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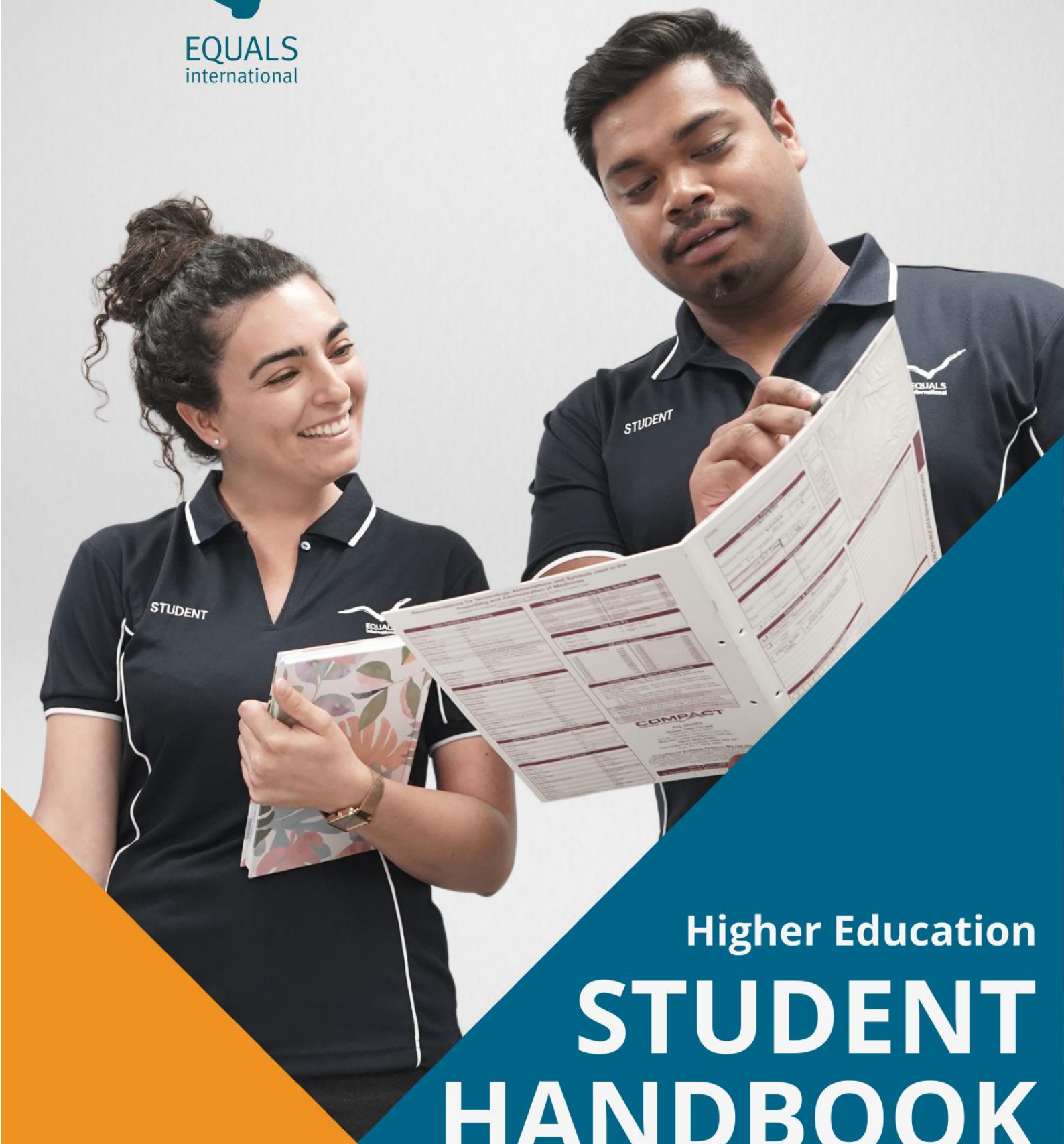

Higher Education

STUDENT HANDBOOK

equality | diversity | unity
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HEd Student Handbook 2024

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Email	hello@equals.edu.au

Opening hours

Monday to Friday	9.00am – 5:00pm
Saturday and Sunday	Closed
Public Holidays	Closed

Academic Year

EQUALS' academic year consists of three trimesters Each trimester comprises twelve (12) weeks of study period, one (1) study week. Student enrolment is on a trimester-by-trimester basis with two (2) intakes per year; the first intake in January and second intake in May.

2024 Academic Dates

Trimester 1	
Study period	8 Jan – 28 Mar 2024
Study week	4 Apr – 5 Apr 2024
Exam week	8 Apr – 12 Apr 2024
Census date	2 Feb 2024
Application closing date	8 Jan 2024
Enrolment closing date	22 Jan 2024
Trimester 2	
Study period	6 May – 26 Jul 2024
Study week	29 Jul – 2 Aug 2024
Exam week	5 Aug – 9 Aug 2024
Census date	31 May 2024
Application closing date	6 May 2024
Enrolment closing date	20 May 2024
Trimester 3	
Study period	2 Sep – 22 Nov 2024
Study week	25 Nov – 29 Nov 2024
Exam week	2 Dec – 6 Dec 2024
Census date	27 Sep 2024
Application closing date	2 Sep 2024
Enrolment closing date	16 Sep 2024

2024 Public Holidays

Mon 1 Jan	New Year's Day
Fri 26 Jan	Australia Day
Mon 11 Mar	Adelaide Cup Day
Fri 29 Mar	Good Friday
Sat 30 Mar	Easter Saturday
Mon 1 Apr	Easter Monday
Thu 25 Apr	Anzac Day
Thu 25 Apr	Anzac Day Holiday
Mon 10 Jun	King's Birthday
Mon 7 Oct	Labour Day
Tue 24 Dec	Christmas Eve (from 7pm to 12 midnight)
Wed 25 Dec	Christmas Day
Thu 26 Dec	Boxing Day/Proclamation Day
Tue 31 Dec	New Year's Eve (from 7pm to 12 midnight)

Public Holiday Classes

Classes are not scheduled on Good Friday, Easter Saturday, Easter Sunday, Easter Monday and ANZAC Day. For all other public holidays that fall within a trimester, replacement classes are scheduled. Please see Public holidays and make-up classes under each scheduled unit in EQOnline (http://eqi-elearningmywisenetcomau/course/indexphp?categoryid=143)

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HEd Student Handbook 2024

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Founder's Welcome

For over 30 years, EQUALS has been providing quality and meaningful education and development opportunities to people from all walks of life.

Since our inception in 1991, our vision to develop the latent potentialities of individuals and organisations has seen us expand in Australia and various parts of the world delivering both accredited and non-accredited courses addressing the mental, physical, spiritual and emotional aspects of life.

EQUALS is committed to addressing the skills required for a sustainable future in a rapidly changing world. Our focus is on empowering and encouraging individuals and organisations to make a positive difference in their own work environment thereby creating meaningful and sustainable outcomes.

We advocate a new paradigm of work through our spiritual principles: ethical business practices, promotion of partnerships between women and men in all fields of endeavour, advocate and participate in corporate social responsibility and promote values-based leadership. Our bedrock is non-adversarial decision making through consultation.

We welcome you to have an EQUALS experience.

With warm greetings,
Katina Jones
Founder & Chair

Regard man as a mine rich in gems of inestimable value. Education can, alone cause it to reveal its treasures, and enable humankind to benefit therefrom.

Bahá'u'lláh

How to use this handbook

This handbook provides you with relevant information regarding EQUALS' location, services, facilities and important supports for your awareness as you commence and continue your learning journey with us, through to your graduation.

Refer to the contents page for particular sections and topics throughout the handbook as a quick reference to key topics to assist you through your time with EQUALS.

International students studying on a student visa should carefully familiarize themselves with the Addendum at the end of this Handbook as it provides important information regarding EQUALS' obligations under the ESOS Framework.

About EQUALS

EQUALS is one of Australia's most well-established private learning institutions and delivers nationally recognised qualifications through values-based learning. We offer a warm, friendly environment for you to embrace your learning journey.

For over 30 years, EQUALS has specialised in providing high quality, industry driven learning courses for people all over the world. Our mission is to develop human potential, and we are committed to ensuring that all students enjoy a personal, supportive and inclusive learning environment.

EQUALS' mission is to:

- Empower individuals and organisations to realise your potential and maximise their capacity.
- Recognise, value and promote gender equality and cultural diversity.
- Promote education as a means to achieve universal peace and unity.

EQUALS has a commitment to provide excellence in the development of human potential, to pursue all avenues of opportunity and advancements and to provide ongoing support.

Supported by our vision:
EQUALS has a vision of a new world based on universal spiritual principles. A prerequisite of this is the equality of men and women.

The world of humanity has two wings, one is women and the other men. Not until both wings are equally developed can the bird fly.

Abdu'l-Baha

Our fundamental principles

- Education is fundamental to human development
- All forms of prejudice are abandoned
- Women and men are equal as human beings – their diverse qualities complement each other
- Equality of women and men is conducive to balance and harmony.

Our spiritual principles

EQUALS is founded upon spiritual principles – these principles guide our direction, decisions and operations. They are:

- Service
- Equality of women & men
- Decision making through consultation
- Development of human & spiritual potential
- Ethical business practice
- Promoting human rights
- Social responsibility
- Sustainable growth & development unity in diversity
- Values-based leadership

EQUALS supports the principles of the United Nations Global Compact.

Student Partnership Agreement

Your Code of Conduct

For you to gain the most out of your experience with EQUALS. With this in mind, our Student Partnership Agreement has been developed to help you appreciate shared responsibilities and to help ensure a meaningful and rewarding learning partnership.

The Student Partnership Agreement gives you a clear understanding of what our you can expect from EQUALS, and what commitments you need to make in return. It is a summary of our aspirations and expectations for each other at EQUALS.

EQUALS' Obligations - EQUALS undertakes to:

- treat students and colleagues equally and respectfully
- demonstrate a high level of professionalism in teaching and learning, scholarship, administration and industry engagement
- assist students to pursue their educational goals in a safe, supportive environment
- maintain student privacy and confidentiality, in accordance with our policies and legal obligations
- provide a high standard of learning, support and care for our students
- provide access to learning activities that will improve graduate employability and personal growth
- encourage student participation in course development and management
- provide access to counselling and support in areas including wellbeing, health and welfare, learning and study, finance, accommodation, careers and student visas
- provide clearly defined and timely access to academic skills and learning facilities, and course and enrolment information.

As an EQUALS' student, you are required to:

- treat staff and fellow students equally and respectfully
- contribute positively to the diverse culture of EQUALS, through co-operative actions, understanding, tolerance and empathy
- participate in learning and teaching activities in an honest, responsible and ethical manner
- keep EQUALS free from harassment, aggression and violence. All forms of harassment (sexual, verbal, racial, physical, intellectual) are totally unacceptable.
- attend orientation and induction activities, participate in timetabled classes, attend professional practice placement and other scheduled activities
- take responsibility for managing your own learning and actively engaging in your course
- ensure sufficient and regular time in private study, and participate fully in group learning activities
- submit your genuine work in assessment tasks by stated due dates, in accordance with academic policies and procedures
- actively participate in feedback that can enhance the quality of future teaching and learning
- support Student Representatives (where applicable)
- respect and look after the physical environment and property of EQUALS
- make timely payment of fees due to EQUALS
- comply with all reasonable directions from EQUALS and its authorised representatives, including:
  - conducting yourself in a safe and healthy manner

  identify and report any possible hazards from equipment, facilities and the environment
  refrain from smoking anywhere on EQUALS' premises
  refrain from drinking (except water) and/or eating in any study area, including the library and computer lounges
  refrain from the use of offensive language, alcohol and other drugs
  ensure that no students, staff, or visitors to EQUALS experience discriminatory, harassing or bullying behaviour
  report any discriminatory behaviour, harassment or bullying to the Course Coordinator or Academic Director.
- be aware of and comply with EQUALS' regulations, policies and procedures.

