

International Student Prospectus



Legal Name: College of Nursing Education & Training Australia Pty Ltd
Trading Name: College of Nursing Education & Training Australia
Phone: 1300 006 382
Email: info@collegeofneta.nsw.edu.au
Website: <https://collegeofneta.com.au/>
Postal Address: LVL 1, 222 Baylis Street, Wagga Wagga, NSW 2650
CRICOS Provider ID: 04069B
RTO ID: 45928
ABN: 39651414032

Take charge of your nursing career with College of Nursing Education & Training Australia



Thank you for your interest in studying at College of Nursing Education & Training Australia. College of Nursing Education & Training Australia enjoys a reputation in Australia and throughout the world as a center of excellence and innovation in the design and delivery of quality nursing educational programs. We offer a range of vocational courses to students of varying backgrounds.

As a student at College of Nursing Education & Training Australia you will experience an institute characterised by an uncompromising commitment to outstanding teaching and learning and the development of highly motivated, work ready and respected graduates. Our state-of-the-art simulation laboratories, workplaces and industry partnerships ensure our students gain the practical skills required for future employment.

College of Nursing Education & Training Australia understands that the students are diverse and come from various background including overseas trained and qualified nursing professionals. Our commitment to ensuring an outstanding study experience at College of Nursing Education & Training Australia for our international students also includes the availability of a wide range of support services.

College of Nursing Education & Training Australia is proud of in campus and off campus facilities. The college facilities include state-of-the-art classrooms, nursing simulation laboratory with most up to date equipment, library, printing and photocopying services.

On behalf of the management, administration staff and educators, we look forward to welcoming you to College of Nursing Education & Training Australia.



Karissa Subedi Chief Executive Officer

Effective for 2022

Information contained in this publication was correct at the time of production and is subject to change without notice. Distribution of this publication does not guarantee that the course(s) will be offered. Availability of courses is dependent upon student demand. All prices are quoted in Australian dollars.

An Important Note

This document has been compiled to provide and guide those students who are thinking of enrolling or who are already enroll with College of Nursing Education & Training Australia. It should not be treated as an exhaustive statement on the subject. Whilst College of Nursing Education & Training Australia believes that this prospectus will provide the useful information to its readers.

College of Nursing Education & Training Australia does not engage in the performance of any legal or other professional services. If legal or expert assistance in relation to the subject matter is required, the advice of the competent professional should be sought.

College of Nursing Education & Training Australia
CRICOS Provider Code: 04069B
November 2021

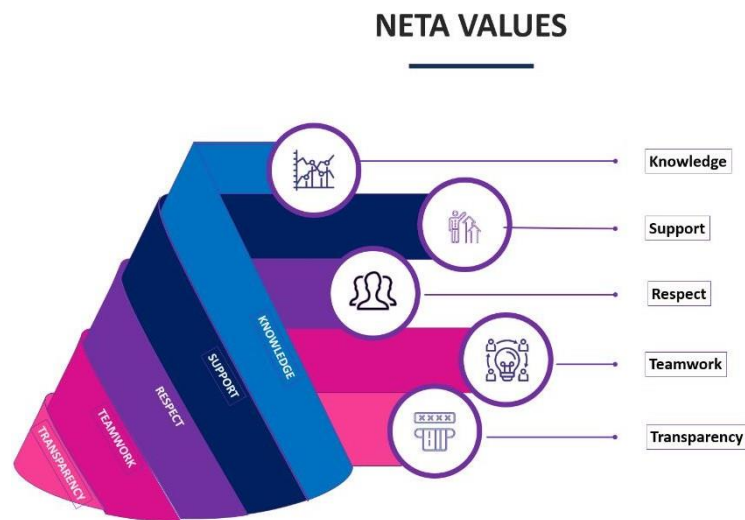
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About College of Nursing Education & Training Australia

College of Nursing Education & Training Australia is a dynamic, vibrant and safe place to develop and learn. The college is committed to provide the best for its students with strong belief and practice of it's Vision, Mission and Values.



Our Vision

College of Nursing Education & Training Australia is the preferred education and training provider of all nurses and the nurses of the future.

Our Mission

We prepare nurses to be safe, competent and compassionate in their profession according to the standards expected by the global health industry.

Our Values

Knowledge: The Student is capable as an adult learner and has the skill to learn and adapt to new information.

Support: Professional and psychosocial counselling is readily accessible to all students.

Respect: College of Nursing Education and Training Australia values diversity and cultural differences among students and staff. Each one is a human being that must be treated with utmost respect.

Teamwork: College of Nursing Education and Training Australia is an environment of helpful people. We are people that go out of our way to be a contribution to others in need. We work in a fully supported environment that advocates collaborative and healthy work ethics where everybody feels excited to come to work.

Transparency: College of Nursing Education & Training Australia provides honest information.

Accreditation

College of Nursing Education & Training Australia, ABN 39651414032 is a provider offering Vocational education and Training qualification. We operate from our campus, located at Level 1, 222 Baylis Street, Wagga Wagga.

Vocational Education and Training: College of Nursing Education & Training Australia is also registered with Australian Skills Quality Authority (ASQA), RTO Code: to be confirmed

