

# Welcome to Brisbane

NATIONAL COLLEGE OF  
**VOCATIONAL**  
**EDUCATION**



# Meet the Team



**Emma**  
General Manager,  
Brisbane

**Linda**

TESOL Academic Manager

- College information
- Course information
- Classes
- Teachers
- Study Pathways
- Academic counselling



**Frank**  
Academic Manager VET

# Today's Timetable

Welcome & Registration

College and Course Information

Tour of NCVE

Placement Test & Interviews

Class Placement & Books

# Get To Know Each Other

- Hello, I'm \_\_\_\_\_.
- What's your name?
- Where are you from?
- Which town/city are you from?
- What do you do? (Job / Studies)
- Why are you studying English?
- Why did you choose to come to Australia?
- Have you travelled to other countries?
- What do you like doing in your free time?
- What are you going to do after NCVE?





# Tour of NCVE

- Free Wi-Fi on campus  
Connect to: **NCVE guest**  
Password: **ncve3gu3st159**
- Student Resource Centre
- Student computers
- 10 Classrooms
- 2 Kitchens – Floor 1 & 2
- 2 Fridges, Microwaves, Cups, Plates, Cutlery, Toaster, Dishwasher
- Student common area – Floor 2
- Student toilets – Floor 2
- We have a swimming pool!

# Entering and Exiting NCVE Safe



# Student Support Services

- Wellbeing Programs
  - Student Orientation,
  - Academic Counselling,
  - Welfare Counselling,
  - WorkSkills Workshops, and
  - Student Activities

For more information see Student Handbook pg 24 ff

- Enrolments, course fees, extensions, transfers and holidays
- Attendance
- Class information
- Lost Property
- Insurance
- Banking
- Tax file numbers
- Health – doctors, dentists, opticians & chemist
- Mail
- Transport
- Brisbane city
- Accommodation: Homestay / Student House

# Reception & Student Support

A circular portrait of a woman with long brown hair, smiling, set against a blue background. The portrait is partially overlaid by a large orange circle and a blue arc.

Nathaly

# Registration Form & Student Photo

Create your USI



**Australian Government**  
Department of Immigration and Border Protection

**VISA GRANT NOTICE**

**Details of Application**  
Application ID: IRIS 22220683401  
Visa Class: VISITOR (Class FA)  
Application Lodgement Date: 13 May 2014  
File Number: Not Recorded  
Payment Receipt Number: 212733  
Decision Date: 16 May 2014

**Primary Applicant**  
Name: Kevin Martin VITUG  
Date of Birth: 31 October 1988  
Application ID: 22220683401  
Passport Number: 22220683401  
Grant Number: 22220683401  
Treaty: Phil...

# **Change of Contact Details**

## **Address – Email – Mobile/Cell Phone – Home Telephone – Emergency Contact**

**While studying in  
Australia, students must  
give their contact details  
to the College.**

**It is a requirement of your VISA to give the College your:**

- **Current address in Australia**
- **Mobile/cell phone number**
- **Email Address**
- **Who to contact in Emergency Situations:  
Mother/father/sister/brother/grandparents etc.**

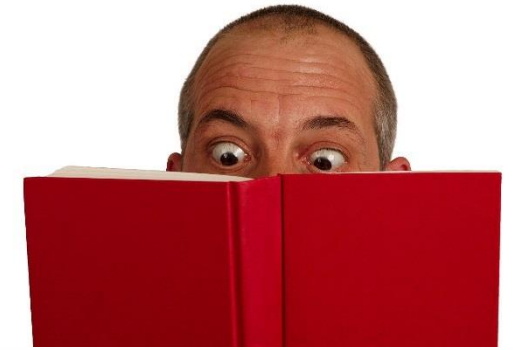
**Any changes to these should be given to the College within 7 days of the  
change. This is also a requirement of your VISA**

- Grammar and Reading

# Placement Test 1 hour

- Writing

- Speaking



# RESOURCE CENTRE

- Homework or self-study
- Grammar
- Reading
- Writing
- Listening
- Pronunciation
- TOEFL/TOEIC/PET/IELTS
- Games

