



STOTT'S
COLLEGE

HIGHER EDUCATION-
INTERNATIONAL
PROSPECTUS 2021

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STOTT'S COLLEGE

Our mission: "To stay a challenging, relevant and creative leader in the education industry."

Our values: "Honesty and integrity in dealing with all stakeholders"

Since 1883, Stott's College has delivered quality education in Australia and we will continue to meet the needs of our students. We know that good educators are critical for success and that good teaching is also about care and support for the students. **Therefore, Stott's College based its delivery of programs on this commitment for continuous care and support.**

Stott's College has evolved over the past 13 years to meet the demands of an ever-changing world. From its beginnings as one of the first Business Colleges in Australia, through to the delivery of Diploma and Certificate courses, **Stott's College has grown to become stronger and more committed in providing excellent services for its clients, which are ultimately its students. Stott's College also offers an outstanding Senior High School program at years 11 and 12, which focuses on results, academic achievement and tertiary entrance. Stott's College is a component of Acknowledge Education, Pty. Ltd. and operates under that name.**

Since 2006, Stott's College has been offering quality Bachelor of Business courses as a Non-Self Accrediting Higher Education Institution. In 2014, Stott's College was re-registered as a higher education institution and it received accreditation for its three Bachelor of Business courses, namely, Bachelor of Business, Bachelor of Business (Accounting) and Bachelor of Business (Community Services Management). In 2017, Stott's received accreditation to deliver the Bachelor of Community Services, thus broadening its health and community services offering. In 2020, Stott's was accredited to deliver the Bachelor of Tourism and Hospitality Management and the Bachelor of Social Work degrees. Stott's College is a Registered Training Organisation and it meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by the Federal, State and Territory Governments in Australia.

In delivering our programs, we support and will promote the principles and practice of Australian democracy, including a commitment to the system of representative government, the rule of law and equal rights for all before the law. We will also ensure that human rights and basic freedoms are respected. These include freedom of religion, freedom of speech and freedom of association.

Moreover, every member of Stott's College, including students, are expected to treat each other equally and with respect.

Stott's College' management is also responsive to its clients' needs and regular surveys are conducted in order to ensure continuous improvement of its services. Importantly, **Stott's College' organisational hierarchy is structured in such a way as to ensure that** continuous improvement of its services is capable of being undertaken effectively.

This prospectus aims to provide you with all the relevant information you need before **arriving and commencing your studies with Stott's College. The information includes** pre-departure and pre-arrival tips, general information on Melbourne, information on enrolment and payment of fees, information on refund policy, and important information on **Stott's College' policies. These policies include the Deferment, Suspension and Cancellation policy, the Course progress and Attendance policy and the Complaints and Appeals Policy.**

The prospectus also provides important contact information of the relevant administrative, academic and student support officers.

***Stott's College wishes your success in studying with us and in your future studies.
We also hope you can adjust to Melbourne smoothly and as soon as practicable.***

STUDYING IN AUSTRALIA AND THE ESOS FRAMEWORK

Welcome to studying in Australia! A great first point to gather information about what **Australia is like, what studying in Australia is like, and what you and Stott's College must do** is <http://www.studyinaustralia.gov.au/>.

The Australian Government has put laws in place to ensure international students are protected and enjoy their time receiving quality education. These laws are known as the ESOS framework and aim to protect your rights and set out the standards all Australian education providers offering education services to overseas students must obey. Amongst other things the standards require us to offer complaints and appeals processes, student support services, and intervention and support strategies if you do not progress through the course as expected. The ESOS framework also protects your prepaid tuition fees and your right to get the education you paid for.

You can find a fact sheet explaining the ESOS framework at:

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

POLICIES AND PROCEDURES

Stott's College Policy and Procedures govern the way you, your teachers, and the management of Stott's College approach, manage and respond to your learning environment. It is important that you read and understand the Policies to ensure you comply with the Colleges' expectations of you and the rights you have as a student.

Policies and Procedures are constantly being reviewed and updated based on our quality enhancement and compliance frameworks. Therefore, to ensure their currency, documents are not reproduced in this handbook. You can access the documents online at:

<http://www.acknowledgeeducation.edu.au/policies-and-procedures/>

You should pay attention to the:

International Enrolment

For enrolment information and admission requirements please refer to POLICY AND PROCEDURE HE- International Student Admission.

Access, Diversity, and Equity

Stott's College' courses, by their very nature, are congruent with access and equity, as they are designed for individuals from all social backgrounds.

Please refer to POLICY ALL – Access, Diversity, and Equity.

Use of Personal Information

Students can access personal information held by Stott's College and may request corrections to information that is incorrect or out of date. If the student wishes to view his or her record, the student should see the Administration officer in accordance with the Access to Records Procedures.

Please refer to POLICY - Privacy.

Credit transfer/Recognition of prior learning

Students can receive credit recognition for previous study or Recognition of Prior Learning. Please see POLICY HE – Awarding of Credit.

Deferment, Suspension, and Cancellation

In certain circumstances a student or Stott's College may defer, suspend or cancel a student's enrolment. Please refer to Stott's College's Deferment, Suspension and Cancellation Policy.

Course Transfer

For information on course transfers please see **Stott's College Student Transfer Policy.**

Critical Incidents

For information on course transfers please see POLICY AND PROCEDURE -Critical Incident.

Complaints and Appeals

All students are entitled to access AE's complaints and appeals policy at any time.

Below is an outline of the policy. The complete policy is available at:

<http://www.acknowledgeeducation.edu.au/policies-and-procedures/>.

Stott's College is committed to complainant complaints and appeals being resolved fairly and efficiently. All grievances will be treated seriously and sensitively, with due regard to procedural fairness and complainant privacy, and at minimal or no cost to the complainant.

- | | |
|---------------------------------|---|
| First Step: Informal Discussion | • Try to resolve issue informally by talking to the relevant person. |
| Stage 1: Internal Formal Review | • You submit a formal written complaint to the Coordinator or head of department. It will be investigated. |
| Stage 2: Internal Appeals Panel | • You may either write or appear before the Internal Appeals Panel to present your complaint. |

Stage 3: External Appeal
the decision.

- **You can contact the Overseas Student Ombudsman to review**
- **Stott's College will respect any decision made by the Overseas Student Ombudsman.**

Refunds

All student refunds are conditional on the following policy available at <http://www.acknowledgeeducation.edu.au/policies-and-procedures/> and reproduced below

- 1.1. A refund of 70% of tuition fees will be given if an enrolment is cancelled more than 28 days prior to commencement of the course. The following non-tuition fees are non-refundable (other than in the instance of a visa refusal, see paragraph 1.5 below); CoE Package Course Fee, Enrolment Fee and Administration Fee.
- 1.2. No refund of fees will be given if an enrolment is cancelled within 28 days of course commencement, or the student does not commence on the agreed date or withdraws from the course once it has commenced. Students enrolling to commence courses within 28 days of application will not receive a refund if enrolment is cancelled more than seven (7) days after receipt of the application or within seven (7) days of course commencement.
- 1.3. No refund will be given to any student who has deferred their enrolment.
- 1.4. Early termination of homestay is subject to a 20% cancellation fee on monies paid;
- 1.5. Where proof of visa rejection is provided, refund will be calculated as proscribed in in section 47E of the ESOS Act. In accordance with the regulations, a full refund will be provided less:
 - a) \$500 or five percent of the total amount of pre-paid fees received for the Course (whichever is the lesser);
 - b) if the student has commenced study, refund will be provided less the proportion of the course money that Acknowledge Education has received in respect of the student before the default day that is equal to the proportion of the course that was provided to the student before the default day.
- 1.6. **Acknowledge Education may grant no refund if a student's enrolment is cancelled or a student's visa or application for visa is cancelled or refused due to actions of the student.**
- 1.7. Acknowledge Education reserves the right to cancel or not offer a program. If any program is cancelled and/or not offered, in accordance with sections 46A and 46D of the *Education Services for Overseas Students Act 2000*, as amended, one of the following options will be offered:
 - 1.7.1. Any unused portion of tuition fees paid by the student will be refunded, within two (2) weeks from the date of default; or
 - 1.7.2. **An alternative course or part course can be arranged at the providers' expense. If accepted by the student, the payment of course fees will be paid to the alternative provider within two (2) weeks from the date of notice of default.**
 - 1.7.3. If AE is unable to provide a refund or provide an alternative course in accordance with the ESOS Act and National Code, then the Tuition Protection Service (TPS) will assist students in finding an alternative course or to obtain refunds if a suitable alternative course is not found. Further information regarding the TPS arrangements is provided at www.tps.gov.au
- 1.8. Tuition fees are not transferable to another person.
- 1.9. Notwithstanding the above provisions, Acknowledge Education may grant a refund of fees on compelling or compassionate grounds made known to the Registrar in writing.

This policy and the availability of Acknowledge Education Complaints and Appeals Policy does not remove from the student the right to take further action under Australian Consumer Protection laws or to pursue other legal remedies.

