


# WELCOME

ST THOMAS COLLEGE  
ORIENTATION PROGRAM



**St Thomas College**



# WHAT'S HAPPENING TODAY?

1. **ORIENTATION PROGRAM PRESENTATION  
(45 MINUTES)**
2. **COLLEGE TOUR  
(10 MINUTES)**
3. **LLN TEST  
(1.5 HOURS)**



# **GENERAL INFO**

# COLLEGE CONTACT DETAILS

**Address:** Level 4, 579 Harris Street, Ultimo

**Phone:** 02 8959 7998

**Email:** [admission@stthomascollege.com.au](mailto:admission@stthomascollege.com.au)

**Website:** [www.stthomascollege.com.au](http://www.stthomascollege.com.au)

**24 hours emergency contact:** 0406 290 244

# COLLEGE OPENING HOURS

## For Classes

Open: Monday to Friday 8:00 AM

Close: Monday to Friday 10:00 PM

Open: Saturday/Sunday 8:00 AM

Close: Saturday 10:00 PM, Sunday 10:00 PM

# WHO SHOULD YOU SPEAK TO?

Enquiry Type	Person	Contact
<ul style="list-style-type: none"><li>• General Info</li><li>• Support</li></ul>	Reception	+61 02 8959 7998 or <a href="mailto:admission@stthomascollege.com.au">admission@stthomascollege.com.au</a>
<ul style="list-style-type: none"><li>• 24-hour emergency</li></ul>	PEO	0406 290 244
<ul style="list-style-type: none"><li>• My Enrolment/Visa</li></ul>	Admissions	<a href="mailto:admission@stthomascollege.com.au">admission@stthomascollege.com.au</a>
<ul style="list-style-type: none"><li>• My Trainer</li></ul>	Trainer	<a href="mailto:trainer@stthomascollege.com.au">trainer@stthomascollege.com.au</a>
<ul style="list-style-type: none"><li>• My Studies</li></ul>	Academic Manager	<a href="mailto:acaemic@stthomascollege.com.au">acaemic@stthomascollege.com.au</a>

# OUR COMMITMENT



<b>Safe and supportive learning environment</b>	<b>Excellent learning resources and facilities</b>
<b>Professional and qualified trainers</b>	<b>Hands-on and practical training</b>
<b>Friendly and engaging student support staff</b>	<b>Education for future</b>



