



Student Orientation



SKYLINE
INSTITUTE OF TECHNOLOGY

Level 8, 310 King Street Melbourne VIC – 3000
RTO 45989 CRICOS 04114B
Email: info@slit.edu.au
Phone: 03 9125 1661

Welcome

Your College: Skyline Institute Of Technology

Campus : Level 8
310 King Street,
Melbourne VIC 3000
Tel : 03 9125 1661
Email : ceo@slits.com.au

Commuting to the Campus

- Train
- Bus
- Car

Find your campus on Google Maps

<https://www.google.com.au/maps/place/310-316+King+St,+Melbourne+VIC+3000/@-37.812825,144.9537278,19z/data=!3m1!4b1!4m13!1m7!3m6!1s0x6ad65dfb75460ebf:0xdb4b9b1821399a1e!2s310+King+St,+Melbourne+VIC+3000!3b1!8m2!3d-37.812834!4d144.954537!3m4!1s0x6ad65d4914ae8e7b:0xf31edaeb10a2dfb4!8m2!3d-37.8128261!4d144.954275>



Welcome

Key Personnel:

CEO	:	Hardikkumar Amin
Director/Marketing Manager	:	Dhavalkumar Patel
RTO Manager	:	Amardeep Singh
Student Support Officer	:	Hardikkumar Amin

ONE key email address to remember to access all the support and services
studentsupport@slit.edu.au

24 Hour Emergency Contact Numbers

Emergency	:	000
Skyline Institute Of Technology	:	03 9125 1661

Welcome

Campus Information

- Modern, well-appointed, and spacious campus
- Fully networked campus with modern networking hardware
- High speed broadband and Wi-Fi connectivity
- Spacious and well-furnished lecture rooms
- On-campus commercial training kitchen
- Projector and audio-visual equipment in each lecture room
- Kitchenette and amenities
- Lounge with seating
- Student computer areas/desks
- Printing and photocopying facilities
- On-campus reference library covering key subject areas of the college
- Café and restaurants downstairs – King St.



Welcome

Student Facilities & Resources

Internet	:	Hi-Speed Broadband (Login)
Intranet	:	Student Portal (Login)
Website	:	http://www.slit.edu.au
Printing	:	B&W Printing (20c per copy)
Photocopying	:	B&W (20c per copy)
Library & Resources	:	Textbooks, Magazines, Newspapers Learning materials, On Campus Library State Library – Public Access
Student Lounge	:	Lounge with Seating
Kitchenette	:	Microwave, Fridge, Utensils
Outdoor/Near by	:	Café, Sports, Entertainment, Shopping, Flagstaff Garden

Welcome

Campus Rules

While on campus, students must follow and obey certain rules of conduct, including but not limited to;

- Respect other people's rights to hold different positions and views
- Not discriminate against other person for their gender, nationality, religion, age, beliefs or associations
- Show respect towards each other and follow the instruction of authorised staff all the time
- Maintain professional and mature behaviour that would reflect professionalism expected in the workplace
- Except classrooms and student facilities located on the same floor including Kitchen and Toilets, students should not enter into any designated office areas unless accompanied by a staff.

Welcome

- The physical layout of classrooms, labs and student open areas on level 8 require minimal noise and clear passage for movements at all times.
- Students should use kitchen and toilet facilities on level 8 only. The facilities should be kept neat and clean. Any issues with lifts, water, electricity and drainage should urgently be reported at the reception.
- No food must be consumed in classrooms. (water is permitted)
- None of the following are permitted on campus and/or inside the building:
 - Alcohol
 - Drugs
 - Firearms and Knives
 - Smoking
- No rubbish should be left lying in classrooms or student areas. Be mindful of environmental sustainability and use garbage and recycle bins appropriately.
- For security purposes, please do not leave your belongings unattended.
- Students should communicate and converse in English which is the standard language for use at the campus.

Carry your Student ID card at all times

Welcome

Health & Safety at the Campus

- Skyline Institute is committed to providing a safe & healthy working/learning environment
- If you have any concerns or notice a condition or practice that seems unsafe, it is important that you notify a staff member immediately
- There is a **First Aid box** located at the reception.
- Please request assistance from available staff member



An emergency evacuation door is located next to the toilets level 8.

