

# INTERNATIONAL STUDENT HANDBOOK 2025



**Barkly  
International  
College**

[www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

RTO No.: 22238 | CRICOS No.: 03136D

## *Welcome to Barkly International College!*

Dear Students,

Welcome to Barkly International College! We are thrilled to have you join our vibrant and diverse community of learners. As you embark on this exciting journey of education and personal growth, we want you to know that we are here to support you every step of the way.

At Barkly, we pride ourselves on offering a high-quality education that not only equips you with the skills and knowledge needed for your chosen career but also fosters a lifelong love of learning. Our dedicated faculty and staff are committed to providing a nurturing and stimulating environment where you can thrive academically and personally.

**Our Vision is: *"We Open Opportunities and We Inspire Success"***

**Our Mission; *is dedicated to excellence and innovation in teaching, assessment and learning outcomes of its students. BIC welcomes and supports students from all over the world and contributes in the transfer of knowledge and develops high quality scholars in their commitment and pursuit of excellence.***

We encourage you to make the most of your time here by actively participating in classes, engaging with your peers, and seeking out new experiences. Remember, your journey at Barkly is what you make of it, and we are confident that you will achieve great things.

If you have any questions or need assistance, please do not hesitate to reach out to our support teams. We are here to help you succeed.

Once again, welcome to Barkly International College. We look forward to seeing you flourish and achieve your dreams.

Warm regards,

*Evelin Cruz*

Chief Executive Officer

## Purpose of the Student Handbook

The information contained in this document has been developed to assist students who are considering undertaking a course with Barkly International College herein (BIC) to understand their rights and responsibilities. We want to make sure that as a student, you have access to all the relevant information as you embark on your learning experience. This document will help you make informed decisions and help you understand how you can seek assistance when needed.

We invite all students to share our vision of accessible and inclusive education. At BIC we are committed to providing opportunities for everyone to access and participate in learning, enabling all students to achieve their learning outcomes.

BIC is committed to maintaining the highest ethical standards in all our operations. We undertake to act with integrity at all times, ensuring that our activities are conducted honestly, fairly, and accurately to provide genuine value to our clients and students.

## Student Induction & Acknowledgement

Before deciding to apply to study at BIC and completing and signing your enrolment form, please ensure that you have thoroughly read this handbook and understand all its contents.

If there is any information you do not understand, we strongly encourage you to contact us at [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au), call (03) 9600-2996 or please feel free to visit us in person at Level 1, 377 Lonsdale St, Melbourne 3000 to speak with one of our friendly team members at Barkly International College.

By completing, signing, and submitting your application form, you are acknowledging that you have read and understood the contents of this handbook.

***Thank you for choosing Barkly International College. We look forward to supporting you on your educational journey.***



# COLLEGE CONTACT DETAILS

## City Campus (Head Office)

### Street Address

Level 1, 377 Lonsdale St, Melbourne VIC 3000

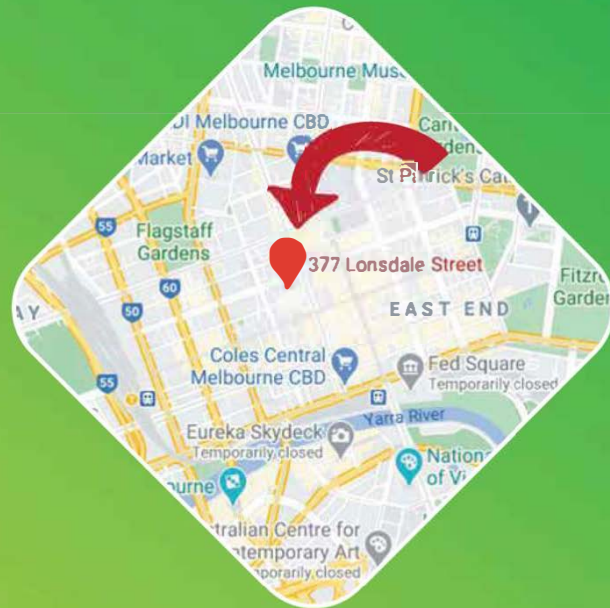
### Postal Address

Level 1, 377 Lonsdale St, Melbourne VIC 3000

**Phone:** (03) 9600 2996

**Email:** [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au)

This location is on a main road in the centre of Melbourne. It is easily accessed by train with frequent services to Melbourne Central Station which is a 5 minute walk from the College.



## North Melbourne Campus and Automotive Workshop

### Street Address

49-51 Henderson St, North Melbourne VIC 3051

### Postal Address

49-51 Henderson St, North Melbourne VIC 3051

**Phone:** (03) 8686 2233

**Email:** [reception@barklycollege.vic.edu.au](mailto:reception@barklycollege.vic.edu.au)

This location is in walking distance to Macaulay Station, Kensington Station and North Melbourne Station. Limited street parking is available.

Australia, officially known as the Commonwealth of Australia, is a sovereign country comprising the mainland of the Australian continent, the island of Tasmania, and numerous smaller islands. Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforest, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent. Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants, which are unique on the planet. The surface geology is typically old and flat with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

Australia is the largest country in Oceania and the world's sixth-largest country by total area. The Economist Intelligence Unit ranked Melbourne the world's most liveable city for seven consecutive years, from 2011 to 2017.

Australia is also home to 6 of the 100 best universities in the world!

# AUSTRALIA







About 36 per cent of Victoria is forest. The Murray is the State's longest river and there are a number of large inland lakes. Victoria's vast coastline extends over 1600 kilometers, bordering the Southern Ocean and Bass Strait and separating the Australian mainland from Tasmania.

Victoria is the most densely populated of Australia's 8 States and Territories. Some 26 per cent of all Australians live in Victoria and, of those, most reside in Melbourne, the nation's second largest city and capital of this state.

# VICTORIA



Melbourne is the capital of the State of Victoria. It is situated on the Yarra River and around Port Phillip Bay with its beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places that Australian space and natural resources allow.

Melbourne is a world-renowned cultural, artistic, financial and communications centre served by an international airport, a cargo and passenger seaport, and rail links to neighbouring States.

One quarter of Melbourne's population was born overseas making it one of the world's most multicultural cities. There are now people from 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and over 2,300 elegant restaurants, bistros and cafes. Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.

The population is approximately 4 million. Melbourne is a sprawling city with suburbs extending up to 50km from the centre of the city.

The city centre is on the banks of the Yarra River, 5km from Port Phillip Bay.

The city centre features world class

- department stores
- historical architecture
- theatres, galleries and arts centres

Melbourne is only a short distance from many beautiful beaches as well as the Victorian mountain regions, where skiing is popular during winter.

The city and surrounding suburbs are well serviced by a public transport network of buses, trains and trams.

A multicultural city enriched by 170 ethnic groups. Sometimes called the culinary capital of Australia, Melbourne has a vast array of restaurants, offering a variety of international cuisine.

Bustling Chinatown in the heart of the city, serves up the finest of Asian cuisine and culture. Several other Melbourne streets are dedicated to Vietnamese, Japanese, Italian and Greek food - cuisine to suit every palate and many to suit a student's budget.







## WEATHER AND CLIMATE

Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Below is a guide to the average daily temperatures.

Spring **September to November**  
9-22°C  
Summer **December to February**  
14-27°C  
Autumn **March to May**  
10-24°C  
Winter **June to August**  
7-16°C

Melbourne does not have a specific wet season; it can rain at any time of the year. Melbourne is well known for having unpredictable weather which occasionally consists of elements of each of the four seasons in one day! From tropical rainforests to arid deserts there are many landscapes to see. The hottest months in most parts of Australia are January and February and the coldest June and July. If you are arriving during these months you will need to prepare accordingly as the temperatures can be quite extreme.

## 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.







## ART

Australian contemporary arts reflect the world's oldest continuous cultural traditions and also a diverse, multicultural society. Our visual and performing arts communities receive international acclaim for their vibrancy, originality and cutting-edge work in the arts, literature, stage and cinema, dance, classical music and contemporary Australian rock music.

The National Museum of Australia opened as part of Australia's Centenary of Federation celebrations in 2001. It is co-located with the Australian Institute of Aboriginal and Torres Strait Islander Studies in the nation's capital city of Canberra and adds to more than 1000 museums throughout Australia.

