

OFFICIAL

Welcome to The Gordon



Real skills. Real experience. Real outcomes.

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Table of Contents

- Student Services and support at The Gordon
- International student visa conditions and requirements
- Health wellbeing and safety
- International Student Connect and Activities

International Office

Where to find us:

- Room T1.04, T Building, Geelong City Campus
- E: international@gordontafe.edu.au; P: 03 5225 0920

We offers a range of services to ensure that your stay in Australia is both educationally rewarding and an enjoyable experience:

- Orientation program
- International student obligations and visa conditions
- Accommodation and airport pickup arrangements
- General advice on Overseas Student Health Cover (OSHC)
- Referrals to other Gordon support services
- Any welfare issues where you may need some support

Student Services



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Customer Service

Services

- Fee payment • Student ID card • Printing credit • Short course information • Computer/account log-in • General campus enquiries

Booking appointments for

- Careers Counselling • Personal Counselling • Disability Support

Locations

- Geelong City Campus H Building
- East Geelong H Building
- Werribee Campus

Personal Counselling Support

- Feeling homesick and lonely
- Cultural differences
- Feeling anxious, stressed or depressed
- Mental health
- Balance study, work, family and social life
- Relationship
- Not eating/sleeping well
- Abuse and assault
- When someone makes us feel uncomfortable



Speak to a Gordon Student Counsellor It's confidential and free

- **Location:** Geelong City, East Geelong and Werribee Campus
- **P:** (03) 5225 0963
- **E:** counsel@gordontafe.edu.au
- **W:** https://www.thegordon.edu.au/student-portal/wellbeing-and-support/counselling_welfare_support

Career Services

[The Gordon Skills and Jobs Centre](#) offers free and confidential services as well as CareerHub to help you develop your skills, guide you in the right direction, create that winning application and achieve your career goals.

Location: Geelong City Campus, G building, level 1

P: (03) 5225 0700 | **E:** skillscentre@gordontafe.edu.au



One-stop shop for everything career-related including:

- local listings of jobs, apprenticeships, traineeships, volunteer opportunities
- workshops and events
- resources including sample resumes, interview tips and online job boards

Library



City Campus Library Building H



East Campus Library Building H

Library



Books & eBooks



Articles & Reports



Research & Referencing



WIFI



PCs, Laptops and Other
Equipment Available



Printer/Photocopier/Scanner



Spaces to Study

Library website

<https://thegordon.libguides.com/library>



Books & eBooks



Articles & Journals



Learning Support



Research & Referencing



Video Streaming



Standards



Teaching Support



Resource Guides

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Learning Support



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The Gordon Student Conduct Policy

The Gordon's Student Code of Conduct is designed to provide a supportive and equitable learning environment for all students. It outlines expected behaviours of everyone studying at The Gordon. In general, it is expected that as a student, you will:

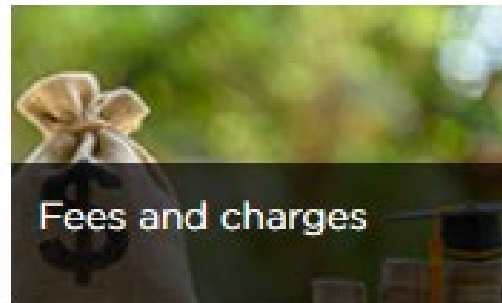
- take responsibility for your learning
- contribute to a healthy and safe learning environment
- respect yourself and others
- show respect for your learning environment.

The Gordon Student Conduct Policy



International student support

[Student Portal / Wellbeing and support / International student support](#)



Student Visa Conditions

Condition number	Description
8104	<p>Work restriction</p> <ul style="list-style-type: none">• You cannot work more than 40 hours per fortnight when your course is in session (other than work which has been registered as a part of the course).• You can work for more than 40 hours per fortnight during term breaks.• From 1 July 2023, work restrictions for all other student visa holders will be re-introduced and capped at the increased rate of 48 hours per fortnight.
8202	<p>You must meet course requirements:</p> <ul style="list-style-type: none">• remain enrolled in a registered course• maintain enrolment in a registered course that is the same <u>Australian Qualifications Framework (AQF) level</u> or higher for which we granted your student visa.• maintain satisfactory attendance in your course and course progress for each study period as required by your education provider

Student Visa Conditions

8501	You must have and maintain adequate health insurance for the whole of your stay in Australia
8516	You must continue to satisfy the criteria for the grant of the visa. This means, for example, that you continue to have sufficient financial capacity to support your study and stay in Australia.
8533	<p>Inform provider of address</p> <ul style="list-style-type: none">• You must let your education provider know your residential address within 7 days of arriving in Australia if you were outside Australia when your visa was granted.• If your residential address changes you must let your education provider know within 7 days of the change.

