



2022  
PRE-ENROLMENT  
INFORMATION



## PRE-ENROLMENT INFORMATION

Thank you for choosing to study at Choice Academic College!!

This document contains important information about your enrolment at Choice Academic College. Please read information in this document carefully before making a decision to accept our offer of admission.

Please visit the College website [www.cacademic.edu.au](http://www.cacademic.edu.au) if you have any queries or questions.

## ABOUT ACADEMIC COLLEGE

Choice Academic College would like to welcome students to our family and makes every effort to provide sufficient information to our prospective students before enrolling with us. It is important that you take the time to read through the pre-enrolment information provided here. However, should you have any further question, do not hesitate to send us an email at [info@cacademic.edu.au](mailto:info@cacademic.edu.au) and we will respond promptly; or please speak to our friendly staff- the contact details is available on our website [www.cacademic.edu.au](http://www.cacademic.edu.au) .

**Choice Academic College Pty Ltd** is a privately-owned Registered Training Organisation (RTO) since 2018 and operate as **Choice Academic College**; National Provider # 41177; CRICOS # 03652F Website: [info@cacademic.edu.au](mailto:info@cacademic.edu.au)

## Choice Academic College Responsibilities

**Choice Academic College as** an RTO (Registered Training Organisation) is required to meet various obligations under the VET Quality Framework, the Education Services for Overseas Students (ESOS) legislation and the National Code of Practice 2018. These can be described broadly as:

- ✚ Being registered on the Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS)
- ✚ Meeting quality assurance standards and continuously reviewing and improving upon all aspects of the institute's training and assessment systems
- ✚ Complying with tuition and financial assurance requirements; and



- ✚ Encouraging overseas students recruited to study in Australia to comply with the conditions of their visas, and reporting those who do not.

For further information on the ESOS Act 2000

<https://www.legislation.gov.au/Details/C2018C00210> and the National Code of Practice 2018

please click on links provided [https://internationaleducation.gov.au/Regulatory-](https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx)

[Information/Pages/National-Code-2018-Factsheets-.aspx](https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx) and Information on the VET Quality

Framework please click on the link provided <http://www.asqa.gov.au/about/australias-vet-sector/vet-quality-framework.html>

## THE PRE-ENROLMENT INFORMATION

**The pre-enrolment information provided in this document is specific to students enrolling at Nationally Recognised Qualifications.** Choice Academic College strongly encourage you all to click on each of the links provided below and read the documents along with information provided on Choice Academic College website to assist you in making an informed judgement on selecting your course of study with Choice Academic College.

### Key student contacts

Mr Dipendra Sharma Poudel CPA is the CEO of Choice Academic College, email address:

[ceo@cacademic.edu.au](mailto:ceo@cacademic.edu.au)

**Mr Sujan Acharya is the Student Contact Officer and main point of contact for students, email: [studentservices@cacademic.edu.au](mailto:studentservices@cacademic.edu.au)**

For fees and refund enquiries, please contact Mr Suman Gautam, email:

[accounts@cacademic.edu.au](mailto:accounts@cacademic.edu.au)

For academic related enquiries, please contact Mr Krishna Niraula, email:

[krishna@cacademic.edu.au](mailto:krishna@cacademic.edu.au)

For Academic skills and LLN support, please contact Prof Richard Watkins, email:

[richard@cacademic.edu.au](mailto:richard@cacademic.edu.au)

For business development and commercial enquiries, please contact Mr Clive Matthews, email:

[clive@cacademic.edu.au](mailto:clive@cacademic.edu.au)

For admission enquiries, please contact Ms Rekha Phuyal, email: [marketing@cacademic.edu.au](mailto:marketing@cacademic.edu.au)

### Courses offered and fees & charges

<b>COURSE CODE</b>	<b>Total tuition fee</b>	<b>COURSE TITLE</b>	<b>WEEKS</b>
<b>BSB50120</b>	<b>\$12,000</b>	<b>Diploma Business</b>	<b>52</b>
<b>BSB60120</b>	<b>\$18,000</b>	<b>Advanced Diploma of Business</b>	<b>78</b>
<b>BSB60120</b>	<b>\$24,000</b>	<b>Diploma of Leadership and Management</b>	<b>104</b>

### Other fees and charges

<b>Description</b>	<b>Amount</b>
Enrolment fee (non-refundable)	\$200
Material fee	\$300 p.a.
Re-assessment fee	\$200 per unit of competency
Change to Confirmation of Enrolment (CoE)	\$50/per CoE
Late payment of tuition fees	\$50/per week
Replacement testamur (award certificate)	\$50
Student ID card replacement	\$10
Copy/Printing/Scanning	\$0.40 per page
Reinstatement of enrolment after cancellation	\$200
Revision to payment plan	\$50
RPL (Recognition of prior Learning)	\$200 per unit of competency

Please refer to College website for latest information on fees and charges.

