

2019/2020



INTERNATIONAL VET STUDENT

PROSPECTUS

EQUALITY • DIVERSITY • UNITY
EQUALS.EDU.AU

WELCOME

Message from the CEO & Founder



Welcome to EQUALS!

For almost 30 years EQUALS has been providing quality training and education services to people all over the world. Our success is attributable to our strong relationships with industry, employers and most importantly, our educators and students. Our graduates enjoy excellent career prospects as well as higher education pathways.

When you are accepted to study at EQUALS, our commitment to your wellbeing and development extends to the mental, physical emotional and spiritual aspects of your life. Our commitment is to ensure that you receive the best possible education and tuition services that we can provide as well as providing you with the support you need to succeed in Australia. Our Institute offers a family oriented, caring environment that provides our diverse student population with a unique level of personal service.

Adelaide is a diverse and beautiful city and offers a wonderful environment for international students. Becoming a part of this great city is made easier with the lifestyle and support services that EQUALS provides.

We trust that this Prospectus will provide you with the essential information you need however, if we can be of further assistance, please do not hesitate to contact one of our staff.

On behalf of the staff and students at EQUALS, I look forward to welcoming you soon.

Warm regards



Katina Jones
Chief Executive Officer

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ABOUT EQUALS

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 clients to maximise on their training, irrespective of their learning styles.

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:

- Decision Making through Consultation
- Equality of Women & Men
- Service
- Unity in Diversity
- Development of Human & Spiritual Potential
- 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 Staff

Our professional educators and support staff are dedicated to supporting students through their learning experience at EQUALS International. 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 students with their personal and study needs.

They are totally committed to our student's ongoing personal development and their skills acquisition.

Our Mission

EQUALS' 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.

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.

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.

Working With The United Nations

EQUALS International 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 International. It should not be treated as an exhaustive statement on the subject. Whilst EQUALS International believes that this publication will provide useful information 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.

ARRIVING AND LIVING IN SOUTH AUSTRALIA

On Your Flight

Wear comfortable and layered clothing so you can adjust according to the weather.

Fill in the Incoming Passenger Card which is given to passengers before landing in Australia.

- This is a legal document and you must tick YES if you are carrying any food, plant material including wooden souvenirs, or animal products. This includes fruit given to you during your flight.
- If you have items you don't wish to declare, you can dispose of them in quarantine bins in the airport terminal.
- Ask airline staff if you have any questions.
- Do not carry large sums of money. If you are carrying more than AUS\$10,000 in cash, you must also declare this on your Incoming Passenger Card.

Student Arrival and Enrolment Information

Arrive at least one to two weeks before the start of the compulsory International Student Orientation week to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag.

Effective 1 July 2012, legislation under the Education Services for Overseas Students Act 2000 (ESOS) states that students who fail to enrol within five business days of course commencement will be reported and have your Confirmation of Enrolment (CoE) cancelled.

Cost of Living

The estimated cost of living in Australia as of 21st May 2019 is \$20,290 per year. For more information, please visit the Department of Home Affairs website:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

You can learn more about the cost of living by reading our [Guidelines on Student Visa Living Costs and Evidence of Funds](#).

Mobile Phones and Laptops

Visit the Australian Communications and Media Authority www.acma.gov.au when considering bringing a mobile phone, laptop, or any communication devices to avoid problems in your access.

Study in Adelaide, South Australia

Adelaide is arguably Australia's best learning environment. Adelaide is home to increasing numbers of international visitors from all over the world. It is one of Australia's most affordable, safe, culturally diverse and friendly place to live, work and learn.

StudyAdelaide.com says that it has "a strong sense of heritage and traditional values combined with a vibrant international and cosmopolitan character". All of this, together with the highest quality in education services, makes the choice for where to study in Australia a whole lot easier."

In Adelaide, you'll find:

- quality education institutions and learning pathways;
- affordability;
- accessibility;
- safety;
- a strong community spirit;
- cultural diversity; and
- excellent career opportunities.

South Australia is one of the 6 states of Australia and is approximately 15% of the landmass of Australia. South Australia has a mild climate with warm, dry summers and cool, wet winters.

Adelaide is the capital city of South Australia. It is known as one of the most livable cities in the world and is a great study destination. Adelaide is known as the education city of Australia, which provides a quiet, safe and secure environment for international students.