The Student Partnership Agreement should be read in conjunction with the Student Partnership Agreement (Code of Conduct) and Disciplinary Procedures.

Organisation and Governance

EQUALS has grown into an international provider of higher education offering university equivalent award courses to students from all around the world.

EQUALS is governed by a Board of Directors that includes a majority of independent members and a representative of the owner. EQUALS' Academic Board governs the quality and standards of all higher education courses according to Australian laws and standards. The Academic Board is comprised of independent expert academic staff from other higher education providers as well as an industry expert, members of EQUALS' academic staff and a nominated student representative.

EQUALS is a registered higher education provider, and our courses of study are accredited with the Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act ID PRV14279). The Tertiary Education Quality and Standards Agency (TEQSA) also ensure EQUALS complies with the Act and conducts periodic quality assessments to ensure that we provide quality courses of study that are of university standard.

Board of Directors
Katina Jones, Board of Director's Chair & Founder
Professor Paul Babie, Deputy Chair, Independent Member
Helen Edwards, Independent Member
Michael Edson, Independent Member
Professor Peter Majewski, Independent Member
Vahid Chittleborough, Chief Quality & Risk Officer

Academic Board
Professor Peter Majewski, Independent Chair
Professor Hugh Grantham, Independent Member
Dr Chris Riley, Independent Member
Dr Maboh Nkwati, Independent Member
Bianca Fecycz, Independent Member
Mariē Chittleborough, Chief Executive Officer
Melissa Slattery, Academic Director

Executive Team (Higher Education)
Mariē Chittleborough, Chief Executive Officer
Vahid Chittleborough, Chief Quality and Risk Officer
Jeff Jones, Chief Financial Officer
Melissa Slattery, Academic Director
Khyati Gajjar, Business Development Manager

Facilities and Resources

EQUALS' learning environment is designed to ensure that students have access to sufficient and fit for purpose facilities and infrastructure allowing them to achieve the objectives of the course in which they are enrolled.

Our commitment to a student-centred environment underpins EQUALS' facilities and infrastructure for both formal and informal academic and non-academic interactions. EQUALS' well provisioned learning environment is consistent with our values, mission and seeks to assure the highest academic standards. In summary, the EQUALS' learning environment is:

- Student-centred
- Values driven
- Adaptable
- Professional
- Practical and industry focused

Issues of wellbeing, health, and safety are addressed in this Handbook. In addition, learning environment arrangements are intended to ensure equal opportunities for participation and success in higher education courses of study, irrespective of student background and in line with the EQUALS' mission and values.

Staff

Our academic teaching and professional staff are dedicated to supporting you through your learning experience at EQUALS. Our academic staff are academically recognised and industry experienced educators, who share the rich cultural diversity reflected in our student population. Our experienced and qualified professional staff are available to assist you with your personal and study needs throughout your learning journey.

Professional & Support Staff

Admissions team
Receptionist
Admissions Advisors
Marketing Coordinator
Business Development Manager

Student Experience Team
Student Advisors
Library Staff
Work Integrated Learning Advisors
International Student Support Staff
Campus Manager

Contact Us

EQUALS International (Aust) Pty Ltd
81 Currie Street
GPO Box 2443 Adelaide SA 5001
P +61 8 8110 1200
E hello@equals.edu.au
W www.equals.edu.au

I. Application for Enrolment

Choose your course: Bachelor of Human Services

This section covers detailed information about EQUALS' unique courses, course structure, tuition fees, and entry requirements. Please also refer to page 24 for specific course information.

Course Entry Requirements

You need to be at least 18 years of age at the time of commencement.

To satisfy the general entry requirements for admission to a course, you'll need to meet at least **one** of the following entry requirements:

Higher education study
For those applicants whose highest level of study since leaving secondary education (school) is an accredited higher education provider (including university).

Vocational education and training (VET) study
For those applicants whose highest level of study since leaving secondary education (school) is an accredited VET course.

Work and life experience (includes less recent secondary results)
For those applicants who left secondary education (school) more than two years ago and have not undertaken any VET or higher education study since then.

Adult and Mature Aged Entry (applicants with work and life experience)
Demonstrated ability to undertake study at the required level:

- broadly relevant work experience (documented e.g., CV), demonstrating a reasonable likelihood of success; OR
- formal, informal or non-formal study, completed or partially completed, demonstrating a reasonable likelihood of success; OR
- written submission to demonstrate reasonable likelihood of success.

Recent secondary education
Applicants whose admission is based mostly on secondary education completed at school, TAFE or other VET or higher education provider (Australian or overseas equivalent) that was/will be completed within the previous two years.

School leavers and applicants with recent secondary education (within the past two years)
Successful completion of Year 12 (or equivalent)

Special Entry:
Applicants in any category whose study, work or life experiences have been impacted by disability, illness or family disruption will be given special consideration for admission. Each application will be considered on its merit, based on the evidence supplied by the applicant attesting to the circumstances of the applicant. Applicants for special entry may need to complete written or numerical tasks to assist with assessing eligibility for admission.

Special Tertiary Admissions Test (STAT)
For more details, visit https://stat.acer.org/

Applicants typically participate in an admissions interview in person or via a web-based video meeting. This is an important opportunity to meet an Admissions Advisor who will spend time understanding your application and career goals for academic consideration. It is also an ideal opportunity to ask questions and learn more about student life at EQUALS.

Bachelor of Human Services	Diploma in Human Services
AQF 7 You will need to complete an AQF 6 qualification to enrol in this course	AQF 5 You will need to complete an AQF 4 qualification to enrol in this course

Regardless of your nominated entry pathway, you are required to support your application by demonstrating your capacity to meet the academic, ethical and participation demands of your course of choice at interview or, where requested by Admissions staff, through a written Statement of Purpose (SoP). Learn more about SoP by requesting our guide from Admissions staff.

English Language Entry Requirements

If you are an International student and your first language is not English, you'll need to demonstrate

competency in the English language. English proficiency can be demonstrated by providing proof of an International English Language Testing System (IELTS) overall test result (or equivalent alternative test result as defined by regulation) that meets the specified level of English proficiency specified for the course. A table showing equivalence of alternative test results is published on the EQUALS website and is accessible to all prospective students.

Other acceptable evidence of English proficiency includes:

- Successful completion of the last 4 years of high/ secondary school in Australia, where the language of instruction was English; or
- Four or more years in full time employment (in an allied health, human services or social work context) where the language of employment is English (evidence from the employer is required); or
- Successful completion of an English course at EQUALS, AIBT, South Australian College of English or another approved English Language College.
- Completed secondary qualifications equivalent to SACE obtained no more then 2 years in the past.

If you are an international student who doesn't meet the specified English proficiency requirements, you may undertake an ELICOS (English Language Intensive Courses for Overseas Students) course prior to undertaking the course.

For more information on entry requirements, see the relevant course information in our website, or contact our admissions team at admissions@equals.edu.au. You may also refer to EQUALS Student Selection and Admissions Policy & Procedure.

Preparing your Application

You will need to provide the following documents with your application:

- Genuine Temporary Entrant (GTE) Assessment Form
- Certified true copy of your Passport
- A copy of your Test of English as a Foreign Language (TOEFL)/IELTS Certificates or equivalent.
- Covering letter and current resumé
- Certified true copies of academic transcripts and qualifications (if applicable)
- Certified true copies of financial requirements

Additional requirements if you are an Onshore Applicant:

- A copy of your current Visa & Confirmation of Enrolment (CoE)
- Details of your Overseas Student Health Cover (OSHC)
- Your Unique Student Identifier (USI) number

GTE Screening

All offshore applicants are required to undergo Genuine Temporary Entrant screening assessment conducted by the admissions team at EQUALS. You can look at our Guidelines for GTE here.

Under the Department of Home Affairs (DoHA)'s SSVF, education providers are required to ensure that all prospective international applicants meet GTE requirements and have the financial capacity to support your study while you are in Australia. For more information on GTE, please visit www.homeaffairs.gov.au.

If you don't pass the GTE screening, EQUALS may refuse to assess your application, withdraw an offer of a place or cancel your Confirmation of Enrolment (CoE).

Once you have passed the GTE screening and met all of the conditions of your offer, you will need to accept your offer and make the initial payment as shown on your offer. Information on how to do this will be included in your Letter of Offer (LoO).

Unique Student Identifier (USI)

To enrol at EQUALS, you will need a Unique Student Identifier (USI). To create your USI online, you will need to fill in your details at: https://www.usi.gov.au/students/create-your-usi to be issued with your USI. To learn more about USI, visit our website and go to the Study at EQUALS menu, then click on Unique Student Identifier.

Submitting your Application

Choose one of the following application methods:

- Apply through an EQUALS' approved representative / agent in your home country or in Australia
- Apply online direct to EQUALS
- Deliver hard-copy application in person or by post at:

EQUALS International (Aust) Pty Ltd
81 Currie Street
Adelaide SA 5000
Opening Hours: 8:30am-5pm, Monday to Friday

Processing Time

Application processing time is an average of five (5) working days.

- If you apply directly at EQUALS, we will assess your application and advise you of the outcome via email.
- If you apply through an agent, we will advise

the outcome of your application to your agent via email. The agent will then advise you of the outcome of your application.

If your application is successful, you will receive a Letter of Offer (LoO) from EQUALS.

Accepting your Offer

You must meet all conditions listed on your LoO before accepting your offer and accept all conditions listed, including: signed Payment Details and Acceptance Form, Terms and Conditions of Payment and Refund of Fees and Declaration of Acceptance.

Once your acceptance is processed, you are enrolled in your chosen course and sent a Confirmation of Enrolment (CoE) letter with details about the course and compulsory student orientation.

Deferring your Offer

If you wish to defer your offer, you must do so before the offer acceptance and prior to the census date specified in the Academic Calendar. EQUALS reserves the right to apply the GTE screening process for all deferred applicants.

If you need any assistance with deferrals, please contact your nominated agent or EQUALS admissions team via email at admissions@equals.edu.au.

Electronic Confirmation of Enrolment (eCoE)

Once you have accepted your LoO, we will send you an electronic Confirmation of Enrolment (eCoE) by email as proof that you have been enrolled in a course at EQUALS. Once you have this, you can apply for your student visa.

Applying for Visas

- A student visa is required when studying in Australia.
    - Some visa holders are also eligible to study as international students in Australia. Visit https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing for reference.
- The visa application process can be complex and you may need to ask for assistance from an accredited agent who can provide his/her expertise in the process.

Department of Home Affairs (DoHA)

- Provides comprehensive information about student visa requirements including:
    - Application process
    - Application document checklist

Visit https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study for the latest information.

Department of Foreign Affairs and Trade (DFAT)

- DFAT's purpose is to help make Australia stronger, safer and more prosperous by promoting and protecting our interests internationally and contributing to global stability and economic growth.

Visit https://dfat.gov.au/pages/default.aspx for the latest information.

EQUALS' Approved Education Agents

- Promote EQUALS internationally
- Are experts in international applications and are familiar with the student visa application process
- Help you apply to study at EQUALS.

Please note that although our agents are able to provide visa assistance, they are not licensed to provide migration advice.