## PRIVACY POLICY:

Choice Academic College will comply with the **National Privacy Principles** extracted from the Privacy Act 1988. Choice Academic College will follow the ten national privacy principles in the handling of personal information of students / employees and takes reasonable steps to deal safely with information collected.

1. *collection of the information*: necessary for one or more of its functions and the individual is informed the purposes
2. *personal information not used or disclosed for a secondary purpose*: unless the individual has consented or a prescribed exception applies;
3. *data quality*: collected information used or disclosed is accurate, complete and up to date;
4. *data security*: ensures to protect the personal information from misuse, loss, unauthorised access, modification or disclosure;
5. *openness*: manage personal information explain the purpose and how it collects, holds, uses and discloses the information;
6. *access and correction*: access to the information is given to individuals except to the extent that prescribed exceptions apply;
7. *unique identifiers* commonwealth government identifiers (Medicare number or tax file number) will only be used for the purposes for which they were issued. Choice Academic College will not assign unique identifiers except where it is necessary to carry out its functions efficiently;
8. *anonymity*: wherever possible, Choice Academic College will provide the opportunity for the individual to interact with us identifying themselves;
9. *trans border data flows*: the individual's privacy protections apply to the transfer of personal information out of Australia; and
10. *sensitive information*: – will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record

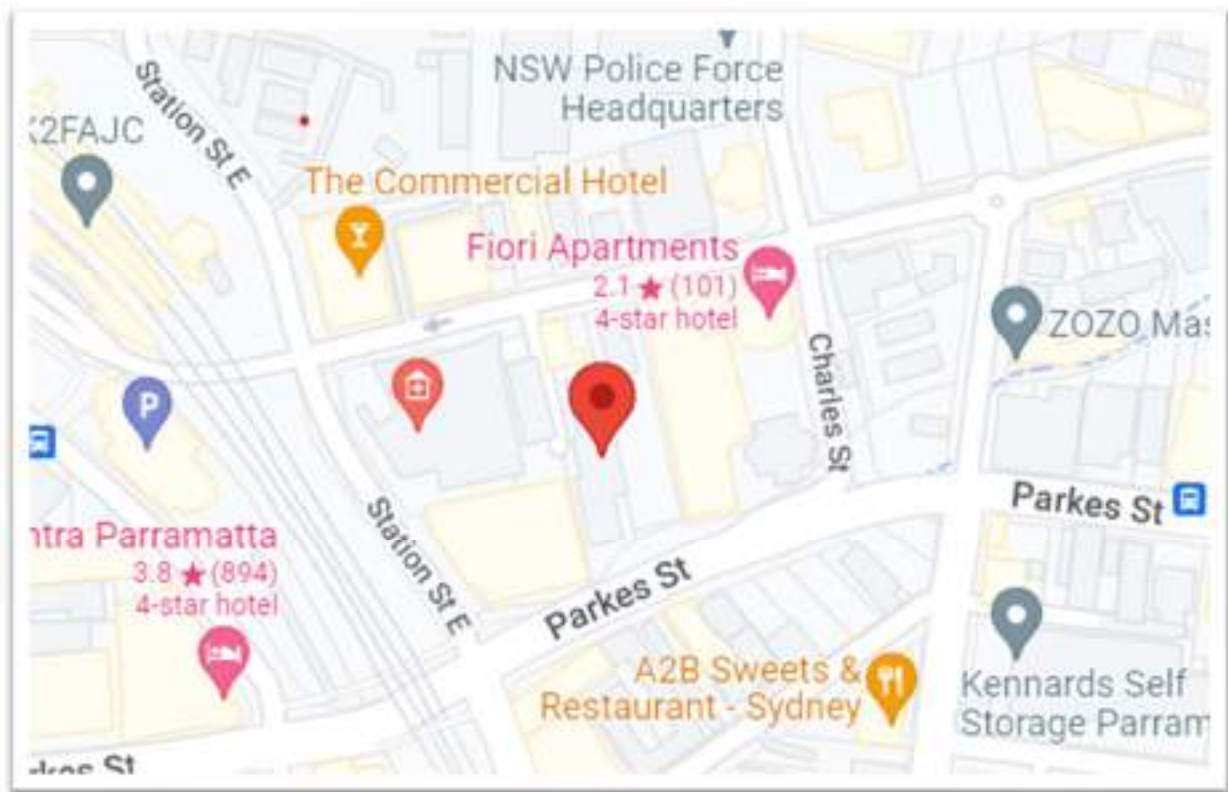
## LEGISLATIVE REQUIREMENTS

Choice Academic College follows all relevant Commonwealth and State laws covering WHS, workplace harassment, victimisation and bullying, anti-discrimination, including equal opportunity, access and equity, racial vilification, disability discrimination as prescribed in the: WHS Act, EEO, Access & Equity and antidiscrimination and Harassment Acts. The principles of Access and Equity

are covered at our staff induction and regularly reviewed to ensure the correct interpretation and application.

### Choice Academic College Locations and Campuses

Choice Academic College operates from Level 1, 7 Hassall St Parramatta NSW 2150



Choice Academic College offers nationally recognised qualifications as reflected in the table below:

COURSE CODE	CRICOS CODE	COURSE TITLE	WEEKS
BSB50120	109008J	Diploma Business	52
BSB60120	109009H	Advanced Diploma of Business	78
BSB60120	104352M	Diploma of Leadership and Management	104

### COURSE AWARD



On successful completion of the course, student will receive:

- Full Qualification - a Certificate and a Transcript of Academic Record
- Partial Qualification - a Statement of Attainment

