Vocational Education Programs
Orientation

THE POSSIBILITIES ARE INFINITE
ORIENTATION PROGRAM

- Welcome to Academies Australasia Polytechnic
  Faculty Head VET Programs: Mr. Reece Thomas

- About Academies Australasia Polytechnic (a.k.a ‘AAPoly’)

- Important information – who’s who?

- Studying at ‘AAPoly’

- About Federation University and University of Canberra Pathways & Programs
ABOUT THE ACADAMIES AUSTRALASIA GROUP

- Academies Australasia is a leading education provider that offers a wide range of services through 18 separately licensed colleges operating in:
  - New South Wales (Sydney) x 9
  - Victoria (Melbourne including Vostro Institute & Spectra) x 4
  - Queensland (Brisbane and the Gold Coast) x 1
  - South Australia (Adelaide) x 1
  - Western Australia (Perth) x 1
  - Singapore x 1

- We offer more than 200 qualifications to thousands of students including English language preparation, Senior High School, Singapore Government School Preparatory Certificate, AQF Certificate Courses, Diploma, Advanced Diploma, Bachelor and Master degree courses.

- We have been operating for more than 100 years and have been listed on the Australian Securities Exchange since 1977.

- A diverse student population (from 119 countries) creates a truly unique learning experience for our students.
ABOUT ‘AAPOLY’ MELBOURNE

- Established in 2001 in Latrobe Street, Melbourne
- Established history for providing excellent tuition in ELICOS (English) and Vocational Education & Training (VET) courses
- Collaboration agreement signed with Federation University in February 2005 for the conduct of Undergraduate and Postgraduate courses in Melbourne
- 2010 - signed agreement (10 years) with Federation University to offer Diploma of Management and Advanced Diploma of Management programs
- 2011 – Australian Skills Qualification Authority (ASQA) Approved to offer ‘AAPoly’s’ own Vocational Programs
- 2012 – Commenced delivering our own Bachelor of Tourism and Hospitality (BTHM) degree programs
- 2013 – ASQA reregistered ‘AAPoly’ for a further 5 years until 2018 as an accredited provider of Nationally Recognised Training Packages to domestic and international students
KEY STAFF

- Ms. Esther Teo:  
  Chief Executive Officer

- Dr. Dass Mohan  
  Academic Dean

- Mr. Reece Thomas:  
  Faculty Head: VET

- Ms. Miranda Biamis:  
  Training Coordinator: VET
WHERE DO YOU GO FOR HELP?

Faculty Head

Mr. Reece Thomas
Room 8.05

Training Coordinator (VET)

Ms. Miranda Biamis
Room 8.08
- General issues
- Complaints & Appeals
- Suggestions
- Attendance Monitoring
- Academic Assistance
- Study Planning
- Course & Academic Progress
- Timetables
- Credit & Exemptions
- Special Consideration
- Legal Advice
- Welfare
- Safety & Compliance

Assistant Managers
(Administration & Student Services)

Ms. Jessica Chiu
Room 7.03
- In-charge of registry and academic support team
- Visa Conditions relating to course progress

Ms. Tracy Huang

Welfare Counseling

Ms. Angela Rivera
Room 7.06
- Free ‘Confidential Service’
- Personal difficulties, Anxieties & Stress
- Someone to talk to
- Emergencies & Health Services
WHERE DO YOU GO FOR HELP?

Student Services Department

- Room 7.02
- Room 7.03

Mr. Tuan Quoc - Nguyen
Ms. Lenore Comrie (Librarian)
Ms. Sunny Han (LMS)
Ms. ‘Wanyi’ Chen (Swanston Street Campus)

Leave Requests
- Resources
- Facilities
- Offer Letters
- COE Documentation
- Document requests: Transcripts, Certificates, Holiday Confirmation
- Course Information
- Timetables
- Subject Credit Exemptions
- Submitting and collecting assessments
- Library Services
- Text Books
- IT Support (LMS, PC & Wifi)
- OSHC Health Services

Trainer & Assessor (s)

- Room 8.13
- As Per Issued Timetables

- Refer to specific units/subjects
- Assessments & Results
- Academic Support

- Difficulties with units/subjects
- Clarifications
- Extensions for assessments
WHERE DO YOU GO FOR HELP?

