these units.

When your COE is extended, all subsequent courses will be deferred accordingly.



COMPUTER FACILITIES

WI-FI ACCESS

You are eligible to access the Internet, email and learning resourced from your own Wi-Fi enabled device from any campus. Further details and instructions are provided on Orientation Day.

USAGE POLICIES

Barkly International College is subject to the provisions of the Copyright Act 1968. In addition, by logging into the Barkly College network you agree to the usage policies outlined by the BIC.

- You are not permitted to download or install any software to a college PC.
- You are not permitted to copy any college software.
- You are not permitted to conduct any activity that is illegal or may cause offence to others.
- Food and drinks are not permitted in computer rooms at any time.

*Please be aware that your online activities may be logged. Students found to be misusing college equipment will be subject to disciplinary action.

For more information, please refer to the relevant college policy: <https://www.barklycollege.vic.edu.au/forms-and-policies/>

BACKUP DISCS/MEMORY STICKS (USB)

It is strongly recommended that students purchase a memory stick in order to save important files. Although there is room for student files to be stored on the network, these are deleted at the end of each term. It is your responsibility to ensure that backup copies of your work are saved on additional disks.

PRINTING AND PHOTOCOPYING

Black and white printing, photocopying, and scanning is available at various locations around each campus, including the libraries. This service is free to all students. Printing is set by default to double-sided B&W, but this can be changed through the printer options. Scanning to a USB drive or email is also free.

USE OF THE INTERNET AND WORLD WIDE WEB

Students may only browse the internet and use email or "chat" lines only for the purpose of their course related research. Sites known to contain material which is pornographic or illegal under International, Australian or State laws should not be visited and students should be aware that site visits may be logged.

BREACHES OF COPYRIGHT

Unauthorised use of software images or files is a breach of copyright and is regarded as a serious matter by the college. It is against college policy for you to copy or reproduce any licensed software on college computing equipment. Students who abuse the use of computer software images or files will be held legally accountable. The onus is on the student for breaches of this policy.

Non-compliance with college policy on computer usage may result in any of the following:

- Suspension of computing privileges
- A disciplinary review which may include suspension or expulsion from the college
- Legal action

STUDENT SUPPORT AND WELFARE SERVICES

Barkly International College will support students throughout the duration of their course. Students are encouraged to ask to help so that they can assimilate and adjust to their new learning environment and life in Australia. The Training Manager, Student Contact Officer, teaching staff and all Administrative staff of the College are available to provide general advice and assistance with matters both related and unrelated to study.

Our Student Support and Training staff are all highly experienced in providing support to International Students. Some of the areas in which support can be provided are explained below:

LANGUAGE LITERACY AND NUMERACY (LLN) SUPPORT

Sometimes people have trouble with their language, literacy (reading and writing), and numeracy skills in their training program. These skills are also sometimes called 'LLN', and problems may include not being able to read and/or write well enough to complete your study, not understanding enough English to communicate well, or not being able to do any maths that may be required as part of your training. Upon request, our student support staff can provide extra LLN support to ensure you overcome these difficulties. BIC also has regular LLN workshops to help students improve in these areas.

ACADEMIC WRITING

In academic writing, there are certain words and phrases that are used consistently. If a student is able to become familiar with these words and phrases, their academic writing will certainly improve faster and their comprehension of academic text will increase. Our trainers and assessors offer extra support for those who wish to improve their academic writing abilities.

CV WRITING AND INTERVIEW WORKSHOPS

BIC Student Support department can assist you with developing a CV/Resume which will highlight your skills and experience to help you stand out above other applicants. We can teach you what to include in your resume and how to write a cover letter specific to the job you are applying for. We also hold Interview Workshops where you will learn how to be confident in a job interview and other useful information about body language and answering questions effectively. These are just some of the ways our Student Support team can help you throughout your course and with settling into Melbourne as an International Student.

MEETING OTHER STUDENTS

We want you to develop social connections both with other International students and Australian students so that you can share experiences together and learn about Australia together. Barkly International College runs several social activities throughout study periods giving students the opportunity to meet, interact and sightsee.

JOB SEARCH AND CAREER ADVICE

Regular workshops are run to assist students with selection from the various housing options available to international students in Melbourne.

Students requiring special or intensive assistance must contact the Training Manager or the student contact officer who may refer them to external support services, if required. The College will not charge for support services it provides for referring students to external support services. However, students will have to pay any fees charged by external support services that they use.

ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS

Barkly International College endeavours to meet the needs of the Aboriginal and Torres Strait Islander community by:

- Involving Aboriginal and Torres Strait Islander students in making and implementing decisions which affect their access, participation rates and successful outcomes in Vocational Training and Assessing.
- Actively promoting Aboriginal and Torres Strait Islander students as positive role models.
- Having zero tolerance to discriminatory practices, assumptions and behaviours at Barkly International College by providing training program conditions which are equitable, accessible and culturally inclusive.

STUDENT CODE OF BEHAVIOUR

Barkly International College is committed to providing students with a safe, supportive and intellectually challenging study environment. The Student Code of Behaviour outlines your rights as a student and the expectations Barkly International College has of you.

STUDENT BEHAVIOUR EXPECTATIONS

All students and staff members must ensure that their actions do not affect the rights of other students and staff members. Everyone within the college are entitled to the following rights:

- The right to be treated with respect from others.
- The right 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 cooperative environment
- The right to have personal property (including computer files and student work) and the Colleges property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the Grievance 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 courtesy at all times

It is a requirement of the college that students will meet the following expectations throughout their studies:

- The expectation that students will not engage in cheating or plagiarism
- The expectation that students will submit work when required
- The expectation that students will maintain consistent academic performance by attending required classes and completing assessments. The required level of academic performance is 50% of scheduled sessions. Academic Performance will be reviewed at the end of each study period. This requirement is a student behaviour requirement and not a requirement under Standard 11 of the National Code.
- The expectation that all fees will be paid by the due date as per the payment agreement.



UNACCEPTABLE STUDENT BEHAVIOUR

Behaviour which is considered unacceptable includes but is not limited to the following:

- Disobeying any reasonable direction by a Barkly International College staff member
- Acting dishonestly when undertaking tests, examinations or reports
- Failing to return any equipment loaned from Barkly International College by the required date
- Viewing or distributing offensive material via the internet, email or other means
- Engaging in discriminatory, harassing and/or victimising behaviour
- Engaging in bullying and/or intimidation
- Making racist or sexist comments
- Behaving in a disruptive manner, such as swearing, yelling or using offensive language
- Using mobile phones during class
- Illegal use of drugs or alcohol
- Stealing, vandalising or causing wilful damage to Barkly International College property
- Endangering the safety of yourself or others
- Assaulting or attempting to assault anyone while on Barkly International College premises
- Inappropriate possession of guns, knives or other weapons while engaging in Barkly International College activities



Disciplinary action will be taken against students who are found to have breached the Student Code of Conduct and/or behave unacceptably.

The following procedure will be followed:

- A member of the Barkly International College staff will contact the student 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 in the student's personal file.
- Where the issue or behaviour continues, the student will be invited for a personal interview with the Training Manager to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included in the student's personal file.
- Should the issue or behaviour continue, the student would be provided with a final warning in writing and a time frame in which to rectify the issue. A copy of this letter will be included in the student's personal file.
- After the three steps in the disciplinary process have been followed, should the issue or behaviour still continue, training services will be withdrawn and the student will be notified in writing that his/her enrolment has been cancelled.
- Cancellation of your enrolment will be reported to DHA and may affect the status of your VISA
- At any stage of this procedure, students are able to access the college complaints and appeals procedure to settle any disputes that may arise.

WHO TO CONTACT FOR FURTHER INFORMATION

FIRST POINT OF CONTACT

Your Trainer and Assessor or Student Support/Contact Officer

SECOND POINT OF CONTACT

Academic Manager, Course Coordinator, Campus Manager or CEO

RESPONSIBILITIES

Trainers are responsible for outlining and creating the appropriate code of conduct with the learning environment and for upholding the principles and values of the Student Code of Behaviour Policy.

The Training Manager and CEO are responsible for resolving complaints in the learning environment.

Student Contact Officers can assist you in resolving issues and can arrange and facilitate meetings between you and your trainer(s).

EMERGENCY

The college has a health and safety responsibility toward students. To allow the college to discharge that duty, students are required to:

Obey Warning Signs and Notices

Ensure they behave at all times with regard to the health, safety and welfare of themselves and others who might be affected by their actions or omissions.

Comply With All Safe Working Procedures

- Co-operate with college staff to ensure that any duty or requirement for health and safety imposed on the college is performed or complied with
- Neither intentionally or recklessly interfere with or misuse any equipment provided in the interests of health or safety
- Not use any plant, equipment or apparatus without permission and/or for which they have not been trained in

Students needing to report an emergency should contact a member of staff or call one of the following numbers for assistance:

- *Business Hours – 03 9600 2996*
- *After Hours – 0415845120*



FIRST AID

The college has staff trained in first aid at each campus. A list of first aiders is posted strategically at each campus and first aid kits are located in each building.

