A GREAT EXPERIENCE IN LEARNING

Student Handbook
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1. About NIT Australia

NIT Australia is Registered Training Organisation (RTO) and a CRICOS approved provider delivering education and training services to both local and international students.

At NIT Australia, we have designed and developed our courses to prepare our graduates for their future – in the employment or in their pathway to further studies.

Our focus is to help you develop the skills and knowledge you need to get a job or advance your career. Our learning outcomes are industry focused so as to prepare our students for the highly competitive business world.

We also have a number of initiatives to support our students, such as Industry Internships Program and Help You Prepare for Employment (HYPE) Program.

Our teaching staff is passionate about helping and guiding students reach their full potential. Class sizes are small, you are known by your name, and our staff works closely with you to help you achieve success.

1.1. Our Mission

At NIT Australia, our mission is to enable individuals and businesses to realise their full potential by empowering them through innovative and resourceful education, training and business services.

1.2. Our Vision

Helping People and Organizations Achieve Performance through Education and Training.

1.3. Our Goals

We will realise our vision through the following strategic goals:

- Help individuals meet their education and career goals
- Meet the needs of the Industry
- Be innovative and technology oriented
- Encourage the participation of women in ICT sector.

1.4. Our Values

The achievement of our vision and goals will be driven by the following core values:

- Collaboration and teamwork
- Commitment and passion
- Innovative thinking and solutions
- Excellence in teaching and learning
- Professional Integrity
- Care for community and environment
2. Message from Principal Executive Officer

I am pleased to invite you to study with NIT Australia.

NIT Australia offers industry relevant courses, caring trainers, smaller class sizes, student welfare and support services, and comprehensive career development opportunities which have been carefully designed to deliver on our commitment for high quality, effective and relevant education.

Our trainers have industry experience and they bring this real-world experience into the classroom. Their acumen and NIT Australia's commitment of excellence in education, ensures that our students are given the best possible opportunity to achieve the skills required to succeed in their chosen profession.

As NIT student, you will have access to not just the finest people and technology, but also a range of support services to help you realise your full potential. Students studying Business and Information Technology courses at NIT Australia also have access to our excellent Internship Program, designed to give you invaluable experience in the workforce and help shape your practical skills and understanding as you move towards your future career.

We understand that choosing an education institute is an important decision for you. Our team are available to assist you and your family in making this important decision.

I look forward to seeing you on NIT Australia campus and am truly excited to see what we can accomplish together.

Hari Sethi
Principal Executive Officer
3. Location and Facilities

3.1. Our Location & Contacts

**Head Office and Campus Location:** Perth CBD

**Physical Address:** 251 – 255 Stirling Street, Perth 6000, Western Australia
**Postal Address:** Unit 1, 251 – 255 Stirling Street, Perth 6000, Western Australia

**Phone:** +61 8 6269 2300
**Email:** admissions@nitaustralia.edu.au
**Website:** [www.nitaustralia.edu.au](http://www.nitaustralia.edu.au)

**24 hour contact number for emergency situations:** 0401 561 693

3.2. Operating Hours

NIT’s normal working hours of operation for general administration staff are 8:00 am to 5:00 pm Monday to Friday.

Training can be scheduled outside of the normal working hours and on weekends.

3.3. Facilities and Services available on campus

**Classrooms and Computer Labs:**
NIT Stirling Street campus has seven training rooms conducting face to face teaching and computer lab activities. These training rooms are equipped with a PC and projector for presentations. From time to time we may use external training facilities and students will be required to travel to attend training at these external venues.

Four of these training rooms are computer labs, three labs specifically designed and equipped with latest technology for ICT students to gain computer networking and programming skills. The fourth lab is equipped with computers which has Internet access and Microsoft Office Suite installed for students to work on their assignments and research.

**Other Equipment:**
Digital cameras, scanners, B/W and colour printers and photocopiers are available to students for the completion of assessments.

**Reference Books and Journals:**
NIT has a collection of reference books, industry periodicals and DVDs which NIT trainers can make available to students.
WA State Library is a short walking distance from the NIT’s Perth CBD campus and offers free membership.

All students studying Information Technology courses are provided with ACM Student Membership which gives them access to 700 Safari® Books Online books and videos from O’Reilly and other top publishers; 3,000+ Books24x7® titles, thousands of short IT/desktop videos, and more than 450 Morgan Kaufmann and Syngress books.

All students studying Information Technology courses are also provided with ACS Student Membership which gives them access to all ACS Online Courses, Subscription of Information Age magazine and professional development events organised by ACS.

