



Australian College of Christian Studies

International Student Handbook and Guide

International Student Handbook and Guide
© Australian College of Christian Studies
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Introduction

It is our pleasure to warmly welcome you as a student at Australian College of Christian Studies (ACCS). We are delighted that you have responded to the call of God upon your life, and taken this important step to prepare yourself as thoroughly as you can to fulfil God's will for your life in your chosen ministry.

The Purpose of This Guide

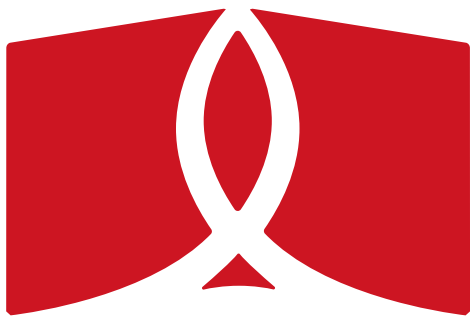
Prior to signing any agreement with ACCS to enrol in one of our study programmes and in order to formally commence studying at ACCS it is essential that you carefully read the policies and procedures in this student handbook and tick the relevant box on the enrolment form. In so doing, you agree to abide by the policies and procedures set by ACCS.

This handbook has been developed to answer questions about ACCS and help you understand some essential information about the overall college program and courses. This handbook also contains specific information about your rights and responsibilities as a student studying in Australia on a student visa. Under Government regulations all students studying with Registered Training Organisations must be aware of the information listed in this handbook. This Handbook provides information on:

- Responsibilities under National Code and the Education Services for Overseas Students Act 2018 (ESOS Act)
- Accreditation status
- Arrangements for the recognition of prior learning
- How the course articulates other training involvement Policies on assessment, grading, resubmission of work etc.
- Qualification / Certification to be issued on completion or partial completion of the course studied
- Conditions of refund of fees
- Arrangements for the protection of students' funds
- Withdrawal arrangements
- Students' rights and responsibilities
- Internal and external complaint/appeal processes
- Conditions under which tuition may be terminated

This handbook should be read in conjunction with your letter of offer

We pray that your study experience with us will be rewarding and satisfying and will greatly enhance your future development.



Australian College of Christian Studies

Who do I see if I want to know about:

- being admitted to a course or enrolling at ACCS [Registrar](#)
- changing my enrolment [Registrar](#)
- my tuition fees or other monies [Registrar](#)
- actually paying my fees or other monies [Reception](#)
- personal problems [Reception](#) - for referral to the campus counsellor if required
- the library and online study resources [Librarian](#)
- information technology problems [IT Support](#)
- interpreting this handbook [Registrar](#)
- academic support [Student Support Officer](#)

Students will have access to our student support services through our Dean of Students (Dr Paul David) who fulfills the role of Student Contact Officer (SCO), the Student Support Officer (SSO) (Merilyn Smith) can be accessed through reception.

Responsibilities to International Students under the ESOS Act 2018

Under the [ESOS Act](#), ACCS is legally required to comply with the standards and requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students ([National Code 2018](#)).

Introduction

The ESOS Act regulates the way international students (not local students) who are studying in Australia under a student visa are treated. It provides protection to the students and makes ACCS accountable. Failure to follow these requirements can lead to severe penalties to individual employees in some cases.

International students who study in Australia are covered by the following legislation:

- Migration Act (195)
- ESOS Act (2000)
- ESOS Regulations 2001 (Amended in 2014)
- The National Code of Practice for Registration Authorities and
- Providers of Education and Training to Overseas Students (The National Code)
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

A copy of the ESOS Act and the ESOS legislative framework is available at:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>

CRICOS

This is the register where all ACCS courses are registered for the provision of training to international students. The website is <http://cricos.education.gov.au>

CRICOS Provider Code

ACCS' CRICOS Provider Code is 03375M:

- 10742NAT Cert IV in Christian Ministry and Theology CRICOS Course No. 083602J
- 10743NAT Dip of Christian Ministry and Theology CRICOS Course No. 083603G
- Diploma of Theology CRICOS Course No. 0101037
- Bachelor of Social Science CRICOS Course No. 0101040
- Bachelor of Ministry CRICOS Course No. 0101039
- Bachelor of Theology CRICOS Course No. 0101035

SCD's CRICOS Provider Code is 02948J for Post Graduate Students:

- Graduate Certificate in Arts CRICOS Course No. 082669J
- Graduate Diploma of Arts CRICOS Course No. 063707K
- Master of Arts CRICOS Course No. 063708J
- Master of Theology CRICOS Course No. 063710K

- Master of Divinity CRICOS Course No. 063709K

CRICOS Course Codes

All ACCS and SCD courses have a unique CRICOS course code. CRICOS courses must:

- be conducted by a registered provider
- be offered on a full-time basis
- be delivered onshore in Australia
- consist primarily of face-to-face contact as the method of teaching delivery

A course must have a minimum amount of full-time study of 20 contact hours per week delivered over a defined period of time. As new courses are introduced the old course needs to be replaced and a new CRICOS code applied.

Marketing Practices and Student Engagement before Enrolment

ACCS will never knowingly falsify or provide misleading information about its' location, courses or benefits of study at ACCS in any way, nor will it intentionally misrepresent any aspect of study in Australia or at ACCS.

All promotional materials produced by ACCS for VET international students must detail ACCS' CRICOS Provider Code 03375M and for SCD Master's courses must detail SCD's CRICOS Provider Code 02948J. ACCS promotional material will include:

- Promotional folders and course brochures including the Prospectus
- website www.ccs.edu.au
- International Student Handbook and Guide
- Advertisements
- Email footer & ACCS Letterhead

The Compliance Officer is responsible for ensuring our promotional materials are ESOS compliant. Any advertisement must clearly disclose who the registered provider is and the provider's CRICOS code.

CRICOS Provider Codes must be identified on all written or electronic correspondence that offer or invite international students to study at ACCS. In most cases this should state: 'CRICOS Provider Code. It is a requirement of staff to also include this line in their 'signature' in all emails.

Promotional materials must be accurate and unambiguous

All marketing and promotional materials for courses must be accurate, and unambiguous. Section 15 of the ESOS Act states that "a provider must not engage in misleading or deceptive conduct in connection with:

- (a) the recruitment of overseas students or intending overseas students; or
- (b) the provision of courses to overseas students."

If you are concerned about any aspect of our marketing and advertising please contact the Compliance Officer.

Education Agents

An agent is defined by the ESOS Act as:

'a person (whether within or outside Australia) who represents or acts on behalf of the provider, or purports to do so, in dealing with overseas students or intending overseas students'.

ACCS does not utilise the service of such agents and will not make any payments to agents that act on the behalf of students.

Formalisation of Enrolment

The National Code details the requirements in respect of Student engagement prior to enrolment and the

formalisation of enrolment. One of the requirements is that the prospective student be given access to and have read this Student Handbook and Guide and a Prospectus prior to formerly enrolling in any studies. Our enrolment process is detailed later in this handbook.

Students under 18 years of age

ACCS does not accept students under the age of 18.

Student Support Policy and Procedures – National Standard 6

The ESOS framework—providing quality education and protecting your rights

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 include the *Education Services for Overseas (ESOS) Act 2000* and the National Code.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) [website](#). CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- your right to receive, before enrolling, current and accurate information about the courses, fees modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there is arrangements in place for your accommodation, support and welfare.
- your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.
- your right to know:
 - how to use your provider's student support services;
 - who the contact officer or officers are for overseas students;
 - if you can apply for course credit; when your enrolment can be deferred, suspended or cancelled;
 - what your provider's requirements are for satisfactory progress in the courses you study;
 - if attendance will be monitored for those courses;
 - what will happen if you want to change providers; and
 - how to use your provider's complaints and appeals process

Your responsibilities

As an overseas student on a student visa, you have responsibility to:

- Satisfy your student visa conditions;
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay;

- Meet the terms of the written agreement with your provider;
- Inform your provider if you change your address or other contact details;
- Maintain satisfactory course progress;
- If attendance is recorded for your course, follow your provider's attendance policy;
- Be aware that any school-aged dependents accompanying you to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.
- Overseas students are not allowed to defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional compassionate circumstances beyond the control of the student, for example, bereavement. If a student defers or suspends their studies on any other grounds, ACCS must report the student as not complying with visa conditions.
- Before arranging a visa, overseas students must ensure that they have the financial resources available to cover their tuition and other related study costs such as accommodation, health insurance, living expenses, childcare, etc.

In the pages following are specific policies and procedures related to the responsibilities of both ACCS and you the student in ensuring you have full opportunity to complete your studies successfully.

International Student Update of Address and Contact Details Policy and Procedure

Intent

To meet the requirements of the ESOS Act and to help assist ACCS monitor the well-being of International students studying at the college.

Policy

The office of the Registrar will proactively seek to confirm and record the residential address and other contact details of all International students every trimester during the enrolment of the student.

Procedure

- At the commencement of every study period/trimester every student enrolled at ACCS will normally complete a subject selection or enrolment form. On this form the student must indicate their current term residential address, telephone number and email address.
- In addition, all students have access, via a student portal, to view and change their personal contact details within the College SMS, at any point of time in their enrolment. Should they prefer the student can alternatively complete a Confirmation of Personal Details form and submit the form to the office of the Registrar.

International Student Services and Support

ACCS is committed to supporting students to adjust to study and life in Australia, to achieve their learning goals and to achieve satisfactory progress towards meeting the learning outcomes of the course. College staff is committed to ensuring that all students receive respect and care in facing the pressures that arise in studying in a new environment.

Underpinning the commitment above is the formal requirement of ACCS to operate, in relation to students studying

on a student visa, in accordance with the Australian government's ESOS framework.

International Student Contact and Support Officer – The Registrar

All students will have access to our student support services through our Registrar who fulfills the role of Student Contact Officer (SCO) or the Student Support Officer (SSO). The Registrar will have access to available student welfare services available locally.

The office of the registrar is open daily from 9.00am – 5.00pm Monday to Friday. For emergency after hours assistance, students are advised to ring the Compliance Officer: Dr Leonard J Smith on 0408 967 720

Students are however, free to approach any ACCS staff member during normal business hours for any help or make general enquiries, for example: directions, public transport and other day to day needs, banking, access to other services.

Student Orientation

The college commits to the provision of an age and culturally appropriate orientation program that includes the following information:

- orientation to the local area and the campus
- details of the course, timetable, staff members and office contact details
- student support services available to students in the transition to life and study in a new environment.
- counseling services available in the campus office; and emergency, health and legal services in the vicinity of the campus
- college staff, facilities and resources
- library and research facilities
- details of a series of lunchtime lectures and workshops in general and specific study, research and writing skills
- adjusting to life in Australia
- safety and critical incidents
- complaints and appeals processes, and
- any student visa condition relating to course progress and/or attendance as appropriate.

Student Handbook

All students are provided with a copy of this International Student Handbook and Guide in conjunction with their formal offer of enrolment. It contains information on:

- Services, facilities and resources available to students
- Visa requirements for international students
- Policies and Procedures
- Other relevant information in assisting students to adjust to life and study in Australia

Academic, Language and Learning Support

Initial assistance in meeting course requirements is dealt with in a series of lunchtime lectures and workshops in general and specific study, research and writing skills. Further assistance in the following areas can be obtained from the Registrar, with additional assistance from the Student Support Officer:

- Study Skills
- Timetables
- Learning Support Strategies
- Other academic issues

A weekly class in the use of English in an Australian cultural context is also available in scheduled teaching weeks, free of charge for students registered in any accredited course at ACCS.

Student Welfare Services

In the first instance students can approach the Registrar for any welfare related issues. Should the issue be of a more serious or personal nature the college has a qualified counselor available for appointments. This service provides assistance to students experiencing difficulties in any aspect of their lives, including issues of academic or personal nature.

Procedure for Accessing Support and Welfare Services

1. All students will have access to our student support services through our Registrar who fulfills the role of Student Contact Officer (SCO) or the Student Support Officer (SSO). The Registrar will have access to available student welfare services available locally.
2. Where the nature of the concern is beyond the Registrar's experience and abilities, the student will be referred to an appropriate person for professional assistance.
3. The Registrar will respond to all questions pertaining to the student's progress, course requirements, satisfactory progress and/or attendance, and refer the student to other staff members as appropriate.
4. The Registrar will assist with accommodation or general welfare issues, through providing appropriate advice and direction. The Registrar is authorised to refer the student to professional welfare assistance (Social Workers, Legal Aid, etc.) as they see fit.
5. The Registrar will detail the student support services provided to each student, and ensure details of services provided are placed on the students file.
6. The Compliance Officer and Registrar will ensure that the Student Support Services are reviewed regularly and corrective actions are applied as appropriate.

Critical Incident Policy and Procedures

This policy relates to critical incidents directly involving staff and/or students on any ACCS campus, which impact not only on the individual but also on other members of the College community. A critical incident is any event that causes a significant number of people to experience reactions that are beyond their normal emotional range.

IMPLEMENTATION

Stage 1: Identifying a critical incident

- An incident that results in a physical injury requiring professional medical treatment occurring within an ACCS campus.
- An incident that results in significant damage to any ACCS campus facility or property.
- An incident that threatens the safety of staff and/or students within the ACCS campus.
- An incident that impacts significantly on the normal emotional experience of the college community.
- An incident which may be identified as falling outside of boundaries of what would be considered normally appropriate (e.g. sexual misconduct, physical violence, intimidation, etc.) which impacts significantly on student/student or staff/student relationships and interaction.

Stage 2: Action to be taken

- Any critical incident must be reported to the Principal or other senior person on campus at the time of the incident.
- Issues of safety must be immediately addressed (using evacuation procedures and/or calling emergency services where necessary).
- The Principal needs to ascertain the facts. The Principal must be able to verify what was “reported to have occurred” (this will involve persons who reported the incident and those involved). The reported facts will be documented at this stage by the Principal or an assisting member of staff.
- The Principal meets with and informs the “Executive Committee” of the campus. Appropriate steps to be taken are planned and documented (functioning as the critical incident team).
- Staff are informed by the Principal (as appropriate).
- The Student Support Officer and any additional counsellors required are contacted by the Principal.
- Contact church pastor, where appropriate.
- The Principal communicates with the students and college community affected by the critical incident, being mindful of legal and privacy constraints.
- Siblings and close friends of the victims are told individually.
- The Principal informs the rest of the college if appropriate.
- All students are informed of counselling and assistance available.
- The Principal contacts organisations and individuals for additional assistance if required.
- Ensure that staff members have support and counselling if required.
- Maintain a supportive, calm atmosphere, by maintaining normal procedures as far as possible.
- The Principal plans the college’s response to the media, as required.
- The Chaplain prepares memorials (prayer services) as required.
- The facts of the event and all steps that were followed are documented and held on file by the Principal.