2. Applying for a refund

- 2.1. Students, parents or guardians must submit a written request for a refund:
 - i. by mail, to:

The Registrar
Acknowledge Education
168 Exhibition Street
Melbourne VIC 3000
Australia
 - or
 - ii. by email, to:

registrar@ae.edu.au
- 2.2. Written requests for refund should contain:
 - a) **the student's details, including full name, student number, date of birth and address;**
 - b) details of why a refund is requested;
 - c) contact details; and
 - d) the requested destination of the refunded payment.
- 2.3. Written requests for refund must be made as soon as practicable after the reason for the refund request arises. Refunds will be paid to the student unless:
 - 2.3.1. The student is registered with an approved sponsor who has paid the tuition fees of behalf of the Student; or
 - 2.3.2. The student gives written direction to pay the refund to another person or organisation and provides documentary evidence to substantiate that the other person or organisation paid the tuition fees; or
 - 2.3.3. The Student is deceased.
- 2.4. The Registrar will assess entitlement to a refund against the applicable policy.
- 2.5. Refunds granted will be paid within 28 days of the request for refund.
- 2.6. The Registrar will issue notice of the amount of refund and the date of its payment as soon as practicable after its payment.
- 2.7. Where no refund is granted the Registrar will issue notice immediately on assessing the request for refund

Course Progress and Completion

AE acknowledges the value of an appropriate support services network in terms of assisting academic performance. The course coordinator shall ensure that each student receives a

list of the support services offered by the colleges. This list shall provide the names of the contacts relevant to each service and shall be given to students on the day of course orientation.

1. Course Progress

- a. AE will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b. The course progress of all students will be assessed by the Student Records Manager at the end of each study period.
- c. **To demonstrate satisfactory course progress, students will need to achieve a “pass” result in at least 50% of units undertaken in each study period. A study period is 1 Semester/Trimester. Where applicable, students must at all times be capable of completing the course within the expected duration as specified on the student’s CoE.**
- d. **A student will be assessed as ‘at risk’ (see diagram 1) of failing to complete the course where:**
 - I. **the student fails to achieve at a “pass” in at least 50% of units studied in a study period, or**
 - II. **the student’s progress indicates an inability to complete the course within the time specified on the student’s CoE.**
- e. **Where a student is assessed as ‘at risk’, in the first instance, the Student Support Officer will meet with the student and select at least one (1) intervention strategy for improvement. This will include:**
 - i. Refer the student to counselling and advice and/or
 - ii. Development of an individual academic performance improvement plan; and/or
 - iii. Other intervention strategies as deemed necessary.
- f. The Student Support Officer may refer the student to Academic and/or Non-Academic counselling for further support or assist in implementing the intervention strategy.
 - i. **The student’s compliance with any strategy for academic improvement will be monitored during the following semester by the Academic Support Officer or delegate who must record the student’s ongoing response to the strategy.**
 - ii. **The Academic Support Officer will ensure that all records of student’s response to the strategy are recorded in the student’s file.**
- g. **Where a student that is identified as “at risk” fails to attend an intervention strategy meeting within 5 days of issue of the course progress letter, they will receive an Intention to Report – Failure to Attend Intervention Strategy letter. The student will have 20 working days to appeal the decision as per the Complaints and Appeals Policy.**
- h. **Not meeting Course Progress:** Where a student fails to achieve a “pass” in at least 50% of units studied in two consecutive study periods a student will be deemed to have not met course progress (see diagram 2). Acknowledge Education will advise

the student in writing of the intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access **Acknowledge Education's complaints and appeals process.**

- i. Additionally, Acknowledge Education may exclude the student from their course of study, and where applicable, advise the student in writing of the intention to report the student for breach of visa condition 8202, if the student:
 - i. **Does not attend the scheduled "at risk" meeting with the Student Support Officer or the Academic Support Officer;**
 - ii. does not comply with the conditions of the strategy for academic improvement or
 - iii. is incapable of completing the course within the expected duration specified **on the student's CoE.**

Where required, Acknowledge Education's Registrar will report via PRISMS within 14 days of an international student not achieving satisfactory course progress, provided the student does not access the complaints and appeals process within 20 days, or withdraws from the complaints and appeals process, or the complaints and appeals process results in favour of Acknowledge Education's decision.

2. Completion Within Expected Duration of Study (Course Progression)

- a. As noted in 1.a., Acknowledge Education will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b. Part of the assessment of course progress at the end of each study period will **include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.**
- c. **Acknowledge Education will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:**
 - i. compassionate or compelling circumstances; or
 - ii. student participation in an intervention strategy; or
 - iii. an approved deferment or suspension of study has been granted in accordance with **Acknowledge Education's Deferment, Suspension and Cancellation Policy.**
- d. Where Acknowledge Education decides to extend the duration of an international student's study, it will report via PRISMS and/or issue a new CoE if required.

3. International Students

- a. **Acknowledge Education's Registrar will report via PRISMS within 3 days where:**
 - i. at the date of commencement Acknowledge Education cannot provide the course in which a student has enrolled;
 - ii. **at any time after commencement but before the course's conclusion,** Acknowledge Education cannot provide the course.
- b. The Registrar will report via PRISMS within 31 days where:
 - i. the student does not start on the date of course commencement

- ii. the student withdraws from the course prior to commencement or during the course
- iii. Acknowledge Education elects to exclude the student from the course where:
 - the student fails to pay an amount owing;
 - the student breaches a visa condition;
 - the student commits an act of misconduct.

4. Definitions

- a. Compassionate or compelling circumstances – circumstances beyond the control of the student **that are having an impact on the student’s progress through a course or wellbeing.** These could include:
 - serious illness, where a medical certificate states that the student was unable to attend classes;
 - bereavement of close family members such as parents or grandparents;
 - major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies;
 - a traumatic experience which has impacted on the student (these cases should be where **possible supported by police or psychologists’** reports);
 - where Acknowledge Education was unable to offer a pre-requisite unit;
 - inability to begin studying on the course commencement date due to delay in obtaining a student visa.
- b. For other circumstances to be considered as compassionate or compelling, evidence **would need to be provided to show that these were having an impact on the student’s** progress through a course or wellbeing.
- c. Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

COMMENCEMENT AT STOTT’S COLLEGE

Students must commence study when they have agreed to commence. This includes any orientation day or program as detailed on the Letter of Offer and Confirmation of Enrolment.

Stott’s College’s Registrar will notify the Department of Home Affairs within 5 days of the expected course commencement date of the details of an international student who does not commence their course when expected, including whether a visa has been granted to the student, whether the student has arrived in Australia and any other relevant information.

OTHER IMPORTANT INFORMATION

Quality Assurance

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national regulator of the higher education sector. The Agency regulates and assures the quality of Australia's large, diverse and complex higher education sector, and registers and assesses the performance of higher education providers against the Higher Education Standards Framework. www.teqsa.gov.au.

Consequently, International students can be confident of the quality of teaching and qualifications at Stott's College. The Australian Qualifications Framework (AQF) is an Australian Government national system that regulates all Australian qualifications to ensure a high standard of Australian qualifications throughout the country. The AQF contributes to the worldwide recognition of Australian qualifications. Stott's is registered with TEQSA under its parent business name Acknowledge Education.

The Education Services for Overseas Students (ESOS) Act 2000 requires education providers to meet nationally consistent standards in education quality, facilities and services. The ESOS Act ensures that international students studying in Australia receive the same standard of education as Australian students.

Education providers that offer courses for international students must be registered on the Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and demonstrate that their courses, services and facilities meet Australian standards. Stott's College is a CRICOS registered provider in Victoria and complies with the ESOS Act and the AQF and delivers a high standard of education.

Change of Address

Upon arriving in Australia, you are required to advise Stott's College of your residential address, telephone number and emergency contact details. You must also notify Stott's College of any subsequent changes to your residential address.

This is extremely important. Under Section 20 of the Education Services for Overseas Students (ESOS) Act 2000, Stott's College is obliged to serve a notice at your last known address if you breach a student visa condition relating to attendance or academic performance.

It is your responsibility to ensure that you always update your address details at Stott's College to ensure you receive important information about your course, fees and possible breaches of your student visa.

Additional information on student visa issues is available on the Department website: www.homeaffairs.gov.au.

Student Orientation

Orientation is generally 10 days prior to course commencement. Its purpose is to fully inform new students of most **aspects of life at Stott's College and to introduce studying, costs of living, transportation, facilities and accommodation. In addition, Stott's College staff will be introduced, a tour of Stott's College and an opportunity to ask questions will be given.**

Topics to be covered at orientation include:

- **Stott's College;**
- Structure of academic year;
- Course Structure - outline and objectives;
- Requirements and expectations of students (e.g. agency visits, work placement, attendance, code of conduct, etc.);
- Assessment methods;
- Plagiarism and referencing;
- Support services available to assist you to adjust to life in Australia;
- English language and study assist programs;
- Emergency and health services;
- Complaints and appeals process;
- Employment matters;
- Familiarisation with the Internet, Library, and audio-visual rooms;
- Company policies and procedures – Student Handbook; and
- Compliance with student visa requirements.

General Description of Facilities

Our Melbourne City campus is a specially designed and visually stunning environment, **conveniently located in the heart of cosmopolitan Melbourne, just five minutes' walk** from Parliament Station, and with a tram stop at the front door. It is also the location of **Stott's College's head office, meaning the answers to all your questions are right where you are!**

The Sydney campus is located in **the heart of Barangaroo, Australia's fastest-growing** business and recreation hub. It is an expansive, 400 square metres of heritage-listed space that serves as your personal learning playground.

