

# STUDENT HANDBOOK



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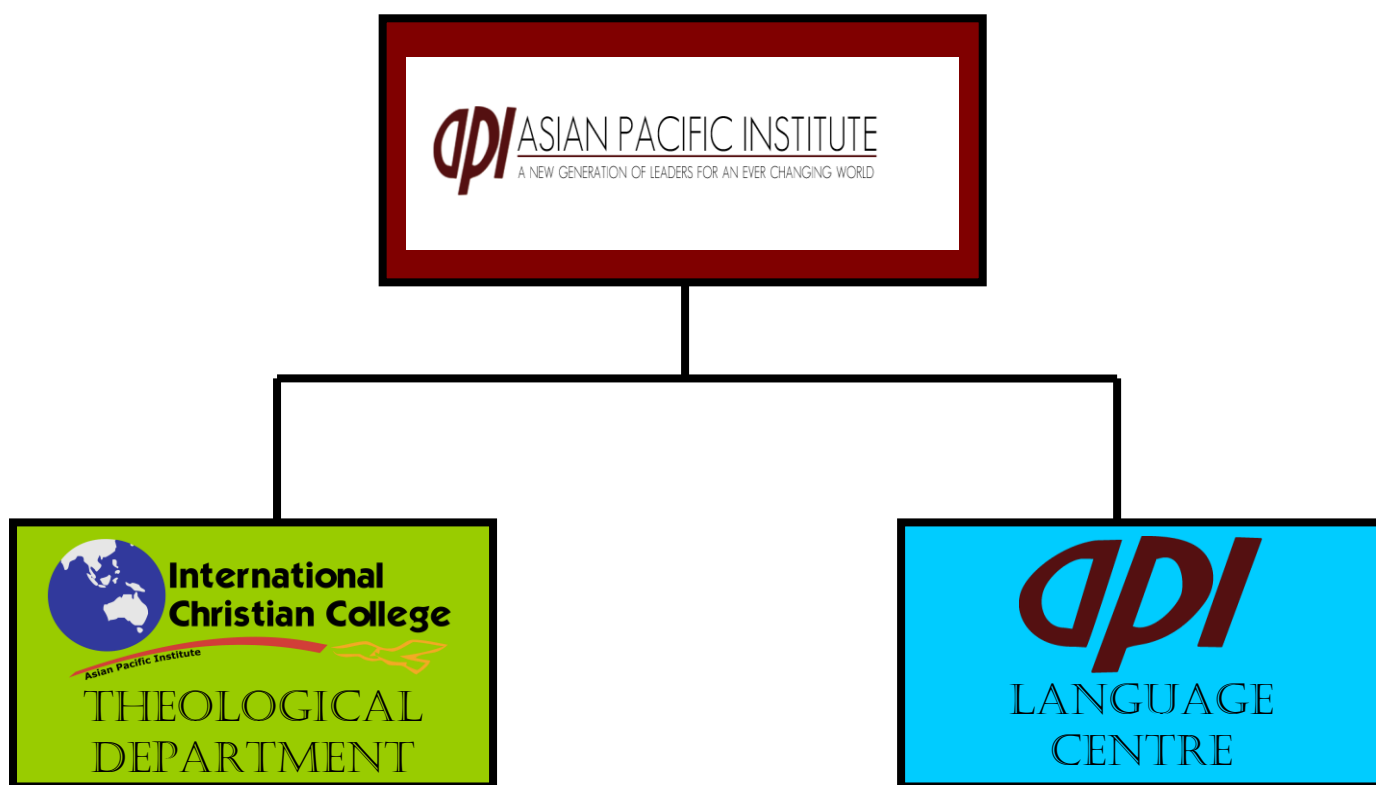
[www.iccollege.com.au](http://www.iccollege.com.au)

**CRICOS NO. 01888B NTIS 6153**  
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## WELCOME

Dear Students,

Welcome to learning English at the Asian Pacific Institute. You have made a great choice to acquire key language skills at a college which has been operating successfully since 1998! API is renowned throughout Australia for its multicultural approach, welcoming students from all over the world.

API's Language Centre offers you General / Academic English qualifications, IELTS preparation and workforce training that will enable you to transition seamlessly into vocational education courses or higher education. API's articulation agreements with many well established colleges and universities guarantee you multiple pathways that will enable you to enter the global workforce in multinational environments anywhere in the world today.

API's Language Centre prides itself on providing that warm, individualized, holistic care that only a boutique college can. There may be many English language schools in Australia, but too often, their students are only mere statistics on large campuses. API's reputation and excellent track record ensure that our students lead well-balanced lives; they are able to do serious study and 'play' in a safe, caring campus, with well-qualified multi-ethnic staff that look after a range of personal needs.

API's mission is to prepare leaders for a fast-changing world – good English skills are a pre-requisite for any student wanting to progress and achieve in today's multicultural society. You will achieve your goals at API and we look forward to assisting you in all the ways that we can.

Welcome to API's Language Centre – your experience at API will provide you with wonderful memories of the time spent with us.

*Jeannie Mok*

**Jeannie Mok**  
Principal



## **ABOUT ICCOLLEGE**

### **Our Ministry Philosophy**

Our curriculum, course content and methods of teaching are characterized and under girded by the following values:

- **Biblical**  
We believe Christian training should be governed by sound exposition of the Bible and its principles.
- **Charismatic**  
We believe Christian training would lead students to discover the use of gifts of the Spirit.
- **Multicultural**  
We believe Multiculturalism is the intention of God and we need to acknowledge its reality, challenges and the skills necessary to make it a great opportunity for the gospel.
- **Practical**  
We believe Christian training should be both practical and theoretical. Key discipleship issues and personal spiritual growth will be encouraged and discussed throughout the program.

### **History**

ICCollege (formerly known as API) was founded in 1998 by its host Church, International City Church (ICC), situated at Fortitude Valley, Brisbane. ICC is a flourishing multicultural Pentecostal Church with satellite churches in and around Brisbane and the Asia Pacific, which has a multicultural vision for Australia and South East Asia/Pacific region.

### **Our Mission**

Training people from all nations to their fullest potential and equipping Christians for excellent ministry in a contemporary, multicultural society.

### **Our Aims**

- Develop leaders to minister in multicultural Christian Ministry
- Teach the Word of God as the foundation for effective leadership and ministry
- Train men and women to be contemporary Christian leaders for the new generation
- Impart the gifts of the Holy Spirit according to God's call on individual's lives

## **ABOUT THE INSTITUTE**

### **Location & Facilities**

Asian Pacific Institute (API) also trading as International Christian College (ICCollege) is located at city skirt within walking distance to Brisbane city. API has two campuses, 14 Proe Street, Newstead, QLD 4006 and 977 Ann Street, Fortitude Valley QLD 4006. At API, students' well-being is our main priority. Precise planning has been directed towards the appropriate provision of facilities, accessibility to public transport, as well as achieving occupational health & safety obligations.

Kitchen facilities and lunchroom are open for all participants. API also has computer facilities that available to our students for study purposes. API has fully equipped lecture rooms which are air-conditioned and used for tutorial groups or workshops. All the classrooms are equipped with white boards, OHP/data projectors, TV/DVD/VCR players, musical equipments, laptop/computer for teaching purposes.

Students are provided with the necessary learning materials to complete their course as part of their fees. Additional resources may be suggested from time to time as optional items to be purchased by the student.

### **Office Hours**

The operation hours of Asian Pacific Institute are 9:00am – 5:00pm, Monday to Friday. The Institute is closed on Public Holidays.

### **Registration and Membership**

Asian Pacific Institute (API) is a registered organisation under Commonwealth Register of Institutions and Courses for International students (CRICOS). Bound by the CRICOS National Code requirements, API has agreed to operate within the Principles and standards of the State and Commonwealth Legislative Framework. These include a commitment to the National Code (2007), the ESOC Act (2000), the EOS Reg (1998) and the EOS Act (1996). API is a member of ACPET.

### **Key staff**

Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

Principal	Jeannie Mok
Director of Studies	Faith Leong
Accounts Manager	Katy Lee
Registrar	Cherry Tin
Front Office Manager	Cherry Tin
Activities Coordinator	Jordan Brown
Student Support / Librarian	Lee Gan

### **Teacher qualifications**

API provides well-qualified and suited personnel for training, assessment, issuance of qualifications and client services. All trainers hold appropriate qualifications and industry experience in the area/s in which they train and/or assess. To maintain currency in the industry, trainers and assessors maintain and upgrade their skills by either continuing to be employed in the industry and/or by attending industry seminars or workshops etc.

### **Staffing Policy**

API provides well-qualified and suited personnel for training, assessment, issuance of qualifications and client services. All trainers hold appropriate qualifications and industry experience in the area/s in which they train &/or assess. To maintain currency in the industry, trainers & assessors maintain & upgrade their skills by either continuing to be employed in the industry &/or by attending industry seminars/workshops etc.

### **FACILITIES IN API**

6 classrooms at Newstead campus and 3 at Valley campus

1 Auditorium caters for 650 seatings

2 Leather Sofas in the waiting lounge. More than 700 chairs available at Newstead Campus

Full kitchenette & cooking & dining utensils

10 Computers with a networked printer (black laser) in the computer lab at Newstead Campus

3 computers with a networked laser printer and photocopier in the library at Valley Campus

3 computers with a networked laser printer in internet Café M at Valley Campus

2 laptops for lecturers' use (1 at each campus)

6 Computers with internet access and DVD player at each classroom at Newstead Campus

2 Fax Machines

6 Phone lines

2 ADSL2+ wireless accessible internet

All computers with internet access, Microsoft Office installed, Internet Explorer, and are connected to the printers, photocopier and scanner.

12 White Boards

10 Projectors (Newstead campus has 3 built in projectors and 3 Plasma screen TVs).

TV and DVD players and Video players

2 Book binders & 2 label makers

Study desks that cater to fit 15-20 students in a classroom

All stationeries available such as pens, pencils, writing pads, highlighters, calculators etc

Library has more than 300 books and journals.

Resting rooms / areas

Secure cabinets to store student & Staff files

Street Parking and toilets on the premises

Electronic Database/hard drive/USBs – store student and staff files and all assessment papers etc.