Stage 3: Documenting the Incident

- Confirm that the initial documenting of the incident by the Principal has taken place.
- Ensure the steps taken by the Principal and their Executive Committee are documented.
- Ensure that the facts of the event and all steps that were followed including who, what, when, where, and how, have been documented.

Stage 4: Follow up

- Ensure that student support staff and any outside professionals are able to meet the needs of the college community.
- Provision of reading/support material to staff and students.
- Aim to get back to the “normal routine”, within a time frame that is appropriate to the nature of the critical incident.

Complaint Policies and Procedures – National Standard 8

Overview

ACCS is committed to providing an effective, efficient, timely, fair and confidential complaint handling procedure for all Students. Specific and separate policies and procedures have been developed for each of the two main areas of student life:

- *Academic appeals and complaints* - academic matters include those matters which relate to student progress, assessment, course content or awards in a VET course of study.
- *Non-academic complaints and complaints* - non-academic matters include those matters which do not relate to student progress, assessment, course content or awards in a course and include complaints in relation to personal information that the provider holds in relation to the student. Non-academic complaints tend to arise from events occurring at a provider or from decisions made by a provider.

In the first instance the student shall raise any matter of concern, appeal or complaint with the trainer or staff member concerned. After this dialogue, if the student believes there are grounds for further appeal or complaint the student is free to access these procedures as detailed below. Complainants are entitled to access the complaint procedures regardless of the location of the campus at which the complaint has arisen, the Complainant's place of residence or mode of study.

At all times through any appeal or complaint process the enrolment of a student making such an appeal or complaint will be maintained and access to all support and resources kept in place.

Academic Appeal Policy and Procedure

The Dean of Academics (HE) and the Compliance Officer (VET), will be accountable for the moderation of all student results, and for evaluating the comparability, validity and reliability of a markers judgment and student results across each student's assessment submitted for each term. The final results will then be published to students at the end of each term.

A student is free to appeal against the grade given in any assignment if he or she believes that some error in grading has occurred or if there are more general concerns about the grade given.

Students may appeal the following decisions:

- Failed Results, assessed by an Assessor.
- Rejected Recognition applications.
- Applications for Extensions, assessed by their Trainer.
- Automatic Reprimand Failures.

Discuss the Result with the Marker

If a student has reason to believe that an error has been made or an injustice exists after receipt of notification of course or module results, the student may discuss such matters with the marker responsible for that aspect of the course. The purpose of this initial phase is to clarify the result and to correct incorrect perceptions and misunderstandings. This phase may be resolved by the student accepting the result, or the marker determining to re-address the issue (i.e. supplementary, re-marking of paper, etc.).

Lodgement of Appeal

Should the student not be satisfied with the outcome of such discussions, the student may apply for a review of the matter and/or re-grading of the module. Applications must be submitted, in writing, to the Registrar within

fourteen (14) days of the receipt of the Statement of Results or such advice that the student wishes to appeal against.

All applications must be accompanied by supporting information and documentation. The specific grounds on which a request for a review is based must be stated clearly.

Such reviews could lead to no change or to either a less favourable or more favourable outcome for the student.

The review shall be completed by the relevant department head, and one or two other faculty, apart from the marker.

After the review has been completed, students should not expect staff members to respond to informal approaches or pressures.

Notice of the outcome of any review will be communicated in writing to the student requesting the review, within 14 days of the appeal being lodged. For more information on appeals and complaints please refer to the Student Complaints Policy and Procedures statement; available from the Registrar's office.

External Review of Appeals

If the Appellant is not satisfied with the outcome of their appeal then an independent mediator will be sourced by ACCS through LEADR, the Association of Dispute Resolvers. Costs of such mediation will be shared equally by ACCS and the Appellant. As a guide mediator's costs would be \$385 for the first four hours (or part thereof). Subsequent hours would be \$137.50 per hour. It is common for most disputes to be resolved within the initial four hour allocation.

If the Complainant is dissatisfied with the outcome of the mediation and they are an overseas student then they may lodge an external appeal by contacting the Overseas Students Ombudsman.

The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their training provider. Refer to the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

Remedial Action

ACCS agrees to be bound by the recommendations arising from the external review of the complaint and the Principal will ensure that any recommendations made are implemented immediately if found in the student's favour; otherwise, within 30 days of receipt of the recommendations.

Record of Complaint

At the completion of any part of or all of the procedure detailed above a written record of any actions and decisions, including copies of original complaint letters, will be placed on the students file.

Non-Academic Complaint Policy & Procedure

General principles

These principles, which will be adhered to by ACCS, apply to all stages of this complaint procedure:

- The Complainant and any respondent will have the opportunity to present their case at each stage of the procedure.
- The Complainant and any respondent have the option of being accompanied/assisted by a third person (such as a family member, friend or counsellor) if they so desire.
- The Complainant and any respondent will not be discriminated against or victimised.

- At all stages of the process, discussions relating to complaints and appeals will be recorded in writing. Reasons and a full explanation in writing for decisions and actions taken as part of this procedure will be provided to the Complainant and/or any respondent if requested.
- Records of all complaints will be kept for a period of five years. These records will be kept strictly confidential and stored at ACCS, 29 George Street, Burwood NSW 2134.
- A Complainant shall have access to the internal stages of this complaint procedure at no cost. Costs for an external appeal will be shared equally by ACCS and the Complainant.
- *At all times through any appeal or complaint process the enrolment of a student making such an appeal or complaint will be maintained and access to all support and resources kept in place.*

In the first instance the student shall raise any matter of concern, appeal or complaint with the trainer or staff member concerned. After this dialogue, if the student believes there are grounds for further appeal or complaint the student is free to access these procedures as detailed below. Complainants are entitled to access the complaint procedures regardless of the location of the campus at which the complaint has arisen, the Complainant's place of residence or mode of study.

Formal Complaint Procedure

Stage One

Formal complaints should be submitted in writing to the Registrar at Australian College of Christian Studies, registrar@ccs.edu.au. The Complainant is invited to include suggestions about how the complaint might be resolved.

The Registrar, will then assess the complaint, determine the outcome and advise the Complainant in writing of their decision within 14 working days.

The Complainant will be advised of their right to access stage two of this procedure if they are not satisfied with the outcome of Stage One.

Stage Two

If the Complainant is not satisfied with the outcome of Stage One they may lodge an appeal in writing with the Principal at Australian College of Christian Studies, principal@ccs.edu.au.

The Complainant's appeal will be determined by a Complaint Committee of three senior staff members nominated by the Principal who will conduct all necessary consultations with the Complainant and other relevant persons and make a determination of the appeal. The Complainant will be advised in writing of the outcome of their appeal, including the reasons for the decision within 10 working days.

The Complainant will be advised of their right to progress to Stage Three of the complaint procedure if they consider the matter unresolved.

Stage Three

If the Complainant is not satisfied with the outcome of their appeal then an independent mediator will be sourced by ACCS through LEADR, the Association of Dispute Resolvers.

Costs of such mediation will be shared equally by ACCS and the Complainant. As a guide mediator's costs would be \$385 for the first four hours (or part thereof). Subsequent hours would be \$137.50 per hour. It is common for most disputes to be resolved within the initial four-hour allocation.

If the Complainant is dissatisfied with the outcome of the mediation and they are an overseas student then they may lodge an external appeal by contacting the Overseas Students Ombudsman.

The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their training provider. Refer to the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

Remedial Action:

ACCS agrees to be bound by the recommendations arising from the external review of the complaint and the Principal will ensure that any recommendations made are implemented immediately if found in the student's favour; otherwise, within 30 days of receipt of the recommendations.

Record of Complaint

At the completion of any part of or all of the procedure detailed above a written record of any actions and decisions, including copies of original complaint letters, will be placed on the students file.

Transfer of Credit and Recognition of Prior Learning Policy and Procedure - National Standard 2

ACCS recognises that students may undertake or may have undertaken studies at other institutions, which would be equivalent to units in their course of study at ACCS and thus welcomes application for credit. The aim of granting credit is to reduce repetition of previous learning by acknowledging an individual's skills and knowledge acquired through formal and informal learning in Australia and overseas.

This policy is designed to ensure the fairness of treatment of all applications for transfer of credit at ACCS and to ensure the integrity of the courses of study at ACCS. Furthermore it acknowledges the requirement of ACCS to recognise the AQF qualifications and statements of attainment issued by any other institution and that ACCS must appropriately recognise course credit within ESOS framework and to meet the requirement of Standard 2 of the National Code.

This policy will assist staff and students to make decisions and to act or respond to applications for credit in a timely manner.

Introduction

This Policy applies to all students studying on an overseas student visa and studying at ACCS. The ACCS credit process is evidence-based, equitable, transparent, consistent, inclusive, fair, valid and reliable with decisions subject to appeal and review.

In assessing applications for credit transfer or recognition of prior learning (RPL) ACCS will recognise the AQF qualifications and statements of attainment issued by any other Australian institution. Credit Transfer and RPL is available for students to access for the partial HE award or partial or complete fulfilment of the relevant VET qualification.

The smallest educational unit granted through credit is a unit of competency or a whole module. The maximum amount of credit granted can be up to 66% for HE and 100% of a VET qualification.

A copy of this policy must be given to all intending and enrolling overseas students before any tuition fees are paid.

Policy Provisions

Credit to be sought at time of enrolment application

Credit or exemptions which are granted to overseas students impact course duration and therefore, the electronic Confirmation of Enrolment and Visa. ACCS requires all applications for Transfer of Credit or RPL to be made at the time of application for admission to ACCS to facilitate the accurate calculation of course duration.

Qualifications obtained overseas

In the case of applications for qualifications obtained from overseas institutions reference may be made to the National Office of Overseas Skill Recognition (NOOSR) register and/or registration bodies in the country in which the studies were undertaken.

Grounds on which credit can be sought

Credit may be granted to an individual through:

- articulation,
- credit transfer
- recognition of prior learning
- recognition of current competencies

Articulation

Articulation is a process that enables students to progress from one completed qualification to another with credit in a defined pathway.

Students who have successfully completed the requirements of an ACCS (or other college) Certificate IV in Christian Ministry and Theology or who can demonstrate equivalent competencies may continue to the ACCS Diploma of Christian Ministry and Theology. An articulation arrangement is in place to enable students that have successfully completed the college Diploma of Christian Ministry and Theology to receive 48 credit points specified block credit through articulation into the ACCS Bachelor of Theology (BTh) or Bachelor of Ministry (BMin). 24 credit points are offered into the Bachelor of Social Science (BSocSc). Articulation agreements are developed on the basis of agreed relativities between qualifications or the way in which the discipline areas of two qualifications are suited to articulation. They are also based on whether an articulation agreement will result in a logical sequential pathway that enables students to successfully meet the learning outcomes of the higher qualification.

In all cases of articulation, credit will be granted according to the following principles:

- the quantum of credit is determined by the specific articulation agreement;
- an individual must satisfy the terms of the articulation arrangement in their entirety in order to be granted credit on the basis of the articulation agreement.

Credit Transfer

Credit Transfer is the process that provides students with agreed and consistent credit outcomes based on equivalence in content and learning outcomes between matched qualifications.

Credit Transfers can be granted under any of the following circumstances:

1. Under the principles of National Recognition a student is granted an automatic credit for any unit that they successfully completed at any other Higher Education provider or Registered Training Organisation.
2. When the unit has exactly the title, even if it is not from the same course.
3. When the unit has been reviewed and this has resulted in minor changes to the unit. This indicates that the outcomes of the unit have remained substantially the same and there is at least 80% commonality with the original unit.
4. When the unit has been transferred from another curriculum and recoded, however the learning outcomes remain the same.

Students who have completed prior formal learning may be granted specified credit through credit transfer where a credit transfer arrangement exists between College awards or with another institution. Credit transfer assesses the initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification.

The forms of credit as outlined in the arrangement will be applied upon request to any individual with relevant certification in the initial matched qualification. The individual does not have to have completed the initial matched qualification for the credit outcomes to be applied toward the destination matched qualification, i.e. credit is for the quantum of formal learning achieved, not only for a qualification achieved.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that assesses a formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.

Recognition of prior learning may be granted as specified credit for a unit of study or module on the basis of prior formal learning, non-formal, or informal learning, or any combination of these.

In terms of current competencies, assessment is made whether the student could be considered to have gained sufficient prior experience and/or undertaken adequate reflection in relevant areas equivalent to the type of learning experience gained through the unit(s) being considered for credit.

The type and amount of credit will vary determined by the course of study and the type of competencies. In fields of study where the turnover of practice is accelerated, shorter time limits may be applied. Currency of experience and competency will necessarily involve some evidence of current competence.

Either credit or exemption may be granted for current competencies

Recognition of Current Competency (RCC)

Recognition of Current Competency (RCC) is an assessment process for students that have previously successfully completed the requirements for a unit of competency or module and are now required (e.g. by a licensing authority or a church eldership) to be reassessed to ensure that the competence is being maintained. In this case no extra skill or competencies are nationally recognised.

An unsuccessful RCC assessment does not invalidate the previous competent assessment outcome.

Procedure

Articulation, credit transfer, and recognition of prior learning are assessed on a case by case basis, through the submission of an 'Application for RPL and Credit Transfer' form. Applicants are required to demonstrate through their submission that their prior learning is equivalent to the required learning outcomes of the specific ACCS unit / module / unit of competency for which they are seeking credit.

The evidence provided by the applicant must be relevant, current, authentic and sufficient to facilitate a decision.

ACCS requires all applications for Transfer of Credit be made at the time of application for admission to ACCS to facilitate the accurate calculation of course duration.

Course credit may reduce the length of a student's course.

- If this occurs before the visa grant, ACCS will indicate the actual course duration in the electronic confirmation of enrolment (CoE) issued for that student for that course.
- If the course credit is granted after the visa grant, the change in course duration is reported via the Provider Registration and International Student Management System (PRISMS) under the Education Services for Overseas Students (ESOS) Act.

