

# Welcome to Brisbane

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



## Meet the team



**Frank**

Academic Manager - VET



**Louise**

Trainer & Assessor



**Linda**

TESOL Academic Manager



**Emma**

Director – International  
Principal Executive Officer



- 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



Nathaly

**Marketing, Communication & Student Support**

# Orientation Overview

Welcome & Registration

Placement Test & Interviews

Tour of NCVE

Course Information

Questions



# Tour of NCVE

- Free Wi-Fi on campus  
Connect to: NCVEguest  
Password: ncv3gu3st159
- Student Resource Centre
- Student computers
- 10 Classrooms
- 2 Kitchens – Floor 1 & 2
- 2 Fridges, Microwaves, Cups, Plates, Cutlery, Toaster, Dishwasher
- Student common area – Floor 1&2
- Student toilets – Floor 1&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

# 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

# &

# Business Courses

Field	Qualification	Code	Units	Duration
Business	Certificate III in Business	BSB30120	13	60 weeks
	Diploma of Business	BSB50120	12	56 weeks
	Certificate IV in Entrepreneurship & New Business	BSB40320	10	26-28 weeks
Leadership & Management	Certificate IV in Leadership and Management	BSB40520	12	56 weeks
	Diploma of Leadership and Management	BSB50420	12	56 weeks
	*Advanced Diploma of Leadership and Management	BSB60420	10	72-74 weeks
Marketing & Communication	Certificate IV in Marketing and Communication	BSB40820	12	56 weeks
	*Diploma of Marketing and Communication	BSB50620	12	56 weeks
	*Advanced Diploma of Marketing and Communication	BSB60520	12	88 weeks
Project Management	Certificate IV in Project Management	BSB40920	9	42 weeks
	Diploma of Project Management	BSB50820	12	56 weeks
*Course with entry requirements				



# VET Course Schedule

- Handout schedule
- College opens at 8.00am
- Open all day from 8.00am to 9.00pm
- Student attendance is recorded at the beginning of each session. The VET program is progress based

# VET Course Study Load

- Estimated weekly study load: 20 hours
  - 6 hrs face to face
  - 8 hrs directed independent learning and activities
  - 6 hrs self directed studies
- Lesson Timings: Tuesdays / Thursdays - 10:30 - 16:30
- Study Group: Fridays - 08:30 - 12:30
- Possible student teacher engagement 10 hours

# VET Course Materials

- ☐ Student guide – Learning materials
  - ☐ Self-Study Guide – Additional learning material
  - ☐ Coversheet – Declaration
  - ☐ Case Study – Simulated work environment
  - ☐ Assessment Task – Questions
  - ☐ Portfolio – Answer section for project
- 
- ☐ Student user guide for assessment resources (only once)  
Handout: User Guide



# Assessments in VET

- Competency Based
  - Collecting evidence against industry defined standards ([www.training.gov.au](http://www.training.gov.au))
  - Competent (C) or Not yet competent (NYC)
  - Three attempts
- Due Dates
  - Course Schedule
  - Assessment Plan
- Academic Integrity (sign agreement)
  - Plagiarism
  - Collusion
  - Cheating

# Academic Progress

If:

- your teacher considers you are not achieving satisfactory progress,  
or

- 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, 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?

## Unit resources:

Learning materials

## 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 OK



# Code of Conduct



1. English only (sign agreement)
2. Be on time
3. Respect each other



## VET (Vocational Ed.) COURSES

Holidays can only be taken during 'holiday periods' as shown in your Course Schedule.

