

CULTIVATING

DREAMS.

2017 / 2018
PRE ADMISSION
INFORMATION
STUDENT HANDBOOK PT 1

INSIDE YOU'LL
FIND IMPORTANT
INFORMATION ABOUT
YOUR JOURNEY AT EQUALS

equals.edu.au

Let us know if we can help you! Our
Admissions and Service team are
available on + 61 8 8110 1200



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ABOUT EQUALS

WELCOME

Welcome to EQUALS!

This Pre Admission information includes useful background information that we want all our prospective students to be aware of. This document has been designed for both international and domestic students.

If you can't find the answer you are looking for or perhaps have a new question, please don't hesitate to contact us anytime. Our Admissions team are available on +61 8 8110 1200 or admissions@equals.edu.au.

We look forward to getting to know you.

workshops are meaningfully designed to reflect industry feedback and support a student's personal growth throughout their learning journey.

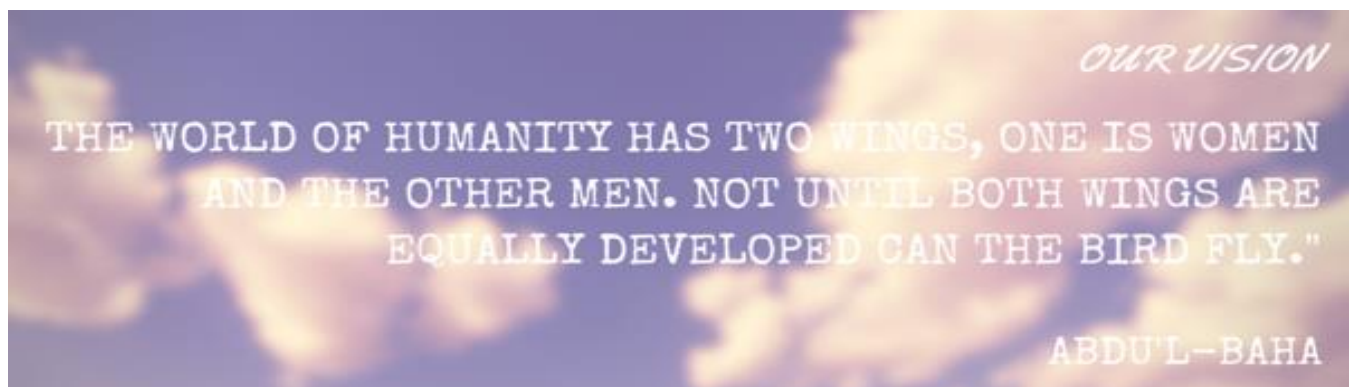
OUR APPROACH

We provide a balanced approach to learning, incorporating the intellectual, social, physical and spiritual development of individuals.

Our methods of training are based on both adult learning and accelerated learning principles, enabling clients to maximise on their training, irrespective of their learning styles.

OUR VISION

EQUALS International has a vision of a new world based on universal spiritual principles. A prerequisite of this is the equality of men and women.



VALUE ADDED WORKSHOPS

With a strong focus on developing skills & attitudes towards industry excellence, our programs seek to create a balanced approach to learning within an adult and accelerated learning environment. Programs at EQUALS include a number of value added workshops that students can choose to participate in during their studies. These workshops are not included in the packaging rules for our nationally recognised qualifications. As such, they are not compulsory and not assessed for students to achieve a qualification. The voluntary workshops are principally delivered as they align to institutional values of equality, diversity and unity, and may offer additional skills, knowledge and attitudes that improve employability and resilience in the workplace. Our value added sessions are offered in areas including problem solving and consultation skills, spiritual intelligence, healthy lifestyles and introduction to human rights. These voluntary

ONGOING LEARNING

EQUALS International has a long record of success for its students and provides ongoing professional development for its graduates, through seminars, workshops and lectures.