# English Courses

## General English (GE) – 6 LEVELS

Starter – Elementary – Pre-Intermediate – Intermediate  
Upper Intermediate – Advanced

## IELTS Preparation

IELTS Intermediate

IELTS Upper Intermediate to Advanced

IELTS/ EAP (English For Academic Purposes)

## Cambridge Exam Preparation

FCE (First Certificate in English)

CAE (Cambridge Advanced English)

## English For Business Purposes & Professionals

Upper-Intermediate

Advanced

- Study Tours
- Private Tutoring

# VET Courses

## CERTIFICATE COURSES

Certificate III Business

- Certificate IV in Leadership and Management
- Certificate IV in Marketing and Communication
- Certificate IV in Project Management
- Certificate IV Entrepreneurship & New Business

## DIPLOMA COURSES

- Diploma of Business
- Diploma of Leadership and Management
- Diploma of Marketing and Communication
- Diploma of Project Management
- Advanced Diploma in Leadership and Management
- Advanced Diploma Marketing and Communication

# ENGLISH COURSES – 12 Wks.

## GENERAL ENGLISH – Each Level is 12 weeks

Level 6 - Advanced

Level 5 - Upper-Intermediate

Level 4 - Intermediate

Level 3 - Pre-Intermediate

Level 2 - Elementary

Level 1 - Starter

## IELTS PREPARATION – Each level is 12 weeks

- IELTS Intermediate
- IELTS Intermediate to Advanced
- IELTS – EAP (English For Academic Purposes)

## CAMBRIDGE EXAM COURSES - 12 Weeks

- FCE – Cambridge First Certificate (Upper-Intermediate )
- CAE – Cambridge Advanced English

## ENGLISH FOR BUSINESS - 12 Weeks

- Upper-Intermediate
- Advanced
- Small Group

## PRIVATE TUITION – Any length.

- Individual
- Small Group

	Morning Class	Afternoon Class	Evening Class
Session 1	8.00 – 10.00 am	1.00 – 3.00pm	5.00 – 7.00 pm
Break	10.00 – 10.20am	3.00 – 3.20 pm	7.00 – 7.15 pm
Session 2	10.20– 12.15 pm	3.20 – 5.00 pm	7.15 – 9.00 pm

English Class = 20 Hours per week= 4 hours per day – 5 days per week (Mon, Tues, Weds, Thurs, Frid)

\* Shifts are only available according to student numbers

# Daily Timetable

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# ENGLISH - IMMERSION

SAMPLE DAILY TIMETABLE				
DAYS	MON	TUES	WEDS	THURS
ENGLISH CLASSES 4 hrs –Compulsory (Delivered by Teachers)	English	English	English	English
SEMINARS & WORKSHOPS 1 hr – Optional (Delivered by Teachers)	Pronunciation	Speaking for Fluency	Job Ready	Aussie English
GUIDED INDIVIDUAL STUDY 2 hr – Optional (Supervised by Teachers)	GIS	GIS	GIS	GIS
SELF-STUDY 1 hr – Optional	SS	SS	SS	SS
TOTAL HOURS PER DAY 8-hrs	8-hrs	8-hrs	8-hrs	8-hrs

80

**80% attendance or above** is required for your Student VISA



If your attendance is **below 80%** the **College must report you to Immigration.**



Student VISA holders **must attend a minimum of 20 hours face to face course time**

# Attendance Requirement

**\* You may ask for your attendance record at any time from reception or the Academic Manager**



# Late Policy

1. If you are **15 minutes** late, you will be recorded as **Late (L)**.
2. If you are **more than 30 minutes** late you will be recorded as **Absent (A)** and **not allowed** into class until you have permission from the Academic Manager.
3. If you receive **3 'Ls'** in one week you will be marked as **Absent (A)** for **1 hour**.



