

Orientation Pack

Version 1.0

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Welcome to APSLEY, where your academic journey begins! We are thrilled to have you join our vibrant community of learners and educators. As you embark on this exciting new chapter in your life, we want you to know that we are here to support you every step of the way.

At APSLEY, we believe in fostering an environment that encourages growth, curiosity, and excellence. Whether you're here to advance your career, explore new interests, or achieve personal goals, our dedicated faculty and staff are committed to helping you succeed.

During your time with us, you will be challenged to think critically, engage deeply with your studies, and contribute meaningfully to our community. We encourage you to take full advantage of the resources and opportunities available to you—from academic support and career services to student clubs and social events.

This orientation pack is your guide to getting started. Inside, you'll find important information about your course, our institution's policies, and the many services we offer to support your success. **Please take the time to review it carefully and keep it handy throughout your studies.**

As you settle in, don't hesitate to reach out if you have any questions or need assistance. Our team is here to help you navigate this new experience and make the most of your time at APSLEY.

Course Information

At Apsley College, we take pride in offering a diverse selection of courses tailored to meet the demands of today's ever-evolving industries. Our programs range from 52 to 104 weeks in duration, ensuring flexibility to suit your educational goals. Each year is divided into four terms, with 10 weeks of classes followed by a 3-week term break. This structure is designed to provide a balanced and effective learning experience, allowing you to fully engage with your studies while also having time to rest and recharge.

There are a few pre-requirements if you are going to start any trade course mentioned below:

- Certificate III in Painting and decorating
- Certificate III in Brick and block laying
- Certificate III in Wall and floor tiling

The above-mentioned courses are divided into two key components:

1. Theory:

- The theoretical part of the course covers the work, health and safety and how to handle the tools safely. It provides the foundational knowledge you'll need for the practical component.

2. Practical:

- The practical component allows you to apply the theories and concepts you've learned in a real-world setting. It is essential for building hands-on skills in trade.

Important Requirement: CPCWHS2001 - Apply WHS Requirements, Policies, and Procedures in the Construction Industry



Before you can begin the practical component of this course, you are required to complete and submit the unit **CPCCWHS2001 - Apply WHS Requirements, Policies, and Procedures in the Construction Industry**. This unit is a prerequisite for all practical units, and completion is mandatory.

- **Due Date:** The submission deadline for this unit will be provided to you by the college.

Note: You will not be able to start any practical activities until this unit is completed and submitted. Failure to submit CPCCWHS2001 by the due date will result in a delay in your practical sessions, and it may affect your Confirmation of Enrolment (COE).

We understand that managing deadlines can be challenging, but completing this requirement on time is crucial for your progress in the course. If you have any questions or need support, please reach out to your instructor as soon as possible or send us an email at studentservices@apsley.nsw.edu.au

Assessments

Once you have submitted all the required documentation to begin your enrolment, you will receive **your timetable, a detailed term plan, and your Moodle username and password**. The term plan will include submission dates for each unit and the cutoff date for submissions, which is typically at the end of your term break. This schedule is designed to help you stay on track and manage your workload effectively throughout the term.

You are required to submit your assessments on Moodle: <https://lms.apsley.nsw.edu.au/>

The submission link is open for you to submit your assessments according to your term plan.

NOTE: Submit your assessments in PDF format only; Word files will not be accepted on Moodle. Hardcopy assessments are not accepted. Please upload all your assessment files to the same link before submitting.

If you miss the due date for any submission, a late fee of \$150 will be applied. Please ensure that you manage your time effectively to avoid this penalty. The exemption will be considered on below scenarios:

- **Medical Emergencies:** If you experience a health issue that prevents you from meeting deadlines, you may be granted an exemption upon providing appropriate medical documentation.
- **Family Emergencies:** Significant family emergencies, such as a death or serious illness of a close family member, may qualify for an exemption if documented and communicated in a timely manner.
- **Technical Difficulties:** If you encounter substantial technical issues that affect your ability to submit assignments on time, and you can provide evidence of the problem, you may be eligible for an exemption.
- **Unforeseen Circumstances:** Situations beyond your control, such as natural disasters or significant disruptions to your personal life, may also be considered for exemptions, provided you can offer appropriate evidence.

