



International Student Handbook

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oct.edu.au
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ABOUT US

Oceania College of Technology (OCT) is a Registered Training Organisation (RTO), with extensive expertise in the Education Industry. Our success, and yours, is achieved by offering a wider range of innovative, creative and flexible training programs, both theoretical and vocational, that suit the individual needs of each student.

OCT is aligned to industry needs and works closely with numerous community and business partners to build a skilled and productive workforce and to fill labour shortages.

We deliver training in the workplace and offer workforce development solutions across Automotive industry. The success of these services is based on fostering strong relationships. Ongoing consultation with Industry Advisory Groups actively informs the planning, design and delivery of OCT's vocational education and training programs.

We operate in accordance with the highest possible standards, and aim to produce similarly accomplished students who would be an asset to any organisation. To ensure this, we have highly qualified staff members who will provide you with the best possible service, advice and learning.

OUR CAMPUS

Oceania College of Technology is located at Archerfield, near the airport. Its proximity to public transport, cafes, restaurants and shopping facilities make it an easy place to access and comfortable to unwind outside class time.

Our Archerfield is situated within 25 minutes of Brisbane International Airport and 60 minutes from the Gold Coast; bus within 100 metres to the city and surrounding shopping centres and suburbs; 15 minutes by car to Brisbane City Centre.

Our facility is fully equipped with:

- Fully functioning Automotive/Motorsport garage including Hub Dyno
- 4 lecture rooms with integrated AV.
- Student lounge and Library
- Wifi throughout

Our office hours are Monday to Friday; 8:00am to 5:00pm AEST.

Class hours can vary depending on the course, please contact the college for more information.

Information about living, working and studying in Australia

Please visit the websites below to find out all about studying in Australia including visa requirements, student support services, cost of living, Education Agents, health cover, working in Australia, insurance, accommodation options and costs, weather, transport, safety and so much more.

Brisbane

<http://www.studyqueensland.qld.edu.au/>

<http://www.qld.gov.au/education/further-ed/course-info.html>

<http://www.choosebrisbane.com.au>

Queensland

<http://www.destinationqueensland.com/>

Study in Australia

<http://www.studyinaustralia.gov.au/>

Living in Australia <http://studyinaustralia.gov.au/Sia/en/LivingInAustralia/LivingInAustralia.htm>

Life in Australia Book (translated versions)

<https://www.homeaffairs.gov.au/trav/life/aust/life-in-australia-book>

Translated versions are also available on this page.

SAFETY

We take your safety seriously so we strongly advise you to read all of the links below to be very well informed on all aspects of your safety prior to coming to Australia. The links below also cover insurance, phone, internet and banking.

Students coming to Australia need to be aware of the very different conditions such as swimming at our beaches and swimming safety as well as becoming aware of sun safety.

If you have any difficulty assessing these links please advise the College to enable us to assist you. For more information on this please visit:

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety>

SUN AND WATER SAFETY

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/sun-and-water>

FIRE SAFETY:

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/fire> EMERGENCY

INFORMATION:

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/emergencies>

PERSONAL SAFETY:

<https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/personal>

Other Important websites

Overseas Students Ombudsman

<http://www.oso.gov.au/>

Department of Immigration and Border Protection (DHA)

The Australian Government's Department of Immigration and Border Protection provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit www.immi.gov.au/students/index.htm for the latest information.

Student Visa options

<https://www.homeaffairs.gov.au/busi/Empl/Empl/Visa-options>

Applying for a Student Visa – rules and requirements

<https://www.homeaffairs.gov.au/trav/visa/appl/student>

Provider default (if your provider can no longer offer your course for study)

<https://www.homeaffairs.gov.au/trav/stud/more/education-providers-default>

Student Visa Conditions:

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa.

These conditions include (but are not limited to):

- ☐ Complete the course within the duration specific on the CoE
- ☐ **Maintain** satisfactory academic progress
- ☐ **Maintain** satisfactory attendance
- ☐ **Maintain** approved Overseas Student Health Cover (OSHC) while in Australia
- ☐ Remain with your principal education provider for 6 calendar months, unless issued a letter of release from the College to attend another institution
- ☐ Notify your training provider of your Australian address, phone or email and any subsequent changes of address within 7 days.