**Student Break-out area:**
Stirling Street campus has a small student break-out area where students can relax and have their meals during training breaks. This area is equipped with microwaves, toaster, fridge, hot and cold water supply and a snacks and drinks vending machine.

### 4. Courses and Programs

Please see the NIT website ([www.nitaustralia.edu.au](http://www.nitaustralia.edu.au)) for current and most up-to-date information about the courses and programs on offer.

### 5. Student Orientation

Orientation program generally takes place in the week prior to or on the first day of the study period. Attending orientation is compulsory for all students. The orientation sessions gives us an opportunity to welcome students and provide them with the necessary information about studying at NIT Australia.

The orientation covers important information about course/s, policies, procedures and guidelines applicable to study at NIT Australia. This is also a good opportunity to ask any questions that new students may have. Students are required to complete and sign various forms including updating their personal details. Students are also introduced to key staff members.

Any student who cannot attend orientation must notify NIT prior to the date of orientation. An opportunity to attend an alternative session on arrival can be scheduled with the relevant administration and training staff in these circumstances; however, there must be compelling or compassionate reasons for non-attendance of orientation and the request must be made prior to the orientation date.

It is the responsibility of students who arrive after the course commencement to catch up on work missed through consultation with the Student Services Officer (SSO) and the relevant trainers.
6. Important Information for International Students

The Australian Government wants international students to have a rewarding and enjoyable experience when they come to Australia to study. Australia offers high quality education services and protects the rights of international students to ensure you make the most of your time. The Education Services for Overseas Students (ESOS) Act and related laws protect international students through:

- The ESOS legislation and recent reforms
- The National Code
- The Overseas Students Ombudsman
- The Tuition Protection Service

Further information about students’ rights and obligations under the ESOS Framework can be found in ESOS Framework Student Fact Sheet which can be downloaded via following link:


You can also ask for a copy of this document at NIT reception desk.

7. Student Code of Conduct and Responsibilities

NIT’s Student Code of Conduct sets out standards of acceptable behaviour required of all students. This code of conduct is intended to safeguard the reputation and integrity of NIT while also creating a safe and productive study environment for students and staff.

The code of conduct covers both academic standards of conduct and general standards of conduct required at NIT. Some of the standards covered in this section are outlined in more detail later in this handbook.

7.1. Integrity in academic work

Students are expected to:

- Conduct themselves honestly and in compliance with published NIT polices
- Submit academic work that is free of plagiarism or collusion
- Be familiar with the programs and resources available to assist them in conducting their studies and researching appropriately, including resources to help students avoid plagiarism
- Actively participate in the learning process
- Attend scheduled course activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise
- Comply with the proper use of copyright materials
- Ensure that academic activities are conducted safely and do not place others at risk of harm.
- Avoid behaviours which in any way impair the reasonable freedom of other persons to pursue their studies, work or research or to participate
7.2. Equity and Respect

Students are expected to:

• Treat NIT staff, other students, and visitors with courtesy, tolerance and respect.
• Respect the rights of others to be treated equitably, free of all forms of unlawful discrimination and harassment, including sexual harassment.
• Respect the rights of others to express views and opinions and not engage in behaviour that may be reasonably considered to be obscene, dangerous or offensive to others
• Avoid engaging in behaviour that is unlawful, discriminatory, harassing, or bullying.
• Avoid engaging in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being
• Respect that NIT is a multicultural environment and wear modest attire at all times whilst attending NIT

7.3. Using NIT’s Premises and Resources

Students are expected to:

• Use and care for NIT resources, such as building, equipment, library, information and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all members of NIT community
• Ensure their actions or inactions as a student do not harm, or bring into disrepute, the reputation or good standing of NIT
• Refrain from littering at campus or in public areas
• Leave washrooms and other facilities in a clean and tidy condition
• Avoid behaviour that is detrimental to NIT property, such as damage or abuse
• Students must not:
  o Use, possess or supply any prohibited drug, substance or weapon on campus
  o Engage in gambling on any NIT campus sites
  o Engage in dishonest behaviour on any NIT sites

7.4. Classroom Conduct

Students are expected to:

• Demonstrate respect for staff and students while in a NIT classrooms or at NIT learning sites
• Turn off mobile phones or put mobile phones on silent mode during class times and assessments
• Speak in English at all times
• Refrain from eating and drinking in classrooms
• Undertake all required preparation for classes, such as readings
• Not participate in any learning activity, such as tutorials or laboratory classes, while under the influence of alcohol or other drugs
• Wear the appropriate uniform and Personal Protective Equipment (PPE) when required.
• Attend all classes regularly and punctually except when prevented by illness or other compassionate or compelling circumstances. In the case of illness, a medical certificate must be supplied.
7.5. **Using Computer Labs**

The following rules apply when using the NIT’s computer labs:

- No food or drink items are allowed in the NIT computer labs.
- No mobile telephones are allowed to be used when in the NIT’s computer labs.
- Students must respect other students’ learning and remain quiet in the lab.
- Students must not share computer access/log in information with other students.
- Students must not use other student’s access/log in information.
- Students must not view inappropriate websites or download any unauthorized programs/materials when using the NIT computer labs.

7.6. **Investigation of Misconduct**

Any breaches of the guidelines outlined in the code of conduct may be considered misconduct. Where there are reasonable grounds to believe that academic or general misconduct has occurred, NIT will investigate the alleged misconduct based on NIT’s Complaints and Appeals policy.

7.7. **Consequences of Misconduct**

In determining a penalty for misconduct, NIT will take into account:

- The nature and severity of the misconduct
- Any demonstrated extenuating circumstances
- The student’s prior records at NIT

Penalties for misconduct may include but are not limited to:

- Provision of a written warning
- Requiring the student to resubmit the offending work (academic misconduct)
- Awarding a “Not Yet Satisfactory” grade for the work submitted or “Not Yet Competent” for the entire unit in which the misconduct occurred (academic misconduct)
- Deferring, suspending or cancelling the student’s enrolment
- Referring the matter to police or DIBP

Students may appeal the outcome of any case of misconduct under the terms of NIT’s Complaints and Appeals policy.

7.8. **Baggages and Valuables**

Students are reminded to take care of their bags and valuables while on the NIT campus. NIT will not be liable for any property lost by students on campus. Please report any lost property or hand in any lost property to reception.

7.9. **Student Contact Details**

It is extremely important for students to provide NIT with up-to-date and accurate contact details. All contact with students is conducted using their last given contact details and lack of accurate records may lead to students missing out on vital information.
For International students it is a mandatory requirement of their student visas to provide NIT with up-to-date contact details.

You must inform NIT Australia:

- the address where you live in Australia within seven days of arriving in Australia
- if you change the address where you live within seven days of the change

Students are able to change their personal details at any time by accessing the Change of Contact Details form.

7.10. Provision of Education for Dependents of International Students

All International Students as a condition of their Student Visa must maintain adequate schooling arrangements for their school-age dependents who joined them in Australia for more than 3 months as part of their student visa application.

For further information about school aged dependents accompanying you, please visit http://www.border.gov.au/

NIT will not be able to make study arrangements for dependent children of its International students.

7.11. International Students Visas

While studying at NIT, international students are required to comply with all student visa requirements. NIT cannot provide advice on visas and migration issues. Please visit http://www.border.gov.au/ for any information related to student visas or migration.

8. Equity, Access and Privacy

8.1 Students Rights and Responsibilities

Students and staff have rights and responsibilities under the law to adhere to:

- The Equal Opportunity Act

- The Privacy Act

- The Copyright Act
8.2 Equal Opportunity and Fair Treatment

NIT Australia acknowledges and respects all forms of diversity of all its Staff and Students and is committed to providing a workplace and learning environment free of discrimination and harassment in accordance with current state and federal legislation on equal opportunity and anti-discrimination laws.

As a secular organisation, NIT Australia works to ensure a fair and optimal learning experience for all students, regardless of their religious, cultural or ethnic background and therefore, will not promote:

- any particular religious practice; as well as,
- any particular political party.

Students may follow procedures under Complaints and Appeals should they wish to forward any complaints.

9. Student Welfare and Support Services

We recognise that the provision of appropriate student support services will help international students achieve academic success and help in their transition to study and life in Australia. Students may access these support services themselves or where staff are concerned about a student’s wellbeing, a student may be referred for counselling.

The student support services provided by NIT Australia fall into 2 categories: academic and general welfare.

9.1. Academic Support Services

- Students who have concerns about maintaining their satisfactory academic performance, attendance or other related issues can reach out to their respective trainers or Student Services Officer by prior appointment to discuss these matters. The Student Services Officer or trainer(s) will provide advice, guidance or support based on student’s circumstances.