**Choice Academic College offers Australian recognised vocational education & training to international students.**

## **ELIGIBILITY**

**International Students must meet the following requirements:**

- 18 years and above at the time of enrolment;
- have completed year 12 or equivalent Australian qualifications in their country or other equivalent qualification/s from overseas
- have International English Language Testing System (IELTS) score 5.5 for with no individual lower than 5 / TOEFL 46 / PTE ACADEMIC 43 / CAE 47 / OET PASS / TOEFL PBT 527 or equivalent.

## **TRAINING DELIVERY LEARNING AND ASSESSMENT**

Choice Academic College 's provision of training and assessment are classroom-based and work placement; formal structured training and assessment of the practical application of the theoretical learning during the training program; a combination of methods are used listed as below:

- Written question and answers
- Case study / Project scenario assignments
- Class activities, Role plays simulating workplace activities

Assessments are provided for each unit and need to be completed and submitted to Choice Academic College. Each student is advised to keep a copy of assessments.

## **RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER**

RPL and Credit transfer provisions are in place at Choice Academic College provided sufficient evidence is given of significant experience & statement of attainment of the units of competencies completed elsewhere which are covered by this qualification. You may please speak to a consultant/ staff at Choice Academic College.

## **UNIQUE STUDENT IDENTIFIER (USI) REQUIREMENT**



All students studying with Choice Academic College will need a USI. From 1 January 2015 if you are undertaking Nationally Recognised Training delivered by a Registered Training Organisation you will need to have a Unique Student Identifier (USI). The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed. Please see the official USI website [www.usi.gov.au](http://www.usi.gov.au). The student after enrolment is required to create USI (Unique Student Identifier) or allow Choice Academic College to create an USI on their behalf. If the student wants the College to apply for the USI on their behalf then a written consent is required to be signed and completed to provide the authority for the College to do so.

## **CAMPUS SERVICES, STAFF AND FACILITIES**

### **Facilities**

Choice Academic College facilities include a relaxing student lounge, complete with access to tea, coffee, soft drinks and snacks; and restrooms are available. Modern, well-equipped air-conditioned training rooms will provide students with an environment conducive to learning and developing the skills and knowledge required to achieve successful outcomes. Well-equipped computer lab and free Wi-Fi for registered students is also available.

### **Trainer and staff**

All staff at Choice Academic College are friendly, experienced and highly educated with thorough understanding of industry.