Finance Department

Accountant

Ms. Rachael Chau
Room 7.04

- Financial Obligations and Commitments
- Student Fee Special Considerations

Marketing Department

Room 8.01

- Future study pathways
- Admissions
STUDYING AT ‘AAPOLY’

Our responsibilities (Us – ‘AAPoly’)

i. To ensure that you complete your studies within the nominated C.O.E period

ii. To provide you with the relevant support, guidance and assistance including legal advice, emergency and health services and notifications and advice of Visa Conditions relating to course progress when required and requested

iii. To ensure that throughout your enrolment you have access to quality teaching and the appropriate learning facilities and resources
STUDYING AT ‘AAPOLY’

- Your responsibilities (You the Student)

  i. Attend all timetabled and online classes
  ii. Take advantage of available facilities and resources
  iii. Give priority to your studies
  iv. Seek support, assistance, clarification and advice early
  v. You are encouraged to speak to the Student Counsellor, Trainers or the Faculty Team if you have any special learning needs.
  vi. Manage your finances effectively (where applicable)
  vii. Notify ‘AAPoly’ of any compelling circumstances so we can provide you the relevant guidance, advice and support
  viii. Comply with the rules and regulations of Australia, Victoria, Federation University, University of Canberra and Academies Australasia Polytechnic
COURSE PROGRESSION & ATTENDANCE

- Students’ course progress is carefully monitored to ensure compliance with the relevant regulatory requirements.

- To meet the requirement for satisfactory course progress, students enrolled for courses with durations of more than one year must pass a minimum of 50% of the subjects allocated in a term.

- Attendance minimum is 80% of scheduled classes

- Students enrolled for courses with durations of two (2) terms or less (6 months) must endeavour to complete all subjects allocated in each term. This will enable you to complete the course within the expected duration.

- Course progress is monitored based on the duration of the course a student is enrolled in.

- Warning letters such as First Warning Letter, Second Warning letter and Final Warning Letter are sent to students by email. Intention to report letters are sent to students by email and by post.
LANGUAGE, LITERACY & NUMERACY (LLN)

- Texts and tasks typically found in the workplace

- Accredited LLN practitioners for consultation and verification of approaches as required to support you during your studies

- Training and assessment tools are based on the Australian Core Skills Framework (ACSF) levels

- Where appropriate and practical, workplace-specific tools, equipment, materials and industry software packages can be made available for additional support.
ONLINE STUDIES

- Online Studies are supported by AAPoly’s Digital Policy (eLearning)
- Online Studies are compulsory and are a course requirement.
- Student Online Course progress is monitored; it is a Student VISA and a course requirement as per any lesson delivered Face to Face in a classroom at any of Academies Australasia Polytechnic campuses.
- To be accredited individual online attendance you are only required to login online a minimum of five (5) hours per week. AAPoly’s Digital Policy discusses online commitments and AAPoly’s expectations in further detail.
- Nominated Trainer’s and Assessor’s, as per issued timetables, will advise you of your Online Timetabled requirements, commitments and expectations for scheduled online or blended learning classes each term.
ACADEMIC WRITING, REFERENCING & PLAGIARISM

- AAPoly uses the ‘APA Referencing System’
- Understanding the requirements of Referencing
- Report writing: structure, language, organising information
- Case studies: providing the appropriate response to questions
- Researching and extracting information: not ‘copy and paste’
- References: in-text citations & reference list preparation (cover in Academic referencing)
- Plagiarism: What is it? AAPoly’s Expectations, Policy and Procedures
REASSESSMENT POLICY

- What happens if you achieve a ‘NYC’ Not Yet Competent (Fail) or ‘NS’ Not Satisfactory grade for a unit or subject?

- Note Re-assessment is not an automatic process.

- Note there is a Re-assessment Fee

- You will need to apply for Re-assessment or Special Consideration, and you will need to meet a minimum attendance of: **80%, this includes online units and logging in at least one time per week.**

- Depending on the units or subjects, you might also need to attempt all assessment tasks to be eligible for re-assessment.

- The basic rule is: Come to class, and attempt all assessment tasks.

- Lookout for updates on the guidelines that will be posted on the noticeboards, communicated via LMS AAPoly, email and social media.

- Furthermore a copy of the policy for reassessment and special consideration is embedded in your orientation USB.
UNIQUE STUDENT IDENTIFIER (USI)

- USI is a reference number made up of numbers and letters.

- Creating a USI is free and is a requirement of your enrolment. [https://portal.usi.gov.au/student/TermsAndConditions?ReturnUrl=%252fstudent%252f](https://portal.usi.gov.au/student/TermsAndConditions?ReturnUrl=%252fstudent%252f)

- It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it’s yours for life.

- The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual’s nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

- The USI will:
  
  i. link a student's VET achievements, regardless of where in Australia they did the course.
  
  ii. let students easily access secure digital transcripts of their achievements (transcripts will be available from April 2016).
  
  iii. give students more control over their VET information.

Reference: Student Identifiers Act 2014
SIT30816 CERTIFICATE III IN COMMERCIAL COOKERY

- This qualification reflects the role of commercial cooks who use a wide range of cookery skills. They use discretion and judgement and have a sound knowledge of kitchen operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

- 40 course study weeks

- 25 units/subjects, 10 weeks per academic term and includes Work based Training

- Students will graduate with the SIT30816 Certificate III in Commercial Cookery

- Classes held at 628 Bourke Street & 488 Swanston Street

- Graduates can opt to continue with SIT40413 Certificate IV in Commercial Cookery or choose to enter an undergraduate degree with potential credits
BSB42015 CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

- This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts

- 20 study weeks

- 12 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue with BSB51915 Diploma of Leadership & Management or choose to enter an undergraduate degree with potential credits
This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts.

