



## **International Student Handbook**

9 August 2016

The version of the handbook that sets the conditions of your study is the one in use on the day you signed your Offer Letter

# ***Nationally Accredited Courses***

National Provider Number 32448

## ***CRICOS Registered***

CRICOS 03322B

*Gold Coast, Queensland, Australia*

- ◆ **Business** ◆ **Massage** ◆ **English**
- ◆ **Hospitality** ◆ **HR Management**

PO Box 2585, SOUTHPORT BC QLD 4215

- 18 Rawlins Street, Southport (Head Office)
- Ph: 07 5526 3222 Fax: 07 5526 3233
- Level 3, 52 Davenport Street, Southport
- Ph: 07 5655 5694 (Enrolments and enquiries)





## Introduction

In 2011 ACADEMIQUE purchased the training systems of the Australian College of Integrated Therapies, which was formerly Verona Academy so it connects to one of the longest running private providers of vocational training in Australia, delivering training on the Gold Coast for approximately 30 years and registered since 1981.

We are very pleased to be able to offer smaller class sizes than most colleges, enabling individual attention and proving beneficial to students' learning needs and development throughout the training. Our team of professional staff excel at their chosen fields and are dedicated to providing students with a valuable learning experience.

The college enjoys a reputation of stability and respect both within the industry, the public and with Government authorities. Dedicated to excellence in the delivery of nationally recognised training, ACADEMIQUE is constantly keeping up to date with new training packages and industry standards, thus providing graduate students with the winning edge in all facets of Business and Natural Therapies industries.

We hope you enjoy learning with us and gaining new skills!

This college handbook is designed to give you information on the college. The college has a responsibility regarding standards of courses and their delivery, the educational interests and the welfare of its students. Students also have a responsibility to the college, their colleagues and the public, to ensure harmonious relations in a learning environment that caters for all students' needs.

If you have any questions, please ask at the college administration prior to signing and submitting your application.

We are always looking for improvements so if you have feedback for us it would be appreciated.

Best wishes for your course and your journey.

### MISSION STATEMENT

To help the personal and professional achievement of each individual towards reaching their highest personal best

To this end we work as a team, highly motivated professionals in our fields, each with personal styles and expertise

We nurture, encourage, mentor and lead our students as needed to help them achieve their goals

Fees are subject to change. Please confirm fees with the college prior to enrolment to ensure you have the latest information.

Your "Letter of Offer" provides an itemised list of course costs payable by the student.

As soon as you accept your Letter of Offer, course fees are fixed for the specified courses.

**CONTENTS**

	<b>Page No.</b>
Introduction – Mission Statement	2
Contents	3
Welcome – Easy Guide to ESOS – Enrolment Guide	4
College Fees and Payments	5
Archiving	5
Replacement Qualifications & Statements of Attainment	5-6
Overseas Student Health Cover	6
Bank and other fees	6
English Language Test	6
Living and Studying in Australia	6
Cost of Living	6
School Aged Children	7
Food	7
General Information	7
Student Assistance and Services	7
Counselling	8
Learning assessment methods and procedures	8
Assignments	8
Assignment deadlines	8
Missed lessons	9
Missed assessments	9
Failure to achieve competency/monitoring course progress	9-10
Secondary assessments	11
Recognition of Prior Learning	11
Credit Transfer/mutual recognition	12
Transfer between Courses	12
Deferring, suspending or cancelling enrolment	12-13
Course Withdrawal	14
Refund Policy	14
Transferring from one college to another college	14
External Associations	15
Course/unit equipment and product	15
Massage Student Clinic	16
Library facilities	16
Class details	16
Change of Address	17
Student Privacy	17
Workplace Health and Safety	17
Industry placement	17
Appearance	18
Lockers	18
Phone Calls	18
Food and Drink	18
No Smoking	18
Drug and Alcohol Free Workplace	18
Quiet Please	19
Mobile Phones	19
Student Misconduct and Behaviour	19
Theft	19
Cheating	19
Complaints / Appeals	19-20
Legislation	21
Useful Telephone Numbers	22
Student Acknowledgement	23

## Welcome to: **ACADEMIQUE**

Enrolment – Please note that this Student Handbook, the Application Form, Course Fees Invoice, Payment Plan and Offer Letter all form part of the enrolment process. Each form must be read, completed and the Application Form, ‘Student Handbook Received and Read Acknowledgement’ (final page) and the Offer Letter must be signed as indicated in order to be offered a place and subsequently enrol.

Your Rights: The Education Services for Overseas Students Act 2000 governs the responsibilities of education institutions towards overseas students. The act protects the rights of overseas students to ensure they receive the quality education they pay for. Please view the Easy Guide: available online at:

[http://www.aei.gov.au/AEI/ESOS/EasyGuide\\_ESOS.htm](http://www.aei.gov.au/AEI/ESOS/EasyGuide_ESOS.htm)

### Disclaimer

ACADEMIQUE has taken appropriate measures to ensure the information published in the Student Handbook is current and accurate at the time of printing. Due to some circumstances beyond its control, information changes from time to time. ACADEMIQUE management recommends that you check the on-line version of this handbook. The Management reserves the right to make changes where required. Any changes will be published and circulated throughout the student body. Prior to enrolment please confirm you have the last version of this document. Your tuition fees as indicated in your “Letter of Offer” will not change after you sign the Letter of Offer. Please feel free to contact the college direct to confirm any matter of concern. If you have appointed an Education Agent, please feel free to check whether they are our authorised representatives.

As part of our “Continuous Improvement” policy, we always welcome feedback about any aspect of your ACADEMIQUE experience. E-mail us any time on [info@academique.qld.edu](mailto:info@academique.qld.edu) or phone +61 7 5526 3222

© Copyright ACADEMIQUE 2012, 2016. All rights reserved.

The information hereafter is for the sole use of enrolled students attending **ACADEMIQUE** and may not be reproduced, distributed, resold, stored in a retrieval system, or transmitted in any form or by means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission from the Principal of the college.

**RTO Registration No 32448**  
**CRICOS Provider No 03322B**

## COLLEGE FEES AND PAYMENTS

### INTERNATIONAL STUDENTS

International students who have received a Letter of Offer and decide to study at ACADEMIQUE pay an initial payment before receiving their Confirmation of Enrolment. The balance of the course fee is divided into monthly instalments calculated evenly throughout the duration of the course. These payments are due on or before the 20<sup>th</sup> of every month. Your “Letter of Offer” will provide an itemised list of course money payable and a “Payment Plan”.

Payment is required in full before the end of the course. The college reserves the right to withhold your Certificate or Diploma if your fees are unpaid. The college reserves the right to end your enrolment if you have not paid your fees as per your Payment Plan 20 working days after giving you a written warning subject to the appeals process. You can see the price ‘per term’ in your Offer, however most students prefer to pay by the month, and that’s why our Offers are based on that. Signing your Letter of Offer creates a legal agreement between the college and the applicant/ student, so read it carefully.

Students who meet the entry criteria will receive a Letter of Offer if their application is in order. This outlines the monthly payment plan and the dates that payments are due. Once the deposit (and health insurance if requested: see below) are paid and all the completed paperwork returned, a CONFIRMATION OF ENROLMENT (CoE) will be issued for your student visa application. Commencement of all courses is subject to minimum numbers being enrolled.

Other Fees:

▪ Photocopying	\$0.10 / page	
▪ Hiring student clinic towel	\$1 / piece	
▪ Replace student locker key	\$10	
▪ Reprints of Qualification/ Statement of Attainment	\$30 for current student /\$50 if file has been archived	(details page 6)
▪ Late return of resources	\$80 / item	
▪ Resit of practical assessment tasks	\$30 per 1.5 hr or the cost of the assessor	(details page 11)
▪ Internal transfer between courses	\$150	(details page 12)

Recognition of Prior Learning

The price for RPL will be determined after submission and analysis of your evidence

Student file archive status:

▪ Unarchive Testamur over 20 working days after issue	\$50	to retrieve the archived file
▪ Unarchive file and create testamur 20 working days after the scheduled course or unit completion date	\$200	to retrieve the archived file
▪ File unarchive 20 working days after fees due date	\$200	to retrieve the archived file
▪ File unarchive after course cancelled	\$200	to retrieve the archived file

### ARCHIVING

Student files will be archived 20 working days after the schedule course or unit completion date. Should a student file to be retrieved after this date a fees of \$200 applies to retrieve the archived file. If a file has been inactive for 20 working days after unarchiving it will be re-archived.

