

# Student HANDBOOK





Your **success** starts at Greenwich!

*Welcome to your  
new future.*

# About Greenwich College

**Greenwich College is a proud member of the NextEd Group.** The NextEd Group (ASX:NXD) is one of the largest listed private education organizations in Australia. NextEd provides education and learning experiences to more than 25,000 students each year via 9 campuses in Australia and 16 recruitment offices around the world. The group delivers high-quality courses across the English Language, Vocational and Higher Education sectors to both domestic and international students. We share a vision to unleash potential through inspiring learning and experiences, ensuring graduates are equipped with the skills to fulfill their personal and career ambitions.

## Our Vision

At Greenwich College, we put you on your pathway to success.

- Whether you're starting to develop your General English skills or want to take these to the next level
- Whether you have a specific study objective such as preparing for an official language exam or get accredited for further study and higher education
- Whether you want to take a new career path with one of our vocational courses

## Our Values

Unleashing potential through inspiring learning and experiences.

### **BE BOLD:**

Courageous and forward-thinking people who are inspired to deliver and support impactful innovation and growth strategies.

### **BE INCLUSIVE:**

Diverse and engaged teams who are agile, connected and aligned to putting collective success before individual achievements.

### **BE RESPECTFUL:**

Honest and considerate people who show gratitude for the efforts of others and take responsibility for their actions.

### **BE EXCELLENT:**

Passionate and results-driven people who are renowned for delivering memorable experiences and outcomes for all stakeholders.

## Our Mission

Greenwich College is committed to providing high-quality learning experiences for its students and clients through the provision of state-of-the-art programs, teaching and related services.

- Our aim is to see our students achieve and succeed.
- We place the learner perspective at the core of our work.
- We focus on the educational needs of our students at all times.
- We create a supportive, enjoyable environment for students and staff.
- We employ highly skilled and motivated teachers/trainers and staff.
- We provide a wide range of student services including work, accommodation, career advice, mental health and counselling support, study advice and many more.
- We promote cultural diversity by embracing all the different cultures, views, skills and experiences of our students, staff and clients.
- We deliver on our commitments; we deliver value and quality.



## Registration and Accreditations

Greenwich College is a Registered Training Organisation (RTO), and our courses are accredited and recognised by all relevant government bodies.

### The Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

### English Australia

English Australia is the national peak body for the English language sector of international education in Australia. English Australia represents member colleges throughout Australia that provide quality English language programs to students and professionals from around the world.

**Cambridge ESOL Preparation Centre**  
**Authorised Cambridge Test Centre**  
**Authorised TOEFL Test Centre**



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# OUR CAMPUS LOCATIONS

\*Please note that lift access times may vary from campus to campus.

## Sydney Campuses

### PITT STREET

Level 2, 396 Pitt Street, Sydney NSW 2000 Australia

☎ +61 02 9264 2223

✉ [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)

🌐 [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au)

### Operating Hours

Monday to Friday: 8am – 9pm

Saturday: 8am – 7pm

### Reception Hours

Monday to Friday: 8am – 6:45pm

Saturday: 8am – 2:30 pm

### MARY STREET

Level 2, 72 Mary Street, Surry Hills NSW 2010 Australia

☎ +61 02 8317 0502

✉ [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)

🌐 [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au)

### Operating Hours

Monday to Friday: 8am – 9pm

### Reception Hours

Monday to Friday: 8am – 6:45pm





## Melbourne Campus

### SPENCER STREET

Level 8, 120 Spencer Street, Melbourne VIC 3000 Australia

☎ +61 3 8609 0000

✉ [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)

🌐 [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au)

### Operating Hours

Monday to Friday: 8am – 9pm

Saturday: 8am – 7pm

### Reception Hours

Monday to Friday: 8am – 6:45pm

Saturday: 8am – 2:30 pm

## Brisbane Campus

### CHARLOTTE STREET

Level 3, 119 Charlotte Street, Brisbane QLD 4000

☎ +61 7 3040 4417

✉ [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)

🌐 [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au)

### Operating Hours

Monday to Friday: 8am – 9pm

### Reception Hours

Monday to Friday: 8am – 6:45pm

## Gold Coast Campus

### SCARBOROUGH STREET

56 Nerang Street, Southport Gold Coast QLD 4215

☎ +61 7 5606 7133

✉ [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)