## **STUDENT SUPPORT, WELFARE AND GUIDANCE**

Our staff will assist you in how to seek help with local welfare and guidance services. We wish to ensure that all students are supported in their studies to the full extent possible. In case any student is experiencing any difficulties with their studies should see their trainer, or another member of the staff. The staff member will ensure that the full resources of the institute are made available to ensure that the participant achieve the required level of competency in all accredited courses. Furthermore, students seeking advice on Welfare or Guidance on other matters may go to the Administration Office at any time to see Student Services for free advice relating to study on:

- Managing your time
- setting and achieving your goals
- motivation





- ways of learning
- coping with assessments
- looking after yourself.

### **Tuition fees and charges:**

Choice Academic College requires payments of tuition fees and charges in scheduled payments as stated on the letter of offer page and agreed by student.

### **Statements of Attainment**

- A formal Statement of Attainment is available at the end of each study period at no additional cost to the student, provided the student has provides a verified USI, and has paid in full the tuition related to the units of competency on the Statement of Attainment.

**TUTION PROTECTION SERVICE (TPS)** TPS is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. Choice Academic College protects through TPS the interest of both Choice Academic College and its students. The TPS ensures that international students are able to either:

- Complete their studies in another course or with another education provider.
- Receive a refund of their unspent tuition fees
- In the unlikely event the education provider is unable to deliver a course that the student has paid for and does not meet their obligations to either offer an alternative course that the student accepts or pays the student a refund of the unspent prepaid tuition fees (this is called a provider's 'default obligations'), the TPS will assist the student in finding an alternative course or to get a refund if a suitable alternative is not found.

### **CONSUMER PROTECTION LAWS**

The agreement of the student to the conditions stated in the offer and acceptance agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. It's the learner rights as a consumer to obtain the cooling off period for the service that they have decided to opt for.

### **COMPLAINTS AND APPEALS**

Choice Academic College is committed to providing an environment where every student feels free to raise any issue or concern they may have.



Students should first approach the particular staff member involved, and attempt to resolve their concern directly, and in an informal manner. College staff will always try to resolve student concerns/appeals informally in the first instance.

The College respects students' rights to have a decision reviewed and therefore has an established appeals process. If students are unhappy with the outcome of any complaint or concern they may have raised, they are free to approach CEO who will try to resolve matters and respond formally to the complaint.

Students can send their concerns or complaints to [feedback@cacademic.edu.au](mailto:feedback@cacademic.edu.au) , or speak to a student contact officer.

If international students wish to lodge an external appeal or complain about a decision taken by the College, they can contact the Overseas Students Ombudsman - a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider.

## **EDUCATION AGENTS**

Choice Academic College utilises the services of Education Agent's both in Australia and Overseas to promote and recruit student on its behalf. All agent's acting on behalf of Choice Academic College are under a strict Agents Agreement with Choice Academic College and are required to adhere to the Australian International Education and Training - Agent Code of Ethics. As part of Choice Academic College's regulatory obligations it provides to ASQA the details of all Agreements in place with Education Agent's; and a complete list of all Education Agents who work with Choice Academic College is available [www.cacademic.edu.au](http://www.cacademic.edu.au)

To enrol at Choice Academic College for the Australian nationally recognised training courses; please contact Choice Academic College at [info@cacademic.edu.au](mailto:info@cacademic.edu.au), or you can also seek assistance from authorised recruitment agents. Choice Academic College or any authorised agent neither guarantees successful completion of the course without achieving requisite competencies in stipulated time frame nor assures any particular employment outcome, although there are career and study pathways available.

## **ENROLMENT PROCEDURES**

- a. Fill Application/ Enrolment Form and forward to Choose Academic College
- b. Applications are assessed consistent with the course entry requirement.
- c. Offers to students are made upon being successful meeting the eligibility

- d. In case of rejection of application, students are requested to discuss their case via email/phone/in-person to provide further evidence, if any, required in support of their application for further consideration
- e. Students accepts the offer by counter signing and returning enrolment form to Choice Academic College
- f. Payment may be made concurrently with the return of the signed Enrolment Offer and Acceptance Agreement, or after returning the Enrolment Offer and Acceptance Agreement
- g. After the required initial fee /payment is received a CoE- Confirmation of Enrolment is issued to students
- h. Overseas Student Applies for VISA to Embassy/Mission in their Home country; may use online VISA/e-Visa as per availability
- i. Check requirements and conditions for student visa at <https://www.homeaffairs.gov.au/Trav/visa-1/500->
- j. As an international student it is a condition of your visa to notify us of any changes to your address within seven days of arriving in Australia, or if you change your address. <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>

✚ Satisfactory course progress performance in academics must be maintained at all times.