### REPLACEMENT of QUALIFICATIONS & STATEMENTS OF ATTAINMENT

Requests for replacement of Certificates, transcripts or Statements of Attainment will be issued on receipt of a written request stating the reason for replacement. An administration fee of \$50 will apply if the student’s file has been archived. If it has not been archived, the cost will be \$30 per qualification.

No other fees apply except if you want a reprint of your results: \$30 if the information is current and \$50 if the information has been archived. If you missed a practical assessment task, the Training Package has changed, or your competence has lapsed after a year has passed, the college can require that you to pay a fee to cover the cost of re-assessment: See details below.

The fees paid by International Students are protected under the Federal Government tuition protection scheme. These schemes are set up by these governing bodies to ensure that International students do not lose their training/funds in the event that an education provider cannot provide training.

### **OVERSEAS STUDENT HEALTH COVER (OSHC)**

It's an Australian government rule that international students must organise health insurance, "Overseas Student Health Cover" for the entire duration of their student visa. You can choose to organise OSHC yourself or we can organise it for you. We currently use ahm overseas student health cover, but may choose an alternative registered OSHC provider. If you would like us to arrange OSHC for you, it is your responsibility to ensure you understand what the cover includes and excludes. We have brochures available or please go to their website [www.ahm.com.au](http://www.ahm.com.au) or call them on 134 246. When you sign the Received and Read acknowledgement at the end of this document, it means that you accept your responsibility for understanding what your OSHC covers or does not cover.

If you choose for us to arrange your OSHC, the ahm fee must be paid when you enrol so we can make payment to the Health Insurance Fund to arrange health cover as per visa requirements. In the event that you pay for health insurance but do not commence your course and a refund is payable, the refund is subject to the refund policy of the health insurance provider not ACADEMIQUE. Please check this before enrolment. If you choose to arrange your own health insurance, then written proof of OSHC must be supplied at enrolment. This will be kept in your student file. OSHC fees change from time to time, so please confirm the fee prior to enrolling so that you have the most up to date information.

### **BANK AND OTHER FEES**

From time to time international students transfer fees via banks and other facilities which are off-shore. These transfers may attract substantial commissions and charges. Your fees are the amount specified in your Letter of Offer, and they have not been paid in full if any commission or charge has been deducted. Please make sure that the college receives the amount specified on your Letter of Offer so that we can process your enrolment promptly. (We recommend that you transfer the fees yourself.)

### **ENGLISH LANGUAGE TEST**

It's a requirement for enrolment and for the grant of a student visa that you establish your English language proficiency. How you can do this depends on your passport and Education Sector, which determine your 'Assessment Level'. Some levels can use the ACADEMIQUE test (80% or above, only available at ACADEMIQUE) to establish their competence. Other levels need IELTS 5.5 or equal (or higher), or certified proof of successful Foundation, Certificate IV or higher studies. (A certificate III which includes multiple Certificate IV competencies might be acceptable.)

For details, please see <http://www.immi.gov.au/students/students/chooser/> or contact the college.

### **LIVING AND STUDYING IN AUSTRALIA**

The Gold Coast is one of Australia's premier tourist destinations boasting kilometres of beautiful surfing beaches, national parks, tropical rainforests, theme parks, mountain resorts as well as great shopping and cosmopolitan restaurants all in a relatively safe, secure and clean environment. We have a subtropical climate with mild winters and warm summers with average temperatures ranging between 9 – 20°C in winter and 21-32°C in summer.

The Gold Coast has a population of approximately 500,000 people and is situated approximately 45 minutes drive south of Brisbane. Coolangatta airport is available for domestic and international flights. We recommend you visit [www.goldcoast.qld.gov.au](http://www.goldcoast.qld.gov.au) for further information regarding living and studying on the Gold Coast.

### **COST OF LIVING**

The Australian currency is based on a decimal system of 100 cents to the dollar – A\$ or AUD. You will require \$10,000.00 - \$25,000.00 (dependent upon the course you study) to meet your expenses each year for study, accommodation, personal expenses, transport, entertainment and recreational expenses. This amount will not cover major expenses such as the purchase of a car or computer. A very wide range of accommodation is available on the Gold Coast. If a relative or partner is

coming with you, additional costs should be taken into account. DIBP provides information about living costs at this website: <http://www.immi.gov.au/students/student-visa-living-costs.htm>

We recommend you bring at least \$3,000.00 with you to meet your establishment costs (for example- bonds for rental property, telephone connection charges, etc.) depending on your situation. It is advisable to carry traveller's cheques in Australian dollars as these are secure and can be exchanged for cash at banks and other locations such as major stores.

You should also bring either some Australian cash with you or exchange currency at the airport on arrival to pay any immediate expenses. If you bring cash worth more than AU\$10,000.00 into Australia, you must report this to Customs Officials on arrival. Australia also has very strict rules about bringing food, drugs and wooden items into the country.

Living arrangements can be arranged privately by the student with a wide range of rental accommodation available on the Gold Coast. Gold Coast Student Accommodation Centre provides short or long term homestay accommodation for students with host families. This accommodation can provide meals and internet access and is approx AU\$240 - \$300 week. You can view the homestay website at [www.gcsac.com.au](http://www.gcsac.com.au)

### SCHOOL AGED DEPENDANTS

It is a requirement under Australian law that all school aged dependants of international students must go to school while in Australia. They are required to pay fees. Please contact your chosen school directly for their individual guidelines and fee structures. Education Queensland International is one provider of services for international school aged students: <http://www.eqj.com.au/>

### FOOD

The Gold Coast has a wide range of ethnic foods available including specialty shops and restaurants catering for Japanese, Indian, Chinese, Thai, Korean, Indonesian, Malaysian, Filipino and European cuisines. It is also important to know that Australia generally has a fixed price system: it is rare to bargain about the price of everyday goods and services.

### GENERAL INFORMATION ABOUT STUDYING IN AUSTRALIA - Visa Requirements

Under the ESOS Act and the National Code, international students at ACDEMIQUE are required to:

- Make satisfactory course progress
- Keep their educational institution informed of their residence at all times. You must notify your educational institution within 14 days of moving to a new address.

Educational Institutions must report students who fail to comply with the course progress requirements of their visa to the Department of Immigration and Border Protection (DIBP) via the Provider Registration and International Student Management System (PRISMS) following completion of the Intervention and Appeals processes.

### STUDENT ASSISTANCE AND SERVICES

If you have any questions, we will be pleased to help you. If related to course content, then ask your supervisors in the first instance. If necessary, they may direct you to the Administration Manager or the Principal. Where required please see the receptionist to make an appointment for you with the Principal.

If you need additional help with lessons and assessments, please don't hesitate to make an appointment with the Principal (outside of your class hours) to get the assistance you need.

Student Welfare and Guidance Services are available upon arrival or upon request in the following areas:

- Course Assistance including tutorial support assistance.
- Payments and Fees
- Orientation
- Academic progress

- Change of courses or further study
- Visa status
- Accommodation
- Personal issues which might impact upon your studies.

If communication is a problem, please speak to the Administration Manager or Principal.

We can also put you in touch with local youth groups, social and services clubs and local sporting associations.

### **COUNSELLING**

If you are experiencing personal difficulties, please contact the Principal. At no initial expense and in complete privacy we will organise confidential, qualified assistance.

### **LEARNING ASSESSMENT METHODS AND PROCEDURES**

Students are taught using a variety of learning strategies during their course. The majority of learning at ACADEMIQUE involves face-to-face teaching but it may incorporate some outside excursions, video training, industry placement and research activities.

Competency based assessments address the current and relevant National Training Package and follow the four technical principles of assessment: reliability, validity, flexibility and fairness and may take the form of a written assessments, practical assessments, presentations, case studies, role plays, and/or assignments. All units of competency will be assessed using one or more of the above methods. Your teacher will inform you about assessment activities.