OUR FUNDAMENTAL PRINCIPLES

- Education is fundamental to human development.
- All forms of prejudice are abandoned.
- Women and men are equal as human beings – their diverse qualities complement each other.
- Equality of women and men is conducive to balance and harmony

OUR SPIRITUAL PRINCIPLES

EQUALS International is founded upon spiritual principles – these principles guide our direction, decisions and operations. They are:

- Equality of Women & Men
- Unity in Diversity
- Development of Human & Spiritual Potential
- Service
- Decision Making through Consultation
- Ethical Business Practice
- Promoting Human Rights
- Social Responsibility
- Sustainable Growth & Development
- Values-Based Leadership

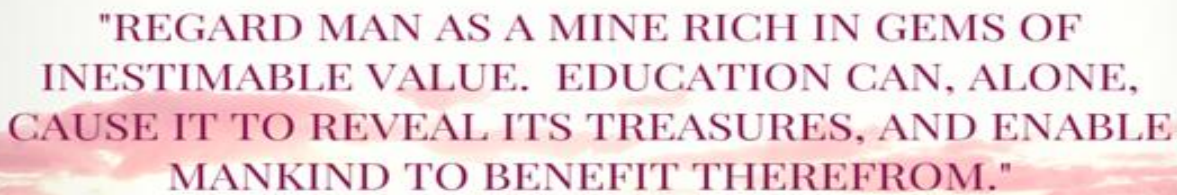
EQUALS International supports the principles of the United Nations Global Compact.

OUR MISSION

EQUALS International's mission is to:

- Empower individuals and organisations to realise their potential and maximise their capacity.
- Recognise, value and promote gender equality and cultural diversity.
- Promote education as a means to achieve universal peace and unity.

EQUALS International has a commitment to provide excellence in the development of human potential, to pursue all avenues of opportunity and advancements and to provide ongoing support.



"REGARD MAN AS A MINE RICH IN GEMS OF
INESTIMABLE VALUE. EDUCATION CAN, ALONE,
CAUSE IT TO REVEAL ITS TREASURES, AND ENABLE
MANKIND TO BENEFIT THEREFROM."

BAHA'ULLAH

OUR STAFF

Our professional Educators and Support Staff are dedicated to supporting you through your learning experience at EQUALS International. Our Educators are industry experienced and academically trained individuals who share in the rich cultural diversity of our student population.

We have experienced and qualified Counselors, Psychologists and Support Staff who are available to assist you with your personal and study needs.

They are totally committed to your ongoing personal development and your skills acquisition.

ACCREDITATION

EQUALS International is registered with the Australian Skills Quality Authority (ASQA) and is a registered training organisation (RTO) accredited educational organisation offering competency-based training. More information regarding our registration can be found at www.training.gov.au and including Registration No. 3492.

EQUALS International is an approved overseas student education provider on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). More information regarding our registration can be found at <http://cricos.education.gov.au/> and including CRICOS Registration code 02804C.

