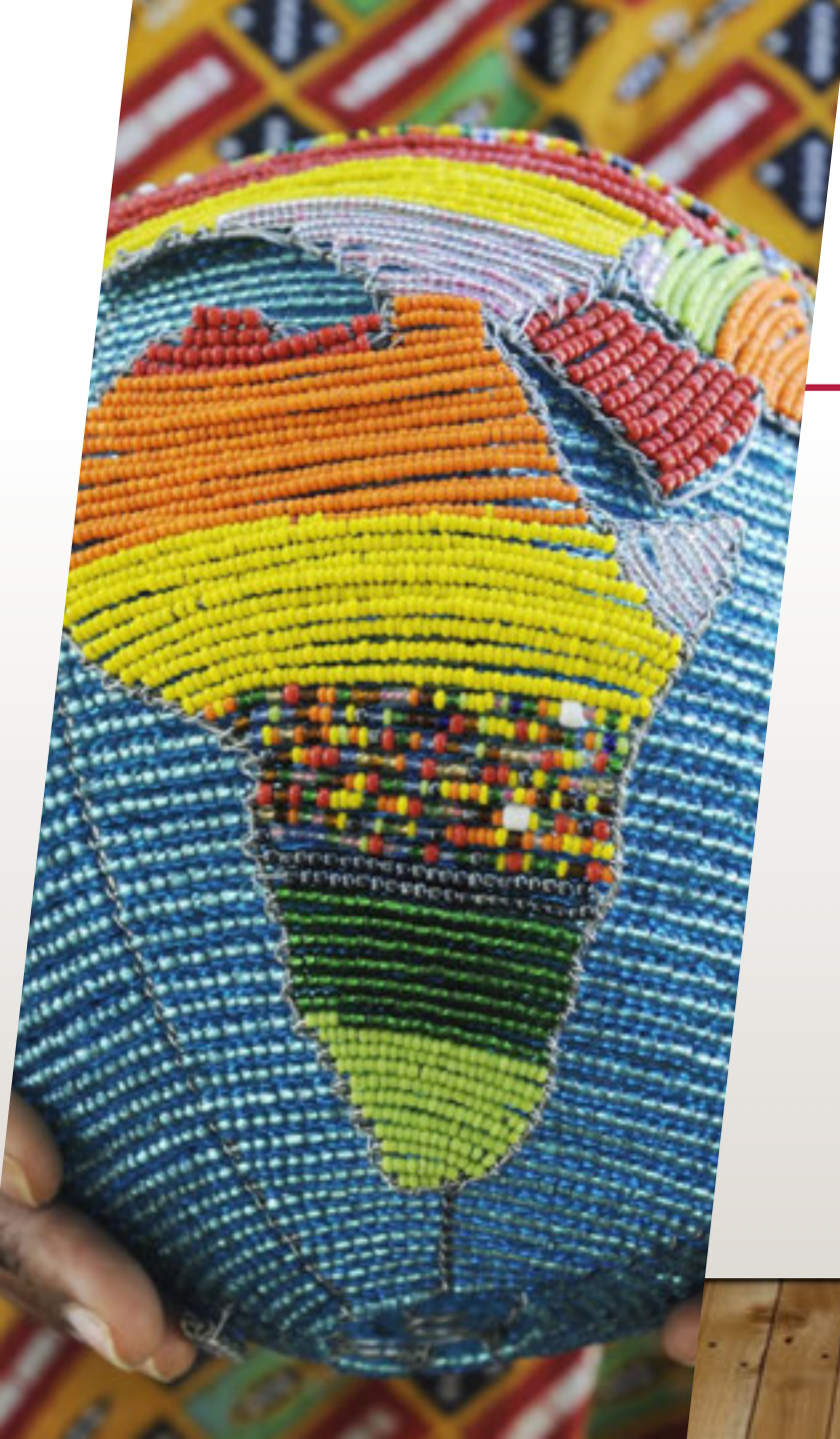




ORIENTATION

GADI

- The original custodians of the land are the Gadi people



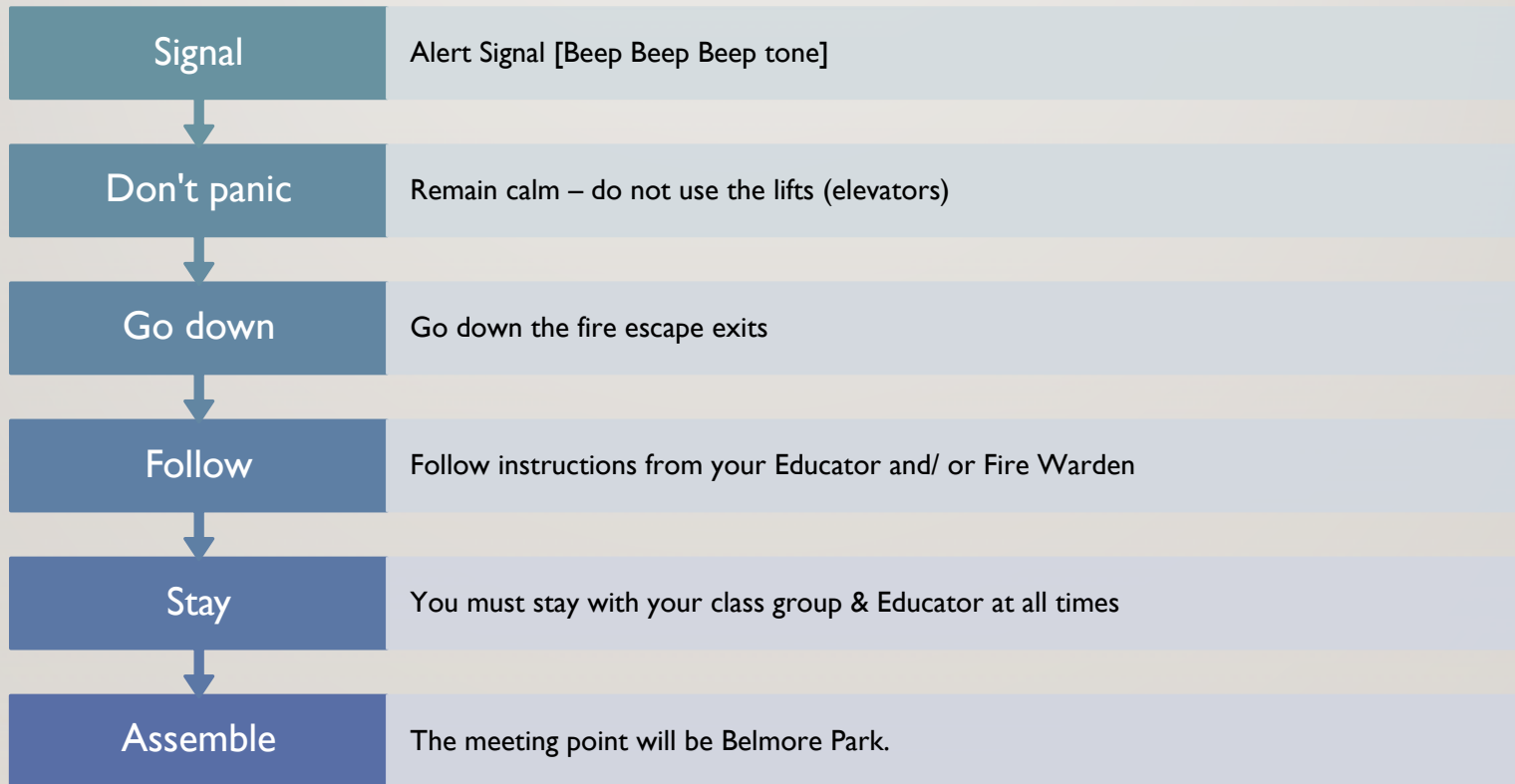
WORK HEALTH AND SAFETY

The safety of students, staff and visitors on campus is a priority.

If you are not well while on campus please contact Student Services immediately for assistance.

If you see something that may cause harm to yourself or others please report it to your trainer or student services.

EMERGENCY EVACUATION INSTRUCTIONS




FACILITIES

- Fully equipped classrooms with computers.
- Free internet access [Wi-Fi password Wifiwin368]
- Common area, kitchen, balconies
- First aid at reception
- Personal hygiene





RESULTS FOR UNITS

- After completing all the assessments for a unit of study you will receive a result of either:
C – COMPETENT [which indicates that you have met the requirements of the unit of competency]
 - OR NYS – NOT YET SATISFACTORY [which indicates that you have not yet met the requirements of the unit of competency].
- 



REASSESSMENT RULES

ACADEMIC MISCONDUCT

You are required to ensure that the work that you upload for assessing is your own original work. If you are deemed guilty of academic misconduct you will be required to repeat the work.