International Student Visa Conditions

You will need to obtain and maintain a student visa until the completion of your course. To check your visa conditions, please visit: https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students

Changes Affecting your Visa

EQUALS is required by law to notify the DoHA of 'EQUALS Default' or 'Student Default' as stated within your Student Agreement found within your LoO. For example, including but not limited to whenever you

- fail to commence the nominated course as expected
- have enrolment cancelled for failure to meet course requirements, or any other reason
- cease to occupy the place for which the course enrolment was confirmed, either through completion of, or withdrawal from the course
- change course and/or provider during your period of stay in Australia.

Overseas Student Health Cover (OSHC)

DoHA requires mandatory, visa length health insurance for all student visa holders. EQUALS' preferred OSHC provider is NIB. Where requested, EQUALS will assist you to purchase OSHC for the duration of your course.

OSHC must be purchased for the entire duration of your course or enrolment with EQUALS. To not have up to date health insurance is a breach of your student visa.

Refund of OSHC cover
A refund of OSCH cover may apply in limited circumstances. Please check the *Refund of Overseas Student Health Cover* section of Your *Letter of Offer.*

Bringing your Family

Student visas allow you to bring your family members to Australia as your dependents. Note that before bringing your spouse or children to Australia, you will have to prove that you can support them financially. Please visit https://www.homeaffairs.gov.au/ to check your individual circumstances.

You can access our Guidelines on Cost of Living and Financial Requirements for Student Visa Applicants here.

Working legally in Australia

Please refer to Appendix A of this handbook for detailed information.

II. Pre-Arrival

Pre-departure checklist

Have you:

- ☐ Organised all travel arrangements and packed your documents into folders in your hand luggage?
- ☐ Checked Customs and Quarantine regulations and packed any items you need to declare separately (refer to Customs and Quarantine regulations)
- ☐ Organised to have some cash available on you on arrival in Adelaide?
- ☐ Purchased padlocks for your luggage, and secured your luggage for travel?
- ☐ Have you clearly labelled your luggage (name and contact details) and marked your cases to easily identify them?
- ☐ Written down your accommodation address and kept it in your hand luggage?
- ☐ Have you arranged for someone to pick you up from the airport?
- ☐ Saved a copy of this Handbook for reference?

What to Bring

Australian Customs and Quarantine can be very strict. To avoid a fine, make sure to declare any goods that you are carrying on the Incoming Passenger Card which you will receive on the plane.

For more information, visit List of items you can and can't bring in (abf.gov.au)

Preparing to Depart for Australia

Making a checklist before you depart ensures that you have all the items you need, and that arrangements are finalised.

You should prepare a folder of official documents to bring with you to Australia, including:

- ☐ A valid passport and a current Student Visa
- ☐ Any details of accommodation or airport pick-up that have been pre-arranged
- ☐ Letter of Offer from EQUALS
- ☐ Copy of your eCoE or CoE from EQUALS
- ☐ Receipts for any payments already made to EQUALS
- ☐ Certified copies of Academic and English Proficiency Transcripts and Certificates
- ☐ Identification papers and official documentation such as birth certificate, driver's licence, proof of citizenship etc.
- ☐ Credit cards if available
- ☐ Some Australian currency for the first few days (AUS$300 - $500)
- ☐ Your medical records, immunisation records and prescriptions
- ☐ Marriage certificate if your spouse is coming with you
- ☐ Receipts of goods you may bring with you to Australia to assist with assessing customs duty/sales tax
- ☐ Photos of your family and friends as well as any items to make your new surroundings feel more comfortable and familiar
- ☐ Unit outlines and curriculum details of any previous studies in order to apply for credit for recognition of prior learning.

If you are travelling with your family, you will need to include their documents as well.

Tip: Keep your documents in a re-sealable folder in your carry-on luggage for easy access while travelling and to keep them safe from damage. Remember to scan these documents and save an electronic copy or leave another set of documents with your friends/family in case you lose any copies.

On Your Flight

- Wear comfortable and layered clothing so you can adjust according to the weather.
- Fill in the Incoming Passenger Card which is given to passengers before landing in Australia.
    - This is a legal document and you must tick YES if you are carrying any food, plant material including wooden souvenirs, or animal products. This includes fruit given to you during your flight.
    - If you have items you don't wish to declare, you can dispose of them in quarantine bins in the airport terminal.
    - Ask airline staff if you have any questions.
    - Do not carry large sums of money. If you are carrying more than AUS$10,000 in cash, you must also declare this on your Incoming Passenger Card.

Student Arrival and Enrolment Information

- Arrive at least one to two weeks before the start of the compulsory International Student Orientation week to allow enough time for settling-in, adjusting to the climate and overcoming jetlag.

Effective 1 July 2012, legislation under the Education Services for Overseas Students Act 2000 (ESOS) states that students who fail to enrol within five business days of course commencement will be reported and have your Confirmation of Enrolment (CoE) cancelled.

Cost of Living

The estimated cost of living in Australia as of October 2019 is $30,050 per year. For more information, please visit Study in Australia.

Mobile Phones and Laptops

- Visit the Australian Communications and Media Authority www.acma.gov.au when considering bringing a mobile phone, laptop, or any communication devices to avoid problems in your access.

Accommodation

There are a variety of accommodation options for international students in Australia.

Short Term Hostel Accommodation is a popular option for students in their first few weeks of being in Adelaide. Accommodation can be single or shared and offers convenient, safe and friendly service for a low cost starting from $ 200 per week per person.

Student Residence is available throughout Adelaide. They are typically close to public transport and shopping facilities. The main advantage of staying in an International Student Residence is that you will meet and make friends with people of your own age who are also studying. Standard accommodation in an International Student Residence includes:

- a single room with a bed, desk and cupboard
- access to a shared television lounge room
- a shared kitchen and dining area
- laundry facilities
- shared bathroom facilities

Full-Board accommodation typically includes 3 meals per day in addition to the above. Typically, costs for student residences are often between AUS $ 300 to $ 500 per week for full board.

Homestay accommodation provide students with excellent opportunities to learn about Australia and Australian culture and customs. This accommodation includes:

- single room with bed, desk and wardrobe
- up to 3 meals per day depending on the individual homestay family
- the opportunity to live and learn in an Australian family environment
- use of facilities within the residence

You need to remember that the price you are paying for homestay accommodation may not include:

- telephone calls
- Internet (if available)
- personal items such as toiletries

The price for homestay varies from $ 300 AUD to $ 500 AUD per week depending on the different facilities and options provided. Please note that these prices are approximate and subject to change without prior notice. The length of stay is arranged between the homestay provider and the student.

Shared Accommodation offers students the opportunity to share an apartment, house or flat with one or more other people. This is often a preferred accommodation option that offers affordable living in and around the city. The price varies dramatically but averages between AUS$ 200 to AUS$350, depending on the different facilities and locations.

Our Student Services team can assist you in locating suitable shared accommodation.

More information about accommodation options is available through the Study Adelaide (https://studyadelaide.com/live/housing/) website or talk with our Student Services Advisors for personal assistance.

III. Things to Do

Before Leaving Home

- Make contact with EQUALS
- Apply for a passport
- Arrange a student visa
- Arrange for immunisations and medications from your doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Advise EQUALS of travel details
- Arrange accommodation if required
- Arrange transport from airport to accommodation, if required
- Pack bags being sure to include the following:
  - Name and contact details of an institution representative
  - Enough Australian currency for taxis, buses, phone calls etc. in the event of an emergency
- Important documents:
  - This handbook
  - Passport
  - Letter of offer
  - Electronic Confirmation of Enrolment (eCoE)
  - Certified copies of qualifications and certificates
  - Travel insurance policy
  - ID cards, driver's licence, birth certificate (or certified copy)

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss. Bring with you only certified copies as required.

Upon Arrival in Australia

- Call home
- Settle into your accommodation
- Contact EQUALS
- Purchase household items and food
- Enrol children in school (if applicable)
- Attend EQUALS' compulsory orientation week
- Get Student ID card
- Advise health insurance company of your local Australian address and get OSHC card
- Open a bank account
- Purchase required textbooks
- Start classes
- Apply for tax file number if seeking work
- Get involved in student life.

IV. Entry into Australia

Arriving at Adelaide Airport

Adelaide airport is conveniently located 6km away from Adelaide CBD. For more information, visit https://www.adelaideairport.com.au/

Documents required for Customs Clearance

Make sure you have the following documents ready for clearance:

- Your Passport
- Your completed Incoming Passenger Card.

Arrival Procedures

- Follow the 'baggage claim' or 'arrival' sign, where you will approach the Immigration section.
- Queue at the Immigration section (a Customs Officer will advise you to queue in the appropriate section).
- Make sure you have your passport and Incoming Passenger Card ready.
    - An Immigration Officer will ask to see your completed Incoming Passenger Card along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.

Baggage Claim

- Collect your luggage once you have passed through the immigration checks
- Check that nothing is missing or damaged
- Advise the staff at the Baggage counter and seek assistance if there are any problems.

Detector Dogs

- When you see a detector dog working close to you, please place your bags on the floor for inspection.
    - These dogs are not dangerous to humans and are trained to detect odours. A Quarantine Officer may ask about the contents of your bag and check that you are not carrying items that present a quarantine risk to Australia.

Arrivals Hall

You may only be able to leave the restricted area and enter the Arrivals Hall once you have cleared Customs. Here you will find a number of retail and food outlets along with public telephones, an information booth and money exchange facilities.

Transport from the Airport

Taxis

Taxis (or Ride Share services such as Uber and Ola) are a convenient way to get to and from the airport. There is a designated taxi rank located at the left of the pedestrian plaza as you walk out of the terminal. For more information, visit https://www.adelaideairport.com.au/parking-transport/transport-options/taxi-rideshare-chauffeur/

Public Transport

If you wish to use public transport from Adelaide Airport, Adelaide Metro offers an express double decker bus service called JetExpress between the airport and the city. Visit https://www.adelaideairport.com.au/parking-transport/transport-options/public-transport/ for more information. Otherwise, you can call Adelaide Metro Infoline (08) 8210 1000.

V. Introduction to Australia

Australia is well-known for its open, friendly, and multicultural society that practices various events celebrated across the globe. It is also known for its world-famous natural wonders and diverse landscapes.

Adelaide is the capital city the festival state of Australia, South Australia. Adelaide hosts a diverse range of festivals each year, suiting everyone's taste in food, music, dance and arts. According to StudyAdelaide (2018), the city is constantly voted as the most livable and happiest place in the world.

VI. Living in Adelaide

Adelaide is arguably Australia's best learning environment. Adelaide is home to increasing numbers of international visitors from all over the world. The capital city of South Australia, Adelaide has been recognised as one of the most livable cities in the world and is a great study destination. Adelaide is known as the education city of Australia, which provides a quiet, safe and secure environment for international students. It is one of Australia's most affordable, safe, culturally diverse and friendly places to live, work and learn.

Lifestyle
StudyAdelaide.com says that Adelaide has "a strong sense of heritage and traditional values combined with a vibrant international and cosmopolitan character. All of this, together with the highest quality in education services, makes the choice for where to study in Australia a whole lot easier."

In Adelaide, you'll find:

- quality education institutions and learning pathways
- affordability
- safety and accessibility
- a strong community spirit
- cultural diversity
- excellent career opportunities.

Adelaide Weather
Summer in Australia is from December to February (16.7 - 28.6°C), autumn from March to May (12.7 - 22.7°C), winter from June to August (8 - 16°C), and spring from September to November (11.8 - 22°C). The hottest months are January and February and the coldest months of the year are June and July.

Beach and swimming safety

Adelaide summers can be very hot, and many students love to cool off at Adelaide's beautiful white sand swimming beaches. It's important to take care when choosing where and how long to swim.