Confirmation of Enrolment (CoE)

A Confirmation of Enrolment (CoE) is an official document issued by The Gordon to international students who intend to study on a Student visa.

You are expected to complete their course within the duration on the CoE.

If you can't complete your program within the expected duration on your CoE, you need to request for CoE extension to International Office.

Your Student Visa

KNOW YOUR VISA EXPIRY DATE. ENSURE THAT YOU APPLY FOR A NEW VISA BEFORE YOUR CURRENT VISA EXPIRES.

The Gordon is not responsible for reminding you when your visa expires. You need to be responsible for your own student visa and ensure that you maintain it at all times.

Allowing your student visa to expire is a serious matter and may result in you being required to leave Australia and being subject to a 3 year ban from re-entering the country.

Rights and Responsibilities

- Comply with student visa conditions
- Comply with Gordon student conduct
- Pay fees on time
- Inform us if you change your address and contact details
- Maintain satisfactory attendance and course progress
- Specific rules and policies applied to deferment, suspension, cancellation of enrolment, course withdrawal, changing provider
- Complaints and appeals

International Student Policies

- Monitoring Attendance and Course Progress Policy and Procedures – International Students
- Deferring, Suspending or Cancelling Enrolment Policy and Procedure - International Students
- Students Transfer Policy and Procedure – International Students
- The Gordon Fees and Charges Policy

Attendance and Progress Requirements

The Gordon is required to monitor the overseas student's course progress and attendance according to ESOS ACT 2000 and the National Code 2018

Monitoring Attendance and Course Progress Policy and Procedures – International Students (INT PR01) describes the Gordon's policies, procedures and management of monitoring attendance and course progress of international students.

Maintain Satisfactory Attendance

You must attend all timetabled classes, practical activities and excursions. Poor attendance is a primary contributor to poor academic performance.

- If you do not complete a unit due to non-attendance and fail to notify your teacher, you may be charged further fees to complete the unit.

Maintain Satisfactory Course Progress

You are required to achieve satisfactory course progress.

A student will be identified as **“at risk of unsatisfactory progress”** if they present the following issues:

- poor attendance or absence
- at risk of failing a unit (i.e. failing key assessments or tasks)
- failing unit(s)
- failing prerequisite unit(s) which prevent the student from continuing studies in the current semester
- failing 50% of enrolled units in one semester

Intervention Strategy

The Gordon will activate intervention actions to help students identified as “at risk of unsatisfactory progress”

- warning
- attending extra learning support with teaching staff or study support
- being withdrawn from “at risk” units and re-enrol
- re-enrolling failed units (re-enrolment fee applies)
- suspension or deferment of enrolment

Reporting “unsatisfactory progress”

- A student will be identified as “unsatisfactory progress” when they:
 - fail the same unit(s) in the second enrolment
 - fail 50% of enrolled units in two consecutive semesters
- The Gordon will notify you of the intention to report you to DHA for unsatisfactory course progress
- Students have 20 days to appeal against this notice
- For an unsuccessful outcome of appeal, The Gordon will notify DHA and cancel your enrolment

Change of Enrolment

Deferment ● Leave of Absence ● Course withdrawal ● Changing course ● Changing provider

- Specific rules and policies applied to international students
- Change of enrolment may impact compliance with your visa conditions

Suspension and Cancellation of Enrolment

The Gordon may cancel or suspend a student's enrolment on the basis of:

- Misbehavior by the student as in accordance with Student Conduct Policy
- The students failure to pay fees owed to undertake or continue the course as stated in the offer letter
- A breach of course progress and attendance requirements by international students

Health and Wellbeing

Feeling unwell?

It's not an emergency



Locate your nearest doctor



Book an appointment with your doctor. Arrive 15-20 minutes early to fill out any paperwork your doctor needs.



The doctor will treat you and will determine if you need medicine or need to see a specialist.

It's an emergency



In an emergency, call the ambulance service immediately on **000**.



They will send you an ambulance if required



Go directly to the Emergency Department of a public hospital

If you are new to Australia's healthcare system, visit [Australian Health Care & Cover Explained](#) | [Allianz Care Australia](#)

Emergencies

For Emergency Services call 000 (Police, Fire and Ambulance)

Emergency assistance on campus

- Contact a staff member
- On-campus Security
 - Geelong City Campus: ext 4999 or (03) 5225 0999
 - East Geelong Campus: ext 2300 or 0409 010 858



Act in An Emergency

In case of an emergency requiring evacuation:

- Follow staff instruction
- Leave by the nearest, safest exit (do not use a lift)
- Assist anyone in immediate danger (if safe to do so)
- Assemble in the evacuation area (evacuation maps are located in every building)
- Do not re-enter the building until advised by the relevant authority.