Adelaide at a Glance

Capital	Adelaide
State	South Australia
Area	870 sq. km (336 sq. miles)
Population	1, 677,000
Time Zone	GMT/UTC +9.5
Official Language	English

Introduction to Australia

Australia is well-known for its open, friendly, and multicultural society that practices various events celebrated across the globe. It is also known for its world-famous natural wonders and diverse landscapes.

Adelaide is the capital city the festival state of Australia, South Australia. Adelaide hosts a diverse range of festivals each year, suiting everyone's taste in food, music, dance and arts. According to [StudyAdelaide](#) (2018), the city is constantly voted as the most livable and happiest place in the world.

Living in Adelaide

Adelaide is arguably Australia's best learning environment. Adelaide is home to increasing numbers of international visitors from all over the world. The capital city of South Australia, Adelaide has been recognised as one of the most livable cities in the world and is a great study destination. Adelaide is known as the education city of Australia, which provides a quiet, safe and secure environment for international students. It is one of Australia's most affordable, safe, culturally diverse and friendly places to live, work and learn.

Lifestyle

[StudyAdelaide.com](#) says that Adelaide has "a strong sense of heritage and traditional values combined with a vibrant international and cosmopolitan character. All of this, together with the highest quality in education services, makes the choice for where to study in Australia a whole lot easier."

In Adelaide, you'll find:

- quality education institutions and learning pathways
- affordability
- safety and accessibility
- a strong community spirit
- cultural diversity
- excellent career opportunities.

Adelaide Weather

Summer in Australia is from December to February (16.7 - 28.6°C), autumn from March to May (12.7 - 22.7°C), winter from June to August (8 - 16°C), and spring from September to November (11.8 - 22°C). The hottest months are January and February and the coldest months of the year are June and July.

Beach and swimming safety

Adelaide summers can be very hot, and many students love to cool off at Adelaide's beautiful white sand swimming beaches. It's important to take care when choosing where and how long to swim.

There are dangers that you need to be aware of, because not everyone returns safely from the beach unless they've careful to consider the following potential dangers:

- Prepare before you go: check out the weather and the time and pick the right spot for your safety
- Can I swim and how well? Do I need some swimming lessons before I swim at the beach?
- How strong and big are the waves and local currents or rips?
- Are there other people swimming?
- Is it safe to swim here? What do the signs say?
- Is there a patrolled, flagged safe zone to swim in with lifesavers? The red and yellow flags show the safe patrolled space to swim.
- Should I just walk or sit in the very shallow water to cool off?
- Ask the locals about dangers and where to swim safely
- Protect yourself from the sun, which causes more damage than sharks or drowning
- Never swim alone.

EQUALS undertakes collaborative initiatives with Unley Swimming Centre and Royal Life Saving SA to provide funded Swim to Survive classes for our international students. Check EQUALS noticeboards, emails and EQOnline for the next series of scheduled classes.

The following links may also provide useful information:

- <https://www.homestaynetwork.org/beach-safe/>
- <https://college.adelaide.edu.au/blog/10-beach-safety-tips-and-facts-for-the-australian-summer/>
- <https://insiderguides.com.au/swimming-safety-guidelines/>

Accommodation

There are a variety of accommodation options for international students in Australia.

Short Term Hostel Accommodation is a popular option for students in their first few weeks of being in Adelaide. Accommodation can be single or shared and offers convenient, safe and friendly service for a low cost starting from \$100 per week per person.

Student Residence is available throughout Adelaide. They are typically close to public transport and shopping facilities. The main advantage of staying in an International Student Residence is that you will meet and make friends with people of your own age who are also studying. Standard accommodation in an International Student Residence includes:

- a single room with a bed, desk and cupboard
- access to a shared television lounge room

- a shared kitchen and dining area
- laundry facilities
- shared bathroom facilities

Full-Board accommodation typically includes 3 meals per day in addition to the above. Typically, costs for student residences are often between AUS \$235 to \$325 per week for full board.

Homestay accommodation provide students with excellent opportunities to learn about Australia and Australian culture and customs. This accommodation includes:

- single room with bed, desk and wardrobe
- up to 3 meals per day depending on the individual homestay family
- the opportunity to live and learn in an Australian family environment
- use of facilities within the residence

You need to remember that the price you are paying for homestay accommodation may not include:

- telephone calls
- Internet (if available)
- personal items such as toiletries

The price for homestay varies from \$235 AUD to \$325 AUD per week depending on the different facilities and options provided. Please note that these prices are approximate and subject to change without prior notice. The length of stay is arranged between the homestay provider and the student.