**\*\* In Australia, it's cool to be on time!**

# ASSESSMENT TESTS & ASSIGNMENTS

## General English

12 x Weekly Tests - Every Monday

## IELTS

3 x Full IELTS Practice Tests – Week 5, 8, 11

## IELTS – EAP

3 x Full IELTS Practice Tests – Week 5, 8, 11

9 x EAP Assignments – Week 1, 2, 3, 4, 6, 7, 10, 12

## CAMBRIDGE FCE/CAE

3 x Full Cambridge FCE/CAE Practice Tests – Week 5, 8, 11

## ENGLISH FOR BUSINESS AND PROFESSIONALS

4 X Progress Tests – Week 4, 7, 10, 12

# Academic Progress

Student VISA holders must achieve  
Satisfactory Academic Course Progress of 50% = Grade 'C' or above



## GUIDE TO GRADES

GRADE	PERCENTAGE	ABILITY WITHIN LEVEL
A	84% to 100%	Very Good / Proficient Level of Ability
B	67% to 83%	Competent Level of Ability
C	50% to 66%	Satisfactory Level of Ability
D	33% to 49%	Low Level of Ability (Repeat Level)
E	16% to 32%	Limited Level of Ability (Repeat Level)
F	1% to 15%	Very Limited Level of Ability (Repeat Level)

# Academic Progress

If your teacher considers you are not achieving satisfactory progress, that is:

- below 50% - Grades D/E/F
- you are having difficulties with your studies,

They will meet with you and the Academic Manager to talk about how the College can support you in your studies, which will include:

- Setting out a plan of work to achieve your goals.
- The College will do everything it can to help you with your studies.

However, if you do not achieve satisfactory progress, **below 50% - Grades D/E/F**, after receiving help from the college, we must report this to the Australian Government.

For more information see student handbook pg. 14 ff and NCVE's Attendance Monitoring Policy

# What do I need to bring to class?

**Books:** please bring all your books to class every day.

- Course Book
- Workbook

**Stationery:**

- Notebook
- Pen, pencil, eraser, highlighter pens, ruler etc.

**ICT:**

You may also wish to bring your laptop/tablet/other devices to assist you with your study.

**Clothing:**

Remember to bring a sweater or jacket if you feel the cold, as the College is air-conditioned.

- No food or drink in the class rooms (water is okay)

No smoking, except for the 'smoking area'.

No drugs or alcohol

No chewing gum

No scooters on campus



# NCVE Student Rules



# Mobile Phones in Class

- Turn off or silent
- Emergency calls only.
- No texting (SMS ) in class
- Teacher may ask you to use your phone in class, sometimes 😊
- Dictionary use is OK 😊