## FESTIVALS

- International Comedy Festival
- International Festival of the Arts
- Chinese New Year
- Parade Moomba Festival

## INTERNATIONAL SPORTING EVENTS

- Spring Racing Carnival (Melbourne Cup)
- Australian Open (Grand Slam tennis)
- Grand Prix Motor Racing

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. Within the education and training system about 15 per cent of those of working age studying for an educational qualification have English as a second language. More than 800,000 Australians speak a European Union language, apart from English, in the home. Another 800,000 Australians speak an Asian language in the 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. While there are some minor differences in accent between the cities and country areas, the difference is much less than you will find in America, Britain and Canada where French is also spoken. As you improve your English in Australia, you will learn some of our slang, 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.*





# HEALTH CARE

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Australia has a very good health care system. All Australians pay a Medicare levy (additional tax) to fund the public health system and ensure everyone gets access to public system doctors, hospitals and other health care services. People who pay extra into a private health insurance fund receive certain privileges when they use private health care services. As well as the usual services available in just about any Australian suburb or town, most Australian institutions also provide special health care services and advice for students.

International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa.

Please visit the (study Australia OSHC page) <https://www.studyaustralia.gov.au/en/plan-your-move/overseas-student-health-cover-oshc> for more information on OSHC

# FOOD

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Australia has a fantastic variety of food. Our top quality meat, seafood, fruits and vegetables are exported to markets all around the globe. There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the foods that you are used to at home.

You can sample almost every type of cuisine available throughout the world in our many restaurants. There are elegant restaurants or typical Aussie pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes. And for those who like takeaway, most of the major global fast food chains are well represented. The adventurous can try some of our 'bush tucker'.





# BEFORE ARRIVING IN MELBOURNE



## APPLYING FOR A STUDENT VISA

Before travelling to Australia as an International Student, you will need to apply for a Visa through the Department of Home Affairs (DHA). A migration agent can help you with this process and advise you about the documents you will need to prepare and provide to apply for your Visa.

Please visit (<https://immi.homeaffairs.gov.au/>) for more information on how to apply for student visa.

## TRAVEL ARRANGEMENTS

You will need to arrange your own travel to Melbourne. We advise arriving one or two weeks prior to the commencement of your study to give yourself time to settle in and adjust to the new time zone. Melbourne Tullamarine International Airport is the closest airport to the Melbourne CBD. You can visit the website for more information: [www.melbourneairport.com.au](http://www.melbourneairport.com.au)

## ARRIVAL CHECKLIST

Once you arrive in Melbourne, here are a few important things you should do:

- Contact your family to let them know you have arrived in Melbourne safely
- Arranged your accommodation
- Opened a bank account and exchanged your cash (if required) Collected the details of your Overseas Student Health Cover (OSHC) Researched local transportation, supermarkets, medical services and amenities
- Made arrangements for your children and family members (if required) Finalised your enrolment
- Familiarised yourself with the college campus
- Learn about the emergency services available to you
- Updated your contact details with the college and DHA



# ENTRY INTO AUSTRALIA

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Once you arrive in Australia you will need to pass through immigration and customs before exiting the Airport. Be sure to declare all items that may require treatment. Failure to declare or dispose of any quarantine items or make a false declaration about the items you are carrying will be detected and may result in on the spot fines, prosecution and fines of up to AUD\$60,000 and up to 10 years imprisonment. Some products require treatment to make them safe. Items which are restricted due to the risk of pests and disease will be seized and destroyed by the Australian Quarantine and Inspection Service (AQIS).

For more detailed information about bringing in food, animals, plants, animal or plant materials or the like, visit:

<https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in/overview>

## TRANSPORT FROM THE AIRPORT

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There are several forms of transportation available from the Tullamarine Airport to Melbourne CBD including public buses, Skybus and Taxis. For more information, you can visit the following websites:

Public Buses:

*Airport buses - Public Transport Victoria*  
([ptv.vic.gov.au](http://ptv.vic.gov.au))

Skybus:

[www.skybus.com.au](http://www.skybus.com.au)

Silvertop Taxis:

[www.silvertop.com.au](http://www.silvertop.com.au)

Black Cabs:

[www.13cabs.com.au](http://www.13cabs.com.au)



# ACCESSING MONEY

Before leaving your home country, it is important to contact your bank/financial institution to discuss fees, charges, accessing your funds safely from Australia. You need to ensure that you have sufficient funds to support yourself upon arrival in Australia. It is recommended that you have \$1,500 - \$2,000 available for the first two to three weeks for accommodation, transport, groceries etc. You should have this money available in the form of travelers cheques or an international credit card. It is not recommended that you carry large amounts of cash as if lost, it cannot be replaced.



## CURRENCY EXCHANGE

Only Australian Currency is accepted in Australia. If you have overseas currency you can exchange it at the airport, a bank or one of the many foreign exchange branches throughout Melbourne's CBD.

## ARRANGING ACCOMMODATION

High quality, safe student accommodation is available throughout Melbourne and Regional Victoria. You can find more information about the accommodation available by visiting: <https://studymelbourne.vic.gov.au/living-here/accommodation> There are many types of long term and short term accommodation available to students.



# TYPES OF ACCOMMODATION

## HOTELS, MOTELS AND BACKPACKERS

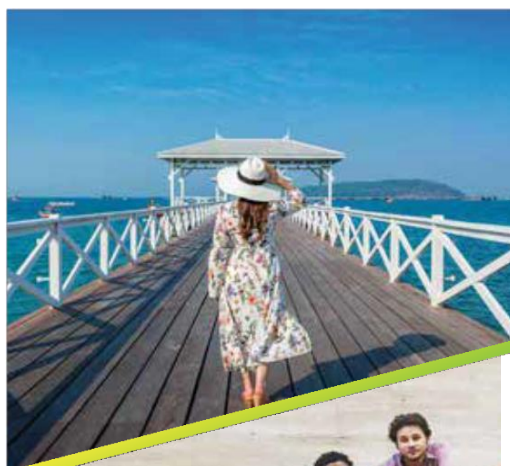
It is important to remember that the quality and comfort of accommodation will be reflected in the price. Hotels and Motels can be quite expensive but usually provide all of the necessities whereas, backpackers are much less expensive but you may be required to supply your own pillow and sleeping bag/blanket.

## STAYING WITH FRIEND OR FAMILY MEMBERS

If you have family members or friends who have already settled in Australia, you may be able to arrange to stay with them temporarily until you find long-term accommodation. This could be beneficial in many ways as your family and friends can also offer support and guidance while you are settling in.

## RENTAL ACCOMMODATION

If you chose to rent a home, you will have the luxury of choosing where you want to live, who you want to live with and the furniture you would like to have in your home. You will also need to pay for utilities (gas, electricity, water, phone, internet etc.) on top of the rent which can be anywhere upwards of \$150 per week. When entering into a lease agreement, you will also need to pay a rental bond and the first 4 weeks of rent upfront before receiving the keys for the accommodation. The rental bond is held until the end of the lease and will cover any damages to the property during your occupancy. If there are no damages, you will receive the full refund of the bond.



## STUDENT ACCOMMODATION

There are many student apartments available in the CBD. Student accommodation is close to the campus and all amenities and can be found within the free tram zone. You can choose to rent a student apartment on your own or share with other students to cut costs. Many of the student accommodation blocks have shared facilities and you will have the added benefit of living among other students.

## GETTING AROUND

Navigating the public transport network in Melbourne can take some getting used to. You can get a Visitor Pack for AUD\$14.00. Visitor Packs are available from the Melbourne Visitor Centre at Federation Square, the PTV Hub at Southern Cross Train Station and the Skybus terminals at Melbourne Airport. The Visitor Pack contains a Myki Card (pre-loaded with \$8 of Myki Money), a public transport map and information on how to use Myki. You can visit [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au) for more information about the Public Transport Network and Myki including fares and schedules etc.



# SHOPPING

Melbourne is known as the shopping and fashion capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets. There are several shopping complexes within the CBD such as Melbourne Central, QV, Melbourne Emporium and Bourke Street Mall. If you would like to explore outside of the city, Chadstone Shopping Centre is Australia's largest shopping complex. City shops usually open between 9:00am - 5:00pm however, this can vary from store to store.



