

2019/2020



PRE ADMISSION

STUDENT HANDBOOK

EQUALITY • DIVERSITY • UNITY
EQUALS.EDU.AU



INDEX

ABOUT EQUALS	3
WELCOME	3
VALUE ADDED WORKSHOPS	3
OUR VISION	4
OUR APPROACH	4
ONGOING LEARNING	4
OUR FUNDAMENTAL PRINCIPLES	4
OUR SPIRITUAL PRINCIPLES	4
OUR STAFF	5
OUR MISSION	5
ACCREDITATION	6
WORKING WITH THE UNITED NATIONS	6
AN IMPORTANT NOTE	6
STUDENT PARTNERSHIP AGREEMENT	7
GETTING STARTED	9
REQUIRED TECHNOLOGY RESOURCES	9
UNIQUE STUDENT IDENTIFIER	9
REQUIRED LEARNING RESOURCES	9
ENGLISH PROFICIENCY FOR NURSING	9
UNIVERSITY & HIGHER EDUCATION PATHWAYS	10
IMPORTANT DATES	12
POLICIES	14
RECOGNITION OF PRIOR LEARNING (RPL)	14
STUDENT SERVICES	16
ORIENTATION & INDUCTION	16
MODES OF DELIVERY	17
ASSESSMENT METHODS	17
COURSE & TUITION FEES (INCLUDING REFUNDS)	18
OTHER FEES AND CHARGES	18
STUDENT PORTAL & MOODLE	19
BUDDY COURSE (INTERNATIONAL STUDENTS)	19
EMPLOYMENT ASSISTANCE COURSE	19
EQUALS INTERACT	20
ACADEMIC SUPPORT	20
LOOKING AFTER YOURSELF - ASPECTS OF HEALING	20

ABOUT EQUALS

WELCOME

Welcome to EQUALS!

This Pre Admission information includes useful background information that we want 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.

VALUE ADDED WORKSHOPS

With a strong focus on developing skills & attitudes towards industry excellence, our Courses seek to create a holistic approach to learning within an adult learning environment. Courses at EQUALS include a number of value added workshops that you can choose to participate in during your 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 you to achieve a qualification. The voluntary workshops are delivered as they align to EQUALS' 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 content is offered in areas including problem solving and consultation skills, spiritual intelligence, healthy lifestyles, employability skills, and human rights. These voluntary workshops are meaningfully designed to reflect industry feedback and support your personal growth throughout your learning journey.

VISION

*The world of humanity has
two wings, one is women
and the other men.
Not until both wings are equally
developed can the bird fly.*

ABDU'L-BAHÁ'





OUR VISION

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

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 you to maximise on your training, irrespective of your learning styles.

ONGOING LEARNING

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

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

EQUALS supports the principles of the United Nations Global Compact.

OUR STAFF

Our professional educators and support staff are dedicated to supporting you through your learning experience at EQUALS. Our educators are industry experienced and academically developed individuals who share in the rich cultural diversity of our student population.

We have experienced and qualified 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.

OUR MISSION

EQUALS'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 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.



THE POWER OF EDUCATION

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.

BAHÁ'U'LLÁH



ACCREDITATION

EQUALS International (Aust) Pty Ltd (EQUALS, ABN 81 078 991 858, CRICOS 02804C) is a dual sector provider offering higher education and vocational education and training qualifications. We operate from our Adelaide campus, located at 54 and 81 Currie Street, Adelaide SA 5000.

Higher Education: EQUALS is registered as a Higher Education provider with the Tertiary Education Quality and Standards Agency (TEQSA). **Provider Registration No: PRV14279.**

Vocational Education and Training: EQUALS is also registered with the Australian Skills Quality Authority (ASQA). **RTO Code: 3492.**

Other registrations

Further, we are an approved education provider with the **Australian Nursing and Midwifery Accreditation Council** and a member of Independent Higher Education Australia (IHEA).

Important Note about Tuition Assurance: EQUALS International (Aust) Pty Ltd and all CRICOS approved qualifications that we deliver are covered under the Tuition Protection Scheme.

Students can access VET Student Loans and Austudy approved programs (subject to eligibility).

WORKING WITH THE UNITED NATIONS

EQUALS is a preferred supplier to the United Nations Procurement Division (NY, USA) and actively supports 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. It should not be treated as an exhaustive statement on the subject. Whilst EQUALS believes that this publication will provide useful information to its readers, EQUALS 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 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” may be used interchangeably throughout this and other institutional documents.