There are dangers that you need to be aware of, because not everyone returns safely from the beach unless they've careful to consider the following potential dangers:

- Prepare before you go: check out the weather and the time and pick the right spot for your safety
- Can I swim and how well? Do I need some swimming lessons before I swim at the beach?
- How strong and big are the waves and local currents or rips?
- Are there other people swimming?
- Is it safe to swim here? What do the signs say?
- Is there a patrolled, flagged safe zone to swim in with lifesavers? The red and yellow flags show the safe patrolled space to swim.
- Should I just walk or sit in the very shallow water to cool off?
- Ask the locals about dangers and where to swim safely
- Protect yourself from the sun, which causes more damage than sharks or drowning
- Never swim alone.

EQUALS undertakes collaborative initiatives with Unley Swimming Centre and Royal Life Saving SA to provide funded Swim to Survive classes for our international students. Check EQUALS noticeboards, emails and EQOnline for the next series of scheduled classes.

The following links may also provide useful information:

- https://www.homestaynetwork.org/beach-safe/
- https://college.adelaide.edu.au/blog/10-beach-safety-tips-and-facts-for-the-australian-summer/
- https://insiderguides.com.au/swimming-safety-guidelines/

VII. Starting at EQUALS

Adelaide Campus

EQUALS is located in Adelaide, South Australia. Our vibrant Adelaide campus is conveniently located in the Central Business District and offers easy access to cafés, Rundle Mall and the city-west learning precinct. We also offer excellent access to our integrated health centre, Aspects of Healing, which is located close to our campus.

Getting to EQUALS

EQUALS Adelaide campus is easily reached by bus, train, or car. It is located in the heart of the city and is surrounded with various shops, cafes and restaurants. See page 34 for information about transportation.

Arrive Early

EQUALS provides an Orientation week before the commencement of higher education classes. It is a requirement of the ESOS (Education Services for Overseas Students) Act 2001 that all commencing international students attend this. The Academics and Student Service team who run your orientation activities ensure that you are well equipped and supported to achieve the best possible success in your studies.

Arriving early to attend orientation gives you the chance to:

- See and talk to the most important people you will need to know at EQUALS including:
  - The Student Service team
  - Academic Teaching staff
  - Library staff
  - Professional Experience Advisor
- Receive your Student ID (You will need your Student ID to open bank accounts, borrow books, get your concession card and more.)
- Find your way around the campus including:
  - Library
  - Computer rooms and facilities
  - Recreation and eating areas
  - Classrooms
- Meet other International students who may share your classes, share your concerns or fears. Knowing another face on campus as you become more comfortable with the routines can really help you avoid any feelings of isolation.
- Find your way around the public transport/City/ to and from your accommodation
- Participate in the Buddy Program
- Find out about EQUALS' study support assistance which will assist you in your academic course.

Orientation Week

During Orientation week, you are welcomed and issued with your Student ID Card, timetable and lots of information to assist you with your study.

Orientation week is held one week prior to the commencement of each trimester. Please refer to the Academic Calendar on EQUALS' website (http://equals.edu.au/students/) for important dates.

Orientation information is also communicated to commencing students electronically, prior to the start of the event directly to the student. Do check and read all emails from EQUALS on a regular basis.

Buddy Program

During orientation with EQUALS, you may choose to be introduced to a buddy who will help you to develop study skills, find your way around Adelaide, meet new friends and many other aspects to a student's academic and personal experience at EQUALS.

Your buddies are current students who feel that they have the time and compassion to assist and support new arrivals. More information can be found on EQOnline or by talking with one of our Student Advisors.

Paying Fees

- Indicative Tuition fee amounts and due dates are outlined in your Letter of Offer and/or Student Agreement.
- Student Services and Amenities Fees (SSAF) are payable annually in the first enrolled trimester of the year.
  - SSAF funds are designed to improve non-academic services and amenities for students, such as recreational activities, employment referral and assistance, access to selected health and wellbeing services, hospitality and catering, through increased funding.
- Fees are reviewed annually and are current for the academic year (January to December).

Please access our website for more information on our Fee Schedule (Tuition & Non-tuition)

Academic Calendar (Trimester Study periods)

Our Academic Calendar will give you a view on how our annual three trimester study periods enable you to choose the pace and duration of your study to suit your learning and life circumstances.

Depending on your individual circumstances, you may choose to study in one of two innovative study modes as a full-time student:

1) Standard full-time study mode: two-trimester study period academic year (January – August) over 3 years
2) Accelerated full time study mode: three trimester study periods in one academic year (January – December), effectively fast-tracking the completion of your course over 2 years.

Enrolment

- When enrolled, you're officially an EQUALS student.
- You need to formally enrol every trimester as per EQUALS' Academic Calendar.
- If you haven't re-enrolled on or before the census date as listed in EQUALS' Academic Calendar, you're deemed not have enrolled in that study period.
    - This may seriously affect your ability to continue studying with your existing cohort and your study pathway.
    - The ONLY exception is if you have received approval in writing from the Academic teaching staff member for late re-enrolment.

Student ID Cards

- All commencing EQUALS' students are issued with a Student ID card when you enrol in your first trimester.
- You are required to have these cards with you at all times whilst on campus.
- Your Student ID card is issued during Orientation week.
- Any lost Student ID card must be reported to the Student Service team as soon as practicable.
- If you lose your Student ID card, you will need to pay the replacement cost. Please refer to our fee schedule for more details.

Variation to enrolment or changes to Contact Details

If any enrolment details change during your study at EQUALS, including your contact details such as your name, address mobile, home and/or work phone numbers, email address, you'll need to update them on the online Enrolment Variation Form on EQOnline. Or if you experience any issues, please contact raise a support ticket with Student Services to request assistance.

Mobiles

Mobile phones must be switched off during classes and course activities, unless directly required for class activities. It is also expected that all phones are switched off during any interviews or meetings with staff. Unauthorised recordings are expressly forbidden.

Communication with Students

EQUALS uses electronic means to communicate information to you. Electronic communication means email, and where appropriate text messaging and our website. You are able to access your course and enrolment information by logging onto EQOnline.

EQUALS sends all important communications and notices electronically using email and/or published in the Student Portal.

Timetable

At enrolment, you'll receive a timetable illustrating your course of study and the sequence of units required per trimester study period. It helps you ensure your attendance and track your progress through your units of study, and helps you plan to meet the academic requirements to successfully complete your course within the specified time frame, and under the conditions required by your student visa.

Key Dates

It's important to be aware of key dates when considering study at EQUALS. You can learn about census and trimester study period dates by viewing the latest Academic Calendar.

Credit for Recognised Prior Learning

Students may apply for Credit for Recognised Prior Learning for one or more units at enrolment. No partial unit credit is granted. Suitable documentation that is verified must be provided when applying.

VIII. Variation to Enrolment

Unit Withdrawal

- Withdrawal from units, without academic penalty and financial penalty (for domestic students), is permitted before the census date. After the census date, withdrawal is only permitted under exceptional or compelling circumstances where special permission is obtained from the Academic Director.
  - An enrolment amendment form must be completed for the purpose of amending your enrolment to permit study of less than four units each trimester and/or withdraw from/add a unit.
  - Any variation of enrolment/withdrawal from units will change your timetable, your unit progression and the time it takes to complete your course.
    - You'll need to substitute that unit to retain an equivalent to full time load, unless otherwise specified.

Please see our Enrolment Variation Policy and Procedure for more information.

Deferral or Suspension of Studies International Students

According to the Australian Government regulations, the Education Services for Overseas Students (ESOS) Act (2000) and the 'National Code of Practice' (Standard 13.2 a & b), EQUALS can only defer or temporarily suspend the enrolment of the student on the grounds of:

a) Compassionate or compelling circumstances (e.g., Illness where a medical certificate states that the student is unable to attend classes) or
b) Misbehaviour by the student.

For more information, please refer to our Enrolment Variation Policy and Procedure.

Course Withdrawal

- Please read our Enrolment Variation Policy and Procedure or your Student Agreement as part of your Letter of Offer (LoO) for details on changes to or withdrawal from offers or contact our Student Advisors before withdrawing to ensure that it complies with your student visa requirements.
- You are required to provide a written notification of withdrawal from any course or course component, prior to the commencement of trimester, in order to obtain a refund for that trimester.
  - Notification of withdrawal, given after the commencement of trimester, may not guarantee a refund for that trimester.
  - Access the Enrolment Variation form to submit your written notification.

Refund Policy

You will have read and signed your Letter of Offer and Written Agreement when accepting your place in a course at EQUALS. Any application for a refund of tuition fees will be accessed in accordance with our terms and conditions found in this Agreement. Otherwise, you can access our Enrolment Variation Policy and Procedure on our website.

Apply for a Refund

Refunds may be automatically applied and issued by EQUALS as part of our automated processes. In other circumstances students might request a refund, for example if a student is withdrawing from their enrolment or if their visa application is unsuccessful.

Please complete the appropriate online form below to begin the refund process:

- For non-commencing students, complete the Enrolment Variation Form (Non-Commencing) to seek a refund. Please upload your completed Enrolment Variation Form with the required evidence here; or
- For students who have commenced, complete the online Enrolment Variation Form and include the required evidence.

Transfer between Registered Providers

According to the Australian Government regulations, the ESOS Act and the 'National Code of Practice' (Standard 7), EQUALS assesses requests from students for a transfer between registered providers prior to the student completing six (6) months of the principal course of study in accordance with the documented procedures. Please refer to Student Transfer Between Registered Providers Policy and Procedure for more information.

Laws Governing Course Delivery

EQUALS courses for international students in Australia are governed by a comprehensive framework of laws that are designed to protect your rights and responsibilities, and the integrity of the Australian visa system (also called the ESOS Framework).

The key government requirements that govern delivery of courses to international students include:

- The Education Services for Overseas Students (ESOS) Act
- The National Code of Practice for Providers of Education and Training to Overseas Students (National Code)
- The English Language Intensive Courses for Overseas Students (ELICOS) Standards

All education providers in Australia that enrol

international students are registered with the Australian government on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). For more information, visit http://cricos.education.gov.au/

Student-related Policies and Procedures

EQUALS has a number of policies and procedures available on our website to support your study with us. For policies and procedures relating to your study experience, please refer to the policies page: https://equals.edu.au/our-policies-and-procedures/.

Tuition Protection Service

This section relates to international students only.

In the unlikely event that EQUALS, closes or is unable to deliver any part of the course that you are enrolled in, a number of options are available to help, including:

- Supported transfer of your enrolment to an alternate higher education provider for completion of services delivery (where applicable); or your
- Refund of course fees paid.

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that you are able to either complete your studies in another course or with another education provider or receive a refund of your unspent tuition fees. EQUALS is actively covered by the TPS. Further information can be found at www.tps.gov.au.

Privacy and Confidentiality of Information

EQUALS has policies and procedures for the effective management of and access to student information in relation to privacy and confidentiality. Please refer to our Privacy and Personal Information Procedures.
In addition, EQUALS may be required to provide information to Commonwealth and State agencies (Department of Education - DE and Department of Home Affairs - DoHA) and the Fund Manager of ESOS Assurance Fund. The Australian Government may also request specific information on a periodic basis. This is most likely to be related to participating in surveys or deidentified data collection and analysis.

Appeals, Complaints and Grievances

We encourage you to talk with your Mentor/Buddy or our Management when you encounter a problem with any aspect of your experience at EQUALS. We also encourage you to participate in regular evaluations so that we can monitor progress and help solve problems when they arise.

You can appeal academic, exclusion and other decisions by following the steps in Grievance Handling Policy and Procedure.