WORKING WITH THE UNITED NATIONS

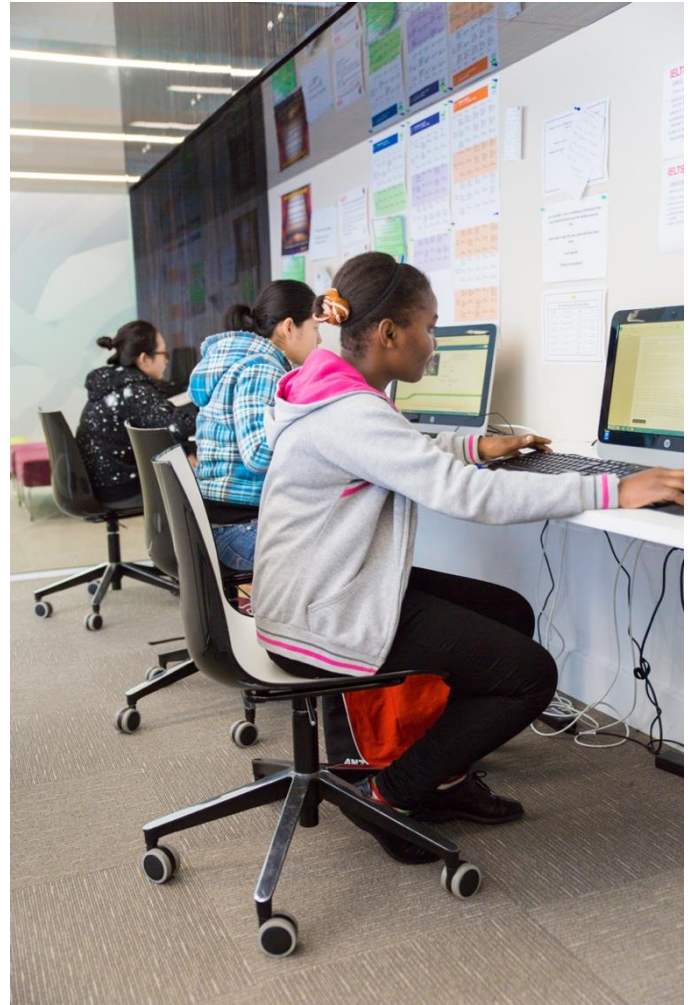
EQUALS International is a preferred supplier to the United Nations and support the principles of the United Nations Global Compact.

AN IMPORTANT NOTE

This document has been compiled to provide a guide for those individuals who are considering enrolling or who have enrolled with EQUALS International. It should not be treated as an exhaustive statement on the subject. Whilst EQUALS International believes that this publication will be of great assistance to its readers, EQUALS International expressly disclaims all liability for errors or omissions of any kind whatsoever (whether negligent or otherwise) or for any loss, damage, or other consequence which may arise from any person relying on this publication.

EQUALS International does not engage in the performance of any legal or other professional services. If legal or expert assistance in relation to the subject matter is required, the advice of a competent professional should be sought.

Please note that the words “student” and “learner” are used interchangeably throughout this document.



GETTING STARTED

REQUIRED TECHNOLOGY RESOURCES

It is an expectation of the Institute that all students have reliable and ongoing access to a personal computer, internet and printing facilities. This is an essential requirement for students in all qualifications at EQUALS.

Students must also have access to a computer that can view and edit word and powerpoint files.

REQUIRED LEARNING RESOURCES

Some Students may need to acquire required texts and other resources as part of their studies at EQUALS. Individuals who are offered a place to study at EQUALS will be given more information regarding the specific resources required. It is a condition of enrolment that students purchase these resources before commencing studies.



UNIQUE STUDENT IDENTIFIER

If you are studying nationally recognised training in Australia you are required to have a Unique Student Identifier (USI).

You must have a USI when enrolling at EQUALS. You can also learn more by visiting [our website](#). Go to the [Apply](#) menu, then [Unique Student Identifier](#)

UNIVERSITY PATHWAYS

EQUALS offers a range of articulations and pathways to higher education providers.

Speak with our Admissions staff if you plan to progress onto University or even if you simply wish to explore what options are available.

You can also learn more by visiting [our website](#). Go to the [Apply](#) menu, then [University Pathways](#).

IMPORTANT DATES

It may be important to be aware of key dates when considering your study at EQUALS. You can learn about census and term dates by viewing the latest Term Dates & Study Period Planner. You can learn more by visiting [our website](#). Go to the Student Centre menu, then [Forms & Downloads](#).

POLICIES

We strive to maintain a healthy and productive learning environment for all who through our doors.

When applying to enrol at EQUALS, students must agree to accept and abide by the expectations, policies and procedures of the Institute.

There are a number of important documents that describe your rights and responsibilities and those of the Institute. You can learn more by visiting [our website](#). Go to the Student Centre menu, then [Policies](#).

All Students are required to agree to our Enrolment Declaration upon commencement.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is the recognition of individual competencies gained through other studies, training or experience at work, or from experience in everyday life. When RPL is given, it is for a whole program of training, or unit(s) of competency.