## COST OF LIVING IN MELBOURNE

### ACCOMMODATION

<b>PROPERTY</b>	<b>RENT PER WEEK</b>
Hostels and Guesthouses	AU\$90 to AU\$150
Shared Rental	AU\$95 to AU\$215
On Campus	AU\$110 to AU\$280
Home Stay	Up to AU\$345
Rental	AU\$185 to AU\$440
Boarding Schools	AU\$11,000 to AU\$22,000
Shared Houses	AU\$225 to AU\$243
One Unit Bedroom	AU\$410 to AU\$480
Managed Apartment	Up to AU\$487

### OTHER LIVING EXPENSES

<b>ITEM</b>	<b>COST PER PERSON PER WEEK</b>
Groceries and eating out	AU\$154 to AU\$280
Food	AU\$15 to AU\$250
Gas, electricity	AU\$10 to AU\$20
Phone and Internet	AU\$15 to AU\$30
Public transport	Up to AU\$50
Car (after purchase)	AU\$150 to AU\$260
Entertainment	AU\$30 to AU\$150

SOURCE - Cost of Living Calculator (studyaustralia.gov.au)

SOURCE - Living and education costs in Australia (studyaustralia.gov.au)





# COST OF LIVING

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The Department of Home Affairs has financial requirements you must meet in order to receive a student visa for Australia.

Refer to the step by step Student Visa Subclass 500 application and Document Checklist Tool for details on how to provide the evidence required to cover the costs of your stay, including your travel, study and living expenses.  
10th May 2024 12 month cost of living;

Student or guardians- AUD 29,710  
Partner - AUD 10,394  
Dependent child - AUD 4,449

The Home Affairs website covers in more detail how to work out how much money you might need to cover the costs of your stay in Australia as international student.

The Insider Guides 'Cost of Living Calculator' is also a useful, practical tool to help estimate your cost of living in Australia <https://insiderguides.com.au/cost-of-living-calculator/>

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## GREAT OCEAN ROAD

The Great Ocean Road is a breathtaking 243km scenic drive along the coast of Victoria with pit stops in some of the most beautiful beaches and seaside towns in the country. Towards the end of the drive you will come across the 12 Apostles which is one of Victoria's most popular tourist destinations.

## LUNA PARK

Luna Park Melbourne is a historic amusement park located on the foreshore of Port Phillip Bay in St Kilda, Melbourne, Victoria. It opened on 13 December 1912, with a formal opening a week later, and has been operating almost continuously ever since.

## PHILLIP ISLAND

Phillip Island, a popular day trip from Melbourne, lies just off Australia's southern coast. At Summerland Beach, spectators gather daily at sunset to watch the Penguin Parade, when Little penguins come ashore in groups. The Nobbies outcrop is the viewing site for Seal Rocks, home to a large colony of Australian fur seals. The Phillip Island Circuit is a well-known track for motorcycle and car racing.

## GREAT OTWAY NATIONAL PARK

Rainforest in Victoria is rare, covering only 0.14% or 32,000 hectares of Victoria's total area. Although relatively small in overall size, these rainforests are the home to 30% of all Victoria's rare or threatened flora species. Great Otway National Park is described as "A land where ancient giants meet ferocious waters" – check it out to see how it got its reputation!

## GRAMPIANS NATIONAL PARK

Grampians National Park is a nature reserve in Victoria, Australia. It's known for its sandstone mountains, wildflowers and wildlife including echidnas and wallabies. Near the village of Halls Gap, the Brambuk Aboriginal Cultural Centre gives insight into local Aboriginal history and rock art. Trails lead to waterfalls like towering MacKenzie Falls and lookouts such as the Balconies, with views of the Victoria Range.



**Great  
Ocean Road**



**Luna Park**



**Phillip  
Island**



**Great Otway  
National Park**



# VICTORIAN PUBLIC HOLIDAYS 2025



**1<sup>ST</sup> JAN**

WEDNESDAY  
NEW YEAR'S  
DAY



**25<sup>TH</sup> APR**

FRIDAY  
ANZAC  
DAY



**27<sup>TH</sup> JAN**

MONDAY  
AUSTRALIA  
DAY



**9<sup>TH</sup> JUN**

MONDAY  
KING'S  
BIRTHDAY



**10<sup>TH</sup> MAR**

MONDAY  
LABOUR  
DAY



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FRIDAY  
BEFORE AFL GRAND  
FINAL



**18<sup>TH</sup> APR**

FRIDAY  
GOOD  
FRIDAY



**4<sup>TH</sup> NOV**

TUESDAY  
MELBOURNE CUP'S  
DAY



**19<sup>TH</sup> APR**

SATURDAY  
BEFORE EASTER  
SUNDAY



**25<sup>TH</sup> DEC**

THURSDAY  
CHRISTMAS  
DAY



**20<sup>TH</sup> APR**

SUNDAY  
EASTER  
SUNDAY



**26<sup>TH</sup> DEC**

FRIDAY  
BOXING  
DAY



**21<sup>ST</sup> APR**

MONDAY  
EASTER  
MONDAY

# CLASS EXCURSIONS

As part of your course at BIC, your trainer will take you and your classmates on group excursions. The aim of this is to familiarise students with Melbourne and its history and to introduce you to the culture Melbourne has to offer.

Below are some of the places your class may go on excursions to:

- Melbourne Museum
- Federation Square
- Sealife at Melbourne Aquarium
- Science works
- IMAX Cinema
- National Gallery of Victoria
- Shrine of Remembrance
- Royal Botanical Gardens
- Royal Melbourne Zoo
- State Library
- National Sports Museum
- Queen Victoria Market
- Arts Centre



These are all iconic attractions in Melbourne.

Your trainer may also organise trips to places relevant to your course such as the F1 Grand Prix or the Foodie Trails.

Whichever you attend, you are sure to have a fun-filled, educational experience!



# BIC ANNUAL GRADUATION CEREMONY

We are so proud of all of our students and their accomplishments which is why each year, BIC holds a Graduation Ceremony for all of the students who successfully completed their course in that year.

The Graduation Ceremony is for the entire college which means students from every course will be able to celebrate their achievements together.

Graduates will be required to pay a ticket price which will cover the following:

- Admission into the venue
- Cap and Gown hire
- Professional Photo of the student receiving their certificate
- Snacks and refreshments

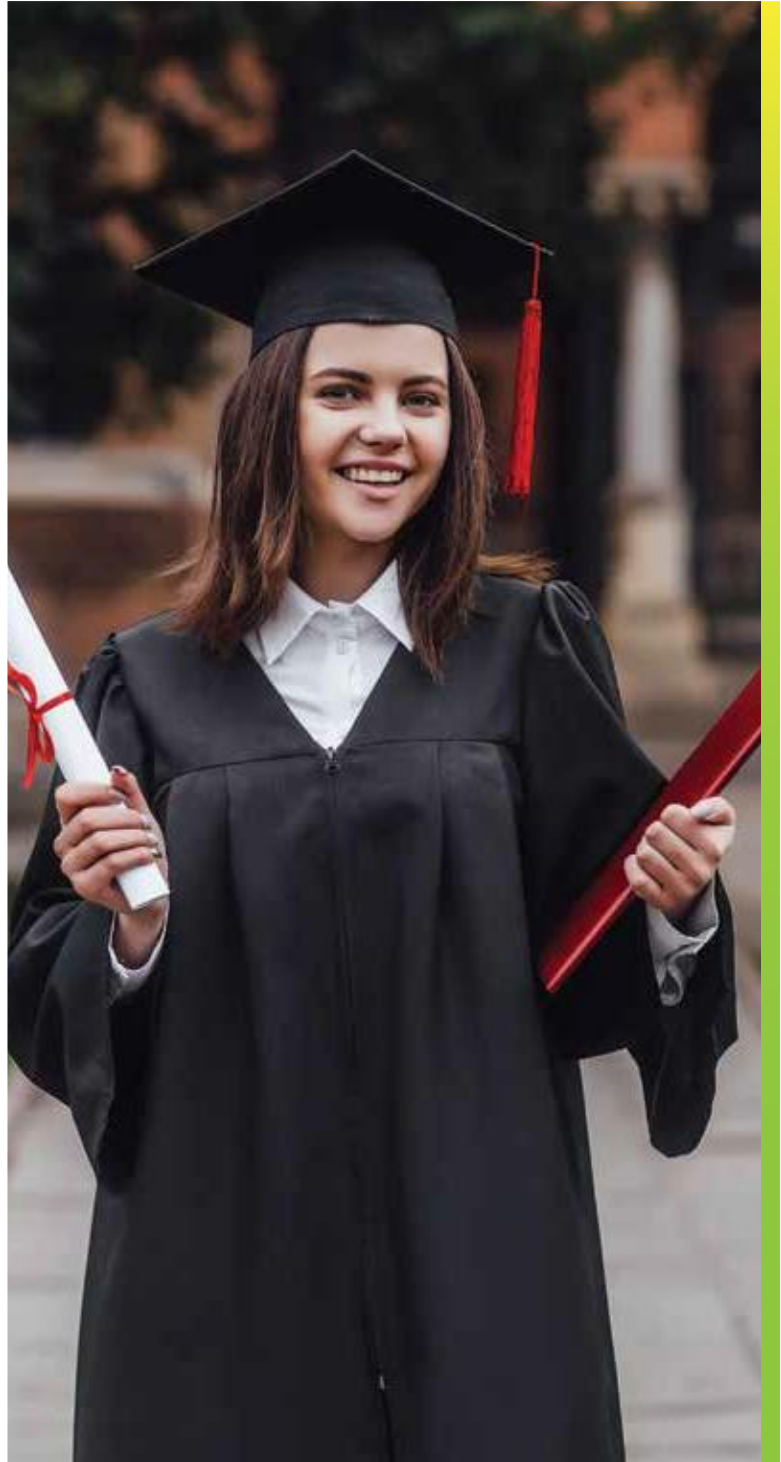
The Graduation is held at a luxury venue in Melbourne which is easily accessible for everyone and usually takes place on a Friday or Saturday evening in November.

