



International Learner Orientation Checklist

We ask that you complete the following checklist to help ensure all important information is addressed during your Orientation at EQUALS. Further information can also be found in your **Learner Prospectus and Learner Handbook, or by talking with EQUALS.**

Tick when complete	Have you read, understood and do you agree to comply with the following?
	Copy of the signed Code of Practice.
	Copy of the National Code of Practice for the Registration Authorities and Providers of Education and Training to Overseas Students
	More About EQUALS?
	Our Vision
	Our Values
	Our Principles
	Our Mission
	Our Approach
	Our Staff
	Ongoing Learning
	Accreditation
	Facilities and Support Services
	Supporting You
	Institute Library
	Quiet Study and Internet Facilities
	Employment Assistance Program
	EQUALS Interact
	International Learner Liaison
	Buddy Program
	Academic Support
	Looking after yourself – Aspects of Healing
	General description of: <ul style="list-style-type: none"> - the facilities (for example classrooms, furniture, fittings) - the equipment (for example audio-visual teaching aids) - the learning resources (for example reference texts and software) available to Learners undertaking the course.



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Tick	Course Information (including Content and Vocational Outcomes)
	The Role of the Enrolled Nurse (where applicable)
	Employment Opportunities
	Why would I like working as an Enrolled Nurse? (where applicable)
	Level of Study & Study Commitments
	Length of Course
	Commencement
	Entry Requirements
	Course Content
	University Credit Recognition
	Accreditation
	Course Attendance
	Deferments
	Withdrawal from Course
	English Language Requirements
	Orientation and Induction
	Learner Visas
	Requirements to achieve the qualifications
	The qualification/certifications to be issued on completion or partial completion of the course
	Australian and overseas recognition given to qualifications
	Teaching methods used (including field trips or work experience requirements)
	Policies on assessments, including methods, grading, resubmission of work etc...
	Internal and external grievance/appeal processes
	Learners' rights and responsibilities, including withdrawal arrangements
	RTO's rights and responsibilities
	Conditions under which tuition may be terminated
	Welfare and guidance services relevant to overseas Learners
	Work rights
	Course requirements (including the need to be enrolled in a full time course of study, and requirements relating to attendance and academic progress)
	The requirement to seek the prior approval of DIBP or its equivalent for certain course changes, or before commencing a new course, or changing course
	Information about the minimum level of English language proficiency, educational qualifications and work experience required for the Learner to be accepted for the course (unless this is clearly not relevant), including bridging courses and details of pre-and in – sessional English language programs

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Tick	Learning and Assessment
	Learning Environment
	Assessment
	Achieving Competence will involve
	Principles of Assessment
	Assessment Techniques
	Providing Feedback
	An Appeals Process
	Credit Transfer
	Assessment & Recognition of Prior Learning
	What if Your Application is Denied? The Appeals Process
	How Does RPL Work?
	RPL Fees
	How could RPL affect your Overseas Learner Status?
	Finances
	Application Fee
	Tuition Fees for International Learners
	Overseas Student Health Cover (OSHC)
	Tuition Fees and Refund of Monies Paid
	Withdrawal from Course
	Refund of OSHC Payments
	Part-Time Work
	Tuition Assurance Scheme
	Other fees and charges
	Other Information
	Eligibility for Student Visa Holders
	Tuition Protection Scheme (TPS)
	Course Attendance
	Changes Affecting Visa Status
	Dependants
	Working conditions for a Student visa holder
	Useful Websites
	More about your lifestyle and accommodation options
	Shopping – Where to buy groceries and essential items
	Safe Pedestrian behaviour and expectations
	Using Public Transport (purchasing, validating and using public transport)
	Do you have your OSCH Membership Card and contact number?
	Emergency Contact Numbers (Dial 000 for Police, Fire or Ambulance)



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Learner Declaration:

I have read, understood and agree to comply with the terms and conditions of my enrolment:

Learner Name: _____ Learner Signature: _____

Date: _____

Agent Declaration: (where applicable)

I have reviewed the terms and conditions with the Learner:

Agent Name: _____ Agent Signature: _____

Date: _____