## ORIENTATION

All new students at the College are required to attend a brief compulsory induction/orientation session before commencing their course. This may be done in a group or individually.

**NOTE: Students will be permitted to attend classes only after they have attended and completed the orientation session for the enrolled course.** To assist students, Choice Academic College provides an age and culturally appropriate orientation program that includes information about:

- |   |  |  |
|---|--|--|
| ○ Student support services in the transition to life in new environment and Living in Australia | ○ Transport to Choose Academic College | ○ Complaints and appeals policy and procedures |
| ○ legal services  | ○ Timetables                           | ○ Counselling and welfare services             |
| ○ Emergency and health services   | ○ Facilities and resources             | ○ Complaints & appeals processes               |

## CHANGE OF ADDRESS DETAILS



All students must notify Choice Academic College of their up-to-date contact details at all times. If your mobile telephone number, e-mail or residential mailing address change, please notify the College within five (5) business days. The Education Services for Overseas Students framework also requires providers to obtain an update of student contact details every six (6) months. This means the College will ask you for up to date contact details at regular intervals.

## **TRANSFER BETWEEN REGISTERED PROVIDERS**

This policy applies only to international students who are enrolled at Choice Academic College or wanting to be enrolled at Choice Academic College according to the provisions of a student visa. Standard 7 of the National Code 2018 restricts the movement of students to an alternative provider during the first six (6) months of the student's principal course.

## **DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT**

Under certain circumstances, Choice Academic College may initiate the deferment, suspension or cancellation of a student's enrolment. This section of pre-enrolment information and Choice Academic College website advise the prospective applicants of these grounds for deferment, suspension or cancellation prior to signing Offer and Acceptance Agreement. Refer to Choice Academic College website [info@cacademic.edu.au](mailto:info@cacademic.edu.au) information, on how the potential change to enrolment status may impact upon students' visa.

### **Deferment**

- i. if the course is not offered, in this case a refund of all the course money paid to date
- ii. Alternatively, offered enrolment in an alternative course by Choice Academic College at no extra cost
- iii. Students may exercise their right to choose a preference of full refund of course fees, or to accept a place in another course. If a placement in another course is chosen, a written signed document will be required to indicate as acceptance of the placement.
- iv. If Choice Academic College is unable to provide a refund or place a student in an alternative course, the Tuition Protection Scheme will provide assistance to the student in obtaining a place in a suitable alternative course.

**Suspension:** Suspension of enrolment due to unacceptable behaviour in an educational setting:

Choice Academic College may temporarily suspend a student's enrolment; if the student:

- a. has been in breach of the Choice Academic College student Code of Conduct
- b. is assessed by the CEO as providing a threat to the well-being of other students or staff

- c. has being assessed as behaving in a way such as to constitute serious misconduct

Applicants are advised of each of these grounds for suspension due to misbehaviour prior to signing the Enrolment Offer & Acceptance Agreement.

## **POSSIBLE OUTCOMES IF THE COE OF A STUDENT'S ENROLMENT HAS BEEN DEFERRED OR SUSPENDED**

### **i. Deferment or suspension without affecting the end date of the CoE**

- DET is notified through PRISMS of the deferment or suspension;
- for a period without affecting the end date of the CoE.;
- no change to the CoE or the student's enrolment status on PRISMS.
- The student's CoE status will still be listed as "studying".
- The notice of deferment or suspension will, however, be recorded in PRISMS and sent to Department of Home Affairs (DHA). This information will be kept by Department of Home Affairs (DHA) for future reference.

### **ii. Deferment or suspension which affects the end date of the CoE**

- DET is notified through PRISMS of the deferment or suspension;
- for a period which will affect end date of the CoE.;
- In such situations, PRISMS will cancel the original CoE and immediately offer Choice Academic College the opportunity to create a new CoE with a more appropriate end date.
- If Choice Academic College does not have date of return of students, then will choose to not create a new CoE at this point, but to wait to issue the new CoE until the student has provided notification of the intended date of return.