Academic misconduct includes cheating, plagiarism, purchased answers and collusion.

CHEATING – to deceive or mislead somebody, especially for personal advantage , using trickery to gain an unfair advantage.

PLAGIARISM - Using work that is not your own without acknowledgement **COLLUSION** - secret cooperation between people in order to do something illegal or underhanded



WIN College Contact Details

- ▶ Level 7, 451 Pitt Street
Haymarket NSW 2000
- ▶ Tel: 02 8252 9979
- ▶ Fax: 02 8252 9988
- ▶ Email: info@wincollege.edu.au
- ▶ www.wincollege.edu.au


VET CLASSROOMS

- Day and evening classes are conducted at Level 7, 451 Pitt Street, Haymarket and at Level 1, 28-36 Foveaux St, Surry Hills.
- Classes are held for 20 hours each week - 15 hours with your trainer in the classroom and 5 hours with your trainer outside the classroom doing various activities.
- Your student visa conditions state that you must be engaged in full-time study.
- WIN requires that you attend all scheduled classes. Missing classes will negatively impact on your learning and understanding of the subject and may lead to you being placed on intervention or ultimately reported for lack of progress or attendance.




PERSONAL CONTACT DETAILS

It is your responsibility to keep us informed of any changes to your personal contact details within 7 days of any change.



Your personal contact details include your email address, residential address and mobile number.




Please contact Student Services if you make any changes to your personal contact details.

APPEALS

WIN maintains a supportive and fair environment, which allows you to appeal an outcome.



The appellant will have their enrolment maintained during the appeal process.



There will be no cost of the appeals process to the appellant.

YOUR STUDENT ID CARD AND WHERE YOU CAN USE IT:

- Go to reception for a photograph
- Bring your card to WIN at all times
- Discounts at movie theatres, museums or local attractions. Always ask.

+++NOT trains, buses or ferries+++





10% STUDENT DISCOUNT AT THE NAKED DUCK

24 CAMPBELL ST (JUST AROUND
THE CORNER)





BOON CAFE

NEARBY AT 425 PITT ST, OFFERS CHEAP COFFEES AND STICKY CHAI DRINKS. EVERY 5TH DRINK RECORDED ON THE CUSTOMER LOYALTY CARD IS FREE.

CHECK THEM OUT!

ALL VOCATIONAL STUDENTS: - CERTIFICATE II, II, IV - DIPLOMA, ADVANCED DIPLOMA

Moodle

- Your lessons and quizzes will be on Moodle
- Access from www.wincollege.edu.au > Student login > WIN Learning

Login: Your student number

e.g. win170735

Password: Click on Forgotten username or Password.

- New students may have to wait 48 hours or more before gaining access.

Log in

Username

Password

Remember username

Log in

Forgotten your username or password?

JavaScript must be enabled in your browser.

Some courses may allow guest access.

Log in as a guest

HOW CAN I LODGE AN ASSESSMENT APPEAL?

Ask

- Ask the Academic Manager for a review of the assessment.

Give

- If still unhappy, the Academic Manager will give it to another qualified training staff member to review.

Refer

- Refer to the Student Handbook for more information.

WIN'S COURSE PROGRESS POLICY

1. If you are marked Not Yet Competent for a term, you will be sent a warning email
2. If you are marked Not Yet Competent for 2 consecutive terms (a study period) you will be required to come in for an interview with the Academic Manager, Terry Evangelatos, to work out a study plan for you.
3. If you are marked Not Yet Competent for the following study period (ie 4 terms) and all complaints and appeals have been finalised, we must report you to the Department of Home Affairs.