Title	Name	Responsibilities
<i>Principal Executive Officer RTO Manager</i>	<p>Karissa Subedi</p> <p>executive@collegeofneta.nsw.edu.au</p> <p>1300 00 6382 (ext. 7)</p>	<p>The CEO ensures the college is compliant with current legislation and maintains viable and ethical business operations. The CEO supports everyone in the team to ensure tasks are carried out according to policies, procedures and guidelines.</p> <p>The RTO Manager is responsible for staff management and implementing systems for quality training and assessment. The RTO manager also seeks strategies to evaluate and improve systems in the RTO.</p>
<i>Director of Business Operations</i>	<p>Deepak Subedi</p> <p>Deepak@collegeofneta.nsw.edu.au</p> <p>1300 00 6382 (ext. 6)</p>	<p>The Director of Business Operations is responsible for the overall processes of the institute, including compliance with legislation, logistics and monitoring efficiency of systems. The Director of Business Operations supports accounts, administration, and marketing.</p>
<i>Administration and Financial Manager</i>	<p>Roji Khaka</p> <p>info@collegeofneta.nsw.edu.au</p> <p>1300 00 6382 (ext 1)</p>	<p>The administration and financial manager oversees smooth enrolment process of students from enquiry to onboarding. The role will also cover monitoring of student progression throughout their student journey.</p>
<i>Marketing Manager</i>	<p>Karla Kong</p> <p>marketing@collegeofneta.nsw.edu.au</p>	<p>The marketing manager ensures transparent, concise and honest marketing at College of Nursing & Training Australia by maintaining all social media platforms and creating marketing materials as per organization needs. The marketing manager will also coordinate with all stakeholders so transparent and consistent information is provided to all students and clientele.</p>
<i>Student Engagement and Support Officer</i>	<p>Karissa Subedi</p> <p>executive@collegeofneta.nsw.edu.au</p> <p>1300 00 6382 (ext. 7)</p>	<p>The Student Engagement and Support Officer is available to guide and counsel students in relation to their studies. Students feel supported and connected within the institution and community.</p>

Trainers/Assessors	<p>Karissa Subedi</p> <p>executive@collegeofneta.nsw.edu.au</p> <p>du.au</p> <p>1300 00 6382 (ext. 7)</p>	<p>The trainer is the key point of contact at the Institute, they are responsible for the delivery of students' training and assessment, as well as guide you through your Academic studies.</p>
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Memberships and Associations

Our Institute is a member of the following:

- Vivacity Coaching & Consulting

Facilities and Equipment

College of Nursing Education & Training Australia offers state of the art facilities for our students, that includes:

- Administration Office
- Board room
- Student lounge
- Student Kitchen
- Well-equipped classrooms,
- Students' computer laboratory,
- Simulation Laboratory
- College Library
- Study and Internet Facilities
- Toilet facilities and
- Student support staff.

Courses and Fees

HLT33115 Certificate III in Health Services Assistance (Assisting in nursing work in acute care)
CRICOS code: TBC

ENTRY REQUIREMENTS

Age	Minimum of 18 years
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English Proficiency	<ul style="list-style-type: none"> ✦ International English Language Testing System (IELTS) score of at least 5.5; or ✦ TOEFL Internet-based Test minimum score of 46; or ✦ Cambridge English: Advanced (Certificate in Advanced English) score of at least 162; or ✦ Pearson Test of English academic (PTE Academic) score of at least 42; or ✦ Occupational English Test score of at least B for each test component
Required documents	<ul style="list-style-type: none"> • Proof of Identity (foreign passport) • Education Qualification including certificate and transcript of records (if applicable) • Certificate of Year 12 completion (or Year 12 equivalent) • Mandatory Police check required prior to work placement. • Completed application form • Certified copies of all documentation must be submitted with application. • Ability to meet clinical demands checklist, complete vaccination according to the Ministry of Health https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020_017.pdf
Work Experience	<ul style="list-style-type: none"> • Not required
Visa	Student Visa Subclass 500

GENERAL COURSE INFORMATION

Intake Months	February and July each year
Study Mode	<p>This Training Product will be delivered over 42 weeks with :</p> <p>32 tuition weeks 5 work placement weeks 5 holiday weeks</p> <p>Face-to-face: 32 weeks of 3 sessions a week, total 20 hours per week = Total 640 hours Self-Paced: 37 weeks 9.87 hours per week = Total of 365 hours Work Placements: 5 weeks = Total 200 hours</p> <p>Total hours:1205</p>
Assessment	All vocational courses are assessed through a combination of assessment methods and may include case studies, written questions, presentations, project work, role plays, self-reflection and/or oral questioning.
Learning materials	<p>The following resources are required for the student's personal use whilst completing the course</p> <ul style="list-style-type: none"> • Laptop or Digital Device • Office software • Access to Internet <p>These additional learning materials are not covered in the course fees</p>

NOTE: International Students must hold a valid visa to undertake study with College of Nursing Education & Training Australia

Course Code	HLT33115	Enrolment Application Fee	AUD \$200		
Course Title	Certificate III in Health Services Assistance (Assisting in nursing work in acute care)	Material Fees	AUD \$200		
CRICOS Code	TBC	Tuition Fee	AUD \$10,500		
Duration	42 weeks including 5 weeks of clinical placement, 5 weeks of break				
Hours (FT)	20 Hours per week				
Study Mode	Face-to-face: 32 weeks of 3 sessions a week, total 20 hours per week = Total 640 hours Self-Paced: 37 weeks 9.87 hours per week = Total of 365 hours Work Placements: 5 weeks = Total 200 hours	Total Fees	AUD \$10,900		
Course Description					
This qualification reflects the role of a variety of workers who use a range of factual, technical and procedural knowledge to provide assistance to health professional staff for the care of clients. Health services assistance involves the worker in direct client contact under supervision.					
Term 1					
Code	Title	SP	F2F	WP	
HLTWHS001	Participate in Work Health and Safety (C)	26	40	40	
HLTINF001	Comply with infection prevention and control policies and procedures (C)	31	60		
CHCCOM005	Communicate and work in health or community services (C)	20	40		
CHCDIV001	Work with Diverse People (C)				
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety (E)	16	20		
Work Placement (1 week)					
Term 2					
HLTAAP001	Recognise Healthy Body Systems (C)	25	60	80	
BSBMED301	Interpret and apply medical terminology (C)	14	40		
HLTAIN001	Assist with Nursing Care in an Acute Care environment (E)	58	100		
Work Placement (1 week)					

Term 3				
CHCCCS002	Assist with movement (E)	36	80	80
CHCCCS026	Transport Individuals (E)	44	40	
CHCCCS020	Respond effectively to behaviours of concern (E)	19	40	
CHCAGE005	Provide support to people living with dementia (E)	15	40	
CHCAGE001	Facilitate the empowerment of older people (E)			
Term 4				
HLTAIN002	Provide non-client support in an acute environment (E)	32	40	
BSBWOR301	Organise personal work priorities and development (C)	29	40	
Work Placement (2 weeks)				
Key: (C)= Core, (E) = Elective, SP = Self-Paced, F2F = Face-to-face, WP = Work placement				

Other fees*

Overseas Student Health Cover	Single cover average of \$50 per month (mandatory)
Homestay placement Fee (If required)	\$250
Homestay (If required)	Starts from: Single \$150 p/week, double \$250 p/week (without meals)
Home Share (If required)	Starts from: \$250 p/week (without meals)
Airport pick-up fees (If required)	\$50
Airport Return (back to airport) (If required)	\$50

*All prices are in Australian Dollars and are subject to change. All courses and prices are subject to change without notice and courses are offered subject to availability. Neither service (Accommodation or Airport Pick-up) will be provided without full payment and arrival dates. Minimum of 1 week booking is required for Homestay. Applicants who are applying through accredited agents and IDP Education Offices are exempt from paying an application fee.