As your course comes under the VET sector (vocational education and training) you will not receive a graded result (as per AQTF guidelines). While working through a unit of competency your progress will be graded 'satisfactory' or 'unsatisfactory'. At the conclusion of the unit when all assessment tasks (including Vocational Placement, salon or clinic simulations and similar) have been completed, you will be graded 'competent' or 'not yet competent'.

In the Massage Faculty, after your first assessment, you keep practising your skill through clinic sessions, review classes and at home. At the end of your unit or course, you are assessed again and competency is awarded when successfully completed. Being assessed at the end ensures you are going into your chosen industry confident and competent and job ready. The satisfactory/unsatisfactory, competent/not yet competent complies with the current training guidelines under AQTF 2007.

For an assessment to be deemed satisfactory, all questions within a written assessment, all requirements of a written assessment and/or practical assessment must be answered correctly. Upon being informed of your result - satisfactory or unsatisfactory or competent/not yet competent, you will be asked to sign your assessment cover sheet to show you accept this result. If you are found unsatisfactory on an assessment, you will receive notification of such by your trainer/assessor. They will also discuss what you should do.

All qualifications which are government approved are structured so most aspects of the industry you are wishing to enter are covered in training and then assessed. This includes not only the actual skill, i.e. massage or business, but also includes, but is not limited to: communicating with the client, teamwork, developing a treatment plan, safe work practices, selling, financial transactions, hygiene and cleaning. (In other words, employability skills) These skills are a part of the industry you are entering.

### **ASSIGNMENTS**

Each assignment is to be word processed and is to be stapled in the top left hand corner. The assignment assessment sheet must be attached to the front of the assignment with your name, trainer/assessor's name and unit/s names. Some written tasks can be submitted by email, but you will have to come in and sign that the work is your original work and you accept the result. Failure to submit assignments may stop your progress into other subjects/courses: As a general rule it's a condition that student not commence their next course until the previous one has been completed.

### **ASSIGNMENT DEADLINES**

Each assignment has a due date. If the assignment is not handed in on or before the due date, an 'unsatisfactory' result might be issued for that assignment. If the assignment is not handed in complete within one week of the original due date, a second 'unsatisfactory' result will be issued. Please note: if the assignment is not handed in by the original due date but is instead handed in within one week of the original due date but it is not 100% satisfactory, then a second 'unsatisfactory' will be issued and repeating of the lessons and assessments for the unit/s may be necessary. To simplify this, you get 2 opportunities to achieve satisfactory (100%). If you hand work in late, then you only have 1 opportunity to achieve satisfactory (100%).

If a student fails an entire unit of competency, the student will have to repeat the lessons and assessments for the unit and the cost of the unit will be charged, payable prior to attendance of the unit. If 'Compelling and Compassionate' circumstances make it difficult for you to hand in your assignment in on time, please discuss it with the Faculty Coordinator or Principal before



the deadline arrives and organise appropriate written evidence. (To meet the standards set by DIBP).

### MISSED LESSONS

Staff members are working to a strict timetable to enable them to deliver your course in the specified time. They are certainly here to assist you wherever possible, but cannot deliver private training if you missed a lesson. They also need time for lunch and bathroom breaks.

We will not reschedule lessons because students have failed to attend. If theory lessons are missed that material will not be taught again until the next time that unit is offered. If you are unable to be present for designated lessons, it will be up to you to borrow a colleague's notes to familiarise yourself with lessons missed and read the notes already supplied. Some theory lessons can be revised, however this must be done in your own time, not when other lessons are scheduled for you, or when rostered to 'work' in supervised massage clinic. If you want further assistance with lessons, see your trainer in the first instance. Please do not hesitate to book an appointment with either the Faculty Coordinator or the Principal if you require additional assistance.

We urge you not to make a habit of missing theory lessons. This is a vital part of your course, and sets you above other people in the industry who have limited theoretical knowledge. Some theory and practical lessons are a pre-requisite for other more advanced units of work. Please be aware that if you miss theory and practical lessons, you may not be able to move onto more advanced units of work until you have completed all pre-requisites. Please remember that scheduling personal appointments during your course delivery times is inappropriate. Only in documented Compelling and Compassionate circumstances may the Principal grant you an exception. The standard of evidence is such as would satisfy DIBP.

Compassionate or compelling circumstances are generally those *beyond the control of the student* and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident;
  - witnessing or being the victim of a serious crime when this has impacted on the student.

(These cases must be supported by medical, police or psychologists' reports)

### MISSED ASSESSMENTS

Any student failing to attend or submit all scheduled assessments (either practical or written) will be deemed 'unsatisfactory' in the relevant unit of competency. The student will get a second opportunity to achieve competency. However, if 'satisfactory' is not achieved at the second attempt, then the student is required to re-attend lessons for the unit and sit the applicable assessment/s again. The student will be required to pay for the cost of the lessons and assessments prior to attendance. This may affect your overall study if the next units can only be attended if competency was achieved in the unit/s before. (I.E. the missed or failed unit was a pre-requisite.) The scheduling of any unit is dependent on the college enrolments and timetabling and it may be some time before a particular unit is scheduled again. If there is a break in studies for this reason, the original signed payment plan must still be paid. Extension of your visa to repeat missed or failed units is subject to DIBP approval.

See secondary assessments in this book for further information.

Any unit where competency has not been achieved (unsatisfactory issued) and no attempt has been made to achieve satisfactory at a second attempt or the student did not achieve satisfactory at the second attempt or the student failed to re-enrol in, pay for and attend the appropriate lessons and sit assessments or the student failed to attend the scheduled secondary assessment, will receive unsatisfactory for that unit of competency. This will result in the student not achieving their qualification: instead they will only receive a Statement of Attainment for any units where competency has been achieved. If the student was enrolled in units only and not a full qualification, then it may result in no statement being issued or a statement being issued only for other units where competency has been achieved. In some circumstances, unit of competency failures could trigger reporting to DIBP: see below. Students who do not schedule sufficient time in massage clinic will also be unable to complete their course, and can only extend through evidenced Compelling and Compassionate circumstances. There will be NO provision for extension because of insufficient personal time to study or similar.

## FAILURE TO ACHIEVE COMPETENCY /MONITORING COURSE PROGRESS

**ACADEMIQUE** is constantly proactive in assisting students to achieve competency. At the start of every term, you will be told what you should study across that term and how you will be assessed. Your progress will be formally monitored, assessed and recorded every term. The college intervention strategy will be commenced as soon as practically possible if:

You do not achieve competence in 50% of the units allocated to a term

Your teacher anticipates you will not achieve competence in 50% of the units allocated to a term

It appears possible that you will not graduate in the scheduled timeframe.

Class teachers and the Coordinator all informally monitor Course Progress on a weekly basis with formal review at the end of each term. Both are required to promptly initiate the intervention process if any of the above conditions arise.

The Coordinator must write to the student and inform them that they should attend a formal meeting. At the meeting the Coordinator, Head of Faculty and student (and teacher if available) will review the suitability of the course, advise about opportunities for re-assessment and implement a written program of support. (Details below) The student will be advised that unsatisfactory course progress across a term will lead to the student being reported to DIBP for CoE cancellation subject to the internal and external appeals processes. (20 working days)

The Coordinator will arrange the appeal and reporting process as appropriate and ensure that the student is fully informed about appeals. Student grounds for appeal include the College not recording progress or following policies correctly, or compassionate and compelling circumstances. The college is obliged to notify DIBP via PRISMS if the student's appeals are unsuccessful, the student withdraws from the appeals process or the student does not participate in the appeals process.

International students are not allowed to fail individual competencies twice. A second failure generally means that a student will be unable to complete a course and has made unsatisfactory course progress. (Subject to the appeals process)

If the college is placed in a position where it must report unsatisfactory course progress then the student will be notified in writing. This notice will inform the student that s/he has 20 working days to lodge an internal appeal and (in the event of that failing) 20 working days from notification to lodge an external appeal.

If you are experiencing difficulties either with your studies or with an outside situation and require assistance or need us to consider adjustments with your studies to support you in a challenging time, please let us know. Most courses at the college contain a large practical component. If students are not attending then the likelihood of the student not achieving competency at assessment is higher as often specialised training, equipment and resources are required that cannot always be found at home or away from the college. As the classes are small and the monitoring of practical skills is daily, then it is usually quickly evident when a student is absent. It is obvious when a student returns that they have missed lessons that effect their skill level and they are behind the skill levels of other students.