Welcome

Any Questions?

- Accommodation
- Public Transport
- Settling In: Culture, Homesickness
- Shopping
- Hospitals/Medical Assistance
- Student Visa Conditions
- Life at Campus: Studies
- Local/Melbourne



Come in and talk to us any time: Open-door policy

Welcome

Campus Tour and Guest Speakers

Campus Tour

Guest Speakers: Welcome



Student Life

Commencing Your Studies

- ID Card and Student Login
- College resources
- Deferral and Suspension of Studies
- Leave of Absence
- Change of Course
- Transfer to Another Provider
- Student Support

Important: *Student Code of Conduct*

Refer to relevant policies and procedures or contact student support

Student Life

Commencing Your Studies

- RPL and Credit Transfer
- What is RPL
- What is Credit Transfer
- RPL involves assessment and incurs a fee
- There is no fee for eligible credit transfers
- College timetables and attendance
- Training and learning arrangements, classes, resources etc.
- Assessment process, schedules, due dates, submissions etc.
- Terms and progression
- *More ahead on academic necessities*

Ensure that you are ready to commence and have addressed all the pre-training/commencement concerns, if any.

Refer to relevant policies and procedures or contact student support

Student Life

Adjusting to Life in Australia - Discussion

- Accommodation
- Transport: Driving, using public transport, travelling interstate
- Did you arrive with your family? – School-age children
- Health cover
- Banking: Online banking
- Adjusting to local customs and environment: Key – diversity, equity, cultural harmony, equality, obeying the law
- Food, entertainment, music, greetings, acceptable behavior, eating out, clubbing
- Dealing with issues and concerns: Alcohol, drugs, gambling, family violence, assault, sexual discrimination, sexual harassment – obtaining help and advice
- Safety and security: day and night!
- Q U E S T I O N S ?

A Handy Guide to Australian Lifestyle:

<https://www.australia.com/en/travel-inspiration/australian-lifestyle/the-aussie-way-of-life.html>

Student Life

Student Support

- Skyline Institute Student Support Policy
- Accessing Learning and academic support
- Students with special needs
- Students with disability

Meet: Skyline Institute Support Team

Tel: 03 9125 1661– or contact the front desk/reception

studentsupport@slit.edu.au

Remember: You are part of the college community. You must feel supported, protected and safe!



Student Life

Student Support

- Language, Literacy, and Numeracy
- Academic and Learning Support (e.g. Learning difficulties, special needs, course progress)
- Safety and well-being
- Personal Issues (Counselling: Referral to external agencies for help)
- Unexpected Events (Counselling: Referral to external agencies for help)
- Career (Resume writing, interview skills, searching for jobs)
- Legal Issues (Referral to external agencies for help)
- Complaints and appeals

Feel free to talk to us about any issue that is of concern to you

Our staff members are here for assistance and will protect your privacy

Student Life

Student Support: General Concerns

- Understanding and adapting to Australian customs
- Coping without your friends and family
- Worries about accommodation or finances
- Concerns about your attendance or course progress / managing your time
- Language problems
- Relationship problems at school, at home, or with your room mates
- Becoming the victim of a crime or having an accident
- Wanting advice about further study options or social groups you could join
- Having a girlfriend or boyfriend from another culture
- Childcare or concerns about your children / pregnancy
- Experiencing religious conflicts or confusion
- Feeling lonely and wanting to make friends

Your wellbeing and academic progress is our primary objective

Student Life

Student Support: Support Organisations

- [beyondblue](#): information about depression and anxiety
- [Headspace](#): mental health, work and study pressures, alcohol and drugs
- [Reachout](#): life pressures and tough times
- [SANE](#): complex mental illness
- [Butterfly Foundation](#): eating disorders
- [LGBTIQ phone counselling service](#)
- [Mindspot](#): online treatment for stress, depression and anxiety
- [myCompass](#): self-help app for stress, depression and anxiety
- [eHeadspace](#): web chat, email and phone support for young people going through a tough time
- [Headspace](#)
- Reach Out Forums - <https://au.reachout.com/forums>