RPL can be an integral part of the program. Students (or candidates as they are commonly referred to during the RPL process) will have the opportunity to have their current competencies assessed at the beginning of the program. RPL is a way of acknowledging the full range of an individual's knowledge, skills and experience through:

- formal training (conducted by industry or within the education system)
- work experience (including informal training)
- life experience

The focus of assessment is on whether the candidate possesses appropriate skills and knowledge, not where they acquired them. The RPL process not only enables candidates to gain recognition for the skills and knowledge they already possess; but also acts as a method to determine a candidate's training needs. It incorporates a diagnostic assessment model where an individual training plan will be worked out for each student. It will identify what training the participant will need to undertake to enable them to achieve competencies they do not have.

You may be eligible to apply for RPL in some units but you may choose not to so that you can access all the training available. You are encouraged to make the choice about RPL that suits your individual needs. The impact of the RPL process means time spent at off-the-job training may vary depending on your individual needs. You will only be required to undertake training in the specific units where RPL has not been granted.

The types of evidence required under the RPL process include:

- examples of previous work
- demonstration of performance or specific tasks in a real or simulated work situation
- results in practical, written or verbal tasks
- corroborated information or previous achievement

You can download the RPL Guide and Application form from the [Forms & Downloads](#) menu. To avoid processing delays, please remember to ensure you attach the RPL application fee of \$250.00 with your application.



STUDENT SERVICES

We work with sincerity and care to help our Students achieve their goals. Here are some of the things we offer our Students.

- Institute Library
- Quiet Study & Internet Facilities
- Research & Academic Support
- Study Skills Training
- Online Learning Portal
- Employment Support & Career Counselling

The Student Services team is located at 81 Currie Street and can be contacted by phone on +61 (0)8 8110 1200 or studentservices@equals.edu.au.

STUDENT PORTAL & MOODLE

As an EQUALS International student you are given access to Moodle and the Student Portal where you are able to log in to view your current enrolment details, course progress and related course information. Moodle provides students with online access to resources, training and assessment materials.

BUDDY PROGRAM (INTERNATIONAL STUDENTS)

During your orientation with EQUALS International, you may be introduced to a buddy (usually an existing student or past graduate) who will be your buddy/mentor during your orientation at EQUALS International. Your buddy can help you with study skills, getting to know your way around Adelaide, meeting new friends and many other aspects to your academic and personal experience here in Australia.

EMPLOYMENT ASSISTANCE PROGRAM

EQUALS International has qualified employment support staff that are committed to providing you with assistance in securing and maintaining employment. For over 25 years, we have worked closely with local industry and employers and hold an excellent reputation for quality graduates.

EQUALS INTERACT

EQUALS International encourages all students (past and present) to take advantage of Interact. Interact is our social and professional networking group which produces a regular newsletter. Interact provides useful industry and educational contacts and has a fully serviced Library (electronic and hard copy) for its members to take advantage of. Please speak with Student Services for further advice on how to become a member.



ACADEMIC SUPPORT

Academic support is accessible if you feel like you need assistance with your studies. You may be concerned about:

- English support
- Academic support
- Personal & financial issues (Student Counselling & Vocational Guidance)
- Help with exams
- Introductory programs.

EQUALS International can offer a range of short programs and coaching for students requiring preliminary skills in the following topic areas:

- Basic Anatomy & Physiology
- Safe Handling Practices
- Provide First Aid, and more.

LOOKING AFTER YOURSELF - ASPECTS OF HEALING

Being a busy Student means that you need to be well and balanced. EQUALS International students are offered special privileges and discounts on a range of natural healing services from local integrated health centre, Aspects of Healing. These include:

- Yoga Classes
- Remedial & Relaxation Massage
- Ayurveda & Homeopathy
- Acupuncture
- Bowen Therapy
- Skin Care

EQUALS International Students are eligible for a 10% discount on all services.

Get in touch with the team at Aspects of Healing at www.aspectsofhealing.com.au or call them on (08) 8110 4300.