🌐 [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au)

### Operating Hours

Monday to Friday: 8am – 9pm

### Reception Hours

Monday to Friday: 8am – 6:45pm





## Perth Campus

### BEECHBORO ROAD SOUTH

13 Beechboro Road South, Bayswater WA 6053

☎ +61 8 6187 9625

✉ [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)

🌐 [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au)

### Operating Hours

Monday to Friday: 8:30am – 4:30pm

### Reception Hours

Monday to Friday: 8am – 4:30pm

## Adelaide Campus

### CURRIE STREET

Level 4, 27 Currie Street, Adelaide SA 5000

☎ +61 8 6333 033

✉ [info@greenwichcollege.edu.au](mailto:info@greenwichcollege.edu.au)

🌐 [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au)

### Operating Hours

Monday to Friday: 8am – 5pm

### Reception Hours

Monday to Friday: 8am – 4:30pm



## Public Holidays and Christmas Holidays

### Public Holidays

Greenwich College and its campuses will be **closed** on all Australian public holidays and Professional Development Day.

### Christmas School Holidays

Greenwich College will be **closed** over the Christmas and New Year school holiday period. Relevant notifications will be sent out accordingly.



# OUR STAFF

All Management, Administration/Sales staff at Greenwich College are available to answer any questions you may have about studying and living in Australia. We are all here to help you improve your English, meet your academic goals and ensure that you have an enjoyable time studying at Greenwich College.

## Student Services Team

Greenwich College has many experienced Student Services Officers across all campuses who are ready to support you and guide you throughout your journey at Greenwich College. Our team can assist you in many different languages, such as Spanish, Japanese, Portuguese, Thai and others.

## Academic Team

Our students are supported on their education journey by our experienced Academic Team. The Academic Team can assist you with your current course and study plans. You may book an appointment on our [website](#).

## Health and Safety Personnel

In order to ensure all our staff and students' wellbeing, we have established a health and safety staff network that consists of well-trained and certified first aiders, fire emergency responders and mental health first aiders all across our campuses.



## Get in Touch

### SYDNEY

student.syd@greenwichcollege.edu.au

### MELBOURNE

student.melb@greenwichcollege.edu.au

### BRISBANE AND GOLD COAST

student.qld@greenwichcollege.edu.au

### PERTH

student.perth@greenwichcollege.edu.au

### ADELAIDE

student.adl@greenwichcollege.edu.au

## Greenwich College Teachers, Trainers and Assessors

Greenwich College is aware that teachers, trainers and assessors are the most important part of your learning experience. We have excellent teaching staff, highly qualified with industry recognised qualifications and experience. Our teachers, trainers and assessors are carefully selected based on their educational background, professional training, experience, dedication and commitment to providing high-quality training and an exceptional classroom experience for our learners. They are creative, versatile, innovative, and open to new ideas. Our educators are knowledgeable and see each student as a unique and valuable individual.

# FACILITIES AND SERVICES

## Student Breakout Areas

The student breakout areas are equipped with refrigerators, microwaves, vending machines and drinking water. Please note that the refrigerators are emptied and cleaned every month.

We do not provide any cups or cutlery, so please ensure to bring your own.

## Wifi

Greenwich College provides **free WIFI** for students across all campuses. For WIFI logins, please see Reception.

## Student Identification Card

Your Greenwich College Student Card gives you access to discounts at various tourist attractions, venues, and movie theatres. Please note that international students studying English (ELICOS) courses cannot get discounts on public transport in Australia. Students studying a VET course in NSW or VIC are not eligible to receive a discount for public transport. Students studying a VET course in QLD or WA are eligible to apply for a student concession fare when presenting a student ID card issued by Greenwich College.

## Mental Health and Wellbeing Support

Greenwich College is proud to offer our students Mental Health & Wellbeing support if they ever need it. Students can book an appointment (either face-to-face or over the phone) with our Mental Health and Wellbeing Counsellor.

Greenwich College students can also receive support from specialists such as psychologists

or psychiatrists through our Student Assistance Program, UPRISE. All students can get up to 2 sessions completely free of charge.

Please visit our [website](#) for more details.