The Perth campus is now open and based in the new CBD precinct, not far from the Perth Arena and the upcoming development of Kings Square. We are conveniently located to a transport hub with buses and trains. The entertainment district of Northbridge is a short walk and appeal to wide variety of students.

Insert Brisbane Campus Copy

Right on the doorstep of Brisbane's CBD, Acknowledge Education acquired this property in 2019 and currently delivers courses in Commercial Cookery, Patisserie and Community Services. This campus boasts excellent and modern facilities, is readily accessible by public transport and is an easy walk to the Fortitude Valley Entertainment precinct and the Brunswick Street Mall.

Stott's College makes education easy and appealing for its students, with access to a huge range of services and conveniences, including:

- Electronic access to EBSCO Premier on-line database is available for students. The database contains more than 11,000 titles including many Australian and New Zealand Journals and magazines
- Other electronic resources such as IBISWorld industry reports and Turnitin plagiarism detection software
- Front desk student support (Mon – Fri in Melbourne City & Sydney Campuses)
- Wi-Fi for students on all campuses
- Multiple theory classrooms with high-end data projectors, interactive screens and smart boards (All Campuses)
- Hearing augmentation (Melbourne City Campus)
- Printing service (All Campuses)
- Resource library (All Campuses)
- Disabled toilets/showers (All Campuses)
- Student kitchen (All Campuses)
- Student lounge (All Campuses)
- Sick bay (All Campuses)
- Water cooler (All Campuses)

FEES

Please see <https://www.acknowledgeeducation.edu.au/fees/> for a complete list of all fees and charges.

QUALIFICATIONS

Stott's College offers the following accredited and nationally recognised qualifications to overseas students:

- ◆ Bachelor of Business
- ◆ Bachelor of Business (Accounting)
- ◆ Bachelor of Community Services
- ◆ Bachelor of Tourism and Hospitality Management
- ◆ Bachelor of Social Work

Please check the website www.stotts.vic.edu.au for start dates and subject offerings.

Course Delivery

The different courses will be delivered through teacher-led classroom delivery in the form of lectures and tutorials.

All Bachelor courses comprise of 24 units and one compulsory (non-credit) study skills module, delivered over eight trimesters. There are three trimesters in year one and two, and 2 trimesters in year 3. Students are expected to complete three units per trimester.

The Bachelor of Community Services course also requires you to complete two separate work placements in a community welfare agency, a total of 400 hours (combined). These placements are designed to meet the requirements of the Australian Community Workers Association (ACWA).

The Bachelor of Tourism and Hospitality Management has a 150 hours Work-based Learning component that takes place in year 2.

The Bachelor of Social Work also has two placement components in the third and fourth year of the program, totalling 1000 hours of in-field experience.

Course Assessment

In general terms, assessment during your degree will include:

- ◆ Research Assignments;
- ◆ Case studies;
- ◆ Projects;
- ◆ Presentations; and
- ◆ Written tests and exams.

INFORMATION ON QUALIFICATIONS

BACHELOR OF BUSINESS

CRICOS Code 057075K

INTRODUCTION

The Bachelor of Business is a fully accredited Australian higher education degree. It is designed to produce graduates who are analytical thinkers, organisational decision-makers and graduates with broad business knowledge base.

The course will be extremely useful for students who wish to work in various commercial roles in medium and large enterprises, to start their own business or to work as a manager in small to medium size businesses. Opportunities exist in accounting, banking and finance, business law, economics, human resource management, management and marketing.

The course has 24 credited units and one compulsory study skills unit across 8 trimesters including completed in a three year period.

COURSE RATIONALE

The Bachelor of Business course at **Stott's College** is designed to provide students with a comprehensive knowledge in a broad range of areas including: accounting, business, finance, management, human resources management, information systems, law, and marketing. Moreover, using both theoretical and practical examples, students will be taught the skills to be adaptable and proactive in the rapidly changing world of commerce.

Upon completion of the course, students will be able to analyse the impact of external and internal factors on effective business practices as well as solve authentic contemporary business problems in a variety of domestic and international contexts. They will also be able to communicate a range of business arguments and evaluate key issues in complex business problems.

The Bachelor of Business is a fully accredited Australian higher education course.

The five bands of core knowledge in this course are:

Accounting and Finance

The accounting unit in this course is designed to provide students with an understanding of the role that accounting plays in various aspects of financial decision-making. Students will discover how profit and wealth are measured in a business context. In addition, students will learn how financial statements provide information regarding business performance and they will be able to develop the ability to analyse such statements in order to identify financial problems and generate solutions. Accounting concepts such as cash management and depreciation are also introduced to give students the knowledge that they will need to be successful in later core

business units. Students will also be exposed to the analysis of the principles and practices of corporate finance as well as contemporary finance issues and challenges.

Management

The management units are designed to give students a thorough understanding of the role of management in the operation of a business. Topics which will be covered include the four functions of management, strategic management and planning tools and techniques, change management and leadership theories. Students will be able to further develop their understanding of strategic management by analysing the context of strategy, internal and external environmental scanning, strategy formulation and issues relating to the implementation of strategy.

Marketing

The marketing units expose students to broad theories of marketing as well as practical knowledge about the design and implementation of marketing strategies. They cover in detail topics such as the functions of marketing within a business, elements of marketing mix and ethics and social responsibility factors relevant to marketing practices. Ultimately, students will be able to develop an awareness of the strategic planning role of marketing in creating sustainable competitive advantage.

Law

The law units provide students with the knowledge of the legal environment in which business operates. Students will gain knowledge on the legal principles of contract and tort law, and the main business organisational structures and their relative advantages **or disadvantages. In addition, company law contains topics such as directors' duties, member's rights and remedies, fundraising options, shareholding and corporate liability.**

Human Resource Management (HRM)

Students will learn the different HRM concepts and practices and the mechanism for translating business strategies into the operational aspects of HRM. Students will also gain knowledge on relevant legal frameworks, including Occupational Health and Safety, the changing industrial relations system in Australia, as well as strategic HRM and the role of training and evaluation of performance as a function in the growth of a business.

Minimum Entry Requirements

- Completion of Year 12 studies or equivalent and
- IELTS 6.0* (Academic) or equivalent.

*Exceptions apply – please see POLICY and PROCEDURE HE – International Student Admission

Method of Delivery

Class delivery comprises of lectures and tutorials whereby students are expected to participate and ask questions.

Assessment Method

Assessment might be in the form of assignments, case studies, projects, presentations; and written tests and exams.

Career Prospects

Whether it is the Bachelor of Business (Accounting), the general Bachelor of Business degree or the **Bachelor of Business (Community Services Management)**, **Stott's College** provides students with the education that the business world wants. Graduates of **Stott's College' Bachelor of Business courses will have a solid** understanding in the financial, legal, management, marketing and IT aspects of business- preparing students for employment into a wide range of jobs.

Graduates may wish to seek employment in a wide range of fields such as accounting, business analysis, commercial law, communications, entrepreneurship, event management, finance, human resources, international business, management, marketing, public relations or tourism. The following are some of the career opportunities for graduates from this course:

- Project Manager
- General Manager
- Operations Manager
- Account Manager
- Office Manager
- Business Manager
- Branch Manager
- Human Resource Manager
- Administration Manager
- Executive Manager
- Department Manager
- Small business owner
- Entrepreneur

Bachelor of Business (Accounting)

CRICOS Code 069334G

INTRODUCTION

The Bachelor of Business (Accounting) is a fully accredited Australian higher education degree. It is designed to provide students with a thorough knowledge of major areas of accounting as well as professional business management skills.

The degree will be extremely useful for students who wish to work as an accountant for major global companies, to start their own business or to work as a manager in small to medium size businesses.

The course has 24 credited units and one compulsory study skills unit across 8 trimesters including a Major in Accounting and offering additional units in Law, Business, Information Systems, Marketing and Human Resources Management. The 6 semesters would normally be completed in a three year period.

COURSE RATIONALE

The Bachelor of Business (Accounting) course at Stott's College is designed to provide you with an accounting specialisation in a broader business context, ensuring you can work in a number of roles in different organisations or manage your own business. The course will also allow successful graduates to become eligible for membership of CPA - Australia, Chartered Accountants Australia & New Zealand (CA ANZ), and the Institute of Public Accountants (IPA).

Using both theoretical and practical examples, you will be taught the skills to be adaptable and proactive in the rapidly changing world of commerce.

You will gain a comprehensive knowledge in a broad range of areas including in business, ethics and corporate social responsibility, management, law, marketing, and specialised areas in accounting and business decision-making, management accounting, auditing, taxation, information technology and business statistics.

Upon completion of the course, you will have the ability to analyse and reflect on the role of accounting processes and principles, finance, financial reporting and planning in businesses and corporations. As a result, you can move directly into a career as an accountant either as an employee or a small business owner; or go on to further study at post-graduate level.

The course is a fully accredited Australian higher education course.

The five bands of core knowledge in this course are:

Accounting and Finance

Understanding finance is central to the role of successful managers and entrepreneurs, and the major in accounting provides a thorough understanding of the role of accounting processes and principles, finance, financial reporting and planning in business and corporations. The eight accounting units cover basic accounting and business decision-making processes through to the more specialised accounting for taxation and auditing and assurance. You will also be exposed to the analysis of the principles and practices of corporate finance as well as contemporary finance issues and challenges and the importance of ethics and corporate social responsibility.