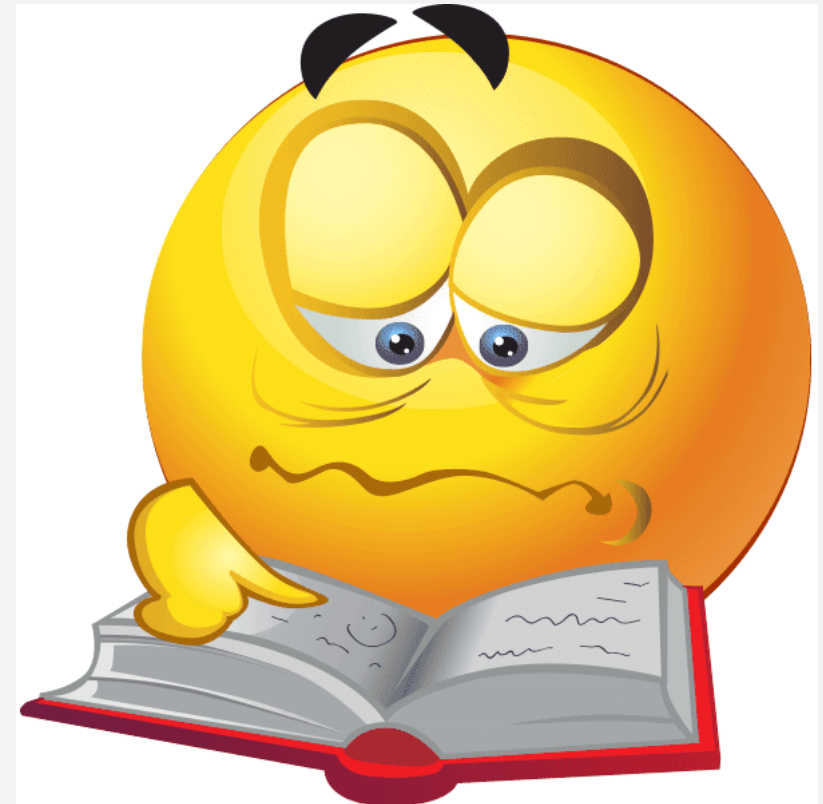
# **INTERVENTION STRATEGY**



# NEED HELP WITH YOUR STUDIES?

If you think you might fail a assessment or a course, you can attend

**Extra support** for **FREE**. So, ask your trainer about it.





# **TIMETABLES**

# TIMETABLE – STUDENTS

2024 Intake Dates							
17 Jan/2022	21 Feb/2024	18 Apr/2024	30 May/2024	18 Jul/2024	19 Aug/2024	07 Oct/2024	11 Nov/2024
Class Timetable							
Shift 1	Monday to Tuesday- 8:00am to 4:30pm and Wednesday- 8:00am to 12:00pm						
Shift 2	Thursday to Friday- 8:00am to 4:30pm and Saturday-8:00am to 12pm						
Shift 3	Friday-5:00pm to 9:00pm and Saturday-12:15pm to 8:45pm, Sunday- 8:00am to 4:30pm						
Shift 4	Saturday & Sunday- 08:30 to 22:00						

# TIMETABLE – STUDENTS

2025 Intake Dates							
<b>13 Jan/2025</b>	17 Feb/2025	14 Apr/2025	19 May/2025	14 Jul/2025	25 Aug/2025	06 Oct/2025	10 Nov/2025
Class Timetable							
Shift 1	Monday to Tuesday- 8:00am to 4:30pm and Wednesday- 8:00am to 12:00pm						
Shift 2	Thursday to Friday- 8:00am to 4:30pm and Saturday-8:00am to 12pm						
Shift 3	Friday-5:00pm to 9:00pm and Saturday-12:15pm to 8:45pm, Sunday- 8:00am to 4:30pm						
Shift 4	Saturday & Sunday- 08:30 to 22:00						

# ACADEMIC CALENDAR 2024

<b>Term 1</b>	<b>15<sup>th</sup> Jan 2024 ~ 25<sup>th</sup> March 2024</b>
<b>Term Break</b>	<b>26/03/2024 ~ 14/04/2024 3 weeks</b>
<b>Term 2</b>	<b>15<sup>th</sup> April 2024 ~ 24<sup>th</sup> June 2024</b>
<b>Term Break</b>	<b>24/06/2024 ~ 14/07/2024 3 weeks</b>
<b>Term 3</b>	<b>15<sup>th</sup> July 2024 ~ 22<sup>nd</sup> September 2024</b>
<b>Term Break</b>	<b>23/09/2024 ~ 06/10/2024 2 weeks</b>
<b>Term 4</b>	<b>07<sup>th</sup> October 2024~ 15<sup>th</sup> December 2024</b>
<b>Term break</b>	<b>16/12/2024 ~ 12/01/2022 4 weeks</b>
<b>Public Holidays</b>	Visit the link provided below: <a href="https://www.nsw.gov.au/about-new-south-wales/public-holidays/">https://www.nsw.gov.au/about-new-south-wales/public-holidays/</a>

# ACADEMIC CALENDAR 2025

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# FACILITIES AND EQUIPMENT

- STC's Sydney campus is located within the city of Sydney, just 10 minutes' walk from Central Railway Station and has an easy access to the buses to and from the Sydney CBD.
- Its teaching facilities are located on
  - **Sydney Campus:** Level 4, 579 Harris Street, Ultimo NSW 2007
- Our college building comprises of:
  - Classrooms, power point projectors, computers and white boards
  - Free Wireless Access
  - Student Lounge room
  - Resources library



# **COURSE INFO**



# COURSE STRUCTURE

	Diploma of Business	
National Code	BSB20120	
Duration	1 year	
Mode of Study	Face-to-face in class mode	
Qualification packaging rules and requirements	12 units of competency, comprising of 5 core & 7 elective units	
Study hour per/week	20 hours per/week	
English requirement	IELTS score of 6.0 or equivalent	
Academic requirement	Students must have completed an overseas equivalent of Year 12	

# COURSE DURATION & STUDY HOURS

Courses	Course Duration	Total hours	Study Hours Per Week
Diploma of Business	52 weeks	800 hours	20 hours
BSB50120			