Shared Accommodation offers students the opportunity to share an apartment, house or flat with one or more other people. This is often a preferred accommodation option that offers affordable living in and around the city. The price varies dramatically but averages between AUS\$90 to AUS\$215, depending on the different facilities and locations.

Our Student Services team can assist you in locating suitable shared accommodation.

More information about accommodation options is available through the [Study Adelaide](https://studyadelaide.com/live/housing/) (<https://studyadelaide.com/live/housing/>) website or talk with our Student Services Advisors for personal assistance.

Before Leaving Home

- Make contact with EQUALS
- Apply for a passport
- Arrange a student visa
- Arrange for immunisations and medications from your doctor
- Apply for a credit card and/or arrange sufficient funds
- Confirm overseas access to your funds with your bank
- Make travel arrangements
- Arrange travel insurance
- Advise EQUALS of travel details
- Arrange accommodation if required
- Arrange transport from airport to accommodation, if required
- Pack bags being sure to include the following:
 - Name and contact details of an institution representative
 - Enough Australian currency for taxis, buses, phone calls etc. in the event of an emergency
- Important documents:
 - This handbook
 - Passport
 - Letter of offer
 - Electronic Confirmation of Enrolment (eCoE)
 - Certified copies of qualifications and certificates
 - Travel insurance policy
 - ID cards, driver's licence, birth certificate (or certified copy)

NOTE: Make sure you leave any originals or copies of these documents safely with family in your home country in case of loss. Bring with you only certified copies as required.

Upon Arrival in Australia

- Call home
- Settle into your accommodation
- Contact EQUALS
- Purchase household items and food
- Enrol children in school (if applicable)
- Attend EQUALS' compulsory orientation week
- Get Student ID card
- Advise health insurance company of your local Australian address and get OSHC card
- Open a bank account
- Purchase required textbooks
- Start classes
- Apply for tax file number if seeking work
- Get involved in student life

Arriving at Adelaide Airport

Adelaide airport is conveniently located 6km away from Adelaide CBD. For more information, visit <https://www.adelaideairport.com.au/>

Documents required for Customs Clearance

Make sure you have the following documents ready for clearance:

- Your Passport
- Your completed Incoming Passenger Card.

Arrival Procedures

- Follow the 'baggage claim' or 'arrival' sign, where you will approach the Immigration section.
- Queue at the Immigration section (a Customs Officer will advise you to queue in the appropriate section).
- Make sure you have your passport and Incoming Passenger Card ready.
 - An Immigration Officer will ask to see your completed Incoming Passenger Card along with your passport and student visa evidence. The Immigration Officer will check your documents and may ask you a few questions about your plans for your stay in Australia.

Baggage Claim

- Collect your luggage once you have passed through the immigration checks
- Check that nothing is missing or damaged
- Advise the staff at the Baggage counter and seek assistance if there are any problems.

Detector Dogs

When you see a detector dog working close to you, please place your bags on the floor for inspection.

These dogs are not dangerous to humans and are trained to detect odours. A Quarantine Officer may ask about the contents of your bag and check that you are not carrying items that present a quarantine risk to Australia.

Arrivals Hall

You may only be able to leave the restricted area and enter the Arrivals Hall once you have cleared Customs. Here you will find a number of retail and food outlets along with public telephones, an information booth and money exchange facilities.

Airport Pickup Service

EQUALS is pleased to arrange airport pickup upon request. A standard charge of AUD\$65.00 is made for the chauffeured service which includes up to 30 minutes waiting time and transit to the CBD.

Late evening pickups may incur additional charges. Group pickups can be arranged on request. Please contact admissions@equals.edu.au for details.

Airport Meeting Place

When flying into Adelaide on an international flight, you will arrive through the arrivals gate on the ground floor of the airport. This will be after you have collected your luggage and been through customs.

Your driver/welcome party will be waiting for you next to the FOREIGN EXCHANGE BOOTH stall located just near the entrance to the airport and a few metres away from the arrival gate.

