

Orientation Day

1. Student's details:

- a. Passport
- b. Mobile Phone
- c. Email
- d. Address

Any changes, student has to inform college – in 7 days.

Note: student has to bring: Pen and USB when come to the class.

Attendance and Class

a. Attendance and Class:

Unit 1	Unit 2	(If 3 units)
Week 1: Task 1	Week 3: Task 1	Unit 1: 2 weeks
Week 2: Task 2 (+ Online Quiz)	Week 4: Task 2	Unit 2: 1 week
	Weeks 5: Task 3 (+ Online Quiz)	Unit 3: 2 weeks

b. Class Schedules:

Monday Morning Class: Monday and Tuesday 8.30am – 4.30pm

Monday evening Class: Monday, Tuesday and Wednesday 5.00pm – 10.00pm

Wednesday Morning Class: Wednesday and Thursday 8.30am – 4.30pm

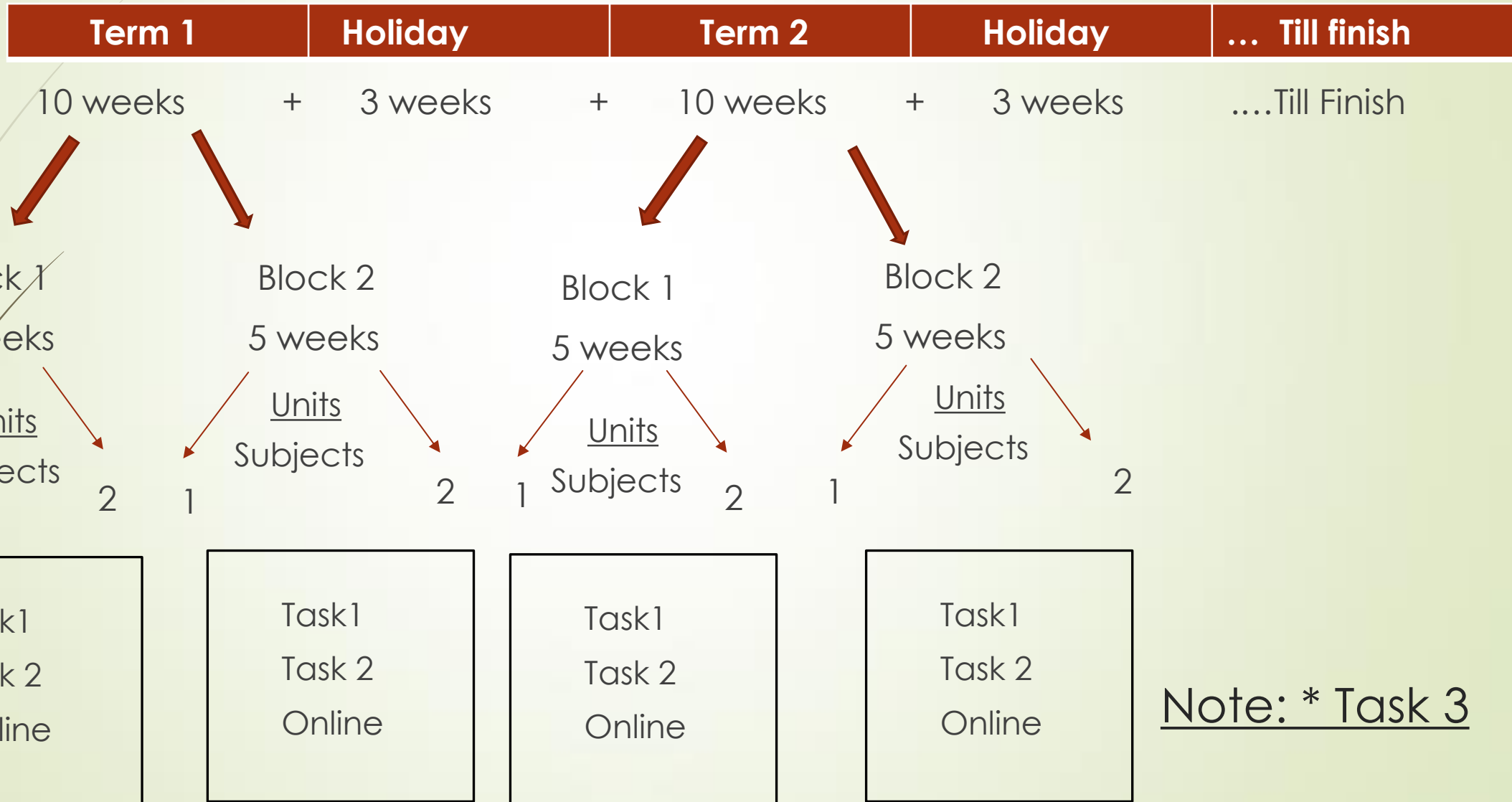


Academic – Missing Assessments