The Registrar will provide a written record of the Credit/RPL decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

The student may appeal any decision in the above process through the International Student Complaint Policy and Procedures.

Policy Governing Transfer between Registered Providers - National Standard 7

This policy has been developed in line with Standard 7 – Transfer between Registered Providers.

The policy outlines the conditions under which ACCS will consider a student request for a transfer between registered providers. All requests for Transfer between Registered Providers will be the responsibility of the Registrar. The Registrar must respond in writing to the applicant with his/her decision within 14 days of receiving the request.

If Original Course Incomplete

In accordance with the National Code 2018, ACCS will not enrol any international student visa holders who seek to transfer from another registered provider prior to their having completed six months of their principal course at that provider, except where:

- the original registered provider or course has ceased to be registered or a sanction has been imposed that prevents the original provider from continuing to deliver the principal course;
- the original registered provider has provided a written letter of release, agreeing to such a transfer and stating that the student has demonstrated a commitment to previous studies, has maintained good attendance, and has paid all tuition fees due;
- a government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

In the case of an overseas student who has not completed their previous course, but has completed more than 6 months of the course admission into a registered course will only be finalised if this student:

- can produce a letter of release from the previous registered provider; and
- demonstrated a commitment to study in the previous course; and
- has paid all fees required for the previous course.

If Original Course Complete

ACCS will only admit into a registered course an overseas student who has completed another relevant course. If ACCS is satisfied that the student had demonstrated a commitment to study in the previous course and had paid all fees required the student will then be admitted.

ACCS requests permission from the prospective student to seek information regarding their commitment and payment history from the student's previous educational institution. If ACCS is satisfied with the responses received, the student will be admitted into the respective course.

Student Wishing to Transfer from ACCS to another Provider

ACCS will provide a letter of release to a student who has provided a letter from another registered provider confirming that a valid enrolment offer has been made to the student.

If ACCS provides a letter of release, there will be no cost to the student and it will include advice to the student to contact DIBP to seek advice on whether a new student visa is required.

ACCS will not provide a letter of release if the student does not have a letter from another registered provider confirming a valid enrolment offer has been made to the student.

In this case, or in any other case where ACCS does not grant a letter of release the student will be given a letter setting out the reason for such refusal and informing the student of his or her right to appeal this decision, in accordance with Standard 7 of the National Code 2018.

ACCS will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the students file.

Deferring, Suspending or Cancelling an Overseas Student Enrolment - National Standard 9

Policy:

ACCS will, in certain limited circumstances, enable students to defer or temporarily suspend their studies during the course.

Cancellation or suspension of a student's enrolment may be initiated by the student or the college. ACCS may suspend or cancel a student's enrolment due to academic misconduct, which includes, but is not limited to: plagiarism, cheating, fraud, improper behaviour, misrepresentation, and unethical behaviour.

Where a suspension or cancellation of a student's visa is not initiated by the student, the ACCS will notify the student that he or she has 20 working days in which to access the complaints and appeals process, and may continue in the course until any appeals are finalized, according to Standard 8 of the National Code 2018.

ACCS will inform DIBP via PRISMS when a student's enrolment is deferred, temporarily suspended or cancelled.

Procedures:

1) Assessing, approving and reporting a deferment of the commencement of study or a temporary suspension of study.

An overseas student may apply in writing to ACCS with a request to defer commencement of study or for a temporary suspension of study.

Deferral or temporary suspension will only be granted on the grounds of compassionate or compelling circumstances which may include:

- serious illness or injury with a medical certificate stating that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted or the student's study
- a traumatic experience which could include involvement in or witnessing a serious accident, witnessing or being the victim of a serious crime (supported by a police or psychologist's report)
- due to misbehaviour by the student.

The college will make a decision about the eligibility of the student to receive a deferral or temporary suspension, and record that decision on the student's file.

The student will be sent a written response informing him or her of the college's decision

The student will be informed that deferring or suspending his or her enrolment may affect his or her student visa.

The college will notify DIBP via PRISMS where the student's enrolment is deferred or temporarily suspended.

2) Assessing, approving and reporting a cancellation of a student's enrolment

Either a student or the college may initiate the cancellation of a student's enrolment.

The college may choose to cancel a student's enrolment based on academic misconduct, which includes, but is not limited to: plagiarism, cheating, fraud, improper behaviour, misrepresentation, and unethical behaviour. Evidence of relevant academic misconduct must be demonstrated, and documentation held on the student's file.

Where the cancellation is initiated by the college, the student will be sent a written notice to:

- Inform the student of the college's intention to cancel the student's enrolment
- Inform the student of the right to appeal the college's decision under the Complaint Procedures (in keeping with Standard 10 of the National Code).

- Inform the student that he or she has 20 working days in which to access the complaints and appeals process, and may continue in the course until any appeals are finalised.
- If the student chooses to access the complaint procedures his/her enrollment and support will be maintained until the completion of the complaint procedure.
- Where the cancellation is initiated by the student, the student will be informed that cancelling his or her enrolment may affect his or her student visa and DIBP will be notified via PRISMS within 14 days of the student- initiated cancellation / deferment / suspension.
- After the 20 working days have passed and the student has not chosen to access the complaints and appeals processes, or has withdrawn from the process, or the process is completed and results in a decision supporting the college's initial determination, the College will inform DIBP through PRISMS of the cancellation of the student's enrollment as soon as possible.
- The cancellation may take affect before the 20 working days have passed where extenuating circumstances relating to the welfare of the student apply.
- At the completion of the procedure above a written record of the submission by the student, notification by ACCS and any decisions and outcomes will be placed on the student's file.

Monitoring Academic Progress and Attendance - National Standards 8

International students are expected to progress through their academic program at a rate that will ensure they complete their course within the designated normal duration. Student visas are issued for a period of time consistent with the normal full-time duration as registered on CRICOS.

Unsatisfactory Progress

Under the ESOS Act ACCS is required to report an international student if they breach the conditions of their student visa. Satisfactory academic performance and meeting attendance requirements are two of the most basic visa requirements students must meet in relation to their academic study.

ACCS will monitor the progress of all overseas students at the end of every trimester to ensure they are completing their course within the duration specified in their CoE, without exceeding the allowable limit (33%) of distance or online learning, and ensuring that all students are studying at least 66% not by distance or online learning per year.

Academic performance will also be monitored at the end of every trimester to ensure all overseas students are maintaining satisfactory academic course progress.

When students are at risk of not meeting the course progress requirements, an intervention strategy will be implemented that focuses on interviewing and counselling students and assisting them to achieve satisfactory progress.

ACCS will only enable students to extend the expected duration of study for their course through the issuing of a new CoE in limited circumstances, as outlined by Standard 8 of the National Code 2018.

Any breaches of student visa conditions will be reported to DIBP through PRISMS after the student has been informed and given access to appeals procedures, in keeping with Standard 9 of the National Code 2018.

Procedures:

1) Timetables

- ACCS will ensure that when planning their timetables for each trimester, sufficient units are offered to enable overseas students to complete all course requirements within the expected course duration, as specified on each student's CoE.
- Timetables must enable overseas students to take at least 66% of course requirements through face-to-face learning. A maximum of 33% online learning units are available for overseas students.

2) Monitoring course progress

At the end of every trimester, the Registrar of the College will examine the records of every overseas student studying at the College to ensure he or she is maintaining satisfactory course progress.

- The Registrar will ensure that for the next trimester, each student is enrolled in at least one face-to-face unit, and is enrolled in a sufficient number of units to be in a position to complete the course within the expected duration.
- The Registrar will examine each student's next trimester enrolment in light of what he or she has already completed, to prevent the student from undertaking more than 33% of their total course by distance or online learning.
- The Registrar will examine the previous trimester's academic results for each overseas student and determine if the student is maintaining satisfactory course progress.
- The minimum requirement for satisfactory course progress is passing or being deemed competent in 75% of all units or subjects attempted in any one study period.
- A student will be deemed to be at risk and an intervention strategy activated if a student has failed or received a grade of F or NYC in one or more of the units in any given study period.

- Should a student fail or received a grade of NYC in 50% or more of units attempted in any study period – normally a trimester then an intervention strategy should be immediately commenced at the *second advice* stage. See below
- Should a student be deemed to be at risk of not achieving satisfactory course progress, the Registrar will activate an intervention strategy to counsel the student and assist the student to meet satisfactory course progress such as-
 - receiving individual case management
 - attending study skills workshops
 - receiving assistance with personal issues which are influencing progress
 - attending supervised study groups
 - receiving tutorial support assistance
 - reducing the enrolment load of the student, or
 - a combination of the above and a reduction in course load
- The circumstances in which student will be deemed to be at risk, and the procedures that are to be followed are detailed below. They may or not include any or all of the strategies listed above.

An intervention strategy as detailed below will be activated if a student has failed in one or more of the units in any given study period.

- *First advice*: Students will be notified in writing when a single Fail or NYC result has been reported at the completion of a study trimester:
 - The student will be reminded of the conditions of their student visa, especially relating to course progress and completion within the dates of their student visa. Reference will be made to the available complaints and appeals procedures should they feel that an error has been made.
 - The student will also be offered the opportunity to meet with the Registrar and discuss anything that may be negatively impacting their studies.
 - The student will be reminded of the availability of the on-site counselling service.
- *Second advice*: Should a student receive a second Fail or NYC at the completion of a further trimester; or receive multiple Fails or NYC in a single trimester:
 - The student will be reminded of the conditions of their student visa, especially relating to course progress and completion within the dates of their student visa. Reference will be made to the available complaints and appeals procedures should they feel that an error has been made.
 - The student will be instructed to make an appointment with the Registrar to discuss the situation and investigate options for assisting the student in their studies. This may include referral to the onsite counseling service.

3) Reporting course variations

- If, in monitoring a student's course progress, it is evident that the student will not complete the course within the expected duration (as specified on the student's CoE), ACCS will extend the duration of the student's study, if it is a result of:
 - compassionate or compelling circumstances which includes:
 - serious illness or injury with a medical certificate stating that the student was unable to attend classes
 - bereavement of close family members such as parents or grandparents
 - major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted or the student's study

- a traumatic experience which could include involvement in or witnessing a serious accident, witnessing or being the victim of a serious crime (supported by a police or psychologist's report)
- the College's inability to offer a prerequisite unit
- the College implementing its intervention strategy for a student at risk of not meeting satisfactory course progress; or
- an approved deferment or suspension granted under Standard 9 of the National Code 2018.

When the duration of a student's study is extended in keeping with the circumstances above, ACCS will record this variation and the reasons for it on the student file. The variation will also be reported via PRISMS and a new CoE issued where necessary.

4) Reporting students who have breached their course progress visa conditions.

- When a student has been assessed under Procedure 2 (above) and it has been determined that the student is not achieving satisfactory course progress, the College will notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The written notice will:
 - o Inform the student of the right to appeal the college's decision under the Complaint Procedures (in keeping with Standard 10 of the National Code)
 - o Inform the student that he or she has 20 working days in which to access the complaints and appeals process, and may continue in the course until any appeals are finalised.
- After the 20 working days have passed and the student has not chosen to access the complaints and appeals processes, or has withdrawn from the process, or the process is completed and results in a decision supporting the college's initial determination, the college Registrar will inform DIBP through PRISMS of the student not achieving satisfactory course progress as soon as practicable.

Student Leave of Absence

Leave of absence can only be approved on grounds of genuine illness or compassionate grounds. Application for leave of absence may be approved on compassionate grounds in the following circumstances:

- Illness as certified by a medical practitioner or registered counsellor
- Extenuating family circumstances (i.e. bereavement)

If leave of absence is required a student should provide the following information to ACCS;

- Medical certificate in English (Translation acceptable) or other evidence as appropriate. DIBP require information about the medical provider when reporting the approved leave.
- Letter or other documentation from family requiring son or daughter to return home.
- A copy of the students' departure ticket should be placed in the student file.

ACCS is required by law to notify the Department of Immigration and Border Protection (DIBP) if a student has been granted a Leave of Absence. DIBP may make enquiries concerning the reasons for leave and have the authority to cancel the student visa if the reasons are not valid. The duration of the leave must be consistent with the reasons given but should not exceed one trimester. See Monitoring Course Progress Policy later in this handbook.

Attendance Monitoring Policy and Procedure - National Standard 8

As minimum attendance requirements are integral to the ESOS framework and closely linked to satisfactory course progress course attendance monitoring must be carried out in accordance with this procedure.

1. ACCS will record and assess the attendance of each student for the scheduled course contact hours for each course in which face-to-face students are enrolled.
2. The minimum scheduled course contact for CRICOS registered courses shall be 20 hours.
3. Minimum attendance for each unit/module shall be at least 80% of the scheduled course contact hours. This requirement will be communicated to students at the commencement of each unit/module.
4. Trainers are to record attendance and absences at the commencement of each class. Attendance will be recorded for each one and a half hour period of the scheduled course contact hours.
5. Students arriving more than 15 minutes late will be recorded as absent for that training period.
6. Students will be notified in writing when an absence has been recorded:
 - First warning:* Students will be notified when two absences have been recorded in a particular class. See warning letter 1
 - Second warning:* Students will be notified with a second warning when a third absence has been recorded in a particular class. See warning letter 2. If no response from the student has been the Registrar will follow up the student with a phone call.
7. A final letter of unsatisfactory attendance or Notice of Intention to Report will be sent to students who have reached a minimum of 80% attendance, normally four recorded absences in a particular class. This written notice will inform the student that he or she is able to access the ACCS complaints and appeals process and has 20 working days in which to do so.
8. Written letters to the student will inform the student:
 - a. Of their current attendance status;
 - b. That they can access the complaints and appeals process;
 - c. That student support and counselling is available.
9. Students who have been absent for more than five consecutive days without approval will be contacted by phone by the Registrar and notified in writing. This absence may trigger warning letters.
10. Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the original intention, the college Registrar will notify the Secretary through PRISMS that the student is not achieving satisfactory attendance as soon as possible.
11. Where the student has provided a successful appeal, the Registrar will decide whether an intervention strategy will be necessary for the student.
12. ACCS may only decide not to report the student for breaching the 80% attendance requirement where:
 - a. That decision is consistent with its documented attendance policies and procedures, and
 - b. The student records clearly indicate that the student is maintaining satisfactory course progress, and
 - c. ACCS confirms that the student is attending at least 70% of the scheduled course contact hours for the course in which he or she is enrolled.