Transport from the Airport

Taxis

Taxis (or Ride Share services such as Uber and Ola) are a convenient way to get to and from the airport. There is a designated taxi rank located at the left of the pedestrian plaza as you walk out of the terminal. For more information, visit <https://www.adelaideairport.com.au/parking-transport/transport-options/taxis/>

Public Transport

If you wish to use public transport from Adelaide Airport, Adelaide Metro offers an express double decker bus service called JetExpress between the airport and the city. Visit <https://www.adelaideairport.com.au/parking-transport/transport-options/public-transport/> for more information. Otherwise, you can call Adelaide Metro Infoline (08) 8210 1000.

Getting to EQUALS

EQUALS Adelaide campus is easily reached by bus, train, or car. It is located in the heart of the city and is surrounded with various shops, cafes and restaurants. See page 34 for information about transportation.

Arrive Early

EQUALS provides an Orientation program before the commencement of classes. It is a requirement of the ESOS (Education Services for Overseas Students) Act 2001 that all commencing international students attend this. The Academics and Student Service team who run your orientation activities ensure that you are well equipped and supported to achieve the best possible success in your studies.

Arriving early to attend orientation gives you the chance to:

- See and talk to the most important people you will need to know at EQUALS including:
 - The Student Service team
 - Academic Teaching staff
 - Library staff
 - Professional Experience Advisor
- Receive your Student ID (You will need your Student ID to open bank accounts, borrow books, get your concession card and more.)
- Find your way around the campus including:
 - Library
 - Computer rooms and facilities
 - Recreation and eating areas
 - Classrooms
- Meet other International students who may share your classes, share your concerns or fears. Knowing another face on campus as you become more comfortable with the routines can really help you avoid any feelings of isolation.
- Find your way around the public transport/City/ to and from your accommodation
- Participate in the Buddy Program
- Find out about EQUALS' study support courses which will assist you in your academic course.

Orientation Week

During Orientation week, you are welcomed and issued with your Student ID Card, timetable and lots of information to assist you with your study.

Orientation week is held one week prior to the commencement of each trimester. Please refer to the Academic Calendar on EQUALS' website (<http://equals.edu.au/students/>) for important dates.

Orientation information is also communicated to commencing students electronically, prior to the start of the event directly to the student. Do check and read all emails from EQUALS on a regular basis.

As part of the Orientation process, EQUALS offers the following services to its international students:

- Greet you at the airport (if coming from offshore)
- Escort you to your accommodation and help you settle in
- Introduce you to your support team at EQUALS

- Provide you with a tour of Adelaide city (including sites of interest)
- Invite you to attend a range of social and networking events
- Provide you with the necessary support to understand the local culture and environment

To provide a friendly, family-oriented environment.

Buddy Program

During orientation with EQUALS, you may choose to be introduced to a buddy who will help you to develop study skills, find your way around Adelaide, meet new friends and many other aspects to a student's academic and personal experience at EQUALS.

Your buddies are current students who feel that they have the time and compassion to assist and support new arrivals. More information can be found on EQOnline or by talking with one of our Student Services Advisors.

STUDENT SERVICES

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

- 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
- Free access to Counselling and Social Work services.

The Student Services team is located at 54 Currie Street and can be contacted by phone on +61 (0)8 8110 1200 or studentservices@equals.edu.au.

Academic Support

Academic support is accessible if students need assistance with their studies. Students 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

Academic support services can be requested through contacting an educator or through Student Services.

Employment / Job Assistance Support

EQUALS has qualified employment support staff that are committed to providing you with assistance in securing and maintaining employment (subject to the conditions of your Visa) during your studies and upon graduation. We work closely with local industry and employers and hold an excellent reputation for quality graduates.

International Student Support

The international student support staff are part of our Student Services team and will assist you with things such as Visas, Overseas Student Health Insurance, applications, and other personal needs. If you need any assistance at all, please talk with our Student Services desk.

Cultural Celebrations & Team Spirit Building

During your studies at EQUALS, you will have the opportunity to participate in a variety of fun and informative excursions and local tours. Our students enjoy spending time together on organised visits to places of interest such as the State Library, Glenelg Beach, SA Museum, Adelaide Botanic Gardens and more.

We also enjoy celebrating the many special cultural events that are important to our students.

General English Training

Some students may need to sit an English Language Test (e.g. IELTS, OET, PTE etc) exam after graduation as this may be a requirement of the vocation you will be working in or the higher learning institution you may progress onto study with.