Management

The management units are designed to give you a thorough understanding of the role of management in the operation of a business. Topics which will be covered include the four functions of management, strategic management and planning tools and techniques, change management and leadership theories. You will be able to further

develop their understanding of strategic management by analysing the context of strategy, internal and external environmental scanning, strategy formulation and issues relating to the implementation of strategy.

Marketing

The marketing units expose you to broad theories of marketing as well as practical knowledge about the design and implementation of marketing strategies. They cover in detail topics such as the functions of marketing within a business, elements of marketing mix and ethics and social responsibility factors relevant to marketing practices. Ultimately, you will be able to develop an awareness of the strategic planning role of marketing in creating sustainable competitive advantage.

Law

The law units provide you with the knowledge of the legal environment in which business operates. You will gain knowledge on the legal principles of contract and tort law, and the main business organisational structures and their relative advantages or **disadvantages**. In addition, company law contains topics such as **directors' duties, member's rights and remedies**, fundraising options, shareholding and corporate liability.

Human Resource Management (HRM)

You will learn the different HRM concepts and practices and the mechanism for translating business strategies into the operational aspects of HRM. You will also gain knowledge on relevant legal frameworks, including Occupational Health and Safety, the changing industrial relations system in Australia, as well as strategic HRM and the role of training and evaluation of performance as a function in the growth of a business.

Minimum Entry Requirements

- Completion of Year 12 studies or equivalent and
- IELTS 6.0* (Academic) or equivalent.

*Exceptions apply – please see POLICY and PROCEDURE HE – International Student Admission

Method of Delivery

Class delivery comprises of lectures and tutorials whereby students are expected to participate and ask questions.

Assessment Method

Assessment might be in the form of assignments, case studies, projects, presentations; and written tests and exams.

Career Prospects

Whether it is the Bachelor of Business (Accounting), the general Bachelor of Business **degree or the Bachelor of Business (Community Services Management), Stott's College** provides students with the education that the business world wants. Graduates of

Stott's College' Bachelor of Business courses will have a solid understanding in the financial, legal, management, marketing and IT aspects of business- preparing students for employment into a wide range of jobs.

Graduates may wish to seek employment in a wide range of fields such as accounting, business analysis, commercial law, communications, entrepreneurship, event management, finance, human resources, international business, management, marketing, public relations or tourism. The following are some of the career opportunities for graduates from this course:

- Accounts Officer
- Tax Accountant
- Financial Accountant
- Management Accountant
- Project Manager
- General Manager
- Operations Manager
- Account Manager
- Office Manager
- Business Manager
- Branch Manager
- Human Resource Manager
- Administration Manager
- Executive Manager
- Department Manager
- Small business owner
- Entrepreneur

Bachelor of Community Services

CRICOS Code 096281C

INTRODUCTION

The Bachelor of Community Services is a fully accredited Australian higher education **degree. The Bachelor of Community Services course at Stott's College is designed to** prepare students for ethical, competent, and culturally relevant community service generalist practice and to equip the students with the skills they need for life-long learning and professional development. Graduates will work at the interface between people and their environments, focusing on experiences of individuals, families, groups and communities. Some areas of service provision may include child welfare, hospice and palliative care, juvenile justice and corrections, and advocacy.

COURSE RATIONALE

Students undertaking this course will be exposed to the theory and values base of human services practice, as well as the knowledge and necessary skills required to work as a professional at a managerial level in the community services sector. Students will have the necessary foundation knowledge and skills in community services

management to continue to a relevant post-graduate higher education course at a university or a private higher education provider.

The course will prepare students with the requisite theoretical knowledge, skills, and ethical framework for community welfare practice with diverse client systems across practice settings. Students will be trained through an integrated curriculum that merges **'clinical' and 'administrative' community welfare practice roles in a more contemporary** and transformative approach to community welfare practice and social change, emphasising on the social and economic well-being of those who are vulnerable, marginalised or oppressed. All Bachelor of Community Services students will demonstrate core competencies, which will allow them to assume clinical and administrative community welfare practice roles upon graduation. Students who wish to pursue careers as Health and Welfare Centre Managers after graduation will have the necessary course preparation and field experience to do so.

The course is conducted over eight trimesters with three trimesters in each academic year. There are three units taught in each semester. The units are taught concurrently within the trimester, and the course will be completed in eight trimesters. The maximum time that can be taken to complete the course is six years of part-time study (domestic students). The course also requires students to complete two separate fieldwork placements in a community welfare agency, a total of 400 hours (combined). These placements are designed to meet the requirements of the Australian Community Workers Association (ACWA).

The course has 24 credited units and one compulsory study skills unit across eight trimesters offering units in Community Services, Counselling, Systems and Policy, Coordination and Support, Specialist Skills, and Fieldwork.

Minimum Entry Requirements

- Completion of Year 12 studies or equivalent and
- IELTS 6.0* (Academic) or equivalent.

*Exceptions apply – please see POLICY and PROCEDURE HE – International student admission

Method of Delivery

Class delivery comprises of lectures and tutorials whereby students are expected to participate and ask questions.

Assessment Method

Assessment might be in the form of assignments, case studies, projects, presentations; and written tests.

Career Prospects

Students who have undertaken the Bachelor of Community Services can seek the **Australian Community Workers' Association full membership as a Welfare Centre Manager** upon graduation.

For more information, please visit the ACWA website.

Occupational titles for graduates with this qualification may include:

- Welfare Centre Manager
- Program Coordinator
- Community Worker
- Child Protection Officer
- Counsellor
- Case Manager
- Youth Worker
- Juvenile Justice Officer
- Child and Family Practitioner
- Community Development Worker
- Community Health Worker

Bachelor of Tourism and Hospitality Management

CRICOS Code 103455A

INTRODUCTION

The Bachelor of Tourism and Hospitality Management course is a fully accredited Australian higher education degree. The course aims to prepare you who are competent, knowledgeable and professional for a generalist, entry level management position in either a tourism or hospitality industry. The Bachelor in Tourism and Hospitality Management course is designed with a strong emphasis that you will **graduate with a "client focus" and adherence to principles** of ethics and sustainability in the industry as part of their professional practice. The course also aims to create an industry professional who is versatile and adaptable with a diverse skill base and able to adapt to an ever-changing business environment in an increasing global marketplace.

COURSE RATIONALE

The Bachelor of Tourism and Hospitality Management course will be conducted over eight trimesters, with three trimesters per academic year. Units will be taught concurrently within the trimester, with the course being completed in less than three years. The course has 24 units across eight trimesters offering units in Foundations of Business, Tourism and Hospitality Management, and Professional practice.

The course also requires you to complete a Work-Integrated Learning (WIL) unit of 150 hours placement in collaboration with industry, field trips and guest speakers from tourism and hospitality industries to complement the theoretical underpinnings of this course.

Minimum Entry Requirements

- Completion of Year 12 studies or equivalent and
- IELTS 6.0* (Academic) or equivalent.

*Exceptions apply – please see POLICY and PROCEDURE HE – International student admission

Method of Delivery

Class delivery comprises of lectures and tutorials whereby students are expected to participate and ask questions.

Assessment Method

Assessment might be in the form of assignments, case studies, projects, presentations; and written tests.

Career Prospects

On successful completion of the course, the type of occupations :

- Café or Restaurant Manager
- Accommodation and Hospitality Manager
- Conference and Even Organiser
- Customer Service Manager
- Transport Company Manager
- Front Office Manager
- Facilities Manager



STUDENT CODE OF CONDUCT

The Code of Conduct stipulates the minimum standards that students should adhere to at all times when studying at Acknowledge Education:

1. **Students must treat Acknowledge Education's staff and other students** with respect, fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status.
2. Students must ensure the safety and cleanliness of the study environment.
3. Students must not intimidate or attempt to intimidate Acknowledge Education's staff or other students.
4. **Students must not damage or misuse Acknowledge Education's property or other students' properties.**
5. Students must not use mobile phones during class times, unless directed to by their teacher.
6. Students must not attend class whilst under the influence of alcohol or recreational drugs.
7. Students must not smoke in non-smoking areas.

Students are also expected to:

1. Inform themselves of, and comply with, all relevant laws and **Acknowledge Education's policies and procedures.**
2. Participate constructively in the learning process and experience.
3. Inform themselves of their courses and their unit requirements, as well as their individual academic progress.
4. Use facilities and services in an honest and responsible manner.
5. Recognise that cheating, plagiarism and fabrication or falsifications of data are not acceptable and will be dealt with seriously.
6. Recognise, embrace and promote diversity.
7. Adhere to the proper use of copyrighted material and the Internet.