Academics and Administration

Accreditation

2.1 Australian Skills Quality Authority

ACCS is a Registered Training Organisation (RTO) registered with National VET Regulator, Australian Skills Quality Authority (ASQA). For more information on ASQA please visit their website at <http://www.asqa.gov.au/>.

ACCS is also a Higher Education Provider registered with the Tertiary Education Quality Standards Agency (TEQSA) <https://www.teqsa.gov.au>

ACCS is also approved to deliver education services to students studying in Australia on student visas. The Education Services for Overseas Students (ESOS) Act and Regulations set out requirements for onshore delivery of education to overseas students studying in Australia. The ESOS Act includes the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Only providers who are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) can offer courses to international students to study in Australia on a student visa.

Our CRICOS registration details:

CRICOS Provider Name: Australian College of Christian Studies

CRICOS Provider Code: 03375M

Membership

Sydney College of Divinity



ACCS is a member institution of the Sydney College of Divinity (SCD). The SCD is a registered Higher Education Provider (HEP) and offers awards accredited by Tertiary Education Quality Standards Agency (TEQSA). ACCS offers the SCD Master of Theology and Master of Divinity Awards. For more information about the SCD please visit their website <https://scd.edu.au>

Independent Higher Education Australia (IHEA)



IHEA is a peak body representing Australian private higher education providers (www.ihea.edu.au).

Council of Deans of Theology



The Council of Deans of Theology, as an association of deans and chief executive officers, aims to foster and facilitate cooperative effort and mutual understanding among member institutions, between them and the churches, and the larger society they serve.

ANZATS



The Australian and New Zealand Association of Theological Schools Ltd was formed in 1968 and comprises the university theology programmes and the theological colleges and seminaries of the Christian churches in Australia and New Zealand. <https://anzats.edu.au/>

Course Information

Strategy for Course Structure and Development - including the goal of equipping holders of an ACCS qualification to be suitable candidates for ministry involvement.

ACCS has developed its awards and courses in consultation with the broader Christian community, as well as Christian Community Churches of Australia constituency. The college's purpose is to train students for church related ministry and vocation, and to this end the development of the college's program is ensured through monthly meetings of the college's board. This body is comprised of Christian Community Churches pastors and leaders, who, together with the College's Academic Board, are responsible for monitoring the quality, relevance and delivery of ACCS awards and units, as well as regular consultation with industry to assure that our programs meet industry standards. ACCS offers the following courses:

Australian College of Christian Studies CRICOS Provider Code is 03375M

Vocational Courses

10742NAT	Certificate IV in Christian Ministry and Theology	CRICOS Course Code 083602J
10743NAT	Diploma of Christian Ministry and Theology	CRICOS Course Code 083603G
	Diploma of Theology	CRICOS Course Code 0101037
	Bachelor of Ministry	CRICOS Course Code 0101039
	Bachelor of Theology	CRICOS Course Code 0101035
	Bachelor of Social Science	CRICOS Course Code 0101040

Higher Education (SCD Awards) CRICOS Provider Code is 02948J

Master of Theology	CRICOS Course Code 063709G
Master of Divinity	CRICOS Course Code 063710D

Click on the above links to information regarding each course.

Requirements for Acceptance into Courses

Age Requirements

Prospective students must be eighteen years of age or older at the time of application.

English Language Proficiency Requirements

Prospective students that have not completed their secondary schooling where courses have been delivered and assessed in English must demonstrate an equivalent level of English language proficiency. This can be demonstrated through an Academic or General IELTS (international English Language Testing System) or other such qualification delivered and assessed in English, or other evidence deemed equivalent by the Registrar.

Course	IELTS Requirement
Certificate IV in Christian Ministry and Theology	5.0
Diploma of Christian Ministry and Theology	5.5
Diploma of Theology	6.0
Bachelor of Ministry	6.5 overall, with a min of 6.0 in all subtests
Bachelor of Theology	6.5 overall, with a min of 6.0 in all subtests
Bachelor of Social Science	6.5 overall, with a min of 6.0 in all subtests
Master of Theology	7.0
Master of Divinity	7.0

Verification and Assessment of a student's qualifications, experience and English language proficiency appropriate to the course

It is College policy to sight original documents (or certified copies) in the case of degree testamurs and/or transcripts, related academic awards, and, where relevant, character references, employers' testimonials, and certification or licences to practice where professional registration bodies are relevant. This practice equally applies to students who apply for the award of advanced standing (other than former students or alumni of the College). The sighting of the original documents or certified copies are part of the process.

Processing Overseas Qualifications:

Where necessary, the Registrar verifies the authenticity and Australian equivalence of overseas qualifications through Australian Education International (AEI– NOOSR) within the Department of Education, Science, and Training. These are appraised under a threefold procedure:

- 1 referral to AEI-NOOSR directories or officers for advice is the starting point for all applications for student admission that are predicated on overseas qualifications;
- 2 where sufficient information or advice from AEI-NOOSR is either insufficient or obtainable in relation to the relevant qualification(s), such applications are eligible for consideration under the College's Special Admissions policies (such as mature-age or social disadvantage); and
- 3 the Registrar will consult with the Dean of Studies or the VET Coordinator for appraisal, or advice or determination.

Academic Administration

Admission

Admission to ACCS is determined by application. In deciding whether or not to admit a student, the college admissions committee will take into account:

- Satisfactory fulfilment of academic admissions requirements (refer above), and
- The application form and its content.

The college retains the right to refuse admission to a program if the student is deemed to be unlikely to cope academically, or if the application form or character reference indicates that a student is likely to struggle with college life and college discipline.

Admission and Anti-discrimination

Within the guidelines for admission set out above and under the requirement of the 1977 NSW Anti-Discrimination Act and 1984 Commonwealth Sex Discrimination Act, ACCS will not deny any applicant admissions into any program on the basis of sex, age, race, colour, national origin, denomination or physical disability, nor will any student be disadvantaged or privileged on similar grounds.

The single area of discrimination that occurs in the school is on the basis of religion. The following excerpts from the Anti-Discrimination Act Applies:

Single sex, religion, etc. education institution

2. An education authority that operates, or proposes to operate, an educational institution wholly or mainly for students of a particular sex or religion, or who have a general or specific impairment may exclude:
 - a. applicants who are not of the particular sex or religion; or
 - b. applicants who do not have a general, or the specific impairment.
3. The Act does not apply in relation to:
 - a. the ordination or appointment of priests, ministers of religion or members of a religious order;
or
 - b. the training or education of people seeking ordination or appointment as priests, ministers of religion or members of a religious order;
or
 - c. the selection or appointment of people to perform the functions in relation to, or otherwise participate in, any religious observance or practice;
or
 - d. unless section 29 (Educational or health related institution with religious purposes) or section 90 (Accommodation with religious purposes) applies – an act by a body established for religious purposes if the act is:
 - i. in accordance with the doctrine of the religion concerned; and
 - ii. necessary to avoid offending the religious sensitivities of people of the religion.

Admission Procedures

The college will ensure the establishment of non-discriminatory student selection procedures, which encourage fair access to training programs for all members of society.

The college will ensure access and equity issues are considered during curriculum development and review. The college will provide staff development and information to assist trainers / teachers who deliver courses to ensure they are aware of, and responsive to the special needs of learners.

A range of learning opportunities shall be provided, including night classes, day classes, e-learning education and flexible delivery to promote and encourage access to courses.

Enrolment

Enrolment occurs under the direction of the college Registrar. It is the student's responsibility to be aware of the specific requirements of the program in which they are enrolled (refer above), and to select subjects that satisfy these enrolments. To help students in this process the college will arrange for an enrolment period to be held before each trimester, during which time:

- Students are able to interview faculty and discuss their academic program and subject choices.
- Students receive a timetable representing a full time load for their course.
- A checklist is completed, monitoring the student's progress through the relevant academic program.

After face-to-face campus students have been enrolled, they will then proceed to accounts, where they will be issued with an invoice, which must be paid before commencing classes at the start of trimester.

Please also read all the details on the enrolment form and timetable regarding withdrawals and changes to enrolments as should your circumstances change and you need to withdraw or make changes to your enrolment there may be financial implications.

Enrolment Dates

Please refer to the ACCS academic calendar for important dates. These dates may differ for each course, please check ACCS website for the latest Calendar. Enrolments need to be submitted online via the student portal.

How do I Access on line learning?

All classes have an online support platform you will need to have regular access to a computer with internet connection. Computers with internet are also available at the college's library.

Moodle

MOODLE is the College's Learning Manage Systems (LMS). For more information on Moodle visit the ACCS Moodle website: <http://moodle.ccs.edu.au/> and read through the 'How do I use Moodle' category.

Moodle provides access to course materials for students with internet access anywhere in the world. Moodle performs best using the below programs:

PC Users

- Internet Explorer (version 5.5 or later); or Firefox

Mac Users:

- Safari; or Firefox

Contact the College IT department for further information.

If you have any difficulties with Moodle or the college IT requirements please contact IT support at support@ccs.edu.au

Library

ACCS has a library on campus available for current students of ACCS. For more information email library@ccs.edu.au.

Also you could go the National Library of Australia website www.nla.gov.au/libraries and search for a library near you. Residents of NSW can gain access to the State Library of NSW electronic resources by becoming a member of the library at <http://www.sl.nsw.gov.au/>

Students with Cross Credit or RPL from Other Colleges

Students will need to provide a copy of their transcript to the registrar, and determine the extent and allocation of credit before enrolling. The student will then be able to devise a study program, in consultation with the registrar, which satisfies the course rules. ACCS will recognise nationally recognised awards and equivalent units completed through other RTOs.

Credit earned with other colleges will be evaluated by the appropriate staff and accepted for transfer to ACCS awards. In certain instances, students may apply to the Academic Board for Recognition of Prior Learning (RPL) for skills and knowledge obtained through informal education, work experience or life experience. Applicants are responsible for demonstrating that the skills and knowledge they have obtained through work or life experience; match the outcomes of the units in the accredited program. A copy of the Credit and RPL policy is detailed in full earlier in this handbook.

Text books and other materials

Many units offered at ACCS have required text books that form the basis of the reading to be completed by students. These are indicated in the booklists that are published on the ACCS website prior to each trimester. These may be commercially published texts, or Readers that are supplied by ACCS.

ACCS suggests the following suppliers for text books (listed alphabetically):

- The American Bookstore www.americanbookstore.com.au
- Amazon www.amazon.com
- The Book Depository www.bookdepository.co.uk
- Booko www.booko.com.au
- Booktopia www.booktopia.com.au
- The Co-op Bookshop www.coopbookshop.com.au
- Fishpond www.fishpond.com.au
- Koorong www.koorong.com.au
- Open Leaves www.openleaves.com.au
- Word Bookstore www.word.com.au
- Zookal www.zookal.com.

Approximately \$AUD500 per semester should be allowed for the purchase of text books and other student needs.

Fees and Duration

No student can commence classes unless enrolled module fees are paid. If, after the administration date, a student's tuition fees are not paid, or the student has not arranged for a deferred payment option (refer below), then the student may automatically receive a Fail or Not Yet Competent result for the unpaid module/s and will be removed from class. Students who are unable to pay fees may choose to contact the registrar and withdraw from their subjects before the administration date to avoid a negative result, a variation enrolment fee may apply.

The duration and cost of courses are as follows

Course Name	CRICOS No	Course Length		Annual Tuition Fee	Total Tuition Fee
		Years (FTE)	Weeks	AUD	AUD
Cert IV Christian Ministry & Theology	083602J	1	39	3,870	3,870
Dip of Christian Ministry & Theology	083603G	1	39	5,240	5,240
Diploma of Theology	0101037	1	39	16,560	16,560
Bachelor of Ministry	0101039	3	39	16,560	49,680
Bachelor of Theology	0101035	3	39	16,560	49,680
Bachelor of Social Science	0101040	3	39	16,560	49,680
Master of Theology	063709G	1.5	39	19,200	28,800
Master of Divinity	063710D	3	39	19,200	57,600

The 'Annual Tuition Fee' and 'Total Tuition Fee' amounts shown are based on 2020 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at ACCS in that year, not to commencing students only.

Application Fee

- Overseas Student Administration fee (non-refundable payable on application) for Higher Education Courses \$400
- Overseas Student Administration fee (non-refundable payable on application) for Vocational Courses \$300

Other Fees

- Enrolment Variation Fee (per occasion) \$50
- Late Enrolment Fee \$50
- Library fine (per day per item overdue) \$1
- Lost library item charge Replacement cost
- Lost or damaged item or equipment charge Replacement cost
- Student ID card replacement \$30
- Replacement Testamur or Transcript fee \$25

Withdrawal Fee

- Up to Administration Date (Higher Education Students Only): \$250
- There is no withdrawal Fees for VET students

These fees are correct as of the 1st January 2020 and are subject to change. Fees generally increase by approximately 3-5% each year.

Overseas Student Application Fee

Only International Students who complete an application must pay the application fee with their initial application. Once this is complete any required paperwork (transcripts, references, etc.) can be forwarded to ACCS. Applications will not be processed unless this fee is paid.

Enrolment Fees

Late Enrolment Fee

Continuing students who fail to enrol by the enrolment date may be charged a late enrolment fee. This fee must be paid before enrolment will be processed. For more information on dates refer to the calendar.

Enrolment Variation Fee

Students wanting to change their enrolment in a specific subject after their initial nomination should discuss with the Registrar before completing the necessary paperwork. The completed **enrolment variation** form can be acquired from and returned to the Registrar, and will require approval from the academic board. Changes made after enrolment and before census date subsequent to the commencement of term will incur a fee for each such change. No changes can be made after census date.

Withdrawal Fee

Withdrawing from a unit of study before the census date is permitted without affecting the student's transcript. Tuition fees will be refunded in full. Students who withdraw from a subject after the census date will receive a Fail (F) or 'Not Yet Competent' (NYC) result on their transcript, and no refund will be paid. An appeal may be made to the Academic Board for the transfer of the fees paid to a future enrolment, should the withdrawal be deemed to have been made on 'compassionate' grounds.

Graduation Fees

Graduation Ceremony Fee

ACCS holds its official graduation in Sydney in early March each year. Please contact the College to confirm exact dates. Participation in this involves a small fee which is payable to ACCS.