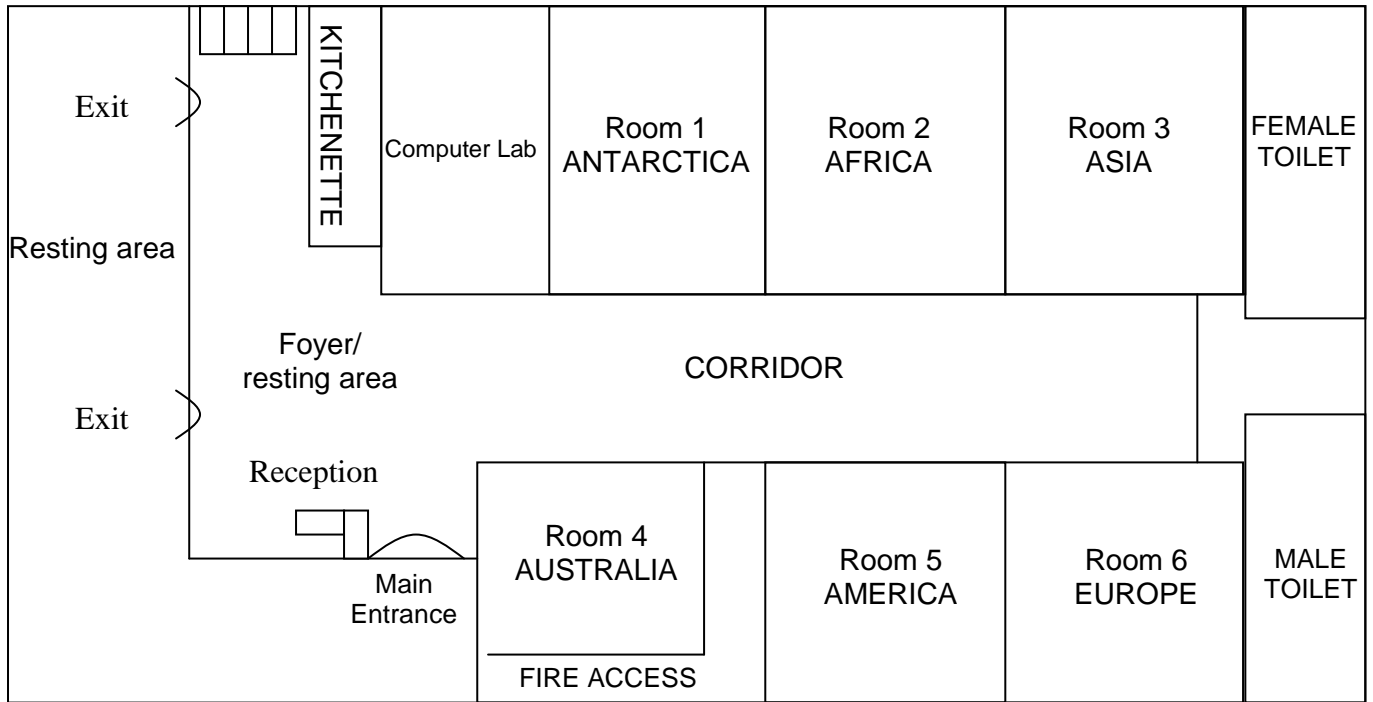
Scanners

Emails and msn are available for online communication.

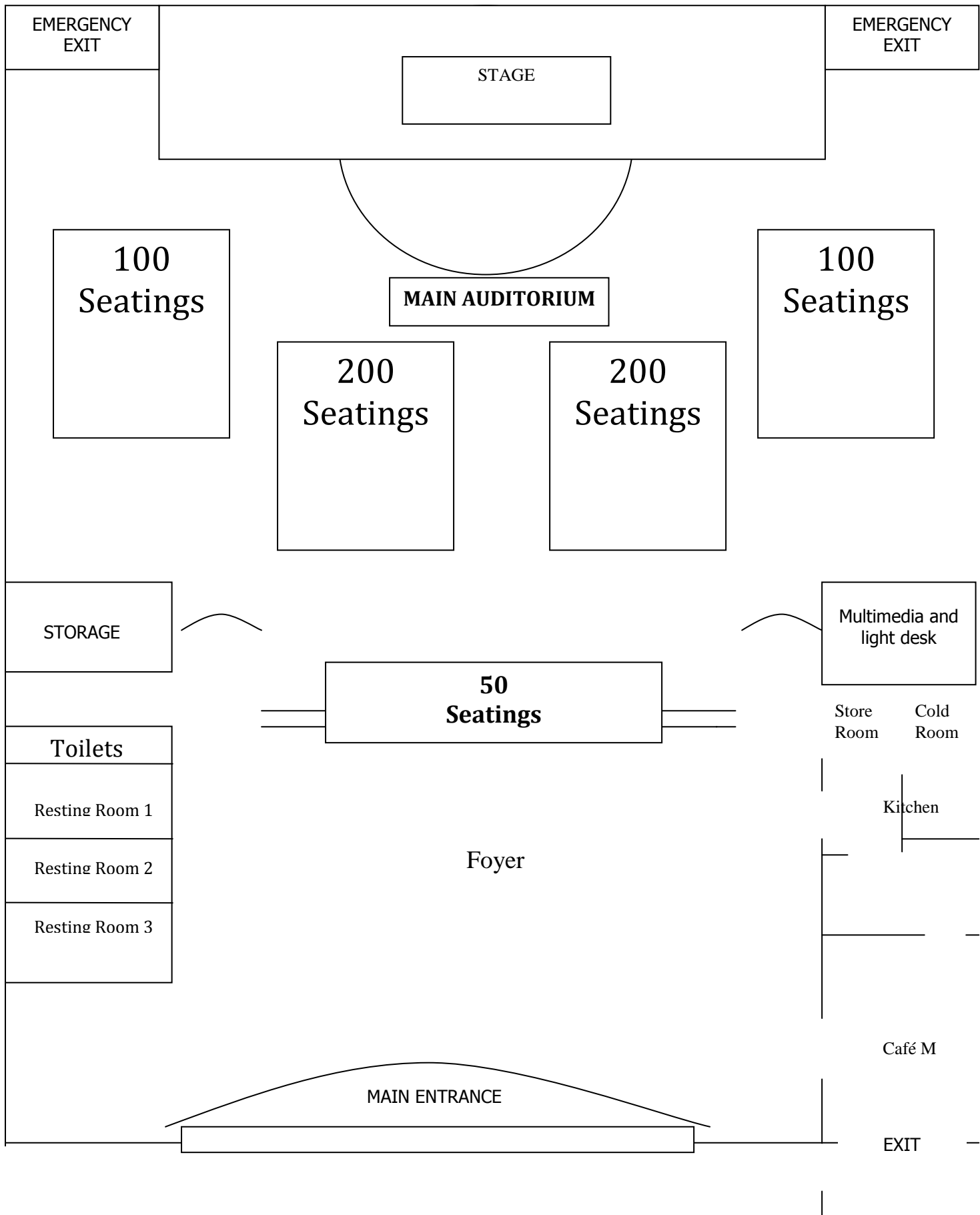
Learning materials are always ready for download online using the assigned usernames and passwords, therefore students can access the learning notes any time they want.

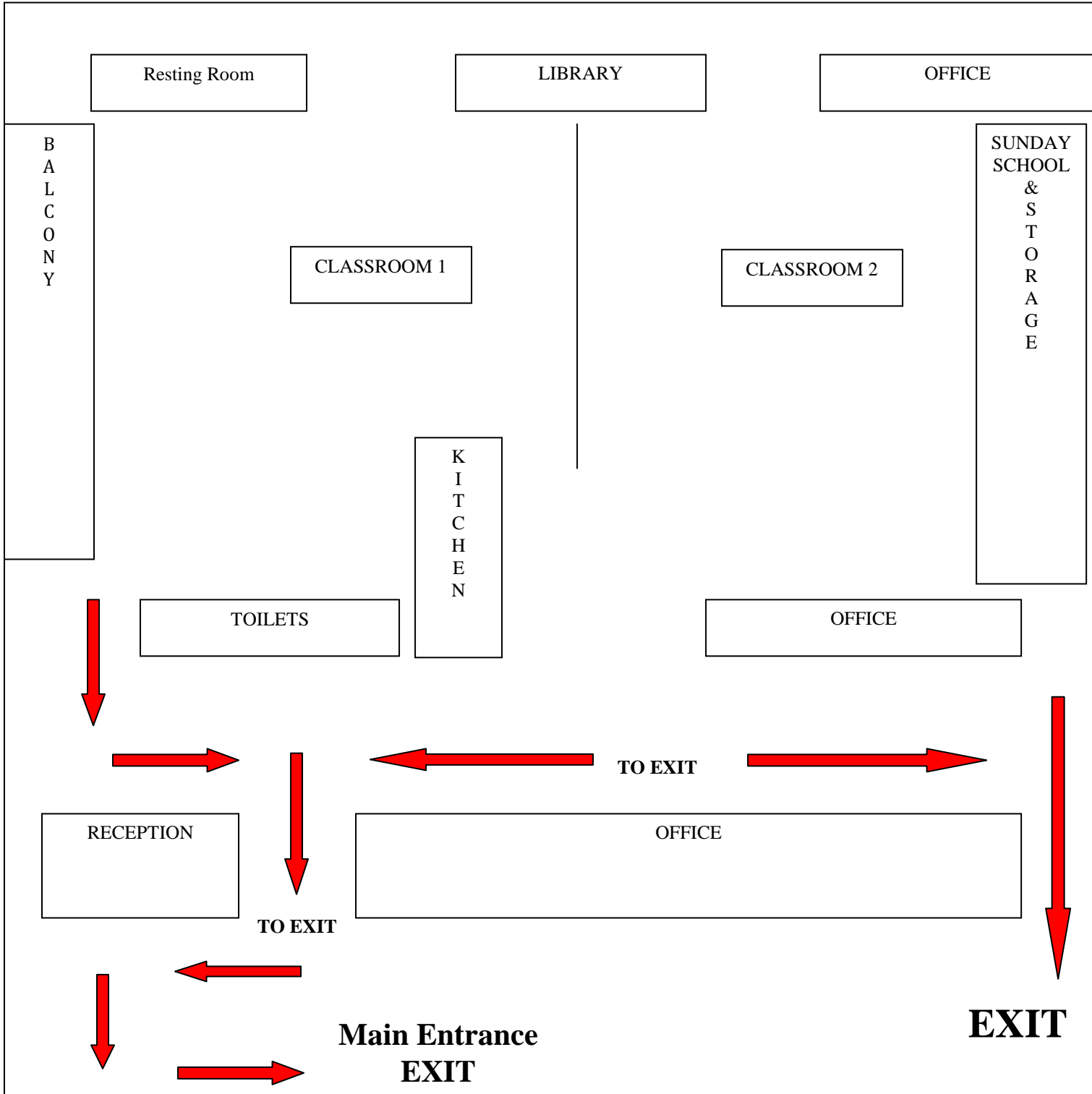
Home stay service for students above age 18  
Air conditioned rooms  
Coffee Making Machine at internet café, Valley campus

**SITE FLOOR PLAN**  
**Newstead Campus**



**Valley Campus (ground floor)**





## COURSE INFORMATION

Asian Pacific Institute currently offers the following accredited courses:

### Certificate I in Spoken and Written English (CRICOS CODE 069039D)

#### Course Overview:

Certificate I in Spoken and Written English (CSWE I) develops skills for learners who have just started learning English and had minimal exposure to English. The certificate is designed to develop speaking, pronunciation, listening, reading and writing skills at a beginner's English level. The qualification is designed for extremely limited users who conveys and understands only general meaning in very familiar situations and has frequent breakdowns in communication.

#### Course Structure:

Students must complete the following 6 modules to attain this qualification.

#### Modules:

CSWE 1 A – Beginner learning strategies

CSWE 1 B – Beginner speaking and writing skills for giving personal information

CSWE 1 C – Beginner listening and speaking skills for transactions

CSWE 1 E - Beginner listening and speaking skills for short informal spoken exchanges

CSWE 1 G – Beginner listening and writing skills for descriptions

CSWE 1 I – Beginner listening and reading skills for instructions

**Course Duration:** 12 Weeks (Study week: 9 weeks, Holiday week: 3 weeks)

#### Learning Outcomes:

Upon the completion of this qualification, you will be able to:

- Develop confidence in your ability to understand and use English.
- Build your speaking, listening, reading and writing skills in daily conversations and highly familiar context
- Learn new vocabulary and improve your grammar.
- Improve your pronunciation.
- Learn to interact effectively and with confidence across a range of common social situations.
- Attain an IELTS score of 3 or equivalent.