If you wish to lodge a Formal Grievance (including Academic or Non-Academic Appeal, please access the online Formal Grievance and Appeal Form.

Where a grievance cannot be resolved internally, you may contact the following organisations and as outlined in the Policy and Procedure referenced above:

Independent Higher Education Australia (IHEA)
Ph: (03) 9642 5212 W: https://ihea.edu.au

Overseas Student Ombudsman
W: https://www.ombudsman.gov.au/How-we-can-help/overseas-students

Copyright

Copyright is a form of intellectual property that protects a person's creative skills and labour. In Australia, copyright law is governed by the Copyright Act 1968 (the Act), and the Act is amended from time to time to keep the law up to date. Material protected by copyright includes but is not limited to:

- Literary works;
- Computer programs;
- Compilations such as databases;
- Cinematograph films
- Artistic works such as photographs, maps, plans and paintings.

All students conducting their own research can rely on provisions in the Australian Copyright Act 1968 called "Fair Dealing for the purposes of research or study" meaning that you can copy the following:

- one article from a periodical publication (e.g.: journal) or more than one article from the same issue if they relate to the "same research or course of study".

IX. Course Information

EQUALS' courses cares for an increasing demand for graduates in the field of human services. These courses currently include:

Courses	Overview
Bachelor of Human Services *(BHumServ)*	EQUALS BHumServ is a professional, integrated and comprehensive human services course that ensures you are challenged by comprehensive up to date knowledge and experience discipline-specific, practical and applied training. From core learning, the development of critical skills and thinking, through to the development of ethical practice and professionalism, you'll emerge as a competent practitioner. You will practice applying your knowledge through case studies, group work, essays, the completion of practical exercises, professional placements and research. You will become a 'work-ready' graduate with acquired knowledge and experience in all aspects of contemporary human services. You'll gain both depth and breadth; from traditional heath management administration units, through to more specialised options.
Diploma in Human Services *(DipHumServ)*	EQUALS DipHumServ is a professional human services course that ensures you are challenged by comprehensive up to date knowledge and experience discipline-specific, practical and applied training. In this course you will develop critical thinking skills, knowledge of theoretical frameworks and practical skills that will provide a basis for employment opportunities in the community services sector. You will practice applying your knowledge through case studies, group work, essays, the completion of practical exercises, professional placements and research activities. It is an eight-unit course that transforms students into 'work-ready' graduates over a two trimester, fulltime load.

For more information, please visit www.equals.edu.au and select **'Our Courses'**.

Course Diagram: Bachelor of Human Services

Standard study mode	Unit code	Unit title	Credit points	EFSTL value	Accelerated study mode	
Year 1					Year 1	
Trimester 1					Trimester 1	Diploma in Human Services
Unit 1	HUM100	Introduction to social and human services in Australia	10	0.125	Unit 1	
Unit 2	MGT100	Principles of professional practice and business management skills	10	0.125	Unit 2	
Unit 3	COM100	Communications skills for human services professionals	10	0.125	Unit 3	
Unit 4	PSY100	Foundations of psychology	10	0.125	Unit 4	
Trimester 2					Trimester 2	
Unit 1	LAW100	Legal and ethical theories, concepts, and issues of human services practice	10	0.125	Unit 1	
Unit 2	HUM101	Culture, diversity, and gender	10	0.125	Unit 2	
Unit 3	PSY200	Human development across the lifespan	10	0.125	Unit 3	
Unit 4	Choice	*Elective (200 level) – HUM201 Casework and community work	10	0.125	Unit 4	
Year 2						
Trimester 3					Trimester 3	
Unit 1	PSY201	Mental health concerns	10	0.125	Unit 1	
Unit 2	HUM300	The delivery of services to children and young people	10	0.125	Unit 2	
Unit 3	**PRAC100A**	**Professional practice placement – Introductory A**	10	0.125	Unit 3	
Unit 4	**PRAC100B**	**Professional practice placement – Introductory B**	10	0.125	Unit 4	
Trimester 4					Trimester 4	
Unit 1	HUM200	The delivery of disability services	10	0.125	Unit 1	
Unit 2	HUM301	Service delivery with Aboriginal and Torres Strait Islander peoples	10	0.125	Unit 2	
Unit 3	**PRAC200A**	**Professional practice placement – Intermediate A**	10	0.125	Unit 3	
Unit 4	**PRAC200B**	**Professional practice placement – Intermediate B**	10	0.125	Unit 4	
Year 3						
Trimester 5					Trimester 5	
Unit 1	HUM202	The delivery of aged care services	10	0.125	Unit 1	
Unit 2	MGT301	Leadership and working with groups	10	0.125	Unit 2	
Unit 3	Choice	*Elective (200 level)	10	0.125	Unit 3	
Unit 4	MGT302	Managing human capital	10	0.125	Unit 4	
Trimester 6					Trimester 6	
Unit 1	Choice	^Elective (300 level)	10	0.125	Unit 1	
Unit 2	Choice	^Elective (300 level)	10	0.125	Unit 2	
Unit 3	**PRAC300A**	**Professional practice placement – Advanced A**	10	0.125	Unit 3	
Unit 4	**PRAC300B**	**Professional practice placement – Advanced B**	10	0.125	Unit 4	

Notes

1. *Professional practice placements* represent the equivalent of one (10 credit point) unit in each of the terms they appear.
2. *One 200-level elective must be chosen in Term 2. Elective may be chosen from the following units:
   - MGT200 Accountability, risk, and safety
   - FIN200 Financial management and decision making
   - HUM201 Casework and community work 200 Grief, Trauma and Resilience
3. ^One 300-level elective must be chosen in each of Terms 5 and 6. Electives may be chosen from the following units:
   - MGT300 Contemporary issues in human services and health management
   - SOC300 Critical social theories
   - PSY300 The theory and practice of counselling and psychotherapy

Value added workshops for personal growth

- With a strong focus on developing skills & attitudes towards industry excellence, our courses seek to create a holistic approach to learning within a higher education learning

environment.

- Courses at EQUALS include a number of optional value-added workshops that you can choose to participate in during your time here. These workshops are:
  - not included in the packaging rules for our nationally recognised qualifications
  - not compulsory and not assessed for you to achieve a qualification
  - delivered as they align to EQUALS' values of equality, diversity and unity, and may offer additional skills, knowledge and attitudes that improve employability and resilience in the workplace
  - meaningfully designed to reflect industry feedback and support your personal growth throughout your learning journey
  - offered in areas including
    - problem solving and consultation skills
    - spiritual intelligence
    - healthy lifestyles
    - employability skills
    - human rights.

Ongoing learning

EQUALS has a long history of successful students, and provides ongoing professional development for its graduates, through seminars, workshops and lectures.

Full Time Studies

Under the Australian immigration law, international students are required to study full time. For the purposes of EQUALS' students, "full time" normally means enrolment in 4 units per trimester, i.e., total of 8 units per year for standard full time, or 12 units per year for accelerated full time study mode.

Only in exceptional circumstances may international students be enrolled in less than 100% of a normal full-time load. This must be approved in advance by the Academic Director.

"Exceptional circumstances" include:

- You are in your final trimester of an award and completing remaining units;
- You have negotiated an approved block placement during a study break period in place of normal timetabled attendance, in writing, which may affect usual timetabled attendance requirements.

Courses conducted in English

Language is a beautiful and important part of our diverse background culture and identity. To maintain unity and shared understanding between students and staff at EQUALS, and to improve your English-speaking skills, we require that English is the only language spoken on campus. In addition, all courses are conducted in English.

How Units Are Taught

Units are taught through a range of methods including: Lectures, seminars, tutorials, studio and laboratory sessions, group discussions and projects, individual research projects, class presentations, role plays, interviews, work samples, case studies and industry-based projects.

Assessment Methods

EQUALS utilises a range of assessment methods to measure your learning and application. The practice of assessment, or gathering of evidence, can be in various modes and discourse, depending upon the learning outcomes of the course and what needs to be achieved. Assessment can be diagnostic, work-integrated, formative and summative, as well as formal or informal.

EQUALS regards assessment as central to your learning experience. The way we assess your learning will have a direct bearing on what and how you learn. The purpose of assessment is to provide feedback to you on how you can accomplish the unit objectives, as well as to indicate your level of achievement.

Study Workload

As a guideline for your workload during the trimester we recommend that for each 4-hour unit class time you undertake approximately:

- A minimum six hours per week of independent study for each unit
- 20-30 hours for assessment preparation.

Assessment and Extensions

You are required to submit assessment items at the time and date specified in your unit outline or as specified or agreed by you unit educator. If you need an extension for submission of an assessment item, fill in the electronic extension request form together with the legitimate reason as per the categories provided in the drop down menu for the request. This must be submitted prior to the submission due date. The extension may be granted at the sole discretion of EQUALS. Please refer to our Student Assessment Policy and Procedure for details.

Penalties

Where no extension has been granted and the assessment item is received by EQUALS after the due date a penalty is applied as per Student Assessment Policy and Procedure.

Keeping your Completed Assessments

EQUALS will securely retain completed assessment items until the end of the appeal period or three (3) months after actioning. However, you are expected to keep a copy of your assessment as per your declaration in the Assessment Cover Sheet. Please refer to the Grievance Handling Policy and Procedure for more information.

Supplementary Assessment and Reassessment

Where a student has completed all assessment tasks and marginally fails a unit (i.e., has achieved a score of 46-49%) the Course Coordinator may recommend that the student be offered the option of completing additional assessable work which, if completed at the prescribed standard, will result in the student passing the unit. The grade awarded after the additional assessment is finalised is limited to P or FO. If the student does not take up the opportunity to complete additional assessment work the grade remains as FO.

Academic Progress and Support

As a student at EQUALS, you are also expected to meet EQUALS' minimum standards of behaviour, academic performance and visa conditions (for students enrolled in Higher Education courses) and attendance (if enrolled in an ELICOS course).

Attendance

You are expected to attend all timetabled sessions. This means arriving at classes or appointments on or before the starting time and being present throughout the duration of the class or appointment and meeting the meeting the course progression requirements as set in our Student Academic Progression Policy and Procedure.

Please read the Student Attendance Fact Sheet provided by the Commonwealth Ombudsman online for more details.

If you are enrolled in an ELICOS course, the minimum requirement for attendance is 80 per cent of the scheduled contact hours for the course.

If you are unable to attend classes for a period of time, you must provide a written explanation with supporting documentation to the Student Service team for compassionate or compelling circumstances (e.g., illness where a medical certificate states that the student was unable to attend classes).

Academic Standing

In order to be deemed to be in good academic standing, you must complete successfully more than 50% of the credit points in which you are enrolled. In addition, you must maintain a cumulative career Grade Point Average (GPA) of at least 3.5.

If you're at risk of not meeting academic progression requirements, EQUALS provide early intervention and support. If, after multiple interventions and the provision of sufficient student support, your academic performance is still deemed unsatisfactory, then EQUALS reserves the right to notify you of our intention to report you to the Department of Home Affairs and possible exclusion from your course. You have the right to appeal if the process has not been followed, consistent with the Grievance Handling Policy and Procedure.

Learn more about the Student Assessment Policy and Procedure and the Student Academic Progression Policy and Procedure. These policies are also available on EQUALS' website.

EQUALS identify students who require early intervention and support by:

- monitoring student performance
- identifying students who are at risk of not meeting progression requirements
- formally advising such students of their academic risk of not meeting progression requirements
- providing intervention strategies to assist students to resolve progression difficulties and
- working with students to formulate an intervention plan.

Consequences of Unsatisfactory Academic Performance

Unsatisfactory academic performance means:

1. Failing 50% or more of the credit points in which you're enrolled in a trimester;
2. Failing a unit more than once or
3. Not being able to complete your course within the maximum period of study in accordance with EQUALS' Student Academic Progression Policy and Procedure.