## Photocopy and Printing Services

Please **see Reception** if you would like to photocopy and/or print a document.

### PRICING

Photocopy/Print – Black & White Only

- A4 – \$0.20 per single sided page



## SIM Cards

At Greenwich, we can help you get your new sim card. [Circles.Life](#) offers affordable phone plans using the Optus network. You can pick up your sim card for free after the Orientation. We will help you activate your sim or you can try giving it a go yourself following [these steps](#).

Take a look at the phone plans offered to Greenwich Students at reception. If you have any specific questions, you can ask via the [Live Chat](#)!

# EMERGENCY AND EVACUATION PROCEDURES

## Workplace Health and Safety

Greenwich College complies with all relevant Workplace Health and Safety regulations. All College staff will actively take steps to identify hazards that could cause harm to students in the learning environment. Where possible, staff will take appropriate action or report the hazard to the Management team. Where practicable, students must take responsibility for their own health and safety. They must follow all safety rules, procedures and guidelines of the College at all times.

## Emergencies / Incidents

All accidents and/or incidents must be reported to your teacher, trainer or nearest Greenwich College staff member. If a person requires first aid, a member of the Critical Incident Management team will initiate and implement the Critical Incident Policy which may include administering First Aid and or calling Emergency Services.

Please note that Greenwich College staff are not permitted to administer any form of medication under any circumstances.

## Emergency Evacuation

In the event of an evacuation, safety signage and exit procedures are located in each classroom. Students should evacuate the building in an orderly manner using the fire stairs and proceed to the assembly point (shown on the evacuation diagrams around the campuses) under the supervision and directions of Greenwich College staff. Please ensure you familiarise yourself with the evacuation diagrams when on campus. Please take only your personal belongings. The elevator must not be used in the event of an evacuation.

The Fire Wardens will be responsible for contacting the relevant Emergency department and accounting for a safe, efficient evacuation process. No one is permitted to return to the building until a Fire Warden advises it is safe to do so.



# OUR COURSES



## English Courses

Greenwich College offers many different English courses. You can start your Australian journey with a General English or Academic English course which will improve your language skills, and that is also a great opportunity for those aiming to study at a vocational college or university.

Please check our [Study Planner](#) (pages 1-3) to see when our English courses start and what kind of courses we have on offer.



## Management Courses

If you want to enter the world of business, choose from a range of our Management courses which are designed with extensive input from business professionals from many industries and professional education experts to ensure courses prepare students with the skills and knowledge they require for their careers.

Please check our [Study Planner](#) (page 4) to see the academic calendar for the Management Courses and what courses we have on offer.



## Hospitality Courses

If you are more passionate about the art of cooking and dreaming of a successful career in the culinary world, our Hospitality courses will take you on your culinary journey and will equip you with essential skills, techniques and knowledge required to excel in the culinary industry. Our experienced trainers, state-of-the-art facilities and industry connections ensure you receive the best education and practical training.

Please check a [Study Planner](#) (page 5) to see the academic calendar for the Hospitality Courses and what courses we have on offer.

To help you find the right course, please see the course descriptions on our [website](#) under 'Find a course' or simply come and speak to a Greenwich College staff member.

## Health & Care Courses

Are you looking for a rewarding role helping the community while focusing on an opportunity to grow with job security? Then our Health & Care courses are your very best and safest bet. Jobs in this industry are some of the most sought-after professions not only in Australia but also worldwide. If you are a compassionate individual eager to offer personal, physical and emotional support to individuals in need, consider enrolling in one of Greenwich College's Health & Care courses. Our spacious and modern on-campus health care labs equipped with the latest industry standard technology are designed to simulate real-life work conditions allowing

students to develop the necessary practical skills so they can excel in the health and care industry. And to top this, all our health and care pathways are stand-alone qualifications, which offers you the best possible flexibility to take your healthcare career to the next level.

Please check our [Study Planner](#) (page 6) to see the academic calendar for the Health & Care Courses and what courses we have on offer.

## Extra Classes AND ACTIVITIES

At Greenwich we consistently strive to offer our students the best possible experience. In addition to organizing campus-wide national and local celebration and charity days, our campuses offer a range of different **free weekly classes** for everyone to attend.