If your course progress is affected by extreme illness, please supply a medical certificate. This requirement is a college policy due to its obligations under the National Code for International students plus this assists the college in ensuring the student is well enough to give and receive treatments if they are enrolled in a course with a practical component.

- If a student does not attend a scheduled practical assessment or does not achieve competency, then they are notified in writing and sign the assessment document which is then placed in their file. The assessor also signs the same document.
- The student is provided with a second assessment time to attend to try and achieve competency a second time. If competency is not achieved at a secondary assessment, then the Principal or their representative will be required to notify the student that they must enrol in the unit again, and pay for the unit again.
- For an International student on a visa for a course that they must complete within the CoE duration, the situation needs to be evaluated to ascertain whether the course can be completed in the expected time frame. The reasons why they did not achieve competency are discussed and documented.

A meeting at the college at the appropriate time in the situation will identify strategies to assist the student with course progress and when they may be activated. This depends on the individual's situation. Strategies include:

- Additional time with a staff member to increase skill or knowledge levels
- Referring the student to a counselling service if the situation is appropriate
- Adjustments made to the assessment procedure to assist with a learning or medical situation.

Assessments are conducted for each unit as per the written assessment tools introduced at the commencement of each unit. 100% competency must be achieved for each assessment task. Where competency is not achieved, the student is required to attend the secondary assessment for the component where competency was not achieved.

Further information is provided under 'secondary assessments' below. It is important action is taken early enough to ensure

the best possible outcome with course completion dates, complying with visa and legislation and minimising costs for the student in terms of re-enrolments.

## SECONDARY ASSESSMENTS

A secondary assessment opportunity is arranged if you missed or failed the first assessment opportunity. If you missed or failed as a result of documented Compassionate or Compelling Circumstances, no penalty applies.

Unless you have applied to defer or withdraw from your studies, you are required to complete any and all secondary assessments both theory & practical when notified by the Principal, Faculty Coordinator, Trainer or Administration Manager. They will be scheduled outside of your normal attendance.

There is no charge for a written or assignment secondary. Please note, every student has 2 opportunities to achieve satisfactory (or competency at the end of a unit). Therefore, if you do not attend a first scheduled assessment or you did not hand in your assignment on or by the due date and time, then you must achieve 100% satisfactory at the scheduled secondary assessment or assignment. (This means you only get 1 opportunity to achieve satisfactory instead of 2.)

If 100% satisfactory is not achieved after 2 scheduled attempts (whether or not the student attended them), then the student has failed and must enrol in and pay for the lessons, assessments and assignments again subject to DIBP regulations. Payment must be made prior to attendance and the original signed payment plan must still be paid.

All scheduled secondary written assessments are usually conducted outside of your standard college timetable, on a day you would normally attend, before or after your classes. Arrangements can be made to schedule written assessments on other days however this must suit both parties.

Secondary practical assessments cost \$30 minimum per 1.5 hours, are subject to assessor availability, and are scheduled on a day you would normally attend outside your regular college timetable: before or after classes.

If it is scheduled on a day not normally attended by both the student and assessor to suit the student, the cost will be charged out at the cost of the applicable assessor. Please note: under some awards there is a 3-hour minimum for employment. Any assessments scheduled to suit the student on a non-attendance day will be invoiced out at the cost of the assessor. This cost is approximately \$100. To simplify it – if the assessment is before or after the normal day, the 3 hours is part of the day then the cost is \$30 minimum for 1.5 hours. If the assessor has to come in especially for the assessment, the student must pay this cost.

If a student does not attend a scheduled secondary practical assessment and does not give minimum 12 hours' notice that they do not intend to attend, then they will be charged the appropriate fee as the college will still be required to pay the appropriate fee to the assessor. Notice must be given directly to a staff member, not left on the answering machine.

The student is required to supply evidence of compassionate or compelling circumstances (as above) within 5 working days of a scheduled secondary assessment if they did not attend it. This is for both written and practical assessments and regardless of whether they notified the college or not. If no suitable evidence is supplied within that time frame, a second 'unsatisfactory' result will be issued.

Students who have not achieved "satisfactory" after their scheduled secondary assessment or have been absent and cannot produce suitable evidence will be deemed to have failed that unit and required to re-enrol in the Unit of Competency (when next available) at the college, in order to receive their full Qualification. (Subject to the appeals process) Re-enrolment application fees and current unit costs will be at the student's expense. Students who are able to produce suitable evidence of compassionate or compelling circumstances will have their assessment rescheduled within 4 weeks of the previous secondary assessment date. International students must pass at least 50% of their scheduled units each term and be able to finish on schedule in order to make satisfactory course progress and thus meet the conditions of their visa. Re-enrolment after study problems or leave may mean that the currency of some vocational skills has lapsed and those skills may need to be studied again.

## RECOGNITION OF PRIOR LEARNING

Recognition of prior learning/Recognition of current competencies is a process that recognises your skills and experience, regardless of where and when the learning occurred. You may have gained the skills through any combination of formal or informal training and education, work experience or general life experience. Under the Australian Quality Training Framework, you will also be required to provide evidence of currency. This learning is mapped against the learning outcomes of your enrolled course of study.

If you wish to have your existing skills formally recognised, you have to apply for RPL at the time of application. All evidence of previous study, your resume and evidence of work experience are to be lodged with the application form. The college will assess your submission and advise you of the outcome, and the proposed cost of the RPL, issuing a Letter of Offer if requested. In the case of massage, associations and insurance providers might not recognise RPL qualifications, and checking about that is the student's responsibility.

If the college determines a practical and/or theory assessment is required to establish competency in those unit/s or qualification you have applied for RPL in, these must be completed prior to commencement of your course at a time convenient to both yourself and the college.

As DIBP regulations require that students be studying full-time (except under special circumstances) being granted Recognition of Prior Learning, Credit Transfer or Mutual Recognition may shorten the length of your program and CoE. Please discuss this with the college prior to enrolment.

Please note, if RPL etc. is granted after the issuance of your student visa, ACADEMIQUE is required to report the change of course duration via PRISMS under the ESOS Act. Overseas students are required to be enrolled in full-time study as a condition of their visa.

### **CREDIT TRANSFER / MUTUAL RECOGNITION**

Credit Transfer and Mutual Recognition will be granted to a student who can provide a Certificate or Statement of Attainment issued by another Registered Training Organisation. Recognition on this basis will only be given to a student who can provide original documentation or a certified copy which bears the same identification and unit code/s, or where the education department website states that the courses are equivalent. Request for mutual recognition/credit transfer must be made in writing prior to course enrolment on the application form. The application outcome will be notified within seven days of lodgement and receipt of evidence. If the Statement of Attainment/qualification was issued a long time ago and you do not have current competency, then this may jeopardise granting of a credit transfer or mutual recognition and you may be required to perform a practical and/or written assessment. As a general rule, we follow the principle that competence lapses after one year. See details on assessments elsewhere in this handbook.

Should International students who are currently attending or who have attended in the last 2 years wish to re-enrol in further training at ACADEMIQUE and request credit transfers/mutual recognition for recent competencies achieved at ACADEMIQUE, no credit transfer fees will be charged for the recognition granted, provided that an Application Form together with this request and your original transcript is received and approved prior to commencement of the additional studies. As student files are archived once students complete their studies, all past students are required to produce the original transcript or a certified copy when applying. If past students are unable to produce the evidence required, then retrieval from archives will be required. Please refer to that section in this handbook.