Unsatisfactory academic performance can result in counselling, conditional enrolment or even exclusion from the course.

Professional Practice Placements

Please be aware that Professional Practice Placements (PPP) timetabled in your second and third year of study are a compulsory component of your course.

Your timetable preserves at least two days per week for the insertion of your practice placement (Prac) study load. Placement days will vary dependent on placement providers' availability.

Each PRAC A and B are equivalent to a full-time unit of study of 10 credit points across 12 weeks and are timetabled together making them a double unit together in one study period or 20 credit points.

This enables flexibility for negotiating actual Prac hours with the Placement Provider. EQUALS endeavours to arrange required placement hours to fit both your host and your own preferences as best as practicable.

What EQUALS does for you:

- The Placement Coordinator (contact details) consults with you regarding your professional interests and placement availability
- Books and confirms the placement with both parties and advises the CC and placement supervisor
- Advises checks and clearances required, contact details and exact costs (list here with indicative costs)
- Orders your TShirt uniform in the correct size

What you need to do:

- Make an appointment with the Placement Coordinator (contact details)
- Sign placement agreement
- Obtain advised checks and clearances,
- Order and pay for TShirt uniform
- Open provided link to the PPP Manual and familiarise yourself with it ready for the first tutorial
- Professional Practice Placement provides you with opportunities to apply academic learning to a practical setting where you can begin to develop as professional practitioners: you learn to work within the professional framework of ACWA ethics and values; you also learn how to manage yourselves in the workplace as team members and colleagues.
- This table gives a summary of placement information. It is to be used as a guide only — please note that it is essential to familiarise yourself with the entire manual before starting the placement process.

Duration	508 Professional Practice Placement hours over three 20 credit point units – undertaken at 16 hours per week in every second study period which add up to the total of approximately 700 study hours including scaffolded tutorials and assessments throughout.
Timing	Placements are scheduled as per the course diagram.
Academic prerequisites	See the appropriate *Study Guide*
Other requirements	Successful completion of unit PRAC100 (this provides orientation to Professional Practice Placements overall). Attend pre-placement interviews with the Professional Practice Placement Coordinator – Successfully complete an interview with prospective placement supervisors within Placement Providers
Placement settings and fields of practice	Two placements must be in different fields of practice and with different organisations At least one placement must entail direct service delivery
Documentation for police and screening checks	• NDIS worker checks http://screening.dcsi.sa.gov.au/screening-process/how-to-apply • National Police Check • Child Safe Environment Training
Conduct while on placement	You are expected to follow: • Policies and procedures in this manual • EQUALS Student Code of Conduct • Placement WIL Partner Policies and procedures • ACWA Code of Ethics • The EQUALS Student Placement Agreement
Class participation	Integration seminars and tutorials
Supervision	Provided through: • Professional Practice Placement Partner Supervisor—a qualified human service/welfare worker with a minimum of two years' experience. Where the partner organisation cannot provide an appropriately trained supervisor, EQUALS will engage an external supervisor • Facilitator – a Professional Practice Placement Coordinator
Learning and Assessment	• Professional Practice Placement Learning Agreement • Time Sheet • Mid/Final Placement Assessment Report • Assessment pieces (refer to Study Guide) which may include seminars, tutorial activities, reflective journal, essays, case studies, practice based plans, client assessment reports, group program development, verbal presentations.

Placement requirements
Academic
Students must pass the prerequisite units before beginning placement.

Three professional practice placement units
In order to receive the award of a Bachelor of Human Services degree, students must complete the following units and are directed to the respective Study Guides for unit specific information:

PRAC100: Professional Practice Placement Introductory
PRAC200: Professional Practice Placement Intermediate
PRAC300: Professional Practice Placement Advanced

Other requirements
Students wishing to enrol in PRAC200 or 300 must attend the pre-placement information session held in PRAC100 the study period before placement begins. This will be the only compulsory pre-placement workshop as this session will function as orientation to EQUALS placement requirements overall.

Placement duration
In fulfilment of placement requirements, students complete a total of approximately 496-508 hours which consists of the following:

PRAC100	96-100 hours	8 hours per week
PRAC200	200-204 hours	16 hours per week
PRAC300	200-204 hours	16 hours per week

Hours must be completed during the Placement Provider's normal working hours provided and to a maximum of 8 hours per day. Any hours worked over this should be taken as time in lieu during the placement period according to the Placement Providers' policies.

Placement timing
Placements are offered in the allocated trimesters as per the course diagram. Placements have to be completed within one teaching period. Small variations including extensions may be approved by the Professional Practice Placement Coordinator.

Placement setting
The following are essential requirements:

- Two of the three placements must be in different fields of practice.
- Two of the three placements should be in different organisations.
- At least two of the three placements must involve face-to-face, direct service delivery.

As a general rule, Placement Providers do not accept students who have been former service users and do not accept students who have relatives or partners working in the same office or in senior positions in the Placement Provider.

Professional Practice Placement Providers
EQUALS maintains a range of professional relationships with Placement Providers across the sectors including disability, health, ageing, early childhood education and youth.

Screening checks
EQUALS requires higher education students to undergo a screening check for five types of screening prior to commencement of placement. These types of screening are: child related employment, disability services employment, aged care sector employment, vulnerable person employment and general employment probity.

Students are required to have a current Screening Check clearance letter prior to the commencement of the Professional Practice Placement. It is the student's responsibility to ensure that the clearance letter remains current for the duration of the placement. The EQUALS Work Integrated Learning Team can assist the student with this application process.

Further information can be obtained from the DCSI website

In addition to that, students are required to present a current National Police Check and successful completion of 'Through your Eyes' Child Safe Environment Training

EQUALS insurance covers public liability and personal accidents whilst on placement, but personal property is not covered. Please consult the PPP Human Services Manual for full details.

Please visit the Placement Information hub on EQOnline for further placement related questions and documentation requirements.

Using Assessment Rubrics

Assessment rubrics, usually in the form of a matrix guide, are provided for you to use and interpret your assessment tasks against. This helps you see what is important and where to focus your learning efforts. It enables you to understand the marking criteria and how different levels of performance earn different grades.

At EQUALS, teaching staff evaluate your performance against the expected performance standards in an assessment criterion found in our rubrics. The rubrics also help teaching staff apply consistent standards when assessing qualitative tasks and promotes consistency in shared marking.

Grading and resulting

Summary of Grading System		
Notation	Grade	Percentage
HD	High Distinction	85 and above
D	Distinction	75 to 84
C	Credit	65 to 74
P1	Pass	55 to 64
P2	Conceded Pass	50 to 54
F1	Fail	Below 50
F2	Fail	Below 50
FN	Fail	Below 50
NGP	Non-graded Pass	-
WF	Withdraw With Failure	-
WO	Withdraw Without Failure	-
CPL	Credit Granted	-
E	Exemption	-
I	Incomplete	-
AU	Audit Code	-

Refer to the Student Assessment Policy & Procedure for more information and for the Grade Point Average calculation method.

X. Campus Facilities

Library

EQUALS' Library is the hub for information resources at EQUALS International. Students and staff have access to thousands of items and materials in our library's growing collection. Apart from its' physical collection, the library subscribes to multiple online databases that enable access to tens of thousands of peer reviewed journals and journal articles. Using the library's Online Public Access Catalog (OPAC) you can search the collection, request resources, save favourite searches and download reading lists.

Library staff can also support you with academic writing skills, digital literacy, search skills, assignment work and more.

You are welcome to book a 1:1 appointment with the Librarian or visit us on Level 1, 54 Currie St between 9am and 5pm Tuesday to Thursday.

Community Library

Our library is also home to the EQUALS Community Library. This is a service available to all students, staff and educators at EQUALS. We have a growing collection of fiction and non-fiction books for children and adults that you are free to take and keep, or return as you wish. We also gladly take donations of pre-loved books. Come and visit us during Library opening hours.

Academic Staff

EQUALS' academic teaching staff are recognised as leaders in the Human Services discipline. They are experienced industry practitioners who understand what's coming next in human services and draw on a wide breadth of knowledge to help you prepare for opportunities as they arise.

Our courses draw on a wealth of knowledge, skills and experience of our teaching staff and our Academic Board. Along with experienced professors, industry colleagues and key stakeholders, you'll learn from the best academic and professional practitioners, who actively contribute to national and international academic scholarship, debate and best practice collaborations, conferences and publications. You'll be an active contributor to our EQUALS community of human services practice. Prepare to be an excited and active participant!

Insurance

EQUALS' insurance to covers all students for all enrolled study activity. Insurance includes public liability, professional indemnity and insurance suitable to cover you on your professional practice placement.

Please contact the Business Development Manager on 08 8110 1200 for further information.

Contemplation Room

A quiet contemplation room is available for students on Level 2 of the 81 Currie Street building.

Information and Technology

As a student of EQUALS, you are allocated a username and password. Please use this to access computers. For information on how to obtain your login ID and initial password, please get in touch with Student Service team at +61 8 8210 8400 or raise a support ticket.

Computer Labs and Wireless Access

It is an expectation of EQUALS that you have reliable and ongoing access to a personal computer, internet and printing facilities. This is an essential requirement to meet prior to commencing study at EQUALS.

Computer labs are accessible during operating hours. Computing and network resources available include PC's, printers, scanners, copiers, audio visual equipment, internet and Wi-Fi.

The Student Service team ensures that the student computer facilities are maintained to industry standards and that relevant and required software is provided for each unit.

Photocopying and Printing

Photocopying and printing facilities are available on campus. While studying at EQUALS please use your Student ID card to access them. The Student Service team can also assist.

Textbooks

You'll find the list of required texts for each of your units in your Student Unit Outlines. Your educator will also reference the required texts in more detail in class in the first week of each trimester.

Student Portal & EQOnline

You are provided with access to the Student Portal and the student learning platform 'EQOnline'. You are required to keep your personal details updated on the Student Portal (e.g., phone and address details). The Portal allows you to log in and view current enrolment details, course progress and related course information.

EQOnline provides you with access to resources, training and assessment materials, including important information regarding topics such as professional practice placement.

EQOnline Student Centre

The EQOnline Student Centre provides a wealth of resources that assist you to develop the skills needed for learning at EQUALS, as well as information and links to individual, family, cultural and community support services that may be of assistance.

Access a variety of web-based tutorials and resources that will help you with writing, numeracy, research and referencing. This information is conveniently located in the EQOnline Student Centre.

Student Support Services

At Student Services, we care about you and your progress. We're here to help you achieve your goals and refer you to direct academic support as needed.

Student Services staff who interact directly with international students are trained and aware of EQUALS' obligations under the ESOS Framework and are aware of potential implications arising from the framework.

The Student Service team is located at 54 Currie Street and can be contacted by phone on 08 8210 8400 or raise a support ticket.

Opening Hours: Monday to Friday, 9am to 4pm

Specialist International Student Service Advisors include:

Business Development Manager
Khyati Gajjar Reach Khyati here

Student Advisors
Bibhu Panda Reach Bibhu here

Academic English and Support

Student Services support students through all stages of their study journey, including individualized support in academic English and leaning support. Our services are free of charge to all actively enrolled students.