To help students prepare for the IELTS or other English assessment, EQUALS offers students the opportunity to enrol in General English / Exam preparation classes. These classes are run in addition to your other course commitments.

If you are interested in this course or would like further information, please contact our staff at admissions@equals.edu.au or visit us anytime.

Institute Library

EQUALS International has a comprehensive physical library located at the Institute as well as access to many online resources that can help students with their studies. Our library includes texts across course delivery areas and is available for all students. The library carries over 1000 titles and is available from 10am to 4pm each day the Institute is open.

Titles are available to search on Moodle.

Study And Internet Facilities

Students are welcome to use quiet study and internet facilities. Free Wi-Fi access is also available throughout the campus. Please note that this is for **current students only**. Login details may be found on the Student Noticeboard and notices are placed around the campus. Printing and photocopying accounts can be set up by visiting Student Services.

Personal Computers And Internet Facilities

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.

INTERNATIONAL STUDENT ADMISSIONS

International Applicants

Are you an international applicant?

If you do not possess Australian or New Zealand citizenship, and you do not have permanent residency status for Australia, you are classified as an international applicant.

English Language Requirements

EQUALS International courses are taught in English and therefore you are required to demonstrate English proficiency in listening, speaking, reading and writing by completion of an English language test. The IELTS (International English Language Test System) is the preferred English language proficiency qualification.

The minimum English language entry requirement for our courses is **IELTS 5.5 (overall band score)**. Band score of each component is not less than **5.0**. **Some courses require a score of 6.0 (overall band score) or higher**. Please check with the admissions team or visit our website for further information.

IELTS test must be the Academic version. If your English language proficiency does not yet meet the standard, EQUALS will provide guidance in securing the necessary English training for your studies. The final decision on acceptance of any applicant will be based on an interview with EQUALS.

If, once the course has commenced, there are some difficulties arise with the level of English proficiency required, then the student is encouraged to speak initially to the Admissions staff who can guide them.

Level Of Study & Study Commitments

Students undertaking Diploma level qualification can expect to spend approximately 20 contact hours per week. This time is made up of structured lectures, tutorials, structured professional experience placement and other formal study requirements. Students can expect to spend an additional average of 10 – 15 hours personal study and research.

Recognition Of Prior Learning (Rpl)

RPL is an approach that takes into account what individuals have learned from other courses, life experiences, work experiences and training provided at work. It measures this experience against the outcomes of the course students wish to complete. Students will need to produce evidence to support their case. A successful RPL application may lead to a reduction in the length of the course. RPL attracts a fee of 70% of the standard course/tuition fee.

Admission Procedures For International Students

Application for Enrolment in any course/s must be accompanied by the following:

International Student Application Form

To complete an online application form, you will need to download the International Student Application Form (available from www.equals.edu.au/apply). Alternatively, you can request the form by emailing admissions@equals.edu.au or calling +61 8 8110 1200.

Application Timeline For International Students

Generally, we recommend that offshore students apply no less than 12 weeks prior to course commencement. Students in countries with longer visa procedures, such as Assessment level 3 countries are encouraged to apply at least 6 months before their intended course start date. Student Visa applications can vary from country to country. Please check with your nearest Australian Embassy or High Commission.

Student Visas

You will need to obtain and maintain a student visa until the completion of your course. You can obtain visa information from the nearest Australian Embassy or Australian High Commission or local Department of Home Affairs (DoHA) offices. Student visa applications are assessed based on your country's level of risk (level 1 being low, level 5 being very high). Each assessment level has differing criteria. This criterion includes financial, English and other requirements.



What Happens To Your Application?

Send your application to:

International Admissions
EQUALS International
G P O Box 2443
Adelaide SA 5001
Email: admissions@equals.edu.au

EQUALS International will advise applicants if they have been offered a place with a Letter of Offer including an outline of Tuition Fees payable. Upon receipt of payment, EQUALS will issue confirmation of enrolment which may be required for your Visa application. Upon issuance of eCoE (electronic confirmation of enrolment), EQUALS will provide the successful student with an outline of expected orientation and induction.

QUALIFICATIONS

EQUALS offer a variety of CRICOS approved courses to international students.

To find out more detailed information on the qualifications and vocational training areas available, including tuition fee information, please visit the courses webpage [here](http://equals.edu.au/courses/) (<http://equals.edu.au/courses/>).