### Certificate II in Spoken and Written English (CRICOS Code069040M)

#### Course Overview:

Certificate II in Spoken and Written English (CSWE II) develops skills for learners to satisfy their own simple everyday transactional and limited social needs. This qualification is designed to teach English to learners at a post-beginners level where learners can already participate in everyday simple conversations.

#### Course Structure:

Students must complete the following 7 modules to attain this qualification.

#### Modules:

CSWE II A – Post-beginner learning strategies  
CSWE II C – Post-beginner listening and speaking skills for transactional exchanges  
CSWE II D – Post-beginner listening and speaking skills for information texts  
CSWE II G – Post-beginner listening and speaking skills for interviews  
CSWE II I – Post-beginner reading skills for information texts and instructions  
CSWE II L – Post-beginner reading and writing skills for information reports  
CSWE II M – Post-beginner reading and writing for opinion texts

**Course Duration:** 12 Weeks (Study week: 9 weeks, Holiday week: 3 weeks)

**Learning Outcomes:**

Upon the completion of this qualification, you will be able to:

- Be able to participate in transactional exchanges such as arranging a service, purchasing a product, joining a library etc.
- Be able to give a follow spoken instructions such as following directions, paying a bill, using a appliance etc. Also be able to build your speaking, listening, reading and writing skills using simple sentences.
- Learn new vocabulary and improve your grammar.
- Improve your pronunciation
- Learn to write information and informal texts such as information reports, recount and persuasive texts.
- Attain an IELTS score of 4.5 or equivalent.

## Certificate III in Spoken and Written English (CRICOS CODE069041K)

**Course Overview:**

The Certificate III in Spoken and Written English (CSWE III) focuses on general English language skills for day-to-day life, for work and for further study. It develops skills for learners to satisfy basic social needs, routine situations for everyday commerce, recreation and linguistically undemanding vocational field. The certificate is designed to develop speaking, pronunciation, listening, reading and writing skills at an intermediate English level. This qualification is suitable for modest learners who has partial command of the language, coping with overall meaning in most situations, though is likely to make many mistakes.

**Qualification Structure:**

Students must complete the following 7 modules to attain this qualification.

**Modules:**

CSWE III A – Intermediate learning strategies  
CSWE III C – Intermediate listening and speaking skills for negotiating complex exchanges  
CSWE III D – Intermediate listening and speaking skills for interviews  
CSWE III H – Intermediate reading skills for information texts  
CSWE III J – Intermediate reading skills for persuasive texts  
CSWE III L – Intermediate writing skills for complex documents  
CSWE III M – Intermediate writing skills for reports

**Course Duration:** 12 Weeks (Study week: 9 weeks, Holiday week: 3 weeks)

**Learning Outcomes:**

You will learn to:

- Participate in complex exchanges such as negotiate at work.
- Initiate informal and formal discussions.
- Write complex documents such as formal writing, essays, emails, letter, reports.
- Fluent in selected discussion topics.
- Understand news and current affairs
- Attain an IELTS score of 5.5 or equivalent.

## **Certificate IV in Spoken and Written English (Further Studies) (CRICOS CODE 069043G)**

### **Course Overview:**

The qualification aims to develop competence in the analysis and communicative use of English for academic purposes. It does this by providing input and practice in aspects of teaching, learning and assessment common to university study in Australia. Particular attention is paid to developing the language and skills necessary to write assignments, take part in discussions, listen to lectures and read academic texts.

### **Course Structure:**

Students must complete the following 6 modules to attain this qualification.

### **Modules:**

CSWE IV (FS) A – Learning strategies for further studies

CSWE IV (FS) B – Reading skills for further studies

CSWE IV (FS) C – Written skills for presenting point of view in essays

CSWE IV (FS) E – Listening and taking notes in lectures/presentations

CSWE IV (FS) F – Spoken and written skills for presentation

CSWE IV (FS) G – Spoken skills for tutorials and group-work discussions

**Course Duration:** 12 Weeks (Study week: 9 weeks, Holiday week: 3 weeks)

### **Learning outcomes:**

By completing modules of the CSWE IV – Further Studies specialisation you learn to:

- participate effectively in lectures and tutorials
- prepare and deliver an effective academic presentation
- understand the structure and development of academic talks
- produce and appropriate, coherent and cohesive academic text
- integrate source material into writing following appropriate academic conventions
- take effective notes from written and spoken texts
- read with greater efficiency and effectiveness
- Attain an IELTS score of 6 or equivalent.

## **Certificate IV in Spoken and Written English (Employment) (CRICOS CODE 069042J)**

### **Course Overview:**

The Certificate IV in Spoken and Written English (CSWE IV) –Employment is designed for people from non-English speaking backgrounds who have International qualifications, training, skills or experience. Students study one of two specialisations: job seeking or workplace communication. Employment job seeking specialisation develops awareness of the culture of the Australian workplace, and Improves student’s job seeking and workplace communication skills. Employment workplace communication specialisation improves spoken and written communication skills for casual and formal workplace interactions.

**Course Structure:**

Students must complete the following 6 modules to attain this qualification.

**Modules:**

- CSWE IV (E) A – Learning strategies for workplace training
- CSWE IV (E) G – Effective spoken skills for the workplace
- CSWE IV (E) H – Written language skills for workplace texts
- CSWE IV (E) K – Written language skills for workplace reports
- CSWE IV (E) N – Pronunciation skills for employment
- CSWE IV (E) O – Grammar for writing in the workplace

**Course Duration:** 12 Weeks (Study week: 9 weeks, Holiday week: 3 weeks)

**Learning Outcomes:**

By completing modules of the CSWE IV – Employment workplace communication specialisation you learn to:

- Learn effective communication skills for workplace meetings and negotiation
- Write more effective reports.
- Provide better service to customers.
- Improve day-to-day written and spoken communication skills.
- Improve your pronunciation skills for employment
- Attain an IELTS score of 6 or equivalent.

## **Introduction**

API ensures that all applicants for admission will not be disadvantaged in any way because of their race, gender, age (recognising of course the minimum age), social or educational background or disability. The recruitment of students will be consistent with any curriculum and legislative requirements at all time.

For specific information about your course, please see the course information documents.

In the case of physical disabilities the conditions for completion of assessment tasks or field studies may be varied at the discretion of the Principal accordance with API's Access and Equity Policy.

## **Entrance Requirements**

CERTIFICATE I IN SPOKEN AND WRITTEN ENGLISH (CSWE I)	<ul style="list-style-type: none"><li>• Completion of Year 11 or equivalent</li><li>• ISLPR 0 across all macro skills</li><li>• No English requirement</li><li>• This course is suitable for beginner English level learners</li></ul>
CERTIFICATE II IN SPOKEN AND WRITTEN ENGLISH (CSWE II)	<ul style="list-style-type: none"><li>• Obtained an IELTS score of 2 (or equivalent e.g. Certificate I in Spoken and Written English)</li><li>• ISLPR 1 across all macro skills.</li><li>• Year 11 (or equivalent) qualification</li><li>• 18 years old or over</li></ul>
CERTIFICATE III IN SPOKEN AND WRITTEN ENGLISH (CSWE III)	<ul style="list-style-type: none"><li>• Obtained an IELTS score of 3.5 (or equivalent e.g. Certificate II in Spoken and Written English)</li><li>• ISLPR 1+ across all macro skills.</li><li>• Year 11 (or equivalent) qualification</li><li>• 18 years old or over</li></ul>
CERTIFICATE IV IN SPOKEN AND WRITTEN ENGLISH FOR FURTHER STUDIES (CSWE-F IV)	<ul style="list-style-type: none"><li>• Obtained an IELTS score of 4.5 (or equivalent e.g. Certificate III in Spoken and Written English)</li><li>• ISLPR 2+ across all macro skills.</li><li>• Year 11 (or equivalent) qualification</li><li>• 18 years old or over</li></ul>
CERTIFICATE IV IN SPOKEN AND WRITTEN ENGLISH FOR EMPLOYMENT (CSWE-E IV)	<ul style="list-style-type: none"><li>• Obtained an IELTS score of 4.5 (or equivalent e.g. Certificate III in Spoken and Written English)</li><li>• ISLPR 2+ across all macro skills</li><li>• Year 11 (or equivalent) qualification</li><li>• 18 years old or over</li></ul>

## Certificate IV in Multicultural Ministry (CRICOS CODE 067819C)

**Course Duration:** 36 Weeks      **Holiday week:** 13 weeks

This course provides basic preparation for people involved in leadership within a local church. It is designed to equip the student to be effective in a supportive role in a local church. Students who have satisfactorily completed the unit of competencies listed below will receive the qualification.

Code	Introduction Subjects	Nominal Hours
INT03101	Attaining Competence in Basic English Skills	15
INT03102	Demonstrating Basic Bible Knowledge	15
Code	Bible and Theology Subjects	Nominal Hours
THE03101	Delineating Theological Concepts I	30
THE03102	Delineating Theological Concepts II	30
THE03103	Delineating Theological Concepts III	30
THE03104	Analysing Pentecostal Perspectives on Ministry	30
BIB03101	Surveying & Assessing the Old Testament I	30
BIB03102	Surveying & Assessing the Old Testament II	30
BIB03103	Surveying & Assessing the New Testament I	30
BIB03104	Surveying & Assessing the New Testament II	30
Code	Communication Subjects	Nominal Hours
COM03101	Mastering Effective Communication Skills	30
COM03102	Demonstrating Effective Preaching Skills	30
COM03103	Communicating Effectively Cross Culturally	30
Code	Leadership and Ministry Subjects	Nominal Hours
LED03101	Developing & Implementing Strategies for Christian Education	30
LED03102	Developing Strategies for Personal Growth I	30
LED03102	Developing Strategies for Personal Growth II	30
LED03103	Leading Dynamic Worship & Corporate Gatherings	45
Code	Cultural Studies Subjects	Nominal Hours
CUI03101	Surveying Asia-Pacific Nations	30
CUI03102	Analysing Major Asian Religions	30

### **INT03101 Attaining Competence in Basic English Skills**

This course is designed to facilitate literacy skills for students from a Non English-speaking background. Students who complete this module will demonstrate competence in writing, speaking, reading and listening skills that will enable them to proceed with the Certificate IV/Diploma course.

### **INT03102 Demonstrating Basic Bible Knowledge**

Students will be provided with an overview of the Bible. This course should prove to be very helpful to new Christians who are undertaking the Certificate IV or diploma course. The subject looks at the origins and purpose of the Bible, and its major themes, within a historical and geographical context.

### **BIB03103 & BIB03104 Surveying & Assessing the New Testament I & II**

Students will be provided with an overview of the origins and purpose of the New Testament. This will also include a study of the contents and historical background of the New Testament books, concluding with the significance of the Epistles. Major themes will be examined, with a focus on the ministry of Jesus, and the growth of Christianity.