### **TRANSFER BETWEEN COURSES**

It is possible to transfer between courses within the same modality provided the second course you have chosen is available during that college term. Should a student wish to transfer prior to their course commencement date (not less than seven (7) business days before study commences), there is no charge and course fees can be transferred with the difference in course fees adjusted accordingly and a new invoice issued. Any balance owing by the student at this time must be paid immediately. Once training has commenced, however, transfer between courses will result in an administrative charge of \$150, as well as the balance of any additional course tuition fees which will be calculated and a monthly payment plan supplied. In the event that the transfer is to a course of lesser value, please note there are no refunds payable for the initial course as training has already commenced (refer Refund Policy) and any units commenced must be paid for immediately. All transfer requests must be in writing to the Principal and the \$150 charge (if applicable) must be paid when the application is lodged. Notification of your transfer application will be within 7 working days. If a student wishes to change courses outside the enrolled modality, either prior to or after commencement of their training, then a withdrawal and re enrolment will be required. Please refer to the withdrawal and enrolment sections of the student handbook. Transfer to a new course is subject to DIBP approval.

### **DEFERRING, SUSPENDING OR CANCELLING A STUDENT ENROLMENT and NOT COMPLETING WITHIN EXPECTED DURATION**

Please note: Deferment of studies by a student is subject to DIBP and student visa regulations. ACADEMIQUE must comply with any ruling DIBP may make on the student's circumstances.

ACADEMIQUE cannot initiate a deferral. A student initiated deferral or suspension of studies (including granting a leave of absence during the course through formal agreement in certain circumstances) can only be on compassionate or compelling grounds. Your application must be in writing and where possible the student must attend a meeting with the Principal or their representative to discuss the situation and provide evidence. The Principal or representative will respond in writing with a decision within 7 working days. The appeals process may be activated by the student.

DIBP will be notified via PRISMS of any changes in the student's enrolment and the circumstances surrounding any student-initiated deferment or suspension. ACADEMIQUE and the student must comply with the ruling by DIBP on the situation. Prior to recommencing studies, the student must attend the college for an interview with the Principal or their representative to

ascertain where they stand in relation to the units still to be studied and what is currently being delivered at the college. Additional units may be required until the units outstanding are delivered. This may incur additional fees. You might have to study with a tutor if the class you missed is not being run at a time when your visa requires that you study.

Subject to the appeals process, if ACADEMIQUE initiates a suspension or cancellation of studies then it may be for the following reasons:

- Non payment of fees including course fees, secondary assessment fees, late fee charges and fees charged due to the non-return of equipment, resources and books
- Not making Course progress across a term or the equivalent number of study weeks.
- Misbehaviour by the student

Subject to the appeals process an enrolment may be suspended or cancelled by ACADEMIQUE for a student who is not complying with the college policies and procedures and is:

- increasing risk at the college due to their actions
- creating challenges by causing disruptive disharmony among the student body
- wearing footwear, clothes or jewellery that do not comply with WH&S
- making poor course progress (passing less than 50% of units in a term or equivalent period)
- not following reasonable directives from ACADEMIQUE staff members with regard to safety
- apparently breaking any law or regulation in the eyes of a reasonable person

If a student enrolment is to be suspended or cancelled due to the above, the student will attend a meeting with the Principal and another college representative. The student is welcome to bring a support person. All discussion must be documented, signed by both parties and placed in the student's file. The student is required to pay for any units commenced whether completed or not. A detailed invoice will be issued detailing the unit situation. Outstanding fees are to be paid within 7 days.

**The suspending or cancelling of a student's enrolment must be reported to DIBP via PRISMS.** The student has 20 working days to lodge an internal appeal against any decision made to suspend or cancel an enrolment. If the internal appeal fails, the student can lodge an external appeal through the Overseas Student Ombudsman or ASQA. In our experience, most disputes can be solved if the student and the college meet and listen to each other: In many cases, federal legislation requires that the college act in a particular way, and the explanation solves the problem.

DIBP will be notified via PRISMS of any changes in the student's enrolment following the appeals processes. ACADEMIQUE and the student must comply with the ruling by DIBP on the situation. If the student appeals the decision, the college must process the appeal and abide by the appeal procedure and time frames. The cancellation/suspension cannot take effect until the appeal has been finalised except in cases where physical danger can be reasonably expected to arise.

A course may be cancelled due to insufficient numbers being enrolled. If this occurs ACADEMIQUE must contact all students enrolled. If the student is international, the student is provided with similar options at other providers that approximately match duration, cost and commencement time. If necessary, an ACADEMIQUE representative may phone another provider requesting a fee reduction if the other provider's fees are higher, so that the student does not incur additional fees. If possible, notification to an offshore International student will take place 4 weeks before to allow time for an alternative plan to be put into place prior to their arrival.

**Problems with Course Progress:** Both the college and the student have an obligation under the National Code for International students to achieve satisfactory course progress which should result in passing at least 50% of the work set in each term, and completing studies within the expected duration.

If the student is experiencing difficulties either with their studies or with an outside situation and requires assistance or needs adjustments to be made with their studies to support them in a personally challenging time, they should let the Principal know. Attending a meeting with the Principal or their representative is required. This meeting's minutes must be documented, signed by both parties and placed in the student's file.

Under current legislation College administration staff members are required to ensure that at all times students are in a position to complete the course within the expected duration as specified on the CoE. The duration of the course and the student visa may only be extended in limited circumstances including:

- Compassionate or compelling circumstances as detailed above. Any medical certificate or other evidence must state or make it clear that the student is unable to attend classes.
- If the college has implemented an intervention strategy for a student who was at risk of not making satisfactory course progress and not completing their studies within the duration on the CoE as a result of an unanticipated learning difficulty. (The Head of Faculty or Principal must report)

- A deferment or suspension of study which has been approved by DIBP. See deferment for further information.

The college will report the situation on PRISMS and create a new CoE if a student can only compensate for matters by extending the expected duration of study. Any affect on a student visa is the responsibility of the student: Extending a course and creating a new CoE does not extend your visa, and the college is not legally allowed to give advice about visa matters.

### **COURSE WITHDRAWAL**

All course withdrawals must be made in writing to the Principal within 7 days of the student's decision. The payment plan in your Letter of Offer applies. For withdrawals prior to commencement, see college refund policy.

Please note: DIBP is notified via PRISMS of any withdrawal. Please read further information on transferring to another college below. If your visa has been granted and you need a Letter of Release, the college might require that you show you have received expert advice about your proposed plan. DIBP has advised that changing to a lower level or very different course can result in a visa being cancelled and can have a very negative impact on future visa applications.

### **REFUND POLICY**

ACADEMIQUE has, in line with government requirements, a fair, reasonable and equitable refund policy guaranteeing refund of students' fees where applicable.

- All course fees are refunded in full if a visa application is rejected or evidenced compassionate and compelling circumstances arise. A refund will be granted only upon receipt of proof of this rejection/ evidence. Refunds are not available to students who simply change their plans.
- If a refund is requested 28 calendar days or more prior to course commencement, a full refund of the course fees paid at enrolment will be refunded within 7 working days. (The college is closed for up to 4 weeks over the Christmas/New Year period.)
- If a refund is requested between 14 - 27 calendar days prior to course commencement, a refund of the total course fee paid less \$200 for administration costs will be refunded within 7 working days.
- If a refund is requested between 1 - 13 days prior to course commencement, there is no refund of any course fees paid.
- Once training has commenced in the enrolled course, no refund is available to students who leave before finalising the course. The student remains liable for any units commenced if the monthly "Payment Plan" fees have not covered all costs. Payment by the student of outstanding fees must be made in full in Australian currency within 7 working days of the student notifying the college of their intention to leave the course. Please note: If you want to cancel your student visa DIBP must be notified in writing by you: Cancelling you CoE does not cancel your visa. Please report to your closest DIBP office immediately regarding your visa.
- Should ACADEMIQUE cancel a course prior to commencement, participants are entitled to a full refund as per the ESOS Act 2000 and ESOS Regulation 2001 within 7 working days.
- All approved refunds will be paid within 7 working days of receipt of the written application and appropriate evidence.
- Pre-paid fees will not be refunded to students who are expelled from the college (following the appeals process) for stealing, cheating, damaging property or persons on college premises, falsifying documents, performing treatments on college models off-site without permission, or apparently committing criminal acts.
- ACADEMIQUE will pay the refund amount to the person who entered into the contract with ACADEMIQUE, unless that person gives a written direction to ACADEMIQUE to pay the refund to someone else. This applies whether an education agent is involved or not.
- ACADEMIQUE will pay the refund amount in Australian dollars. Any additional currency exchanges will be at the cost of the student.
- To claim a refund, please ask Administration for a "Refund Processing Form".
- Please refer to the Easy Guide to the ESOS framework - [http://www.aei.gov.au/AEI/ESOS/EasyGuide\\_ESOS.htm](http://www.aei.gov.au/AEI/ESOS/EasyGuide_ESOS.htm)