EVACUATION PROCEDURE

Students must observe the evacuation and familiarise themselves with fire exits at their campus.

In the case of an emergency a very loud, continuous alarm will ring as an alert for all persons to evacuate the building.

If this happens, ALL students must follow the steps listed below:

- Remain calm and stay away from hazard/danger area(s)
- Listen and follow your trainers' instructions for evacuation
- Leave all of your belongings behind
- If you are not with your class at the time of the emergency evacuation, you must follow the fire exits and go to the nearest gathering point and wait for your trainer to arrive
- Notify your trainer if you notice that someone is missing or has not exited the building
- Wait with your trainer until further instructions are given by the appropriate authority

PERSONAL SAFETY

- Report any areas where the lighting is not functioning, or is ineffective, to any college staff member
- Report any suspicious persons to a college staff member
- Report any threats or assaults to a college staff member
- Travel along the safest pathways when walking about the campus if leaving the campus late
- Of an evening, students are advised to leave their class in groups. If possible, plan ahead and predetermine parking areas so that when class is finished, the group is heading in the same direction.

Students are encouraged to contact the SCO at their corresponding campus as their first point of contact. You SCO will endeavour to help you with your issue or enquiry or refer you to another source of Student Support available.

All SCO's are contactable in person, landline, mobile phone and or email (Mon-Fri) 9am – 5pm. Our Training Manager is available (Mon-Sun) 9am – 5pm.

STUDENT SUPPORT OFFICER'S (SCOS)/CONTACT OFFICERS

Barkly International College has an amazing Student Support team.

All of our Student Support Officers are highly experienced with dealing with international students and are all very passionate about providing an exceptional level of customer service at all times.

Apart from your trainer, the Student Support Department is your first point of contact for all enquiries, such as:

- Attendance and Academic Progress enquiries
- Timetable enquiries
- Deferment, extension or cancellation of your COE
- Feedback, concerns and complaints

If you are having any issues and require support, we encourage you to get in touch with the student support team as soon as possible.

ACCESS AND EQUITY POLICY

The access and equity policy strives to improve the participation and learning outcomes for ALL students and to promote a learning environment free of discrimination.

ALL students include;

- Men/women
- Aboriginal and Torres Strait Islander
- People with intellectual disabilities
- People with physical disabilities
- Young/older
- Cultural backgrounds
- Socio-economic status

For additional information please refer to <http://www.barklycollege.com/policies-andprocedures.html>

CHANGE OF PROVIDER

Under the ESOS Framework, the College cannot enrol students seeking to transfer from another college, prior to the student completing 6 months of their principal course of study. Like in most cases there is always an exception to the rule!

If you want to transfer from one college to another college before completing 6 months of your principal course, you need to ask the College for a letter of release. The six months is calculated as six calendar month from the first day of your principal course. Your principal course is usually the final course of study you will undertake.

For example, if you are studying ELICOS followed by a Diploma program, the Diploma program is your principal course. If you are considering requesting a transfer before completing 6 months of your principal course of study, please contact the College administration for a copy of the transfer procedure and the application form.

Students do not need a letter of release if :

- They have completed more than 6 months of their principal course
- They are a government sponsored student, and their sponsor supports a transfer
- Their current education provider or course has ceased to be registered or a sanction has been imposed that prevents your provider from continuing to deliver your principal course

USE OF PERSONAL INFO.

Personal information is collected during the course of your enrolment, Barkly International College must collect this information in order to comply with obligations under the ESOS Act and the ESOS National Code 2018. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Regulations 2019 and the "National Code of Practice for Providers of Education and Training to Overseas Students 2018. The information collected about you during your enrolment process can be provided to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager in certain circumstances. In other instances, information collected during your enrolment process can be disclosed without your consent where authorised or required by Australian law. Under the ESOS Act, students have the right to access their personal information maintained by the College and can request amendments if the information is incorrect or outdated. If you wish to review your records, please submit a written request to info@barklycollege.vic.edu.au.

For additional information please refer to <http://www.barklycollege.com/policies-andprocedures>.

CHANGE OF STUDENT CONTACT DETAILS

Upon arriving in Australia, you are required to advise the College of your residential address and telephone number. You are also obliged to notify the college of any subsequent change in your contact details during the course. This is extremely important. Under Section 19 of the Education Services for Overseas Students (ESOS) Act 2000, the College is obliged to serve a notice at your last known address if you breach a student visa condition relating to academic performance. The College may also send warning notices to you which are aimed at helping prevent breaches of your visa conditions. It is your responsibility and in your own interest to ensure that you always update your address details at the College to ensure you receive important information about your course, fees and possible breaches of your student visa.