### **BIB03101 & BIB03102 Surveying & Assessing the Old Testament I & II**

Students will examine the origins, background and purpose of the Old Testament. The various books, including the Pentateuch, will be studied, focusing on the content, themes and history of Israel, from Creation through to post-exilic restoration and reconstruction.

### **THE03104 Analysing Pentecostal Perspectives on Ministry**

This module examines the particular perspectives on ministry advocated by Pentecostal and Charismatic churches. This includes a study of the Baptism and Gifts of the Holy Spirit, the place of the miraculous in today's church, and an overview of the Person and work of the Holy Spirit.

### **THE03101, THE03102 & THE03103 Delineating Theological Concepts I, II & III**

The subject involves an examination of bible study methods and the major doctrines of the Christian faith, including Christology (the Person and Work of Christ), Pneumatology (the Person and Work of the Holy Spirit), Soteriology (the doctrine of Salvation), the Trinity, Eschatology (a study of the End Times) as examples of themes which are the foundation to orthodox Christian belief.

### **COM03101 Mastering Effective Communication Skills**

This module aims to develop students' expertise in communication skills in general, focusing on a variety of essential skills (oral, listening, essay writing, research, library, Information Technology skills etc.) Students will also learn to communicate effectively on an interpersonal level.

### **COM03102 Demonstrating Effective Preaching Skills**

Students will learn all essential aspects of good preaching. The theological foundations of preaching will be studied, as well as the various styles of past and contemporary preaching. Students will be taught the craft of sermon construction from introduction to conclusion, and will be expected to communicate a biblical message in a public setting.

### **COM03103 Communicating Effectively Cross Culturally**

This module examines both culture and anthropology from a Christian perspective. It will include a survey of various communication theories and models of cross-cultural communication, followed by a study of the theory and practice of communicating the Christian message in a cross-cultural context. Students will learn to engage in meaningful dialogue across cultural boundaries, utilising biblical strategies to deal with common cross-cultural problems.

### **LED03103 Leading Dynamic Worship & Corporate Gatherings**

Students will be given overview of the Biblical foundations for church gatherings, worship and music. They will learn how to lead in worship and song, and how to convene a variety of services and gatherings. Practical training will be an important feature of this course.

### **LED03101 Developing & Implementing Strategies for Christian Education**

The biblical basis for the Church and its principle of discipleship will be introduced. Students will be provided with basic training in the process of developing and delivering Christian training. Appropriate training programmes will be examined for a range of target groups, focusing on learning styles and strategies that facilitate learning.

### **LED03102 Developing Strategies for Personal Growth**

This module aims to develop the personal life of students, especially in the growth of the moral, spiritual and intellectual aspects of their lives and ministry. Students will undergo a mentoring process, and required to monitor closely key aspects of their growth.

### **CUI03101 Surveying Asia-Pacific Nations**

An historical survey of major nations and ethnic groups. This will include a brief survey of religious, political, economic and sociological systems. The coming of Christianity - missionaries and the responses to them, and a look at the future within a Christian context, will be examined.

### **CUI03102 Analysing Major Asian Religions**

An analysis of the fundamental presuppositions and the various schools of thought within Hinduism and Buddhism, from a contemporary and historical perspective. Comparisons with Christian faith and practice, and their implications for Christian witness.

## **Diploma of Multicultural Ministry (CRICOS CODE 067820K)**

**Course Duration:** 36 Weeks      **Holiday week:** 13 weeks

In order to successfully complete the requirements for this course, a student would need to have successfully completed the Certificate IV in Multicultural Ministry 30798QLD or equivalent qualification. This award is issued upon satisfactory completion of all units of competencies listed below.

Code	Bible and Theology Subjects	Nominal Hours
BIB05201	Reviewing strategies of Evangelism in Acts	30
BIB05202	Examining the main aspects of the Gospels	30
BIB05203	Examining the main aspects of the Epistles	30
BIB05204	Examining the main aspects of the Prophets	30
Code	Leadership Studies Subjects	Nominal Hours
LED05201	Developing Church Management & Administrative Skills	30

LED05202	Discuss Leadership in a Multicultural Context	45
LED05203	Identifying Multicultural Church Planting Concepts	45
LED05204	Identifying strategies for Church Growth in a Multicultural Context	45
<b>Code</b>	<b>Ministry Studies Subjects</b>	<b>Nominal Hours</b>
MIN05201	Developing basic counselling Skills for Pastoral Care	30
MIN05202	Reviewing effective methods for Cross Cultural Intervention	30
MIN05203	Surveying the Nature & Practice of Mission	30
<b>Code</b>	<b>Cultural Studies Subjects</b>	<b>Nominal Hours</b>
CUI05201	Developing a working knowledge of reaching Multicultural Students & Youth	30
CUI05202	Analysing Asian Perspectives on Theology	30
CUI05203	Developing a basic knowledge of working with Aboriginals	30
CUI05204	Discussing key issues relating to Muslims	30
<b>Code</b>	<b>Communication Subjects</b>	<b>Nominal Hours</b>
TESOL05101	Developing basic skills in TESOL	30

#### **BIB05201 Reviewing strategies of Evangelism in Acts**

A study of the content and main themes of the Book of Acts, particularly as it outlines various models of evangelism. There will be an overview of the early development of the Church, its strategic process of evangelism (reliance on the Holy Spirit etc.), as well as the various kinds of demonstrated ministry especially relevant for evangelism today (mass evangelism, healing ministry, personal relationships etc.)

#### **BIB05202 Examining the main aspects of the Gospels**

The module will provide an overview of the historical, cultural and sociological background of this period. Students will examine the major themes and issues of the Four Gospels of the New Testament, relating them to modern day issues, including cross-cultural concerns and the 'Synoptic problem'.

#### **BIB05203 Examining the main aspects of the Epistles**

This module aims to develop the students' understanding of the Epistles of the New Testament. An overview of the Epistles and their importance to Christian thought and ministry today will be examined. Cultural distinctives of the various early churches will be examined, in the light of some directives in the Epistles.

### **BIB05204 Examining the main aspects of the Prophets**

This module aims to develop the students' understanding of Old Testament prophetic literature and their importance for the Church today. Students will study the main aspects of the prophetic books, including categories, themes, pre-exilic and post-exilic books. The role of the prophet in the past and today will be examined.

### **LED05201 Developing Church Management & Administrative Skills**

How to run a church - legal and financial aspects. Legal requirements of different nations. Implementing structures, programmes, purchasing building and equipment. Practical ministry skills-conducting weddings, funerals etc. within the multicultural context. Dealing with Boards, constitutions etc.

### **LED05202 Discuss Leadership in a Multicultural Context**

Theology of leadership and Fundamentals of Leadership theory (biblical, sociological, anthropological and management theory) Selection and Development of leaders. Cross-cultural communication, different cultural leadership styles, organisational methods, cross-cultural conflict and resolution. Leadership emergence patterns.

### **LED05203 Identifying Multicultural Church Planting Concepts**

Profiling Ethnic communities, Evangelism, appropriate programmes (language assistance, students, migrants etc.), different models of church planting, Multicultural Vs. Ethnic specific churches, Recognition of community communication networks, community power bases. Practical dimensions of starting new churches. Preparation for a church planting, kit.

### **LED05204 Identifying strategies for Church Growth in a Multicultural Context**

Basic principles and procedures of church growth in the multicultural context. Methods of evangelising strategy - using spiritual gifts, cultural awareness, congregational and mission structures. Importance of cell groups in church growth.

### **MIN05201 Developing basic counselling Skills for Pastoral Care**

Students will examine the issue of pastoral care in the local church context. The issues of referrals, appropriate counselling models, ethics, client observation skills, listening techniques etc. will be analysed. The biblical basis of pastoral care and the role of the pastor will also be studied.

### **MIN05203 Reviewing effective methods for Cross Cultural Intervention**

Training in effective counselling across cultures, to resolve interpersonal and intrapersonal problems. This would involve the assessment processes, micro-skills of counselling, intervention techniques, with reference to various cultural backgrounds. Use of spiritual gifts and the Bible will be emphasised.

### **MIN05204 Surveying the Nature & Practice of Mission**

Survey of the nature, practice and importance of mission. Examination of mission strategies in the light of theological, cultural and historical aspects of mission. New trends and directions for missions in the 21<sup>st</sup> century. To consider the significant elements in the development of indigenous churches.

### **TESOL05101 Developing basic skills in TESOL**

Basic practical skills and introductory theoretical knowledge as a basis for developing effective strategies for teaching English as a Second Language. Including methods, strategies and cross-cultural issues for ESL teachers.

### **CUI05201 Developing a working knowledge of reaching Multicultural Students & Youth**

Methods of evangelism, Cell-ministry, Psychology of Overseas students, Orientation and Adjustment, Preparation of Career ethics and conduct, Social / emotional needs, Para-church Vs church involvement, Re-entry Phase preparation, Family conflicts.

### **CUI05202 Analysing Asian Perspectives on Theology**

Objective studies of theological issues which are relevant to the Asian culture are the essence of this course. Concepts of Godhead, Revelation, Sin, Authority will be taught, along with the ethical ramifications of being Christian in a non-Christian culture. Understanding of contemporary concerns vital to life and witness of the church in Asia will also be included.

### **CUI05203 Developing a basic knowledge of working with Aboriginals**

Profiling cultural, sociological and religious aspects. Historical survey - the coming of the white man, and the impact on the aborigine. Early Christian evangelisation - responses and consequences. Analysis of the present condition of aborigines in modern societies. Christian evangelisation today - the need for change in perceptions and methodology.

### **CUI05204 Discussing key issues relating to Muslims**

Historical issues relating to Muslim and Christian inter-action. Comparisons of Muslim faith and practice with Christianity. Principles and procedures of Muslim evangelism with emphasis on cross-cultural communication and contextualisation of the Gospel. Church-planting in a Muslim context.

## **Entrance Requirements**

### **Language Requirements**

It is essential that all students are proficient in the spoken and written use of English. Where English is the second language of an applicant, and they are studying as an overseas student an IELTS score of 5.5 or higher is required unless otherwise stipulated in the student visa assessment.

Students will be assessed through the application process as to their literacy level via the module "Introduction to the English Language". Further training and assessment will be tailored for each student until the relevant learning outcomes are achieved.

### **Spiritual Requirements**

The requirements for admission to ICCollege are governed by its purpose, that is, to train ministers, missionaries and Christian workers. As such, it is necessary that applicants: -

1. Demonstrate a genuine New Testament faith and knowledge of the Lord Jesus Christ as Saviour;
2. Exhibit a consistent Christian lifestyle - including to be free from habits of drunkenness, smoking, profane language, sexual sins;
3. Are a member of and are involved in the ministry of a local church;
4. Have a recommendation from the Senior Pastor or designated church leader of your local church;

Express recognition of the call of God upon their lives

### **Doctrinal Statement**

International Christian College fundamentals are based on Fundamental Truths of the Assemblies of God. These articles of faith are grounded in the scriptures, and are given as a basis for belief, fellowship and ministry. In summary, we believe:

THE ETERNAL GODHEAD, we believe in the unity of the true and living God who is the eternal, self-existent one, who has revealed himself as one being in three persons, and who is the Creator and preserver of things visible and invisible.

THE LORD JESUS CHRIST, we believe in the Lord Jesus Christ the second person of the triune Godhead, His deity, virgin birth, sinless life, miraculous ministry, vicarious and atoning death, bodily resurrection, glorious ascension and abiding intercession.