Certificate Replacement Fee

Occasionally certificates and transcripts get lost. Students can order replacement or additional certificates or transcripts for a small fee

Student Card Replacement Fee

Students can request a replacement student card. A small fee will apply.

How Do I Pay Fees?

Students can pay by the following methods:

Cash

Students can make cash payments at reception during office hours.

Cheque

Cheques can be made to 'Australian College of Christian Studies,' and handed in at reception or mailed to the College.

Credit Card

Students can make credit card payments at reception or over the phone during office hours.

EFTPOS

EFTPOS payments are accepted at reception during office hours.

PayPal

PayPal payments can be made anytime.

Direct Deposit

Students can make direct deposits into the college bank account, for more information on this please contact the college.

Please make sure that your name is clearly shown on the bank identifier, to enable the College to see who transferred the money. Once payment has been made please email registrar@ccs.edu.au to inform the college that payment has been made.

Tuition Protection Service – International

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. See the following link for further information. <https://tps.gov.au/StaticContent/Get/StudentInformation>

Refund Policy

In the event of a student withdrawing from a unit of study on or before the census date for that unit of study:

100% of tuition fees paid for that unit will be refunded to the student;

The unit of study will not be shown on the student's transcript.

In the event of a student withdrawing from a unit of study on or before the census date for a unit of study:

- a withdrawal fee as prescribed in the fee schedule above will be payable by the student and will either be deducted from the paid tuition fees prior to a refund of tuition fees being paid or will be invoiced to the student and payable immediately and the unit of study will not be shown on the student's transcript.

In the event of a student withdrawing from a unit of study after the census date for the unit of study:

- no refund is applicable and the unit of study will be shown on the student's transcript as Not Yet Competent for VET students and Fail for Higher Education students.

Refunds will be paid within 28 days of the administration date of the unit of study to which the withdrawal applies.

Special circumstances

A student who withdraws after the administration date for a unit of study in special circumstances may apply to have these circumstances considered in regard to any decisions made.

Provider Default

Should ACCS not commence the course on the agreed starting date, the course cease to be provided before it is completed or the course not be provided in full ACCS will refund in full any course monies received from the student. This refund will be made within 2 weeks of ACCS defaulting and will be accompanied by a statement that explains how the refunded amount has been calculated.

Unsuccessful Visa Application

Should your application for a student visa prove unsuccessful any course costs paid in advance (excluding application fee) will be refunded.

Other Requests

Other requests for a refund will be considered for reasons of compassion and sickness on a case- by-case basis.

Refund Application

Should cause for a refund arise, as prescribed above, application for a refund should be made in writing to the college. Refunds will be made within four weeks from receiving the request for a refund.

Payment of Refund

In the case of Provider default, the refund owed to the student will be paid within two weeks after the default day. In the case of student default, the refund owed will be paid within four weeks after the default day.

The payment will be made in the same currency as the fees were originally paid.

The refund will normally be paid to the student. If the student wishes the refund to be paid to a third party (e.g. in the event that the fees were paid by another person) the student must provide a letter of authority signed by both the student and the receiving party and including account details of the receiver, enabling the provider to pay the other party.

If the student is offered an alternative place of study, any refund will be paid directly to the new institution accepting the student. Refunds in the form of transfer of fees to another institution will be made subject to the student presenting evidence of acceptance into that institution.

This policy, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

How to apply for a Refund

- You must apply for a refund in writing (preferably by completing the Application for Refund form).
- Your written application should include the reasons for the refund as noted within the provisions of this policy.
- Submit your written application either
 - a) In person to the Australian College of Christian Studies reception at Level 2 29 George Street Burwood NSW 2134
 - Or
 - b) By mail to: The Compliance Officer
 Australian College of Christian Studies
 PO Box 1011
 Burwood NSW 2134

Deferring, suspending and cancelling a course

Occasionally students face circumstances that require them to change their course.

Deferring a Course

Students can defer from their course at any time. However if this happens during a current enrolled module, normal withdraw fees will apply. Students can inform the college in writing of their intention to defer.

Suspension or Cancellation from a Course

Students may be asked to leave ACCS for either of the following conditions:

- Cheating or plagiarism.

- Conduct that may be determined as bringing the college into disrepute.
- Serious or repeated breaches of the student code of conduct.

Student Behaviour

You should read and understand the Student Code of Conduct, detailed below. You are expected to be courteous and co-operative at all times.

If you are found to be out of class at a time when a staff member believes you should be in class, you may be approached to provide an explanation.

Briefly, ACCS expects students to:

- Behave in a proper manner in order to ensure a happy and positive learning environment.
- Adhere to ACCS policies and procedures.
- Show courtesy and respect to all Staff members and fellow students.
- Respect ACCS Facilities, remembering other Staff and students need to use them, i.e. keep classrooms, equipment, toilets, student lounge, etc., clean and tidy.
- Not eat and/or drink in any classroom.
- Switch OFF mobile phones before entering a class.
- Arrive for class on time.

Lecturers are expected to ensure students comply with the above and, if necessary, will report any misbehaviour or misdemeanours to the Dean of Students.

Code of Conduct

The following paragraphs outline the ACCS Code of Conduct. ACCS is committed to producing the highest possible standards of spirituality, lifestyle, personal motivation and achievement in our students. A student will be disciplined for not adhering to the Code of Conduct. This may include expulsion from ACCS.

Social Life

Friendliness, courtesy, kindness, consideration and cooperation should prevail at all times. You will come into close contact with staff, guests and other students on campus. Their relationship with you, if understood and maintained, will become the key to an enjoyable experience at College. As a student of ACCS you will be studying alongside fellow students ranging from young people just entering into ministry through to senior pastors. You are encouraged to speak to all of your fellow students when you meet them. You are urged to develop a wide circle of friends, and not to be cliquish in your social relationships. You are admonished to be friendly and helpful to visitors at ACCS – in particular guest speakers. Etiquette is an outgrowth of respect, courtesy and consideration. Students should be motivated by Christian love and thoughtfulness.

According to the Scriptures, men and women do well to consider each other as brothers and sisters in the Lord. Students are expected to treat each other with Christian respect and courtesy. Congeniality without boisterousness and wholesome fellowship without familiarity should characterise students. Genuine Christ-likeness is our pattern and goal.

At ACCS, you have the opportunity to enjoy the fellowship of students who have goals and aspirations similar to your own. However, because of your close and constant contact with one another, it is possible to become critical or feel hurt or aggrieved by another student. If differences should arise between you and a fellow student, please discuss them with the other party and seek to come to a common understanding and resolution.

As members of ACCS, you are expected to help create an atmosphere of loyalty to its ideals and standards.

Dress

Your apparel should be modest, neat and in good taste. In every area of life, students are expected to reflect the responsibility and modesty of the Christian ministry. Dress must be appropriate for the occasion. At all times, students must be mindful that their behaviour, cleanliness and appearance should not distract other students from their studies. We also ask that care be taken not to offend students of a different culture. Students should try and avoid extremes in fashion and appearance.

Life Controlling Substances

Students are expected to abstain entirely from the use of illicit drugs. Students are further encouraged to follow at all times the guidelines or expectations of leaders in the church of their denomination regarding alcohol. No alcohol is permitted at any official or unofficial college function.

Speech

Your conversation should demonstrate Christian character. A sense of humour is desirable but coarse jesting, questionable stories, racist or sexist comments and gossip have no place in Christian Lifestyle.

Academic Integrity and Honesty (Cheating & Plagiarism)

Students enrolled at ACCS are expected to maintain the highest standards of academic integrity and honesty. Academic integrity and honesty is based on the principle that one's work is one's own.

Students will be advised at Orientation, about the Academic Integrity and Honesty policy and procedure. Each student must sign their assessment cover sheet to indicate that the work they are submitting is their own work.

Policy

ACCS takes a severe stand against any and all forms of cheating, including plagiarism and collusion.

- Cheating: using unauthorised notes, study aids, or information on an examination; allowing
- another person to do one's work and submitting that work under one's own name.
- Plagiarism: directly copying from another author, or paraphrasing another author without attributing the work to that author using the method laid out in this Guide to Presentation of Essays.
- Fabrication: falsifying or inventing any information, data, or citation.
- Obtaining an Unfair Advantage: (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorised by the lecturer; (b) unauthorised collaborating on an academic assignment; (c) retaining, possessing, using, or circulating previously given examination materials where those materials clearly indicate that they are to be returned to the lecturer at the conclusion of the examination.

In examinations, cheating is defined as the use of unauthorised materials in the exam room, and/or the taking or receiving information from another student (with or without that student's permission).

Procedure

If a trainer/exam monitor finds evidence of cheating (as defined above), or suspects cheating, in any assessment they must immediately notify the Registrar, providing a written summary of the evidence.

If it is agreed that cheating is evident, the Registrar will arrange a meeting with that student. The student

will be asked to give account of the evidence.

If the student is unable to give a reasonable explanation for their work, academic penalties will apply.

If the occurrence is minor and/or early in the student's course, and appears not to be deliberate, the student may be given the opportunity to resubmit the paper at the trainer's discretion.

If the occurrence is major and/or later in the student's course of study, whether deemed to be deliberate or not, the student will receive an F / NYC for the paper and for the subject.

If the occurrence is a repeat offence the student will be subject to further discipline from the College. All action will be noted in the student's file.

Class Attendance and Absences

International students enrolled in face-to-face mode are required to attend at least 80% of classes. Failure to meet this requirement could result in a not yet competent outcome.

Attendance will be taken by the trainer for each face-to-face class and all absences will be reported to the Registrar. Attendance records are maintained for students. A student will be in breach of the conditions of their student visa where they have attended less than 80% of the scheduled contact hours.

The National Code outlines specific obligations, which the registered provider must follow for the systematic recording and reporting of international students. This includes:

- An attendance record system, which records all international students.
- Monitoring of the attendance records at least every fortnight for non-attendance.
- Procedures for contacting and counselling students if a student has been absent for more than 5 consecutive days without approval.
- Procedures for advising DIBP of a student's failure to meet their visa condition relating to attendance or academic performance.
- Ensuring staff are aware of their obligations to report a student's failure to meet attendance requirements.

Breaks

Where a class runs for up to three hours, Lecturers will arrange with their Students for a short break. However, only one break should be allowed and it should be kept to a minimum length of 15 minutes.

Exceptions

The only time an overseas Student may do less than full-time study is when they are repeating areas of their course (by DIBP permission) and these areas do not constitute full-time study.

Marking of Roll

Lecturers will mark the Roll at the very beginning of each of classes – exceptions or delays are to be avoided. Students who are in class by that time are given a tick (✓) on the Roll next to their name, while the box next to the name of any Student not in class is crossed (x) off. If a Student does not arrive on time, they are deemed late, do not receive a tick, and should be excluded from the class until after the next break. Trainers should mark the roll themselves, and must not hand the roll around their class to be marked by Students.

If a Student comes to Class Late with Extenuating Circumstances

If a Student comes to class late, but claims to have extenuating circumstances, they must not be marked as attending. It is not the Trainer's responsibility to assess the validity of a Student's reason for coming late, no

matter what reason is given or evidence the Student provides. The Trainer may encourage the Student to stay for the rest of the class, if they feel it will not interrupt the class for the other Students.

Academic Progress

International students are expected to progress through their academic program at a rate that will ensure they complete their course within the normal duration. Student visas are issued for a period of time consistent with the normal full-time duration as registered on CRICOS. Students failing to progress in their course will be required to meet with the Registrar or Compliance Officer to discuss options for improving their performance. Please see relevant policy and procedure earlier in this document

Reporting Students to Immigration

ACCS' obligations to report students to DIBP are outlined in Section 9 & 10 of the National Code.

The following circumstances require a report to DIBP:

- A student accepts an offer in a course
- A student accepts an offer in a course and/or does not commence their course when expected.
- The student terminates their studies before course completion.
- The student changes their course to another course or transfers to another institution.
- Completes their course more than 1 month before the expected course completion date.
- Defers or suspends their studies (leave of absence).
- The student fails to comply with visa conditions regarding attendance or satisfactory progress.
- When a Student ACCS changes their address, either postal or residential and phone numbers, including home and mobile numbers.

Providers are expected to provide as much information as possible relating to alleged student breaches. Students are reported using one of several Student Course Variation (SCV) codes.

Who Do I Contact if I am Having Problems?

Students are encouraged to discuss their progress with faculty members. Staff endeavour to maintain an open-door policy and to make themselves available to students as much as possible. Where problems arise that relate to their studies, students are encouraged to speak to their lecturer or Director of VET Programs who will seek to offer help or suggest an alternative avenue of help. Please refer to Moodle for lecturers' email addresses.

For all other academic enquiries, please contact the Registrar's Office. The best method of contact is via email: info@ccs.edu.au.

Students whose performance indicates the need for special assistance will normally be detected early in the course and offered academic support in accordance with the college's policy.

The Registrar is the College's International Student Contact Office; the College Student Support Officer can be contacted via the Registrar. The purpose of these roles is to provide students who are struggling in academic or non-academic areas a single person that they can approach for support and advice. The Registrar can refer you to appropriate means of support if your needs are not directly related to your studies. You can contact the Registrar by phone on (02) 9522 9300 or by email info@ccs.edu.au

ACCS Graduation

The graduation service is held in February each year. This gives the college the opportunity to farewell its graduating students, and commission them to their new ministry or vocation.

Stipulations for Graduation

The following stipulations apply before a student may be considered for either commissioning or graduation:

- Satisfactory completion of all academic requirements.
- All financial commitments to the College met at least one week prior to graduation.
- All library books returned.

Students intending to graduate in a given year are required to complete an 'Application to Graduate' form following the completion for their final trimester.

Assessment

What Do I Do with My Assessments?

Depending on the course you are enrolled in your assessments should be submitted using the method requested by your trainer. This may be via Moodle, email or by hand. Each item is due at the end of the week indicated (Friday of that week). For more information on matching dates with weeks please refer to the calendar.

If you have any problems using Moodle for submitting assessment items please contact info@ccs.edu.au.

Who Do I Contact if I am Having Problems?

For module-content related material, you can contact your lecturer. They are happy to help with questions regarding your module. Please refer to Moodle for lecturer's email addresses. They can also be contacted through our office on 02 9522 9300. For all other enquiries, please contact the Registrar.