Learning and Assessment

Student Orientation Day

As many students find life in Australia quite different from life in their home country, student's will be provided with a Student Orientation Session, which is a presentation that has been designed to help students become familiar with Australian culture and customs and to introduce students to the Institute and its services. Attending the orientation will allow students to see the most important people to know at the Institution like student services staff, Academic Course coordinators, and counsellors.

Orientation information is also communicated to commencing students electronically, prior to the start of the event directly to the student. Do check and read all the emails from College of Nursing Education & Training Australia. Please refer to the Academic Calendar on College of Nursing Education and Training Australia's website www.collegeofneta.com.au for more important dates.

At the Student Orientation Day, a presentation will be delivered with key information about the following:

- Overview of International Student Handbook including:
 - Students Rights and Responsibilities

- Support Services provided by Nursing Education & Training Australia (Standard 6)
- Critical Incident Policy
- Complaints and Appeals procedures (Standard 8)
- Attendance Procedures (Standard 10 & 11)
- Course and Attendance Monitoring (Standard 10 & 11)
- Outline of the Course delivery and assessment methods
- Timetable of training
- Training and Assessment arrangements
- Australian Government legislative requirements
- Key staff within the Institute
 - Chief Executive Officer
 - Director of Business Operations
 - RTO Manager
 - Trainers, Assessors and Teachers
 - Student Support Officer
 - Financial Manager
 - Marketing Manager
- Local shops, cafés and restaurants
- Living in Australia including:
 - Accommodation
 - Support Services
 - Visa compliance
 - Australian Culture
 - Visa requirements
 - Working in Australia
 - Living Costs
 - Health and Safety
 - Insurance
 - Banking
 - Phone and Internet
 - Public transport

All Students will be required to sign an Attendance Sheet for the Student Orientation Day and their attendance will be recorded within the Student Database.

Course Assessment

Assessment is a combination of written assignments, tests and practical application projects. In some courses, assessment is based on competency, i.e. the ability to perform specific skills and is done through a combination of observation, discussion, written assignments, tests, examinations and/or practical application/work related projects.

Students are required to attend in-class assessments as scheduled by College of Nursing Education & Training Australia .

Teaching Methods

Teaching methods may comprise supervised classroom learning, online learning, lectures, tutorials, individual feedback sessions, supervised practical components, work experience/practical placement, language support and field trips.

Course information may also be provided to students via the use of the intranet.

Learning Resources

There are no specific learning resources except those provided by College of Nursing Education & Training Australia in hard and soft copy. As the course progresses the students may identify personal equipment to assist them in the workplace that they may purchase themselves.

Course Credit

International students may be eligible for credit for previous studies they have undertaken. In Australia, we call this Credit Transfer (CT) or Recognition of Prior Learning (RPL).

Credit Transfer may be granted on the basis of previous study of the same or similar modules/units of competency at College of Nursing Education & Training Australia or at other approved Registered Training Organisations by the Australian Skills Quality Authority. Recognition of Prior Learning is used to evaluate qualifications gained from other formal studies or training.

Information on how to apply for this type of credit will be provided during the orientation program. If you believe you will be making an application for course credit on arrival at College of Nursing Education & Training Australia, please bring with your original copies of your academic transcripts and a verifiable, detailed outline of each subject that you undertook as part of the course.

If you think you are eligible for this type of credit or you wish to apply for exemptions, you should lodge your application at with College of Nursing Education & Training Australia before the end of the orientation week at the latest. Applications received after that time will not be considered.

RPL/CT will be granted subject to meeting the requirements of the National Code – completion within the expected duration of study. Refer to www.aei.gov.au/ESOS. Until you have received notification that you have been granted RPL or CT, you must attend all classes.

There is no refund of fees for any credit granted. If you are granted RPL or CT, you will be allowed to enroll in additional subjects, subject to places being available. In this way, you may be able to complete your course in a shorter amount of time.”

Please refer to the conditions for RPL under the Terms and Conditions of Enrolment.

Deferring, Suspending or Cancelling Enrolment Policy (S)

Students need written permission from College of Nursing Education & Training Australia to defer their course. In cases where permission is granted, DHA will be advised via PRISMS. Student enrolments will be deferred or temporarily suspended by the institute when there are compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or misbehavior by the student.

The full policy and procedure pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available within the International Student Handbook.

College of Nursing Education & Training Australia is required to advise DHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which will affect his or her student visa.

Students who are unable to arrive on time may be given up to one week to commence. After one week, the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home or placed in an English language program until the next available commencement date for the course.

Evidence of assessment of applications for deferment or suspension of enrolment will be retained on student files.

College of Nursing Education & Training Australia will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access College of Nursing Education & Training Australia's internal Complaints and Appeals procedure.

Student Service & Support

Course advice and enrolment assistance

Students are introduced to the academic staff and to their Course Coordinator at Orientation. Students will also be provided with course advice and assistance at enrolment.

Counselling Services

Counsellors are available to assist international students with personal and study problems and to provide educational and vocational counselling. Students receive full assistance to achieve their study goals in Australia.

- Stress and Depression
- Sexual Assault
- Identity Issue
- Study Issues and performance anxiety
- Homesickness
- Adjusting the new environment of the institute.