THE HOLY SPIRIT, we believe in the Holy Spirit, the third person of the triune Godhead, who proceeds from the Father and the Son.

THE HOLY SCRIPTURES, we believe in the verbal plenary inspiration of the Holy Scriptures, namely the Old and New Testaments in their original writings. All Scripture is inspired, the only infallible and authoritative Word of God.

THE DEVIL, we believe in the personality of the devil.

THE FALL OF MAN, we believe that man was created by God by a specific immediate act in His likeness and image, but fell by voluntary transgression.

THE ATONEMENT, we believe that God's answer to man's sinful state is in the death of His Son, who made full atonement for the sins of the whole world.

SALVATION, we believe that salvation is received through repentance towards God and faith in the Lord Jesus Christ.

THE CHURCH, we believe that the Church is the body of Christ, and each believer, born of the Spirit, is an integral part of the Church.

WATER BAPTISM, we believe that water baptism by single immersion in the Name of the Father, and of the Son, and of the Holy Spirit is enjoined upon all who have repented and believes.

THE LORD'S SUPPER, we believe in the Lord's Supper, consisting of the elements of bread and the fruit of the vine and is enjoined upon all believers.

SANCTIFICATION, we believe that sanctification is an act of separation from that which is evil, and if dedication unto God, and is the glorious privilege of every believer through the operation of the Holy Spirit, by the blood of Christ, and by the Word of God.

THE BAPTISM OF THE HOLY SPIRIT, we believe that baptism of the Holy Spirit promised to every believer to be an effective witness for Christ.

SPIRITUAL GIFTS, we believe in the present day operation of the nine supernatural gifts of the Holy Spirit, 1 Cor. 12, and in the ministry gifts of Christ, Eph. 4:11 - 13.

DIVINE HEALING, we believe that divine healing for the body has been provided for us by the atoning work of Christ.

THE SECOND COMING OF CHRIST, we believe in the pre-millennial, imminent and personal return of our Lord Jesus Christ.

THE MILLENNIUM, we believe in the return of Jesus Christ to set up his millennial reign upon the earth.

THE PUNISHMENT OF THE WICKED, we believe in the ever-lasting punishment of the wicked.

THE NEW HEAVENS AND THE NEW EARTH, we look for new heavens and a new earth wherein dwells righteousness.

CREATION, we believe that the heavens and the earth and all original life forms were made by the specific immediate creative acts of God.

### **Health Insurance Requirements**

It is government policy that every student to study in Australia must have health insurance cover. The Admission policy in API requires student to provide evidence of health insurance cover the whole period of study.

## **ENROLMENT**

Upon enquiring API courses, our dedicated administrators will enclose relevant course documents required for enrolment. As such, please read the student handbook and website before enrolling. If you have any questions or require additional copies of the student handbook or other relevant course information, please contact the Administrator.

### **Changing Courses**

Students desiring to change Course after their initial enrolment should approach the Principal and complete the necessary Change of Course form. The completed form must be handed to the Administrator. A fee applies to each Course change.

### **Registration Procedure**

Enrolments must be finalised by the first day of classes of each course commencement date.

### **Early Withdrawal or Deferment or Suspension**

Students desiring to cease or defer studies before completion of their nominated course are required to complete a “Deferment/Suspension/Cancellation form” and lodge it with the Administrator 14 days prior to Deferment/suspension/cancellation. For further details, refer to the deferment/suspension/cancellation policy.

International students may only defer, suspend or cancel their studies based on the following reasons:

- Unavailability of a course
- Delay in the process of visa
- Compassionate or compelling reasons (they are generally beyond the control of student and have an impact on the student’s course progress or wellbeing e.g. illness, political unrest, etc)

Where a student needs to take a break from their studies but does not have compassionate or compelling circumstances, the student will need to withdraw and reapply when they are ready to return to study.

The following are NOT unusual or exceptional circumstances and are not grounds for consideration:

- Work related pressures
- Daily life trauma and stresses
- Relationship difficulties and break ups
- Minor illnesses i.e. non life threatening
- Celebratory relationship event e.g. weddings

Supporting documents must be provided upon application e.g. Medical certificates, police reports etc. and kept on the student's file.

International students must be advised that Deferring, suspending or cancelling an enrolment may affect his/her student visa. All students must should contact their nearest DIAC office or refer to [www.immi.gov.au](http://www.immi.gov.au) for further information. Any deferral, suspension or cancellation will be reported to the Secretary of DEEWR via PRISMS as required under Standard 13 of the National Code:

API may suspend or cancel a student’s enrolment in the event of

- a. misconduct – where behavior of a student
  - has been in serious breach of an API/ICCollege’s rule
  - is in breach of enrolment conditions
  - is considered to provide a threat to the wellbeing of other students or staff

- b. extenuating circumstances which relate to the student welfare and may include but not limited to
  - refusing to maintain approved care arrangement
  - is missing
  - severe depression or psychological issues which lead to provider concern for student's wellbeing
  - has engaged or threatens to engage in behavior that is reasonably believed to endanger the student or others
  - is at risk of committing a criminal offence

API/ICCollege may cancel a student's enrolment for:

- a serious breach of API/ICCollege rules
- breach of enrolment conditions
- where a student is considered to provide a threat to the wellbeing of other students or staff
- serious misconduct
- failing to meet the requirements of the course progress policy
- non-payment of tuition fees
- non re-enrolment

Where suspension or cancellation of enrolment is not initiated by the student, API will inform the student in writing and notify the student that he or she has 20 working days to access API's Complaints and Appeals process. If the student accesses the API's internal complaints and appeals process, the suspension or cancellation of the student's enrolment under this standard can not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

For more detail, please refer to [deferment/suspension or cancellation](#) Policy in the website.

*P.S. API may refuse re-entry of students who had withdrawn from API without seeking formal withdrawal requests from the Administrator*

## **FINANCE AND FEES**

Fees must be paid at the time of enrolment in each course. A student is not considered enrolled in the course/unit of competency, and is therefore not considered eligible for the issue of student card. Should a student cancel or withdraw, they may be entitled to a refund as detailed in our Refund Policy.

Students can attempt to appeal for two re-assessments at no additional costs. Thereafter, additional attempts for re-assessment will incur an additional charge.

A qualification or statement of attainment with an attached statement of results will be issued on completion of the qualification or competency, whichever is relevant. A \$30.00 fee will be charged for reissue of these documents.

International students on international student visas are required to pay their fees at least six months in advance or the full year in advance. Exception cases may be considered with the executive decision of the Principal.

The fees of International students will be placed into a trust account especially designated for that purpose and refunds to students will be made from that account according to the policies listed in this handbook. This trust account is solely for this purpose and cannot be accessed for any other reason than refunds or payment of course fees.

## REFUND POLICY

### Introduction

It is the policy of API to display the refund policy in the course information documents. Students will acknowledge their acceptance of the refund policy by signing a refund agreement at the time of enrolment.

### Procedures

Fees will be refunded under the following circumstances:

- Student who advise the Administrator in writing of their cancellation of application or withdrawal prior to commencement of classes for that particular course, are entitled to a full refund of fees excluding the application fee.
- Students who withdraw from classes after the class has commenced are entitled to a refund according to the scale below.
- For a twelve (12) weeks' course

Weeks Completed	Refund %
1 – 2	80 with a charge of \$200 Admin Fee
3 – 4	Nil
5 – 6	Nil
7 – 11	Nil

- For a one year or 36 weeks' course:

Weeks Completed	Refund %
1 – 2	80
3 – 4	60
5 – 6	40
7 – 8	Nil

- Where the student has enrolled and paid for any subsequent courses in advance, a full refund of tuition, library and field education fees is available for those subsequent courses.
- Application fee and late application fee are not refundable after the first day of each commencement of course.
- International students who are unsuccessful in obtaining an International Student Visa are entitled to a refund of fees except Application fees.
- A full refund, excluding the application fee will be given to applicants who are refused entry.
- Fees are subject to change. However, fees detailed in a letter of offer issued before the date of change will be honoured by the College for the course stated on the letter of offer. International students who are unsuccessful in obtaining an International Student Visa are entitled to a refund of fees except Application fees.
- Where circumstances beyond the control of the student prevent his/her participation in the course e.g. civil strikes, riots, acts of government authorities, fees will be refunded.
- If a participant has his/her enrolment discontinued for any reason by API, (including reasons such as insufficient attendance, unsatisfactory attitude or conduct, failure to abide by API's rules & regulations, unsatisfactory academic progress, suspension or dismissal), he/she will be entitled to a refund of tuition fees from the date of expulsion according to the above scale.

- If a student's visa is terminated, there will be no refund of fees of their current stage. Tuition fees paid for future stages or courses will be refunded.
- All refunds will be provided within four weeks of the Administrator receiving written notice from the student of withdrawal from classes. ESOS Act 2000 Section 28 (3).
- The refund will be made in Australian currency unless impractical to do so. All applications for refunds must be made in writing stating the reasons and relevant details to the Academic Director. This policy does not remove the right to take further action under Australia's Consumer Protection Laws nor does it prevent the student from pursuing other legal remedies. Students are bound by the conditions of their respective visas when changing their education provider. Students who change provider are regarded as students withdrawing after commencement of their program

In the circumstance that the API as a provider defaults:

The course does not start on the agreed starting day

The course ceases to be provided at any time after it starts but before it is completed

The course is not provided in full to the student because a sanction has been imposed on API for whatever reasons and the student has not withdrawn before the day on which the course ceased to be provided

The student will be entitled to a full refund within two weeks after the day on which the course ceased to be provided or whatever the National Code or ESOS acts requires the college to do.

It is understood that this agreement does not remove the right to take further action under Australia's consumer protection laws. It is also understood that the API's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

## **ORIENTATION**

The first week of each course commencement begins with an orientation session to introduce students to the training environment. This will include:

- A brief description of API, its ethos and philosophy;
- An introduction to your facilitators and assessors, where possible;
- Information about the Australian Quality Training Framework, Competency Based Training and Assessment, Accredited Courses & Training Packages available;
- An introduction to the Training Culture of API;
- Code of Practice, Appeal Policies, Grievance & Complaint Policy, Access & Equity Policy; Fees & Refund Policy; Disciplinary Policy, OHS, Copyright, RPL;
- Hours of involvement required for API courses;
- Facilities;
- Occupational Health and Safety.
- Student Body
- Legislation information
- Explanation of Legal Services, emergency and health services available
- Student visa condition
- Accident report

For further information, please see the course information documents or contact the Administrator.

# **POLICY FOR INTERNATIONAL STUDENTS**

## **Introduction**

API will recruit international students in accordance with the *National Code of Practice for Registration Authorities and Providers of Education and Training for International students* (The National Code) and the *Education for International students Act 2000* (ESOS Act).

Under the ESOS Act and the National Code, international students are required to:

- Be 18 years or older at the time of enrolment;
- Maintain full-time enrolment;
- Attend at least 85% of scheduled course (subject) hours across all courses;
- Maintain satisfactory academic progress;
- Keep their educational institution informed of their residence of abode at all times.