On top of this we offer regular **info sessions**, e.g. on job opportunities, visa information, tax return advice etc. and workshops.

And to complement our range of activities, we publish a **monthly activities calendar** with interesting things happening in your city.

\*Classes and activities might vary from campus to campus. Please check at reception or with your teacher which classes and activities your campus offers.



### FREE WEEKLY CLASSES

#### Speaking Club

1 hour extra speaking practice sessions\*

#### Help Club

1 hour extra grammar support\*

#### Professional Speaking Club

1 hour speaking practice\*

#### Friday Elective classes

Career Hub, Excursion, Fluency and Pronunciation\*

# STUDY TIPS

*We are here* **to help you  
make the most of this chapter.**

But we need your **80% input** to complete the 100%

## Be Respectful

### 👉 BE READY

- have your materials including course book, notebook and pen ready

### 🕒 BE ON TIME

- lateness equals inefficiency and disruption
- by arriving on time, you have the possibility to have a quick chat, get ready for and maximise the time you have together

## Be Bold

### 🏆 BE READY FOR A CHALLENGE

- be prepared to encounter situations where you find certain lesson contents a little difficult to understand - remember, you are here to challenge yourself

### 🛠️ BE ENGAGED

- we only really learn by doing





## Be Inclusive

### 👥 BE INVOLVED AND SUPPORTIVE

- your class is like a family where everyone is part of the group and where everyone helps each other

## Be Excellent

### 📖 BE OPEN

- different people means different opinions - acknowledge different ideas and share your own
- never mistake feedback for criticism - we're all here to help each other grow

### 📌 BE PREPARED FOR THE NEXT STEP

- knowledge can only be retained if we digest and review it, e.g. you could explain to your partner and/or housemates what you learned at school

*Embrace the challenge,*  
take in new knowledge and  
form long-lasting friendships.

# IMPORTANT REMINDERS

## Notification in Case of Address Change

It is a requirement of your student visa that you notify Greenwich College in writing of your address and Australian phone number within seven days of arriving in Australia.

You must also notify Greenwich College of any changes to your Australian contact details within seven days. Greenwich College requires your current contact details including your home address, email and phone number to contact you in the event you do not satisfy the requirements of your course and/or visa. If we cannot contact you, this may result in your visa being cancelled.

## Changes to your Enrolment

Did you know that you can change your course, request a holiday or change your timetable? If you would like to make any changes to your enrolment, please contact the Student Services Team as soon as you can so they can help you complete a [change form](#). All requests have to be officially submitted 10 days prior to the requested change date.

## Overseas Student Health Cover

Make sure you have informed your OHSC of your arrival. It is absolutely essential to maintain your OSHC cover throughout your stay. Although it is not a requirement, Greenwich College strongly recommends that all other visa holders also arrange for a certain form of insurance in the event of an accident.

Your OSHC assists with a payment contribution for any medical and/or hospital care you may need while you are studying in Australia. OSHC will also contribute

towards the cost of prescription medicines and an ambulance in the event of an emergency (Dental, optical and physiotherapy are not covered under the basic OSHC).

## Absence and Sickness

If you cannot attend classes due to illness, it is recommended that you obtain a medical certificate. Send Student Services a scan and/or screenshot and keep the originals in a safe place. If you cannot attend class for an extended period of time due to illness, you should contact Greenwich College to advise us of your situation. Please note that medical certificates will not improve your actual attendance. However, they may be considered by the [Department of Home Affairs \(DHA\)](#) should you be reported due to unsatisfactory attendance.







## Attendance and Course Progress

It is a requirement of your student visa that you remain enrolled in a CRICOS registered course. Greenwich College is required to report student visa holders who fail to comply with their attendance and/or academic course progress visa requirements to the [DHA](#).

### A) STUDENTS STUDYING ENGLISH COURSES (ELICOS)

Greenwich College teachers record students' attendance for every lesson. Students who are absent for the whole day, and students who are more than 15 minutes late, return from a break 5 minutes late or leave earlier will be marked absent for that lesson or the entire day.

Greenwich College will issue warning letters that will be sent to your email address and we will offer counseling before your 'overall course' attendance falls below 80%.

If your attendance subsequently falls below 80% you will be issued a Notice of Intention to Report and you will be given 20 working days to appeal or you will be reported to the [DHA](#).