For the full list of **mandatory** and **discretionary** student visa conditions including rules for working while studying visit <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>

Working in Australia

Students working in Australia should be paid fairly for the work they do and work under reasonable conditions.

Pay rates and workplace conditions are set by Australian law.

The Pay and Conditions Tool (PACT) provides information on pay rates, shift calculations, leave arrangements and notice and redundancy entitlements.

The Fair Work Ombudsman can give you further information and advice about your workplace rights and obligations, and has workplace information translated into different languages.

Your rights and protections include workplace health and safety matters.

Refer: <https://www.fairwork.gov.au/employee-entitlements>

Your employer cannot cancel your visa

Only the Department of Immigration and Border Protection can grant, refuse or cancel visas. Visa cancellation is not automatic in circumstances where a visa holder has breached their visa conditions. If you are under consideration for visa cancellation, you will have the opportunity to provide reasons as to why your visa should not be cancelled.

Helpful recordkeeping hints when you start working in Australia

Keep a diary of days and hours worked keep copies or records of employment details, pay slips, agreements and superannuation and tax documents.

Should you have any questions about your pay rate, your work rights and employer responsibilities please visit the following link.

<https://www.homeaffairs.gov.au/trav/check-pay-conditions>

<https://www.homeaffairs.gov.au/trav/work/work/workplace-rights>

Contact the Fair Work Ombudsman

All visa holders who believe they might have been exploited or underpaid should approach the Fair Work Ombudsman (FWO) through the Fair Work Infoline on 13 13 94 or through their anonymous reporting service.

Studying in Brisbane

Brisbane is the capital of **Queensland** - the 'Sunshine State' and renowned for its shopping, dining, cultural diversity and nightlife.

Brisbane is also the gateway to the sun, surf and beaches of the **Gold Coast** and **Sunshine Coast**.

For further information visit the web links below:

<http://www.brisbane.visitorsbureau.com.au/>

<http://www.brisbane-australia.com/brisbane-pictures.html>

<http://www.visitbrisbane.com.au/Travel/Default.aspx>

<http://www.brisbane.com.au/> <http://www.brisbanecitylife.com.au/>

<http://www.brisbane-australia.com/>

<http://www.brisbane.qld.gov.au/>

BRISBANE WEATHER

<http://www.bom.gov.au/qld/forecasts/brisbane.shtml>

<http://www.weatherzone.com.au/qld/brisbane/brisbane>

Surrounding areas to visit

Sunshine Coast <http://www.sunshinecoast.qld.gov.au/sitePage.cfm?code=visiting>
<https://www.visitsunshinecoast.com/> https://www.tripadvisor.com.au/Attractions-g1132645-Activities-Sunshine_Coast_Queensland.html
<https://www.youtube.com/c/visitsunshinecoastaustralia>

Gold Coast <http://www.visitgoldcoast.com/>

https://www.tripadvisor.com.au/Attractions-g255337-Activities-Gold_Coast_Queensland.html

<http://www.goldcoast.qld.gov.au/default.html>

Migration Agents

A migration agent can assist you in submitting your visa application and communicate with DHA on your behalf, but please note that **you do not need to use a migration agent** to lodge any kind of visa application.

Education Agents

Education agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia. Agents are experienced in assisting with international student applications and applying for visas. Most speak both English and the local language so this makes the application process a lot simpler and generally hassle free for students and parents. Most do not charge for their service as they collect a commission from the college you choose to attend. However, some agents do charge small amounts or offer additional services for which they charge. You can check our website to see a current list of agents we recommend.

Please Note: Although able to assist in completing education and visa applications, Education Agents are NOT licensed to provide migration advice.

Pre- arrival and Arrival information

Important Information & Emergency Contacts

General Contact Details

Phone: +61 7 3106 4200 or email info@oct.edu.au

International Student Coordinator

Saurav Singh +61 416 926 512 or email saurav.singh@oct.edu.au

International Student 24 Hour Emergency Contact

Saurav Singh +61 416 926 512 or Alexander Dunn +61 403 139050

Important Telephone Numbers

IN THE CASE OF **EMERGENCY DIAL 000** from a landline or phone box or

112 from a mobile phone for Police, Fire or Ambulance

Department of Immigration and Border Protection (DHA)

Offices in Australia: <https://www.homeaffairs.gov.au/about/contact/offices-locations/australia>