## **Provision of Information**

Prior to accepting the offer of a place to study in Australia, the prospective students must have received the following information:

- A general description of the course content and duration
- Details of the qualification or accreditation gained on completion of the course enrolled
- Teaching and assessment methods used (including any field trip or work experience requirements)
- Details of any other provider involved in providing the course including the provider's location and if applicable, any recognition of prior learning arrangement.
- A description of the facilities, equipment and the learning resources available to the students undertaking the course.
- Details of student counselling and support services available to International students in the transition to life and study in a new environment, including legal services, emergency and health services, etc.
- An accurate representation of the local environment in which students will be studying including location of the campus and indicative costs of living.
- An itemized list of all fees payable to API.
- The grounds on which the student's enrolment may be deferred, suspended or cancelled
- Information on the required level of English language proficiency, education qualifications and work experience required for the student admission.
- Details of Australian Government policies in relation to school-aged dependents accompanying them to Australia i.e. they will be required to pay full fees if they are enrolled in either a government or non-government school.
- Any applicable pathway agreements
- Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- The circumstances in which personal information of the student may be shared between API and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.
- Complaint and appeal processes
- Any student visa condition relating to course progress and/or attendance as appropriate

- Information about the grounds on which the student’s enrolment may be deferred, suspended and cancelled
- A description of the ESOS framework made available electronically by DEEWR, and
- Relevant information on living in Australia, including:
  - i. indicative costs of living
  - ii. Accommodation options, and
  - iii. Where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

### **Orientation for commencing International Student**

Commencing International students will be invited to an orientation program prior to the commencement of their course.

### **Full time enrolment**

All international students are required to enrol full time. Full time is defined by the 100% of the nominal course load as stated in the prospectus and the student handbook.

However, exceptions are valid for final semester of the course where less than a full time load remains to be completed or a subject or two needs to be repeated.

Note: The decision as to whether an international student’s visa is extended to cover study beyond the original visa period granted is the responsibility of the Department of Immigration, and Citizenship (DIAC). DIAC will consider API’s recommendation but is not bound by it.

### **Late Enrolment**

The Principal or Director of Studies must approve enrolment if student commences their program two weeks after the commencement of term. This will be decided on a case-by-case basis.

### **Deferment/Suspension or cancellation of enrolment**

Refer to the deferment/suspension or cancellation of enrolment

### **Satisfactory Academic Performance/Progress**

International student visas require the students to fulfil all course requirements including satisfactory academic performance. For further details, please refer to the monitoring progress policy.

API keeps a record of every student’s academic performance to track their learning progression throughout their course enrolment.

API expects all students to be committed to their learning including taking responsibility for their own academic progress. Course Progress are defined as below

- Satisfactory Progress- Students are deemed to have made satisfactory progress when they are: deemed competent in more than 50 percent of the units of competency in any study period.
- ‘At Risk’ of not meeting satisfactory course progress – Students are deemed to be ‘at risk’ of not meeting satisfactory course progress when they are deemed Not Yet Competent in 50 percent or more units of competency in a single study period.
- Not meeting satisfactory course progress – Students are deemed to have not made satisfactory progress when they have:

- (a) been deemed Not Yet Competent in 50 percent or more units of competency in two consecutive study periods
- (b) failing to pass the same subject after repeating it.

A study period is the full course for a 12 weeks' course or one term for a one year or 36 weeks' course

The students' assessment results are monitored closely by the lecturers and administrator. If a student is at risk of failing to achieve satisfactory course progress, a warning letter will be sent by the first week of the following term advising them of their unsatisfactory course progress. The warning letter will advise students that not achieving satisfactory course progress for two consecutive terms will be deemed as a breach of their visa requirements and be reported to DIAC.

The warning letter will advise the student they must make an appointment with the Director of Studies to discuss intervention strategies and support to improve their performance. The intervention strategy will be activated via a face to face meeting with the Director of Studies where an appropriate plan of action is provided for the student and agreed upon via a Monitoring Agreement. The administrator will arrange for a meeting between the student and the Director of Studies. The Director of Studies may suggest different strategies/intervention to help the student e.g. pastoral counselling in study skills, special tutorials, buddy system, etc.

Where the college has assessed the student as not achieving satisfactory course progress i.e. the students have been deemed not yet competent in 50% or more units of competency in two consecutive study periods or failing to pass the same subject after repeating it the college must notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The written notice will inform the student that he or she is able to access the college's complaints and appeal process and that the student has 20 working days to do so.

Students would not be reported (for poor progress) where extenuating circumstances prevail (such as extended illness, family crisis etc.)

Where the student has chosen not to access the complaints and appeal processes within the 20 working day period, withdraw from the process, or the process is completed and results in a decision supporting the college, the college must notify the Secretary of DEEWR through PRISMS of the student not achieving satisfactory progress as soon as practical.

For further information, refer to the Monitoring Progress Policy on [www.apinstitute.qld.edu.au](http://www.apinstitute.qld.edu.au)

## **Completion within expected duration**

It is the expectation of the college that all students complete the course within the expected duration was specified on the student's COE. In monitoring this enrolment load, API/ICCollege will ensure that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.

The college may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified in the student's COE, as the result of:

- a. Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the college was unable to offer a pre-requisite unit)
- b. The college implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress or

- c. An approved deferment or suspension of study has been granted.

Where there is a variation in the student’s enrolment load which may affect the student’s expected duration of study in accordance to the above mentioned reasons. API will record this variation and the reasons to it on the student file. API will correctly report the student via PRISMS and/or issue a new COE when the student can only account for the variation/s by extending his or her expected duration of study.

API may allow the student to undertake no more than 25% of the student’s total course by distance and/or online learning. However, API must not enrol the student exclusively in distant/online learning units in any compulsory study period.

Except in the circumstances specify in the above mentioned paragraph the expected duration of study specified in the student eCOE must not exceed the CRICOS registered course duration.

**Attendance**

International students must undertake full-time studies. They will be in breach of visa condition 8202 if they attend less than 80% of the scheduled contact hours The attendance calculation period is defined by the length of the qualification (if the course is 12 weeks or less) or 18 weeks (if the qualification is 36 weeks and run over four terms of 9 weeks each). Attendance of all international students is recorded systematically (including non-attendance due to illness, evidenced by a medical certificate, or other exceptional compassionate circumstances beyond the control of the student, e.g. bereavement).

The administrator monitors the attendance records every week and will advise the principal/Director of Studies if a student has been absent for more than two (2) consecutive training days without approval or where the student is at risk of not attending for at least 80% of the scheduled course contact hours for the course in which he or she is enrolled in (i.e. before the student’s attendance drops below 90 per cent).

Students who are identified as not meeting the minimum requirements will receive formal warning letters as follows and these will be kept on file.

Level	Actual Attendance	Letter
Level One	90%	Informing Letter
Level Two	85%	Warning Letter 1
Level Three	83%	Warning Letter 2
Level Four	80% and under	Notice of Intention to Report Access Appeal and Complaint

The principal/administrator will then contact the student to assess the reason for non-attendance. Compelling and compassionate circumstances that have led to a breach of attendance will be taken in consideration. The principal may arrange for the student to go through counselling. Compelling and compassionate circumstances are generally those beyond the control of the student and which have an impact upon the student’s course progress or wellbeing, they may include serious illness, death of close family member, natural disaster in student’s home country, etc.

Once the principal/Director of Studies has assessed the student as not achieving satisfactory attendance for the course, which is defined as 80% and below the college will notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The written notice will also inform the student that he/she is able to access the college’s complaints and appeal process and that the student has 20 working days in which to do so.

Where the student has chosen not to access the complaints and appeals processes within the 20 working days period, withdraw from the process, or the process is completed and resulted in a decision supporting the college, the college will notify Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance as soon as practical.

Refer to good policy on API website for further details.

### **Advising DEEWR on course variation and academic progress**

The Director of Studies will be responsible for advising DEEWR, via PRISMS, of any course variation; once information is provided by the administrator. This will include when:

- An international student completed course earlier than original expected completion date
- A student fails to commence his/her study with API
- A student cancels his enrolment with their registered educational provider
- A student takes a leave of absence
- A student leaves API and transfer to another educational institute)
- A student fails to meet course requirements
- API cease to continue being an educational provider
- A student is suspended or expelled from API
- A student change their program at API
- A student visa granted against cancelled eCOE
- Student deferring /Postponing Studies
- Enrolment has been cancelled

The course variation will be reported as soon as practicable. Note that failure to meet their visa conditions relating to attendance will be reported even when a medical certificate is present.

### **Recognition of Prior Learning (RPL)**

RPL may be granted to international students in accordance to API general policies on RPL.

If API grants an international student RPL leading to a shortening of the students course, API will have to do either of the following:

- If the RPL is granted before visa grant, API must indicate the actual net course duration (as reduced by RPL) in the eCOE issued for that student for that course.
- If the RPL is granted after visa grant, API must report the change of course duration via PRISMS. In such cases, API will inform students that it is a prerequisite condition on their visa to be enrolled in full time study. If they finish their course early, the student must either enrol in another CRICOS registered course or depart Australia immediately unless they have been given authorization by DIAC to remain in Australia.

### **Refund agreement**

Prior to the student making any payment to API, the student will sign a refund agreement which is in accordance with the Commonwealth and State Consumer protection law as well as the National Code.

The content of the refund agreement will cover:

- Refund provisions to apply where a student defaults, i.e. a student does not start a course on the agreed date, or withdraws before its completion.
- The agreement must state clearly (if any) other circumstances in which API would provide a refund.

- The written agreement must also state clearly that API's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
- The refund will be paid within 4 weeks upon receiving a written claim from the student.

**Refer to the refund policy for other terms and conditions.**

**Transfer to another Provider**

Full-time International students are required to stay on with API for a minimum period of 6 months. This is in accordance with the specified timeframe of their visa application with API as their educational provider.

If you are enrolled with API and wish to be transferred to another registered provider within six months of your primary course at API, the following process will be followed:

- You must request for the transfer in writing. The request must be accompanied by a formal letter of the offer from the new provider.
- You will have to stipulate the reasons for the transfer in writing. You will then be interviewed by the Principal or the Director of Studies. In the interview the following issues will be discussed: reasons for the transfer, the impact upon your visa, financial aspect of the transfer, etc.
- The Principal/Director of Studies will make a decision whether to provide a letter of release. A letter of release can be refused in the following circumstances

If the transfer will be detrimental to the student. The college may form the opinion that the transfer may be detrimental if one or more of the following factors are present:

- it may jeopardise the student's progression through a package of courses;
- within 2 weeks of course commencement;
- as this indicates that the student may not have given enough time to appreciate the merits of the current course and may be needing further support services from the College to enable them to transition to life and study in Australia

If API believes that the student is trying to avoid being reported to DIAC for failure to meet attendance or academic progress requirements.

*A letter of release will only be granted in the following circumstances:*

- A valid enrolment offer from another registered provider is provided to API
- A completed Change Provider Form, detailing the reasons and benefits to the students by enrolling in the course delivered at another registered provider;
- Where the student is under 18, a written confirmation stating that the student's parental or legal guardian supports the transfer; and if the student is not being cared for in Australia by a parent or a suitable nominated relative, a written confirmation stating that the another registered provider will accept the full responsibility for approving the student's accommodation, support and general welfare arrangements (in line with Standard 5 of the National Code).
- a student can provide evidence that he or she was misled by the provider or an education or migration agent regarding the provider or its course, which constitutes a breach of the ESOS Act, or an appeal (internal or external) on a matter that may reasonably result in the student wishing to seek a transfer supports the student.