- Language, Literacy and Numeracy (LLN) levels will be assessed at the time of enrolling a student via academic qualifications and English language proficiency. Students can contact their relevant trainer if they think they need additional LLN support during their enrolment. NIT schedules LLN workshops based upon individual student requirements. Other programs held by NIT are indicated in the chart below.
9.2. **General Welfare Services**

Students who experience difficulties in any of the areas listed below, are encouraged to discuss and resolve their situation with the appropriate person.

- **Welfare counselling**
  Students who have concerns and needs to discuss any physical, emotional or mental issues can contact the Student Services Officer for assistance. Where required, students will be referred to external counselling organisations.

- **Financial counselling**
  Students who are experiencing financial difficulties and are unable to pay their tuition fees can discuss their concerns with Student Services Officer.

- **Legal counselling**
  Students requiring legal support will be referred to external legal aid organisations. No legal advice can be given by NIT staff. Please note that NIT is not a migration agency and cannot provide students with information or advice about matters pertaining to migration.

- **Disability support**
  Students should advise NIT in writing if they have any disability or medical condition which may affect their studies. NIT will make reasonable adjustments to the delivery of training and implementation of support services to assist students with disabilities whilst they are enrolled at NIT.

- **Accommodation**
  NIT Australia is able to refer students to appropriate accommodation services and is always available to discuss any issues or concerns a student may have with their accommodation arrangements.

- **Any other matters you would like to talk about in confidence**

- **Please see the table below for the list of services NIT provides and to whom you can refer to:**

<table>
<thead>
<tr>
<th>Student Support Type</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Program</td>
<td>Student services team, Training Manager</td>
</tr>
<tr>
<td>General Welfare including:</td>
<td>Student Services Team, Training Manager, Principal Executive Officer</td>
</tr>
<tr>
<td>• Accommodation</td>
<td></td>
</tr>
<tr>
<td>• Personal Matters</td>
<td></td>
</tr>
<tr>
<td>• Health and disability</td>
<td></td>
</tr>
<tr>
<td>• Financial Matters</td>
<td></td>
</tr>
<tr>
<td>• Legal</td>
<td></td>
</tr>
</tbody>
</table>
### Language, Literacy and Numeracy including:
- IELTS preparation sessions
- PTE preparation sessions
- English Support Sessions

| Trainers, English Trainers |

### Training and Assessment Matters including:
- Time management
- Course progress
- Special needs

| Trainers, Training Manager, Student Services team |

### Programs to help adjust to life in Australia including
HYPE (Help You to Prepare for Employment)

| Trainers |

### External Counselling Services

| Student Services team refer students to relevant external professional Counsellors where required. |

### WHS, Critical Incident

| Trainers, Training Manager, PEO |

### Fire emergency and First Aid Officer

| Designated Fire-wardens and First-aid officers |

### On campus evening support

| Rostered staff members |

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### 9.3. Overseas Student Health Cover (OSHC)

As an international student you must have an adequate health insurance while in Australia. This is done by obtaining Overseas Student Health Cover (OSHC) which provides medical and hospital insurance in Australia. You must not arrive in Australia before your health insurance starts. If you are in Australia and do not have adequate health insurance, you may be in breach of your visa conditions. NIT is able to arrange an OSHC for students though Australian Health Management (ahm) . All overseas students are required to pay Overseas Student Health Cover (OSHC) for themselves and all of their accompanying family members to Australia.
9.4. **Transport Smartrider**

All full-time students enrolled at NIT Australia are entitled to cheaper fares on public transport. Students wishing to obtain a “Smartrider” card should complete a form at reception. Once this form is authorized and stamped by NIT, students can purchase a card from any Smartrider outlet.

9.5. **Parking**

There is on-street and public parking available next to and near the campus. Students are requested not to park in the staff car park located at the entrance of NIT campus building.

9.6. **Student ID Card**

All NIT students are provided with a Student ID card at orientation. Students should keep their student ID cards with them at all times while attending any NIT training venues, work based assessments, excursions or campus.

A charge applies to replace a lost student ID card (See fees and charges schedule).

9.7. **Printing and Photocoping**

Students are provided with an access to use printers and photocopier situated at NIT campus.

All students are given credit for 50 pages of printing/photocopying at the beginning of each study period. Additional prints $0.10 cents per page. Minimum top-up amount is $5.00. All additional printing quota purchased must be used before the beginning of each study period. Each student's printing quota will be reset to 50 pages at the beginning of each study period.

Please check the fees and charges schedule.