# **TRAINING DELIVERY**

# TRAINING DELIVERY

- Students must undertake a full-time study workload of 20 contact hours per week
- Student attendance is recorded for each subject
- Students must enroll
- Absences must be supported by proper documentation e.g. *Medical Certificate*
- Students are expected to be punctual for lessons
- Mobile phones to be switched off during classes
- Submit all assignments on time

# ASSIGNMENTS & ASSESSMENTS

Assignments must be:

- Set out in acceptable format
  - Your own work (except in group projects)
  - Copied on completion and copy stored securely
  - Submitted on time
- Plagiarism – copyright laws, references. You are required to provide reference details of your assessments contents (website, research paper, book, YouTube etc).
- Large amount of contents copying from Student workbook/learner book is not acceptable as own work. You can use these resources as guideline for your assessments.

# ACCESSING YOUR RESULTS

- You are able to access your academic results through Moodle (E-learning)
- Your login details would have been provided to you at enrolment
- Your latest attendance percentage will be available within 5 working days of your last class for the week
- Your Academic Results will be available within 10 working days of your final assessment task for the unit
- You can also access your attendance and academic results by visiting the Student Services Department

# COURSE REQUIREMENTS

## ASSESSMENT, REASSESSMENT AND REPEATING UNITS OF COMPETENCY

- To successfully complete a unit of competency i.e. achieve a Competent result for the unit, you must achieve a Satisfactory Results for all assessment tasks for that unit.
- For each assessment task you will be provided with opportunity to achieve a Satisfactory Result. Should you be unable to achieve a Satisfactory Result by your attempt, you will be required to undertake a Reassessment.
- Reassessments are organised by the Student Services and cost \$50 per assessment task. Should you be unable to fulfill the unit of competency requirements following a reassessment, you will be required to repeat the unit of competency in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Guidelines policy. The cost of repeating a unit of competency is \$400 and is subject to timetable availability.



# **COURSE ATTENDANCE**



## ATTENDANCE REQUIREMENT - FULL TIME STUDY

- International students are required to undertake a full-time study load. A full-time study load is normally a minimum of 20 hours per week (15 hours of face to face and 5 hours of distance/online learning) for the term.
- Trainers mark the student attendance roll each day for each class and provide the roll to admin/student support 2 hours after class commencement for absent student follow-up.
- 
- The completed Attendance Rolls are given to the administration staff for completeness check before they are recorded in the Attendance Registers on a weekly basis.
- If a student's attendance drops below 80% over the term the College will review their involvement, counsel them, implement an intervention strategy and, if poor attendance persists the College reserves the right to
  - ✓ Require that all assessment tasks are completed on campus
  - ✓ Refuse permission for the student to undertake an assessment which may require them to repeat a unit
  - ✓ Cancel or suspend the student's enrolment, which may put their visa at risk. Students have a right of appeal

## ABSENCES

- On the day the Administration Manager/ Student Support Officer contacts absent students within the next two (2) hours via SMS or phoning or sending an email to confirm their welfare, any reason for absence or if a student is simply running late.
- 
- A record is maintained of all absences and attempts to contact students.
- 
- At the end of each fortnight the Administration Manager provides the Academic Manager with a list of students who failed to attend for **five (5) consecutive days** without approval or who had been marked absent for 15% or more of the scheduled contact hours. Students in this situation are regarded as being at risk of unsatisfactory attendance which may impact on their academic progress.
- 
- All absences due to illness should be accompanied by a medical certificate. The College will only accept medical certificates signed by a registered medical practitioner, health practitioner or approved health specialist.
- 
- Written notification is required for all absences where it is known by the student in advance that they will not be attending class. These absences will still be counted when calculating an attendance percentage.

## . ATTENDANCE REVIEW

- Administration staff review the attendance data to identify individual student's attendance rates.
- Students are sent the appropriate attendance notification based on their attendance level at the time when the monitoring report is reviewed fortnightly
- If a student's attendance falls below 85 per cent, they will be sent a Reminder Email by student services staff. This reminder will notify the student of the attendance requirements of the College as well as the student attendance requirement as per Visa Condition 8202.
- If a student's attendance falls below 80 per cent, they will be sent a Warning Letter – Unsatisfactory Attendance. This letter will ask the student to make an appointment with the Academic Manager and provide the College with information and evidence explaining their absences. Sharing of this information will occur in a private support session. Topics to be discussed include;
  - Cause of low attendance
  - Student's general welfare/situation
  - Work situation
  - Improving attendance via
    - Reviewing travel arrangements
    - Adjusting work times/days
    - Addressing any welfare issues