- Within 14 days of your written request, the college will either grant a letter of release along with a withdrawal form (which must be completed to receive the refund) or a letter advising that the transfer request has been declined, with detailed reasons.
- If your transfer request is declined, the student is also informed that he/she can access the college's complaint and appeal process within 20 days from the date of the letter of refusal of release
- If you have already completed six months in your course of study at API, you do not need to go through the process. You will however need to submit an Intend to Withdraw form accompanied by a formal letter of offer from another provider.

### **Agent**

API will not accept or continue to accept International students recruited by an agent, or authorize an agent to use PRISMS on their behalf, if they know, or reasonably suspect the agent to be:

- Engaged in dishonest practices. This includes suggesting to International students that they come to Australia on a student visa with a primary purpose other than full time study.
- Facilitating the enrolment International students who do not comply with the conditions of their student visas.
- Engaged in misleading advertising and recruitment practices.
- Using PRISMS to create eCOEs for other than bona fide students.

## **COURSE CODE OF CONDUCT**

### **Introduction**

API is committed to providing an environment that upholds high standards of etiquette, ethics, morality and courtesy.

### **Definitions of Behavioural Expectations**

- **Punctuality:** Students and staff are expected to be punctual in arrival at the beginning of class sessions and in their return from breaks. If for some reason a student or staff member is going to arrive late for classes, it is expected that a phone call to the Administrator will be made, explaining the circumstances surrounding the late arrival.
- **Absences:** It is expected that students will attend all classes for which they have enrolled. If, on the day, the student is unable to attend, it is expected that a phone call explaining the absence will be made to the Administrator before the commencement of class. If the student is away for illness for more than three lectures in any one course, it is expected that a doctor's certificate will be supplied to the Administrator explaining further absences. International students are required to supply a medical certificate for every absence due to illness.
- **Leave of Absence:** Students must apply for leave of absence for any time away from API during a course. Applications for leave of absence must be made at least two weeks before the desired time away. Application forms for leave of absence are available from the Administrator.
- **Change of address:** Students must notify API immediately if there is any change of address or contact details.

- Non-payment of fees: The non-payment of fees is considered in most cases to be a problem of personal character and integrity on behalf of the student. API insists that all fees be paid according to the course information documents.
- Etiquette: Students and staff are expected to be well mannered towards each other. i.e. from student to staff, from staff to student, and from student to student. Rudeness will not be tolerated & may result in their removal. The assessment of attitude is an on-going integral part of competency-based training & may be extended outside formal training & assessment times.
- Mobile phones: These are to be switched off during lectures.
- Security: It is your responsibility to ensure that all valuable items (handbags, mobile phones, wallets, lap-tops etc) are not left unattended. API will not be held responsible for any loss or damage to personal property.
- Honesty and Integrity: It is expected that all members of the API community will live in honesty and with integrity both in the training facility and away from the training facility.
- Harassment: Any conduct (verbal, written or physical) that is unwanted, unwelcome & unsolicited and which may be intimidating, offensive or demeaning to any individual or group of people, - will not be tolerated from or to any members of the API community. Discriminatory remarks toward another based on age, sexuality, gender, cultural background, group or any other such indicator is strictly disallowed.
- Drugs: Students who are under the influence of alcohol or illegal drugs will not be allowed access to the training facility. Students will be offered appropriate counselling to correct their behaviour. API is obliged to take necessary legal action where appropriate.
- Smoking: Smoking is not allowed in the training facility or near the entranceway to the facility.
- Academic misbehaviour: Any form of collusion with the assessor, fellow students, submission of work done by another, cheating, distracting behaviour during training is disallowed & may result in the student being dismissed.

### **Consequences of Behaviour**

Disciplinary measures for infringement of the regulations may be imposed. These could include:

- Verbal Warning
- Written warning with copy kept in person's file.
- Work assignments
- Probation
- Suspension
- Expulsion
- In the case of cheating on an assignment, while all the above would apply, the student may also be asked to repeat the assignment.

For international student, the College may temporarily suspend the enrolment of the students on the ground of misbehaviour as listed above. The student will be informed that deferring, suspending or cancelling his/her enrolment may affect his/her student visa. Where deferral, suspension or cancellation is

initiated by API, students will receive a notice of *Intention to Defer, Suspend or Cancel Enrolment*. This notice will clearly identify that a student will be given 20 working days to access the college's internal complaints and appeals process. When the appeals process is initiated, API will still keep the student's enrolment until the internal appeals process is completed, unless extenuating circumstances relating to the welfare of the student apply. API reserves the right of not providing learning opportunities during this process should it be deemed appropriate.

## **ATTENDANCE**

### **Introduction**

Students are encouraged to aim for 100% attendance. Failing to attend classes may result in difficulties in keeping up with learning curriculum. Job interviews, medical or legal appointments etc should be timed outside of training hours.

If a student's attendance falls below 90% of their chosen program (without prior permission given by the Director of Studies or through illness), any additional training required may incur additional charges.

### **Sickness**

In the event of sickness, students are required to issue a medical certificate to the Administrator upon their return to the course. This must be produced within one week of their return or their absence will be regarded as unacceptable.

### **Absent on the Day of Assessment**

Where a student is absent on the day of an assessment, it is their responsibility to arrange with their facilitator and/or assessor for a suitable due date for the assessment. The time frame allowed for such extension of assignment is typically an extra week after the original assessment date for their assessment. Students may be asked to pay an additional fee.

### **Procedure**

Training sessions start promptly as scheduled. Timetables are available for pickup from the Administrator's office. Late arrival is considered to be rude & disruptive to the lecturer as well as fellow students. Continued lateness will be noted & action will be taken.

Lecturers will mark the attendance roll at the beginning of each lecture. Such information will be given to relevant Government departments or employers where students have been awarded with tuition funding.

The attendance rolls are also necessary for OH&S purposes, e.g. if a building needs to be evacuated and people accounted for.

## **ASSESSMENT**

### **Introduction**

All assessments are competency-based & designed to determine whether the student can meet the target competencies. Assessments are designed to ensure that students have attained competent skills, knowledge and attitude in different areas of training. Students who are unable to meet the target competencies by a given date, or who successfully appeal their original assessment, may apply for reassessment at a later date.

### **Assessment criteria**

Assessments' criteria in API are in accordance with the National Assessment Principles. They conform to the standards of the Australian Quality Training Framework, specifically the Learning & Assessment Strategies. All assessments have been prepared appropriately to meet students' needs & the program delivery format.

### **Assessment design**

Assessments may take various forms & in any combination including demonstration of practical skills, presentations, projects, oral/written tests, assignments etc. Assessment methods to ascertain competencies include assignments, interview, role play, class presentation, case study, project, written test, log book, and practical application of skills.

Assessments must be completed within the specified designated time frame unless alternative arrangements have been made with the Lecturer/Assessor. Should students not complete their assessments within the designated time frame, they would have to apply for an extension date with the Lecturer and record it on the Application for Extension form. An additional fee may be payable.

### **Requirements**

Students are required to achieve competency in two out of four modules per term. Failure in doing so will result in a studies review with the Principal or Director of Studies. If this is repeated in the following term, they will automatically be put on academic probation.

For International students, they will be reported to DIAC for unsatisfactory academic performance, which may lead to the discontinuance of their student visa. Students who fail to achieve competency in a module after two attempts may also be considered to have unsatisfactory academic performance unless exceptional circumstances exist.

No certificate will be issued until all components of the assessment have been reviewed and passed.

Your lecturers/facilitators will discuss with you the methods of assessment for each module.

For an overview of the assessment methods usually used to assess students in your course, see the course information documents.

## **ASSESSMENT APPEAL**

### **Procedure**

In the event that a student wishes to appeal the Assessor's assessment decision, then he/she should follow this process:

1. Students need to feel free to discuss any issues of appeal initially with the facilitator.
2. A record of ALL appeals (formal and informal) must be sent to API office.
3. If the student feels the need to take this further, then a formal appeal can be lodged either with the Administrator / Director of Studies or to the facilitator on the appropriate form. Forms are available from the Administrator.
4. Appeals are to be lodged within 14 days of the student's receiving the results of assessment.
5. Staff members are to discuss all appeals with the Director of Studies BEFORE responding to the appeal.

6. However, the staff member is to communicate to the student that a process of review has been set in motion. Such communication must be made within seven days after an appeal has been lodged.
7. The Director of Studies is to encourage the staff member to do a self-evaluation of the re-assessment request, taking into account the student's comments, and to report back to the Director of Studies within seven days.
8. If the staff member feels that the original assessment decision should remain, the Director of Studies will ask two other facilitators with relevant competencies (either at API or at another RTO) to undertake an independent assessment of the student's material.
9. The reports from the independent assessors shall be lodged with the Director of Studies within 14 days of their accepting the task.
10. The results shall be tallied and the majority decision followed. That is, at least two of the three assessors (i.e., the original assessor plus the two independent assessors) will need to agree in order for a decision to be established. i.e. if the two independent assessors agree against the original assessor, then the decision of the original assessor will be set aside and
11. The decision of the latter two accepted. If at least one of the independent assessors agrees with the original assessor, then the original decision shall stand.
12. The Director of Studies shall communicate the final decision in writing to the student including the reasons for the decision.
13. At the next meeting of the API Board of Management, the Director of Studies will advise the Board of the appeal, the action taken and the result.
14. If the student feels that the matter is not satisfactorily resolved, then the student will be referred to external organisations of appeal (e.g. Anti-discrimination Board, D.E.T. complaints).
15. No fee will be charged for any appeal of assessment.

## **COMPLAINTS & GRIEVANCES PROCEDURE**

### **Introduction**

API is committed to maintaining an agreeable atmosphere & satisfaction with its program and outcomes. A copy of this policy will be given to the students before a contract is entered into or an amount is paid, whichever happens first and again within 7 days after the students start attending their course as required by E(OS) regulation 1998 section 8. However, in the case of a complaint or grievance, this policy allows for the following at three different stages: Initial procedure, Independent committee and External Authorities.

### **Initial procedure**

1. The student is encouraged to approach a staff member or the person concerned in the dispute.
2. If however, the student feels unable to do so, he/she is encouraged to approach the Administrator. In doing so, the student may go alone, or he/she may wish to ask another student to go with him/her as the approach is made.

At this point a Complaints & Grievances Report Form should be submitted. This form can be found in the Policy & Procedures manual.

### **Independent committee**

3. If the student is reluctant to do that or is unhappy with the outcome, then they are encouraged to approach the Independent Grievances / Appeal Committee of API, and the student may request to formally present his or her case to the committee in person.
4. The chairman of the Independent Grievances/Appeal Committee within seven days, giving the date of the Board Meeting/teleconference in which the grievance will be addressed and inviting the student to attend/teleconference if the student so desires.
5. If the complaint or appeal is shown to be substantiated a written statement outlining the decision of the Board, including steps to be taken to remedy the situation, will be communicated in writing to the student within 21 days of the Board meeting/teleconference. If the Committee feel that the complaint or appeal are unsubstantiated a written statement outlining the decision of the Board, including reasons, will be communicated in writing to the student within 21 days of the Board meeting/teleconference.