Courses are available in areas including:

- Nursing & Health
- Community Services
- Individual Support
- Ayurveda & Remedial Therapy
- Leadership
- Early Childhood Education & Care



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

Packaged Qualifications

Combined qualifications offer participants a unique opportunity to undertake multi-disciplinary career pathways.

Investment details for packaged qualifications are based on the total of the two individual qualifications a student wishes to enroll in.

To understand the advanced tertiary and career pathways available to students enrolling in a package of qualifications, please speak with one of our Admissions Advisors or email us at admissions@equals.edu.au.

Student Service & Amenities Fee

A one-off Student Services Fee and an Amenities Fee applies. Please check the course page on our [website \(https://equals.edu.au/courses/\)](https://equals.edu.au/courses/) for specific information.

Payment Of Fees

International students studying at EQUALS International are required to pay tuition fees for their courses of study. Successful applicants must then pay their tuition fee as specified in the letter of offer in advance. Please refer to your letter of offer and enrolment agreement for more information on fees.

Tuition Fees And Refund Of Monies Paid

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.**

Withdrawal from Course

Students are required to provide written notification of withdrawal from any course or course component, prior to the commencement of semester, in order to obtain a refund for that semester. For full details of the refund policy, please refer to the International Student Application Form, available for download here (or

Please also refer to the refund conditions outlined above. Please note that information about overseas students may be made available to relevant Commonwealth & State Government agencies.

Refund of OSHC Payments

A student may apply directly to the OSHC provider for refund of monies paid if any of the following occur:

- If they do not arrive in Australia
- If their student visa is not extended
- If they have been granted resident status in Australia
- If they are required to return home for reasons beyond their control

IMPORTANT INFORMATION

ESOS Framework

The ESOS Acts and Regulations set out the legal framework for the delivery of education to overseas students. It governs:

- Which providers may be registered
- The CRICOS registration process
- Obligations of providers
- Tuition assurance and consumer protection mechanisms
- Enforcement and compliance powers
- Charges providers pay to enroll overseas students.

Further information on the ESOS Framework may be accessed [here](#).
(Linked to <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>).

Code Of Practice – International/Overseas Students

All international students seeking to apply for admission at EQUALS are required to have read understood the **National Code of Practice for Registered Authorities and Providers of Education and training to Overseas Students (“The National Code 2018”)**. Please access this document via the link. Students who cannot access the document via this link may ask Student Services to provide a copy of the document.

This sets out the guidelines for the ethical conduct of registered providers of courses to International Students. EQUALS International is a registered provider of courses for International Students and is committed to meeting educational standards outlined in the National Code of Practice issued by the Australian Government. A copy of the National Code of Practice can be downloaded [here](#).
(<https://internationaleducation.gov.au>)

Eligibility For Student Visa Holders

Have you checked your country’s Assessment Level? Full fee paying prospective students of Assessment Level 3 are encouraged to undergo pre-visa assessment before lodging an application for a visa to study in Australia. Self-assessment information can be obtained from your nearest Australian Embassy or visit the DoHA website contacts found at <https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>.

Working Legally In Australia

You should check your visa conditions or contact DoHA for confirmation on your rights to work in Australia. For more information visit

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?vcid=171 - condition-container>

Tuition Protection Service

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either complete their studies in another course or with another education provider or receive a refund of their unspent tuition fees. EQUALS is actively covered by the TPS. Further information can be found at www.tps.gov.au.

Student Visas

You will need to obtain and maintain a student visa until the completion of your course. You can obtain visa information from the nearest Australian Embassy or Australian High Commission or Department of Home Affairs (DoHA) offices or visit their website for contacts found at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo>

Changes Affecting Visa Status

EQUALS International is required by law to notify the DoHA of 'EQUALS International Default' or 'Student Default' as stated within the Student Refund policy/procedure (3-6500) found within the Student Application Form.

For example, including but not limited to whenever a student

- fails to commence the nominated course as expected
- has their enrolment cancelled for failure to meet course requirements, or any other reason
- ceases to occupy the place for which the course enrolment was confirmed, either through completion of, or withdrawal from the course
- changes course and/or provider during their period of stay in Australia.

Overseas Student Health Cover (OSHC)

DOHA requires mandatory, visa length health insurance for all student visa holders. EQUALS' preferred OSHC provider is NIB – www.nib.com.au. A representative from NIB regularly visits EQUALS to assist with renewals and enquiries. Please contact Admissions at admissions@equals.edu.au for the next scheduled visit.