Full support services list with contacts can be obtained through College of Nursing Education & Training Australia website www.collegeofneta.com.au

Accommodation Options

Several options are available for students including rental accommodation, shared accommodation and home stay. Most international students prefer to share rental accommodation to reduce costs. We can assist students to find accommodation. The beginning of each term is a busy time, students should request assistance to find accommodation at least two weeks prior to arrival. For further information contact us at info@nursingeta.com. Students are required to make a request for this service at least two weeks in advance.

Airport Reception Services

The Institute can make arrangements to pick you up at the airport upon request. All students requiring assistance with airport reception services MUST inform the Institute of their flight details at least ONE WEEK prior to their arrival to ensure suitable accommodation and airport reception can be arranged. Please contact the Institute for more information.

Change of Address and details

It is a requirement of your visa to notify College of Nursing Education & Training Australia of any changes to your address and details like phone number and email address whilst living in Australia. This is essential to ensure that your Student Records are true and correct and to enable the Institute to maintain contact with you whilst enrolled with the Institute. If you have a student visa, you must also advise the Department of Home Affairs of the change of address.

About Wagga Wagga

Wagga Wagga is a vibrant city located between 3 major cities – Sydney, Melbourne and Canberra. Wagga Wagga is accessible from these major cities by car, train, plane and bus.

With a population of 65,000 in the city, Wagga Wagga also serves 190,000 people in the region and 245,000 more in the whole Murrumbidgee Area. It is indeed considered as the major hub and the largest inland city in the state of New South Wales.

Wagga Wagga has a diverse culture. The original inhabitants of the Wagga Wagga region are the Wiradjuri people. The Wiradjuri people have been custodians of the area including what is now the City of Wagga Wagga for roughly 40,000 years.

Wagga Wagga is a vibrant regional centre on the banks of the Murrumbidgee River in the heart of the Riverina. With four distinct seasons, there's always something new to explore. Wagga Wagga is great for all ages and is loved by families. There are so many things to do. Discover the delicious food and wine scene, wonderful galleries, tranquil riverbank walks, gorgeous gardens and parks, and fascinating heritage. The town is a great base for exploring the Riverina and there are plenty of places to stay.

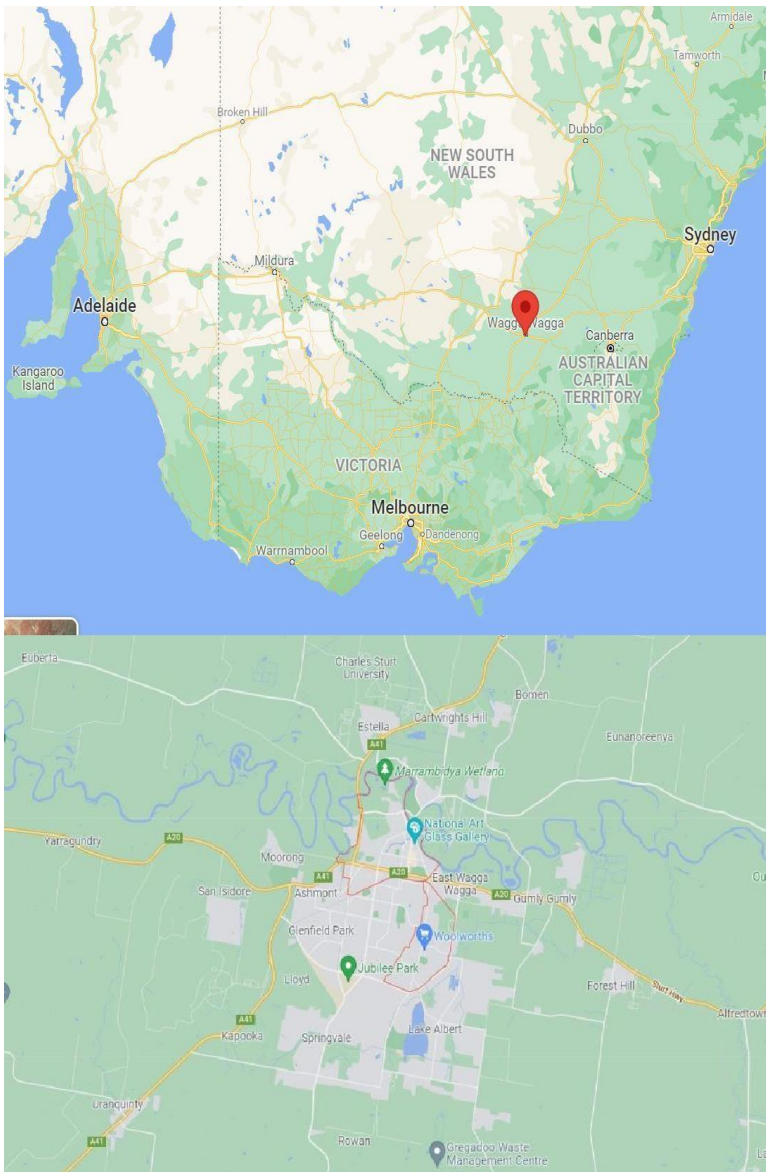
Wagga Wagga Airport is 11km from Wagga Wagga's town Centre. Make the short trip into the city using the bus service "bus about", taxi services at the terminal or ride-sharing services such as Uber. Alternatively, rent a car from the hire services available at the airport and explore the region at your own pace. QantasLink

operates daily direct flights between Wagga Wagga and Sydney. Regional Express operates flights to Sydney and Melbourne (via Albury) on weekdays.

If you are travelling from overseas, you should fly into Sydney International Airport, Melbourne International Airport or Canberra International Airport. The closest international airport to College of Nursing Education & Training Australia is Canberra International Airport.

If you require a representative from College of Nursing Education & Training Australia to meet you at the airport for pick-up service, please make necessary arrangements prior to your departure by contacting the institution. Refer contact us page in this handbook for contact information.

Map of Wagga Wagga



Wagga Wagga Weather

Wagga Wagga has hot dry summers and cool to cold winters. Under the Koppen climate classification, the city has a humid subtropical climate albeit having a semi-arid influence due to its vegetation. At a longitude of 147 degrees (altitude of 212 metres), Wagga Wagga has four distinct seasons. Winters can be cold by Australian standards with the mean maximum temperature falling in July to 12.7 °C (54.9 °F) and a mean minimum of 2.8 °C (37.0 °F).