For exemption requests, please fill out the request form available on Moodle. Ensure that you provide all necessary details and supporting documentation as required. Student Services will review your submission and get back to you with further instructions.



Completion within the expected Duration

International students must complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE). The expected duration of the course as specified in the overseas student's CoE should not exceed the CRICOS registered duration.

APSLEY will monitor student attendance and course progress regularly to ensure that students satisfactorily progress through their course and complete their studies within the duration specified on their Confirmation of Enrolment.

Attendance Monitoring Policy

APSLEY will regularly monitor attendance and reach out to students who are not attending classes. We are committed to identifying and providing appropriate support to help students stay on track and complete their course on time.

Students with attendance below 80% will be classified as "at risk." In such cases, the RTO Training Manager will issue warning letters to discuss the situation and explore any necessary support measures to assist the students in improving their attendance and performance.

Students must maintain a minimum of 80% attendance. A first warning letter will be issued if unauthorized absences exceed 5 consecutive days or if attendance drops to between 80% and 90%. A meeting will be arranged to discuss the absences and provide support.

A second warning letter will be issued if attendance falls below 80%, followed by an intervention meeting. APSLEY will implement an intervention strategy to support students in improving attendance and achieving satisfactory progress. This strategy will be documented in the student's file.

For students undertaking CPC30620 - Certificate III in Painting and Decorating, CPC31320 – Certificate III in Wall and Floor Tiling, and CPC33020 – Certificate III in Bricklaying and Block laying, attendance at all practical sessions is crucial for skill development. Attendance will be closely monitored, and missing more than one practical class may require repeating the units.

While APSLEY will not report students solely based on attendance, poor attendance can lead to unsatisfactory course progress, which may result in reporting to the Department of Home Affairs (DHA) via PRISMS after two consecutive study periods of unsatisfactory progress.

Support provided through the intervention strategy may include extra classes, academic skills support, LLN support, counselling, and mentoring. For more details, refer to the Student Support and Welfare policy available on APSLEY's website or from the administration department.

Course Progress Policy

APSLEY will use various methods to monitor progress, including assessment reviews and recording course progress in an Excel sheet. Regular attendance is essential for maintaining course progress and achieving expected outcomes.

APSLEY's intervention strategy supports students at risk of not meeting progress standards, particularly if they fail 50% or more of their units. This strategy will be implemented promptly if needed.



At the end of each study period, students not making satisfactory progress will receive warning letters and a meeting will be held to discuss issues and implement support measures. If progress remains unsatisfactory in the second consecutive study period, APSLEY may report the student to the Department of Home Affairs.

All students must ensure they meet progress requirements, and failure to do so may lead to reporting for unsatisfactory progress.

The trainers will mark your assessments on Moodle. You will receive results on Moodle itself. If you received the below results:

- **"S" / "C": S – Satisfactory and C – Competent.** It means you have completed the unit successfully.
- **"NYS" / "NYC" – Not yet satisfactory and Not yet competent:** You will need to resubmit your assessments. The trainer will provide feedback on the required changes or improvements to help you complete the assessment successfully.

Leave Policy

Purpose:

The leave policy outlines the procedures and requirements for requesting leave from your course at APSLEY College. This ensures that all students understand their entitlements and obligations regarding time away from their studies.

Types of Leave:

- 1. Medical Leave:**
 - **Eligibility:** Requires medical documentation.
 - **Notification:** Notify Student Services as soon as possible and submit a medical certificate.
- 2. Personal Leave:**
 - **Eligibility:** Subject to approval based on individual circumstances.
 - **Notification:** Inform Student Services and provide relevant documentation.
- 3. Emergency Leave:**
 - **Eligibility:** For urgent and unforeseen circumstances.
 - **Notification:** Contact Student Services immediately and provide documentation as soon as possible.
- 4. Vacation Leave / Term Break:**
 - **Eligibility:** Typically, applicable during scheduled term breaks.
 - **Notification:** No formal application is required for scheduled breaks.