Students will be allowed to bring guests however, the guests will also have to purchase tickets.

There are also special awards which are given to students for outstanding efforts such as the Best Problem Solver, Best Team Player and Best Attendance awards.

The Graduation Ceremony is streamed live on the BIC Facebook and Instagram accounts which means your friends and families can tune in and watch you Graduate.

Students who have successfully completed a course in the respective year will receive an invitation to submit their expression of interest to attend the graduation ceremony. Venue, date, time and ticket price will depend on how many students will attend the graduation ceremony.



# Student Information

## Course Information

For detailed, course-specific information, please refer to our website [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) and or our Student Prospectus. Each course page provides an overview of the course content, assessments required, and vocational outcomes. This student agreement contains all relevant general information about the course you have chosen to study.

## Unique Student Identifier (USI)

The Unique Student Identifier (USI) is a national government initiative introduced on 1st January 2015 for all students. Your USI account will contain all your nationally recognised training records and results completed from this date onwards. This system assists in verifying your training records when starting employment or enrolling in new training programs. All students are required to provide BIC with a verified USI before any certification can be issued. For more information on the USI and how it impacts you, please visit the USI website at [USI Website](http://USI Website).

## Enrolment

All applicants must apply via the BIC website:  
<https://www.barklycollege.vic.edu.au/online-application-enrolment-form/>

Enrolment into some of BIC's courses are subject to meeting prerequisite qualifications and conditions. Specific details of the prerequisites for each training course are available in the individual course documentation provided prior to enrolment. All course information can be found on our website [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) or in the Student Prospectus.

## ENTRY REQUIREMENTS

Minimum age requirements

All students must be of 18 years of age or over at the time of applying for admission at Barkly International College.

## English Language Entry Requirements for International Students

International students applying for course with BIC, whether off-shore or on-shore, must meet the following criteria:

## English Language Proficiency

### i) IELTS Requirements:

- A minimum IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course.

**Note:** IELTS results older than two years are not acceptable.

OR

### ii) Study in English-Speaking Countries:

- Evidence that the applicant has studied in English for at least two years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, or United States.

OR

### iii) Completion of Prior Education in Australia:

- Evidence that, within two years of their signed written agreement date\*\*, the applicant has successfully completed in Australia a foundation course, a Secondary Certificate of Education, or evidence of having studied a substantial part of a Certificate IV or higher-level qualification from the Australian Qualifications Framework.

## Pre Training Review (PTR)

Prior to making an offer, BIC will review the applicant's current competencies, English proficiency, support needs, and oral communication skills to determine the most suitable course aligns with their desired outcomes. This conducted by students completing a PTR form at the application stage.

## Language Literacy and Numeracy (LLN)

- All applicants must possess sound learning, reading, writing, and numeracy skills, as these are essential for completing course-related work.
- All students shall undertake a 'Pre-training Review' to ensure that individual needs can be identified and to confirm their chosen course of study is suitable and to identify any possible strategies to assist the student where there are any identified learning needs. This pre-training review includes a pre-training review interview and an online LLN quiz. These will be undertaken at the RTO premises once the student is located in Australia and prior to the course commencement (most commonly at student orientation unless otherwise organised)
- This process identifies any specific learning requirements of the individual student so that the RTO can provide support mechanisms to assist the student achieve a successful outcome. As all students have an entry requirement of IELTS 6.0 it is assumed that students have an appropriate LLN level. However, the RTO will require students to undertake an online LLN quiz and achieve a LLN ASCF level of 4 in all 5 core skills (Learning; Reading; Writing; Oral Communication (listening); and Numeracy). Barkly International College will conduct a pre-training interview and a LLN test to identify any possible strategies to assist the student where there are any identified learning needs. This pre-training review will occur prior to commencement and will be undertaken on campus in a supervised environment.
- Students who can achieve an ACSF level 4 across all core skills will be able to commence the program without any direct additional support mechanisms..
- Students who achieve an ACSF level 3 in any of the core skills will be accepted into the course of study, however they will be required to have an individual 'LLN support plan' in place to identify strategies in place to assist and support the student through their learning journey. (please see 'Meeting Individual Needs Policy' for information on the process of the support plan)
- Students who achieve an ACSF level 2 or lower in any of the core skills do not have the required skills to successfully obtain the qualification applied for and will be referred to explore other training pathways. This may include alternative course enrolment at a lower AQF level, enrolment in ELICOS courses, or another alternative. This guidance will be provided by the Training Manager and the student enrolment status will be updated accordingly by student administration.



If an applicant does not meet the prerequisite conditions, we will make every effort to assist them in understanding their options for meeting the standards.

### **Recognition of Prior Learning (RPL)**

RPL is assessed at application stage, but you may still apply after enrolling if you believe you may be eligible.

RPL means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

You can use a variety of documentation to apply for RPL. This includes, but is not limited to:

- records of completed training
- assessment items
- assessment records
- declarations from a student's employer

Your BIC assessor will evaluate the evidence to decide if further training or assessment is required.

If RPL is granted with one or more credits, your course duration will be reduced and course fee adjusted accordingly.

Applicants are encouraged to apply for RPL if they consider there may be eligible or discuss further with BIC.

RPL Assessment costs \$250 per unit you are wanting to have assessed. This cost is in accordance with our Fees and Charges Policy and Procedure available at [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Recognition of Prior Learning Policy and Procedure

### Credit transfer (CT)

Is assessed at application stage, but you may still apply after enrolling if you realise you have previously studied that unit possibly a superseded version.

Credit Transfer is recognition that you've previously completed a unit of your course through VET or higher education.

To receive a credit transfer for a unit you must provide formal evidence that you've previously completed the unit or a unit which matches in content and outcome. Formal evidence can be a qualification certificate or transcript, statement of attainment or your USI transcript. When credit is recognised, you don't need to repeat training or assessment for that unit reducing your course duration and your course fee will be adjusted accordingly.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Credit of Prior Studies Policy and Procedure

### Course Specific Requirements

#### **AUR: Automotive Retail, Services and Repair Training Package Qualifications**

Applicants wishing to enrol in an automotive course should be aware that some tasks may involve heavy lifting. This physical requirement is an integral part of the training and work in the automotive industry. It includes:

- **Lifting and Moving Parts:** Handling heavy vehicle parts, such as tires, engines, and other components, which often need to be lifted and maneuvered.
- **Operating Equipment:** Using tools and machinery that may require physical strength and the ability to move and position heavy equipment.
- **Workshop Activities:** Performing various tasks in a workshop setting, which may involve lifting, carrying, and positioning materials and parts.
- **Basic Computer skills:** Use search engines such as Google, emails, MS word.



## **BSB (Business Services Training Package Qualifications)**

Applicants wishing to enrol in any course within the BSB (Business Services Training Package) need to have proficiency in Microsoft Office skills due to the essential role these applications play in various business functions. Key skills required include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

We gather and evaluate all pre-enrolment information to ensure you are enrolled in the most suitable course for your needs. This comprehensive process helps us determine the appropriate course duration and accurately calculate the course fees, ensuring your satisfaction and success.

### **Successful Applicants:**

- A Letter of Offer, including the Student Agreement, will be issued to successful applicants.
- The offer letter will contain all the necessary instructions and conditions for accepting the offer.