STUDENT PARTNERSHIP AGREEMENT

We want you to gain the most out of your experience with EQUALS. With this in mind, our Student Partnership Agreement has been developed to help you appreciate shared responsibilities and to help ensure a meaningful and rewarding learning partnership.

EQUALS'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.

Regard man as a mine rich in gems of inestimable value. Education can, along, cause it to reveal its treasures, and enable mankind to benefit therefrom.

Baha'u'llah

EQUALS 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.

Supported by our **vision**:

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

The world of humanity has two wings, one is women and the other men. Not until both wings are equally developed can the bird fly.

Abdu'l-Baha



PRE ADMISSION INFORMATION | HANDBOOK PART I

EQUALS undertakes to:

- Comply with the Vocational Education and Training (VET) Quality Framework and the Standards for Registered Training Organisations (RTOs) 2015, including the quality of the training and assessment services it provides for the range of VET Courses under its current scope of operation and for the issuance of the AQF certificate documentation
- Treat students and colleagues equally and respectfully
- Provide industry driven education solutions
- Provide a high standard of learning, support and care for our students
- Provide access to learning activities that will improve graduate employability and personal growth
- Support and develop staff and support them to deliver a high quality learning experience
- Encourage student participation in Course development and management
- Provide access to counselling and support on areas including wellbeing, health and welfare, learning and study, finance, accommodation, careers and student visas
- Provide clearly defined and timely access to academic skills and learning facilities, and Course information.

A student is expected to:

- Treat educators, staff and fellow students equally and respectfully
- Positively contribute to the diverse culture of EQUALS, through co-operative actions, understanding, tolerance and empathy
- Participate in Course activities in an honest, responsible and ethical manner
- Keep EQUALS free from harassment, aggression and violence. All forms of harassment (sexual, verbal, racial, physical, intellectual) are totally unacceptable
- Attend orientation and induction activities, participate in timetabled classes, attend professional experience placement and other scheduled activities
- Take responsibility for managing their own learning: actively engaging in their Course
- Ensure sufficient and regular time in private study, and participating fully in group learning activities
- Submit work by stated deadlines and actively participate in feedback that can enhance the quality of future educating
- Support Class Managers (where applicable) and participate in systems which will lead to improvements in the quality of learning and educating
- Respect the physical environment and property of EQUALS
- Make timely payment of fees due to EQUALS
- Be aware of and comply with EQUALS' regulations, policies and procedures.

The Student Partnership Agreement has been designed and developed collaboratively with stakeholders. It gives students a clear understanding of what our students can expect from EQUALS, and what commitments students need to make in return.

The Student Partnership Agreement gives a summary of our aspirations and expectations for each other at EQUALS.



GETTING STARTED

REQUIRED TECHNOLOGY RESOURCES

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

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

UNIQUE STUDENT IDENTIFIER

If an applicant is studying nationally recognised training in Australia, they are required to have a Unique Student Identifier (USI).

Applicants must have a USI when enrolling at EQUALS. Learn more by visiting [our website](#). Go to the [Study at EQUALS](#) menu, then [Unique Student Identifier](#).

REQUIRED LEARNING RESOURCES

You may need to acquire required texts and other resources as part of your 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 you purchase these resources before commencing studies. These tools and / or text books are there to support you through your



PRE ADMISSION INFORMATION | HANDBOOK PART I

education at EQUALS. Students who do not acquire the required resources may not be able to participate in classes.

Learn more by visiting our [website](#). Go to the [Student](#) menu.

ENGLISH PROFICIENCY FOR NURSING

Prospective students of the HLT54115 Diploma of Nursing are required to demonstrate English Language Skills requirements in line with the NMBA English Language Skills Registration Standard and the ANMAC Enrolled Nurse Accreditation Standards.

Prospective students must demonstrate the English Skill Requirements of the Primary Language pathway (pathway A) or Extended Education pathway (pathway B). If the prospective student cannot demonstrate either of these requirements, evidence of testing is required as per the NMBA English Language Skills Registration Standard (pathway C).

Requirements of the three separate pathways are outlined below.

Pathway A:

On Course admission, a formal English language test result would not be required if:

- An applicant can demonstrate 6 years of primary and secondary education (with at least 2 years between years 7 to 12) taught and assessed in English as per the requirements in the NMBA English Language Skills Registration Standard

The NMBA English Language Skills Registration Standard highlights the following requirements:

1. English is your primary language and:

- a) You have attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English in one of the recognized countries, including at least two years between years 7 and 12, and
- b) Your qualification in the relevant professional discipline, which you are relying on to support your eligibility for registration under National Law was taught and assessed solely in English in one of the recognised countries*, and

2. In the case of an enrolled nurse, you must provide evidence of at least a one year full-time equivalent pre-registration Course of study approved by the recognised nursing and/or midwifery regulatory body in any of the recognised countries* listed in the registration standard.