Make an Enquiry: <https://www.homeaffairs.gov.au/about/contact/make-enquiry>

Hours of operation 9am to 4.00pm Monday to Friday

Phone: **131881**

BRISBANE OFFICE

Ground Floor
299 Adelaide Street
Brisbane QLD 4000

Immigration Offices Outside of Australia - <https://www.homeaffairs.gov.au/about/contact/offices-locations>

Medical Centres / hospitals

Salisbury Medical Centre
Lillian Ave
Salisbury QLD 4107

<http://www.salisburymedicalcentre.com.au/> 272

Queen Elizabeth II Jubilee Hospital <http://www.health.qld.gov.au/qeii/>
Corner of Kessels Road and Troughton Road
Coopers Plains QLD 4108

Transport

All public transport in South East Queensland is provided by TransLink. <http://translink.com.au/>

The Archerfield campus can be accessed by Train and Bus services. More information about accessing the college via public transport can be found on the above link. Should you require Student Concession, please see student reception staff for assistance.

Department of Foreign Affairs and Trade (DFAT)

As well as links from the DHA website, the Department of Foreign Affairs and Trade website <http://www.dfat.gov.au/embassies.html> has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

Some Embassies/Consulates are listed below for your convenience:

China PR	(03) 9822 0604
India	(02) 6273 3999
Greece	(03) 9866 4524
Indonesia	(03) 9525 2755
Japan	(03) 9639 3244
Korea South	(02) 6273 3044
Malaysia	(03) 9820 0921
Taiwan	(03) 9650 8611
Thailand	(03) 9650 1714
Vietnam	(02) 6268 6059

For a complete list of foreign embassies in Australia visit -
<http://protocol.dfat.gov.au/Mission/list.rails>

Arranging Travel:

Students will need to make their own travel arrangements to Australia. Please try to arrive at least 1-2 weeks before the start of Student Orientation to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag.

Once you know your travel details you should advise the college.

BRISBANE CAMPUS

You should fly into Brisbane International Airport <http://bne.com.au/>

On arrival you can catch a cab, ride-share provider or train/bus to your accommodation.

Things to Do: Before Leaving Home:



- Apply for passport
- Arrange student visa
- Make contact with College
- Complete required forms with College
- Make payments to College
- Arrange for immunisations and medications from 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/OSHC
- Advise institution of travel details
- Arrange accommodation
- Arrange transport from airport to accommodation
- Pack bags being sure to include the following:
 - Name and contact details of a College representative
 - Enough currency for taxis, buses, phone calls etc. in the event of an emergency
 - Important documents:
 - THIS HANDBOOK!
 - Passport
 - Letter of Offer
 - Confirmation of Enrolment (eCoe)
 - Certified copies of qualifications & certificates
 - Travel insurance policy
 - ID cards, drivers licence, birth certificate (or copy)
 - Receipts of payments made to the College
 - Medical records and/or prescriptions.

If you are travelling with your family you will need to include their documents as well. Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with family and sent to you.

Upon Arrival in Australia:



- Call home ?
- Settle into accommodation ?
- Contact College..... ?
- Purchase household items and food ?
- Enrol children in school (if applicable) ?
- Attend international student orientation at College (compulsory) ?
- AdviseCollegeofyouraddress,phoneandemail ?
- Get student ID card ?
- Advisehealthinsurancecompanyofaddress&getcard..... ?
- Open a bank account ?
- Attend faculty/course specificorientation sessions..... ?
- Get textbooks ?
- Start classes ?
- Applyfortaxfilenumberifseekingwork..... ?
- Get involved in student life and associations ?
(eg music, sporting and cultural clubs).
- KeepcopiesofallpaymentsyoumaketotheCollege ?
- KeepacopyofyourStudentContract ?

What to Bring

Australian Customs Services and quarantine are considered to be quite strict. If you're in doubt about whether your goods are prohibited or not, **declare it anyway** on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items. For further information visit the Australian Customs website: <http://www.customs.gov.au/>

For information on how much luggage you can bring check with your airline.