Services include:

- Connecting students to academic support services in person and additional online study support programs such as English Language and Study Assistance programs, including:
  - Academic Integrity Online Course
  - Study Skills Webinar & Resources (including study help on assignments; referencing; study skills, example quizzes; English and maths resources)
  - Learning English for Academic Purposes Bachelor entry level
  - Beginners Guide to Academic Writing at University
  - Effective communication in English
  - Research & Academic support
- Review your orientation presentations
- Book a one-on-one appointment with an Academic or Library/Study Support through Student Services. Bookings can be made in person or via phone.
- Referral to peer led study circles. Bookings can be made in person or via phone.
- Lunchtime Bites – access workshops on study skills and industry preparation during the study period. Invitations are sent to EQUALS students via email and bookings can be made via Eventbrite.
- Buddy program

Other services include:

- Assistance in organising accommodation
- Assistance in organising National Police Checks and other clearances
- Using and Accessing EQUALS' Library including online databases
- Quiet study & group work areas
- Support using the online learning portal, EQOnline
- Computers and internet facilities (including WiFi)
- Student ID Cards
- Referral to Counselling services
- EQUALS' Interact (newsletter)
- Employment assistance program (support preparing your job application and interview skills)
- Job Referral
- Free Career planning and counselling
- Advocacy and Referral to external services (including those listed from page 40)

Student Representation on Academic Board and Committees

Students are represented on EQUALS' Academic Board and on the Learning and Teaching Committee to provide input about the learning and teaching environment and any other matters that directly, or indirectly, affect students. This provides a mechanism for students to participate in the academic decision-making processes at EQUALS. Please refer to our Code of Practice for more details.

Student Representatives

Student Representatives are elected by students, for students. They are also an important communication link between student and the management at EQUALS. Student Representatives should be:

- committed and caring individuals who are keen to support fellow students
- able to represent peers in a just and positive manner, and
- be able to identify innovations and improvements to courses and student services.

Student Representatives participate in regular meetings with key leadership staff and contribute to the overall operations and direction of EQUALS. A student representative for the Academic Board is elected annually by the Student Representatives cohort. The student representative feeds back important actions and news monthly to the Student Representatives and the students via the student newsletter and social media.

Free Counselling Service

EQUALS offers a free, confidential counselling service to actively enrolled students, available through Aspects of Healing.

Confidential bookings may be made by calling (08) 8110 4300.

Looking after yourself – Aspects of Healing

As a busy student it's important that you stay well and maintain a healthy study/work life balance. As a valued EQUALS student, you have access to special offers, privileges and discounts on a range of natural healing services from local integrated health centre, Aspects of Healing to assist you to maintain that healthy balance. These include:

- Yoga Classes
- Massage
- Ayurveda & Homeopathy
- Acupuncture
- Bowen Therapy
- Skin Care

EQUALS' students are eligible for a 10% discount on all services. Get in touch with the team at Aspects of Healing at www.aspectsofhealing.com.au or call them on (08) 8110 4300.

XI. Keys to Academic Success

Organisation is crucial and to successful study. By being organised, you'll ensure you've allowed yourself enough time to develop your learning skills and apply what you learn to achieve your goals.

The following are some tips:

- **Plan your study timetable** – prepare a study timetable allowing enough time for each enrolled unit over the study period (for every 4-contact hour unit, allow 6 hours study time per week).
- **Study at regular intervals** - Set yourself realistic goals for each study session. (Let the assessment task weightings guide your study time commitment.)
- **Read** - gain an understanding of each assessment task and identify key issues.
- **Write** - List the main concepts and ideas in point form under headings. Complete any assessment tasks or questions in your unit notes.
- **Recall** - List the main concepts and ideas in point form under headings.
- **Revise** - revise the notes you have made. Test yourself on the objectives of each unit by treating them as questions.

Academic Integrity

EQUALS is committed to academic excellence and high standards of ethical behaviour as the cornerstones of individual and community achievement, and quality assurance.

As a student of EQUALS, you are required to act honestly, ethically and with integrity in your dealings with EQUALS, our teaching and professional staff, members of the public and others.

Academic integrity describes thoughts and actions in our academic assessment tasks and interactions which show respect and honesty towards other students and staff in our EQUALS community.

When we acknowledge all of our sources of information and ideas, we demonstrate a commitment to open and ethical conduct and our values of responsibility, courage, trust, fairness and respect in relation to our own work and the work of others.

We acknowledge our sources by following the EQUALS Style Guide when submitting assessments and writing academically.

A range of supports and guides are in place to help you develop the knowledge and skills to avoid plagiarism, cheating and collusion. Taking part in orientation activity from the start is the best way to understand, develop and practice your academic writing skills.

Referencing

Referencing is an important skill in academic writing. It helps you support your academic work by demonstrating that you have read widely and have understand the content of your research. EQUALS recommends:

- APA 7 referencing
- Using EQUALS' Style Guide
    - To help you write academically with confidence
    - To help you understand how EQUALS expects students to present and submit assessment tasks and what academic writing is all about
    - To help you submit assessment tasks that are accurate, meaningful, authentic and demonstrate your learning.

  EQUALS' policy on reusing work is an important topic included in EQUALS' Style Guide. We call this self-plagiarism. This is when you reuse your own submitted work from previous classes or courses without appropriate citation. To avoid this:
    - Cite yourself, just as you would acknowledge the work of others.
    - Reuse previous work sparingly, and only use it only with good reason and permission. Then cite it using the EQUALS' Harvard format.

Please read more information and key links in our EQOnline for further information on referencing.

XII. Employment & Graduate Attributes

Get Industry Insights

EQUALS provide you with assistance to find and secure a job at the end of your studies. EQUALS has qualified employment professional staff that are committed to providing you with assistance in securing and maintaining employment. For over 25 years, we have worked closely with local industry and employers and hold an excellent reputation for quality graduates.

You are welcome to contact Student Service team for more information and look at the Job Board in our EQOnline Student Centre for career opportunities.

Graduate Attributes

EQUALS not only prepares you to be knowledgeable, skilled, job ready graduates, but also empowers you to believe that your lives can make a difference. EQUALS strives to cultivate the following graduate attributes and educational objectives:

Graduate Attributes	Objectives
Qualities and attributes EQUALS' seek in our graduates	The objectives EQUALS' set for ourselves and our students
Self-Awareness Self-Realisation Recognition of the Equality of Women and Men	Cultivate a deep sense of (self) awareness and purpose through discovering and nurturing our spiritual nature
Committed to Service to Humanity	Ensure graduates develop their capacity to be of service to humanity in their field of endeavour.
Independent Investigators of Knowledge	To create enlightened, critical thinkers who demonstrate a consistent ability to reflect, inquire and transform existing systems and structures.
Advocates for Unity in Diversity	To empower advocates of equality, justice and unity.
Humility a**nd** Compassion	To inspire individuals to strive for excellence in a spirit of humility, compassion, and mindfulness.
Professional Competence Responsibility Resourcefulness Collaboration and Inclusiveness Determination and Commitment Resilience	Develop competence in professional practice and confidence in creating meaningful partnerships and networks with others in a spirit of unity. Identify creative and insightful solutions, through a deep understanding of complex issues, interconnectedness and interdependency. Create collaborative, consultative, courageous, wise and informed decision-makers.
Leaders in Sustainable, Ethical Practice	Develop confident decision-makers who take action in both certain and uncertain conditions, based on measured risks and experimentation.

These graduate attributes are addressed throughout your course of study at EQUALS and each unit you study sequentially leads you to practice and gain proficiency in each.

XIII. Health, Safety and Wellbeing On Campus

EQUALS has various support structures and procedures in place to ensure your health, safety and wellbeing.

General Hazards

Although unlikely, unexpected incidents may be experienced from time to time. EQUALS takes seriously any workplace hazards and emergencies, which may include:

- Electrical faults
- Medical Emergency
- Fire on Campus (Emergency Plan) and steps for evacuation
- Unwanted visitors; threats; unaccounted for mail or parcels/bags
- Building flooding or collapse which may require either evacuation or containment
- Sexual abuse or harassment
- Major or minor harassment of a physical kind
- Verbal abuse.

First Aid Facilities and Services

Please contact Reception on Level one for first aid during normal office hours (Monday to Friday 9am to 5pm).

Outside of these hours, please call emergency services on '000' for immediate assistance and report the incident on the online portal as soon as practicable.

Critical Incidents

Critical incidents are extraordinary events and may be classified as natural such as floods, bushfires, earthquakes, and storms or human-caused, through deliberate attack on the people or resources of EQUALS.

EQUALS' Critical Incident Management Policy is designed to complement other procedures that ensure a safe environment for students and staff, regular maintenance of buildings and facilities and evacuation procedures in case of emergency.

Written records of critical incidents are maintained for a period of not less than two years and are regularly reported to the Board of Directors.

Medical Emergency on Campus

There are a number of trained Physical First Aid and Mental Health First Aid staff on campus – if you become ill or injured, please seek assistance by responding to the First Aid Officers.

If you see a student or person who requires first aid during normal office hours (Monday to Friday 9am to 5pm), please assist them by reporting the incident to Level 1 at Reception. They will contact the first available First Aider.

If however, the incident occurs outside of these hours, please report the incident to Student Engagement team the following day.

Smoke, alcohol and illicit drug free

EQUALS maintains a clean and smoke-free environment. This means that smoking is prohibited on all premises, including immediate pavements and areas surrounding the buildings. All forms of alcohol and illicit drugs are strictly prohibited on campus.

Campus Evacuation Plans

In the event of an emergency requiring a campus evacuation, be mindful that:

- If you notice smoke or a fire – report it to the nearest staff member and follow instructions.
- If the alarm sounds, please wait for instructions from the fire wardens – the wardens wear either caps or hats and issue instructions on where to meet.
- Do not waste time looking for things to take with you. Leave when requested.
- The building is fitted with an automated electronic alarm system, so even if there are no wardens available, the building's public announcement system will advise you of what to do.
- Generally, there is a softer, slower sound initially, followed by a whooping siren, and finally, an announcement advising to evacuate the building.
- The announcement will either be made by the chief warden using the public announcement system (PA) or the automated system will kick in.
- The building has multiple fire exit stairs located towards the back of the building. These are stairs that you will need to use to reach the designated assembly area.
- Remain in this location until advised by the wardens or authorities that it is safe to leave.
- Should you need to leave before being advised to, do not leave without reporting to a warden. Leaving without advising could be putting someone's life in danger as the emergency crews may be sent back into the building to look for you.
- Once the emergency is declared over, you will be guided back into the building by the wardens and staff. Where possible – use the stairs to return to your activities.

XIV. Getting Around

Transport

Adelaide's public transport system is known as Metro and you can change from tram to train to bus all on one MetroCard or ticket.

Metro Card
It is your ticket for trains, trams and buses. It is your reusable travel card for trains, trams and buses in the greater metropolitan area (Adelaide Metro) and regional bus services (Connect SA).

Where you can use MetroCard:

- Adelaide's trains, trams and buses
- Buses within Adelaide Metropolitan area

To help you understand which, where to buy and how to manage your MetroCard, please visit https://www.adelaidemetro.com.au/

Source: Government of South Australia, Adelaide Metro

Taxis

- In Adelaide, there are plenty of taxis available, particularly in the city's key entertainment districts, it's worth booking a taxi for the busiest periods, such as Friday and Saturday nights.
- Most taxi companies have smartphone apps that you can download, making booking a taxi even easier.

For information on the location and hours of operation of City taxi ranks in Adelaide CBD visit: http://www.taxicouncilsa.com.au/

Driving
Driving is one of the most enjoyable modes of transport in South Australia and our driving laws are strictly enforced by police so that you and your family can get to your destination safely. Wherever you drive in Australia, you must drive on the left-hand side of the road.