9.8. **Document Requests**

NIT students can request to access their information and documents with NIT reception or Administrative Staff. Examples of some documents include but not limited to:

- Certificates, transcripts and statements of attainment
- Course progress letter
- Attendance records
- Outstanding fees
- Enrolment Status

The issuance of some of these documents may attract a fee. Please check the fees and charges schedule.

10. **Work Health and Safety (WHS), Fire Emergency and Critical Incidents**

NIT recognises the importance of work health and safety. NIT Australia has a Work Health and Safety (WHS), Fire Emergency and Critical Incident Policy in place to guide NIT to provide a safe and healthy work environment.
Information on Work Health and Safety (WHS), Fire Emergency and Critical Incidents is covered in Student Orientation and this policy is made available to all students via its Training Management System (TMS).

11. Critical Incidents

A critical incident is 'a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury'.

Critical incidents are not limited to, but may include:
- missing student/s or staff member/s;
- experiencing severe verbal or psychological aggression;
- death, serious injury or any threat of these;
- natural disasters; and
- issues such as domestic violence, sexual assault, drug or alcohol abuse.
- Non-life threatening events can still qualify as critical incidents.

All students are advised to call required emergency services (fire, police, ambulance) if required, and immediately report/inform about such incidents to the Administration Manager, Student Services Officer or any other NIT staff member.

12. Emergency Contacts

12.1. Emergency services in Australia and WA

Life Threatening Emergencies

Ring 000 (Free call) for Fire, Police or Ambulance in any life-threatening emergency. (You could also ring 112 from a mobile phone. Free call)

First Aid Emergency

First Aid, is on the spot provision of emergency treatment and life support for a person suffering an injury or illness. There are several qualified first aid staff at NIT. If you hurt yourself, or if you see someone else getting injured, immediately contact Reception or the nearest staff member.

Closest police station

Address: Perth Police Centre
2 Fitzgerald Street, (corner of Roe Street)
Northbridge WA 6003
Phone: 08 9422 7111
Fax: 08 9422 7108
Open 24 hours, 7 days a week

**Emergency Evacuation**
An emergency evacuation from your campus may be required in any case of a fire, a fire threat or any other emergency situation. When the building is required to be evacuated:

1. **DO NOT use the lift in emergency evacuation.**
2. During normal business hours, **listen and obey the instructions** given to you by your trainer or fire warden staff members in **fluoro yellow vests** and **white safety hats**.
3. Outside of business hours, if the sirens sound, immediately go out of the building. Do not use the lifts.
4. Emergency exit maps are posted in the classrooms. Please familiarise yourself with these as well as the quickest exit route from your class or other areas of the building.

13. **Training and Assessment**

13.1. **VET Training**

Vocational Education and Training (VET) is designed to deliver **workplace-specific skills and knowledge**. VET covers a wide range of careers and industries, including trade and office work, retail, hospitality and technology.

Vocational Education and Training is competency based.

13.2. **Training Delivery Modes and Learning Resources**

At NIT, training is delivered face to face in classrooms or computer labs. This allows students to have direct contact with their trainers and to ask for additional support if required.

Students may be required to participate in activities such as field trips, field placements and excursions which provide invaluable industry contact for them.

Learning resources are provided to students in Hard Copy format like books, learning guides etc. and via LMS (Moodle) like PowerPoint presentations, class activity sheets etc.. This can vary based on courses and units that you are studying.

13.3. **VET Assessments**

Assessments in VET are Competency Based.
**Assessment** means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or a vocational education and training (VET) accredited course.

In **Competency Based Assessment** students are assessed against a list of criteria set out in nationally recognised competency standards (Training packages or VET accredited courses). These competency standards set out the knowledge and skill requirements that they will need to competently perform in their chosen vocational field.

Competency-based assessment is **evidence based**. This means that decisions about whether a person is competent are based upon evidence demonstrated, produced, gathered or provided by the person to be assessed.

### 13.4. Assessment Methods

All subjects offered involve a number of assessment methods. Typically, the assessment methods may include:

- Practical Observation of Tasks
- Assignments / Case Studies
- Oral or written questioning
- Role Plays
- Projects
- Research activities
- Reports
- Presentations
- Work based assessments

### 13.5. Assessment Participation/Submissions

Students are required to participate in all assessment activities on scheduled dates. The assessor may use several different methods to gather this information such as observation, asking questions which require verbal or written responses and evaluating projects and presentations. The assessor will inform students how and when they will gather this evidence of competency which is based on both theoretical knowledge and practical skills.