Pathway B:

On Course admission, a formal English language test result would not be required if:

- An applicant can demonstrate a sufficient number of years of education taught and assessed in English (secondary, vocational, tertiary as per combinations specified below) so that on completion of the Course of study (Diploma of Nursing) the applicant has a total of five (5) years of study e.g. EQUALS has an 18 month full time equivalent Diploma of Nursing Course, therefore the applicant on entry to the Course would be required to demonstrate 3 years and 6 months of full time equivalent study taught and assessed in English as per the details in the registration standard.

The NMBA English Language Skills Registration Standard highlights the following requirements:

- If you are applying for registration as an enrolled nurse, you must provide evidence of the completion of five (5) years* (full-time equivalent) of education taught and assessed in English, in any of the recognised countries



PRE ADMISSION INFORMATION | HANDBOOK PART I

NOTE:

- a) The Board will only accept the completion of five (5) years* (full-time equivalent) of:
 - i) vocational and secondary education taught and assessed in English; or
 - ii) tertiary and vocational education taught and assessed in English; or
 - iii) combined tertiary, secondary and vocational education taught and assessed in English; or
 - iv) tertiary education taught and assessed in English from one or more of the recognised countries* listed in the registration standard.
- b) The five (5) years referred to in paragraph 3(a) above must include evidence of a minimum of one (1) year* full-time equivalent pre-registration Course of study approved by the recognised nursing and/or midwifery regulatory body in any of the recognised countries.

Pathway C:

On Course admission, when an applicant cannot demonstrate A or B they are required to submit a formal English language test result at the required level, that is:

Demonstrated achievement of the required minimum scores in one of the following English language tests and meeting the requirements for test results specified in the standard:

- a) the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).

NOTE: accept test results:

- i) from one test sitting, or
- ii) a maximum of two test sittings in a six month period only if:
 - you achieve a minimum overall score of 7 in each sitting, and
 - you achieve a minimum score of 7 in each component across the two sittings, and
 - no score in any component of the test is below 6.5

- b) the OET with a minimum score of B in each of the four components (listening, reading writing and speaking).

NOTE: accept test results:

- i) from one test sitting, or
- ii) a maximum of two test sittings in a six month period only if:
 - you are tested in all four components in each sitting, and
 - you achieve a minimum score of B in each component across the two sittings, and
 - no score in any component of the test is below C

- c) the PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

NOTE: accept test results:

- i) from one test sitting, or
- ii) a maximum of two test sittings in a six month period only if:



PRE ADMISSION INFORMATION | HANDBOOK PART I

- a minimum overall score of 65 is achieved in each sitting, and
- you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and
- no score in any of the communicative skills is below 58

d) the TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:

- 24 for listening,
- 24 for reading,
- 27 for writing, and
- 23 for speaking.

As per the NMBA ELS registration Standard, recognised country means one of the following:

- Australia
- Canada
- New Zealand
- Republic of Ireland
- South Africa
- United Kingdom
- United States of America

UNIVERSITY & HIGHER EDUCATION PATHWAYS

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

Prospective and current students are encouraged to speak with our Admissions Advisors if they plan to progress to a higher education pathway.

Learn more by visiting [our website](#). Go to the [Study at EQUALS](#) menu, then [University Pathways](#).

IMPORTANT DATES

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





POLICIES

We strive to maintain a healthy, supportive and effective learning environment for you.

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

There are a number of important documents that describe your rights and responsibilities as well as those of EQUALS.

We ask that all prospective and current students take the time to read these documents carefully as they may relate your Course of study at EQUALS. Policies and procedures cover important topics such as:

- Admissions
- Bullying
- Child Safe Environments
- Clinical Skills Laboratory
- Course Progress
- Grievances & Appeals
- Diversity & Equity
- Recognition of Prior Learning
- Student Fees
- Social Inclusion
- Student Results
- Student Support
- Transferring between Providers
- Wellbeing, Health & Safety

Access the policies and procedures on **our [website](#)**. **Go to the [Policies and Procedures](#) menu on our website.**

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

CESSATION OF DELIVERY

In the event that EQUALS, or a third party delivering training and assessment on EQUALS' behalf, closes or ceases to deliver any part of the training product that a student is enrolled in, a number of options will be available to the participant including:

- Supported transfer of the participant enrolment to an alternate RTO for completion of services delivery (where applicable); or
- Refund of course fees paid

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 Course of training, or unit(s) of competency.