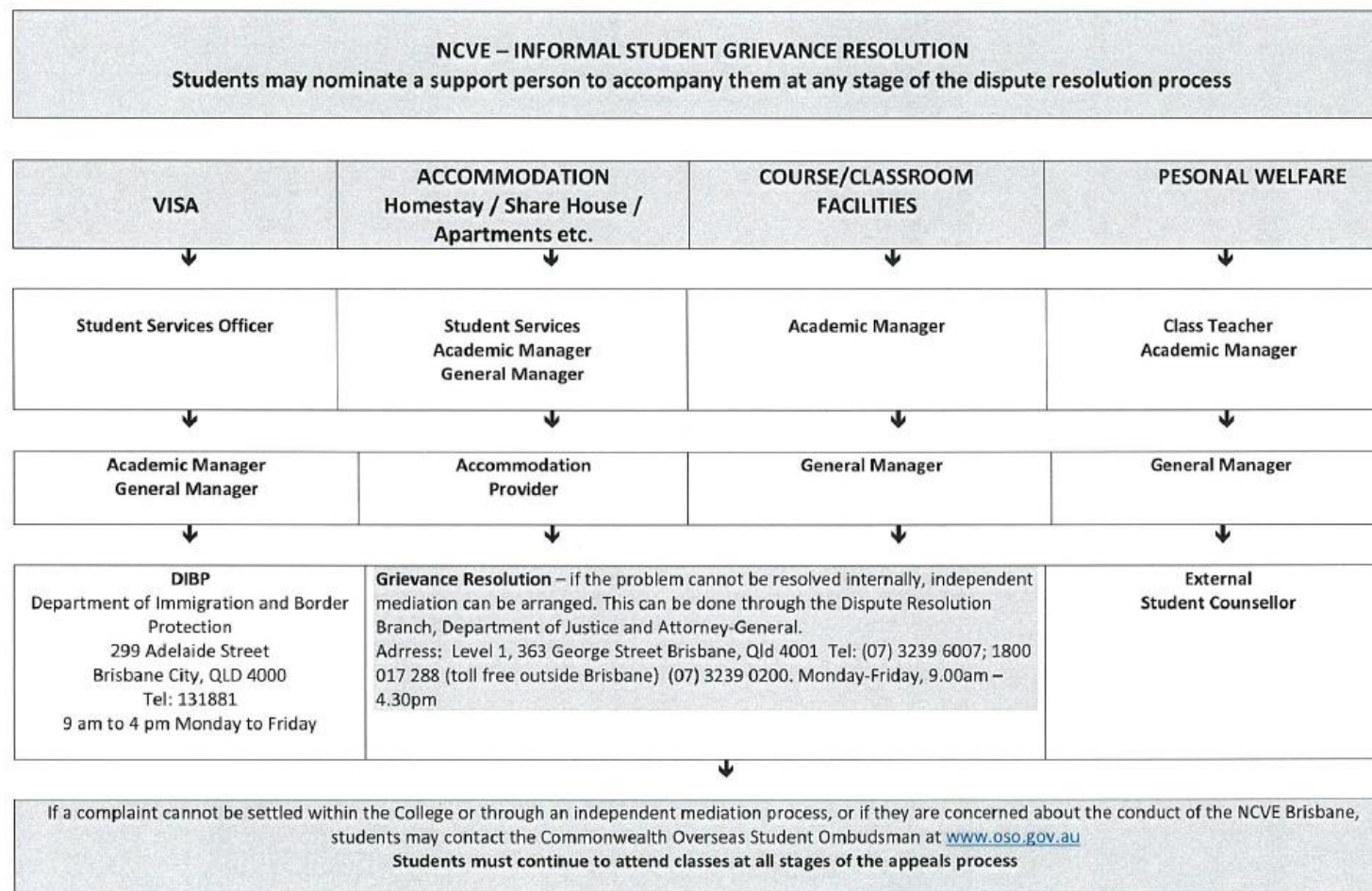


# Code of Conduct



1. English only
2. Be on time
3. Respect each other

# Grievance Procedure



See also Student Handbook pg. 18 for details on CRICOS Complaints and Appeals Policy





# **“ ENGLISH ONLY ” STUDENT AGREEMENT**



# English Only Policy

“We are here to speak English!”

“I think it’s the only way to learn English”

“It’s very important”

“It’s good and essential”

“If we didn’t want to speak English, we  
wouldn’t be here!”

“I like the policy – sometimes I didn’t  
speak English and I’m so sorry about it.”

**DO  
NOT  
GIVE UP!**

**KEEP  
GOING!**

# ENGLISH COURSES

Holidays can only be taken

- after 12 weeks of study
- at the end of each course.

## Holidays

❖ Please ask Nathaly about your holidays

# Working in Brisbane

We can help you with:

- Looking for jobs
- Resumes / CV's
- Cover Letters
- Interview Skills



Know your entitlements!

Visit <https://www.fairwork.gov.au/> to learn more about your rights at work.

- Terms and condition of employment
- Employment rights
- How to resolve workplace issues etc.

# Brisbane Transport

**translink.com.au**  
**Phone: 131230**

## Buy a 'Go Card' :

- 7-Eleven stores and selected shops with the 'buy' symbol : Newsagents
- Queensland Rail Station ticket offices
- Fare machines at G:link and busway stations
- On board - CityCat and Ferries

## App: "MyTransLink"

## Maps:

Train Network Map

P 38 Student Handbook

CityCat/ CityFerry Routes:

P 40 Student Handbook



Bus



Train



CityCat/ ferry



# Cycling

- You **must** wear a helmet - **It's the law.**
- You **must** have **front and rear lights** on your bicycle
- You **must not** ride your bicycle on the pedestrian Queen Street



# Driving a Car

- You must have a Valid Overseas Licence written in English or have a translation document.
- Only drive the class of motor vehicle authorised on that licence
- Show your licence to a police officer when asked to do so.
- You **must** wear a seatbelt. **It is the law.**
- Drive on the **left**



# IN CASE OF EMERGENCY

If you need help from:  
FIRE  
POLICE  
AMBULANCE  
**PHONE - FREE**  
**0 0 0**



Closest Local Police Stations

3 Glenelg St, South Brisbane QLD 4101 - (07) 3020 8377

38 Vulture St, West End QLD 4101 - (07) 3840 9100

# Phone Numbers

Please enter numbers in your phones now!