Access to Records

Students will have access to their personal records anytime throughout the duration of their course. To access records please contact the registrar or course director.

Unit Grading System (HE)

Student performance per subject (especially in academic-related studies) is normally graded according to the following descending scale:

Description	Percent Range	Grade Point
High Distinction (HD)	85 to 100	7.0
Distinction (D)	75 to 84	6.0
Credit (C)	65 to 74	5.0
Pass (P)	50 to 64	4.0
Fail (F)	40 to 49	3.0
Fail (F)	Below 39	1.5

In addition to this, students may be advised as follows:

Result Withheld [RW]: The assessment has not been finalised for either academic or administrative reasons.

Note: Australian College of Christian Studies may also use the categories: Terminal Pass (TP) Incomplete (I); Non-Graded Pass (NGP); Recognition of Prior Learning (RPL); Credit Transfer (CT); Withdrawn Not fail (WN);

Withdrawn Fail (WF); Enrolment Expired (EE) and Exemption (Ex).

DESCRIPTION OF GRADES

High Distinction (HD):

A 'HIGH DISTINCTION' grade will be attributed to work that demonstrates that the student

- has addressed all of the core elements of the assigned topic,
- has integrated exceptional material from broader areas related to the topic,
- has demonstrated masterful comprehension, knowledge, and abilities needed for meeting topic outcomes and
- has completed assessment exercises at an outstanding level.

The work should demonstrate a superior level of proficiency

- in the use of sources and in referencing,
- in the application of concepts, theories and observations of the topic under study, and
- in the understanding and discussion of topic-related issues, methodologies and tools.

The work should display original thinking in the treatment of the topic and might be considered for peer-reviewed publication in the discipline.

Distinction (D):

A 'DISTINCTION' grade will be attributed to work that demonstrates that the student

- has addressed all of the core elements of the assigned topic,
- has integrated considerable material from broader areas related to the topic,
- has demonstrated excellent comprehension/knowledge/abilities needed for meeting topic outcomes and
- has proficiently completed assessment exercises.

The work should demonstrate an advanced level of proficiency

- in the use of sources and in referencing,
- in the application of concepts, theories and observations of the topic under study, and
- in the understanding and discussion of topic-related issues, methodologies and tools.

The work should display confidence and some distinctive thinking in the treatment of the topic.

Credit (C):

A 'CREDIT' grade will be attributed to work that demonstrates that the student

- has addressed all of the core elements of the assigned topic,
- has integrated some material from broader areas related to the topic,
- has demonstrated good comprehension/knowledge/abilities needed for meeting topic outcomes and
- has competently completed assessment exercises.

The work should demonstrate an acceptable level of proficiency

- in the use of sources and in referencing,
- in the application of concepts, theories and observations of the topic under study,
- in the understanding and discussion of topic-related issues, methodologies and tools.

Pass (P)

A 'PASS' grade will be attributed to work that demonstrates that the student

- has addressed most of the core elements of the assigned topic,
- has demonstrated sufficient comprehension/knowledge/abilities needed for meeting topic outcomes, and
- has satisfactorily completed essential assessment exercises.

The work should demonstrate at least minimal proficiency

- in the use of sources and in referencing and

- in the application of concepts, theories and observations of the topic under study
- in the understanding and discussion of topic-related issues, methodologies and tools.

Satisfactory (S)

A 'SATISFACTORY' grade will be attributed to work that is assessed only on a pass or fail basis for which a satisfactory level of performance and participation has been achieved. This grade may be given for field trips, practicums, journals and similar subjects where competency is required rather than academic achievement. The grade will indicate that (1) the student has achieved an adequate mastery of the topic content; and (2) the student has satisfactorily completed all core elements that form prerequisites, conditions of passing, or standards for continuing with a program of study. An assessment of a pass/fail category would not normally be assigned a percentage score.

Fail (F):

A 'FAIL' grade will be attributed to work that demonstrates that the student

- has not minimally addressed the essential elements of the assigned topic,
- has not demonstrated sufficient comprehension/knowledge/abilities needed for meeting topic outcomes
- has not satisfactorily completed essential assessment exercises.
- has not demonstrated a minimal proficiency in the
 - use of sources and in referencing
 - application of concepts, theories and observations of the topic under study or
 - understanding and discussion of topic-related issues, methodologies and tools.

This grade may also be attributed to work that shows evidence of significant errors, plagiarism or clear disregard for the core requirements of the assignment.

Trimester Workloads, Intensives & E-learning Modules

Full-time students can only enrol in the specified full-time load for the enrolled course. Students must apply to the Academic board to request increases to their enrolment over the specified full-time load. Amongst other things, the board will take into account the previous grades of the student when determining whether additional load that can be undertaken.

Students will be required to physically attend college for a minimum of 20 hours per week. This time will be dedicated to formal training. Additional time at the college may also be required for the research and completion of assessment tasks.

Submitting Assessment

All students must submit their assessments using Moodle. It is the students' responsibility to ensure their assessments are submitted by the due date.

Resits

If a student fails to be deemed Competent in a unit, he or she will be allowed to resubmit the assessment task for consideration. The College will allow the student to resubmit on two occasions only after this if the student is deemed Not Yet Competent, the student may be required to re-attend the class.

Extensions & Late Assessment

Extensions of the Assignment deadline will only be granted on the following grounds:

1. Medical illness (certified by Doctor's Certificate);

2. Extreme Hardship;
3. Compassionate Grounds.

A Request for Extension form can be obtained online via Moodle and must be completed no less than 48 hours before the assignment is due and submitted to the lecturer for approval.

Late assessment items will only be approved with reasonable explanation. Approved assessments handed in late without an approved extension will be given a P grade only.

Penalties for Late Assessment

Normally, a Student receives a penalty for handing in an assignment late. The penalty is set by the Compliance Officer or Principal as part of the Timetable, Delivery and Assessment Plan. In the case of exams, a Student who does not sit an exam on the scheduled date without an extension fails the exam outright.

Extensions

Extensions allow a Student to either hand an assignment in later than the due date, or sit an exam later than the scheduled date. Generally, the relevant Trainer will assess a Student's reason for an Extension, and no documentation is necessary unless the Extension decision is being appealed. Trainers should always remember that a Student's workload must be arranged in order for them to finish all a unit's/module's assessments by the time the unit/module is meant to end.

Legitimate Reasons for Receiving Extension

The only legitimate reasons for an Extension are:

- Incapacitating illness of the Student
- Incapacitating illness of a relative or friend, where the Student had to take care of the person
- Death of relative or friend
- Personal problems causing emotional distress
- Any other extenuating circumstance deemed valid by the Trainer

A Student cannot receive an Extension without first applying in writing for an extension.

Steps for Students seeking Extension

If a Student believes that they have a legitimate reason for receiving an Extension, they must apply for an extension in writing and give their request to the lecturer for consideration.

If the Student's claim is refused by the lecturer, they may ask the Student to come back when they have appropriate documentation for further consideration. If the lecturer approves the Student's claim, the lecturer must provide their dated and signed approval in writing and state the length of the Extension.

The level of concession

Extensions should be given rarely, and should not allow too much time for submission.

Assessments allow students to fulfil that module's requirements. Extensions may sometimes make this more difficult to achieve. The level of extension should take this into account. Under no circumstances should any staff member give a student an 'indefinite' amount of time to finish an assessment – this would be both damaging to the student's distribution of assessments, and place them under risk of being reported to DIBP.

Special Needs Learning and Assessment

Students with special needs may receive assistance for learning and assessment, which will be determined on a case-by-case basis. Students applying for special consideration need to provide a statement from a health professional about their disability or illness, which also provides recommendations. Students will then meet with the Registrar to discuss issues of accommodation, which will then be submitted to the Academic Board for approval.

English Language Support

The ACCS Burwood campus provides at no further cost to enrolled international students, English language and culture classes. These are delivered on a scheduled weekly basis.

VET Learning and Assessment Strategies

ACCS courses are assessed under the competency based training and assessment criteria established under the Australian Qualification Framework (AQF). Whilst the specific assessment detail is spelt out in each unit outline, the following principles apply to the assessment of all units:

Competency based assessment is vocationally oriented and skills based.

VET Student Unit Grading System

Unit Grading System (VET)

ACCS assessment will be directed to ensure that students are able to show evidence of satisfactorily achieving each outcome (or competency) established in the unit outline. Students will receive a 'Competent' (C) or a 'Not Yet Competent' (NYC) as the outcome of the unit. Each unit or module contains several item of assessment.

At the beginning of the module, students are told the context and purpose of the assessment and how they will be assessed. When appropriate, flexible assessment arrangements will be organised to help them complete the course.

When ministry training is to occur in the church environment (as is the case especially with field training modules), the nature of that training and assessment will be negotiated with the relevant organisation. ACCS will establish agreements with these churches and assemblies to ensure that there are clear guidelines adhered to when receiving student work placements for ACCS.

Students are provided with feedback on the outcomes of their assessment.

The grading system for units outcomes will be Competent (COM) and Not Yet Competent (NYC).

Competent (COM)

Students have demonstrated the evidence to fulfil this competency.

Not Yet Competent (NYC)

Students have not yet demonstrated the evidence to fulfil this competency. It is likely that students have paid little attention to the requirements or have been inadequately prepared.

Assessment Grading System

To help provide you with helpful feedback we have developed a grading system to show you how well you demonstrated the performance criteria. The grading system for most of the assessment will be Satisfactory (S) or Not Satisfactory (N). Various assessment items will be graded according to following scale.

Not Yet Satisfactory (N)

Students have not yet demonstrated the evidence to fulfil this assessment. It is likely that students have paid little attention to the requirements or have been inadequately prepared.

Satisfactory (S)

Students have fulfilled the evidence required for this competency. It is likely that students have kept within the designated expectations.

Assessment Feedback

Students will receive feedback in four general areas (depend on the type of assessment); Ideas, organisation, language and mechanics.

Ideas

The ideas cover the performance criteria. This determines whether the student will receive a NYC or COM.

Organisation

Further feedback is given on the organisation, was the assessment structured as instructed. Eg. For an essay, did it include an introduction and conclusion? Did the essay connect and have a logical flow?

Language

Feedback will be given on the level of the language, with reference to grammar and expression.

Mechanics

Feedback will be given on referencing and the bibliography, where required.

Assessment Item Resits

If a student receives an N on any given assessment item, the student may apply for an assessment item resubmission (See fee schedule). Students will be granted one free resubmission for their first enrolled unit. An application needs to be submitted within 14 days of receiving the initial grade. All resit work must be completed, handed in within two weeks after resit granted.

Procedures for Students who Fail - Deemed Not Yet Competent

Definition of Failure

A student is deemed to be 'Not Yet Competent' in an assessment, until the period set for the relevant module is over. If a Student attempts an assessment and does not meet the minimum requirements, the Trainer or Compliance Officer may allow the Student to resubmit the assessment. Resubmissions only occur where the Trainer or Compliance Officer deems it appropriate, and is willing to ensure the integrity of the assessment is not jeopardised.

However, once the module in which the assessment was due is completed, the Student will be deemed to have failed that assessment unless the student can show extenuating circumstances.

Automatic Reprimand Failures

ACCS actively seeks to uphold the integrity of its Assessment Procedures. Students caught acting in a manner that does not uphold Assessment integrity are given an Automatic Reprimand Failure. This will be done by the Compliance Officer, in consultation with both the Principal and relevant Student's Trainer.

In the event that a Student receives an Automatic Reprimand Failure, the effects of this are:

- A result of 0% on that Assessment, pending resubmission.
- Appeal of Automatic Reprimand Failure is handled differently from a standard appeal.
- Recognition of them receiving an Automatic Reprimand Failure in both their digital and physical File.

The Student must resubmit for that assessment. The assessment may be altered by the Compliance Officer to protect its integrity (for example, it may become an exam). Resubmission is only possible where the reassessment will be completed before the relevant module ends.

Pre-submission review

Students are advised that asking the trainer to review any assessment prior to the formal submission is inappropriate and unfair to other students without that opportunity, unless the trainer has clearly established, in writing, this practice for all students in enrolled in the unit.

Assessment Writing, Referencing, and Formatting

ACCS places emphasis on the submission of written work as part of course requirements for the purpose of student assessment, and as crucial in the formation of certain academic and personal disciplines. These guidelines are for the benefit of students who genuinely care about their studies, and want to ensure that their work is of the highest quality.

It is by writing, even more than by speech, that the student masters the material and extends his or her understanding. Writing enables development of ideas systematically. It develops thinking in new areas and enables one to pause and reflect. It can be immensely satisfying, quite apart from providing valuable work by which one's knowledge and understanding of course may be assessed.

This method of evaluating the student's knowledge, skills, understanding and development avoids the stress of the typical examination situation, which depends upon hurried recall and instant expression. Assignments allow for careful thought and planned answers to be committed to paper in an unhurried manner. A much higher quality of work is therefore possible and expected.

ACCS' Assessment Policy and Procedures are detailed earlier in this handbook. Please ensure that you read and understand this critical element of the AQTF.

An holistic approach will be taken in respect of assessment. Holistic assessment focuses on the assessment of whole work activities rather than specific tasks or components of a work activity. In conducting an holistic assessment the assessor develops an image or picture of how a competent worker would perform the activity in the workplace.

Having established the image or picture of competence, the assessor then identifies the components that the candidate needs to illustrate competence, together with the techniques needed to gather the knowledge in order to achieve competency. Using this information the assessor then reviews the evidence and decides whether the candidate is competent.

What is Reasonable Adjustment?

There is a range of legislation and policies which promote access and equity within the national VET system.

In keeping with these policies, assessors need to ensure that candidates are not disadvantaged in the assessment process due to cultural or language background, age, religion, gender or disability.

Assessors need to be aware of the ways in which candidates can be disadvantaged in the assessment process and what steps can be taken to ensure that assessment policies and practices take account of individual needs.

Reasonable adjustment means that whilst carrying out the assessment process it is necessary to take into account the special characteristics of the candidate while ensuring the validity and reliability of assessment decisions.

Adjustments are considered 'reasonable' if they do not impose an unjustifiable hardship upon the RTO or employer. In determining whether an adjustment would impose unjustifiable hardship, the following factors should be taken into account:

- The nature of the benefit or detriment likely to be experienced by the person concerned.
- The effect of the disability or disadvantage on the person concerned.
- The financial circumstances and the estimated amount of expenditure required to be made by the organisation claiming unjustifiable hardship.