- If required, the Academic Manager will decide if it is necessary to implement a formal intervention strategy. The strategy will aim to assist the student to maximise his/her attendance for the remaining scheduled contact hours for the duration of his/her course. If poor attendance persists the College reserves the right to
  - Require that all assessment tasks are completed on campus
  - Refuse permission for the student to undertake an assessment which may require them to repeat a unit
- If a student is unable to reach 70% of attendance for the remaining scheduled contact hours for the duration of their course the procedure for reporting unsatisfactory course progress will be implemented as outlined in this Policy and Procedure.
- Students have a right of appeal.



**COURSE  
PROGRESS  
POLICY**

## ACADEMIC COURSE PROGRESS REQUIREMENTS

- In order to progress satisfactorily, overseas students must demonstrate competency in fifty percent (50%) or more of enrolled units of competency within each term.
- The students course progress is monitored by admin/student support staff by reviewing the competency record of each student on the student management system. This is achieved by running a competency achieved report at the end of the Term and comparing the units of competency each student has achieved with the course progress requirements specified in the training and assessment strategy. If a student is identified as not meeting satisfactory course progress, the course progress intervention strategy is implemented.
- In addition, academic progress is monitored by trainers and administration staff to enable appropriate intervention strategies to be implemented as soon as progress issues emerge for individual students who are identified as 'at risk'. See below.
- Should an overseas student fail the same unit twice, they will be deemed as not making satisfactory course progression. This includes previous versions of the unit.
- A student who has not demonstrated satisfactory course progress for two consecutive study periods, is not meeting the College's course progression requirement and will be unable to complete their course within the duration specified in the student's COE. This will be a breach of their student visa conditions.

## IDENTIFYING STUDENTS 'AT RISK'

- Early identification of students 'at risk' is critical to ensure that early intervention strategies can be provided to support and assist the student's academic success
- Training and administration staff use a variety of indicators and assessments to identify any students who are 'at risk' of making unsatisfactory progress. These may include, but are not limited to, the review of:
  - The student's attendance record
  - Class participation and level of engagement
  - Formative assessment completions
  - Completion of self-study activities
  - Late submissions of assessments
  - Number of resubmissions
  - Requests for extension of class work or assessments
  - Requests for additional help with assessments or class work
  - Feedback from other training staff
  - Not yet competent on unit assessments
  - English ability
  - Results of assessments and unit

- Administration staff have responsibility, in consultation with trainers and the Academic Manager, for identifying individual students who are 'at risk' of not meeting satisfactory course progress.
- A final review of student academic performance will occur following the unit results release at the completion of each study period.
- Once a student has been identified as making unsatisfactory course progress, the administration staff will issue the student with a Course Progress Warning Letter.
- The Course Progress Warning Letter will require the student to meet with the Academic Manager (or other designated staff) to discuss their course progress, and if necessary, activate an intervention strategy.



## COURSE PROGRESS REVIEW

- The Administration staff will continue to monitor the course progress of a student with an intervention strategy for the remainder of the current study period and if required, into the next study period.
- A student who demonstrates competency in more than fifty percent (50%) of the units of competency undertaken in the study period in which they were earlier identified as 'at risk', or in the next study period, will no longer be considered 'at risk' and the intervention strategy may be cancelled.
- Any student provided with an intervention strategy during the study period (therefore identified as 'at risk'), who then achieves less than 50% competency in enrolled units of competency will receive an Intention to Report Letter.



**REPORTING TO DEPARTMENT  
OF HOME AFFAIRS (DHA)**

- All students identified as failing to achieve satisfactory academic progress will be notified in writing via an Intention to Report letter.
- The Intention to Report letter provides formal notification to the student that the College intends to report their unsatisfactory academic progress to DHA.
- Students who maintain unsatisfactory progress in two (2) consecutive study periods will receive an Intention to Report Letter.
- Students who maintain unsatisfactory progress in two (2) study periods that aren't consecutive will not be reported unless they did not comply with the agreed intervention strategy.
- the College will only report overseas students for unsatisfactory course progress if:
  - The overseas student has chosen not to access the internal and/or external appeals process within the allowed timeframe, or
  - If an overseas student chose to access the internal and/or external complaints process, and the completed process decision or recommendation supports the College's decision, or
  - The overseas student withdraws from the appeals process by formally notifying the College.
  - any termination of an accepted student's studies (whether because of action by the student or the College) before the student's course is completed will be notified within 31 days



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

### Recognition of Prior Learning (RPL)

- RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained.