**Emma McComb** – General Manager (Owner)

**0417 665 215**

**Linda Towler – Academic Manager**

**0488 006 690**

**Student Support – Reception - Nathaly**

**0439 722 477**

# TIS - Translator & Interpreter Service

**Phone**

131 450

**Emergency TIS  
Phone**

1300 655 010

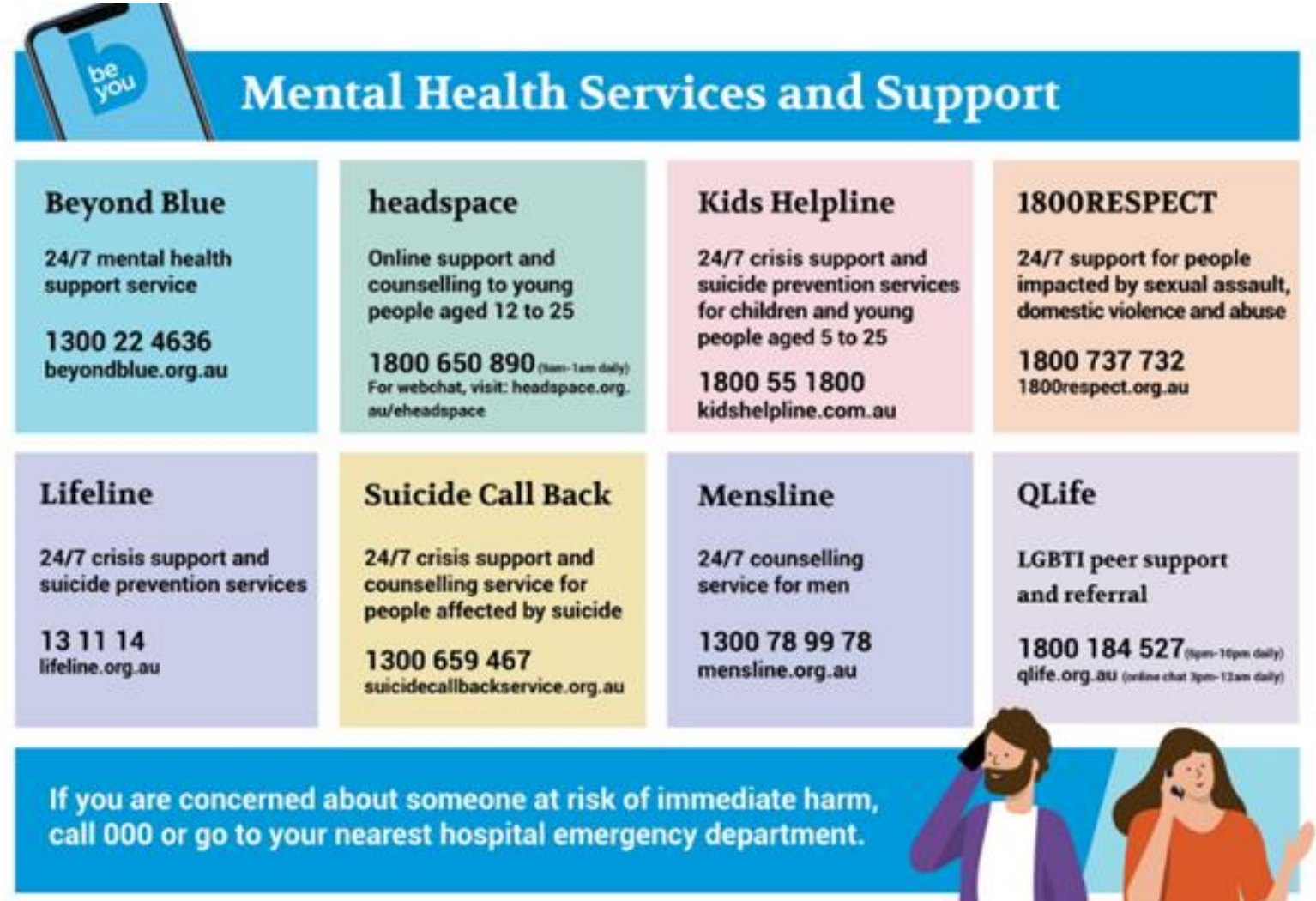
## OTHER USEFUL CONTACTS

Please enter these into your Mobile phone now 😊

Doctors After Hours	13 SICK (137425)
Local Doctors	Page 45 Handbook
Mental Health Support Services	Page 46 Handbook
Police link	13 1444
SES- State Emergency Services: Storm damage, fires, floods etc.	13 2500
Legal Advice	1300 651 188 <a href="http://www.legalaid.qld.gov.au">www.legalaid.qld.gov.au</a>

# Knowing where to find help in Australia

## All of these services are free!




**be you**

### Mental Health Services and Support

<b>Beyond Blue</b> 24/7 mental health support service <b>1300 22 4636</b> beyondblue.org.au	<b>headspace</b> Online support and counselling to young people aged 12 to 25 <b>1800 650 890</b> (9am-1am daily) For webchat, visit: <a href="https://headspace.org.au/eheadspace">headspace.org.au/eheadspace</a>	<b>Kids Helpline</b> 24/7 crisis support and suicide prevention services for children and young people aged 5 to 25 <b>1800 55 1800</b> <a href="https://kidshelpline.com.au">kidshelpline.com.au</a>	<b>1800RESPECT</b> 24/7 support for people impacted by sexual assault, domestic violence and abuse <b>1800 737 732</b> <a href="https://1800respect.org.au">1800respect.org.au</a>