Where requested, EQUALS will assist students to purchase OSHC for the duration of their course. OSHC must be purchased for the entire duration of the Student's course or enrolment with EQUALS International. To not have up to date health insurance is a breach of your student visa.

All student visa holders are required to maintain OSHC cover during their stay in Australia. Details will be provided when enrolling for your selected course and costs can be paid in conjunction with your tuition fees.

Refund Of OSHC Payments

A student may apply directly to the OSHC provider for refund of monies paid if any of the following occur:

- if they do not arrive in Australia
- if their student visa is not extended
- if they have been granted resident status in Australia
- if they are required to return home for reasons beyond their control.

Policies

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

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 student 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 to prospective and current students and their course of study at EQUALS. Policies and procedures cover important topics such as:

- Admissions
- Bullying
- Child Safe Environments

- Clinical Skills Laboratory
- Course Progress
- Complaints & Appeals
- Diversity & Equity
- Recognition of Prior Learning
- Student Fees
- Social Inclusion
- Student Results
- Student Support
- Transferring between Providers
- Workplace Health & Safety

Access the policies and procedures on **our website**. **Go to the Current Students menu, then Policies and Procedures**.

When applying to enrol at EQUALS, students must agree to accept and abide by the expectations, policies and procedures of the Institute. All students are required to agree to our Enrolment Declaration upon commencement.

Course Attendance

International students are required to undertake a fulltime course and expected to attend 100% of the course except in the case of illness or extenuating family/personal circumstances, including bereavement leave. If classes are not attended a medical certificate will usually be required. Students should consult the *Students Handbook (Form 002)* for more detailed information on the Course Attendance Policy.

Part-Time Work

A student visa does not necessarily allow you to work in Australia automatically. In order to legitimately work in Australia, you should contact DoHA after your course commencement. A useful fact sheet from the department's website is available here (<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?vcid=171#condition-container>). This visa may be an additional cost. Application forms are available from DoHA.

Once you have been granted a right to work you are able to work a maximum of 40 hours per fortnight when courses are in session and full time during semester breaks. You should not rely on work as a means of supporting your study, as it is often difficult to find appropriate regular work. It is also important to remember that your primary reason for being at EQUALS International is to study.

We are particularly committed to assisting our student locate meaningful employment that is within the student's visa guidelines. EQUALS are a registered

employment agency and have extensive networks with local employers in the acute, aged and community health industries. Our staff will link you in to employment opportunities and assist you in your job application process.

Dependants

If holders of a Student Visa have dependents who will be coming with them to Australia, they are required to make arrangements for the education of the dependent/s. Students should contact DoHA for more information about the status of dependents when intending to study in Australia. If you are accompanied by school aged dependents you will be required to pay the full fees for their schooling. Please note that International Students are not eligible for travel concessions on public transport in Australia.

Work Conditions For A Student Visa Holder

International Students are generally entitled to work rights of up to 40 hours per fortnight during course session times and unlimited hours during formal holiday periods. Students are advised to contact DoHA in order to confirm their work entitlements and if necessary, may be required to apply to DoHA.

Change Of Personal Details

If your personal contact or address details change, i.e. mobile, home and/or work phone numbers, address, email address etc., you must advise EQUALS immediately and supply us with an updated list of contact details. Existing students must log into the Student Portal to update their contact details.

Solving Problems | Appeals, Complaints & Grievances

We encourage you to talk with your Mentor/Buddy or our Management when you encounter a problem with any aspect of your experience at EQUALS. We also encourage you to participate in regular evaluations so that we can monitor progress and help solve problems when they arise.

You can appeal academic, exclusion and other decisions by following the steps in **Grievance Handling Policy and Procedure**.

If you wish to lodge a Formal Grievance (including Academic or Non-Academic Appeal, please access the online **Formal Grievance Form**.

Where a grievance cannot be resolved internally, EQUALS suggests contacting the following organisations:

Office of the Training Advocate

Ph: 1800 006 488

W: <http://www.trainingadvocate.sa.gov.au>

Overseas Student Ombudsman

W: <https://www.ombudsman.gov.au/How-we-can-help/overseas-students>

Courses Conducted In English

Language is an important and beautiful part of different cultures. However, to maintain unity and shared understanding between students and staff alike, and to improve the English speaking skills of students, EQUALS expects that English is the only language spoken on campus. In addition, all courses are conducted in English.