Corresponding to the above-mentioned standards stipulated in the Code of Conduct, Acknowledge Education's students are afforded the following rights:

1. The right to study in an environment free from unlawful discrimination, bullying, intimidation or harassment.
2. The right to be provided with accurate and accessible information about all relevant aspects of a course, including unit learning outcomes, content, assessment and timetables in a timely manner before the start of each study period.
3. The right to have any disputes settled in a fair, efficient and rational manner (this is accomplished by the Complaints and Appeals Policy).
4. The right to express and share ideas and the right to ask questions in classrooms or in individual consultations with staff.
5. **The right to provide feedback on unit or subject quality, educators' delivery performance, student support services and facilities.**

Non-Compliance

Students should note that non-compliance with the Code of Conduct will result in an investigation by Acknowledge Education. The following procedures will be followed:

STEP 1: A member of the Acknowledge Education staff will contact student in the first instance to discuss the issue or the non-compliant behaviour and to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by **all parties and included in the student's personal file.**

If the issue or the behaviour constitutes a gross breach of the Code of Conduct, the student will be excluded from his or her class (or suspended) by the Acknowledge Education Deferment, Suspension, and Cancellation Policy.

If on the other hand, the breach does not constitute a gross breach of the Code of Conduct, the student will not be excluded from his or her class. However, the student behaviour and conducts will continue to be monitored.

STEP 2: Where the issue or behaviour continues, students will be invited to a personal meeting with the principal or the course coordinator to discuss it further. This meeting **and its outcomes will be documented, signed by all parties and included on the student's personal file.**

STEP 3: Should the issue or behaviour continues, the student will be provided with a final warning in writing and a time frame in which to rectify the issue. A copy of this **letter will be included in the student's personal file.**

After the three steps in the discipline procedure has been followed, should the issue or behaviour still continue, the student will be notified in writing that their enrolment has been terminated.

At any stage of this procedure, students can access the Complaints and Appeals Policy to settle any disputes that may arise.

STUDENT SUPPORT SERVICES

Stott's College based its provision of services to students on the commitment of continuous care. This is reflected in the various support services programs and initiatives that it provides to students before commencement of their studies, during their studies and when they complete their studies. Our student support officers are committed to support and assist students in various areas of their academic and personal lives.

Before commencing study with Stott's College, students or their education agents will be assisted by the registrar, the administration officer and the relevant bilingual officers in preparing their application for study, their departure and arrival and where relevant, their accommodation in Australia. In addition to consulting this prospectus, students can directly contact the following officers for support services or for more information relating to their courses before they commence their studies:

- ◆ Mandy Simons (Registrar)
Tel: (+613) 9663 3399
Email: registrar@stotts.vic.edu.au

- ◆ Lucy Li (for Chinese students)
Tel: (+613) 9663 3399
Email: l.li@ae.edu.au

- ◆ Miki Tanaka (for Japanese students)
Tel: (+613) 9663 3399
Email: m.tamaka@ae.edu.au

- ◆ Huong Pham (for Vietnamese students)
Tel: (+613) 9663 3399
Email: h.pham@ae.edu.au

- ◆ Sachin Shah (for Indian and Middle East students)
Tel: (+618) 6355 5919
Email: s.shah@ae.edu.au

- ◆ Stella Christian (Business Student Support)
Tel: (+613) 9663 3399
Email: bob@stotts.vic.edu.au

- ◆ Vanessa Huacache (Community Services Student Support)
Tel: (+613) 9663 3399
Email: bcs@ae.edu.au

- ◆ Thang Vu (Business Academic Support)

Tel: (+613) 9663 3399

Email: t.vu@ae.edu.au

- ◆ Golana Eidipoor (Community Services Academic Support)

Tel: (+613) 9663 3399

Email: g.eidipoor@ae.edu.au

During enrolment

Once students have commenced their studies with Stott's College, students can always contact the above officers whenever they have questions regarding their studies. In addition to the availability of these officers, Stott's College will also provide a comprehensive orientation program whereby students are introduced to their campuses, Stott's College' facilities and staff, Stott's College' policies and Codes of Conduct and the availability of student support services.

Stott's College has comprehensive Student Support Service programs that are designed to target students who are at risk of failing, who are having language difficulties, who are behind in their studies and or students who are lacking life skills. The student services sessions/classes will provide students with supports in the following areas:

- Reading and comprehension of the assignments and lesson notes;
- Verbal and visual presentation skills;
- Referencing skills;
- Researching from texts, journals and the internet;
- Ongoing practise of presentation and conversing in English;
- Developing the confidence and esteem of the students to be able to assimilate into, enjoy and comprehend their future classes;
- Creating letters of application and resumes for future employment.

The librarian(s) will also assist students in the areas of research, referencing and other related services.

If you are experiencing personal difficulties, we will support you in both your academic progress and overall wellbeing.

As part of our student support and wellbeing program, a part-time Counsellor is available at all campuses. Students can access confidential counselling for issues such as:

- Mental health issues, including anxiety, stress and depression
- Cultural shock and homesickness
- Trauma, loss, and abuse
- Bullying, harassment and discrimination
- Study/work/life balance

If you wish to make an appointment with our counsellor, please send an email to counselling@ae.edu.au.

Information Technology Support

The Information Technology (IT) support officer will be available at the campus twice a week. The scheduled availability times will be posted on the computer lab door. In addition, the librarian can also provide students with basic IT support.

Consultation

Further, Stott's College has an open-door policy in its dealings with students. **Students are always welcomed and encouraged to speak or consult the relevant staff of Stott's College** once they have an issue or concern. This enables staff and lecturers to identify the students and refer them to the appropriate services more efficiently and effectively.

External Services

In addition, Stott's College also offers the Student Support Link Program to be utilised by students who are experiencing considerable difficulties that might impact on their studies and course attendance. The students will be given information about the availability of relevant services in their local area or region.

This program ensures that students are referred and linked to the most appropriate **agencies and services within their area. Stott's College will follow up with the students as to the outcome of the referral service and as to whether the students' needs have been assisted.**

Stott's College's staff will be pro-active in identifying and referring students who need **support services from within or outside of Stott's College. A student who has been identified as needing support services will be sent a letter inviting him or her to speak to the student support services officer or to attend any student support services class.**

Graduating

Students who are about to finish their studies with Stott's College will also can consult Student Services about their potential career pathways or their opportunities for further **study within or outside of Stott's College.**

Continuous Improvement

As part of our commitment of continuous care and improvement, Stott's College also conduct surveys each term/stage to ensure the continuous improvement of our service provisions to students and to ensure that its students support services programs are effectively targeting the needs of its students.

Costs

As part of our commitment of continuous care, all Stott's College's Student Support Services are free. This is also the case with student referrals to external agencies as **assisted by Stott's College. It should however be noted, when Stott's College refer** students to external agencies or organisations, students might be required by *those external bodies* to pay service fees.

Important Contact Details (Melbourne)

The following is the list of other important contact details that students should be aware of:

No.	Services	Contact Number
1.	Police, Ambulance, Fire	000
2.	National Security Hotline	1800 123 400
3.	Victoria State Emergency Service	132 500
4.	Interpreting Services	131 450
5.	Poisons Information Centre (24hr advice on all exposures to poisons, medicines, plants, bites/stings)	13 11 26
6.	Abortion Grief Counselling	1300 363 550
7.	Centres Against Sexual Assault	1800 806 292
8.	Direct Line (24hr telephone counselling, information, and referral)	1800 888 236
9.	Gambler's Help	1800 156 789
10.	Nurse-on-call (24hr health advice and information from a registered nurse)	1300 606 024
11.	Pregnancy Help Line (Pregnancy options and alternatives to abortion)	1300 139 313
12.	Suicide Help Line Victoria (24hr crisis intervention, support, and information)	1300 651 251
13.	Disability Information and Support (9.00 am to 5.00pm, Monday to Friday)	1800 783 783
14.	Royal Children's Hospital	9345 5522
15.	St Vincent's Hospital (Melbourne)	9288 2211
16.	The Royal Dental Hospital of Melbourne	9341 1000
17.	The Royal Melbourne Hospital	9342 7000
18.	The Royal Victorian Eye & Ear Hospital	9929 8666
19.	The Royal Women's Hospital	9344 2000
20.	Medical One (23 QV Terrace, 292 Swanston Street, Melbourne 3000)	8663 7000
21.	Alcoholics Anonymous	9429 1833
22.	North Melbourne Legal Service (504 Victoria Street, North Melbourne 3051)	9328 1885
23.	Fitzroy Legal Service (124 Johnston Street, Fitzroy 3065)	9419 3744

Important Contact Details (Sydney)

The following is the list of other important contact details that students should be aware of:

No.	Services	Contact Number
1.	Police, Ambulance, Fire	000
2.	National Security Hotline	1800 123 400
3.	New South Wales State Emergency Service	02 4251 6111
4.	Interpreting Services	131 450
5.	Poisons Information Centre (24hr advice on all exposures to poisons, medicines, plants, bites/stings)	13 11 26
6.	Abortion Grief Counselling	1300 363 550
7.	Centres Against Sexual Assault	1800 806 292
8.	Direct Line (24hr telephone counselling, information, and referral)	1800 888 236
9.	NSW Domestic Violence	1800 65 64 63
10.	Sydney Rocks Police Station (132 George Street, The Rocks, Sydney 2000)	02 8220 6399
11.	Gambler's Help	1800 156 789
12.	Nurse-on-call (24hr health advice and information from a registered nurse)	1300 606 024
13.	Pregnancy Help Line (Pregnancy options and alternatives to abortion)	1300 139 313
14.	Sydney Hospital (8 Macquarie Street, Sydney)	02 93827111
15.	St Vincent's Hospital Sydney (390 Victoria Street, Darlinghurst NSW 2010)	02 8382 1111
16.	Sydney Children's Hospital (High St, Randwick NSW 2031)	02 9382 1111
17.	Royal Hospital for Women (Barker St, Randwick NSW 2031)	02 9382 6111
18.	Law Access	1300 888 529
19.	Wollongong Legal Aid Office	02 4228 8299
20.	Illawarra Legal Centre	02 4276 1939