Fog and heavy frosts are common in the winter while snow is a very rare occurrence. By contrast, summers in

Wagga Wagga are warm to hot, with mean maximum temperatures ranging between 29 and 32 °C (84 and 90 °F). The hottest temperature on record is 46.1 °C (115.0 °F) on 4 January 2020. Relative humidity is low in the summer months with a 3 pm average of around 30%. Wagga Wagga has 124.3 clear days annually.



Getting around

Cycling

Wagga Wagga Cycleways has all the information you need to get you riding on a bike, including maps, tips and many more resources. There's even a list of bike hire options, so you don't have to worry if you haven't brought your own bike!

Public transport

The area features a comprehensive public transport network of public bus and taxi services.

Walking

Walking is one of the best ways to get around the area. All the city's villages are within walking distance or just a short commute to the city Centre.

Public toilets

Wagga Wagga has a large network of public toilets found in parks, showgrounds and public facilities.

Shopping and business hours

Most major shops and department stores are open 7 days a week until 5pm. Late night shopping takes place on Thursday evenings, with many stores open until 9pm.

Banks and post offices are open Monday to Friday. Some post offices open on Saturday mornings.



Tourism

Wagga Wagga has a lot to offer when it comes to tourism. Whether you want to discover about brewing, agriculture, aviation, rail heritage or kayaking, Wagga Wagga has everything for you. Visit the website on <https://visitwagga.com/calendar/tours> to see what are the exciting things you can do in the region.

Time zone

Wagga Wagga is located within Australian Eastern Standard Time (AEST)

Study in Australia



Australia is well-known for its open, friendly, and multicultural society that practices various events celebrated across the globe. It is also known for its world-famous natural wonders and diverse landscapes.

Use the Studying in Australia website (<http://www.studyinaustralia.gov.au/>) to make an informed decision about studying in Australia.

The website has information for international students studying and living in Australia, including:

- ✦ Accommodation
- ✦ Support Services
- ✦ Visa compliance
- ✦ Australian Culture
- ✦ Visa requirements
- ✦ Working in Australia
- ✦ Living Costs
- ✦ Health and Safety
- ✦ Insurance
- ✦ Banking
- ✦ Phone and Internet
- ✦ Public transport

Student Life and Cost of Living

Average weekly living costs in Australian Dollars Regular purchased items in Australian Dollars

	AUD		AUD
Accommodation (shared or single)	150-250	Take-away food	\$8-\$12
Telephone/postage	15-40	Dining Out	\$25-\$55
Food cooked at home	90-130	Instant Coffee 125gms	\$5-\$8
Transport	20-55	Loaf of bread	\$3-\$5
Electricity/Gas	35-55	1 Litre Milk	\$3-\$5
Clothes/Entertainment	50+	1 Litre Water	\$3-\$5
TOTAL	360-580	Movie Ticket	\$15-\$20
		Chocolate	\$3-\$5
		Bus/Train	\$5-\$15

Student Arrival and Enrolment Information



On your flight

Wear Comfortable and layered clothing so you can adjust according to the weather.

Fill in the incoming passenger card which is given to passengers before landing in Australia.

- This is a legal document, and you must tick yes if you are carrying any food, plant materials including animal products and wooden souvenirs. This includes fruits given to you during the flight.

- If you have items you do not wish to

declare, you can dispose of them in quarantine bins in the airport terminals.

- Ask airline staffs if you have any questions.

- Do not carry large sum of money. If you are carrying more than \$10,000 in cash, you must also declare this on your incoming passenger Card.

Arrival and Enrolment Information

Arrive at least one or two weeks before the start of the compulsory international student orientation week to allow students enough time to settle in, overcoming jet-lag and adjusting to the climate.

Failing to enrol within five days of the course commencement will be reported and have your confirmation of enrolment (COE) cancelled.

Mobile Phones and Laptops

Visit the Australian Communication and Media Authority <https://www.acma.gov.au/> when considering bringing a mobile phone, laptop or any communication devices to avoid problem in your access.

Important Information

Student Visa Obligations

If you have a problem or question about your visa talk to the Student Support Officer or the Principal or you can talk to the Department of Home Affairs (DAH) about your visa or other immigration matters.

<https://www.homeaffairs.gov.au/>

Under the ESOS framework as an overseas student on a student visa you have responsibilities to: Satisfy your student visa conditions, maintain your Overseas Student Health Cover (OSHC) for the period of your stay, inform your provider if you change your address, maintain satisfactory course progress and maintain satisfactory attendance.

Change of Address

It is a requirement of your visa to notify College of Nursing Education and Training Australia of any changes to your address whilst living in Australia. This is essential to ensure that your Student Records are true and correct and to enable the Institute to maintain contact with you whilst enrolled with the Institute. If you have a student visa, you must also advise the Department of Home Affairs of the change of address.

ESOS Framework

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you.

You can find out more about the framework at

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

Following is a link to a fact sheet that contains essential information for student visa holders about living and studying in Australia, including your consumer rights and responsibilities as an international student and key things you should know before and during your study. <https://docs.education.gov.au/node/39586>

Course Attendance

International students are required to undertake a fulltime course and expected to attend 100% of the course except in the case of illness or extenuating family/personal circumstances, including bereavement leave. If classes are not attended a medical certificate will usually be required. Students should inform college with the medical reports.

Student Banking

International Students can open a bank account before they arrive in Australia. The Commonwealth Bank is one of Australia's leading financial institutions, offering a comprehensive range of personal, business and institutional banking products and services under one roof. By choosing the bank more Australians choose, you can rest assured your money is in safe hands. This is a free service.

For further information on how to open a bank account online, simply visit

www.commbank.com.au/movingtoaustralia, alternatively there are many more national banks who offer fee free bank accounts for student visa holders.

Overseas Student Health Cover

As an international student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health whilst studying in Australia.

For more information on Overseas Student Health Cover:

<http://www.health.gov.au/internet/main/publishing.nsf/content/overseas+student+health+cover+faq-1>

Medical Services

National Health Services Directory is an online search engine whereby you can search the directory to find health services near you. The website provides information about General Practice Doctors, pharmacies, hospitals and emergency departments. <http://www.nhsd.com.au/>



Emergency Services

In the event of an emergency, where there is a danger to life or a crime is in progress, you should **call 000**. This number will give you access to Police, Fire or Ambulance. This is a free call.