Student will be informed of scheduled assessment dates on unit outlines and assessments or on agreement with the Trainer.

If there is any reason why students cannot undertake an assessment on the scheduled date, it is important that they inform their trainer/assessor or Student Services Officer of this as early as possible so that the assessment can be rescheduled.

All written assessments must be submitted to trainer/assessor by hand (hard copy) or via LMS - Moodle (Electronic Copy) and as per the instructions provided on assessment sheets.

Late submissions of assessments will not be accepted unless prior arrangements for assessment extensions were made with the Trainer.
13.6. Assessment Extensions

Trainers/assessors may grant students assessment extensions via direct request by students for an agreed amount of time; or, during intervention meetings; or, indirectly through documented application made via administration. The Assessment Extension Form is available on the Student Share.

Granting an assessment extension does not waive not meeting sufficient course progress requirements in compassionate or compelling circumstances.

13.7. Assessment Results

NIT trainers/assessors will ensure assessment results are made available to students as soon as possible after they participate in any assessment. Trainers provide feedback and results to students in one or more of the following ways:

- Face to face meeting
- Written comments on any submitted written assessments
- Assessment Feedback form
- Feedback via LMS - Moodle

Students may not access the results of another student unless a written permission to access his/her student records has been completed prior and authorised by the SSO.

13.8. Special Conditions that may affect Assessment

Special conditions that may affect assessment are:

- A disability
- Cultural or religious beliefs

In these circumstances and, on the submission of compelling evidence by the student, NIT may be able to provide Reasonable Adjustment whereby assessment methods are modified to suit these special conditions.

Please contact training coordinator for full details on Reasonable Adjustments.

13.9. Assessment Re-sits and Re-enrolment Costs

Students who do not achieve satisfactory results on their initial assessment attempts, are entitled to two further re-sits or resubmissions. Failure to submit an assessment by arranged deadlines will be counted as an unsatisfactory attempt. After a third attempt, students may incur a re-assessment fee or re-enrolment cost for each unit. Please refer to the Fees and Charges schedule for a detailed information on re-assessment / re-enrolment fees.
13.10. Plagiarism, Collusion and Cheating

Plagiarism and other violations of academic integrity at NIT constitute a serious breach of policy. Plagiarism means presenting the work of another person as one’s own without appropriate acknowledgement or referencing and can include:

- Copying of another student’s or an author’s exact words and paragraphs without indicating the source
- Submitting work that has been written by someone else
- Copying and pasting from websites without indicating the origin of the information

Collusion refers to two or more students working together on an academic task which is meant to be completed individually.

Cheating refers to copying answers from other students during written tests or copying answers from a prepared source.

A breach of this policy may result in any of the following:

- A “Not Yet Satisfactory” result for any assessment or a “Not Yet Competent” in a unit of study where a student is suspected of plagiarism or collusion.
- The requirement to re-work and resubmit assessment/s. Please check the reassessment cost on the Fees and Charges schedule.
- Suspending or cancelling the student’s enrolment.

13.11. Recognition of Prior Learning (RPL) and Credit Transfer

Recognition of Prior Learning (RPL) refers to relevant prior learning experience which demonstrates that students already have the knowledge and competencies of the unit/course.

Credit Transfer (CT) gives recognition to the Qualifications and Statements of Attainment issued by other registered training organisations accredited under the Australian Qualifications Framework, allowing for the granting of credits for successfully completed units.

Grant of RPL or CT may result in change in course duration which may also impact changes in timetable and study loads for each study periods. Students may be required to attend classes for units against which CT has been granted when multiple units are delivered together as a part of the cluster.

Applying for RPL or CT

New students who wish to apply for RPL or CT should indicate this on their initial application form along with the provision of full supporting documentation to the Admissions Officer.

Continuing students who believe that they are eligible for credit transfer for an equivalent unit (or units) gained at another provider should make request in writing and submit this together with evidence in the form of a valid academic transcript or statement of attainment.

To be considered for a fee adjustment, this application should be made at least six weeks prior (one study period preferred if possible) to the unit or units being delivered at NIT to allow for
timely evaluation and processing of the request. Applications submitted outside of this timeframe may be recognised for credit transfer but no fee adjustment will be possible.

13.12. Timetable

All class timetables are planned on a study period basis which means that students timetables may change with a new study period or due to appropriate trainer availability, venue availability, class sizes and other factors. NIT will always endeavour to ensure that there is minimal disruption to these timetables.

