



RTO Number: 40732

Australian NIT College Pty Ltd t/as
trading as
Swan Institute Australia



CRICOS Provider Code: 03376K

Welcome to Swan Institute Australia (SIA)

During your studies with SIA we will endeavour to ensure your time with us is enjoyable and that your classes are designed to assist you to meet your requirements.

At SIA we ask that all students ensure that their choice of clothing reflect modesty, be clean and tidy, and suitable for the SIA environment. You will be required to present yourself and your work in a manner that reflects your pride in the work you are undertaking and is suitable to the course you are enrolled in.

Should a student be unable to attend class they are reminded that they must contact the SIA on the day of the absence and must PRESENT A DOCTOR'S CERTIFICATE for all illnesses.

Today's society enables us to have immediate access to communication – internet- cameras and a whole lot of other items however it is considered the height of rudeness to have someone fiddling with a mobile ringing at restaurants , movie theatres, and of course

Mobile Phones MUST BE SWITCHED OFF AT ALL TIMES DURING TEACHING SESSIONS

At no time may a student leave the classroom to answer a mobile phone during class times.

General English & IELTS HSP AND ESL Students

SIA has designed the classes to ensure you the greatest opportunity to develop your English and meet your requirements. Whilst undertaking your English classes we ask that you maintain your attendance, participate in all class activities, present yourself and your work and behave in a manner suitable for an education environment.

Business Students

For those commencing a business course you are required to maintain a professional presentation, submitting your work well formatted in a "Professional Business-like Manner".

Professional presentation

Your choice of clothing must reflect modesty, be clean and tidy and be suitable for any business environment. Your attire must meet these standards at all times.

Your work must also be presented in a manner that would be acceptable in any office. Work submitted for assessment should be word processed, however it is understood that not all students have access to a computer therefore hand written work will only be accepted if it is legible, formatted in a business manner using clean white paper and is neat and tidy. Any work that cannot be read or not presented in this manner will not be accepted for assessment.

Students are required to bring their white folder, pens, notebooks and a USB thumb drive (suitable to use on Australian computers) to class **every day**.

Your course is a competency based course.

The basis of our assessment strategy is to provide you with the means to demonstrate that you have the knowledge and skills to undertake real-world activities to a current industry standard. In each subject there is a similar pattern of assessment. There are specific assessment tasks such as projects, case studies, reports that must be completed in



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class and compulsory assignments to be submitted. To pass each subject, you must successfully complete all the tasks set for you.

You are therefore required to prove to your teacher that you have a full understanding of the units you study. Your teacher will assess your knowledge and ability in a variety of ways:

Attendance

1. Participation
2. Class work
3. Portfolio
4. Evidence of additional study /research
5. Assignment & Test (compulsory submission)

} 80 % - 20% = 100%

Explanation

1. Attendance – your record of attendance will be taken into consideration
2. Your participation in class activities
 - o To demonstrate your participation:
 - you ask and answer questions,
 - provide input into to class and group discussions,
 - show that you can work in team during group work,
 - attendance is good
 - you are not late to teaching sessions
 - you speak only English in your classes
 - you are courteous and friendly to all class participants
 - you demonstrate respect for others by not disturbing other classes or fellow classmates
3. **Class Work – includes all activities undertaken in the class – Individual & group**
A minimum amount of activities has been assigned to each unit and students must complete all of these within the class during the teaching sessions.
 - o Discussions or written activities, worksheets, requests by the teacher, reports presentations, excursion worksheets or activities.
Note all completed and submitted worksheets
 - All worksheets and notes provided to you must be completed in a professional business-like manner
 - Filed in your portfolio
4. **Portfolio of Evidence**
 - o You have been provided with this white folder to be used as your portfolio. The purpose of a portfolio is to serve as a body of evidence of your abilities.
It should contain copies of:
 - All materials provided to you
 - Worksheets completed
 - A copy of all the notes you take down during lectures (we have provided you a note book to start you off)
 - Evidence of additional personal study
 - Copies of all assignments submitted with the assignment receipt attached.
5. **Additional Study**
 - o You actively demonstrate that you are interested and focused on your studies:



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- undertake research and additional information regarding the subject being presented
- maintain evidence of this additional study is filed in your portfolio eg details of websites, books, journals and other forms/methods researched

6. Assessments

Purpose of an assessment -is to prove to the assessor that you have understood and can explain the work that you have been taught.

- All assessments are submitted **on time and in a professional business manner**.
 - All questions and tasks have been completed
 - Clearly formatted in a professional manner
 - Easily read
 - On clean white paper
 - Neat and tidy
- Submitted with a **fully completed "Student Submission Form"** –
 - clearly showing your name (exactly as it appears on your passport), your student number
 - signed as evidence of you understanding the conditions
 - as evidence that the work submitted is your own.

When an assessor accepts your submission they will sign the bottom of the form. This is your receipt for the work submitted. This receipt must be attached to your copy of your assessment and filed in your portfolio.

Note: Students must present this receipt attached to their copy of the assignment as evidence of completion should there be a dispute as to submission.

Plagiarism – use of work that someone else has written which you claim as your own. It is considered plagiarism if you cut and paste or copy the words from any website, book, journal or manual; all work must be in your own words and will result in you receiving a 0% for the work submitted. Should an assessor receive two pieces of work that are clearly the same both students will be considered to have plagiarised – copied the work and both will receive a 0% result. This will result in both students having to reenrol to undertake the unit again at full cost.

Visa Conditions – your visa is important and you are reminded that **you are responsible at all times to meet your visa conditions.**

The main areas being attendance (minimum of 80% attendance sat all times), course progress (you must be improving not remaining static), you must be financial at all times, as well as being aware that you are only permitted to work 40 hrs per fortnight which must not interfere with your study.. All colleges/institutions are required to report Visa condition breaches as a part of the Licencing of the college/institution.

We hope that your time is enjoyable and should you having any concerns or need assistance with any personal matter please do not hesitate to discuss with your teacher or see reception to arrange an appointment with the student services officer, or other staff. Communication is our clear message to you – let us know so we can help be it for a personal issue or academically – we may then assist you before it becomes a major issue. .

We look forward to being able to present you with your successfully completed course certificate.

Dí Fowler

Principal SIA