### Credit Transfer

- Credit Transfer assesses the initial course or subject that an applicant is using to claim access to or credit in a destination course. The assessment determines the extent to which the applicant initial course or subject is equivalent to the required learning outcomes, competency outcomes or competency standards for entry to, and/or partial or total completion of a qualification
- There is no additional fee for credit transfer



# **CERTIFICATES AND STATEMENT OF ATTAINMENTS**

- Students need to apply for Statement of Attainment
- Issued subject to certain conditions
- Student must have USI to receive Certificates
- Processed within 5 working days of complete application for Statement of Attainment and issued certificate after successfully complete the course.
- Collect in person from Student Services
- Need a proof of identification (Student ID)
- Interim copies – fees apply

# CERTIFICATES AND STATEMENT OF ATTAINMENTS ISSUE POLICY




- St Thomas College will issue AQF Qualifications upon the successful completion of the course, which is specified in each Students Acceptance Agreement.
- Where a Student has partially completed a course, they may be eligible for a Statement of Attainment
- St Thomas College will not issue AQF certification documentation to an individual without being in receipt of a verified Unique Student Identifier (USI), unless an exemption applies under the Student Identifiers Act 2014.
- You must ensure all fees for your courses are paid
- Once you meet program requirements, please contact with student service team and complete student evaluation form.





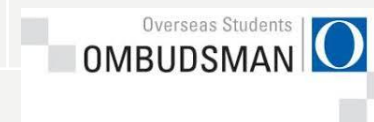
# **COMPLAINTS AND APPEALS**


# INFORMAL

YOU	STAGE 1	STAGE 2	STAGE 3
<p>Unhappy about something at the college.</p>	<p>Talk to your trainer or any staff that you feel comfortable talking to.</p>	<p>You will receive an email of the outcome.</p>	<p>If you are still not happy about the result please submit a completed <b>“Complaints and Appeals Form”</b> at Reception.</p>
			

# FORMAL

YOU	STAGE 1	STAGE 2	STAGE 3	STAGE 4
Unhappy about the result from the informal process.	Submit the completed <b>“Complaints and Appeals Form”</b> at Reception.	There will be a meeting. You can come with your friend.	You will receive an email of the outcome	If you are still not happy about the result, you can contact the Overseas Student Ombudsman.





# **STUDENT SERVICES**

# GENERAL STUDENT SERVICES

1. **First Aid:** Available at Reception.
2. **Lost and Found:** Go to Reception.
3. **Emergency Evacuation:** See the Evacuation Plan in each classroom/ Notice Board.
4. **Critical Incidents:** If you see any serious problems or experience one, please tell your trainer.
5. **Change of Address or Contact Details:** Please update your contact details within 7 days of a change at Reception.
6. **Academic Counselling:** Talk to us! Ask at Reception.
7. **LLN/English Language Support**
8. **Professional Counselling:** Talk to us to help you! Ask at Reception.

# UNIQUE STUDENT IDENTIFIER (USI)

- From 1 January 2015, each student will need a Unique Student Identifier (USI) to obtain their certificate or qualification from their registered training organization, when studying nationally recognized training in Australia
- Provide the USI details to the Student Services
- Details are with student service

# UNIQUE STUDENT IDENTIFIER (USI)

Get your USI:

- Go to <http://www.usi.gov.au>
- Click on “Create your USI” and follow instructions
- Keep record of your USI
- Provide USI details to Student Services



# **EXTERNAL SERVICES**



# LEGAL SERVICES

International students can seek legal advice in relation to immigration, discrimination and many other matters. You can access legal advice and assistance for free or at a minimal cost.

- **Redfern Legal Centre's International Student Legal Service:** Gives free, confidential legal advice to international students in NSW. Visit <https://rlc.org.au/our-services/international-students> or call 02 9698 7645.
- **Legal Aid New South Wales:** helps people with their legal problems through a range of services. Visit <https://www.legalaid.nsw.gov.au/> or call LawAccess NSW for legal help on 1300 888 529 from Monday – Friday between 9am – 5pm (excluding public holidays).