If you would like to appeal the College's decision, you may contact the Student Services or Academic Team for further guidance. Please understand that a breach

of your attendance requirement may result in the cancellation of your visa. We recommend that if you have any concerns about your attendance or this policy you should speak with our support services.

### B) STUDENTS STUDYING VET COURSES

Greenwich College trainers record students' attendance for every lesson. Effective course progress cannot be attained without or with low attendance. Students are therefore required to attend all lectures to be able to demonstrate competency.

Greenwich College systematically monitors students' course progress, which includes recording, monitoring, assessing, counselling and reporting the course progress of each student.

Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in a given study period.

Greenwich College has and will implement an intervention strategy for any student who is not making satisfactory course progress. Further details can be found in the Monitoring Course Progress Policy [here](#).

# CODE OF CONDUCT, RULES AND POLICIES

**All students and staff at Greenwich College are governed by Australian federal and state laws.**

However, in addition to these laws, the Greenwich College Code of Conduct and Policies will also apply. The purpose of these is to ensure that Greenwich College maintains its commitment to providing a safe, equitable and orderly environment for all students and staff and that each student and staff behave responsibly and ethically.

## General Code of Conduct

Students are expected to respect other students, staff and property so that learning and teaching can take place freely and safely and without causing any harm to anyone. See our non-exhaustive list of examples of student misconduct in Appendix A.

## Greenwich College Rules

In order to maximise English language learning, Greenwich students are required to:

- only use English in the classrooms;
- arrive on time;
- ensure mobile phones are muted and put away while in class;
- participate and have fun.

## Discrimination

In Australia, the notion of discrimination is taken very seriously. Discrimination is any action and/or behaviour that aims at treating a person or group less favourably than others due to their background or personal characteristics, e.g. Sex/Gender, Language, Pregnancy, Race, Age, Marital status, Homosexuality, Disability, Transgender (Trans sexuality), Carers' responsibilities, Harassment and others. Discrimination on such grounds is against the law.

Any instance of discrimination should be reported to the Greenwich College team. You can also contact the Australian Human Rights Commission and submit your complaint in writing in any language. For more information, please contact the [Australian Human Rights Commission](#).



## Financial Misconduct

Any student who fails to maintain up-to-date payments for their course will be seen as breaching their financial obligations. Any student who falls more than one month behind in their payments will be notified that if they do not make a payment of all outstanding amounts within seven days, they will have their enrolment cancelled on the grounds of financial misconduct. Students will also be reported to the DHA due to the non-payment.

The Student Services Team can help our students with the fee arrangements to either split the tuition fees or postpone them to a later date. This is possible only before the fees become overdue. If you need any assistance with your fees, please contact our Student Services Team immediately.

## Penalties for Misconduct

Penalties imposed will take into account the nature and the extent of the misconduct. Students found to be in violation of the Code of Conduct will be subject to disciplinary action imposed according to the severity of the offence. Each violation may be treated separately or if a student has several violations may be cumulatively applied should the violation(s) call for a more severe penalty.

Failure to comply with any of the Greenwich College Policies and Procedures may result in a student being dismissed and/or suspended from their course and/or Greenwich College. Where a student is dismissed and/or suspended from their course and/or Greenwich College due to failure to comply with any of the above, no refund of fees paid whatsoever will be made. In this case, students may also be required to pay for any damages and/or disruptions caused, and/or reported to the relevant government authorities, which could result in the cancellation of their visa.



The General Manager of Greenwich College may impose the penalty of permanent exclusion from Greenwich College in the case of physical or verbal abuse of students or staff of Greenwich College, repeated or severe misconduct, or in the case of criminal acts.

The Greenwich College Policies and Procedures and the availability of Greenwich College complaints and appeals processes does not remove the right to take action under Australia's consumer protection laws. Greenwich College will report all criminal acts committed by its students or any other party to the relevant authorities.

## Greenwich College Policies

It is the responsibility of all students to familiarise themselves with and adhere to all relevant Greenwich College Policies. You can find all our relevant policies under Greenwich College Policy Documents listed [here](#).

# About Australia



## Now and Then

### Brief History

Mainland Australia has an area of 7.69 million square kilometres. It is approximately 3700 kilometres north to south and 4000 kilometres east to west. This makes Australia the 6th largest nation after Russia, Canada, China, the United States and Brazil.