<b>Lifeline</b> 24/7 crisis support and suicide prevention services <b>13 11 14</b> <a href="https://lifeline.org.au">lifeline.org.au</a>	<b>Suicide Call Back</b> 24/7 crisis support and counselling service for people affected by suicide <b>1300 659 467</b> <a href="https://suicidecallbackservice.org.au">suicidecallbackservice.org.au</a>	<b>Mensline</b> 24/7 counselling service for men <b>1300 78 99 78</b> <a href="https://mensline.org.au">mensline.org.au</a>	<b>QLife</b> LGBTI peer support and referral <b>1800 184 527</b> (9pm-10pm daily) <a href="https://qlife.org.au">qlife.org.au</a> (online chat 3pm-12am daily)

If you are concerned about someone at risk of immediate harm, call 000 or go to your nearest hospital emergency department.



For more information see Student handbook pg. 46 ff

# THINGS TO SEE AND DO AROUND BRISBANE

<https://www.google.com/maps/@-34.6617199,150.8507648,15z>

- Brisbane city
- Gold Coast
- Sunshine Coast
- Mountains
- Rainforests
- Theme Parks: Movie World; Sea World; Dream World
- Zoos: Lone Pine Koala Sanctuary; Australia Zoo
- Sports: Water sports; adventure sports; clubs

# Beach & Water Safety

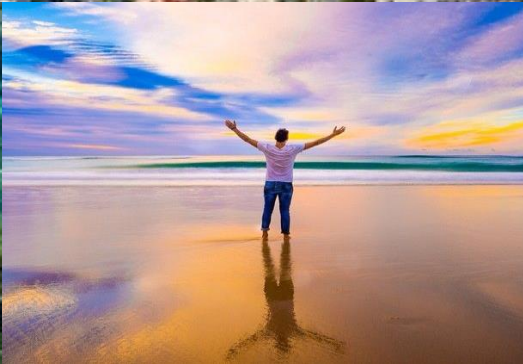


- Swim between the **Red** and **Yellow** flags
- Download the **Beachsafe App** from [beachsafe.org.au](https://beachsafe.org.au)