Information and Tips in various languages -

<http://www.customs.gov.au/knowbeforeyougo/default.asp>

Australian Customs for arriving travellers -

<http://www.customs.gov.au/site/page4351.asp>

Guide for Travellers -

<http://www.customs.gov.au/webdata/resources/files/GuideforTravellers-WEB2.pdf>

Various other information on living in Australia

<http://www.studyinaustralia.gov.au/global/live-in-australia>

<http://www.studyinaustralia.gov.au/global/why-australia>

Accommodation Options in Australia

Choosing Where to Live

Most students want to live within walking distance of the campus but this is not always possible and is usually determined by availability and cost. Often it is more convenient and more cost-effective to live further from the campus but close to shops and public transport.

Whilst studying with Oceania College of Technology your accommodation options are:

<http://www.realestate.com.au> and go to share accommodation section

<http://www.domain.com.au>

<http://www.studenthomestay.com.au>

<http://au.easyyroommate.com>

<http://www.share-accommodation.net/index.htm>

<http://www.homestaydirect.com.au>

Brisbane

<http://www.communities.qld.gov.au/housing/housing-services/renting-in-the-private-market/fact-sheets-renting-in-the-private-market>

Bringing Family

Most student visas allow you to bring your family members to Australia as your dependants (check your individual circumstances DHA website). Family members include your spouse, and you and your spouse's dependent children. Before bringing your spouse or children to Australia, you will have to prove that you can support them financially. The cost of supporting a family in Australia is high. You may have to consider and discuss many issues with your family.

Issues to Consider

Rather than bringing your family together with you to Australia, some students may find it useful to arrive first, settle into studies, find appropriate accommodation, adjust to living in Australia and then arrange for their family to join them.

Before making a decision to bring your family to Australia it is important to consider the following issues:

- ❑ The cost of airfares for your family to and from Australia;
- ❑ Possible higher rent for a larger home;
- ❑ Limited employment opportunities for your spouse;
- ❑ Extra costs for food, clothing and other necessities;
- ❑ The effect on you and your studies if your family is not happy in Australia;
- ❑ Whether your children will adjust to school in Australia;
- ❑ Waiting lists for child care centres; and
- ❑ Whether to come alone to Australia first and arrange things for your family or to all come at the same time.

For more information visit: <http://www.immi.gov.au/living-in-australia/>

Child Care

Finding suitable childcare in Australia requires patience and planning. Waiting lists for places in most childcare centres are long.

Many schools offer before- and after-school care programs (usually 7:30am-8:45am and 3:30pm-6:00pm). Children who need these programs must be registered with the school.

Schools:

If you would like to bring your child to Australia with you, you must be aware of the following schooling issues:

1. It is an immigration policy that school-age dependants of international students undertake formal schooling while they are in Australia.
2. You will need to provisionally enrol your child in a school before you leave your home country and you will normally have to pay the school fees one semester in advance. The school will issue an electronic Confirmation of Enrolment Form (eCoE) stating the program and its duration, so that you can obtain the appropriate visa for your child.
3. The Diplomatic Mission in your country can tell you which State schools are registered to take international students. Fees are usually payable by international students at all State schools.
4. You will be responsible for school fees and other costs including school uniforms, books, excursions and stationery.
5. When choosing the most appropriate school for your child, it is best to ask questions about the school's curriculum, size, extra-curricular activities and the size of individual classes.
6. You should also take into consideration the distance from the school to **your education institution**, the suburb in which you intend to live and the method of transport you plan to use.

For further information, please contact:

Queensland:

There are two types of schools in Australia—State schools and independent schools.

<http://education.qld.gov.au/strategic/advice/earlychildhood/prep.html>

Directory of State and Independent Schools Queensland

<http://education.qld.gov.au/directory/schools/index.html>

Overseas student health cover (OSHC)

Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders for the duration of your studies. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

How do I get OSHC?

Students will be able to purchase OSHC through Oceania College of Technology at the enrolment stage. If you do not buy your OSHC through the College you must provide evidence of your insurance no later than at Orientation.

Some students may be exempt from enrolling in the OSHC such as students from countries whose Governments may have Reciprocal Health Agreements for students in Australia.

Note: only some reciprocal health agreements cover students in Australia, some will only cover visitors. You should determine if you are eligible before you apply for your visa to come to Australia.