Legal Services

International students can seek legal advice in relation to immigration (Visa's), discrimination and many other matters. Legal advice and assistance can be obtained for free or at a minimal cost. For further information go to:

<http://www.legalaid.nsw.gov.au/>

Working in Australia



If you are a student visa holder, you and your dependent family members have permission to work included with your visa. You and your family members must not breach the work conditions that apply to their student visa. Students and their families must not breach the work conditions that apply to their student visa.

Permission to work

You cannot work until you have commenced your course in Australia. Once your course has commenced you are permitted to work a maximum of 40 hours per fortnight when your course is in session, and unlimited hours when your course is not in session.

Work that is a formal registered part of your course is not included in the limit of 40 hours per fortnight.

Voluntary, unpaid work, is not included in the limit of 40 hours per fortnight if it:

- is of benefit to the community

- is for a non-profit organisation
- is genuinely voluntary (that is, you are not paid either in cash or other—board and lodging is acceptable).

If the voluntary work could have been undertaken by an Australian resident who would have received a wage, then this is included in the 40 hours.

Family members granted permission to work

Family members:

- must not start work until the primary visa holder has commenced their course in Australia
- can work up to 40 hours per fortnight at all times unless the primary visa holder has commenced a course towards a masters or doctoral degree and holds a student visa (subclass 500). In this case there is no limit on the number of hours a family member might work.

Additional information about student visa work conditions

You can view your visa online using Visa Entitlement Verification Online (VEVO)

[http://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-\(vevo\)](http://www.homeaffairs.gov.au/Busi/visas-and-migration/visa-entitlement-verification-online-(vevo)). VEVO is a free internet service available 24 hours a day, seven days a week. It allows you, and your employer or education provider, to view your visa details online.

Tax File Number

You must obtain a Australian Tax File Number to be able to work in Australia. This is available from the Australian Tax Office. <https://taxfilenumberaustralia.com.au>

Your workplace rights

Workers in Australia – including visa holders with permission to work – have rights under Australian workplace law.

The Fair Work Ombudsman Pay and Conditions Tool (PACT) provides information on pay rates, shift calculations, leave arrangements and notice and redundancy entitlements.

More information is available about Workplace rights - for all visa holders working in Australia.

<https://www.studyinaustralia.gov.au/english/live-in-australia/working>

Application Process

Important information to read before completing your Enrolment Application Form

Please read this information carefully, complete all sections and ensure that certified copies of your academic transcripts and English language assessments are attached.

Enrolment Application Form

Before completing the Enrolment Application Form you should have read the information contained in this prospectus. In particular, you should ensure that you fully understand the Institute's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures which are outlined on the Enrolment Application Form.

You must attach to your application certified copies of your academic results including your English language assessment.

You are required to confirm and consent to important items at the end of the Enrolment Application Form – under the heading “Declaration”. Please read them carefully before you sign the Enrolment Application Form.

Application Fee

Applications will only be considered when they are accompanied by a non-refundable Application Fee of AUD \$200.

This fee covers the administrative process for College of Nursing Education & Training Australia to review your application.

Applicants who are applying through accredited agents may be exempt from paying this application fee.

Provisional Acceptance / Rejection

Upon receipt of your application the Institute will notify you whether you have been accepted.

If you are NOT accepted, your application fee will be refunded.

If you are accepted, College of Nursing Education & Training Australia will forward to you a Letter of Offer and the Fee Schedule.

Letter of Offer/Written Acceptance

Students who are successful in their enrolment with College of Nursing Education & Training Australia will be notified in writing through a formal Letter of Offer.

In line with the requirements of Department of Home Affairs (DHA), the letter of offer includes the following information to support student Visa applications:

- ✦ Qualification Code and Title or Unit Code and Title
- ✦ Break down of units (for full qualifications only)
- ✦ Fees including course fees, administration fees, material fees and any other charges
- ✦ Re-assessment fees (where applicable)
- ✦ Course refunds policies
- ✦ Terms and conditions of enrolment
- ✦ Written agreement with the student, confirming that they agree with the terms and conditions of enrolment

Confirmation of Enrolment Forms / Visas

On receipt of your tuition fees College of Nursing Education & Training Australia will forward you an official Electronic Confirmation of Enrolment (eCOE) which will allow you to apply at Australian Embassies and Consulates abroad for a student visa to enter Australia.

TERMS & CONDITIONS OF ENROLMENT

1. Student Responsibilities - VET

- a) Students must satisfy entry requirements for course enrolment.
- b) If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given a third and final opportunity for reassessment.
- c) If a student is required to be reassessed at any time, they will be provided with further guidance from their trainer prior to reassessment.
- d) If after three attempts the student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued.
- e) All students will undergo an induction with the Institute, which will include the student's rights and responsibilities against the relevant Australian Commonwealth, State or Territory legislation and regulatory requirements.
- f) Students are issued with a Student Handbook & International Student Handbook, which includes the student's rights and responsibilities that will affect their participation in training.
- g) The student acknowledges that they must observe the Institute's policies and procedures, according to State and Federal Government legislative and regulatory requirements and the Student Visa requirements, as set out in the Student Handbook and the International Student Handbook.

2. Visa Requirements

According to Visa requirements, all students are required to undertake full-time study workload and must attend a minimum of at least 80% of classes in their course, as per the duration stated in their Confirmation of Enrolment (CoE). Failure to meet the minimum attendance requirements may result in the student being reported to the Department of Home Affairs (DHA) for unsatisfactory attendance, which may result in the cancellation of their student visa.

If a student does not commence studies on the agreed commencement date, after 14 days the Institute will cancel the student's CoE unless a new starting date has been agreed to. Any student who does not commence studies will be reported to the DHA, and this may result in the cancellation of the student's visa.

Students are required to have in place, prior to commencement of studies, Overseas Student Health Cover (OSHC) throughout the duration of their course of studies. Our organisation has agreements in place with OSHC providers and can assist you with accessing health cover.