# Holidays

# Change of Contact Details

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

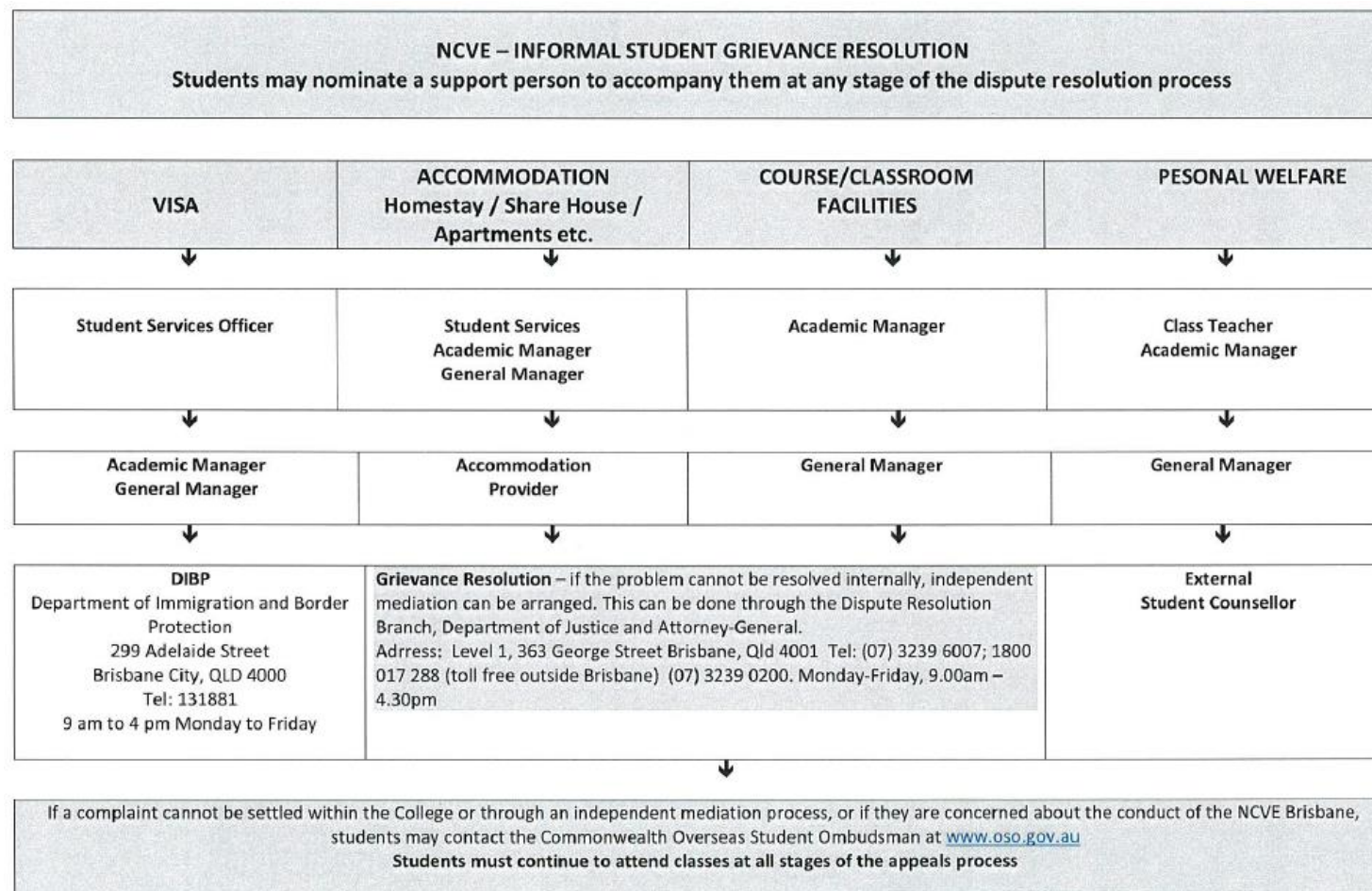
While studying in Australia, students must give their contact details to the College.