Further information on OSHC can be found at:

<http://www.health.gov.au/internet/main/publishing.nsf/Content/health-privatehealth-consumers-ovc.htm>

Comprehensive Questions and Answers

<http://www.health.gov.au/internet/main/publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1>

Australian laws and travel tips

<http://australia.gov.au/topics/law-and-justice> <http://australia.gov.au/topics/immigration>
<http://australia.gov.au/topics/tourism-and-travel> <http://australia.gov.au/topics/tourism-and-travel/state-tourism-and-travel-links>

STUDYING WITH THE OCEANIA COLLEGE OF TECHNOLOGY

CURRENT COURSES AVAILABLE TO STUDENTS ON INTERNATIONAL STUDENT VISAS WITH OCEANIA COLLEGE OF TECHNOLOGY

For the most current list of courses available to International Students visit -

<http://cricos.education.gov.au/Institution/InstitutionDetails.aspx?ProviderID=3413>

or the college website oct.edu.au

For the most up to date Course details including costs and durations visit our website.

Oceania College of Technology delivers courses face to face with a minimum of 20 hours per week delivered over 2 days **or** a minimum of 15 hours face to face with 5 hours to be completed online.

For further details of individual course requirements including the entry requirements (academic and English), course credit/RPL, content, duration and cost, assessment methods and modes of study, please refer to the individual course marketing material found on our website.

Oceania has no agreements with any other party in the delivery of any of its courses. There is

no work based training associated with our international courses.

Fees are subject to change.

General Entry requirements:

- All students must be of the age of 18 years or over at the time of applying for.
- IELTS band score of 5.5 or equivalent in line with DHA regulations
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into all courses.
Or
- Should the applicant's home country equivalent only be to an Australian Year 10 qualification, the college may permit entry into a course with a prerequisite of 52 weeks ELICOS study being under at the college prior to the start of any other course.
Or
- Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

- A Language, Literacy, Numeracy, (LLN) assessment must be undertaken by all International Students to assign them into the correct course level
- If students have a physical disability or impairment, please contact the college for further guidance.

NOTE: Every application is individually assessed

LEGISLATION AND POLICIES

CURRENT CRICOS legislation–

- ❏ [Education Services for Overseas Students Act 2000](#)
- ❏ [Education Services for Overseas Students Regulations 2001](#)
- ❏ [National Code of Practice for Providers of Education and Training to Overseas Students 2018 - National Code 2018](#)

Legislation Information for International Students

The *Education Services for Overseas Students Act 2000 (the ESOS Act)* and related laws set out the requirements for providers who deliver education services to international students on a student visa.

These laws protect international students and also help ensure students meet student visa conditions for attending classes and making satisfactory progress in their studies while in Australia.

For further information including frequently asked questions visit:

For further information on Australian Legislation and how it affects International Students visit:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Information-for-Students.aspx>

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

<https://docs.education.gov.au/node/39586>

In addition:

- ❏ if offering vocational education and training (VET) courses, the provider must comply with the VET Quality Framework, and
- ❏ if offering English Language Intensive Courses for Overseas Students (ELICOS), the provider must comply with the ELICOS National Standards.

POLICIES&PROCEDURESFORINTERNATIONALSTUDENTS

Student Code of Behaviour / Rules

1. Oceania prohibits the use of illegal drugs, the consumption of alcohol, and the possession of prohibited or dangerous articles at any course.
2. Mobile Phones and Pagers should be turned off before entry into classrooms or any training/assessment environment unless prior arrangements have been made with the trainer or person in charge.
3. Students must follow the directions of their teacher/trainer at all times
4. Students are required to wear appropriate safety clothing and use equipment safely
5. Students must not use inappropriate or offensive language, signs or gestures
6. Violent behaviour will not be tolerated.
7. Weapons cannot be carried onto the College premise
8. Racist behaviour will not be tolerated
9. Sexual harassment will not be tolerated
10. English is to be spoken during class and on campus at all times
11. Fees must be paid as per the due date on the agreement/invoice
12. An individual's property is to be respected and not interfered with, without prior consent. Look after your own possessions, Oceania accepts no responsibility for personal property lost or stolen
13. Nobody has the right to interfere with another's ability to learn through disruption of classes or harassment of any kind.
14. No aggressive physical contact or verbal abuse is to occur between any persons at any time.
15. Smoking is not permitted inside training facilities, Australian Law must be followed
16. Drinking alcohol is not permitted inside training facilities.
17. Eating or drinking is not permitted in any space other than the designated areas.
18. Clothing and behaviour should be appropriate and not cause offence to anyone.
19. Students MUST advise the College of any change to their contact details including address, mobile number, email & emergency contact details, within 7 days of the change, to the college.
20. Students are expected to be genuine/bona fide students in Australia to study and complete their course/qualification and therefore must attend class and progress in their course. *Refer our Course Progress and Attendance Policies for further details.* All disciplinary matters will be handled by the Director and/or CEO.