Procedure for Requesting Leave:



1. **Submit a Leave Application:** Complete the leave request form available on Moodle or at the administration office. Include relevant details and documentation along with the leave processing fee \$200.
2. **Review and Approval:** Leave requests will be reviewed by Student Services. You will be notified of the decision and any impact on your course progress. **The leave duration cannot exceed more than 4 weeks.**
3. **Impact on Course Progress:** Prolonged or frequent leave may affect your course progression and completion timeline. Ensure to discuss any concerns with your academic advisor.
4. **Return to Study:** Notify Student Services of your return date and complete any required paperwork to resume your studies.

Important Notes:

- **Leave Duration:** Extended leave may require re-enrolment or additional administrative procedures.
- **Visa Implications:** International students should be aware of visa conditions related to leave. Consult with Student Services if you have any concerns.

Contact Information:

For questions or to submit a leave request, please contact Student Services at studentservices@apsley.nsw.edu.au or visit the administration office.

Complaints And Appeals

Complaints

- A complaint is unresolved feedback about services or staff. It can be made by anyone, typically students, and covers various issues like academic matters, discrimination, and bullying.
- APSLEY encourages feedback and handles complaints constructively and timely, without restricting your right to lodge one.
- Complaints should be submitted in writing using the Complaints and Appeals Form.
- The CEO reviews complaints within 10 working days, investigates, and resolves them within 60 calendar days. A written decision is provided, and if the complaint is not resolved, you may appeal within 20 working days.

Appeals

- An appeal is a request for reconsideration of an unfavourable decision. It must be submitted in writing within 28 days of the decision.
- The CEO investigates appeals within 10 working days, and the matter must be resolved within 60 calendar days. A written response is provided, detailing the outcome and the right to external appeals if unsatisfied.
- If unresolved internally, external bodies like the Overseas Student Ombudsman or Fair Trading NSW can be contacted for independent reviews.
- **Steps to Resolve Complaints and Appeals**



- Discuss the issue with the other party.
- If unresolved, approach the CEO.
- The CEO will investigate and resolve the issue, providing a written outcome.
- If unsatisfied, access external appeals.

Code of Conduct and Rules

Purpose: Outlines expected student behaviour, rights, and responsibilities.

Violations: Breaches lead to disciplinary actions like suspension or enrolment cancellation. For overseas students, actions take effect after the internal appeals process, unless there's an immediate health or wellbeing risk.

Serious Violations: Actions that risk health or well-being may result in immediate suspension or enrolment cancellation and could impact visa status.

Rules and Regulations:

Dress Code: Students must wear neat casual attire, avoiding unsuitable clothing like thongs, short shorts, or singlet tops. Non-compliance may result in being sent home to change.

Drugs and Alcohol: APSLEY is drug- and alcohol-free. Consumption, use, or distribution of these substances on premises is strictly prohibited and subject to severe disciplinary action.

Weapons: Bringing weapons to APSLEY is strictly forbidden. Violation results in expulsion.

Mobile Phones: Phones must be turned off during class. Usage is allowed only during breaks, outside the classroom.

Smoking: Smoking is prohibited inside the building. Please smoke only in designated outdoor areas.

Food and Drink: Consumption is only permitted in the kitchenette/dining area. No food or drink is allowed in classrooms. Clean up after use.

Computer Usage: APSLEY computers are for educational purposes only. Prohibited activities include playing games, downloading files, or viewing offensive materials. Respect other users, keep noise levels low, and report any faults without attempting to fix them yourself.

Student Plagiarism, Cheating and Collusion

Policy Overview:

- APSLEY enforces a strict no-tolerance policy for plagiarism, cheating, and collusion.
- Students must ensure that all submitted work is their own or properly referenced and acknowledged.



Declaration:

- When submitting assessments, students must sign a declaration affirming that their work is original and free from cheating, plagiarism, or collusion.

Detection Measures:

- APSLEY employs several methods to detect academic dishonesty, including:
- Comparing work with electronic reference materials and Internet resources.
- Using electronic plagiarism detection software.
- Consulting academic databases and APSLEY's plagiarism register.