# EMERGENCY AND HEALTH SERVICES

- **Emergency Contacts:** Call **000** for Fire, Police or Ambulance services.
- **To find local doctor (General Practitioner):** visit <https://healthengine.com.au/>
- **Lifeline (for all ages):** Call **13 11 14** or visit <https://www.lifeline.org.au/> for access to 24-hour crisis support and suicide prevention services.
- **Beyondblue:** Call **1300 22 4636** or visit <https://www.beyondblue.org.au/> to get 24-hour support for mental health issues.
- **Domestic Violence Line:** Call **1800 656 463** for 24-hour telephone crisis counselling for women.
- **MensLine Australia:** Call **1300 78 99 78** or visit <https://mensline.org.au/> for telephone and 24/7 online counselling support for men with emotional health and relationship concerns.
- **Multicultural Problem Gambling Service (MPGS) for NSW:** Call **1800 856 800** or visit <https://www.dhi.health.nsw.gov.au/mpgs> for free counselling on problem gambling.
- **Suicide Call Back Service (for ages 15 years and over):** Call **1300 659 476** or visit [suicidecallbackservice.org.au](http://suicidecallbackservice.org.au) for immediate and 24/7 telephone counselling and support in a crisis.



# **FACILITIES AND RESOURCES**

# FACILITIES

Facilities	Conditions	Location
Air-conditioned classrooms	No food is allowed in classrooms	All throughout the facility
Audio-visual equipment	Permission from a trainer required	In the classroom
Student computers	No food/drinks allowed near computers	In the classroom
WIFI	Free access	All throughout the facility
Kitchen	Can access at any time	In the facility every day
Common Area	Can access at any time – food is allowed	In the facility every day
Study Area	Available	Library
Student Library	Borrow at Reception	Common area
Photocopying/printing	Payable service – go to Reception	Reception

# EQUIPMENT/LEARNING RESOURCES

Items	Conditions	Location
Self study books	Borrow at Reception	Common Area
Computers	Borrow at Reception	Reception
Projectors	Permission from a trainer required	In the classroom
WIFI	Ask for the password	Reception

A thick, yellow, wavy line graphic that starts at the top left and curves downwards and to the right, ending near the center of the page. It has a white outline and is set against a dark brown background.

# **EMERGENCY EVACUATION**

# EMERGENCY EVACUATION PROCEDURE

1. Follow your trainer.
2. Go outside of the college building.
3. Be at the meeting point – in front of Power House Museum.
4. Wait with your trainer until you are instructed on what to do next.



**MEETING POINT:**  
Power House  
Museum

St Thomas  
College

# CRITICAL INCIDENT POLICY & EXAMPLE

- In the event of a critical incident, St Thomas College (STC) recognises that appropriate infrastructure must be in place to ensure the provision of all necessary support services. STC's critical incident policy outline the support mechanisms and procedures for managing a critical incident. This policy will ensure that STC has:
  - An effective approach in responding to critical incidents as they occur;
  - Appropriate support and counselling services available to those affected;
  - Appropriate training and information resources provided to staff.
- A critical incident is defined by the National Code as *'a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury'*.
- Critical incidents are not limited to, but could include:
  - missing students;
  - severe verbal or psychological aggression;
  - death, serious injury or any threat of these;
  - natural disaster; and
  - issues such as domestic violence, sexual assault, drug or alcohol abuse.
  - Non-life-threatening events could still qualify as critical incidents.





# **WORKING IN AUSTRALIA**

# WORKING IN AUSTRALIA

1. You can work for a maximum of **48 hours per fortnight (2 weeks)** while studying full time.
2. You **should not** rely on work to fund your studies.
3. You **cannot work at all if you are on a Visitor visa**. Check your visa conditions on the Department of Home Affairs (DHA) website at:  
<https://immi.homeaffairs.gov.au/home>.
4. You will need a **tax file number (TFN)** and can apply online at  
<https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/>.