Australia has been populated by Indigenous Australians for an estimated 60 000 years but it was in 1770 that Captain James Cook, aboard the Endeavour, claimed it for the British Crown. The first British settlers arrived in what is now known as Sydney on 26 January 1788. Since this time, Australia's population has grown to more than 25 million people.

### Modern Australia

The people of Australia are a very culturally diverse society, which includes its Indigenous peoples and migrants from more than 200 countries. More than 5 million Australians speak a second language and almost 25% of residents were born overseas.

Australia is made up of six states and two territories which are governed by the Federal Australian Government, the State/Territory governments and about 700 local government authorities.

Canberra (The Australian Capital Territory) is Australia's capital and is home to the Australian Parliament, the High Court of Australia, the National Gallery, the National Library, the National Museum of Australia and the Australian War Memorial.

Australia is a great place to visit and explore. With its spectacular natural environment and scenery, multicultural communities, contemporary arts and culture, world-class events, food and wine, the friendliness of its people, combined with its weather and lifestyle make it one of the world's most popular tourist destinations.

## Did you know that...

1. The Australian Alps get **more snow** than the Swiss Alps?
2. 90% of Australians live on the **coast**?
3. Tasmania has the **cleanest air** in the world?
4. The Great Barrier Reef is the largest **eco-system** in the world?
5. Australia has over 60 separate **wine** regions?
6. Fraser Island is the **largest** sand island in the world?
7. 80% of the animals are **unique** to Australia?



# LIFE IN AUSTRALIA

## Public Transport

Greenwich College campuses are conveniently located close to public transport. To travel on public transport, you need to use a valid ticket, your bank card or pre-paid card (Opal card in Sydney, Myki card in Melbourne, Go Card in Brisbane and Gold Coast and SmartRider card in Perth, and metroCARD in Adelaide.) The cards are reusable, so when your credit runs low, you only need to top it up.

On-the-spot fines up to \$550.00 may apply for traveling without a valid ticket. For more information about the public transport in your area, please visit:

- **NSW** ([Sydney](#))
- **VIC** ([Melbourne](#))
- **QLD** ([Brisbane & Gold Coast](#))
- **WA** ([Perth](#))
- **SA** ([Adelaide](#))

## Working in Australia

International students have the same basic rights and protections as everyone else in the workplace, including minimum pay and conditions. For further information please check the [Fairwork Australia page](#).

## Visa Work Conditions

Students who wish to work in Australia must have the appropriate visa that gives them the authority to work while in Australia. Students who work in Australia without an appropriate visa and/or students who do not comply with the work conditions attached to their visa are breaking the law and may have their visas cancelled and will be fined up to \$10,000.00. It is your responsibility to ensure that you comply with your visa conditions at all times. Further information can be found on your visa label in your passport and [here](#).

## A) STUDENT VISA HOLDERS

Student visa holders are automatically granted Permission to Work as a condition of their visa (Permission to Work is also granted to any dependants). Students with Permission to Work can work a maximum of 48 hours per fortnight (2 weeks) whilst studying and unlimited hours during scheduled and or approved course breaks. Students cannot commence work until after the start date of their course (dependants with Permission to Work can work a maximum of 48 hours per fortnight).

## B) TOURIST VISA HOLDERS

Tourist visa holders are not permitted to work.

## C) WORKING HOLIDAY VISA HOLDERS

Working Holiday visa holders are permitted to work while in Australia. There are no restrictions on the type and/or the hours per week, however you can only work for the same employer for a maximum of 6 months.

## Tax File Number (TFN)

If you intend to work in Australia, it is a requirement that you obtain a TFN. Applying for a TFN is free and you can apply either online or in person. Apply [here](#).

## Money / Banks

The legal currency in Australia is the Australian dollar (AUD\$). If you are planning on living and working in Australia, it is beneficial to have an Australian bank account. To open a bank account you will require proof of identification and evidence of your current home address.

# SUPPORT SERVICES AND USEFUL LINKS

Please click [here](#) for Important Support Services contact details across all states. You can also find further information below.