3. Enrolment & Selection (5.3)

- a) This form is just for registering your initial interest into training with the Institute and is not confirmation of your enrolment into the Institute. The purpose of the form is to gather information from the student to determine their suitability into their course of choice.
- b) All programs consist of a minimum of 20 hours face-to-face scheduled course contact hours per week.
- c) The student is responsible for notifying the Institute if they have a medical condition or disability or require assistance in their training.
- d) An Enrolment Application Fee must accompany enrolment to enable the students' application to be processed.
- e) It is the student's responsibility to note the date, time and location of the course as advertised.
- f) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- g) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
- h) If you are unable to complete your course, due to changed personal circumstances, the Institute will make every effort to ensure you are placed into an alternative pre-scheduled course.
- i) Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
- j) The Institute reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.

- k) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. the Institute's students are covered by public liability insurance whilst studying on campus.
- l) Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- m) Completing the Enrolment Application Form does not guarantee a place with the Institute.
- n) The Institute reserves the right to decline an application.
- o) Students from assessment level 3 and 4 countries are advised to apply through the Institutes representative (International Student Agent).
- p) Applications will be processed when all required documents and the non-refundable enrolment fee are received by the Institute.
- q) Accommodation arrangement/Homestay replacement fee and airport pickup service arrangement fee is payable every time the arrangement request is made.
- r) When the duration of studies at the Institute needs to be extended to complete the course, the student is required to pay additional fees for this extension.
- s) The student is responsible for keeping a copy of the letter of offer, as provided by College of Nursing Education & Training Australia.

4. Course Fees and Payments (5.3)

- a) Please refer to the above information and flyer for the information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
- b) Fees must be paid in Australian dollars by bank cheque or bank transfer to the Institute's bank account. The Institute will not be responsible for any monies paid to agents.
- c) The Institute reserves the right to vary fees.
- d) Enrolment and course fees do not cover personal costs, such as the cost of accommodation, living expenses, social activities, stationery or other equipment that the student may like to purchase.
- e) The Enrolment Application Fee is non-refundable unless the institute cancels the course.
- f) Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
- g) Fees not paid by the due date will incur a late fee of 5% of the total fee due.
- h) The student puts at risk their CoE being cancelled if their course fees are not paid by the due date. If a student has any problem paying fees on time, it is the student's responsibility to discuss alternative arrangements with the Institute administration before the due date.
- i) An **Enrolment Application Fee of \$200** is required to be paid with the Enrolment Application Form.
- j) Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a **certificate re-issue fee of \$80** will be charged.
- k) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
- l) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.
- m) The Institute is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

5. Refund Policy

Claims for refunds must be made in writing using the Refund Request Form available from College of Nursing Education & Training Australia. Following outlines, the Institutes Policy on Refunds:

1. Refunds may be made in the following circumstances:

- Participants have overpaid the administration charge
- Participants enrolled in training that has been terminated by the RTO
- Participant advises the RTO prior to course commencement that they are withdrawing from the course
- If the participant withdraws from a course or program, prior to course commencement, due to illness or extreme hardship as determined by the RTO.
- In the event that the RTO fails to provide the agreed services

1. If a student's visa application is rejected the student will be refunded the full tuition fees, (this does not include the Enrolment Application Fee, any accommodation arrangement fee and/or airport pickup service fee), upon evidence being provided by the student that their Visa has been refused.
2. Students are also eligible for a Refund if the Institute cancels the enrolled course, or the principal course application has been denied.
3. Requests for withdrawal for reasons other than those mentioned above, will be eligible for a refund as follows:
 - a. If a student withdraws from a course more than 28 days prior to course commencement, 80% of the initial tuition fees will be refunded.
 - b. If a student withdraws from a course prior to commencement of study, but less than 28 days prior to the course commencement, 50% of tuition fees paid (up to 24 weeks) and 100% for the remainder fees will be refunded.
4. There will be no refund issued following commencement of studies
5. All Enrolment Application fees, accommodation arrangement fees and airport pickup service fees are nonrefundable.
6. If a student breaches visa conditions, resulting in studies being cancelled, there will be no refund.
7. If the Institute cancels the course. 100% of fees paid will be refunded. (This includes the tuition fees, accommodation fee, Overseas Student Health Cover fees, Enrolment Application Fee, accommodation arrangement fee and airport pickup service fee)
8. The Institute is not responsible for the agency fee you paid to the Education Agency (EA).
9. When a refund is applicable and the student has paid the course fee through an agent, the commission deducted from the course fee by the EA will be refunded by the EA as part of the total refund.
10. The Institute is not responsible for the refund of the commission paid to the student's EA.
11. To request a refund, the student will need to complete the Refund Request Form. The request will be processed within 4 weeks from the date of application.
12. Any arrangement fee (including arrangements for Accommodation, Airport Transfers and Homestay fees) are non-refundable after the arrangement has been made.
13. Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of the CEO.
14. Refunds may be made to an immediate family member in the instance that a student has been non-contactable for at least 6 months or in the event of the student's death.
15. If College of Nursing Education & Training Australia is unable to offer a refund or place the student in an alternative course, the student will be referred to the Tuition Protection Service (TPS) administrator. TPS Administrator will place the student in a suitable alternative course or if a suitable alternative course cannot be offered, TPS Administrator will pay the student a refund as calculated by ESOS legislation. Further information about TPS is available from www.tps.gov.au
16. This policy may be waived by the Institute in exceptional circumstances at its absolute discretion and the decision of the Institute is final.
17. If a student disagrees with this process, they have the right to submit a Complaint and Appeal Form to appeal the decision.
18. This agreement, and the availability of complaints and appeals processes, does not remove the right of the Neta Oba
19. All refund will be paid to the person with whom College of Nursing Education & Training Australia has a contract unless written authority is received by College of Nursing Education & Training Australia to pay another party. In the case of students who have paid fees via an education agent, refunds will be paid to the agent's account unless the student authorises otherwise.
20. If the student has been granted a deferral prior to commencement of the course, tuition paid will be transferred to the subsequent study period. And where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted.
21. No refunds will be issued once the student has commenced the course.