Important Contact Details (Perth)

The following is the list of other important contact details that students should be aware of:

No.	Services	Contact Number
1.	Police, Ambulance, Fire	000
2.	National Security Hotline	1800 123 400
3.	Western Australia State Emergency Service	132 500
4.	Interpreting Services	131 450
5.	Poisons Information Centre (24hr advice on all exposures to poisons, medicines, plants, bites/stings)	13 11 26
6.	Mental Health Emergencies	1300 555 788
7.	Centres Against Sexual Assault	1800 806 292
8.	Direct Line (24hr telephone counselling, information, and referral)	1800 888 236
9.	Crisis Care	08 9223 1111
10.	The Samaritans Careline	13 52 47
11.	City of Perth	08 9461 3333
12.	WA Police Assistance	131 444
13.	Family Drug Support	1300 368 186
14.	Nurse-on-call (24hr health advice and information from a registered nurse)	1300 606 024
15.	Pregnancy Help Line (Pregnancy options and alternatives to abortion)	1300 139 313
16.	Royal Perth Hospital (197 Wellington St, Perth WA 6000)	08 9224 2244
17.	Princess Margaret Hospital for Children (Roberts Rd, Subiaco WA 6008)	08 9340 8222
18.	King Edward Memorial Hospital for Women (374 Bagot Rd, Subiaco WA 6008)	08 6458 2222
19.	Perth After Hours Medical Service (44B Salvado Rd, Wembley WA 6014)	1300 000 362
20.	WA Law Access	08 9324 8600
21.	Legal Aid WA	1300 650 579

Important Contact Details (Brisbane)

The following is the list of other important contact details that students should be aware of:

No.	Services	Contact Number
1.	Police, Ambulance, Fire	000
2.	National Security Hotline	1800 123 400
3.	Flood and Storm Emergencies	132 500
4.	Interpreting Services	131 450
5.	Poisons Information Centre (24hr advice on all exposures to poisons, medicines, plants, bites/stings)	13 11 26
6.	Abortion Grief Counselling	1300 363 550
7.	Centres Against Sexual Assault	1800 806 292
8.	Direct Line (24hr telephone counselling, information, and referral)	1800 888 236
9.	Gambler's Help	1800 156 789
10.	Nurse-on-call (24hr health advice and information from a registered nurse)	1300 606 024
11.	Pregnancy Help Line (Pregnancy options and alternatives to abortion)	1300 139 313
12.	Suicide Help Line Victoria (24hr crisis intervention, support, and information)	1300 651 251
13.	Disability Information and Support (9.00 am to 5.00pm, Monday to Friday)	1800 783 783
14.	Mater Hospital Brisbane	3163 8111
15.	Brisbane Private Hospital	3834 6111
16.	Royal Brisbane and Women's Hospital	3646 8111
17.	Queensland Children's Hospital	3068 1111
18.	The Price Charles Hospital (Open 24 hours)	3139 4000
19.	Phone Call Doctor (Open 24 hours)	1300 267 669
20.	SmartClinics Brisbane City Family Medical Centre	3236 2559
21.	Alcoholics Anonymous	3255 9962
22.	North Brisbane Legal Services (144 Adelaide St. Brisbane 4000)	3229 5252
23.	Brisbane Counselling Centre	3831 4452

IMPORTANT WEBSITES

Department of home Affairs	https://www.homeaffairs.gov.au/
Australia Skills Quality Authority	https://www.asqa.gov.au/
Study in Australia	http://www.studyinaustralia.gov.au
The Australian Commonwealth Register of Institutions and Courses for Overseas Students	http://cricos.education.gov.au/
National Code 2018	https://www.legislation.gov.au/Details/F2017L01182
English Australia	http://www.englishaustralia.com.au
IELTS	http://www.ielts.org.au

PLANNING YOUR ARRIVAL

Leaving your home country and traveling to study and live abroad can be challenging, particularly for those who have never been away from home. Nevertheless, preparation can help you get settled into your new school, city and study life soon after arriving. **Stott's College's student support officers will also be available to help you adapt to Stott's College. Below are some tips and suggestions to make your transition smoother.**

Pre-Departure Tips

Before leaving your home country, it is worthwhile to check if you have completed the important tasks listed below.

- Accepted your offer from the Colleges?
- Paid the tuition and other required fees?
- Received an electronic Confirmation of Enrolment form from the Colleges?
- Applied for and received your student visa?
- Booked your air ticket and planned to arrive in Melbourne a couple of days prior to the beginning of the Orientation Program?
- Requested airport pick-up?
- Applied for accommodation? Or have any approved accommodation?
- Organised an emergency contact number in Australia?
- Checked the dates for the International Student Orientation program?
- Thought about how to deal with moving to a new environment?

Australian Customs and Quarantine

Australia has strict quarantine laws to protect its valuable agriculture industries and unique environment. Before you get off the plane, you will need to complete an Incoming Passenger Card. On this card you must declare whether you are carrying any items of quarantine concern, including all food, plant material and animal products. **If in doubt, declare! Do not take any risks!**

The Customs Service is responsible for, among other things, ensuring that people who cross Australia's borders comply with customs laws. All arriving air passengers are screened and their luggage will usually be inspected or x-rayed by Customs and Quarantine officers.

International students can bring into Australia an unlimited amount of Australian or foreign currency. However, students need to notify the Australian Customs Service through the Travellers' Statement if the amount to be brought in is AUD\$10,000 (or equivalent in foreign currency). If you are using prescribed medication for regular use, you will need to contact your nearest Australian diplomatic office to confirm that the medicines and the quantities required by you are permitted. It is also a good idea to carry a letter from your doctor providing details about the medication and its purpose.

For further information, please refer to the Australian Customs Border Protection Information website: www.customs.gov.au

Important Documents to Bring

There are some important items which you should bring with you. These include:

- Valid passport with current student visa;
- **Letter of offer from Stott's College;**
- Acceptance form;
- Certified results transcripts from your previous educational institution;
- Other official forms of identification (e.g. certified copies of your birth certificate, international driver's licence, etc);
- This prospectus.

Multiculturalism

More than 100 ethnic groups are represented in Australia, making Australia one of the **most culturally diverse countries in the world. Australia's dynamic multiculturalism can** be attributed to its unique combination of Indigenous cultures, early European settlement and immigration from all parts of the world.

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campuses and our communities. We take great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

Language

Although English is the official language, a host of other languages are spoken in Australia. As one of the most culturally diverse countries in the world many Australians are naturally fluent in other languages. More than 2.4 million Australians speak a language other than English at home.

In Australia not only is there the opportunity to improve your English through specialist study in an English-speaking environment but all sectors of Australian education and training provide tuition in many other languages as well.

English as it is spoken in Australia is very easily understood by nearly all people from other English-speaking nations. As you improve your English in Australia you will learn some of our slangs, and have much fun explaining the meanings to your friends and relatives at home.

Religion

Australia is predominantly a Christian country. However, all religions are represented in our multicultural society. Australians respect the freedom of people to practice their

choice of religion. Churches, mosques, temples and synagogues are located in most major cities. Some universities have their own spiritual groups on campus.

Banking

You will receive more information about banking in Australia during the Orientation and Enrolment day. The Customer Service staff at every branch of an Australian bank can also give you more information about bank accounts.

EFTPOS (Electronic Funds Transfer at Point of Sale) is widely accepted in Australia. By using EFTPOS it reduces the need to carry large sum of cash. Please do note that fees apply and check with your Australian bank on the fees and charges associated with the use of EFTPOS.

Major credit cards are widely accepted in Australia and can be very useful as most things (including tuition fees) can be paid for with a credit card. However, students should be careful not to let their credit card usage get 'out of hand' or to lend it to other people.

Settling In

International students and their families may experience a wide range of feelings and moods when studying or living in Australia. It is very important that you seek help if you find that the process of cultural adjustment is adversely affecting you.

Should this be the case, you should contact the student support services officer, the Course Co-ordinator or other **Stott's College's staff as soon as practicable.**

Cost of Living

In addition to paying the full cost of their courses, full-fee students must meet all their own travel and living expenses, plus any student association fees or administrative **charges made by Stott's College.**

The Department of Home Affairs has financial requirements you must meet to receive a student visa. Below is a guide on the requirements you must meet to study in Australia:

- **You** - \$21,041
- **Your partner** - \$7,362
- **Your first child** - \$3,152

All costs are per year in Australian dollars. To convert to your own currency, visit <http://www.xe.com/>

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia. (All costs are in Australian dollars.)

Accommodation

- **Hostels and Guesthouses** - \$90 to \$150 per week
- **Shared Rental** - \$95 to \$215 per week
- **On campus** - \$110 to \$280 per week
- **Homestay** - \$235 to \$325 per week
- **Rental** - \$185 to \$440 per week
- **Boarding schools** - \$11,000 to \$22,000 a year

Other Living Expenses

- **Groceries and eating out** - \$140 to \$280 per week
- **Gas, electricity** - \$10 to \$20 per week
- **Phone and Internet** - \$15 to \$30 per week
- **Public transport** - \$30 to \$60 per week
- **Car (after purchase)** - \$150 to \$260 per week
- **Entertainment** - \$80 to \$150 per week

STUDYING AND LIVING IN MELBOURNE

We understand that studying and living in a new environment is exciting and challenging. We understand the needs of overseas students and we will therefore attempt to help making your transition smoother. Here is some information about Melbourne and living in Melbourne.