- 20 study weeks
- 12 units/subjects, 10 weeks per academic term
- Classes held at 628 Bourke Street
- Graduates can opt to continue to the BSB52415 Diploma of Marketing & Communication or choose to enter an undergraduate degree with potential credits
SIT40116 CERTIFICATE IV IN TRAVEL & TOURISM

- This qualification reflects the role of skilled operators who use a broad range of tourism or travel skills and sound knowledge of industry operations to coordinate travel or tourism services.

- They operate independently or with limited guidance from others and use discretion to solve non-routine problems. Many people have supervisory responsibilities and plan, monitor and evaluate the work of team members.

- 30 study weeks

- 19 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue to the SIT50116 Diploma in Travel and Tourism Management or choose to enter an undergraduate degree with potential credits
SIT40516 CERTIFICATE IV IN COMMERCIAL COOKERY

- This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

- This qualification provides a pathway to work in organisations such as restaurants, hotels, clubs, pubs, cafes and coffee shops, or to run a small business in these sectors.

- 20 study weeks (Pathway Program with Credit Exemptions)

- 12 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue to the SIT50416 Diploma of Hospitality Management or choose to enter an undergraduate degree with potential credits
BSB51915 DIPLOMA OF LEADERSHIP & MANAGEMENT

- This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

- 30 study weeks

- 12 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue to the BSB61015 Advanced Diploma of Leadership & Management or choose to enter an undergraduate degree with potential credits
BSB51415 DIPLOMA OF PROJECT MANAGEMENT

- This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives.

- They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

- 40 teaching weeks program

- 12 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue with the BSB61215 Advanced Diploma of Program Management
BSB52415 DIPLOMA OF MARKETING & COMMUNICATION

- This qualification applies to individuals with a sound theoretical knowledge base in marketing and communication and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff and lead teams.

- 30 teaching weeks program

- 12 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue with the BSB61315 - Advanced Diploma of Marketing & Communication
FNS50215 DIPLOMA OF ACCOUNTING

- This qualification reflects professional accounting job roles in financial services and other industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources.

- They apply initiative to plan, coordinate and evaluate their own work and guidance to others within defined guidelines.

- 40 teaching weeks program

- 11 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue to the FNS60215 Advanced Diploma of Accounting or choose to enter an undergraduate degree with potential credits
ICT50115 DIPLOMA OF INFORMATION & TECHNOLOGY

- This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

- 40 teaching weeks program

- 20 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue to the ICT60115 Advanced Diploma of Information Technology or choose to enter an undergraduate degree with potential credits
SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT

- This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

- This qualification provides a pathway to work in any hospitality industry sector as a departmental or small business manager. The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

- 40 teaching weeks program

- 28 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue to the SIT60316 Advanced Diploma of Hospitality Management or choose to enter an undergraduate degree with potential credits
BSB61015 ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

- This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

- 30 teaching weeks program

- 12 units/subjects, includes online component, 10 weeks per academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue with an undergraduate degree with potential credits.
This qualification is designed to reflect the role of individuals working in accounting and seeking professional identification. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities.

They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

- 40 teaching weeks
- 14 units/subjects, includes online component, 10 weeks per academic term
- Classes held at 628 Bourke Street
- Graduates can opt to continue to an undergraduate degree with potential credits
SIT60316 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

- This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

- This qualification provides a pathway to work in any hospitality industry sector and for a diversity of employers including restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multi-skilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

- 10 teaching weeks program (Pathway Program with Credit Exemptions)

- 5 units/subjects, includes online component, 10 week academic term

- Classes held at 628 Bourke Street

- Graduates can opt to continue to an undergraduate degree with potential credits
ORIENTATION PACK

- Orientation is compulsory
- Make sure you have signed the attendance list
- Collect your Orientation USB and make sure you are familiar with the various processes and documentation that will affect your studies and enrolment
- Keep the ‘Emergency Contact’ card in an easy-to-find location
- Your computer password and access card allows you to gain access to ‘AAPoly’s’ resources and facilities – look after them carefully!
FACILITIES

- Bourke Street Campus Facilities Tour
Student Counsellors

Angela Rivera
Monday - Wednesday

Please make appointment through the Reception or via email
STUDENT COUNSELLOR

- Listen to your concerns
- Help you clarify issues
- Assist you to find your own solutions

- Confidential
- Non-judgmental

- Monday,
- Tuesday
- Wednesday

- Emailing
- Booking appointment in Reception
- Emergencies emergency contact number