- In the unlikely event the college is unable to deliver your course in full after you have commenced, you may be offered enrolment in an alternative course at no extra cost to you. If we are unable to provide you with an alternative course, the Federal Government TPS will place you in a suitable alternative course. This college has been operating in various forms since the 1970's and registered since 1981. This event has not occurred during over 30 years of operation. *(In Letter of Offer)*

### **TRANSFERRING FROM ONE COLLEGE TO ANOTHER COLLEGE BEFORE FINISHING YOUR COURSE**

Registered colleges are restricted from enrolling transferring students prior to the student completing 6 months of his or her principal course of study except in certain circumstances. These circumstances include but are not limited to:

- The original college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
- The original registered college has provided a letter of release.
- The original college has had a sanction imposed on its registration by the Australian Government or State Government that prevents the student from continuing his or her principal course.
- Any Government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

The registered college must grant a Letter of Release only where the student has:

- Provided a letter from another registered college confirming a valid enrolment offer has been made and include details on the new course including course code, and commencement and conclusion dates.
- Current course fees are paid whether the unit has been successfully completed or not as agreed in the Letter of Offer.
- The letter of release is issued for no charge.
- If ACADEMIQUE does not issue a letter of release, we must provide you the student with a letter outlining why we have refused your request. We will inform you of your right to appeal our decision in accordance with standard 8 of the National Code for International Students.

### **EXTERNAL ASSOCIATIONS**

As ACADEMIQUE and its courses are recognised nationally, it is possible for you to apply gain membership or additional recognition from these industry-recognised groups.

We urge you to join to assist in your ongoing professional development. Membership of these associations is optional; however, it is beneficial to join the relevant associations during the course of your studies as membership costs are usually lower for students.

Some Associations you may be interested in are:

- AAMT – Australian Association of Massage Therapists
- MAA – Massage Association of Australia
- AMT – Association of Massage Therapists
- ANTA – Australian Natural Therapists Association
- ATMS - Australia Traditional Medicine Society
- There are various business groups available for joining depending on your industry.

Not all of the above groups are applicable to your course.

### **COURSE and UNIT EQUIPMENT and PRODUCT**

Your course fees cover all textbooks and products used here at the college through the duration of your studies. Consumables and linen are not included in your course and must be provided by you. Students are also to supply their own linen if required for their particular course. Linen required will depend on the enrolled course however in most cases handtowels and large towels. Please ensure linen is laundered regularly to maintain hygiene and cleanliness standards. Your trainer will notify you

about the requirements for each unit. Bringing in your own linen and consumables helps keep course fees down.

We suggest all students bring paper or a blank exercise book to make additional notes throughout their course. Please bring a pen, pencil, ruler, eraser, highlighter, scissors and a stapler daily.

### MESSAGE STUDENT CLINIC

Once you are familiar with new skills, you will have the opportunity to work on clinic models. These people pay a nominal fee to contribute to costs of product and equipment. Student clinic is an important component of your course as many different skills are bought together in a simulated workplace environment. It also assists with keeping your skills current after the initial assessment. Attendance at the student clinic is very important to ensure you are able to bring all skills together including: the actual skill/s being performed, communication, rebooking, selling, client consultation, referral, theory knowledge and financial transactions. The clinic is an assessable component of your course therefore you must attend all scheduled clinics. If your attendance is infrequent, it will be difficult for you to make course progress. In some units of competence, final assessments cannot be undertaken until clinic skills are satisfactory. (Your trainer will advise.)

Models must turn off their mobile phones. In the event of an emergency, staff and students have a duty of care to ensure models are directed to emergency exits and the assembly point. Models visiting the student clinic realise you are in training, and are happy to assist in your professional development.

Students are encouraged to **informally** practise the skills they have successfully acquired on friends and family at home to maintain their skill level. Please be aware that performing fee-for-service treatments prior to completion of your course and becoming qualified, you are risking litigation claims for damages if any harm is caused to your client. You should not perform fee-for-service treatments until you are qualified to deliver that type of treatment. Furthermore, if you are employed in industry prior to qualifying, the employer may be under no obligation to insure against your inadequate practice.

No student is permitted to perform treatments on college models off the college premises while they are enrolled at the college. If a student is found to be performing treatments off-site on college models, then the student will be expelled from the college immediately, subject to the appeals process. Course fees for units commenced will not be refunded in this instance. From time to time, changes in government issued Training Packages may result in clinic changes: See your Offer Letter for details.

### LIBRARY FACILITIES

Books, Magazines, Journals and internet access are available for your use for research etc. Research is an important part of your course so whenever you have time, we suggest you avail yourself of the library. Books are able to be borrowed, maximum of four at any one time, for **two weeks only**. Staff **MUST** sign your chosen book out and in. Photocopies are available to you at a cost of 10c per copy. Students are to ask staff to photocopy.

### CLASS DETAILS

The massage course operates on five 10 week terms, with short breaks between terms and approximately two months' break in December/ January. Please check with the college for exact term dates.

First term 10 weeks – end of Jan, Feb and March

1 week break

Second term 10 weeks – April, May June

2 weeks break

Third term 10 weeks – July, August, September

1 week break

Fourth term 10 weeks – September, October, November

8 week summer holidays

Fifth term 10 weeks – end of Jan, Feb and March

All students are to sign the Register on arrival and departure. This register is kept near or in your classroom. This register is used in the case of emergency evacuation so please take care to use it. As this is an important document, please ensure you sign your full name, signature, time in and time out accurately please. If you leave the college during breaks, please ensure you sign out and sign back in when you return.

Our training packages are to prepare students for the workplace, and the assessment criteria include students being punctual and notifying by phone if they are late or not attending. As a result, if you are running late, please call (not email or text another student) and let us know in the same way you will when you are actually working in the future.



Students must phone the college on (07) 5526 3222 between 8:30-8:45am on the day if they are unable to attend the College. This is particularly important for practical lessons when you have models booked in. A Doctor's Certificate (or similar) is required for non-attendance at a practical assessment or additional fees might apply. (as above.)

The College must ensure that each student is physically able and in a suitable state of health to give and receive treatments if they are enrolled in a course with a practical component. If you are seriously ill or lacking in relevant physical ability, the College may refuse, suspend or terminate your enrolment subject to the appeals process. A meeting at the college may be called to identify strategies to assist you with your course progress.

### **CHANGE OF ADDRESS or PHONE NUMBER**

International students must live within commuting distance (200 kilometres) of the college. Any changes to your personal details including address, email and phone numbers must be given in writing to the Faculty Coordinator or Administration Manager within 48 hours of the change occurring. Non notification of a change of address for international students is a breach of your visa requirements and may cause serious problems with you being allowed to stay in Australia. A change of address form should be completed and is available from Administration.

### **STUDENT PRIVACY**

In compliance with the Privacy Amendment (Private Sector) Act 2000, all student information requested and stored by ACADEMIQUE will only be used for the process of accurately maintaining student records. All information will be kept confidential and access to this information is only available to the Principal and appropriate staff, DIBP and other government and/or law enforcement agencies that have statutory authority to request such information including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. A copy of the College Privacy Policy is available from the Administration Manager. In some cases, student names will be provided to suppliers for awards, but no other information will be given out. In the event that a student appears to have breached the conditions of their student visa, information must be shared with relevant Australian Government authorities. In the event that a student initiates an external appeal, some personal information must be shared with the independent arbitrator. By initiating the appeal, a student consents to relevant information being shared. (*In Letter of Offer*)

At times during the course, staff or contractors may take photos and/or video for use in promotional activity. These photos will remain the property of ACADEMIQUE and will not be sold to any third party. Some of the media may be used for promotional editorials in public and professional publications and other such media. By signing this handbook, you acknowledge your acceptance of participating in such activities. Should students wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the Administration Manager.