### **iii. Cancellation: Choice Academic College may cancel the enrolment of a student if the student is in breach of a condition of ongoing enrolment, including:**

- a. the requirement to attend for submission of the assessment as part of the course progress in all scheduled classes every study period
- b. the requirement to not plagiarise, collude or cheat
- c. the requirement to pay agreed tuition fees by the dates agreed in the Enrolment Offer and Acceptance Agreement
- d. has been in breach of the Choice Academic College student Code of Conduct
- e. is assessed by the CEO as providing a threat to the well-being of students & staff
- f. has being assessed as behaving in a way such as to constitute serious misconduct
- g. fails to meet the requirements of the course progress policy
- h. fails to pay tuition fees

## NOTICE OF INTENTION TO DEFER, SUSPEND OR CANCEL ENROLMENT & ACCESS TO APPEAL

A Where a deferment, suspension or cancellation is initiated by Choice Academic College, the student will receive a **notice of intention to defer, suspend or cancel enrolment**.

- The notice will give **20 working days to access** Choice Academic College 's internal complaints and appeals process;
- The 20 working days begins from a date specified in the letter which allows for reasonable time for delivery of the letter;
- Notices of intention to defer, suspend or cancel enrolment are sent by registered mail to the address on the student's file and by email to the email address on the student's file.

B Appealing against Choice Academic College's intention to suspend or cancel enrolment

- ***If no appeal is received from student***, then Student Services Manager contacts the students on 19<sup>th</sup> day; following the date specified in the letter in order to provide the student with a final opportunity to lodge an internal appeal. Contact will be made by telephone and email
- ***The suspension or cancellation will be notified to DOE on completion of the 20 working days*** if there is no appeal, or at the completion of the appeals process if there is an appeal and the appeal is not upheld, or if there is an appeal and the appeal is withdrawn.
- ***The CEO of Choice Academic College reserves the right to determine to not provide learning opportunities*** throughout the 20 working days provided to a student to make an appeal and throughout the appeals process should it be deemed appropriate.

C **Maintaining** enrolment in the case of an appeal

- Student's enrolment is maintained until the internal appeals process is complete, unless there are **extenuating circumstances** relating to the student's welfare.

D **Extenuating Circumstances:** Extenuating circumstances relating to the welfare of the student may include, but are not limited to the following:

- The student is missing; has medical concerns, severe depression or psychological issues which lead Choice Academic College to fear for the student's wellbeing; has engaged, or threatens to engage in behaviour that is reasonably believed to endanger others and is at risk of committing a criminal offence;

- The Student Services Manager ensures that claims by Choice Academic College of extenuating circumstances relating to the welfare of the student are supported by appropriate evidence. All such documentary evidence is filed in the student's file.

### **OPPORTUNITY FOR EXTERNAL APPEAL**

- o A student may choose to appeal against a decision with the Overseas Students Ombudsman, but Choice Academic College is not required to wait for the outcome of an external appeal before notifying DOE of the change to the student's enrolment status. Students will be provided with counselling and advice about external appeal opportunities. This counselling and advice will be free of any additional fee to student.
- o A student wishing to access an external appeals process must contact Department of Home Affairs (DHA) and provide evidence of having accessed an external appeals process within 28 days of Choice Academic College notifying Department of Home Affairs (DHA) of the cancellation of enrolment. Department of Home Affairs (DHA) will then consider the student's individual circumstances and whether to cancel or maintain the student's visa.

## NOTICE OF SUSPENSION OR CANCELLATION

***Choice Academic College will issue a notice of deferment, suspension or cancellation in case:***

- i. If there is no appeal against a decision by Choice Academic College to suspend or cancel a student's enrolment,
- ii. or an appeal is lodged, and the outcome supports Choice Academic College's intention to suspend or cancel the student's enrolment; or an appeal lodged and then withdrawn,
- iii. The Student Services Manager is responsible for ensuring that the notice of intention to defer, suspend or cancel enrolment is attached to the notice of deferment, suspension or cancellation of enrolment and provided to the CEO.
- iv. The CEO will then authorise the necessary changes to the student's enrolment details in the student database and PRISMS.

## FEES AND REFUND POLICY

Please refer Choice Academic College Student Handbook and Offer Letter and Acceptance Agreement for Fees and Refund information as available on [www.cacademic.edu.au](http://www.cacademic.edu.au).