RPL can be an integral part of the Course. 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 Course. 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.

Individuals may be eligible to apply for RPL in some units but may choose not to so that they can access the training available. Individuals are encouraged to make the choice about RPL that suits their individual needs. The impact of the RPL process means time spent at off-the-job training may vary depending on individual needs. Students 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

Individuals can access the RPL Guide and Application form **our [website](#)**. **Go to the [Student menu](#), then [Forms & Downloads](#)**. To avoid processing delays, please remember to attach the RPL application fee of \$250.00 with the application.

STUDENT SERVICES

We work with sincerity and care to help you achieve your goals. Some of the things we offer our students include:

- Free access to Counselling and Social Worker support
- Institute Library
- Quiet Study & Group Work areas
- Assistance in organising National Police Checks and other clearances
- Computing and Internet Facilities (including WIFI)
- Student ID Cards
- Research & Academic Support
- Study Skills training
- Online Learning Portal
- Employment Support & Career Counselling

The Student Services team is located at 54 Currie Street and can be contacted by phone on +61 (0)8 8210 8400 or studentservices@equals.edu.au.

ORIENTATION & INDUCTION

New students are invited to attend an induction or orientation day at EQUALS. It is an expectation that students attend these sessions as important information is shared about the qualification and studying at EQUALS. If you are not able to attend the scheduled orientation session, you must contact Student Services as soon as possible prior to the commencement of your Course.



MODES OF DELIVERY

On Campus

This allows you to learn in a traditional classroom setting. The delivery style being interactive sessions accompanied by various activities and workshops. You attend classes as set in your timetable. This is an interactive form of learning that gives you an opportunity to engage more with your classmates and education staff face-to-face by asking questions or by expressing your thoughts and ideas. Unless specified otherwise, On Campus mode also includes a professional practice placement.

Blended Learning

This allows you to learn both on campus and off campus. On campus allows you to learn in a classroom setting as set out above and off campus allows you to learn by attending scheduled workshops or accessing web-based resources. You are required to have access to a computer with internet connection. With off campus delivery, you will be guided with a skilled educator via e-mail and/or forums. Also, you have the opportunity to contact your educators at mutually agreed times to seek clarification on assessment information, instructions and tasks.

Work-integrated learning (including Professional Practice Placement)

This is designed to engage and stimulate you in an industry environment. Work-integrated learning gives you an opportunity to learn and develop your skills in a workplace setting. You will be facilitated and guided with a workplace supervisor. In this type of delivery, you will be assessed based on your knowledge and performance. You will also be asked to complete a logbook and/or report on your workplace activities.

ASSESSMENT METHODS

EQUALS adopts a competency based approach to assessment, utilising a range of assessment methods to measure your competence in a unit of competency. The delivery of assessment tasks is in accordance with the specified training package of the unit you are enrolled in. The implementation may also be influenced by the delivery mode of the course, the available resources, reasonable adjustment considerations, the level of study and so on.

Assessment of students must be fair and non-discriminatory, and follow all the principles of assessment as well as the rules of evidence. How the students will be assessed and what the assessor will be looking for is made clear to the student at the beginning of each unit of competency.

The assessment methods at EQUALS are classified into three (3) categories: direct, indirect, and supplementary. These may be delivered in combination depending on the intended learning outcome of the unit.

- Direct assessments include presentations, role plays, interviews, and work samples. These are usually delivered in a classroom setting.
- Indirect assessments include projects, written assessments, verbal questioning, and self-assessment. These form part of blended learning.
- Supplementary assessments include third party (industry) report, reflective journal, personal portfolios, and historical evidence. These usually takes place in a work-based type of delivery.

EQUALS assessments comply with the four Principles of Assessment, including fairness, flexibility, validity and reliability. In addition to observing the Principles of Assessment, our assessments are conducted in accordance with the Rules of Evidence, which are validity, sufficiency, authenticity and currency.

HOW DO WE PROVIDE FEEDBACK?

After an assessment is completed the EQUALS educator, the Facilitator &/or the Workplace Assessor (where applicable) discusses and confirms aspects of the performance with you. Results of the assessment are provided to the student and, if necessary, advice is given about ways to address any shortcomings and a convenient time arranged for reassessment. Feedback and evaluation forms are randomly distributed for completion by the student and the employer.