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

# Grievance Procedure



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





# 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.

- Teams 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



# Contact

**Frank Crull** – Academic Manager VET

[frank.crull@ncve.edu.au](mailto:frank.crull@ncve.edu.au)

**Nathaly Trujillo** – Marketing, Communication & Student Support

[nathaly.trujillo@ncve.edu.au](mailto:nathaly.trujillo@ncve.edu.au)

**Student Support Officer**

0439 722 477

# 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



## OTHER USEFUL CONTACTS

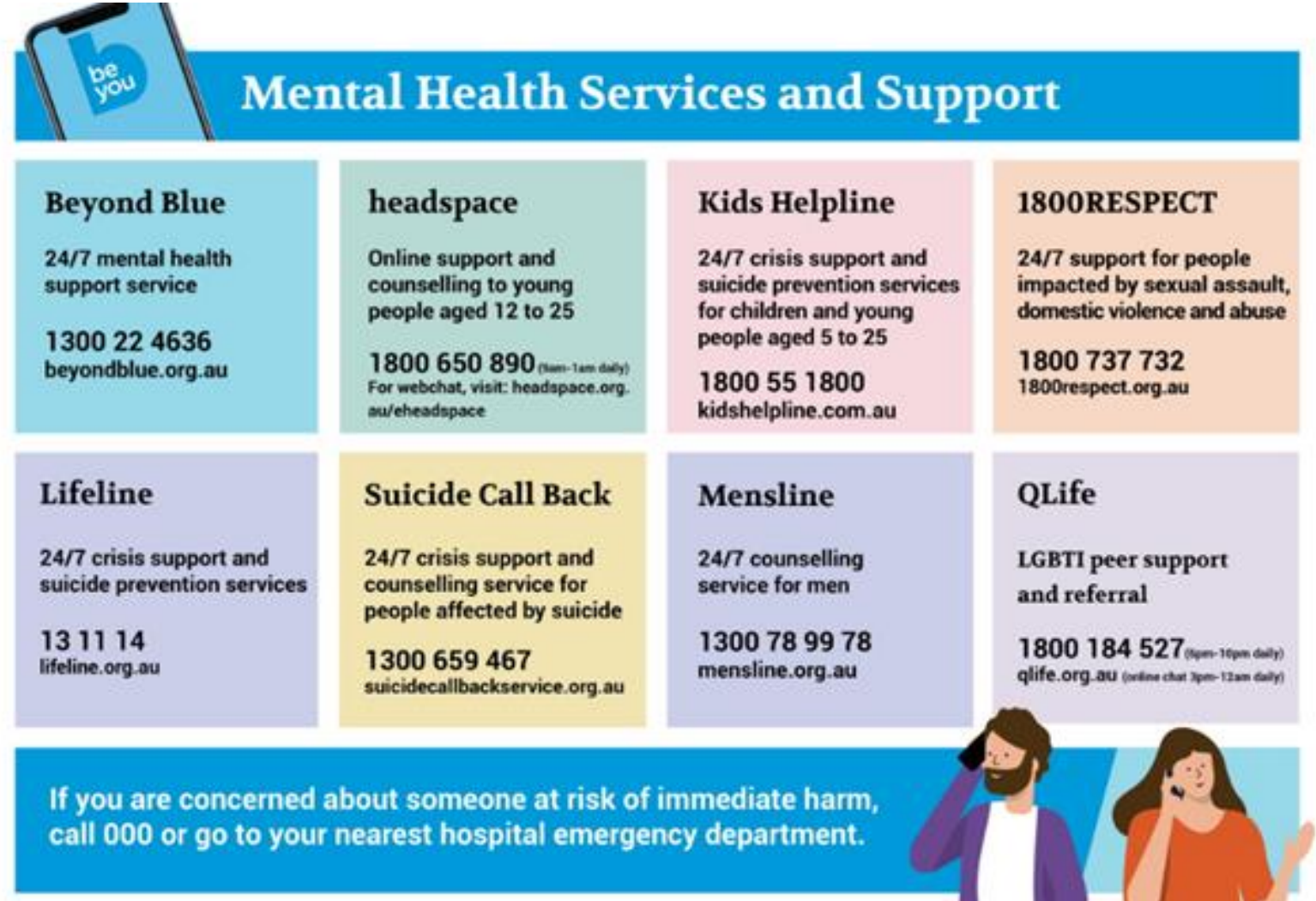
Please enter these into your Mobile phone now 😊

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> Page 47 Handbook



# 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

# Beach & Water Safety



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

# 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



# Questions?

## HAPPINESS IS



*...friends who work hard  
and party hard.*

# Enjoy your time here at NCVE!