- OSHC Single
  - <https://www.nib.com.au/overseas-students>
  - <http://www.bupa.com.au/health-insurance/cover/oshc>
- OSHC Family
  - <https://www.nib.com.au/overseas-students>
  - <http://www.bupa.com.au/health-insurance/cover/oshc>





## **LIVING IN SYDNEY**

Sydney has been voted one of the most beautiful cities in the world and has one of the world's most celebrated harbours. There is a variety of things you can do and see in Sydney when not studying. Australia's beaches are well known around the world, and increasingly we are also becoming known for our great food, wines and a multitude of sporting and cultural activities. Add this to our relaxed lifestyle and great weather and you will quickly understand why Sydney is one of the best cities in the world for students to enjoy

## **GETTING AROUND SYDNEY**

Central Station has a direct train service to Sydney Airport plus train and coach services to most parts of the country. For weekends away, we can recommend the Blue Mountains and Jenolan Caves to Sydney's west, the Central Coast of NSW to Sydney's north, the South Coast of NSW to Sydney's south and the Hunter Valley wineries to Sydney's North West. Sydney and its surrounding areas also contain 37 National Parks (including the world's second-oldest National Park – the Royal National Park) with fantastic walking tracks and campsites, containing plants and animals you won't see anywhere else in the world.

## **ABOUT PARRAMATTA (approximately 15 min drive from our Camellia campus)**

Located in the heart of Sydney Metropolitan region, 24 km from the Sydney CBD and 6 Km from Sydney Olympic Park, Parramatta offers a rich mix of dining, cultural, entertainment, retail and leisure experiences. From its world-class cafes and restaurants to its vibrant nightlife of theatres, cinemas and clubs, Parramatta has something on offer for everyone.

As the geographical, commercial and cultural capital of Western Sydney, Parramatta is the second largest CBD in Sydney, the second oldest European settlement on the Australian mainland and the sixth largest in the country. Parramatta is home to one of the top National Rugby Leagues teams the Parramatta Eels and also to one of the Southern Hemispheres largest indoor shopping complexes, Westfield Parramatta, which has hundreds of different shops and a multiplex cinema complex. With a \$14-billion-dollar economy, Parramatta is a major provider of business and government services including the headquarters for the New South Wales Police Force and Sydney Water.

**With an advanced transport infrastructure system**, Parramatta plays a key regional role in the transporting millions of people every day through its integrated network of rail, road, bus and ferry services. Its central location means that Parramatta is an important hub for medical, legal, financial, educational and professional services.



**Getting to Parramatta is very easy:** By car Parramatta is located next to the M4 motorway and it is well signposted from the motorway. Parramatta is a hub for many buses, which operate from a bus interchange near the station. If you are coming from the city, or near a train station, the train will usually be quicker than the bus. Parramatta is well served by Western Line trains to Central Sydney, the North Shore and the Central Coast. Trains run at least every 15 minutes and take 30 minutes for the trip into the City. Penrith, Black town, Richmond and Strathfield are also on the Western Line, making trips to these centers quick and simple. Trains to and from the Blue Mountains on the Blue Mountains Line also stop at Parramatta. Connections to Campbell town and Liverpool can be made by changing at Granville outside peak times. In peak hours, there are three services on the Cumberland Line which travels directly to Campbell town and Liverpool. Sydney Olympic Park can be reached by changing at Lidcombe for the "Olympic Sprint" train The Loop is the City Council's free bus. The bus runs every ten minutes around a loop that covers most areas of the city, indicator boards on the bus make it easy to find your stop. The Rivercat ferry service runs between Circular Quay to the Charles Street Wharf. It's a very pretty and relaxing way for a cheap 55-minute harbour cruise.

**More information can be found:**

- <http://www.parracity.nsw.gov.au/> ; <https://en.wikipedia.org/wiki/Parramatta/>
- <http://www.discoverparramatta.com/> ; <http://www.cityofparramatta.com.au/>
- <http://www.riversideparramatta.com.au/>

**STAYING IN AUSTRALIA**

An international single student living in Australia requires approximately AU\$18,000-\$35,000 for living expenses each year (Australian Education International) Note: This figure does not include tuition fees. **Remember that your cost of living in Australia will vary according to your lifestyle.** For example, eating out at restaurants all the time will increase your living costs a lot, as will driving a car (you will have to pay for petrol, registration, maintenance and insurance, as well as the car itself). For more info visit <http://www.studyinaustralia.gov.au/en/Living-in-Australia>

**Suggested Weekly budget**

Remember figures are in Australia dollars and likely to be estimated:

Accommodation \$150 to \$300 (for a room in a shared house or apartment) per week

Food A\$60 to A\$100 per week and



Public transport A\$25 to A\$50 per week

### **Short term accommodation**

A range of suitable accommodation is available for short stays immediately on arrival. These expenses are payable by students directly to the owners of the premises. Choice Academic College can arrange this short term accommodation on behalf of students.