NIT reserves the right to defer a subject to a later study period/session under special circumstances. Where a subject is deferred, it will be offered in the next logical learning/training sequence.

Timetables will be published on NIT’s training management system (TMS). Students will be informed via email when timetables are published.

13.13. Punctuality and Attendance

The attendance of all students enrolled at NIT is monitored. While our Student Learning and Participation Policy does not require NIT to report on unsatisfactory attendance, our policy is that all students attend classes regularly. It is expected that students maintain at least 80% attendance because attendance and academic progress are strongly linked.

Students are expected to attend classes for the entire time indicated in the timetable. Failure to attend will result in being marked absent and such absenteeism may seriously impact on students’ ability to complete their courses successfully.

Students need to be aware that an attendance below 80% for any study period may place their academic progress, as well as their enrolment at NIT, at risk. All attendance records are monitored by the Student Services Officer and students who are at risk of attending less than 80% in any one study period will be notified by email and counseled. Students are reminded to be punctual on arrival for lessons – students who arrive late will not be allowed to enter that class until after the next break time.

13.14. Holidays/Leave

Students are advised to arrange their holidays during NIT breaks. NIT will generally not grant any holiday leave and/or issue any holiday approval letters during a study period. The SSO, in conjunction with the Training Coordinator, may consider granting students special leave on compassionate or compelling grounds for a period of up to two weeks. If the circumstances require a leave period of more than two weeks, they are advised to apply for deferment for the duration of a complete study period.

Students will be required to fill in Leave and/or Deferment forms when applying for leave or deferment. Leave or Deferment forms that do not have supporting documentary evidence attached will not be accepted for consideration.
Please refer to deferment, suspension or cancellation of study procedures

13.15. Sickness

In the case of illness, or other circumstances beyond reasonable control, students may be excused from attending classes. Medical certificates from a registered Medical Practitioner are required if students are absent from classes due to illness.

Students should write their student numbers on their medical certificates and submit them to the SSO. A receipt for medical or hospital fees cannot be accepted in lieu of a medical certificate. Please be aware that students who miss a unit due to illness and who have not provided a medical certificate will be at risk of incurring re-assessment and/or re-enrolment fees.

14. Course Progress

NIT monitors course progress of international students enrolled in its courses by following the Student Learning and Participation Policy

International students should be aware that NIT is required to report to DIBP any student who does not progress satisfactorily in two consecutive semesters. A student is deemed to have unsatisfactory course progress where a student has been assessed Not Yet Competent (NYC) in 50% or more of the units attempted in any two consecutive semesters.

If students do not agree with their assessment results, they can lodge an internal appeal within 20 working days of receiving the result.

NIT students receive a second chance if they are unsatisfactory in any assessments during any period of study (a second chance is called a re-sit, or resubmission or re-work advice). An intervention strategy will be implemented for any student deemed at risk of not progressing satisfactorily in their courses.

Refer to Student Learning and Participation Policy for more details.

14.1. Intervention strategies

NIT proactively monitors student progress and applies intervention strategies as soon as students are identified as being at risk of not making satisfactory course progress. NIT may also suggest additional support for students.

In the case of unsatisfactory course progress, the following intervention strategies may be applied:

- Guidance concerning the appropriateness and suitability of course/s undertaken
- Additional support for the units of competency where NYC(s) have been recorded
- Scheduling of re-assessment events
- Adjustment of study load if a student is having difficulty in making satisfactory course progress
- Literacy and Numeracy assistance
14.2. Reporting on Unsatisfactory Course Progress

When a student is deemed to have unsatisfactory course progress (explained above) in two consecutive study periods, the student will be sent a notice of “Intention to Report” and will have an opportunity to access the complaints and appeals policy within 20 working days.

In the case that:

- a student has chosen not to access the complaints and appeals policy within the 20 working day period
- or withdraws from the process, or
- the process is completed and results in a decision supporting NIT

NIT will notify the DIBP via PRISMS about the student not achieving satisfactory course progress.

14.3. Monitoring Course Enrolment Load

If a student is identified as not meeting satisfactory course progress requirements (which may affect their expected duration of study), NIT will record this variation and the reasons for it on their student files as well as report such change via PRISMS.

The following factors may change student’s study loads and affect the expected duration of study (completion within expected duration):

- Necessary units are not available or offered in a particular study period
- Timetable clash;
- RPL/Credit Transfer;
- Failed prerequisites;
- Implementation of Intervention Strategy
- An uncommon or unusual event that is out of the student’s or NIT’s control (compassionate or compelling circumstances or extenuating circumstances);

Students must be able to prove that the compassionate, compelling or extenuating circumstances have affected them and prevented them from maintaining a normal study load. Supporting documents will be required.