Additional information on student visa issues is available on the DHA website at : www.dha.gov.au

FEES

Students are requested to read the terms and conditions and payment/invoicing arrangements as detailed in their individual contracts.

UNIQUE STUDENT IDENTIFIER (USI)

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life.

You can access your USI account online from your computer, tablet or smart phone anytime.

Further information: If you have any questions or need more information, refer to: www.usi.gov.au



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	https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Equal opportunity	https://business.gov.au/people/employees/equal-opportunity-and-diversity
RTO & CRICOS registration	http://www.asqa.gov.au/
Educational services for overseas	https://www.studyaustralia.gov.au/english/study/education-system/esos-act
Department of Home Affairs (DHA)	http://www.immi.gov.au/students/index.htm
Education and Training Reform Act	https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/099
National VET Regulator (NVR)	https://www.asqa.gov.au/about-asqa/national-vet-regulation/standards-for-nvr-registered-training-organisations.html

It is the responsibility of the College staff to ensure the requirements of relevant legislation are met at all times. Please make use of the websites indicated, or contact the Student Support Department if you require further information. There may be additional course-specific legislation that is relevant. Information about this legislation will be communicated during the course.



HELPFUL CONTACTS

Fire, Ambulance and Police
Emergency

Phone: 000

Translating and Interpreting
Service

Phone: 131 450

Life Line 24 hours Counselling
Services

Phone: 131 114

Doctor

Royal Melbourne Hospital
Grattan Street, Parkville, VIC 3050
Ph 03 9342 7000

Medical One
23 QV Terrace, 292 Swanston Street, Melbourne VIC 3000
Ph 03 8663 7000

Swanston Clinic
Level 2, 55 Swanston Street, Melbourne VIC 3000
Ph 03 9654 9818

Dentist

Melbourne City Dental Group, Ground floor
ACTU house 393 Swanston Street, Melbourne VIC 3000
Ph 03 9662 2638

Community Health Centre
Melbourne VIC

North and West Melbourne Neighbourhood Centre
58 Errol Street, North Melbourne VIC 3051
Ph 03 9328 4812

Physiotherapist

Collins Street Physiotherapist
Level 7, 520 Collins Street, Melbourne VIC
Ph 03 9629 4299

Religious Institutions
Legal Services

The Anglican Diocese of Melbourne
The Anglican Centre, 209 Flinders Lane, Melbourne VIC 3000

St Francis Catholic Church (Melbourne)
Cnr Lonsdale & Elizabeth St Melbourne VIC 3000

Mosque
66-68 Jeffcott Street, Melbourne VIC 3000
Ph 03 9328 2067

Hindu
Hindu Society of Victoria Shri Shiva Vishnu Temple
52 Boundary Road, Carrum Downs VIC 3201

Buddhists
Melbourne Buddhist Centre
23 David Street, Brunswick VIC 3056



Legal Services	Victoria Legal Aid 350 Queen Street, Melbourne VIC 3000 Ph (03) 9269 0120
Study in Australia	https://www.studiesinaustralia.com/studying-in-australia
Youth Central	http://www.youthcentral.vic.gov.au/
Complaints or problems	Overseas Student Ombudsman
Employment information	Fair Work Australia Business Victoria
Equal opportunity	Victorian Equal Opportunity & Human Rights Commission
Occupational Health & Safety	Work Safe Victoria
Protection of student fees	Tuition Protection Service
Travel Study Information	Public transport services Study in Australia

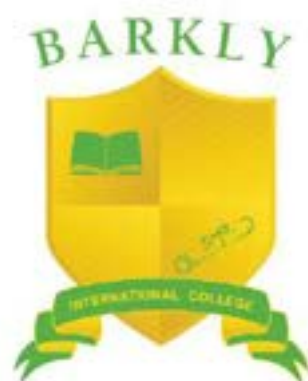
REFUND POLICY

Refer to Refund Policy P.28 V04
www.barklycollege.vic.edu.au

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**Barkly
International
College**

www.barklycollege.vic.edu.au

City Campus (Head Office)

Level 1, 377 Lonsdale Street, Melbourne, Victoria 3000

North Melbourne Campus & Automotive Workshop

49 Henderson Street, North Melbourne, Victoria 3051

Commercial Cookery Kitchen

583 Barkly Street, West Footscray, Victoria 3012

Contact Number: (03) 9600 2996

Email: info@barklycollege.vic.edu.au

Website: www.barklycollege.vic.edu.au

Barkly International College Pty Ltd T/A Barkly International College

CRICOS NO: 03136D | RTO NO: 22238 | ABN: 22 132 320 195