### **Long term accommodation**

Long term accommodation for overseas students is available. This includes rental and home stay accommodation. Choice Academic College provides accommodation assistance to overseas students including advice on location, tenancy agents, and rental agreements etc. Overseas students are provided with a list of internet sites and agents so that they can select their accommodation in advance.

### **Student rights and responsibilities under the ESOS**

The Education Services for Overseas Students (ESOS) framework protects students' rights by ensuring that they have:

- the right to receive information about the courses, fees, modes of study and other information from their provider prior to enrolment and payment of fees and charges;
- the right to sign a written student acceptance agreement with a provider before or as they pay fees, setting out the services to be provided, fees payable and information about refunds of course money; and
- the right to get the education they have paid for - the framework includes consumer protection that allows students to receive a refund or to be placed in another course if their provider defaults.

ESOS framework sets out the standards Australian education providers offering education services to overseas students must comply. These standards cover a range of information students have a right to know and services that must be offered, including:

- appropriate induction and access to welfare services to help students study and adjust to life in Australia;
- if and how students can apply for recognition of prior learning or advanced standing;
- situations in which enrolment can be deferred, suspended or cancelled including compassionate and compelling grounds;

- what the requirements are for satisfactory progress in courses undertaken and what support is available if students are not progressing well; and
- a transparent complaints and appeals process.

### *Student responsibilities*

Overseas students on a student visa, must:

- comply with student visa conditions at all times;
- maintain overseas student health cover for the period of their stay;
- abide by the terms of the student acceptance contract with the College;
- inform the College of any change of address and contact details;
- maintain satisfactory course progress and attendance; and
- if under 18, maintain approved accommodation, support and general welfare arrangements.

## **ATTENDANCE AND COURSE PROGRESS**

International students must meet any attendance and course progress as part of their visa conditions.

The attendance requirements is based on scheduled classes each term (20 hours per week).

College course progress requires students to maintain a competent grade (see explanation below) on a minimum 50% units in which they are enrolled.

Students must take reasonable steps to contact the College in time if results in any of their units of study are not yet competent.

### ***Assessment and grading***

Assessment, procedures and criteria will be made clear to all students at the beginning of each unit or course.

Assessment provides for the recognition of competencies no matter how, where or when they have been acquired. Assessment covers the range of skills and knowledge needed to demonstrate competency and integrate knowledge and skills with practical application.

In general, College assessment methods include individual and group performance and presentation, examinations, oral and written tests, projects, case studies, role play, demonstrations and other classroom-based activities. The scope and nature of these will be carefully explained to all students before a unit commences.



Assessing student performance will be conducted in accordance with the assessment guidelines and competency standards of relevant training packages. Assessment will also have regard to validity, reliability, fairness and flexibility. The College will make adjustments to assessment for students who may have special or additional needs.

The College utilises competency-based approaches and grades are designated according to the description below.

Students will be awarded a grade satisfactory (S) for assessment items that meet expected performance standards. Students will only receive a competent (C) grade for the overall unit if all assessment items are graded as satisfactory (S).

If any assessment attempt does not meet expected standards, students may receive a NS (not satisfactory) grade for that item which will result in a not yet competent grade for the unit overall.

In other words, to be considered competent means students will have satisfied all unit requirements and passed the unit.

The grading not yet competent means students have not fulfilled course requirements, with re-assessment of some or all performance criteria for the unit required.

### ***Assessment results and appeals***

Students must check with trainer regarding assessment schedules and due dates.

Students must retain the proof of submission and have a copy (electronic or hard copy) as evidence. One way is to store information in a USB, or e-mail a copy to a personal address.

If disputes arise, students, must be able to show proof they have completed required assessment work and lodged it on time.

To obtain a competent grade in a unit, students must obtain a pass in each assessment item/task for the unit.

If students receive an outcome of not yet competent in one or more units, they may appeal results.

Any appeal has to be made within 30 days of the results release date.

If an appeal is unsuccessful, or the appeal period lapses, students need to pay re-assessment fees.

### **Further information**

Please contact us for further information.



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Notes:

*Note: images are for illustration purposes only.*