WIN's CODE OF CONDUCT

Act safely

Tell us if you see
anything
dangerous here

Obey and help in
emergency
procedures

No smoking in
the building

No drinking
and/or eating in
the classrooms

Go to class
regularly and on
time

No discrimination,
harassment or
bullying

No bad language,
alcohol or drugs

No mobile
phones in class

VET STUDENT VISA REQUIREMENTS

1. VET students must study for 20 hours with their educator per week. (This may be 15 hours in the classroom and 5 hours out of the classroom doing various activities).
2. ELICOS students must study 20 hours each week in the classroom.
3. All international students must provide current & accurate contact details
4. All international students can work 48 hours per fortnight during the study term. For more information about visa conditions see www.homeaffairs.gov.au

- **Erratic attendance and erratic progress will identify you as a non bona-fide student and are grounds for the cancellation of your enrolment (Standard 13, National Code).**

NON BONA- FIDE STUDENTS

WIRELESS INTERNET ACCESS IS AVAILABLE

See signs around the college for
the password.



MORNING TEA / LUNCH BREAKS

- Student lunch area
- Kitchen - tea and coffee
- Chinatown & Market City only 1 minute walk away!
- Please put all rubbish in bins



ARE MY BELONGINGS SAFE AT THE INSTITUTE?



Theft is very rare, but:

- Please keep your valuables with you at all times
- Be careful with your PHONE
- WIN cannot be held responsible for any lost or stolen items



QUESTIONS & COMPLAINTS

Refer to Student Handbook for the process (Available on WIN's website):

- www.wincollege.edu.au Or
- Come and talk to us

PERSONAL SAFETY



Image courtesy of SLSA

- Headphones, mobile or alcohol can distract you from your surroundings.
- If you feel unsafe, ask for help or go into a shop.
- Never leave your bag or a drink unattended.
- Don't accept a drink from a stranger.
- Swim between the flags at the beach!



MANNERS ON TRAINS AND BUSES

Wait in line

Wait for everyone to
actually get off
bus/train/lift

Do not push

Give up your seat for
old people, pregnant
women and mothers
with little children

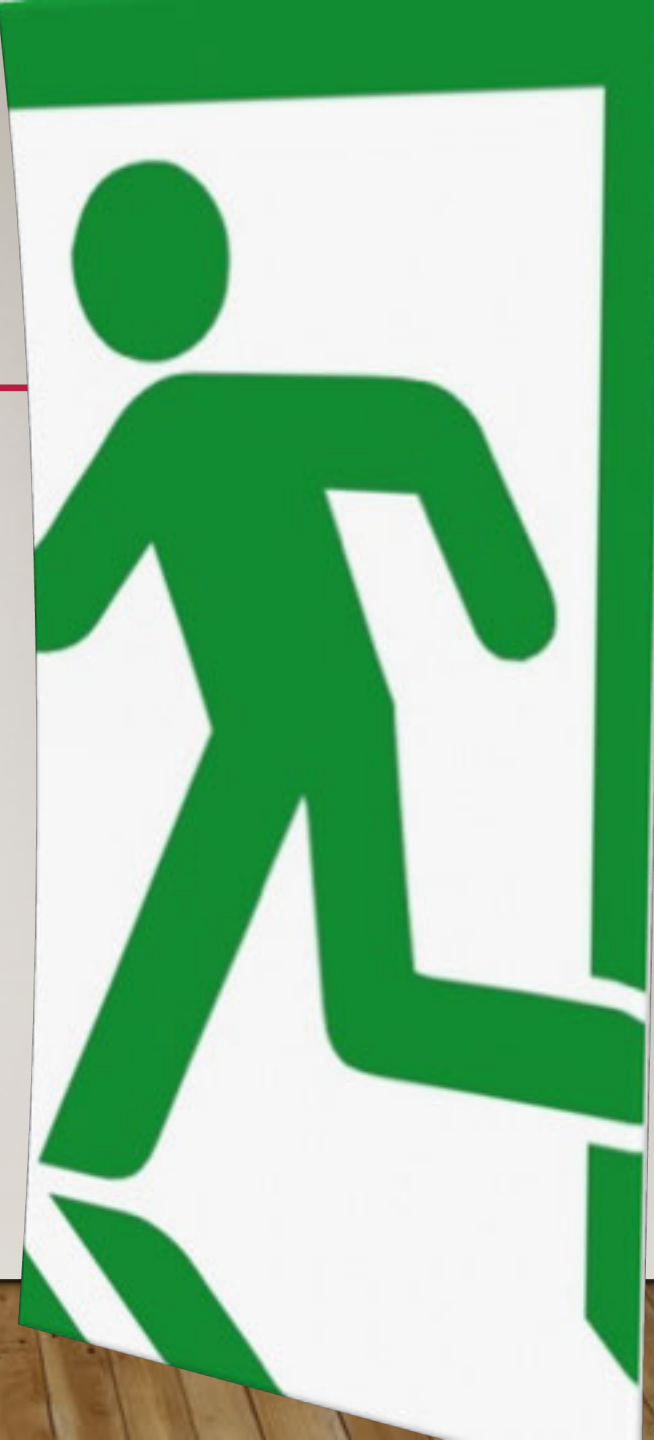
Speak quietly –don't
speak on your phone
on public transport