Adjusting the assessment process may normally involve varying the procedures for conducting the assessment. For example:

- Allowing additional time to complete tasks.
- Extending deadlines for assignments.
- Varying the venue, date or times for assessment.
- Varying the evidence gathering techniques (using an assignment instead of an exam, oral rather than written questioning, short answers instead of multiple choice and varying question and response modalities).

Please refer to the ACCS Style Guide for further details. Basic requirements are set out below.

Assessment Template

It is important that students submit all work with the appropriate assessment template. Each cover includes:

- Unit code and title
- Student ID number and name

A standard cover sheet is available to download from Moodle.

Fonts and Spelling

To ensure essays are readable for markers, and to enable space for comments, assignments should be set out using:

Font: Arial (or similar) Font

Size: 11

Line Spacing: 1.5 to 2 times

Margins: Approximately - Left 2.5 centimetres (standard Microsoft Word template margins)

Declaration of Authorship

As is set out in section 6.9 Quotations and Plagiarism, an essay must be a student's own work. Consequently, by submitting an assessment item students are declaring that they are author on all assessments submitted.

Short Tests and Exams

Some modules will require short tests to be completed each week. These may be completed in Moodle. In some cases, short tests may also be administered in class.

Examinations Procedures

Flexibility in Exam Procedures

With exception to some fixed rules governing all exams, the nature and rules of each exam may differ, depending on the Course. The Compliance Officer shall detail all specific rules pertaining to each exam in the Timetable, Delivery and Assessment Plan.

Common Examination Rules

In all exams, the following rules must be adhered to:

- No Student may bring unauthorised aids or documents into the Exam Room. Examples include mobile phones, unauthorised notes, unauthorised calculators or unauthorised textbooks. An aid or document can only be authorised by the Compliance Officer.
- No Student may leave the Exam Room during the exam and then return to the exam, unless escorted their Trainer.
- No Student may converse with anybody during an exam, other than with the Trainer to have legitimate questions¹ answered.

Any Student found breaking one of these rules will receive an Automatic Reprimand Failure.

Failure to attend scheduled exams

Students who fail to attend scheduled exams must contact ACCS prior to the exam. Unless a Student can provide legitimate evidence of their failure to attend the exam, as decided by the Student Services Officer, they will receive no marks for the exam. If a Student's reason is deemed legitimate, then the Compliance Officer determines when the exam will be set. However, the Student will be marked absent for the purposes of attendance.

Collection from Students and Distribution among Assessors

In most cases, the relevant Trainer will assess the exam. Where this is not the case, the Trainer will take the exam papers at the end of the examination and then gives them to the Compliance Officer. The Compliance Officer will then distribute the assignments to Assessors. Assessment of Exams follows the details of the relevant Timetable, Delivery and Assessment Plan.

Inspection of a Test or Examination Paper

ACCS is not required to let a Student inspect their exam paper after it has been marked, but they may seek feedback from the Assessor.

Forum/Short Answer Questions

Some assessment items require a forum entry to be submitted each week. In answers these questions make sure you read the assessment method in the *Module Student Booklet*.

Essay Writing

Some assessment items require students to write an essay. The requirements for a high quality essay are set out in the grading system in 5.13 Unit Grading System above.

Whilst essay questions are diverse, the basic approach and structure of an essay is generally the same. Thus, developing a logical and consistent approach will aid you in completing the task in an effective and efficient manner.

EDUCATIONAL RESOURCES

ACCS' own Student Document Resources

If Students require course materials (other than independently published material), ACCS' Academic Staff may create document resources for the Students.

Text Books/internet access

Where relevant, Students will be given a list of each published text book required for their subjects. In other cases, references to internet addresses will be provided.

Digital Resources

Any documents in digital form needed for subjects, such as subject material on Compact Disk (CD) will be distributed by the Trainer.

ACCS Library

ACCS Library is accredited as part of the Sydney College of Divinity's resource centre, and Historians' Network and with ACT for the purposes of students and staff from Robert Menzies' School of Christian Studies. We are members of ANZTLA (Australian and New Zealand Theological Library Association) and the Brethren Archivists'.

The ACCS' library forms part of a larger SCD library network for theological study. ACCS library is available for use by any who want to use it – including borrowing – at a cost of \$30/year. Enrolled ACCS students access the College Library for free.

Arrangements can also be made for external borrowers, interstate or even overseas.

Some statistics:

Holdings: approximately 15,000 books and 120 journal titles of which 60 are current subscriptions. Also available are two online databases: ATLA (American Theological Libraries Association – abstracts) and ATLAS (Full text journal articles). The databases and library catalogue is available for remote access – upon registration.

The library holds a collection dedicated to the history and polity of the Brethren movement with works both historical and current; Brethren journals are kept in Archives as well as interspersed throughout the general collection.

Resources: The library has computers with access to the library catalogue and databases and internet access. In addition electronic media including CD and video are available for loan.

Studying and Living in Australia

International Student Information

The Department of Immigration and Citizenship (DIAC) and ACCS have strict requirements that International Students must abide by:

1. International students are required to be full time for the entire duration of their course of study except in their final trimester if they are required to repeat or take a core subject which was not available earlier due to timetabling issues. Note this is only likely to occur if the student fails a required subject, has received Transfer of Credit before commencing their course or is placed on an intervention plan.
2. Students are able to study 33% maximum load of their course as an external student.

3. Full time study means 20 hours per week. See the next section for more details.
4. Students are expected to complete their course within the duration specified in the CoE. ACCS is only able to extend the expected duration of a CoE in limited circumstances
5. All international students must attend 80% of all classes. This is Australian Immigration Policy.
6. A doctor's certificate and notification of absence form must be submitted for any absenteeism.
7. ACCS is obliged to report International Students for breaches of their visa conditions – i.e. attendance falling below 80% and/or substandard academic performance. A full-time student doing four subjects per trimester must successfully complete at least two of them to continue being a student in this college. An International Student failing the same class twice will be reported to DIAC for breach of visa conditions.
8. International students are not permitted by Australian law to work more than 20 hours a week for income during trimester time. Students may work full-time during breaks.
9. At no time will a student borrow, lend or ask for money from any church, church member or college student. If an international student is unable to pay their fees, discontinuance of the course will result. Students should see the Registrar in the first instance if they are having difficulties paying fees. It is a condition set by the Immigration Department that we notify them of any international student not paying their fees.
10. All international students are to be at ACCS for the normal full-time hours each week.
11. Should an international student withdraw and return to their country of origin any unused funds will be forwarded to the student.
12. Upon arrival in Australia, international students must inform the College immediately of their
13. Australian residency and inform the College of any changes in their postal or residential address if they change residences throughout the duration of their course.
14. ACCS is obligated to advise DIAC immediately if a student is in breach of their Student Visa.
15. Information is provided for international students in regards to your rights and responsibilities can be found in the ESOS Framework at;
http://www.aei.gov.au/AEI/ESOS/ESOS_Framework_10_03_2010_pdf.pdf

International Student Work Rights

International students on a student visa must be enrolled in a course of study. Both students and providers are bound by the National Code in this regard. Work rights are issued by the Department of Immigration and Citizenship (DIBP). Students must meet guidelines including not working more than 20 hours per week - "not more than 40 hours per fortnight". Also, their part-time job must not stop them from finishing their course within the expected duration. Students cannot undertake work until they have commenced their course in Australia.

No work limits apply during recognised periods of vacation offered by their education provider.

Please download the guide to studying and living in Australia available at www.studyinaustralia.gov.au

This guide will give you all the information you require on living and working as a International student in Australia.

Cost of Living and Schooling of Dependents

The cost of living in Australia is high. Government statistics indicate that if you are single, you will need at least \$A18,000 per year for living expenses, including accommodation (does not include luxuries). If married, you will need an additional 35% per annum for your spouse and an additional 20% per annum for one child (15% per annum for each additional child). Note that these figures are only a guide. They do not include airfares, or ACCS course costs. You will also need to cover the full cost of schooling for each dependent child of school age, whether enrolled in a government or non-government school. Children are charged at International rates also.

You must maintain adequate schooling arrangements for your school-age dependents who joined you in Australia on a student dependent visa for more than 3 months. The local public schools are [Burwood Primary](#), [Burwood Girls' High](#) and [Homebush Boys' High](#).

Accommodation

ACCS does not have onsite student accommodation. Local Real Estate Agents provide rental property options for students at reasonable rates. Some homestay options may be available.

Student Services are also available to assist with the process of finding the right accommodation options for you.

Please see the [Burwood Profile](#) to see particular information on the area of Sydney surrounding the College campus.

Australian Law

Get to know a bit about the law in Australia before you arrive to avoid tricky situations.

Australia follows a federal government system. This means that powers are distributed between the Federal government (the Commonwealth) and State and Territory governments. There are six States—New South Wales, Victoria, Queensland, South Australia, Tasmania and Western Australia— and two Territories—Australian Capital Territory and the Northern Territory.

There are three levels of government:

- Federal
- State or Territory
- Local.

Each of these levels make the laws depending on what area of law it is. Most day-to-day criminal laws are State and Territory laws, whilst local government laws include traffic and parking offences. The Police service is the main law enforcement agency. Each State has its own police service and there is also the Australian Federal Police, which enforces Federal laws such as customs and immigration.

People in Australia accused of a crime are presumed innocent until proven guilty. If the police require you to go to court they must prove that you committed the offence. The criminal justice system and the law courts deal with punishment for crimes. The seriousness of the punishment reflects the seriousness of the crime and can range from imprisonment to a fine.

Though the criminal justice system is similar across Australia, each state has its own system. There are three stages of the process: the investigative process (investigation by police); the adjudicative process (the case

appears before the courts and a penalty is imposed); and the penal/ correctional stage (the punishment is served).

Most police officers wear a uniform, which may differ from state to state. Some police officers do not wear a uniform at all and these are called 'plain clothes' officers. However, all Police carry a badge and identification whilst on duty. If you are unsure about whether someone is a police officer you can ask to see their identification. The police are a public service and are not part of the army.

Police vehicles are generally white with a blue and white check pattern along the side and 'POLICE' written on the vehicle. There are also unidentified vehicles that carry a portable 'POLICE' sign and flashing blue light. If a police vehicle (or any other emergency vehicle such as an ambulance) has its lights flashing and siren sounding in traffic, you must give way to them.

Police have the power to:

- arrest
- detain
- search for and collect information
- charge a person if they have reasonable cause to suspect them of committing or intending to commit an offence.

Police also have a range of powers to enter premises and conduct searches. There are rules governing police conduct and what they do and they are held accountable to their state or territory authority.

An interpreting service is available if requested and there is a telephone interpreter service (TIS) available on 131 450. More information about this service can be found on the Department of Immigration web.

There are several ways in which you can report a crime:

- Visit the nearest police station.
- Telephone the nearest police station call 131 444 to be connected.
- Telephone Crime Stoppers on 1800 333 000. This is a free call service to a community organisation. The call can be anonymous and an interpreter service is available. Lines are open 24 hours a day/7 days a week.
- Telephone 000—this 24-hour service must ONLY be used in an emergency or to report a crime in progress. You will be asked which emergency service you require: ask for the Police. An interpreter service is available. You will need to give your name, address and telephone number and say what is happening and where.

If you are questioned by the Police:

- be friendly
- remain calm
- be co-operative.

It is illegal to give false information or to try to bribe the police with gifts or money. You have the right to seek legal advice and ask for an interpreter. You do not have to accompany the Police unless they arrest you. If they do, they must make this clear. They do not have the right to threaten or injure you but if you resist the arrest, they have the right to use 'reasonable force' to make you go with them. In this situation, you will be taken into custody, charged with the crime and a formal complaint will be made against you. You have the right to know the details of the charge, to ask for bail and to make one phone call. You are only obliged to give them your name and address until your legal advisor is present if you so choose.

Further information regarding the role of Police in New South Wales can be found on NSW Police <http://www.police.nsw.gov.au/>

What is a Crime

Crime is generally described as conduct that is prohibited by law and may result in punishment. They are commonly classified as 'indictable' and 'non-indictable'.

Indictable crimes

These are serious crimes, which are tried in the higher courts and may require a jury to decide the outcome. These include robbery, homicide, serious sexual and non- sexual assault, fraud and serious theft.

Non-indictable crimes

These are usually less serious and carry lesser penalties. These include shoplifting and traffic violations and are tried in a Magistrate's Court.

Alcohol

Consumption and purchase of alcohol is illegal (not legal) for people under the age of 18. In NSW it is illegal to exceed the blood alcohol limit (which is 0.05g/100mL) when driving a car or any other vehicle on a full licence. It is illegal to have any alcohol present in your blood if you are driving on Probationary (P plate) or a Learners (L plate) permit.

It is also an offence to consume alcohol in many public places, including the Sydney CBD, which is a 'dry zone'.

Bribery

Bribery is the offering, giving or receiving of something of value in exchange for gaining undue influence in a decision making process.

In Australia it is illegal to offer, pay or accept a bribe for services or during negotiation. A clear example of bribery would be offering a police officer money to disregard a traffic infringement that you have committed whilst operating a motor vehicle. Another example would be offering money, goods or services to a University staff member such as a tutor or academic in return for academic grades.

One further example of particular relevance to students would be to offer payment to or accept payment from another student in return for academic work.

Drugs

Some drugs, such as alcohol, tobacco, medicines and caffeine are legal in Australia. However, there are some drugs that can only be used legally when a doctor has prescribed them for that person. These are known as restricted substances and are supplied by chemists (pharmacies).

Possession of some of these substances by someone they were not prescribed for is illegal. It is illegal to use the following drugs in any circumstances: cannabis, heroin, amphetamines (e.g. speed and LSD), cocaine (including crack) and 'designer drugs' (such as ecstasy and ice). The possession, use, importation, distribution manufacturing or trafficking of a wide range of drugs (including those named in this paragraph) is illegal in all Australian states and territories.

If you suspect someone has overdosed on a drug, telephone 000 IMMEDIATELY and ask for an ambulance, stay on the line until the ambulance arrives and provide the operator with as much information about the location and events as possible. This should provide the best outcome for the person you are calling about.