COURSE CREDIT/RECOGNITION OF PRIOR LEARNING

'Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, includes academic credit and recognition of prior learning.'

Students that already have a Statement of Attainment for a Unit of Competency may apply for Course Credit. Course credit may reduce the length of a student's course.

Students that believe they already have the skills and knowledge required to demonstrate competency can request Recognition of Prior Learning (RPL). RPL may reduce the length of a student's course.

Oceania requires students to complete the *Application for Recognition of course credit/RPL form* for assessment by the relevant trainer/assessor. Evidence is required to substantiate previous knowledge/qualifications.

Oceania may require students to complete an assessment to demonstrate competency. Oceania grants the student course credit/RPL which leads to a shortening of the student's course before the student visa is granted, the CoE will indicate the actual net course duration for the course.

If course credit/RPL is granted after the student's visa is granted, any change of course duration will be reported to DET via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

For further information about Course Credit please ask for a full copy of our *Course Credit Policy*.

For the most current versions of our policies and procedures please click on hyperlink below or visit our website. If you are unable to access our website please contact us for a hard copy.

POLICIES AND PROCEDURES

[NC Standard 3 - Refund policy & Complaints and Appeals Policy and Procedure](#)

[NC Standard 5 - Younger Overseas Students policy and procedure](#) - We do not enrol international students under 18 years of age

[NC Standard 6 - Summary of Critical Incident Policy / Procedure eg - Emergency evacuation procedures](#)

[NC Standard 7 - Overseas Student Transfers](#)

[NC Standard 8 - Monitoring Course Progress; Online Distance & Completed in Expect Duration Policies and Procedures](#)

[NC Standard 9 - Deferring, Suspending or Cancelling the Overseas Student's Enrolment Policy and Procedure](#)

[NC Standard 10 - Complaints and Appeals Policy and Procedure](#)

STUDENT DECLARATION

STUDENTS NOTE: You are required to return a signed copy of this page to OCEANIA with your enrolment application.
(from International Student Handbook Version 4 January 2018)

I have read and understand all of the information contained in this International Student Handbook, the links provided and recommended websites.

I am aware of the restrictions placed on my enrolment as I am on an International Student Visa, including:

- ☐ Completing the course within the duration specific on the CoE
- ☐ **Maintaining** satisfactory attendance and academic progress
- ☐ **Maintaining** approved Overseas Student Health Cover (OSHC) while in Australia
- ☐ Remain with my principal education provider for 6 calendar months, unless issued a letter of release from a provider to attend another institution
- ☐ Notify my training provider of my Australian address and any subsequent changes of address, phone, emergency contact or email within 7 days.
- ☐ I am only allowed to work up to 40 hours per fortnight during school study periods.
- ☐ I have been provided in plain English with information regarding -
 - ✓ the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable
 - ✓ the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods
 - ✓ course duration and holiday breaks
 - ✓ the course qualification, award or other outcomes
 - ✓ campus locations and facilities, equipment and learning resources available to students
 - ✓ the details of any arrangements with another provider, person or business who will provide the course or part of the course
 - ✓ indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
 - ✓ the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
 - ✓ the ESOS framework, including official Australian Government material or links to this material online

I understand the student responsibilities, code of behaviour/rules, conditions of enrolment, visa conditions and policies outlined in this handbook and the links provided.

I am aware of my obligation to pay all outstanding course fees and understand Global Training Innovations Pty Ltd t/a Oceania College of Technology will pursue outstanding fees under Australian Law.

I am aware that I can only study with a CRICOS registered provider found at <http://cricos.education.gov.au/Institution/InstitutionSearch.aspx> whilst I am studying on an international student visa in Australia.

Signed: _____ Dated: _____

Name (please print): _____

**Unsigned declarations cannot be processed.
Education Agents CANNOT sign on behalf of students.**

PLEASE RETURN THIS SIGNED DECLARATION WITH YOUR ENROLMENT FORM AND RETURN TO:
PO Box 245, Mansfield QLD 4122, Australia; Fax to +61730414705 ; email: info@oct.edu.au