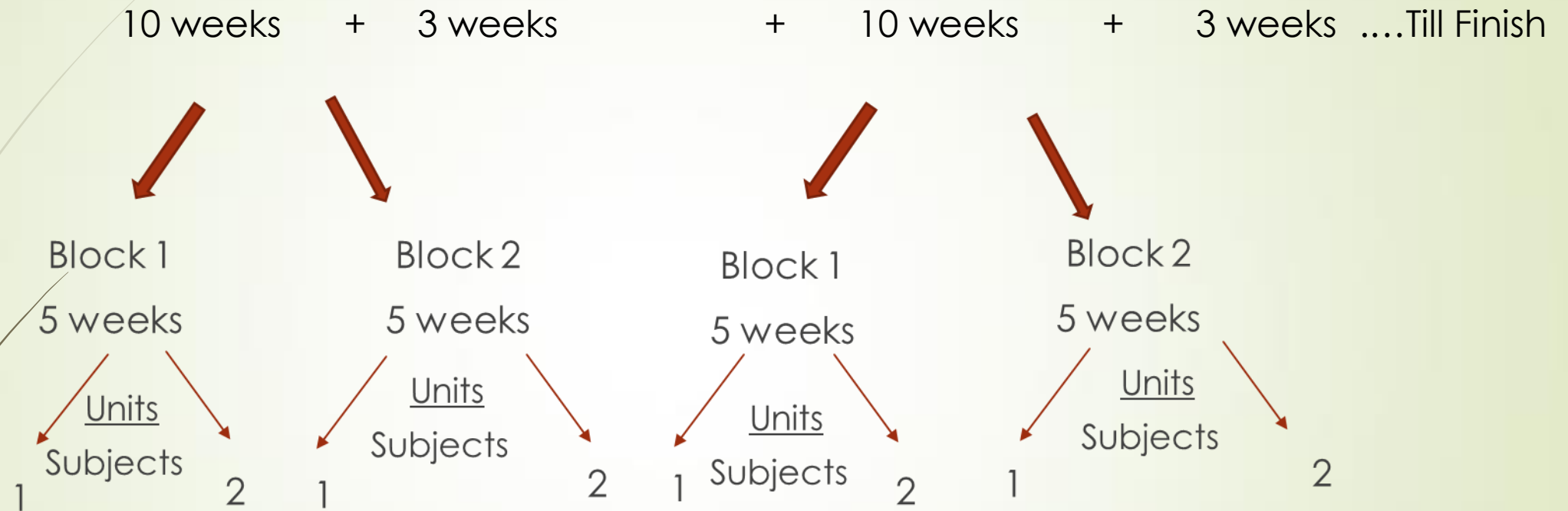
- a. Students who missed the assessment/s have to PAY \$50;- for each task.
 - Students who did not come to class.
 - Students failed: Did but not passed, Did not submit.

- b. Students who missed the assessment/s BUT no need to PAY \$50;- If
 - Approved leave – max 2 weeks
 - Sick – submit doctor certificate.

Academic



Block passing Mark – at least 50%



Fail All Units:

Block 1 : 0% - 1st Academic Warning

Block 2 : 0% - Intention to Report – Student has 20 days to appeal.

- If: Ok – student can redo (all units or at least make it 50%)
- If NOT ok – Student's enrolment will be cancelled and reported to immigration for poor academic progress.

Leave Application