### **WORKPLACE HEALTH & SAFETY**

Stay Safe! It is the intention of ACADEMIQUE to achieve the highest standards of health and safety to prevent work-related injuries and illnesses. These high standards are achieved through the college and its staff and students being committed to actively taking steps to control hazards. With everyone working together to create and maintain safe, healthy workplaces, we can avoid or minimise accidents, loss and suffering. Many units include information on workplace health and safety. Please work with your teacher and classmates to make sure everyone is safe. Do not pick up or move heavy items, and take care with substances that could cause harm, electrical devices and hot items.

If you have not achieved recognised competency in a skill, do not attempt to use that skill outside of the College.

WH&S legislation sometimes requires that a certain dress code be followed: your teacher will explain this. If you are not dressed appropriately, you might be excluded from the class for safety reasons.

### **INDUSTRY PLACEMENT**

Students enrolled in some courses may do an industry placement/s as part of their course. We encourage students to choose a salon/clinic/business that fits with their direction of choice after graduation. By this we mean if you prefer to work in one of the large International Hotels after you graduate, then try to go there for your placement. It is a great way of gaining employment as the employer gets to see how you perform and you also get to see if that workplace is for you. Many students have gained employment this way. During placement, you will be required to follow the policies and procedures of the workplace you are attending. During this time, you are to be under supervision and you cannot receive payment for the placement period. You are only able to perform the skills that have been covered in your training package. You are not covered by insurance if you perform skills or are a model for skills that are not included in your course.

While at placement, please wear workplace health and safety appropriate clothing and shoes, no jewellery, and hair is to be neatly tied back off your face.

## **APPEARANCE**

A neat, well groomed appearance shows that you are professional, and ready for the industry you are entering and college standards.

For massage studies, it is necessary for you to provide your own black shirt or blouse with sleeves, long or three quarter length plain black trousers and flat, rubber soled, closed shoes (including heel) in black only (no runners) or similar 'uniform style' clothes. This is industry standard. Business students should dress at business standards, ready for the workplace.

Incorrect attire can be dangerous and look inferior: it may result in being denied access to training: you may be directed to go home and change. Under no circumstances are sandals, joggers, boardshorts, hats, thongs, sunglasses, tracksuits to be worn. Hair is to be worn tied back and pinned back off the face, clean and tidy. Please present yourself as you would for employment in the industry

While in Student Massage Clinic, please wear workplace health and safety appropriate clothing and covered shoes, no jewellery, and hair is to be neatly tied back off your face.

You will be required to follow student clinic policies and procedures. During this time, you are to be under supervision and you cannot receive payment for the placement period. You are only able to perform the skills that have been covered in your training package. You are not covered by insurance if you perform skills or are a model for skills that are not included in your course.

**DUE TO WORKPLACE HEALTH AND SAFETY and INSURANCE RULES, NO JEWELLERY IS TO BE WORN AT THE COLLEGE DURING ANY MASSAGE LESSONS.**

Lockers are available however ACADEMIQUE will not take responsibility or be held liable for loss and/or damage of jewellery or effects. For safety, theft and Workplace Health and Safety reasons, jewellery worn to the College must be removed prior to your 1<sup>st</sup> lesson and placed in your locker for the day if worn to the college. That includes all piercing including those under clothing.

## **LOCKERS**

Students will be provided with a locker on request. Please return the key on the last scheduled day of your course or when requested. A fee of \$10.00 will apply to replace any locker key which is lost or not returned at the end of your training.

The student is responsible for all costs associated with replacing their locker key. No qualifications or statements of attainment are issued if locker keys are not returned prior to the course conclusion.

## **PHONE CALLS**

Personal outgoing calls are not permitted on the college phones except in an emergency. Phone messages will be taken for you on (07) 5526 3222 or (07) 5655 5694 however as students come and go, we cannot guarantee this service.

## **FOOD & DRINK**

Food and drink may not be taken into theory and practical rooms. No chewing gum is permitted on the college premises. Hot water is available. You must provide your own mug which should be kept in your locker. It is suggested that students provide their own labelled drinking water bottle and keep it in the fridge provided. Cutlery and crockery are not provided by the college: the abandoned items in the Rawlins St. kitchen have been left behind by other students and the college does not guarantee their cleanliness.

## **NO SMOKING**

Smoking is not permitted inside the college building or within 4m of the entrance. This ensures we comply with Qld Government legislation, Workplace Health and Safety legislation and assists with the training being delivered without complaints from other students.

From your fellow students' perspective or a clinic model perspective, it is most unpleasant to have a smoker leaning over you performing a treatment. Please be aware if you are a smoker, that you should use a mouthwash after smoking, and keep your hands and clothing free of tobacco odours.

## **DRUG & ALCOHOL FREE WORKPLACE**

ACADEMIQUE prohibits any students, staff or visitors from using or trafficking illegal drugs, or abusing the use of prescribed drugs or alcohol while on the college premises or at any event representing the college. Also prohibited is being on the

premises under the influence of illegal drugs or alcohol, including a hangover. Violation of this policy will result in immediate disciplinary action, which may result in expulsion from the college subject to our appeals process. If a student is expelled, they are required to pay for any units commenced, whether completed or not, within 7 days of written notification of expulsion.

Students place themselves and others at risk if they are performing treatments under the influence of alcohol, drugs including prescription medicine or over the counter medicine.

### **QUIET PLEASE**

Consideration to others is of utmost importance. The noise level and quality of your conversation may offend others who are working and/or the model they are working on. Please do not drag furniture or couches around.

### **MOBILE PHONES**

MOBILE PHONES ARE NOT ALLOWED TO BE TAKEN INTO ANY LESSONS unless approval has been given by the Principal prior due to a personal situation. ALL MOBILES MUST BE TURNED OFF OR ON MUTE WHILE IN THE COLLEGE BUILDING. It is very distracting to hear phones ringing from within the lockers or bags. It is your responsibility to ensure your models turn their phones off as well please.

### **STUDENT MISCONDUCT & BEHAVIOUR**

Students are required to follow any lawful directive given by a staff member, particularly in relation to safety. A high standard of behaviour must be maintained at all times while on the premises of ACADEMIQUE and while identifiable as a student of the college. The use of inappropriate or obscene language is not acceptable at any time.

Behaviour must not cause damage to property or interfere with the comfort of any person lawfully on the premises of ACADEMIQUE. A student may, at the discretion of the Principal be suspended, expelled and/or be billed for damage caused by their behaviour subject to the appeals process.

### **THEFT**

It is a criminal offence to steal from the College, staff, a client, model or a fellow student. The relevant authorities will be notified and immediate expulsion from the college will result, subject to the appeals process. You will not be entitled to any refund of fees paid and will remain liable for any fees owing for any units commenced whether completed or not. ACADEMIQUE accepts no responsibility for lost or stolen items. As previously advised, please do not bring valuable items to the College and keep valuables in your locker. Do not leave your locker key in the locker.

### **CHEATING**

If any student is found to be cheating in any type of assessment at ACADEMIQUE, in the first instance the student will immediately be given an unsatisfactory/not yet competent grade for that assessment and will be required to sit or submit another assessment within one week. If the same student is caught cheating again, they will be expelled from the college subject to the appeals process with no refund. 'Cheating' includes copying from any source including associates.

### **COMPLAINTS / APPEALS**

If you wish to lodge a complaint, or appeal about any decision made by ACADEMIQUE, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.

Students can lodge a complaint or appeal internally by stating their case in writing. Immediately a student complaint or appeal is lodged, the student must be advised of their right to have the dispute/appeal dealt with through the organisation's internal dispute resolution process, but also that the student has the right to take their complaint or appeal directly to the Ombudsman or relevant State/Territory Registering Body if he/she wishes to do so.

He/she may nominate a support person to accompany him/her at any stage of the dispute resolution process.

ACADEMIQUE has developed this customer complaint and appeals procedure to:

- reassure students that any dispute or appeal will be taken seriously, handled professionally and confidentially in order to achieve a speedy resolution;

- ensure that students have a clear understanding of the steps involved in the Organisation's complaints and appeals policy; and,
- provide students with contact details of public independent authorities who may assist in the event of a dispute or grievance at minimal cost to the student.