You can find all the information you need about South Australia's road and driving laws on the South Australia's Roads website https://www.sa.gov.au/topics/driving-and-transport/roads-and-traffic/australian-road-rules

Bicycles
Cyclists are required to obey the same road rules as drivers, plus some additional bicycle-specific rules. Like all road users, cyclists can be fined for failing to follow these rules. Cyclists and bicycle passengers need to wear a securely fitted and fastened helmet showing:

- a mark of compliance with the Australian Standard, AS/ NZS2063
- the symbol of a JAS-ANZ accredited company (for helmets manufactured or imported after 1 July 2012)

Shopping

Shopping in Adelaide provides a haven for lovers of all things fashion, food and everything in between. In the city and surrounding suburbs, you'll find department stores, unique boutiques, sprawling shopping malls and gorgeous heritage arcades, some of which include:

- Rundle Mall
- Jetty Roads: Glenelg or Brighton
- Westfield Marion, Tea Tree Plaza or West Lakes
- Harbour Town Adelaide
- North Adelaide Village Shopping Centre
- Burnside Village Shopping Centre
- Churchill shopping centre
- Elizabeth City Centre
- Colonnades Shopping Centre
- Arndale Shopping Centre

For more information on different locations for shopping refer to the ultimate Adelaide shopping guide https://southaustralia.com/travel-blog/the-ultimate-adelaide-shopping-guide

Business Hours
City shops generally open from 9am to 5pm but some have hours of 10am till 6pm, Monday to Friday.

On Friday, many shops in the CBD and suburban shopping centres remain open until 9pm.

On Saturday and Sunday, the hours in the CBD and shopping centres are generally 9am to 5pm and 10am to 4pm respectively.

Shopping hours change close to Christmas, when shops remain open in evenings and open on Sundays.

Shops are generally not open of Good Friday and Christmas Day.

XV. Social and Cultural events and Organisations in Adelaide

Sports and Entertainment

- Adelaide is well known for its sporting culture.
  - A variety of sports are played all year round, with the most popular being cricket and Australian Rules Football.
  - Joining a local sporting team is a great way to meet people and engage yourself in the community.

- Adelaide also has a diverse cultural scene and festivities. Some highlights include:
  - Fringe festival, held in February and March
  - OZAsia festival, held in September and October
  - State Library of South Australia
  - South Australian Museum
  - Migration Museum
  - Art Gallery of South Australia

Clubs and Organisations

You may wish to join a club or organisation relating to your field of study. These organisations may be useful in gaining knowledge about your future career and making contacts in the profession. Here is a list of various organisations related to some of the fields of study taught here at EQUALS:

- Australian Nursing and Midwifery Federation (SA Branch)
- Early Childhood Organisation Inc
- Association of Massage Therapists

Eating Out

Adelaide has a wide variety of food on offer. There is an eclectic mix of food from many cultures and diets, across Adelaide and the suburbs.
You can find restaurants or takeaway places near you by accessing the following website:
https://www.zomato.com/Adelaide

Support Groups

There are numerous religious, cultural, ethnic and lifestyle-based communities located in Adelaide. For a full list of community organisations, please see the following link:
https://www.sa.gov.au/topics/family-and-community/community-organisations/join-a-community-organisation

For more detailed information in adjusting to life in Australia, refer to Appendix B of this handbook.

XVI. Sun Safety

Australia has the highest rate of skin cancer in the world, with one in two Australians being diagnosed with the disease at some point in their life. The best way to avoid skin cancer is by limiting your exposure to the sun's ultraviolet radiation (UV), which you can do by taking the following measures:

1) Limit the amount of time you spend in the sun between 10am and 3pm
2) Seek shade when possible
3) Wear clothing that covers your skin, e.g., long-sleeved shirts, high collars, long pants
4) Wear a hat that will protect your face, neck and ears from the sun
5) Wear UV protective sunglasses
6) Apply SPF 30+ broad spectrum, water-resistant sunscreen 20 minutes before you go out into the sun, and re-apply every 2 hours

XVII. Contacts for extra support

24/7 Emergency Contact for International students

Campus Manager
T: +61 (0) 432 635 249

Emergency Telephone Numbers

Emergency 000 or 112 from your mobile (to override key locks)

Study Adelaide

Study Adelaide advises international students on all matters regarding your education. It goes above and beyond to help students enjoy a full lifestyle experience in our amazing city.

Safety

Police/Fire/Ambulance Emergency	:	000
Police Assistance	:	131 444

Health & Medical

Health Direct (For free health advice from trained clinicians)	:	1800 022 222
Mental health emergencies:		13 14 65
Poisons information	:	13 11 26

For more information on emergency contact numbers. Please visit the SA Governments' website Emergency contact numbers page.

Community Legal Services

Uniting Communities Lawyers:	08 8202 5960
WestSide Lawyers:	08 8340 9009

Hospitals

In a of emergency, you may present yourself at an emergency ward of a public hospital. The nearest public hospital to EQUALS is The Royal Adelaide Hospital (Port Rd, Adelaide SA 5000).

For a complete list of hospitals in Adelaide, please visit SA Health's website page on hospitals.

General Practitioners

For non-urgent medical issues, you should make an appointment to see a General Practitioner at a nearby medical centre. Some local medical centres close to EQUALS include:

Adelaide City General Practice
29 King William Street, Adelaide SA 5000
T: (08) 8410 1322

City Medical Centre
1/80 Grote St, Adelaide SA 5000
T: (08) 8120 1888

UniSA Medical Clinic
T: 1300 172 996 - Click here to book an appointment
City West Campus: 27-29 North Tce, Adelaide SA 5000
City East Clinic: Lvl 2, Centenary Building, North Tce, Adelaide SA 5000

Medical Specialists

For referral to a medical specialist, you will need a referral letter from a General Practitioner.

Counselling Support

Lifeline Australia
Crisis Support and Suicide Prevention:
T: 13 11 14
Lifeline Adelaide is committed to preventing suicide, supporting people in crisis, and promoting good mental health and emotional wellbeing.

Headspace Adelaide
T: 1800 063 267
Headspace Adelaide is a free and confidential service where young people aged between 12 and 25 can access qualified youth mental health professionals.

Aspects of Healing
25 Leigh Street, Adelaide SA 5000
T: (08) 8110 4300
Holistic medicine, affiliated with EQUALS.

Transport

Public transport: Adelaide Metro website

Long national distance transport:

- Stateliner Premer coach services
- Greyhound Australia buses
- Great Southern Railway

Taxis:
Adelaide Independent Taxis
T: 132 211

For more information on driving and transport. Please visit the SA Government's website page Driving and Transport

Appendix A: Working in Australia for international students

Permission to Work

As of April 2008, student visa applicants automatically receive permission to work with their visa grant. Please note that you will not be able to work in Australia until the first official day of classes when EQUALS confirms your study commencement.

Working While Studying

1) You are not permitted to start work until you have commenced your course of study.
2) You can work a maximum of 48 hours per fortnight during your enrolled trimester and unlimited hours when your course is not in session.
3) The immigration department considers your course to be 'in session':
   - for the duration of your enrolled trimesters
   - if you have completed your studies and your Confirmation of Enrolment is still in effect
   - if you are undertaking another course, during a break from your main course and the points will be credited to your main course.

   (Source: Department of Home Affairs)

For a full list of mandatory and discretionary student visa conditions please visit
https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students

Understanding Your Rights

All people working in Australia have basic rights and protections in the workplace, including minimum pay and conditions. The Fair Work Ombudsman makes sure that these rights are protected and enforced fairly under Australia's workplace laws.
This International Student Fact Sheet will help you understand your basic workplace rights, where to obtain further information, and how to seek assistance from the Fair Work Ombudsman. For more information, contact the Fair Work Infoline on 13 13 94 or visit www.fairwork.gov.au.
The Fair Work Ombudsman provides free advice and assistance to all workers to help them understand your rights. It is important that you understand your rights and responsibilities with respect to:

- Your visa
- Pay and conditions
- Where to go for help with workplace issues
- You can learn more by accessing the Fair Work website (fairwork.gov.au)

Finding Work

An Australian Tax File Number (TFN) is needed when intending to work in Australia. You can apply for this online by visiting https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/

A TFN will help you to do the following:

- lodge a tax return
- ask the Tax Office about your tax affairs
- start or change jobs

There are many different ways to find a job in Australia:

- Newspapers
- Online try these online companies:
  - www.seek.com.au
  - www.careerone.com.au
  - www.mycareer.com.au
  - www.jobsearch.com.au
  - www.jora.com.au

Tax Lodgement and Returns

- You may be entitled to a tax refund if you pay too much tax.
    - To get your refund, you will need to lodge a tax return.
- Please note that not lodging a tax return may incur some penalty.
    - Tax returns are lodged at the end of the Australian tax year, 1 July to 30 June, and usually has a due date on the 30th October of the year.
    - You can lodge online at www.ato.gov.au. If you need assistance, you may find a registered tax agent helpful by visiting www.tpb.gov.au

Superannuation

- Your employer must contribute an additional sum equal to 11% of your wage into a superannuation (pension) account for you.
- In most cases, you can access your contributions when you leave Australia permanently, although the contributions will be taxed.
- To check your eligibility to claim your superannuation and to apply for your payment, visit http://www.ato.gov.au/departaustralia

Appendix B: Adjusting to Life in Australia

While living and studying abroad may be an exciting adventure, it can also present a range of challenges. Having decided to study and live in Australia you will be undertaking adjustments in many areas of your life including cultural, social and academic.

Adjustment to a new country and culture is a process that occurs gradually and takes time. The values, beliefs, traditions and customs of your home country may vary greatly from those in Australia and adapting to the Australian way of life may take some time. This advice may help:

Listen, Observe and Ask Questions

- Adjustment to a new culture and way of life takes time.
- Allow yourself time to observe those around you and patterns of both verbal and non-verbal communication.
- Don't be afraid to ask questions if there are things you do not understand as this will reduce the chance of confusion or misunderstandings.

Become Involved

- Make an effort to meet people and become involved in groups both on campus and in the wider community.
- Maintain an attitude of openness to new situations and experiences.
- Establish friendships and join groups to experience and learn about Australian culture

Ask for Help

- Don't be afraid to ask for assistance or support if you need it.
- EQUALS Student Service team is located at Level 1 54 Currie Street and are here to help you with your transition to life and study in Australia, and eagerly welcome your enquiries.

Australian Culture

Social Customs

- When meeting someone for the first time, it is usual to shake the person's right hand with your right hand.
  - It is polite not to talk about personal matters.

- Many Australians look at the eyes of the people they are talking with.
  - They consider this a sign of respect, and an indication that they are listening.
  - Do not stare at the person for a long time

- You can address a new acquaintance using their title and family name.
  - You may use their first name when they ask you to or use it in the introduction.
  - In the workplace and among friends, most Australians tend to be informal and call each other by their first names, including at EQUALS.

Polite Behaviour

- 'Please' and 'thank you' are words that are very helpful when dealing with other people and buying goods or services.
- Australians often say, 'Excuse me' to get a person's attention and 'sorry' if we bump into them. We also say, 'Excuse me' or 'pardon me' if we burp or belch in public or a person's home.
- You should always try to be on time for meetings and other visits.
  - If you realise you are going to be late, try to contact the person to let them know.
  - This is very important for visits to professionals as you may be charged money for being late or if you miss the appointment without notifying them before the appointment time.
- Most Australians blow their noses into a handkerchief or tissue, not onto the footpath.
  - This is also true for spitting.
  - Many people will also say, 'Bless you' when you sneeze.
    - It's used widely and may have no religious intent.

Addendum: Student Handbook Addendum ESOS Obligations 2019

This addendum to the Student Handbook is specifically for international students and is designed to provide an overview of each National Code standard and the measures EQUALS has put in place to support compliance with that standard.

Read the addendum here.