Deferring, Suspending or Cancelling Enrolment

Students need written permission from College of Nursing Education & Training Australia to defer their course. In cases where permission is granted, DoHA will be advised via PRISMS. Student enrolments will be deferred or temporarily suspended by the institute when there are compassionate or compelling circumstances (e.g., illness where a medical certificate states that the student is unable to attend classes), or misbehaviour by the student.

The full policy and procedure pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available within the International Student Handbook.

College of Nursing Education & Training Australia is required to advise DoHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which will affect his or her student visa. Therefore, we strongly advise you contact DoHA to ensure that you will be able to resume your student visa status, prior to making your final decision to defer. Please note that College of Nursing Education & Training Australia is required to notify DoHA of your deferral and you may therefore forfeit your current student visa.

Students who are unable to arrive on time may be given up to one week to commence. After one week, the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home or placed in an English language program until the next available commencement date for the course.

Evidence of assessment of applications for deferment or suspension of enrolment will be retained on student files.

College of Nursing Education & Training Australia will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access College of Nursing Education & Training Australia's internal Complaints and Appeals procedure.

20. Termination

College of Nursing Education & Training Australia reserves the right to expel a student for breaching enrolment or/and visa conditions. Fees will not be refunded and the CoE will be cancelled immediately after the student is notified. This may result in cancellation of the student's visa.

21. Accommodation and Airport Pickup Service

If you require assistance with making arrangements for Accommodation and/or Airport Pickup Service, the Institute will require a minimum of 28 days' notice to arrange accommodation and 14 days for airport pick-up service.

If the student has requested an Airport Pickup Service, on arrival the student will be accompanied from the airport by an approved delegate of the Institute.

22. Students Contact Details

All international students are required to inform the Institute of their Australian residential address within seven (7) days of arrival in Australia and must advise any changes of address or other contact details such as contact number, email address, etc., within five (5) working days.

23. Privacy Protection

College of Nursing Education & Training Australia respects the importance of securing any form of personal information which is collected from the student(s) and/or other Stakeholders. Information collected from students is only utilised for the purpose of gathering information on the student as part of their enrolment, training, assessment, and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.

College of Nursing Education & Training Australia has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's and/or the National Code. No student files will be removed from the Institute's site unless a student is notified beforehand.

Students have a right to access and alter their personal information.

The Institute has the right to all the media images taken by the Institute during the student's studies at the Institute; this includes photographs, video, and DVD images.

24. Changes to Agreed Services

Where there are any changes to the agreed services that will affect the learner, including in the event of College of Nursing Education & Training Australia closing down, the Institute will advise the learner in writing as soon as practicable, this includes changes to any new third-party arrangements or a change of ownership or any changes to existing third-party arrangements.

The registered provider will notify the designated authority (ASQA) and the students enrolled with the registered provider of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

25. Consumer Guarantee the Institute guarantees that the services provided by the Institute will be:

- provided with due care and skill.
- fit for any specified purpose (express or implied)
- provided within a reasonable time (when no timeframe is set for the training).
-

26. Cooling Off Period the Institute protects the rights of the learner including but limited to the Statutory requirements for cooling-off periods.

Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the Academic Manager (a letter or email is acceptable) within 10 business days of enrolment, unless the student has already commenced the training. Please refer to the Refund policy for the process on acquiring a refund.

27. Complaints and Appeals

If a student is experiencing any difficulties, they are encouraged to discuss their concerns with the Academic Manager. The Institute's administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.

If a Staff member or Student wishes to make a formal complaint, they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook. Once the form has been completed, the form should be submitted to the Institute for actioning.

Please refer to the Student Handbook for more details on the complaints and appeals process.

28. Credit Transfer

The Institute recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.

Credit Transfer will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled in. Evidence of competences achieved must be supplied for recognition to be processed (ie presentation of original certificate or transcript).

Please refer to the Student Handbook or contact the office for the procedure on how to apply for a Credit Transfer.

29. Language, Literacy and Numeracy (LLN)

LLN support is available to provide students with advice and support services in the provision of language, literacy, and numeracy assessment services. Students needing assistance with their learning is to be identified upon enrolment. Trainers and staff within the Institute can provide students with support to assist the student throughout the learning process.

Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students are required to have basic skills in:

- Count, check, and record accurately
- Read and interpret.
- Estimate, calculate and measure.

All students are required to meet English language skills as part of their enrolment but may be required to undertake further LLN assessment if identified as being required by the Institute.

30. Support Services the Institute caters to diverse client learning needs and aims to identify and respond to the learning needs of all clients. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion, through their trainer or Student Support Officer.

The Institute is committed to providing clients requiring additional support, advice or assistance while training. Please see the Student Handbook on the types of support provided by the Institute.

To achieve this and to ensure the quality delivery of training and education, the Institute provides client vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the Institute for further counselling and/or assistance.

31. Legislative and Regulatory Requirements

All students will undergo an induction with the Institute, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with an International Student Handbook and Student Handbook, which also includes the student's rights and responsibilities that will affect their participation in vocational education and training.

The student acknowledges that they must observe the Institute's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

32. Age Dependents

Should the student be accompanied by school age dependents, the student must accept responsibility for any primary or secondary school fees. The dependents are not eligible to attend government schools free of charge.

Any school age dependent of a student must be enrolled and attending school during the period that the student is studying with the Institute.

33. Pre-Departure Information

If this is your first time studying in Australia, we recommend that you visit the following website:

<https://www.studyinaustralia.gov.au/english/live-in-australia>, which provides useful information regarding travelling and living in Australia.

34. College of Nursing Education & Training Australia Contact Hours

Office Hours are 9:00 AM to 5:00 PM. Email correspondence is attended to during weekdays only and not weekends and public holidays. The Institute does not take calls or reply to emails outside of office hours, weekends, and public holidays.

Email address: info@nursingeta.com

Phone number: 1300 006 382

Useful Websites

- Australian Government Department of Home Affairs (previously DIBP) <https://www.homeaffairs.gov.au/>
- Australian Skills Quality Authority (<https://www.asqa.gov.au/>)
- International English Language Testing System (<https://www.ielts.org/>) •
www.studyinaustralia.gov.au