# HOW TO SOLVE WORK RELATED ISSUES

**FIRST STEP:** Talk to your employer and try to resolve the matter. If this doesn't work follow the second step.

**SECOND STEP:** Australia's workplace laws protect overseas workers. Information on your employment rights including how to resolve workplace issues, can be found at:

- <https://immi.homeaffairs.gov.au/visas/working-in-australia/work-rights-and-exploitation>
- <https://www.fairwork.gov.au/>
- <https://www.fairwork.gov.au/employee-entitlements/protections-at-work/protection-from-discrimination-at-work>
- <https://www.fairwork.gov.au/find-help-for/visa-holders-and-migrants>.

**PAY INFORMATION:** Information on pay rates, shift calculations, leave arrangements/notice and redundancy entitlements is at <https://www.fairwork.gov.au/>, by using the Fair Work Ombudsman Pay and Conditions Tool (PACT).



# **SAFETY AND AWARENESS**

# SAFETY— AT THE BEACH

It's important to be SunSmart and beach safe so you can enjoy yourself more at the beach. Some advice is:

- Always swim between the red and yellow patrol flags at a beach patrolled by lifeguards
- Read the safety signs for information about the beach and ask a lifeguard for safety information
- Never swim alone or under the influence of alcohol or drugs
- If you need help in the water, stay calm and attract attention by raising one arm
- Wear sunscreen, a hat, sunglasses and drink water to stay hydrated

For further information and tips, visit:

- <https://www.surflifesaving.com.au/>
- <https://www.cancercouncil.com.au/cancer-prevention/sun-protection>
- <https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/sun-and-water>
- <https://beachsafe.org.au/> or Download the Beachsafe App.

# SAFETY – TRANSPORT

**It's important to be aware of road rules and transport safety. Some important rules are:**

- Australians drive on the left side of the road.
- Wearing seat belts is mandatory in private vehicles (including taxis and ride-share)
- Using your mobile while driving is prohibited in all Australian states and territories

**For information about applying for a licence and tips/advice to help keep you road safe, please visit:**

- <https://roadsafety.transport.nsw.gov.au/stayingsafe/index.html>
- <https://www.service.nsw.gov.au/services/driving-and-transport/using-roads-and-public-safety>
- <https://www.service.nsw.gov.au/services/driving-and-transport>
- <https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/transport-and-personal/transport-personal-safety>

# SAFETY AND AWARENESS - SMOKING

- You cannot smoke inside in Australia.
- STC is located in a non-smoking building. There is no smoking anywhere inside the College or the building. This includes: in the toilets, stairs or lift and lobby areas.
- If you are a smoker, check for no smoking signs around you as some places are no smoking areas and penalties may apply.
- You must put all your cigarette butts in the bin.
- **UNDER 18:** Smoking is prohibited for people under the age of 18. If you are under 18 and caught smoking, your parent/legal guardian/homestay parents will be informed.

# AUSTRALIAN CULTURE – ETIQUETTE 1

There are many things in Australia that may be different to your home country. Here are some things you should know about Australian etiquette and customs:


- Seats at the front of buses are usually reserved for elderly/disabled/pregnant passengers
- Switch off your mobile phone when you are at the movies or watching a performance etc.
- On escalators: if you are standing still keep to the left, and if you are walking you keep to the right.
- Wait until everyone has exited a bus, train, lift etc. before entering (you should stand to one side while waiting).
- Do not ask inappropriate or personal questions of people you do not know well. It is acceptable to ask a person if they are married, but if they say “no” it is considered rude to ask “why not?” It is sometimes rude to ask a person how old they are or how much money they earn, especially if you do not know them well.
- Be aware of unwanted physical and verbal contact and respect someone’s personal space



# AUSTRALIAN CULTURE – ETIQUETTE 2

**The following may be considered impolite or inappropriate in Australia:**

1. Yawning without covering your mouth
2. Spitting in a public place
3. Being late for appointments
4. Don't push in front of someone in line – queue properly!
5. Swearing or using inappropriate language
6. Chewing food with your mouth open, speaking with food in your mouth or making loud noises when eating (eg slurping, chewing gum etc.)



# **STUDENT HANDBOOK**

# MORE INFORMATION

- You can find more detailed information in the Student Handbook.
- Any referrals to external support agencies will not incur a fee
- You can find the most updated Student Handbook on our website at [www.stthomascollege.com.au](http://www.stthomascollege.com.au)

# **COLLEGE TOUR**

**IT'S TIME TO WALK AROUND THE COLLEGE,  
MEET STAFF AND SEE THE FACILITIES**