COURSE & TUITION FEES (including Refunds)

For our policy on Course & tuition fees (3-6500), including refunds, please refer to the relevant Application and/or Enrolment Form (Form F001 & F 075) which is available on our [website](#). Please visit the [Apply](#) menu to download the relevant Application and Enrolment Form.

OTHER FEES AND CHARGES

There may be circumstances where a Student is required to make payment of other fees and charges. For example:

- The issuance of a replacement Qualification, Statement of Results and/or Logbook will incur an administration charge of \$35.00.
- Students requiring a Student ID Card are required to pay \$10.00 which covers the cost of card creation and administration. Students in receipt of VET Student Loans will not be required to pay the cost of the Student ID Card.
- Students who do not attend a scheduled industry visit or assessment may be charged a \$50 re-assessment fee. A 24-hour cancellation policy applies to avoid this fee.
- If a student has had multiple attempts at assessment, professional experience placement or other Course related activities, and is still found to be 'not yet competent', the student may be required to pay additional fees for ongoing training and/or assessment activities. Please refer to the [Student Results Policy](#) on our website. EQUALS will negotiate these fees with the individual Student and reserves the right to waive additional student fees if the student demonstrates hardship or other exemption categories which are acceptable to EQUALS.

Set out below is a list of other non-tuition fees that may apply. Prices are subject to change without notice.

ADDITIONAL FEES FOR STUDENTS	
Services Provided	Fees in AUD
Overseas Student Health Cover (OSHC) for overseas student only	See nib OSHC pricing
Police check (compulsory)	\$54
Airport Pickup (optional)	\$65 (approx.)
¹ Student Services Fee (compulsory)	\$250
² Amenities Fee (if applicable)	\$295
*ID card	\$10
*Uniform	\$30
*Printing credits (optional)	\$10
Late Payment Fee	\$50
Re-assessment Fee	\$50

ADDITIONAL FEES FOR STUDENTS	
Recognition of Prior Learning Fee (after enrolment finalised)	³ \$250
⁴ Reissue Parchment	\$35
Reissue Student I.D. Card	\$10
Additional Uniform	\$30
International Postage	\$15 (approx.)
Repeat per unit (if applicable)	\$1100 (max.)
⁵ Placement cancellation fee (if applicable)	\$1600 (max.)
⁶ Resources (if applicable)	\$750 (max.)

It is important for students to note that credit card transactions may incur a bank fee of 1.3%.

¹after acceptance of offer

²per course; incl. ID, uniform, printing credits, etc; may depend on the course - \$650 for Dental Assisting

*when amenities fee is not applicable

³+70% of unit fee

⁴transcript, certificate, or other completion document

⁵placement offer accepted and cancelled

⁶specific details can be found in the Required and Recommended Course Resources Guide, available from <http://equals.edu.au/students/>

STUDENT PORTAL & MOODLE

You are provided with access to Moodle and the Student Portal. You are required to keep your personal details updated on the Student Portal (e.g. phone and address details). The Portal allows you to log in and view current enrolment details, course progress and related Course information.

Moodle provides you with access to resources, training and assessment materials, including important information regarding topics such as professional experience placement.

BUDDY COURSE (INTERNATIONAL STUDENTS)

During orientation with EQUALS, you may be introduced to a buddy (usually an existing student or past graduate) who can provide friendship and support. A buddy can help newer students with developing good study skills, getting around Adelaide, meeting new friends and many other aspects to a student's academic and personal experience at EQUALS.

Existing students who feel that they may have the time and compassion to assist new arrivals are encouraged to express interest in being a buddy. More information can be found on Moodle or by talking with one of our Student Advisors.

EMPLOYMENT ASSISTANCE COURSE

EQUALS 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 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 need assistance with your studies. You may be concerned about:

- English language support
- Academic writing
- Personal & financial issues (student counselling & vocational guidance)
- Maths and numeracy

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

- Safe Handling Practices
- Provide First Aid & Basic Emergency Life Support
- Child Safe Environments
- Study Skills

LOOKING AFTER YOURSELF - ASPECTS OF HEALING

Being a busy student means that you need to be well and balanced. EQUALS 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
- Massage
- Ayurveda & Homeopathy
- Acupuncture
- Bowen Therapy
- Skin Care

EQUALS 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.



**WE LOOK
FORWARD TO
WELCOMING
YOU TO
EQUALS**