Melbourne

Melbourne is the capital city of Victoria, the second largest city in Australia. It is set around the shores of Port Phillip Bay. The City of Melbourne sits beside the Yarra River, around 5 kilometres from the Bay.

Melbourne is home to 4.5 million people from a wide range of cultural backgrounds (as at 2016 census).

The City of Melbourne covers the city centre and several inner-city suburbs. Each suburb has its own personality and character.

Melbourne has many precincts. Each precinct has unique character and offers different cultural experiences. For example, you can experience Greek culture from the Greek Quarter around Lonsdale Street, Vietnamese on Victoria Street, Italian on Lygon Street, Chinese in Chinatown and French on Collins Street.

Weather

Melbourne's weather is very unpredictable and is known to occasionally provide 'four seasons in one day'. A range of clothing for all conditions is recommended for anyone planning to study in or visit Melbourne.

More information about weather forecast, warnings and observation around Australia see <http://www.bom.gov.au> or <http://weather.com.au>.

Transportation

Traveling in Melbourne and around Australia is convenient. Public transport and facilities including buses, trams, trains, planes, domestic and international airports, coach and train stations as well as bus and tram stops are available for public use.

Melbourne's public transport system consists of bus, tram and train and is divided into two travel zones. Zone 1 includes the city centre and Zone 2 includes the middle to outer suburbs of Melbourne. Regional areas are serviced by V/Line trains.

The system uses an automated ticketing system called Myki and can be purchased at train stations, machines in trams, major tram stops and retail outlets displaying the Myki flag. There are no conductors; however, you must ensure you have a validated ticket as inspectors (Authorised Officers) conduct random inspections. Fines start from \$160. Please note international students are eligible for some types of concession fares.

You can also catch a taxi on the street or book prior by telephone. There are also taxi ranks in most busy locations, especially near railway stations, hotels, and the airport. At the ranks, taxis wait in a queue for passengers. Taxis are more expensive after 9pm and at weekends.

Accommodation

Before you arrive in Australia, you should plan your accommodation in order to make your transition to Melbourne easier. Do not leave this issue to the very last minute as you might find it difficult to find accommodation due to a high demand for affordable student accommodation in Melbourne.

When you make your decision, please consider:

- Location;
- Transport;
- Housemates;
- Independent living skills; and
- Finances.

TEMPORARY ACCOMMODATION

If at the time you are about to depart from your home country your accommodation is still not confirmed, it is advisable for you to organise temporary accommodation. There are a few temporary accommodation options to consider if you are moving to Melbourne.

1. Relatives or Friends

You may have relatives or friends that you can stay with for a temporary period.

This is advisable if the location of their accommodation is not too far from the Colleges as you do not want to spend too much on transport costs.

Ensure that you and your relatives or friends both have a clear understanding of the terms of your stay. Keeping them informed of your progress in finding alternative housing will help reduce the idea of you overstaying on their accommodation.

2. Hotels and Backpacker Accommodation

Many hotels and backpackers are located near the Colleges and offer accommodation to suit all budgets.

Consider booking cheaper hotel standby rates online through companies such as:

- www.wotif.com
- www.needitnow.com.au
- www.hotelscombined.com
- www.lastminute.com.au
- www.stayz.com.au/accommodation/vic/melbourne

The Royal Automobile Club of Victoria (RACV) website has a section on hotel accommodation through which you can search for accommodation Australia-wide.

STUDENT APARTMENTS (MORE PERMANENT ACCOMMODATION)

There are several modern apartment buildings in the city centre and close to the College. These apartment facilities are operated by private businesses and are designed specifically for students to rent.

Student apartments typically have their own bathroom and kitchen. They are generally furnished with bed, heater, desk and chair, dining table and chairs, sofa, refrigerator, cook-top and oven or microwave. They will be a good option when you consider it unnecessary to purchase furniture.

It is important to note that at student apartments you are required to be self-sufficient. You will be responsible for the connection and ongoing payments for water, telephone, electricity and gas.

There is a range of apartment styles you can rent:

- Studio - the bed is situated in the living room of the apartment;
- One bedroom - the apartment has a living room and a separate bedroom;
- Twin-share - apartment with two single beds in the one bedroom;
- Two and three bedroom - separate living room and bedrooms;

The following is a list of nearby student apartments:

1. Arrow on Swanston (203 apartments)
488 Swanston Street, Carlton
Tel: (03) 9225 9000
www.arrowonswanston.com.au

2. Budget Student Accommodation (88 apartments)
(Carlton residence)
77 Bouverie Street, Carlton
Tel: 9347 3456
www.rooms.net.au

3. College Square on Lygon (690 apartments)
570 Lygon Street, Carlton
Tel: 9349 3600
www.collegesquare.ymca.org.au

4. College Square on Swanston (553 apartments)
800 Swanston Street, Carlton
Tel: 03 9349 2500

www.collegesquare.ymca.org.au

5. Global House (80 apartments)
24 Barkly Place, Carlton
Tel: 03 8626 7700
www.s-h-a.com.au
6. Hayward Lane Apartments (50 apartments)
68 Hayward Lane, Melbourne
Tel 03 8626 7700
www.s-h-a.com.au
7. Home@Flinders (306 apartments)
268 Flinders Street, Melbourne
Tel: 03 9014 9000
www.homeatflinders.com.au
8. IQ Apartments (70 apartments)
223 Berkeley Street, Carlton
Tel: 03 9348 1144
www.iqapartments.com.au
9. UniLodge @ 740 (60 apartments)
740 Swanston Street, Carlton
Tel: 03 8317 5350
www.unilodge.com.au
10. UniLodge College House (100 apartments)
570 Swanston Street, Melbourne
Tel: 03 8687 6180
www.unilodge.com.au
11. UniLodge D1 (93 apartments)
139 Bouverie Street, Carlton
Tel: 03 8686 7800
www.unilodge.com.au
12. UniLodge D2 (116 apartments)
22 Orr Street, Carlton
Tel: 03 8352 5500
www.unilodge.com.au
13. UniLodge on Campus (97 apartments)
9 Earl Street, Carlton

Tel: 03 9001 2300
www.unilodge.com.au

14. UniLodge on Flinders (156 apartments)
238 flinders street, Melbourne
Tel: 03 9224 1500
www.unilodge.com.au
15. UniLodge on Lonsdale (224 apartments)
39 Lonsdale Street, Melbourne
Tel: 03 8687 6188
16. UniLodge on Swanston (270 apartments)
339 Swanston Street, Melbourne
Tel: 03 9224 7888
www.unilodge.com.au
17. University Square Apartments (92 apartments)
50 Barry Street, Carlton
Tel: 03 8626 7700
www.s-h-a.com.au

For more options, you can also check accommodation websites such as www.domain.com.au and www.realestate.com.au.

Homestay

Homestay rates are inclusive of breakfast and dinner at the following rates:

Over 18: A\$ 280 per week

This accommodation can be booked prior to arrival. Two weeks advance notice is required before you depart Australia. Further details can be obtained from the homestay Officer on (03) 9663 3399 or email to homestay@ae.edu.au

Entertainment

The campus offers spacious surroundings suitable for social, sporting and other outdoor activities. It is also centrally located for students to experience the sophistication of our cities and excitement of our entertainment facilities. There are plenty of opportunities for international students to have an enjoyable time with friends.

Travel

During semester breaks, you may like to venture beyond the capital cities to experience **more of Australia's spectacular** natural environment and great physical beauty—national parks, The Great Barrier Reef, Kakadu, Uluru and the Tasmanian Wilderness.

STUDYING AND LIVING IN SYDNEY

Sydney is the capital city of New South Wales and the largest city in Australia. It is set around the Sydney Harbour. And has a population of approximately 5 million people from a wide range of cultural backgrounds (as at 2016 census).

Sydney was the site of the first British colony in Australia. As the country's most populous city, Sydney has a strong cultural life, with many bars and restaurants serving cuisines that reflect Sydney's multicultural community. There are also many local theatres, cinemas and live music venues that attract both local and headline international acts.

Throw in the quality shopping, amazing lifestyle and friendly locals and you can easily see why it is so popular. As Australia's first city, Sydney contains so much of this country's history and will continue to shape much of its future. It is a city of villages, each with their own diverse communities and unique cultures. These villages make Sydney much more than a big city and will allow you to truly feel at home.

Weather

The climate of Sydney is temperate, having warm, sometimes hot summers and mild winters.[1][2] Rainfall is spread evenly throughout the year, though is highest between March and June.[3] Summer highs average at around 25–31 °C (77–88 °F), and winter highs at 15–20 °C (59–68 °F). Inner Sydney does not experience extreme seasonal differences as the weather is moderated by proximity to the ocean, and more extreme temperatures are recorded in the inland western suburbs where seasonal variation is more noticeable.