Certificate Issuance Policy

- **Certificate Issuance: Upon completing the course and clearing all tuition fees and material fees, students will receive a certificate.** The APSLEY CEO will issue the certificate after completion of the course.
- **Types of Certificates:**
 - **Certificate of Completion:** Issued for full completion of course requirements.
 - **Statement of Attainment/Certificate of Partial Completion:** Issued if course assessments are incomplete or overall attendance is unsatisfactory.
- **Issuance Timeline:**
 - Certificates are issued within 30 business days of course completion and competency.
 - For courses registered on CRICOS with APSLEY, the Certificate of Completion or Partial Completion will be issued within 10 working days after final fees are paid.
- **Certificate Content:**
 - CRICOS course name
 - Dates of study, course duration, and levels of achievement or proficiency
 - APSLEY's name and contact details
 - Name and signature of the CEO
 - Plain English explanation of grading terms
- **Fee Responsibility:** Students must ensure all fees are paid in full before a certificate is issued. APSLEY reserves the right to withhold the certificate until all fees are settled unless legally prohibited.



Re-Issuing a Certificate of Completion (or Partial Completion)

Records of all Certificates of Completion (or Partial Completion) are maintained for a period of at least thirty (30) years. Students can request copies of these at any time for an additional charge. The current fee for re-issuing a Certificate of Completion (or Partial Completion) is AUD \$250.

Late payment and non-payment of fees

- **Late Payment Fine: A \$100/week fine is imposed if you miss the payment due date for fees.**
- **Suspension or Cancellation of Enrolment:**
 - APSLEY may suspend or cancel a student's enrolment if they fail to pay the required fees as outlined in the Letter of Offer and Student Agreement, and according to APSLEY's policies.
 - This includes students who have not made alternative payment arrangements, which could result in the suspension or cancellation of enrolment.

Alternative Payment Arrangements:

Students facing difficulties in paying their fees are encouraged to contact APSLEY to discuss alternative payment arrangements that allow them to continue their studies without causing undue hardship. Kindly note that student needs to provide adequate supporting documentation such as bank statements or medical certificates to prove hardship.

Student Services

APSLEY staff are ready to provide friendly and helpful advice covering all aspects of a student's life in Australia, including academic, cultural and social issues. We can help with issues like accommodation, homesickness and culture shock, as well as with career advice, learning support and counselling.

The SSO is the first point of contact for students with questions about any of APSLEY's support services or you can send an email to studentservices@apsley.nsw.edu.au

Student Facilities

Computers: APSLEY provides students with access to computers, free Internet, Microsoft 365, and self-learning materials to enhance their studies.

Suggestion Box: A suggestion box is available for students to provide feedback or complaints, which are regularly reviewed for continuous improvement.



Kitchenette: A common kitchenette is available, equipped with a microwave, small oven, kettle, and kitchen supplies for students to use between classes.

Academic Support Services: APSLEY offers various forms of academic support, including additional teaching, extra time for tasks, access to supplementary materials, and individual case management. Students in need of support can speak to their teacher or the Student Support Officer (SSO).

IMPORTANT

If an overseas student's enrolment is suspended or cancelled due to non-course progression or non-payment, APSLEY will report this to the Department of Education and Training via PRISMS under student default. This report may alert the Department of Home Affairs and potentially affect the student's visa status.

Students have the right to appeal the decision within 20 working days, as outlined in the Complaints and Appeals Policy and Procedures. If no appeal is made or if the appeal is unsuccessful, APSLEY will proceed with reporting the student.

Additional Considerations:

Suspension or cancellation of enrolment due to non-course progression or non-payment will not take effect until the internal appeals process is completed, except in cases involving urgent concerns for the health or wellbeing of the student or others.

Contact Information

Address: Head office - Suite 2, 161 New South Head Road, Edgecliff NSW 2027

Website: www.aplsey.nsw.edu.au

Email: studentservices@apsley.nsw.edu.au

LMS/Moodle: www.lms.apsley.nsw.edu.au



TERM BREAK

Term Start Date	Term End Date	Term Start Date	Term End Date
2024		2025	
Monday, 18 March 2024	Sunday, 7 April 2024	Monday, 17 March 2025	Sunday, 6 April 2025
Monday, 17 June 2024	Sunday, 7 July 2024	Monday, 16 June 2025	Sunday, 6 July 2025
Monday, 16 September 2024	Sunday, 6 October 2024	Monday, 15 September 2025	Sunday, 5 October 2025
Monday, 16 December 2024	Sunday, 5 January 2025	Monday, 15 December 2025	Sunday, 4 January 2026