Your wellbeing and academic progress is our primary objective

Student Life

Student Support: External Referrals

- Student support officers may refer you to external agencies/organisations for further counselling, support and advice;
- Student support officers have a list of external agencies/organisations ranging from professional counsellors to legal and medical practitioners;
- Support from the community organisations and international student groups – e.g. Study Melbourne Student Centre, Council of International Students Australia (CISA), Australian Federation of International Students (AFIS) etc.;
- External consultation may be without cost/free or incur a counselling fee – your student support officer will provide you with the information prior to the referral;
- The support is available on-campus and can be reached directly or through the front desk. If you need urgent help, call or ask any staff.

Download: *The International Student Guide to Melbourne* <http://www.insiderguides.com.au/melbourne/>

Student Life

Academic Necessities

- Meeting your student visa conditions
- Attending scheduled classes
- Maintaining course progress:

Remember: Academic Performance is Linked to Attendance

- Course Completion Within Expected Duration
- Assessment and Reassessment
- Plagiarism
- Withdrawal from the Course

Refer to relevant policies and procedures or contact student support

Student Life

Course Progress

- Policy and Procedure Overview
- What is Course Progress?
- What will make me “At Risk” of Not Maintaining a Satisfactory Progress?
- What Happens if I am Deemed to be At Risk?
- Course Progress Intervention
- Course Progress Interviews and Outcomes
- Reporting Unsatisfactory Course Progress: Impact on Enrolment
- Appealing against an Outcome

Not maintaining a satisfactory course progress is a breach of student visa condition

Student Life

Plagiarism – Not Worth It!

- Plagiarism occurs when a student tries to pass off another person's work or ideas as their own.
- Plagiarism includes copying of work from internet, books, other student's work or any other published or unpublished source without appropriate citation and acknowledgement.
- Enabling plagiarism contributes to plagiarism and therefore will be treated as a form of plagiarism by Skyline Institute – Do not let others copy of work!
- Skyline Institute treats plagiarism as cheating. Cheating and plagiarism is a serious offence and will be treated seriously. Skyline Institute imposes severe penalties on students who cheat and plagiarise.
- Skyline Institute may use software tools to verify and check student work. Speak to your trainer/assessor to ensure that you maintain academic honesty and originality of your work.

Refer to Plagiarism and Academic Misconduct Policy or contact student support

Student Life

Administration

- Accessing your academic and personal records
- Keeping your contact details up-to-date
- Obtaining forms, information and admin assistance
- Making appointments
- Providing feedback and suggestions
- Statements of attainment and testamurs
- Student complaints and appeals
- General health and safety: Reporting hazards and misconduct

Refer to relevant policies and procedures or contact student support

Student Life

Student Fees

- Types of Fees: Application, Material, Tuition, Reassessment, RPL
- Late Fees
- Refund of Tuition Fees: Policy and Procedure
- Invoice Cycle
- Payment Options: Payment Plans
- Non-Payment of Fees: Consequences
- Direct Debit of Fees: Kindly enquire at the reception

For further assistance on student fees and payment options, please contact Skyline Institute Accounts on accounts@slit.edu.au

Refer to relevant policies and procedures or contact student support

Student Life

Critical Incident

- Policy overview
- Skyline Institute has a duty of care to its students for managing critical incidents if and when they occur. Incidents may include:
 - Student missing for more than two consecutive weeks (or any suspected/sudden/undue absence)
 - Severe verbal or physical aggression
 - Serious injury / death
 - Natural disasters
 - Issues such as drug & alcohol abuse, sexual / physical abuse, domestic violence

If you are in danger or know another student who is, please notify staff member immediately so that we can help

Student Life

Emergency & Health

Emergency	Numbers
Police and medical	000
Lifeline 24-hour counselling service	13 11 14
Poisons information	13 11 26
Nurse on-call	1300 60 60 24
Parent line	13 22 89
Kids Help Line	1800 551 800
Bereavement Referral Service	1300 664 786
State Emergency Services (SES)	13 25 00
WorkSafe	13 26 60
Gambler's Help	1800 858 858
Drugs and Alcohol (Turning Point)	1800 888 236