The aims of this policy are to ensure that:

- all students are aware of the ACADEMIQUE Customer Complaints and Appeals Process and their right to take their complaint to the Overseas Student Ombudsman or the State/Territory Registering Body if they wish to do so;
- all complaints received will be given consideration with full attention to detail with the objective of an amicable settlement to all parties concerned;
- resolution to any dispute between aggrieved parties will be addressed informally and in an open and trusting environment; and,
- all matters will be resolved with reference to the Win-Win principles of dispute resolution.
- Complaints received will be documented and acknowledged by ACADEMIQUE. All complaints will be resolved and a written response issued to the student within 7 working days.
- If the appeal relates to the assessment of a unit, all appeals must be lodged in writing within a week of the assessment. The student will be notified in writing by email of the outcome and the reasons for that outcome.

All appeals proceed to **b. Resolution by the Principal**. Appeals will be dealt with by two or more persons, one of which must be independent if possible. The Principal reports the results of the appeal and any corrective action to be taken to all concerned parties.

#### **a. Local Level Resolution**

The College encourages open communication and an environment of trust. Therefore, any student with a complaint is encouraged to firstly raise the matter directly with the other party concerned. A meeting should be requested by the student, at which time the matter in dispute can be raised and a resolution sought.

#### **b. Resolution by Trainer/Administration Manager/ Principal and Appeals**

If the matter remains unresolved following **(a)**, or the result of **(a)** is somehow inappropriate, the student is encouraged to contact the ACADEMIQUE Administration Manager or Principal, whichever staff member is appropriate. The appropriate manager will consider the grievance and recommend a resolution within 5 working days. Students are always welcome to contact the Directors of the college through the 'info' address, which is on the website.

In the case of an international student whose course progress appears to be unsatisfactory, the student will receive a detailed written warning that their enrolment may be cancelled. Within 20 working days, the student should lodge an internal appeal if they have grounds for an appeal. If the student does not lodge an appeal, the college is obliged to report the student's unsatisfactory course progress via PRISMS. If the appeal is unsuccessful, the college will inform the student in writing within 5 working days. The student then has 20 working days to lodge an external appeal and copy that information to the college. If the student does not lodge an appeal or that appeal is also unsuccessful, the college is obliged to report the student's unsatisfactory course progress via PRISMS.

#### **c. Resolution by Arbitration**

If a complaint remains unresolved following **(b)**, the Principal will arrange for an independent arbiter to review the dispute and suggest an amicable solution. This may be done through the Overseas Student Ombudsman or ASQA: we will assist you in lodging any appeal if you wish. In some cases, the Queensland Department of Consumer Affairs is the correct place to appeal.

If the student is concerned about the conduct of the registered provider, he/she may contact ASQA at any time. The Director General of Education may under part 2, division 2 of the ESOS Act, suspend or cancel the registration of a provider or course.

A copy of any documentation relating to any grievance or appeal concerning a learning program associated with ACADEMIQUE shall be filed and held by ACADEMIQUE for seven years.

The student is given a written statement of the outcome including details of the reasons for the outcome.

The internal appeals process must be completed within 5 college teaching days of the appeal being lodged and all reasonable measures must be taken to finalise the process as soon as possible.

The college and the student must maintain the enrolment conditions and attendance while the complaints and appeals

process is ongoing. Alternative arrangements that comply with relevant legislation may be put into place if both the college and the student agree. Students are welcome to bring a 'support person' to any meetings, and are encouraged to provide feedback on our Complaint/ Appeals procedure.

The College will implement any decision from the appeal process within 7 working days.

The dispute resolution processes described in this policy does not alter the student's right to pursue other legal remedies. Accepting this Student Handbook and the Letter of Offer do not remove the student's right to take further action under Australian Consumer Protection Laws or other laws.

## LEGISLATION

All staff/students should be aware of the availability of the following state and commonwealth legislation and their responsibility under each act or successors.

**Work Health and Safety Act 2011** – The main objective of the WHS Act is to provide a nationally consistent framework to secure the health and safety of workers and workplaces.

**Human Rights and Equal Opportunity Commission Act 1986 Commonwealth** - An Act to establish the Human Rights and Equal Opportunity Commission, to make provision in relation to human rights and in relation to equal opportunity in employment and for related purposes

**Anti Discrimination Act 1991 QLD** – provides information to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity and from sexual harassment and certain associated objectionable conduct.

**Industrial Relations Act 1999, QLD** – provides information for industrial relations covering social justice, discrimination in employment, equal remuneration, work/home balance, efficient operation of enterprises, wage and employment conditions, job growth, skills acquisition, vocational training and support for negotiations and resolution of industrial disputes.

**Workplace Relations Act 1996 Commonwealth** – provides information for cooperative workplace relations which promotes the economic prosperity and welfare of the people of Australia.

**The Racial Hatred Act 1995 Commonwealth** - An Act to prohibit certain conduct involving the hatred of other people on the ground of race, colour or national or ethnic origin, and for related purposes.

**Occupational Health and Safety (Commonwealth Employment) ACT 1991** - An Act to promote the occupational health and safety of persons employed by the Commonwealth and Commonwealth authorities, and for related purposes

**Equal Opportunity in Public Employment Act 1992** – provides information to promote equality of employment opportunity.

**Vocational Education, Training and Employment Act 2000** – provides information for the effective and efficient provision of high quality vocational education and training.

**Sex Discrimination Act 1984** - to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status or pregnancy in the areas of work, accommodation, education, the provision of goods, facilities and services, the disposal of land, the activities of clubs and the administration of Commonwealth laws and programs.

**Privacy Act 1988** – provides information for appropriate collection, holding, use, correction, disclosure and transfer of personal information.

**Public Health (infection control for Personal Appearance Services) Act 2003 QLD** – aims to minimise the risk of infection that may result from the provision of personal appearance services. Gives advice on taking reasonable precautions and care to minimise risks of infection in the personal appearances services industries.

**Public Health Act 2005**

**Copyright Act 1968** – An Act relating to copyright and the protection of certain performances. While studying with us ensure you do not photocopy an author's work or copy word for word. Please familiarise yourself with this Act.

The above information is detailed on the Queensland Government website: [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au). If you do not have access to the internet, please see the Administration Manager or Principal.

### Useful Telephone Numbers

**Emergency** 000  
**Police** 000  
**Fire** 000  
**Ambulance** 000

**Australian Taxation Office**  
Tel: 132 861 (general)  
Website: [www.ato.gov.au](http://www.ato.gov.au)

**Department of Immigration**  
Tel: 131 881  
Website: [www.immi.gov.au](http://www.immi.gov.au)

**ACADEMIQUE (07) 5526 3222 and (07) 5655 5694**

**Transport Information**  
Bus information 131 230  
Train information 131 230  
Taxi information 131 008  
<https://translink.com.au/>

<https://translink.com.au/tickets-and-fares/concessions/tertiary>

**Life Line Counselling**  
24 Hour Crisis Line  
Tel: 13 11 14

**Public Hospital**  
Tel: 5519 8211

The college handbook is always displayed on the college website.  
The version dated 9aug16 relates to Offers made after 09/08/2016.

Thank you for joining us at ACADEMIQUE.

### Principal

## **ACADEMIQUE Student Handbook Received and Read Acknowledgement**

It is the responsibility of the student to ensure all college policies are clearly understood and to seek clarification from the college administration if it is necessary to achieve this. We welcome any questions you may have.

I \_\_\_\_\_, DECLARE THAT I HAVE READ AND UNDERSTOOD THE COLLEGE STUDENT HANDBOOK AND THAT I HAVE BEEN GIVEN AN OPPORTUNITY TO ASK QUESTIONS AND HAVE THEM ANSWERED.

IF THE COLLEGE IS ARRANGING HEALTH INSURANCE, I HAVE INVESTIGATED THE HEALTH INSURANCE AND AM HAPPY WITH THE INCLUSIONS AND EXCLUSIONS AND THE COVER PROVIDED BY THE INSURANCE COMPANY THE COLLEGE IS ARRANGING

AS A RESULT, I UNDERSTAND THE COLLEGE POLICIES AND WILL ABIDE BY ALL POLICIES AND PROCEDURES IN THIS DOCUMENT.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**All students must read and sign above and hand this back to the Administration Manager before enrolment.**

Thank you!