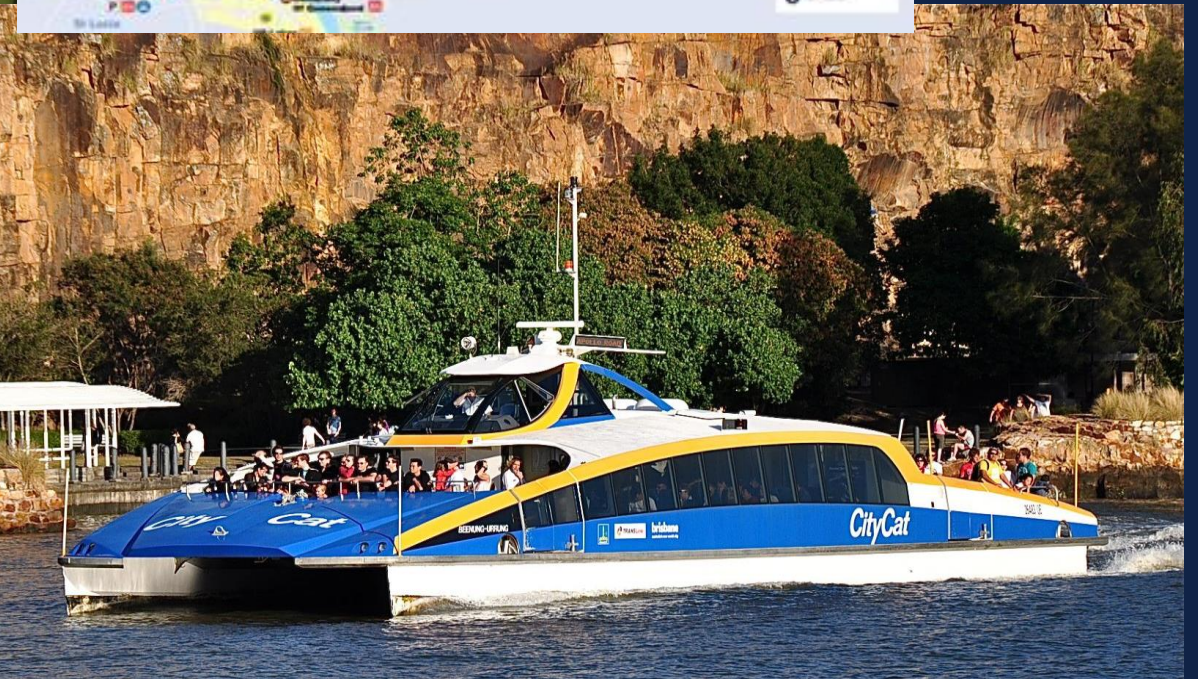
Let's take a short tour to South Bank  
and have lunch there 😊







# BRISBANE CITY CAT - FERRY



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## Brisbane River Dining Cruise



## Paddle Boarding on Brisbane River



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## Story Bridge Adventure Climb



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# Rock Climbing Kangaroo Point Cliffs



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## Lone Pine Koala Sanctuary



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# Skydiving



# Moreton Bay Island Day or Weekend Trip



## Dolphin, Whale Tours & Snorkelling



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## Hot Air Ballooning



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**AUSTRALIA ZOO**



**FREE**  
in park  
coupons

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**EDUCATION**

## Brisbane Kayaking Tours



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EDUCATION

# THEME PARKS – GOLD COAST



# NATIONAL COLLEGE OF **VOCATIONAL** EDUCATION

## **GOLD COAST**



# STUDENT ACTIVITIES



## Fraser Island 4WD Trip



# NATIONAL COLLEGE OF VOCATIONAL EDUCATION

## SUNSHINE COAST



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[studentuni.travel/australia-tour-packages/start-in-Brisbane/](https://studentuni.travel/australia-tour-packages/start-in-Brisbane/)

# Stay connected with NCVE 😊



**NCVE Website:** <https://www.ncve.edu.au/international-school>

**Student Portal:** <https://ncve.rtomanager.com.au/>



**Facebook:** [facebook.com/pg/NCVEInternational](https://facebook.com/pg/NCVEInternational)  
[facebook.com/NationalCollegeofVocationalEducation/](https://facebook.com/NationalCollegeofVocationalEducation/)



**Instagram:** @ncve\_international



**WhatsApp:** (+61)0406062193





**Enjoy your time here at  
NCVE!**