### **Unsuccessful Applicants:**

- Applicants who do not meet the entry requirements will be notified in writing.
- Where applicable, unsuccessful applicants shall be offered alternative study options.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Enrolment Kit

## **Enrolment and Visa Application Process**

After you have successfully completed the application and enrolment process, you will be issued with a Confirmation of Enrolment (CoE). Once you have this, you can apply to the Department of Home Affairs for a student visa. You may choose to use a Registered Migration Agent or complete the application yourself. More information about how to apply for a visa can be accessed here: [Department of Home Affairs - Visa Finder](#).

## **Visa Conditions**

Once your visa is granted, it is crucial to adhere to its conditions. Failure to do so may result in being sent home, preventing you from completing your course. Some of the conditions include, but are not limited to:

- **Meet Course Requirements:** You must remain enrolled in a registered course and maintain satisfactory course progress and attendance for each study period as required by your education provider.
- **Gap between courses:** Generally course gaps should not be more than 2 months. A course gap can be more than 2 months if:
  - it is the end of the academic year study break
  - you are affected by [education provider default](#)
  - you have completed your course and you are applying for a new visa
- **Work Limitations:** You cannot work more than 48 hours per fortnight when your course of study or training is in session.
- **Health Insurance:** You must have adequate health cover while in Australia. This is done by purchasing Overseas Student Health Cover (OSHC). Offshore students must not arrive in Australia before their health insurance begins and onshore students must maintain their (OSHC) for the duration of their stay in Australia otherwise they will be in breach of their Visa Conditions. You can find out more about OSHC requirements and how to purchase on the following links;  
<https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health/adequate-health-insurance>  
<https://www.studyaustralia.gov.au/en/plan-your-move/overseas-student-health-cover-oshc>
- **Inform provider of address:** if your residential address changes you must let your education provider know within 7 days after the change
- Notify your current education provider that you have changed your education provider within 7 days of receiving:
  - a confirmation of enrolment from your new education provider, or
  - evidence you have been enrolled by the new education provider.
- **Limited study change:** You must not change your course, thesis, or research topic without approval from your education provider and the Department of Home Affairs.



# VISA REQUIREMENTS

The Department of Home Affairs publishes a full list of mandatory and discretionary student visa requirements at:

- <http://www.immi.gov.au/students/visa-conditions-students.htm>
- <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> (for subclass 500)
- <https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool> (document checklist)

## Orientation Day

Orientation Day at BIC is to welcome you and provide you with more essential information to start their journey successfully.

### What Happens on Orientation Day?

**Welcome Session:** Introduction to BIC staff, including the CEO, Business Development Manager, and department heads. Overview of BIC's mission, values, and culture.

**Campus Tour:** Guided tour of the campus facilities, including classrooms, libraries, laboratories, and student lounges. Introduction to key areas such as student services, IT support, and administrative offices.

**Academic Overview:** Presentation on academic programs, course structures, and expectations.

**Support Services:** Information about available student support services, including academic advising, counseling, and career services. Details on health and wellness resources.

**Administrative Matters:** Guidance on completing necessary paperwork and understanding important policies, such as attendance and code of conduct.

Information on obtaining student ID cards and accessing campus facilities.

**Social Activities:** Ice-breaking activities and group exercises to help students get to know each other. Information on student clubs, societies, and extracurricular activities.

**Q&A Session:** Opportunity for students to ask questions and clarify any doubts. Open discussion about student life and how to make the most of the BIC experience.

*WELCOME LUNCH IS ON US!!*

**Complete Enrolment Paperwork:** Finalise all necessary paperwork to ensure your enrolment is complete.

**Meet Your Trainer :** Get acquainted with your trainer

**Receive Course Materials:** Obtain your course timetable, uniform (if required), and learning materials.

***We look forward to welcoming you to BIC and helping you start your educational journey on the right foot!***

## Student Code of Behaviour

The student code of behaviour is intended to give all BIC students a clear view of expected behaviour and unacceptable behaviour. BIC's commitment to providing students with a safe, supportive and an intellectual challenging study environment.

BIC outlines the consequences for non-conformity with the student code of behaviour including immediate suspension or cancellation in the case of severe breaches and or behaviour that may be construed as threatening to the safety of the student, other students, or any person on BIC Premises.

The Student Code of behaviour expectations are required to be always respected and conformed with.

- ✓ Following all BIC Policies and Procedures
- ✓ The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial, and sexual differences, age, disability, or socioeconomic status
- ✓ The right to be free from all forms of intimidation
- ✓ The right to work in a safe, clean, orderly, and cooperative environment
- ✓ The right to have personal property (including computer files and student work) and the Registered Training Organisation property protected from damage or other misuse
- ✓ The right to have any disputes settled in a fair and rational manner (this is accomplished
- ✓ by the Grievance procedure)

- ✓ The right to work and learn in a supportive environment without interference from others
- ✓ The right to express and share ideas and to ask questions
- ✓ The right to be always treated with politeness and courteously
- ✓ The expectation that students will not engage in cheating or plagiarism
- ✓ The expectation that students will submit work when required
- ✓ The expectation that students will maintain consistent academic performance by attending required classes and completing assessments.
- ✓ The expectation that students will meet with their trainer's face to face to receive assessment outcomes and results.
- ✓ The expectation that students will meet with Training and Compliance Manager if not satisfied with assessment outcomes and results.
- ✓ The expectation that students will exhaust the Complaints and Appeals Process if necessary
- ✓ The required level of academic performance is 65% of scheduled sessions.
- ✓ Academic Performance will be reviewed at the end of each study period.
- ✓ This requirement is a student behaviour requirement and not a requirement under Standard 11 of the National Code
- ✓ The expectation that all fees will be paid by the due date

### **Unacceptable Student behaviour**

- ✗ Disobeying BIC Policies and Procedures
- ✗ Disobeying any reasonable direction by a BIC staff member
- ✗ Acting dishonestly when undertaking tests, examinations or reports required for course assessment purposes
- ✗ Failing to return library or other loaned to BIC property by the required date
- ✗ Viewing or distributing offensive material via the internet, email, or other means
- ✗ Discrimination, harassment, and victimisation
- ✗ Bullying and intimidation
- ✗ Racist or sexist comments
- ✗ Behaving in a disruptive manner, such as swearing, yelling, or using offensive language
- ✗ Threatening a fellow student, staff member or visitor on campus
- ✗ Using mobile phones during classes
- ✗ Illegal use of drugs or alcohol



- ✘ Stealing, vandalising, or causing wilful damage to BIC property
- ✘ Endangering the safety of yourself or others
- ✘ Assaulting or attempting to assault anyone while on college premises
- ✘ Inappropriate possession of guns, knives or other weapons while engaging in BIC activities.

For non-compliance with the Student Code of Behaviour the procedure for discipline will be followed except in situations where the CEO determines that the behaviour is serious enough to cancel the student's enrolment. Where a student's enrolment has been cancelled, they will be unable to attend class. Students have the right of appeal the decision under the Appeals Procedure available at:

[www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Student complaints and appeals Policy and Procedure and the Student Code of Behaviour Policy and Procedure.

## Access and Equity

BIC is dedicated to ensuring its training and courses meet the diverse needs of all clients. We adhere to the principles of access and equity, striving to ensure that no course participant or potential participant is disadvantaged or discriminated against based on race, sex, age, pregnancy, religion, marital status, sexuality, or physical or intellectual impairment.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Access and Equity Policy

## Student Support and Welfare Services

BIC is committed to providing a supportive learning environment that assists students in achieving their academic and personal goals and assist them with the challenges a lot of International students encounter adapting to living in a new country. The following support services are available to all students:

### Academic Support:

1. **Tutoring Services:** Available for students who need additional help with their coursework.
2. **Workshops and Seminars:** Covering study skills, assessment preparation, and time management.
3. **Access to Learning Resources:** Including libraries, online databases, and other educational materials.

4. **Intervention Strategies:** Developing individualized learning plans tailored to each student's needs. Providing additional tutoring, mentoring, and academic support as required.

### Personal Support:

1. **Counseling Services:** Confidential counseling services for students experiencing personal, emotional, or psychological difficulties.
2. **Wellness Programs:** Activities and resources promoting physical and mental well-being.

### Career and Employment Support:

1. **Career Counseling:** Guidance on career planning, job search strategies, and resume writing.
2. **Job Placement Assistance:** Support in finding internships and job opportunities related to students' fields of study.

### Financial Support:

1. **Scholarships and Grants:** Information and assistance in applying for financial aid.
2. **Payment Plans:** Flexible payment options for tuition fees.

### Special Needs Support:

1. **Disability Services:** Accommodations and support for students with disabilities.
2. **Access to Assistive Technologies:** Tools and resources to aid students with special needs.