More information about weather forecast, warnings and observation around Australia see <http://www.bom.gov.au> or <http://weather.com.au>.

Transportation

It's easy to get around Sydney with an integrated public transport network of [trains](#), [buses](#), light rail and [ferries](#), as well as taxis and car hire.

Sydney's train network covers suburban Sydney and extends to the [Hunter Valley](#), [Central Coast](#), [Blue Mountains](#), [Southern Highlands](#), and [South Coast](#) regions. The main city station is Central Station, which connects all of Sydney and most of NSW, including the suburban lines, the airport line and intercity lines.

Sydney's bus network covers much of the greater Sydney region, and is a convenient way to get around Sydney. Major bus thoroughfares in the city centre are located on Pitt, Castlereagh and Elizabeth streets and around Wynyard, Martin Place, [Circular Quay](#) and Central Station.

Sydney Ferries can carry you **across Sydney's beautiful blue waterways that form the heart of the city. Sydney's oldest form of transportation, catching a ferry is a fantastic way to explore and travel around one of the world's most beautiful harbour cities.**

If you're flying into Sydney, the easiest way to get into town is either by hailing a taxi or jumping on a train. There are train stations underneath both Sydney Airport terminals, stopping at all the stations on the city circle line

Accommodation

Before you arrive in Australia, you should plan your accommodation in order to make your transition to Sydney easier. Do not leave this issue to the very last minute as you might find it difficult to find accommodation due to a high demand for affordable student accommodation in Sydney.

The average rent for a one-bedroom apartment in the city centre is currently around A\$1,776 a month, and outside of the city around A\$1,300 per month.

When you make your decision, please consider:

- Location;
- Transport;
- Housemates;
- Independent living skills; and
- Finances.

TEMPORARY ACCOMMODATION

If at the time you are about to depart from your home country your accommodation is still not confirmed, it is advisable for you to organise temporary accommodation. There are a few temporary accommodation options to consider if you are moving to Sydney.

1. Relatives or Friends

You may have relatives or friends that you can stay with for a temporary period.

This is advisable if the location of their accommodation is not too far from the Colleges as you do not want to spend too much on transport costs.

Ensure that you and your relatives or friends both have a clear understanding of the terms of your stay. Keeping them informed of your progress in finding alternative housing will help reduce the idea of you overstaying on their accommodation.

2. Hotels and Backpacker Accommodation

Many hotels and backpackers are located near the Colleges and offer accommodation to suit all budgets.

Consider booking cheaper hotel standby rates online through companies such as:

- www.wotif.com
- www.needitnow.com.au
- www.hotelscombined.com

- www.lastminute.com.au
- www.stayz.com.au/accommodation/vic/melbourne

STUDENT APARTMENTS (MORE PERMANENT ACCOMMODATION)

There are several modern apartment buildings in the city centre and close to the Colleges. These apartment facilities are operated by private businesses and are designed specifically for students to rent.

Student apartments typically have their own bathroom and kitchen. They are generally furnished with bed, heater, desk and chair, dining table and chairs, sofa, refrigerator, cook-top and oven or microwave. They will be a good option when you consider it unnecessary to purchase furniture.

It is important to note that at student apartments you are required to be self-sufficient. You will be responsible for the connection and ongoing payments for water, telephone, electricity and gas.

There is a range of apartment styles you can rent:

- Studio - the bed is situated in the living room of the apartment;
- One bedroom - the apartment has a living room and a separate bedroom;
- Twin-share - apartment with two single beds in the one bedroom;
- Two and three bedroom - separate living room and bedrooms;

Homestay

Homestay rates are inclusive of breakfast and dinner at the following rates:

Over 18: A\$ 280 per week

This accommodation can be booked prior to arrival. Two weeks advance notice is required before you depart Australia. Further details can be obtained from the homestay Officer on (03) 9663 3399 or email to homestay@ae.edu.au.

STUDYING AND LIVING IN PERTH

Sydney

Perth is the major metropolis of the vast, arid state of Western Australia. It is also **Australia's fastest growing capital city. Although just over 2 million people live in Perth,** the city has a spacious, open quality. The expansive layout is complemented by parklands and ready access to the Swan River and beaches. The city is also sunny and warm, making it an inviting place for outdoor activities.

Perth is located on a coastal plain running along the lower part of Australia's west coast. The city is geographically isolated, with vast expanses of ocean to the west and desert to the east.

Perth is set on the Swan River but has suburbs stretching along 125 km of coastline. Within the greater Perth area is Fremantle, a small city (around 30,000 residents) that **is the location for Western Australia's largest port.**

The city has a Mediterranean-style climate. Summers are hot and dry while winters are wet and mild. Perth generally receives good amounts of rainfall over the year, but accumulated in short, heavy downpours. Hot weather in the summer is made bearable by low humidity and a fairly reliable sea breeze in the afternoon.

Weather

The city has a Mediterranean-style climate. Summers are hot and dry while winters are wet and mild. Perth generally receives good amounts of rainfall over the year, but accumulated in short, heavy downpours. Hot weather in the summer is made bearable by low humidity and a fairly reliable sea breeze in the afternoon.

More information about weather forecast, warnings and observation around Australia see <http://www.bom.gov.au> or <http://weather.com.au>.

Transportation

Public Transport

Perth has a reliable public transport infrastructure. There are free buses within the Central Business District and students receive up to 40% discount on public transport outside of this.

Getting to (and from) Perth

Being located on the West Coast of Australia makes Perth closer to some international cities than it is to Sydney or Melbourne, making it an ideal Australian location to study for those coming from these countries

Accommodation

Before you arrive in Australia, you should plan your accommodation in order to make your transition to Perth easier. Do not leave this issue to the very last minute as you

might find it difficult to find accommodation due to a high demand for affordable student accommodation in Sydney.

The average rent for a one-bedroom apartment in the city centre is currently around A\$1,450 a month, and outside of the city around A\$1,000 per month.

When you make your decision, please consider:

- Location;
- Transport;
- Housemates;
- Independent living skills; and
- Finances.

TEMPORARY ACCOMMODATION

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- www.hotelscombined.com
- www.lastminute.com.au
- www.stayz.com.au/accommodation/vic/melbourne

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STUDYING AND LIVING IN BRISBANE

Brisbane, the capital of Queensland – known as the “Sunshine State” – is a dynamic, cosmopolitan, safe and friendly city, and is often called Australia’s most liveable city. It is surrounded by some of the most popular sightseeing destinations in Australia: the Gold & Sunshine Coasts, beautiful sand islands, zoos and theme parks. The city is also renowned as the education centre of Queensland as it is home to nine universities. Living costs are comparatively low compared to many other large Australian cities. The amazing weather, excellent quality of life and friendly, relaxed people make Brisbane the perfect Australian city in which to live and study.

- Population: 2.24 million
- Average age: 35 years old
- Average daily temperature: 15-25°C
- Average of 300 days of sunshine per year

Weather

Brisbane has a comfortable subtropical climate with warm or hot weather nearly all year round. The average maximum daily temperature throughout the year is around 25°C with an average of 300 days of sunshine per year. In summer (December - February),

maximum temperatures are around 30°C, and there are often thunderstorms and heavy rain. Winter (June - August) is generally mild, sunny and dry, with average temperatures around 17°C. Mornings can be quite cold, down to 6°C. Spring (September - November) and Autumn (March - May) have average temperatures of around 15-25°C. Days are warm and sunny, the evenings are pleasant and the nights are cool.

More information about weather forecast, warnings and observation around Australia see <http://www.bom.gov.au> or <http://weather.com.au>.

Transportation

Public Transport

Brisbane has an effective public transport system. English Unlimited is located in the middle of Brisbane city and very close to train stations, bus and ferry stops. Taxi services are also available, but they are expensive in comparison with other forms of public transport. Fares on buses, trains and ferries operate on a zone system.

The cheapest way to travel by public transport is to buy a Gocard. You can add credit to **these cards and then you don't have to worry about not having enough cash to catch** public transport. You can add extra credit online or through a retail outlet. Just remember to always tap on and tap off or you will be charged extra.

To get to and from the airport the cheapest and fastest option is to catch the airport line train in Brisbane. A one-way ticket costs around \$17.

Translink Journey planner - <http://translink.com.au>

Gocard - <https://gocard.translink.com.au/webtix/>

Lonely Planet review - <http://www.lonelyplanet.com/australia/queensland/brisbane>

Accommodation

You can rent a room in a student residential complex, which usually includes a bed, study desk, some storage, and shared bathrooms, kitchens and common rooms. Costs range from \$265-500 a week.

You can rent somewhere to live in agent-operated student accommodation or organise your own by looking online. Rent is usually \$150-300 each week. You could live alone or share accommodation with other people.

Another option is to rent a room from a residential college, such as Raymont Residential College. Located in the suburb of Auchenflower, it is easily accessible by public transport, and there are approximately 130 students living on its premises.

We recommend finding somewhere to live close to campus. There are usually lots of options either within walking distance or easily accessed by public transport.

When you make your decision, please consider:

- Location;
- Transport;
- Housemates;
- Independent living skills; and
- Finances.

TEMPORARY ACCOMMODATION

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ACKNOWLEDGE EDUCATION

Melbourne Language Centre, Stott's College, Front Cooking School and Acknowledge Creativity are divisions of Acknowledge Education Pty Ltd.

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