Gambling

Gambling at official gambling agencies is legal if you are over 18 years of age. However, it is illegal to gamble outside these agencies. But remember, you are far more likely to lose than to win and you could find yourself in serious financial difficulties. This in turn, could have negative implications for your academic studies and visa situation.

Noise

In some council areas it may be against the law to use a lawnmower or electric power tool before 8.00 am Monday to Friday and before 9.00 am Saturday and Sunday. Check with your local council office or ask a neighbour.

If you play music loud enough to disturb your neighbours they can call the police no matter what the time. It is appreciated and polite to let your neighbours know if you are planning to have a party at which you will be playing loud music.

HEALTH AND SAFETY POLICY

General Statement

This policy recognises that the health and safety of all employees and students within ACCS is the responsibility of ACCS management. In fulfilling this responsibility, management has a duty to provide and maintain so far as is practicable a working environment that is safe and without risks to health and includes:

- providing and maintaining safe equipment and systems of work;
- making and monitoring arrangements for the safe use, handling, storage and transport of equipment and substances;
- maintaining the workplace in a safe and healthy condition;
- providing adequate facilities to protect the welfare of all employees and students.
- providing information, training and supervision for all employees
- enabling them to work in a safe and healthy manner.

Management is responsible for the implementation and monitoring of this policy.

The health and safety duties of management at all levels will be detailed and ACCS procedures for training and back-up support should be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

Duties

ACCS will take every practicable step to provide and maintain a safe and healthy work environment for all Employees and Students.

Management responsibility

To this end, management:

- is responsible for the effective implementation of ACCS health and safety policy;
- must observe, implement and fulfil its responsibilities under the relevant NSW govt legislation;
- must ensure that the procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed;
- must take regular assessments of health and safety performance and resources in cooperation with those with designated and elected health and safety functions;
- must ensure that all specific policies operating within ACCS are periodically revised and consistent with ACCS health and safety objectives;
- must provide information, training and supervision for all employees in the correct use of equipment and substances used throughout ACCS and

- must be informed of incidents and accidents occurring on ACCS premises or to ACCS employees and students so that health and safety performance can be accurately gauged.

Employees & Students

Also to this end, Employees and Students:

- have a duty to take reasonable care of their own health and safety and others affected by their actions in ACCS;
- should comply with all safety procedures and directions and
- must, in accordance with ACCS procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives, or, in the case of Students, and employees.

Notes

Drugs may include over the counter medication, prescription or illicit drugs or mixtures of other medication, which cause impaired performance or judgment. "Affected by drugs or alcohol" shall mean;

1. In contravention of any legislative requirements e.g. in excess of 0.05 blood alcohol level when driving, or
2. Inability to perform normal duties in an efficient safe manner e.g. person may lack; mental alertness, clear vision, good co-ordination or ability to react appropriately to situation.
 - ACCS maintains the right to conduct random tests of employees in any areas where legislation requires zero alcohol or drug levels.
 - ACCS maintains the right to interview and make initial assessments where the Principal or Compliance Officer has a reasonable belief that a student or employee is affected by alcohol or drugs. If the initial assessment suggests a problem, the affected student or employee is to be referred to an appropriate health centre for a formal drug and alcohol test.
 - Any person refusing an interview, an initial assessment or formal test is to be stood down immediately and the matter referred to the Principal.
 - Any employee refusing reasonable request for assessment will result in an investigation and be subject to possible disciplinary action, which could lead to dismissal.

DRUG AND ALCOHOL POLICY

ACCS is committed to ensuring safe operations, including implementation of controls to ensure no person at the College is adversely affected by alcohol or drugs. This policy applies to all employees, visitors and students on ACCS premises or offsite in the course of ACCS business.

Where specific legislative requirements exist (e.g. 0.05 limit for any person expected to drive a car in the course of their employment), these will take precedence over ACCS' policy.

Employees, students and visitors are not to enter or remain in ACCS premises if affected by alcohol or drugs. Persons entering ACCS premises are to have sufficient; mental alertness, clear vision, good coordination and ability to react appropriately to situations so as to not pose a risk to themselves or others.

Any serious breach of this policy, such as an employee found to possess or consume illicit drugs on ACCS premises may after appropriate investigation result in instant dismissal.

Any person who suspects someone may be affected by alcohol or drugs is to immediately report the circumstances to the Principal or Compliance Officer for the area or activity.

Students

Any student suspected of being affected by drugs or alcohol is to be interviewed immediately and an assessment made by the Principal or Compliance Officer of any action required to ensure safe operation. If there is any doubt about compliance with the policy or safe operation, the person is to be referred to an appropriate medical centre for a formal assessment e.g. blood alcohol and drug test.

Any student suspected of being affected by drugs or alcohol is to be interviewed immediately and an assessment carried out. See Student Code of Conduct in this handbook.

Visitors

Any visitor(s) suspected of being affected by alcohol or drugs, such as likely to pose a risk to themselves or others, is to be asked to leave the premises. The Principal or Compliance Officer is to ensure they are safely escorted off the premises and appropriate support provided (e.g. medical assistance or taxi) if required.

WHAT IS DISCRIMINATION?

Please read the Student Code of Practice in this handbook before reading this section.

What can you do if you are being discriminated against or bullied?

If you experience discrimination or bullying, there are a number of alternative approaches you may take:

- Directly inform the alleged offender (verbally or in writing) that you object to their behaviour and that you do not want it repeated.

OR

- If this does not resolve the situation or if you do not feel able to undertake such an approach, you can speak to a contact officer who will advise you in strict confidence. The contact officers at ACCS are:

Principal or Compliance Officer

OR

- Another option is to speak to your supervisor or the alleged offender's supervisor about the matter.

OR

Contact the Anti-Discrimination Board of New South Wales

Phone	(02) 9268 5544
Toll free	1800 670 812 (for regional NSW only)
Email enquiries:	adbcontact@agd.nsw.gov.au Anti
Email complaints:	complaintsadb@agd.nsw.gov.au

This is a government organisation that operates in complete confidence.

Do not ignore discrimination or bullying thinking it will go away. Silence gives the impression that discrimination or bullying is acceptable.

ACCS is committed to providing an environment which is safe for its employees and students and free of discrimination and bullying. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

Your support is sought in monitoring and avoiding practices, attitudes and traditions which lead to discrimination and bullying.

Please also read the Student Code of Conduct and the Equal Opportunity Policy.

Sexual Harassment Policy

ACCS considers sexual harassment an unacceptable form of behaviour, which will not be tolerated under any circumstances. ACCS believes that all people have the right to work and study in an environment which is free of intimidation and sexual harassment.

Sexual harassment may cause the loss of trained and talented employees and damage Staff morale and productivity or absenteeism and poor results for students.

Under NSW Anti-Discrimination law (2007) and the Federal Sex Discrimination Act (1984) sexual harassment is against the law.

Management and Compliance Officers are required to ensure that all employees and students are treated fairly and equitably and are not subject to harassment. They will also ensure that complainants and witnesses are not victimised in any way.

Any reports of sexual harassment will be treated seriously and sympathetically by ACCS and will be investigated promptly, thoroughly, confidentially and impartially. A written complaint is not required. Disciplinary action, which may involve a warning, transfer, counselling, demotion, dismissal or expulsion depending on the circumstances, will be taken against anyone found to be guilty of sexually harassing a co-worker, student or fellow student.

Please also refer to the Student Code of Conduct

What is Sexual Harassment?

Sexual harassment is any deliberate verbal or physical sexual conduct that is unwelcome and uninvited.

It has nothing to do with mutual attraction or genuine affection between people. Such friendships, whether sexual or not, are a private concern.

Sexual Harassment may include such actions as:-

Leering, patting, pinching, touching or unnecessary familiarity. Persistent demands for sexual favours or outings.

Display of offensive posters, pictures or graffiti.

Dirty jokes, derogatory comments, offensive written messages, or offensive telephone calls. If such behaviour makes you feel:

- Offended and humiliated
- Intimidated and frightened
- Uncomfortable at work

Then it is against the law.

Sexual harassment might be a single incident – it depends on the circumstances. Obviously some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated.

Other single incidents, such as an unwanted invitation out or compliment, may not constitute harassment if they are not repeated.

There is no onus on the person being harassed to say they find the conduct objectionable. Many people find it difficult to speak up. All employees and students are responsible for their own behaviour. If you think the behaviour may offend, then don't do it!

What can you do if you are being sexually harassed?

If you experience harassment of this nature, there are a number of alternative approaches you may take:

- Directly inform the alleged offender that you object to the behaviour and do not want it repeated.

OR

- If this does not resolve the situation, or if you feel unable to undertake such an approach, you can speak in confidence to a contact officer, who will discuss the matter and offer further advice.

The contact officer's at ACCS are:

Registrar of Principal

OR

- Another option is to speak to your manager or the manager of the alleged offender.

OR

Contact the Anti-Discrimination Board of New South Wales

Phone (02) 9268 5544

Toll free 1800 670 812 (for regional NSW only)

Email enquiries: adbcontact@agd.nsw.gov.au Anti

Email complaints: complaintsadb@agd.nsw.gov.au

This is a government organisation that operates in complete confidence.

You should keep notes of all incidents – date, time, place, witnesses, what was said or done. This will be valuable information if you decide to take the matter further.

CRITICAL INCIDENT POLICY AND PROCEDURES

This policy relates to critical incidents directly involving staff and/or students on any ACCS campus, which impact not only on the individual but also on other members of the College community.

A critical incident is any event that causes a significant number of people to experience reactions that are beyond their normal emotional range.

IMPLEMENTATION

Stage 1: Identifying a critical incident

- An incident that results in a physical injury requiring professional medical treatment occurring within an ACCS campus.
- An incident that results in significant damage to any ACCS campus facility or property.
- An incident that threatens the safety of staff and/or students within any ACCS campus boundary.
- An incident that impacts significantly on the normal emotional experience of the college community
- An incident which may be identified as falling outside of boundaries of what would be considered normally appropriate (e.g. sexual misconduct, physical violence, intimidation, etc) which impacts significantly on student/student or staff/student relationships and interaction

Stage 2: Action to be taken

- Any critical incident must be reported to the Principal of the campus.
- Issues of safety must be immediately addressed (using evacuation procedures and/or calling emergency services where necessary).
- The Principal needs to ascertain the facts. The Principal must be able to verify what was “reported to have occurred” (this will involve persons who reported the incident and those involved). The reported facts will be documented at this stage by the Principal or an assisting member of staff.
- The Principal meets with and informs the “Executive Committee” of the campus. Appropriate steps to be taken are planned and documented (functioning as the critical incident team).
- Staff are informed by the Principal (as appropriate).
- The Student Support Officer and any additional counsellors required are contacted by the Principal.
- Contact clergy, where appropriate.
- The Principal communicates with the students and college community affected by the critical incident, being mindful of legal and privacy constraints.
- Siblings and close friends of the victims are told individually.
- The Principal informs the rest of the college if appropriate.
- All students are informed of counselling and assistance available.
- The Principal contacts organisations and individuals for additional assistance if required.

- Ensure that staff members have support and counselling if required.
- Maintain a supportive, calm atmosphere, by maintaining normal procedures as far as possible.
- The Principal plans the college's response to the media, as required.
- The Chaplain prepares memorials (prayer services) as required.
- The facts of the event and all steps that were followed are documented and held on file by the Principal.

Stage 3: Documenting the Incident

- Confirm that the initial documenting of the incident by the Principal has taken place.
- Ensure the steps taken by the Principal and their Executive Committee are documented.
- Ensure that the facts of the event and all steps that were followed including who, what, when, where, and how, have been documented.

Stage 4: Follow up

- Ensure that student support staff and any outside professionals are able to meet the needs of the college community.
- Provision of reading/support material to staff and students.
- Aim to get back to the "normal routine", within a time frame that is appropriate to the nature of the critical incident.

About the Burwood campus...

The ACCS campus at Burwood provides a modern technologically driven teaching and education facility.

Within the campus itself the following services are available

- Free wifi
- Library with over 15,000 books and journals
- Student Computers
- Kitchen facilities, including microwave
- Three teaching spaces, all well-lit and air conditioned
- Full audio visual facilities in each teaching space
- Provision for student printing and photocopying (within Library)

Community and Emergency Contacts – Burwood

About Burwood, and the surrounding area:

Immigration and Your Visa

Department of Immigration and Border Protection
26–30 Lee Street (located near Central Station)

Tel: 131 881

Web: immi.gov.au

Emergency number for Police, Fire, Ambulance dial 000

Burwood Police Station

Belmore St
BURWOOD 2134
Phone: 02 9745 8499

Legal Assistance

Should you find that you require legal advice in non-immigration related matters free assistance can be obtained from **Macquarie Legal Centre (MLC)**, a Community Legal Centre based in Parramatta in Sydney's west.

Tel: 02 8833 0911

Web: www.macquarielegal.org.au

Burwood Westfield (shopping Centre)

Burwood Road, Burwood NSW 2134

Burwood Medical Centre

179 Burwood Road
Burwood, NSW 2134
Tel: (02) 9747 6327

Road rules & safety and driver's licenses

Roads and Maritime Services

Tel: (02) 132 213

Web: rms.nsw.gov.au

Transport

For bus, train, ferry routes and fares, passes and maps

Tel: 131 500

Web: 131500.com.au

ACCS General Contacts

Address

Burwood Campus
29 George Street, Burwood NSW 2134
PO Box 1011, Burwood North NSW 2134

Phone

(61) 2 8775 3129

Email

Principal, Dr Leonard J Smith	len.smith@ccs.edu.au
Dean of Academic, Dr David Smith	david.smith@ccs.edu.au
Dean of Studies, Dr Paul Porta	paul.porta@ccs.edu.au
Dean of P/G Studies, Dr Xavier Lakshmanan	xavier.lakshmanan@ccs.edu.au
Dean of Students, Dr Paul David	paul.david@ccs.edu.au
Librarian, Michelle Liu	michelle.liu@ccs.edu.au
Reception	reception@ccs.edu.au
IT, Winston Cole	winston.cole@ccs.edu.au

Web

College: <http://www.ccs.edu.au>
Library: <http://www.ccs.edu.au/library/about-the-library.html>

Information and support

Courses: Dean of Studies	paul.porta@ccs.edu.au
Dean of Students	paul.david@ccs.edu.au
Student Support	merilyn.smith@ccs.edu.au

International Student Contact Officer Registrar	registrar@CCS.edu.au
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