### Procedures for Accessing Support Services:

#### Academic Support:

1. Students can request academic support by talking with their course trainer or going to the student support office.
2. Workshops and seminars will be regularly scheduled and announced via the student portal and notice boards.

#### Personal Support:

1. Students in need of counseling services can schedule an appointment through the student support office.
2. Wellness programs will be advertised throughout the campus and on the student notice boards

### Career and Employment Support:

1. Career counseling appointments can be made through the student support office
2. Speaking with the CEO
3. Job placement assistance is available through scheduled meetings with career the CEO

### Financial Support:

1. Information on scholarships, grants, and payment plans is available through at the finance office
2. Students can apply for financial assistance by completing the necessary forms and submitting them to the finance manager, or if they prefer to discuss their situation they may do so.

### Special Needs Support:

1. Students requiring disability services should contact can speak with student support to discuss their requirements.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Student support/Welfare Services Policy

## Complaints and Appeals

**Complaints:** A complaint is a formal expression of dissatisfaction by a student, staff member, or other stakeholder regarding the services, policies, or procedures, student or staff behaviour. Complaints can relate to a variety of issues, such as but not limited to:

- Behavior of staff or other students
- Administrative processes and procedures
- Assessment outcome
- Facilities and resources
- Any other aspect of the college operations
- Discrimination, sexual harassment, racial

The purpose of a complaint process is to provide a clear, fair, and prompt mechanism for addressing and resolving these issues. The process typically involves:

1. **Submission:** The complainant submits a formal complaint, in writing, detailing the issue and any relevant evidence. F.14V04 Student Complaint Form available at [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) via request email [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au) or in person Level 1, 377 Lonsdale St Melbourne.



2. **Acknowledgment:** BIC acknowledges receipt of the complaint and provides information on the next steps.
3. **Investigation:** BIC investigates the complaint, gathering relevant information and evidence.
4. **Resolution:** BIC makes a decision and communicates the outcome to the complainant, including any actions taken to address the issue.
5. **Review:** If the complainant is not satisfied with the outcome, they may request a review or escalate the complaint and appeal the outcome.

**Appeals:** An appeal is a formal request for a review of a decision made by a BIC staff member. Appeals can be lodged by students or other stakeholders who believe that a decision affecting them was unfair or incorrect by completing F.16V03 Student Appeal Form available at [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) via request email [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au) or in person Level 1, 377 Lonsdale St Melbourne.

Common areas for appeals include:

- Academic results and grading
- Disciplinary actions
- Admission decisions
- Complaints handling outcomes

The purpose of an appeals process is to ensure fairness and transparency in decision-making. The process typically involves:

1. **Submission:** The appellant submits a formal appeal, in writing, outlining the grounds for the appeal and providing any supporting evidence.
2. **Acknowledgment:** BIC acknowledges receipt of the appeal and provides information on the next steps.
3. **Review:** BIC (different staff member) reviews the appeal, which may involve re-evaluating evidence, consulting with relevant parties, and considering any new information.
4. **Outcome:** BIC makes a decision on the appeal and communicates the outcome to the appellant, including any changes to the original decision or actions to be taken.
5. **Further Action:** If the appellant is not satisfied with the outcome, they may have the option to escalate the appeal to an external authority or ombudsman.

For matters in relation to the Australian Skills Quality Authority (ASQA's) Standards For Registered Training Organisations 2015 the complainant or appellant may take their matter to;]

Australian Skills Qualification Authority  
GPO Box 9928, Melbourne, VIC 3001

<http://www.asqa.gov.au/complaints/make-a-complaint---overseas-students/make-a-complaint---overseas-students-1.html>

For all other matters, the following people/organisations are available:

Overseas student OMBUDSMAN

Level 1

441 St Kilda Road

Melbourne VIC 3004

1300 362 072\* within Australia

Outside Australia call +61 2 6276 0111

[ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Contact a solicitor; or

Contact the Law College of Victoria, 470 Bourke St Melbourne 3000, and telephone 9602 5000 for a referral to a solicitor

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

Complaints and Appeals Policy and Procedure

## Course Progress Monitoring

(BIC) complies with the National Code Standard 8. The Overseas Students Visa Requirement states that overseas students must make and maintain satisfactory course progress as a condition of their student visa.

### Registered providers must:

monitor the overseas student's course progress according to the requirements of the VET Sector, identify and offer support to those at risk of not meeting course progress requirements, •

only extend the duration of an overseas students' enrolment in certain circumstances and advise them of potential impacts on their student visa.

**Satisfactory Course Progress:** Students are required to maintain satisfactory progress by successfully completing or demonstrating competency in at least 50% of the units during each study period to meet minimum competency standards.

**Unsatisfactory Course Progress:** Students have not achieved satisfactory progress by not successfully completing or demonstrating competency in at least 50% of the units during each study period to meet minimum competency standards.

**Intervention Strategy:** Students who are identified as having unsatisfactory

course progress or who are at risk of falling into unsatisfactory course progress are referred to a student support to discuss their progress and to implement an intervention strategy.

Students who fail to achieve Satisfactory Course Progress in accordance with their Student Visa Requirements may result in being reported for Unsatisfactory Course Progress.

Under the Education Services for Overseas Students Act 2000 and the National Code 2018, BIC will report unsatisfactory course progress (failing to complete at least 50% of units for two consecutive study periods) to the Department of Home Affairs (DHA) via PRISMS. If students continue to fail the course progress requirements for two consecutive study periods, they will be reported to the Department of Home Affairs.

For full details please refer to BIC's Course Progress Monitoring Policy and Procedure available at [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

## PLAGIARISM

### WHAT IS PLAGIARISM?

Plagiarism means presenting the work or property of another person as one's own without appropriate acknowledgement such as referencing or citation of their work. There are many different ways that plagiarism can happen and you should be aware of these. Consider the descriptions below of different ways that plagiarism can occur.





FORM OF PLAGIARISM	EXPLANATION
Too closely paraphrasing sentences, paragraphs or ideas, e.g. copying sentences and substituting words with similar meaning.	When paraphrasing from a source, the meaning of the sentence or paragraph should be expressed in your own words without copying either the words or the structure of the sentence/paragraph.
Submitting your own previously submitted or assessed work without permission or acknowledgement. Submitting your own previously submitted or published work for publication elsewhere without permission or acknowledgement.	This is known as self-plagiarism. Once you have submitted academic work for assessment or credit, it is considered dishonest to then submit the same work for further credit elsewhere.
Submitting written or creative work which has been produced by someone else and claiming authorship for it, including: <ul style="list-style-type: none"> <li>reproducing all or parts of another student's work (including students who have previously completed the same unit)</li> <li>allowing another person to do the work for you</li> <li>contracting another person to do the work for you</li> <li>purchasing work from another source</li> </ul>	It is dishonest to ask, arrange for or pay someone to do work for you that you will later claim or present as your own. This applies to the use or purchase of material from websites or anyone offering academic writing services
Allowing or contracting another person to edit and substantially change your work.	If you ask someone to edit or proof read your work make sure that person only highlights or indicates where there are problems rather than fixing the problem or changing the text or work for you. If you employ an editor to assist you with the production of your assignment or thesis you should include an acknowledgement indicating that an editor was used and provide a description of the scope of the edit.

## Assessment

Assessment of students in VET courses is competency based. This means that evidence of achievement of competency is produced by the student, collected by an assessor and judged against agreed industry standards.

### Methods of Assessment

#### Business/Marketing/Management Course

Assessment in our business courses is structured to evaluate both theoretical knowledge and practical application. These may include:

- **Written Assessments:** Exams, quizzes, and written assignments to assess your understanding of business concepts, theories, and practices.
- **Case Studies:** Analysis of real-world business scenarios where you apply theoretical knowledge to solve business problems and make decisions.
- **Projects:** Individual or group projects that involve developing business plans, marketing strategies, or conducting business research.
- **Presentations:** Oral presentations where you present your findings, project results, or demonstrate your understanding of business topics.
- **Reports:** Preparing detailed reports on various business-related topics such as market analysis, financial analysis, or strategic planning.

- **Role Plays and Simulations:** Engaging in role-playing activities or business simulations to practice and demonstrate business skills in a controlled environment.
- **Workplace Assessments:** Assessments conducted in a real or simulated business environment to evaluate your ability to apply skills and knowledge in practical situations.
- **Reflective Journals:** Keeping a journal to reflect on your learning experiences, development, and understanding of business practices.