15. Complaints and Appeals

NIT is committed to the early resolution of complaints and appeals in a fair and impartial manner for the parties involved. The NIT complaints and appeals policy ensures that all students are given access to effective and fair complaints resolution and appeals processes at minimal or no cost and within 10 working days of the lodgement of a formal complaint or appeal. NIT policy covers both academic and non-academic complaints and appeals.

Complaints and Appeals Policy and Procedures are available to students via NIT’s Training Management System (TMS).
16. Deferral, Suspension or Cancellation

16.1. Student Initiated Deferment

Students wishing to defer their enrolments must demonstrate compassionate or compelling circumstances. Requests to defer are required to be in writing by submitting the “Application to Defer Enrolment” form with supporting evidence attached e.g. medical certificates, police reports.

All applications should be submitted within a reasonable timeframe to allow for processing of the request. The maximum deferment period is six (6) months. Approval will only be given in the limited circumstances described above and students will receive notification in writing of the result of their request.

Students may also request a deferral prior to course commencement, if there are delays in getting student visas or any other compassionate or compelling circumstances. Requests for such deferments must be in writing and addressed to the Admissions Officer.

16.2. Cancelling an enrolment

Students wishing to cancel their enrolments must complete and submit the “Application to Cancel Enrolment” form with all supporting documentations attached. Students will receive notification in writing of the result of the request. Please be aware that the refunds (if any) will be processed based upon NIT’s Fees and Refund Policy as listed on student’s International Student Agreement.

16.3. NIT Initiated Suspension or Cancellation

NIT may suspend a student enrolment in the following instance:
- Serious student misbehaviour

NIT may cancel a student enrolment in the following instances:
- Serious student misbehavior inclusive of academic misconduct
- On non-commencement of the course
- Failure to resume course after a scheduled study or holiday break
- On breach of enrolment conditions
- On non-payment of outstanding fees
- On failure to meet the requirements of the Course Progress policy
- When a student no longer holds a valid visa
- If NIT is no longer able to deliver a course
- If a student refuses to enrol in an appropriate study load

In cases where suspension or cancellation of the student’s enrolment is initiated by NIT, students must be notified in writing and given 20 working days to access the NIT Complaints and Appeals policy. The change in enrolment status will not be reported to DIBP until the internal appeals process is completed unless extenuating circumstances relating to the welfare of the student, other students and staff apply. See the glossary at the back of this Student handbook for a
description of Extenuating Circumstances. Once a suspension or cancellation is processed, NIT will notify DIBP via PRISMS within 31 days of such termination.

In case of cancellation, the refunds (if any) will be processed based upon NIT’s Fees and Refund Policy as listed on student’s International Student Agreement.

16.4. Student Transfer Policy

International students on a student visa are obliged to complete the first six months of their principal course at their principal provider before being able to transfer to another provider. Students wishing to cancel their enrolment at NIT before the period of six months has elapsed must apply in writing, giving full reasons and supporting documentation for their request. NIT will also require a copy of a letter of offer from the alternative provider. Students will be notified in writing of the outcome of their request within ten working days of making the request and the refund policy will be applied if the request is successful.

You must notify NIT Australia:

- if you change education provider within seven days of receiving the electronic confirmation of enrolment certificate or evidence of enrolment.

17. Fees and Refunds

All commencing students are required to pay fees at the time of or after accepting a course offer. Continuing students’ fees must be paid by the due date specified on the invoice. Failure to comply with the required payment date may result in termination of the offer of enrolment and/or cancellation of enrolment.

Students who are facing financial hardships and wish to pay by instalment must see either Accounts Officer or Student Services Officer to make payment arrangements.

NIT reserves the right:

- to withhold completion certificates and academic transcripts from students who are not up-to-date with their fee payments.

- to extend fee payment deadlines or to waive fees at the discretion of the management.

Where a student has an outstanding debt (including cancelled enrolments), NIT may approach debt collection agencies and/or credit bureaus to recover outstanding debts which may affect the debtor’s credit history.

For NIT’s Fees and Refund Policy, please visit the NIT website www.nitaustralia.edu.au or refer to your International Student Agreement.

18. NIT Policies and Procedures
19. Glossary

Refer to http://www.nitaustralia.edu.au/definitions_and_terms/
Further Information

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