Student Course Progress Policy

In line with Department of Home Affairs (DoHA) Course Progress Policy and Procedures for CRICOS Providers of VET Courses, EQUALS monitors, records and assesses the course progress of each Student for the course in which the Student has enrolled. To view the DoHA Course Progress Policy and Procedures and explanatory notes please click visit the **Policies** page on our website.

Students will be enrolled in study periods for the duration of their course. A study period is defined as one term (minimum of 10 weeks) (or mid-term where relevant). Each term consists of a range of Units of Competency which are made available to the Student at the beginning of the study period via the Student's/course timetable. Students are assessed regularly throughout a study period and the progress of each Student is calculated and discussed at the end of each study period during the Student's progress interview.

Attendance will also be considered as part of the course progress. International Students are expected to undertake a fulltime course and to attend a minimum of 80% of the scheduled course contact hours. If classes are not attended, a medical certificate or other supporting evidence may be required. Where a student is assessed as not meeting course progress during an end of term interview, students may be required to make up classes that they have not attended and/or to meet the additional study requirements requested of them as a result of their absence.

Failure to do so may result in a *Competency Not Achieved* unit outcome and/or course suspension or termination. Students will not receive reimbursement for fees if they are absent for a qualification or part thereof. Students may be required to pay the cost associated with extra classes or assessment as a result of their absence. Students are encouraged to consult with Student Services if they have any concerns regarding their course progress.

Deferral For International Students

Requests for the deferral of studies are required in writing using the approved webform in the Student Centre of Moodle. Deferral may be granted by EQUALS International for up to six months (subject to ongoing compliance with visa conditions e.g. for ongoing full time study and the ASQA General Direction: qualification transition and teach out requirements and our Training Package Transition and Teach-out policy) provided advice is given in writing at least 20 working days prior to the commencement of a given term.

Deferral will only be granted between terms for all units or unit components successfully completed in the previous term. EQUALS must notify Department of Home Affairs (DoHA) of your decision to defer your studies in Australia. DoHA will defer the student visa up to 6 months. Over six months your visa may be cancelled, therefore you will need to reapply for another student visa prior to recommencing your studies. Please note that the final decision about your eligibility for a second student visa will be made by DoHA and will be based on your reasons for deferring your studies. Therefore, we strongly advise you contact DoHA to ensure that you will be able to resume your student visa status, prior to making your final decision to defer. Please note that EQUALS is required to notify DoHA of your deferral and you may therefore forfeit your current student visa.

There is no monetary action on deferrals, however, please note that courses may be subject to change and you are required to check with Student Administration at the beginning of the year in which you intend to re-enrol to ensure that re-enrolment is possible. A Student is only allowed to defer commencement or suspend studies of a course on medical grounds (with a medical certificate) or other exceptional compassionate or extenuating circumstances. For more information please read our [Enrolment Variation Policy and Procedure](#) in the **Policies** section of our website.

Withdrawal From Course

Students are required to provide written notification of withdrawal from any course or course component, prior to the commencement of term, in order to obtain a refund for that term. Notification of withdrawal, given after the commencement of term, may not guarantee a refund for that term. Please read the Student Refund Policy/Procedure (3-6500) found within the Student Application Form (F001) and check with Student Administration before withdrawing to ensure that it complies with your student visa requirements.

Please note that information about overseas Students may be made available to relevant Commonwealth & State Government agencies. Please read the [Enrolment Variation Policy and Procedure](#) for further information and the relevant [Enrolment Variation Form](#).

Useful Websites

- Adelaide City Council (www.cityofadelaide.com.au)
- Australian Government Department of Home Affairs (previously DIBP)
(<https://www.homeaffairs.gov.au/>)
- Australian Health Practitioners Regulatory Authority (<https://www.ahpra.gov.au/>)
- Australian Skills Quality Authority (<https://www.asqa.gov.au/>)
- Education Services for Overseas Students Act 2000 (*ESOS Act*)
(<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>)
- Health Insurance Cover for International Students **NIB Insurance** www.nib.com.au
- International English Language Testing System (<https://www.ielts.org/>)
- Nursing and Midwifery Board of Australia (www.nursingmidwiferyboard.gov.au)
- Study Adelaide (<https://studyadelaide.com/>)