These varied forms of assessment are designed to provide a comprehensive evaluation of your business acumen and ensure you are well-prepared for a career in the business field.

### Automotive Courses

Assessment in our automotive courses involves a variety of methods to ensure a comprehensive evaluation of your skills and knowledge. These may include but not limited to:

- **Written Assessments**
- **Practical Automotive Assessments**

Practical assessments in our automotive courses are designed to evaluate your hands-on skills and ability to apply theoretical knowledge in real-world scenarios. Here are the key forms of practical assessments you can expect:

#### 1. Workshop Tasks

- **Diagnosis and Repair:** You will be given vehicles with specific issues to diagnose and repair using industry-standard tools and equipment.
- **Maintenance Tasks:** Performing routine maintenance tasks such as oil changes, brake inspections, tire rotations, and fluid checks.

#### 2. Performance Tests

- **Engine Tuning and Adjustments:** Tuning engines for optimal performance, including adjusting timing, fuel injection, and ignition systems.
- **System Overhauls:** Disassembling, inspecting, and reassembling major vehicle systems such as engines, transmissions, and differentials.

#### 3. Practical Demonstrations

- **Electrical Systems:** Diagnosing and repairing electrical issues, including testing and replacing batteries, starters, alternators, and wiring.
- **Suspension and Steering:** Inspecting and repairing suspension and steering systems, including alignments and component replacements.

#### 4. Use of Diagnostic Equipment

- **OBD-II Scanning:** Using On-Board Diagnostics (OBD) scanners to identify and troubleshoot vehicle issues.
- **Specialised Tools:** Employing specialized diagnostic tools and software to evaluate vehicle performance and identify faults.

### 5. Safety Inspections

- **Vehicle Safety Checks:** Conducting comprehensive safety inspections to ensure all vehicle systems meet safety standards and regulations.

These varied forms of assessment are designed to provide a holistic evaluation of your capabilities and ensure you are well-prepared for your career in the automotive industry.

### Reasonable Adjustment for Assessment

Reasonable adjustments are modifications or accommodations made to ensure that all students, including those with disabilities or other specific needs, have an equal opportunity to participate in assessments and demonstrate their abilities. These adjustments are tailored to the individual needs of the student without compromising the integrity of the assessment. Here are some common forms of reasonable adjustments that may be applied in our courses:

#### 1. Additional Time

- Providing extra time to complete written assessments or practical tasks to accommodate students who may need it due to physical or cognitive conditions.



## 2. Alternative Assessment Methods

- Offering oral assessment or presentations instead of written tests for students who have difficulties with writing or typing.
- Allowing the use of assistive technology such as speech-to-text software or screen readers during assessments.

## 3. Support Services

- Allowing the presence of a scribe, reader, or interpreter during assessments to assist students with specific needs.
- Providing one-on-one support or supervision during assessments to help manage anxiety or other conditions.

## 3. Flexible Scheduling

- Allowing assessments to be taken at different times or over multiple sessions to accommodate medical appointments or fatigue.

## 4. Customised Practical Assessments

- Modifying practical tasks to ensure they are accessible while still assessing the required competencies. For example, adjusting the height of workstations or providing specialised tools for students with physical limitations.

## Assessment Judgment

All assessments within a unit will be marked as either Satisfactory (S) or Not Satisfactory (NS).

Once all assessments in the unit are marked Satisfactory (S) the unit of competency is deemed as Competent (C).

If at the completion of the unit delivery and assessment, one or more assessment tasks have been marked Not Satisfactory (NS). The unit of competency is deemed as Not Yet Competent (NYC).

## Reassessment

Students deemed NYC on their first attempt at assessment will be given two further opportunities to achieve competency at a mutually agreed time and date. Students will have a total of three (3) attempts at assessment to achieve competency. If the student

is not successful he/she will be advised to re-enrol in the unit to increase content skills and knowledge.

### Additional Assessment Attempt Request

If a student falls just short of achieving competency after their initial three assessment attempts, they may want to request an additional assessment attempt. This request will be considered and determined at the assessor's discretion based on the following guidelines in the Assessment Policy Any additional assessment attempts after the three (3) allowed will incur a \$300 reassessment fee as outlined in the BIC's Assessment Policy and Procedures available at [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

## Assessment Results

### Accessing Your Results

1. **Student Support:** will receive completed academic file/s, student results will be verified on the Student Management System for successful completion.
2. **USI Confirmation:** Student Management System verification
3. **Training Manager:** Will physically check units against unit summary sheet. Two random units will be sampled for conformity e.g Assessment marked correctly, signatures, dates, documents attached, plagiarism check etc.
4. **Finance Department:** Confirm tuition fees are paid in full.
5. **Issuance of AQF Documentation:** Successful completion of AQF Qualification will be awarded a Certificate, a record of results (transcript) and a completion letter, the 30 calendar day.
6. **Issuance of Statement of Attainment:** Partial completion of AQF Qualification will be awarded a Statement of Attainment listing the completed units of competency.
7. **Statement of Attainment:** can be issued at any time upon request by completing a "Request for Documents" form and ticking the Statement of Attainment box.
8. **Contacting Students:** will be contacted within 30 calendar days advising their AQF Documentation is ready.
9. **Collection:** Students are asked to complete the Learner Survey while prepare their award. Students need to bring will sign a receipt confirming they received the documentation and

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

Issuance of Certificates and Statements of Attainment Policy and Procedure

## Student Deferment, Suspension and Cancellation

The Department of Home Affairs (DHA) has rules under which they will agree to vary a student's visa for the purpose of deferring course commencement or suspending enrolment for a leave of absence. DHA's imposed conditions are very limited and the students reason when applying for deferment or suspension of their course must align with these conditions to be granted approval. BIC will abide by these conditions when assessing an application for leave in accordance with Standard 9 of the National Code 2018 and are also guided by Standards 7 and 8.

Students can apply for deferment or suspension of their studies by completing F.18V05 Deferment and Suspension Form and return to BIC reception with relevant documents evidence in support of application. The form may be collected in person at reception, may be requested via email [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au) or it can be downloaded from the BIC website [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

### **Reasons for which students may apply for deferment or suspension of studies**

Compassionate or compelling' circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing.

These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies;
- a traumatic experience, which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)

### **BIC may suspend or cancel a student's enrolment based on:**

- misbehavior by the student,
- student's failure to pay an amount he or she was required to pay BIC to undertake or continue the course as stated in the written agreement.



- a breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

If a deferral or suspension of studies is denied by BIC. The student will be advised by correspondence.

If the student disagrees with the decision, they may appeal the decision. See the Complaints and Appeals Policy and Procedures [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) or you may visit reception/student support at Level 1, 377 Lonsdale St Melbourne, 3000.

For more details kindly refer to the Deferral, suspension, and cancellation policy of BIC available on BIC's website: [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) or you may visit reception/student support at Level 1, 377 Lonsdale St Melbourne, 3000.

### **Cancellation of Enrolment**

#### **Student-Initiated Cancellation**

A student may cancel their enrolment prior to their course commencing or throughout the course of study should the need arise.

#### **Submission of Cancellation Request**

Students must submit their cancellation request by completing and signing the F17.V06 Enrolment Cancellation Form.

The cancellation of the enrolment of an international student may impact the visa as issued by DHA. An international student who is considering canceling their enrolment at BIC should seek further information from DHA on the implications of such a decision on their student visas via their website. BIC will report cancellation of an enrolment to the Secretary via PRISMS in accordance with Standard 9 of the National Code 2018.

#### **Reapplication for Enrolment**

A student who has their enrolment cancelled must reapply for enrolment should they wish to resume study for that course again at BIC.

#### **BIC-Initiated Cancellation**

BIC may cancel a student's enrolment prior to course commencement or at any time during their studies if the student:

- Fails to pay agreed fees
- Fails to participate in training activities
- Fails to participate in workplace requirements (if applicable)

- Is in breach of their student visa conditions
- Exhibits misbehavior or any other behaviour, criminal or otherwise, that places BIC or other persons or property at risk.

### Notification and Appeals

If BIC cancels a student's enrolment, they must advise the student by correspondence. If the student disagrees with the cancellation, they may appeal the decision. See the Complaints and Appeals Policy and Procedures [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) or you may visit reception/student support at Level 1, 377 Lonsdale St Melbourne, 3000.

### Refund Eligibility

Subject to the timing of the enrolment cancellation, the student may be eligible for a refund or partial refund. See the Refund Policy and Procedures for further information you may visit reception or [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

For more details kindly refer to the Deferral, suspension, and cancellation policy of BIC available on BIC's website: [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) or you may visit reception/student support at Level 1, 377 Lonsdale St Melbourne, 3000.