Further details and contacts for external agencies can be helpful or contact student support

Student Rights

ESOS Framework

- The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study
- Australia's laws promote quality education and consumer protection for overseas students
- *These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code (2018)*
- *Describes **your rights and responsibilities** under the framework*
- <https://www.legislation.gov.au/Details/C2022C00066>

Reproduced in your Student Handbook. Copies also available from student admin

Student Rights

Complaints and Appeals

Comprehensive, Free, and Accessible

- Policy: Complaints and Appeals Policy
- Complaints about any dealings with college, staff, agents, or any college stakeholders
- Appeals against college decisions, academic decision
- The principle of Natural Justice
- Transparency and impartiality
- The need to maintain mutual respect, dignity and integrity
- The formal complaint process and communication
- Commences within 7 working days, confidential, and fact-based
- External referrals and mediation (Ombudsman, DET, ASQA) – Information in the policy

We shall maintain a student's enrolment until the complaints and appeals process is fully completed

Student Rights

Work Rights as an International Student

- Visa condition: 20 hours per week, and full-time during the breaks and holidays
- Overview: Student jobs
- How to apply and attend the interviews
- Indicative payrates and rights of the employees (casual, temps)
- The Fair-Work Ombudsman - <https://www.fairwork.gov.au/>
- How Skyline Institute can assist?
 - Resume help
 - Legal information and local resources – (e.g. Anti-Discrimination Board - <http://www.antidiscrimination.justice.nsw.gov.au/>)
 - FREE Legal Service – contact the Victorian Legal Aid Helpline on 1300 792 387
 - For legal information in Victoria, we also recommend you read the Victorian Legal Aid website or The Law Handbook.

We want you to be safe and protected, while you study and enjoy the student life!

Student Information

Important Things to Remember

- Keep your address and contact details up-to-date with college so that you can receive all important information on time
- If you are likely to be absent from classes due to any reason, apply for a leave of absence
- Attend all in-class assessment sessions and meet assessment conditions/requirements
- Maintain a satisfactory course progress and immediately contact the Academic Manager if you have any concerns
- Pay your tuition fees on time
- Help the college maintain a safe and a positive learning environment
- Comply with college policies, procedures and codes of conduct
- *Access student support if you have any concerns about your studies or wellbeing*

Reproduced in your Student Handbook. Copies also available from student admin

Student Information

Student Portal & Learner App

- You will receive an email invitation to sign up for the student portal
- Once signed up, Student Portal gives you access to range of features
 - View and Update Personal Details
 - Important Policies and Procedures
 - Training history and Results
 - Payment History
 - Access to online resources via Skyline Institute's Learning Management System

Tip: Keep your address and contact details up-to-date through the Learner App so that you can receive all important information on time.

Student Information

Changes and Updates: College Notifications

- College Website
- Newsletter
- Notice Board
- Letters (Ensure that you maintain correct contact details with the college)
- Emails
- Skyline Institute's Social media Page

We will keep all students updated and informed of any changes to their enrolment, courses, schedules, college management, or any matter that impacts their studies and enrolment at the college at the earliest. Critical information and/or announcements will be communicated within 48 hours.

Student Information

Student Handbook

available online on Skyline Institute's Website (<https://slit.edu.au>)

All policies and procedure discussed in the orientation are reproduced in your handbook

- Handbook describes in full the academic and non-academic matters as well as our commitment to you and your responsibilities as a student.
- It also provides a detailed information about Australian culture, environment, education systems, living and studying in Australia

If you haven't received an email link of your handbook, request a copy from the reception

Student Information

Information

- Collect your Orientation Pack
- Collect your Student ID
- Obtain your User Login Details
- Complete and Hand in the Orientation Survey Form
- Say Hello to your Fellow Students and Network
- Talk to Available Staff Members if any Questions



Pre-Training

LLN Test and Activities

- Language, Literacy, Numeracy
- Interview with the Academic Manager / Trainer
- Individual Training Plan
- Student Learning Support Collect your



You can access Skyline Institute's student and learning support any time!

We Wish your All the Best!

Thank You



THANK YOU



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