LOCAL DOCTOR

- Oxford Medical Centre
- Oxford Village, 18/63 Oxford Street, Darlinghurst
- (02) 9194 2010
- Accepts most OSHC with no additional payment

WHAT IF THERE IS AN EMERGENCY ?

- The Fire Siren will get louder and louder
- Use the Fire escape stairs
- Read the emergency map near all classroom doors
- Follow your Trainer
- See Critical Incident Policy in [Student Handbook](#) available at www.wincollege.edu.au



ABOUT AUSTRALIAN POLICE

Public areas are patrolled by either marked or unmarked police patrols.

Police patrols are by car, motorbike, foot, bicycle or even sometimes on horseback.

Our police are approachable and helpful

Please report any crime committed against you or that you witness to a police station.

PHONE NUMBERS YOU SHOULD KNOW

- **Police Ambulance Fire -000**
- (NB Police use location software and will respond even if you say nothing)

- **Report crime - 1800 333 000**

- **Police assistance (non-emergency) - 131 444**



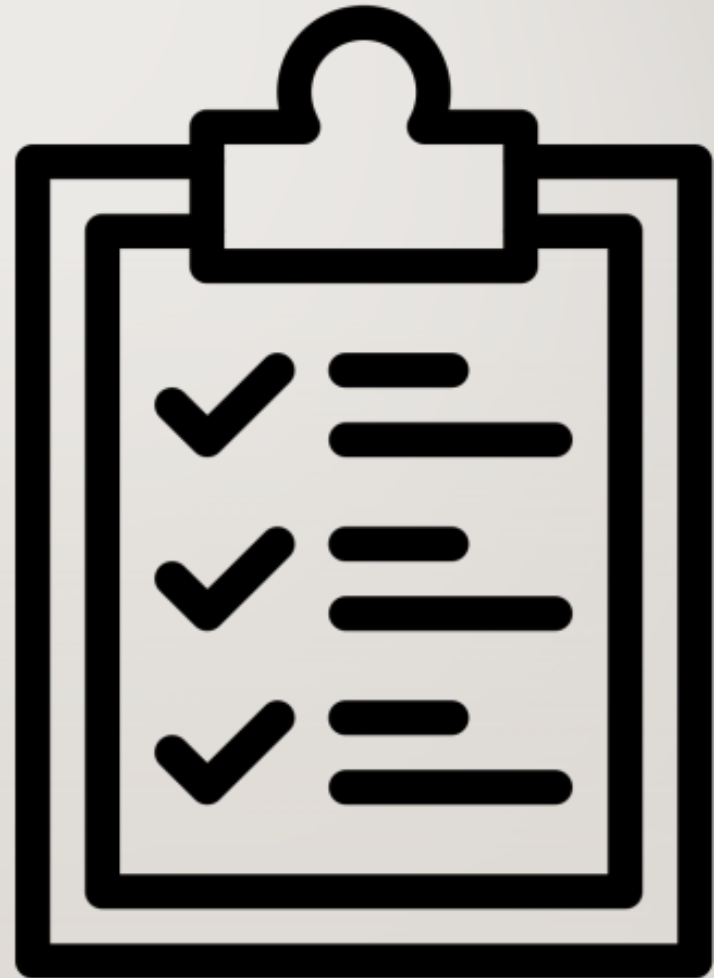
OVERSEAS STUDENT OMBUDSMAN

- Provides impartial resolution of complaints and disputes for international students studying in Australia.
<http://www.oso.gov.au>

#Content

COURSE TIMETABLE
PROGRESS REPORTING
RPL
FURTHER STUDY

COMPLETE
AND SIGN THE
DECLARATION





REMEMBER WHY YOU ARE
HERE:

STUDY
WORK EXPERIENCES
TRAVEL

ENJOY YOUR STUDIES AT
WIN.