DO NOT USE A LIFT DURING ANY EVACUATION EMERGENCY OR DRILL

Health and Safety Information

Visit [International Students Health and Safety advice \(thegordon.edu.au\)](https://www.thegordon.edu.au)

Road Safety



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Travel Safety



TAFE VICTORIA

Gordon

Beware of Scams



<https://www.scamwatch.gov.au/>

COVID-19

Current COVID-19 (coronavirus) scams

Scammers are using the spread of COVID-19 (coronavirus) to take advantage of people across Australia.



Attempts to gain your personal information

Scammers use all kinds of sneaky approaches to steal your personal details. Once obtained, they can use your identity to commit fraudulent activities such as using your credit card or opening a bank account.



Buying or selling

Scammers prey on consumers and businesses that are buying or selling products and services. Not every transaction is legitimate.



Dating & romance

Scammers take advantage of people looking for romantic partners, often via dating websites, apps or social media by pretending to be prospective companions. They play on emotional triggers to get you to provide money, gifts or personal details.



Fake charities

Scammers impersonate genuine charities and ask for donations or contact you claiming to collect money after natural disasters or major events.



Investments

If you are looking for a fast way to make money, watch out – scammers have invented all sorts of fake money-making opportunities to prey on your enthusiasm and get hold of your cash.



Jobs & employment

Jobs and employment scams trick you into handing over your money by offering you a 'guaranteed' way to make fast money or a high-paying job for little effort.



Threats & extortion

Scammers will use any means possible to steal your identity or your money – including threatening your life or 'hijacking' your computer.



Unexpected money

Scammers invent convincing and seemingly legitimate reasons to give you false hope about offers of money. There are no get-rich-quick schemes, so always think twice before handing over your details or dollars.



Unexpected winnings

Don't be lured by a surprise win. These scams try to trick you into giving money upfront or your personal information in order to receive a prize from a lottery or competition that you never entered.

International Student Working Rights

As an international student working in Australia, you have the same protections and obligations as any Australian in the workplace.

Safety

Paying tax

Payslips

Working hours

Minimum wage



Fair Work
OMBUDSMAN

Visit Fair Work Ombudsman to [know your workplace rights](#)



Study Melbourne has [free work rights legal service](#) for international students

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Legal Support



Barwon Community Legal Service offers free legal information – employment rights, family violence, consumer rights, financial issues, housing and tenancy, motor vehicle accidents....

Visit <https://www.barwoncommunitylegal.org.au/>



If you need help understanding the law or you have a legal problem, Study Melbourne Student Centre support staff can refer you to its [International Student Employment and Accommodation Legal Service](#).

Phone: 1800 056 449 (free call from landline phones)

Email: info@studymelbourne.vic.gov.au

Student Activities and Connection



**STUDY
GEELONG**

Master of International Employment & Accommodation Legal Service (ISEALS)

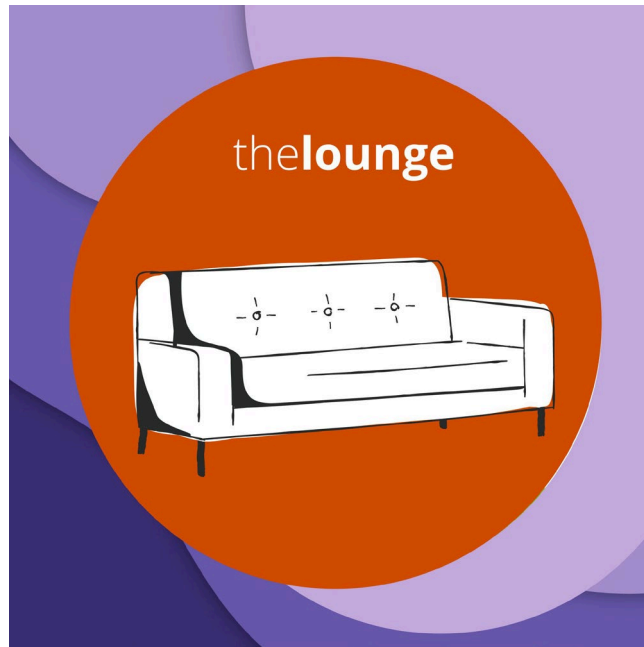
If you need help understanding the law, we can help.

A photograph of two women sitting at a desk in an office. One woman is looking at a laptop while the other looks on.

Study Melbourne
Student Experience
Network Webinar

A photograph of a group of students sitting at a bar, engaged in conversation and holding drinks.

The Lounge, International Student Centre



The Lounge is a vibrant community space dedicated to fostering cultural exchange and connection in Geelong at Salvation Army on Malop Street.

The Lounge is open to international students every Monday and Thursday night with engaging events, workshops and initiatives .

Follow The Lounge on Eventbrite to keep up with events and updates.