### Critical Incidents

A critical incident is defined as a traumatic event, or the threat of such (within or outside Australia) which causes extreme stress, fear or injury. Any student that experiences a critical incident should immediately inform their trainer, Student Services Officer or any staff member of the College. Critical Incidents include but are not limited to:

- Missing students
- Severe verbal or psychological aggression
- Death, serious injury or any threat of these
- Natural disaster
- Issues such as domestic violence, sexual assault, drug or alcohol abuse

### Emergencies

For all emergencies that are life threatening, phone 000 to be attended to by the emergency services departments. This includes Fire, Police and Ambulance services, operating 24 hours a day. Dialing 000 is a free call. Please follow the instructions below for calling the emergency services:

- Dial 000.
- Ask the operator for the service needed (fire, ambulance or police).
- Wait to be connected.
- Describe the problem (be prepared to give the location/address).

If an emergency occurs at the College, notify a staff member and follow their instructions.

For Further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Critical Incident Policy



# Course Fees and Charges

Course fees and charges information can be viewed at the BIC website [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) selecting your specific course of study, fees and charges can also be viewed at [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Fees and Charges Policy or in the student prospectus.

International students are required to have Overseas Student Health Cover (OSHC) for the duration of their stay in Australia otherwise they will be in breach of their Visa Conditions. Offshore students must not arrive in Australia before their health insurance begins and onshore students must maintain their (OSHC) for the duration of their stay in Australia. You can find out more about OSHC requirements and how to purchase on the following links;

<https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health/adequate-health-insurance>

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

Students are advised of their total tuition fees prior to enrolment in a course when they are sent their Letter of Offer and Written Agreement. The total tuition fees are itemised in this offer and payment options are stated for the student to select the most suitable option for them.

Students are required to pay their fees in accordance with the payment option selected when accepting the offer and signing the Written Agreement unless otherwise negotiated.

BIC will not change the tuition fee charged once the Written Agreement is signed and the initial payment of \$1500 is paid ensuring transparency and stability in your financial planning.

For further information refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) Fees and Charges Policy

## Refund

Refund of the fees will only be granted in accordance with the BIC Refund Policy.

A student wanting to apply for a refund must submit a completed 'Refund Request Form, this form is available from the website [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) it can be requested via email [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au) or it can be collected in person from the head office campus, Level1, 377 Lonsdale St Melbourne 3000.

The Finance Manager will review the application against the policy terms and conditions and determine if the application reason and date is within the policy criteria.

If refund is approved the monies will be calculated and processed within 14 days of the application received.

If the application does not meet the refund criteria, the student will be notified in writing explaining noting the reasons for not meeting the refund criteria.

Applicants dissatisfied with BIC's decision in relation to their refund request may choose to lodge an appeal under BIC's Complaints and Appeals Policy and Procedure available at [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au) it can be requested via email [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au) or it can be collected in person from the head office campus, Level 1, 377 Lonsdale St Melbourne 3000.

### Extenuating Circumstances

Students may encounter extenuating circumstances that may have prevented them from requesting a refund within the timeframes listed in the policy. Circumstances affecting attending scheduled course dates. These circumstances can include, but are not limited to, illness, family or personal matters, or other extraordinary reasons. If students can provide sufficient evidence to support their situation, course fees may be either transferred to the next available course, if applicable, or refunded for any unused fees. The CEO will assess each case individually to determine the appropriate action.

For further information please refer to [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

## Transfer Between Registered Providers

Barkly International College (BIC) will not knowingly enroll an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of their principal course, except where any of the following apply:

**Ceased Registration:** The releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered.

**Sanctions:** The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents overseas students from continuing their course at that registered provider.

**Release Agreement:** The releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS.

**Government Sponsor Approval:** Any government sponsor of the overseas student considers the change to be in the best interest of the student and has provided written support for the change.

For more information on transfer between registered providers, please refer to BIC's Transfer Policy available on BIC's website: [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au).

**Relevant Legislation:** A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites.

## Other Useful Information

### **Education Services for Overseas Students (ESOS) Act 2000:**

This Act provides the legal framework for the quality assurance and regulation of education and training institutions offering courses to international students. It ensures the protection of international students and their rights. More details can be found here.

### **National Code of Practice for Providers of Education and Training to Overseas Students 2018:**

This Code sets nationally consistent standards for the delivery of education and training to overseas students, ensuring they receive high-quality education and support.

### **Migration Act 1958 and Migration Regulations 1994:**

These laws cover visa requirements, conditions, and the rights and responsibilities of international students on student visas. Compliance with these regulations is crucial for maintaining legal status in Australia.

### **Fair Work Act 2009:**

This Act protects international students working in Australia, ensuring they receive fair pay and conditions, and safeguarding them from workplace exploitation.

### **Anti-Discrimination Legislation:**

Various laws, such as the Racial Discrimination Act 1975, Sex Discrimination Act 1984, and Disability Discrimination Act 1992, protect students from discrimination based on race, sex, disability, and other grounds.

### **Victorian Equal Opportunity Act 2010:**

This Act prohibits discrimination in various areas, including education and employment, ensuring all students have equal opportunities.

### **Occupational Health and Safety (OHS) Act 2004 (Victoria):**

This Act ensures that workplaces, including educational institutions, provide a safe environment for students and staff.

### **Privacy Act 1988 and Australian Privacy Principles (APPs):**

These regulations govern the handling of personal information, ensuring students' privacy is protected.

### **Australian Consumer Law (ACL):**

The ACL ensures that international students are treated fairly in their dealings with businesses, including educational providers, covering aspects like course information, marketing practices, and refunds.

Understanding these legislation's helps international students navigate their rights and responsibilities effectively, ensuring a positive and lawful study experience in Victoria, Australia.

## **RELEVANT LEGISLATION**

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites.

Occupational Health & Safety	<a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations">https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</a>
Equal Opportunity Act 2010	<a href="https://www.legislation.vic.gov.au/in-force/acts/equal-opportunity-act-2010/030">https://www.legislation.vic.gov.au/in-force/acts/equal-opportunity-act-2010/030</a>
Education Services for Overseas Students (ESOS) Framework	<a href="https://www.education.gov.au/esos-framework/esos-legislative-framework">https://www.education.gov.au/esos-framework/esos-legislative-framework</a>
Department of Home Affairs	<a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a>
Education and Training reform Act	<a href="https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/103">https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/103</a>
National VET Regulator (NVR)	<a href="https://www.asqa.gov.au/search?keys=national+vet+regulator">https://www.asqa.gov.au/search?keys=national+vet+regulator</a>

It is the responsibility of all staff to ensure the requirements of relevant legislation are met at all times. Please make use of websites indicated, or contact the General Manager International if you require further information. There may be additional, course-specific, legislation that is relevant. Information about this legislation will be communicated during the course.



## **Congratulations,**

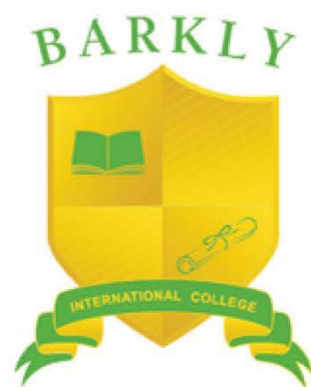
Congratulations on embarking on the journey to achieve your aspirations. We hope that Barkly International College can help you realise them. Whatever direction you choose, we wish you have a valuable learning experience, personal growth, and success.

All the best in your studies and future endeavors, and we hope to see you at Barkly!

If you have any further information to discuss or additional questions, please don't hesitate to contact us at [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au) or (03) 9600 2996. We are here to help you make the best decisions.

Warm regards,

**The Barkly International College Team**



**Barkly  
International  
College**

[www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

***City Campus (Head Office)***

Level 1, 377 Lonsdale Street, Melbourne, Victoria 3000

***North Melbourne Campus & Automotive Workshop***

49 Henderson Street, North Melbourne, Victoria 3051



**Contact Number:** (03) 9600 2996

**Email:** [info@barklycollege.vic.edu.au](mailto:info@barklycollege.vic.edu.au)

**Website:** [www.barklycollege.vic.edu.au](http://www.barklycollege.vic.edu.au)

**Barkly International College Pty Ltd T/A Barkly International College**  
**CRICOS NO: 03136D | RTO NO: 22238 | ABN: 22 132 320 195**