## Emergency - National

**Police** - call 000

**Ambulance** - call 000

**Fire Services** - call 000

Download the [Emergency +](#) application to your phone for free

## Work / Discrimination - National

[Australian Human Rights Commission](#)

[Fair Work Ombudsman](#)

[Fair Work Commission](#)

## Work / Discrimination - By State

**NSW** - [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

**SA** - [www.rtwsa.com](http://www.rtwsa.com)

**ACT** - [www.worksafe.act.gov.au](http://www.worksafe.act.gov.au)

**NT** - [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)

**TAS** - [www.workcover.tas.gov.au](http://www.workcover.tas.gov.au)

**QLD** - [www.workcoverqld.com.au](http://www.workcoverqld.com.au)

**WA** - [www.workcover.wa.gov.au](http://www.workcover.wa.gov.au)

**VIC** - [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## Mental Health Support

**Uprise** - 1300 209 371

**Beyondblue** - 1300 22 4636

**Lifeline** - 13 11 14

**Mensline Australia** - 1300 78 99 78

**Suicide Call Back Service** - 1300 659 467

**Human Rights Commission** - 1300 656 419

**JobAccess** - 1800 464 800

**Health direct** - 1800 022 222

## Connect With Us

Keep an eye out on upcoming emails with news, events and info sessions.

 [Greenwich College](#)

 [greenwichcollege](#)

 [Greenwich College Australia](#)

 [Greenwich College](#)


## What's On?

[The Urban List](#)

[TimeOut](#)

[Eventbrite](#)

[Concrete Playground](#)



We hope you enjoy studying at **Greenwich College**

# APPENDIX A)

# EXAMPLES OF MISCONDUCT

- Acting dishonestly
- Bullying and Harassment of other students or staff
- Knowingly or recklessly acting in a way that results in serious physical and/or mental harm to another student or staff member
- Discriminating against a particular group of people on the grounds of – Sex/Gender, Language, Pregnancy, Race, Age, Marital status, Homosexual, Disability, Transgender (Trans sexuality), Carers responsibilities, Association, Harassment, and/or Sexual harassment
- Knowingly or recklessly providing false information to Greenwich College
- Knowingly or recklessly disrupting, obstructing, or interfering with Greenwich College staff and/or students, classes, and/or activities
- Intentionally or recklessly damaging, destroying, stealing, tampering and/or unauthorised use of Greenwich College property and/or the property of another student or staff member
- Disobeying or showing disregard to an order or direction from a Greenwich College member of staff
- Preventing or disrupting learning
- Failing to attend and participate in classes regularly
- Use and/or possession of unauthorised material or technology during an assessment or examination including obtaining and/or providing assistance with answers during an assessment/examination
- Unauthorised access to files and/or altering or destroying those files
- Plagiarism in any form and/or submitting material as your own that has been produced by another person or technologies
- Possessing, using, distributing, or selling unauthorised copies of an examination and/or course materials
- The theft and/or abuse of information technology (IT) including but not limited to using IT to send obscene and/or threatening messages, and/or to interfere with Greenwich College systems
- Possessing, consuming, and/or being under the influence of alcoholic beverages (except during authorised Greenwich College events)
- Possession, distributing, and/or being under the influence of any illegal drug (except where prescribed by a licensed physician)
- Knowingly or recklessly causing, and/or making a false emergency warning and/or tampering with emergency safety equipment
- Unauthorised trespassing and/or forcible entry into Greenwich College or any of unauthorised rooms
- Parking vehicles (bicycles, scooters and skateboards) or storing bulky items inside our premises unless authorised otherwise
- Smoking or vaping within Greenwich College including the balconies, terraces, fire stairs, toilets, and/or any covered areas within the building. Smoking is permitted on the street, 4 metres away from any building entrances, however, please be aware that littering (including the littering of cigarette butts) is an offence in Australia, On the spot fines of up to \$750.00 may apply.
- Selling or trading any goods or services within our premises without authorisation of the College
- Putting up any posters around the College without authorisation
- Inappropriate dress standards. As a minimum students are required to follow the below guidelines for appropriate dress code in educational setting:
  - Wear clean and presentable clothing
  - Footwear must be worn at all times
  - Clothing should be respectful and modest in appearance (avoid overly revealing, offensive or inappropriate clothing)