### **External Authorities**

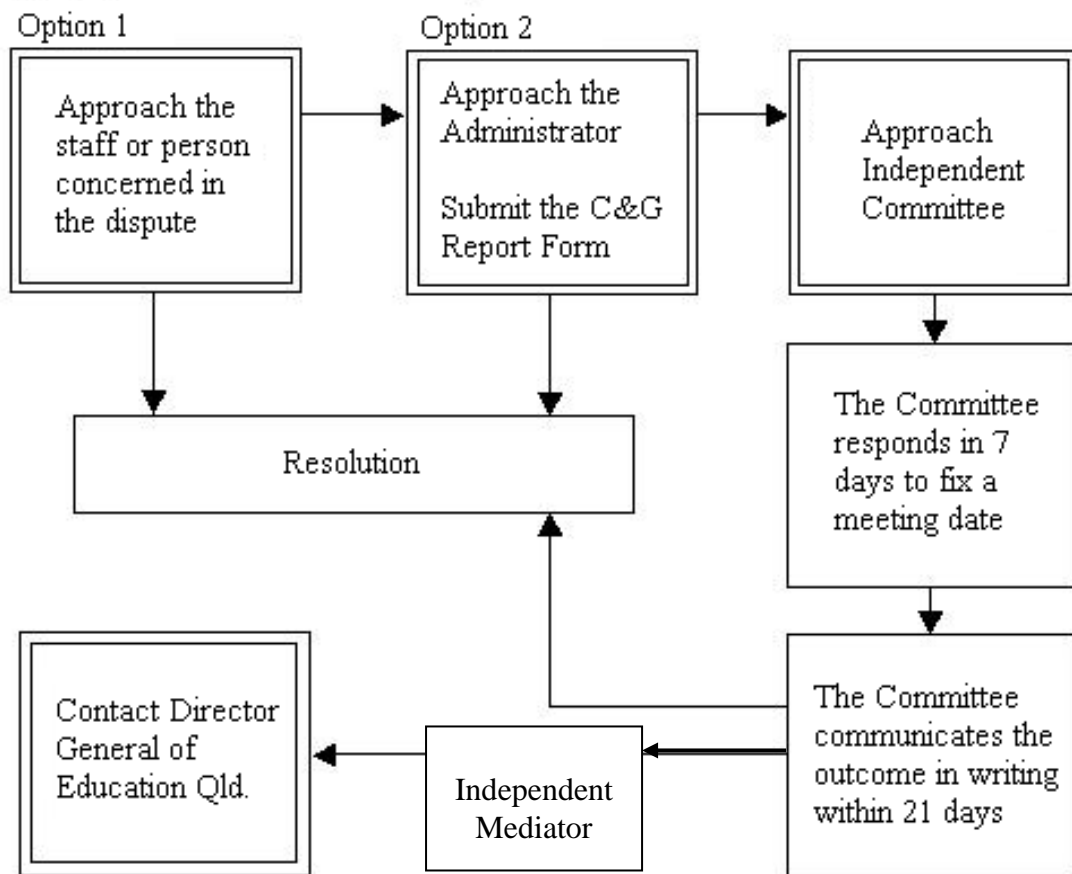
6. If the student feels that the matter is still not satisfactorily resolved then the student will be referred to external organisations of appeal. If the student is dissatisfied with the outcome of the complaint/grievance, the student is advised that they may make an appeal against the decision made by API/ICCollege to an independent mediator.

#### **Independent mediator contacts:**

Dispute Resolution Branch  
Department of Justice & Attorney General  
13<sup>th</sup> Floor Central Courts Building  
170 North Quay QLD 4000

Toll Free number 1800 017 288

7. The student can contact the State Registering Authority, who could authorize to suspend or cancel the registration of a provider or course. Complaint should be made to:  
Manager  
International Quality Unit  
LMB 527  
Brisbane 4001
8. The complaints and grievances resolution process described in the policy does not prevent the student from exercising his/her rights to other legal remedies.
9. All complaints and grievances and their outcomes are to be documented and a copy sent to API office within seven days.



### **Student Body**

The API Student Body is a forum for students to offer feedback on their classes and discuss any difficulties they may be encountering. The Student Body comprises student representatives from each module being offered for a term, (wherever possible each module is represented by a different student) and staff representatives of the Principal, and Director of Studies.

Student representatives are responsible for canvassing the class for points of concern and general feedback, specifically areas that can be improved.

Student Body meetings are held twice a term, in weeks 5 and 11.

Feedback and issues raised in Student Body meetings will be addressed at the subsequent API staff meeting. Feedback from the Student Body and staff meetings will be disseminated to lecturers accordingly.

## **OCCUPATIONAL HEALTH AND SAFETY**

API observes all occupational health & safety legislation. Participants are notified of their health & safety obligations which include:

- Follow all OHS&W policies and procedures
- Report all hazards to the Administrator
- Comply with all lawful instructions
- Not behave in a wilful and reckless manner
- Exercise due care and attention to their work
- Use any necessary safety equipment and protective clothing provided.

## **Health and Safety Rules**

- No smoking at or near the training facility or API office
- No alcohol or drugs at or near the training facility or API office
- Know and observe OHS&W rules
- Know and observe details of emergency response and evacuation plans
- All work at heights must have permission of the Administrator before commencement
- Do not undertake work for which you are not qualified. e.g. electrical maintenance
- Be responsible for your own actions and do absolutely nothing to endanger another person's health or safety.
- Report all potential hazards, accidents and near misses to the Administrator.
- **Keep work areas neat and tidy at all times**
- Seek assistance if required to lift heavy items
- Observe hygiene standards located in kitchen areas
- Be aware of the hazards of sitting for extended periods at computer screens and sit appropriately, and rest as necessary.
- Electrical equipment that is malfunctioning must be brought to the attention of the Administrator or lecturer/facilitator.

Visit the Department of Employment and Industrial Relations website for further information and to access the actual legislation, at [www.deir.qld.gov.au/workplace/law/legislation/index.htm](http://www.deir.qld.gov.au/workplace/law/legislation/index.htm).

## **Fire Safety**

During API orientation, students will be briefed on the necessary procedures involved in evacuation and the location of fire equipment.

## **First Aid**

Provision for first aid facilities is available where training is delivered.  
All accidents must be reported to the Administrator or Lecturer/Facilitator.  
Occupational Health and Safety will be part of your orientation.

## **CODE OF PRACTICE**

### **Legislative Requirements**

API will meet all relevant legislative requirements of State and Federal Government.

Workplace Relations and Vocational Placement Standards will be met at all times, in particular:

- Copyright laws as they apply to computer software and photocopying are observed
- Compliance with OHSW & all other statutory and industrial award agreements is observed, as per the OH & S Regulation 2001 & associated legislation

API is committed to providing a safe and equitable training environment for both students and staff. API expects all staff to be familiar with the various pieces of legislation that affect not only their own working conditions but also the conditions of students.

Students will be notified of changes to legislation via the student notice board and through email where available.

### **Access and Equity**

API is committed in providing training and assessment for a diverse range of students. Regardless of race, gender, age, social-status, socio-economic background, cultural affiliation, marital status, sexuality, pregnancy or educational background or any disability that may be present, inferred or pending, API will allocate resources (including human resources) and the right to equality of opportunity without discrimination. All students will be recruited ethically and responsibly, in consistence with the requirements of the curriculum. API's Access and Equity policy ensures that student selection decisions comply with equal opportunity legislation and the needs of individual and students and the community as a whole are met.

Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

For further information, please contact the Administrator.

### **Quality Management Focus**

API aims to deliver high quality student focused services, with a focus on continuous improvement. We value feedback from our students, staff and employers for incorporation into future programs.

### **Client Service**

At API, we are strongly committed in offering world-class education through the delivery of training. In particular, we have client service standards to ensure timely issue of student assessment results and qualifications. These will be appropriate to competence achieved and issued in accordance with national guidelines.

Our quality focus includes Recognition of Competency, a fair and equitable Refund Policy, a Grievance and Appeal Policy, an Access and Equity Policy and student welfare and guidance services.

API is committed in providing relevant practical trainings for students. Where necessary, arrangements will be made for students requiring literacy and/or support programs. We will take every opportunity to ensure that this information is disseminated and well understood by all students and staff.

Our student orientation and information sessions will ensure that all fees, charges, course content, assessment procedures and vocational outcomes will be explained to students before enrolment.

### **External Review**

API programs are of high quality accreditations with annual external monitoring and audit processes required by the state training agency. This includes random quality audits, audit following complaint and audit for purposes of re-registration.

### **Management and Administration**

API has policies and management strategies which ensure proper financial and administrative practices. The Management guarantees the organisation's sound financial position and safeguards student fees until they are being used for training/assessment. We have a fair and equitable Refund Policy for students who may withdraw from our programs. Student records are managed securely and confidentially and are available for student perusal on request. In addition, API has adequate insurance policies.

## **Marketing and Advertising**

API markets the vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, the Institute ensures that no false or misleading comparisons are drawn with any other training organisation or training product.

## **Training and Assessment Standards**

API lecturers possess appropriate qualifications and experience to deliver training and facilitation of assessments. Assessments have been planned to meet the criteria set by National Assessment Principles (including Recognition for Prior Learning and Credit Transfer). Adequate facilities, equipment and training materials will be utilised to ensure that the learning environment is conducive for students.

## **Employment Policy & Practice**

API offers equal opportunities for all employees.

## **Sanctions**

API honours all guarantees outlined in this Code of Practice. We understand that if we do not meet the obligations of this Code or support regulatory requirements, we may have our registration in CRICOS withdrawn.

# **COPYRIGHT**

## **Introduction**

All the material presented as part of this course is held under copyright.

Many of our lecturers/facilitators use their own materials which are created by them and provided to improve students' learning at no cost. Therefore, attendance at this course does not infer permission to use any material including but not limited to; written work, games, training tools & techniques.

Facilitators are permitted to give permission for the students to use materials created by them. For any other material, written permission must be obtained from the copyright holder.

## **Copyright Limits**

Copyright laws as they apply to computer software and photocopying are observed in compliance with the *Copyright Act 1968*.

Whether staff or students are copying for their research or for teaching purposes there are limits on how much of a book, journal or other copyright material can be copied.

- For books - 10% of the total number of pages or one chapter (whichever is greater)
- For a journal or newspaper article, not from a Library electronic journal database - one article per issue of a journal can be copied.
- For a journal or newspaper article from a Library electronic journal database – depends on the terms and conditions of that database.
- For musical notation – 10% of the number of bars
- For an image – all of the image if from an electronic source, or all of the image if from a hardcopy source and the image is **not** separately published and available for purchase, or all of the image if it is included as part of text and it exists to illustrate or explain the text.

Permission is needed from the copyright owners before an audio-visual recording may be copied. There are two exceptions to this:

- Copying of limited amounts of audio-visual recordings for research and study.
- Copying audio-visual recordings of TV or radio broadcasts for teaching purposes under the Screen rights Licence

## **STUDENT SUPPORT**

### **Introduction**

API endeavours to provide all assistance, welfare and guidance services necessary to enable each student to reach competence including the follows.

### **Counselling**

Confidential counselling and referral services on matters of a personal nature are available to students. Any client showing signs of distress is encouraged to discuss this with their lecturer, the Pastoral Care Coordinator, the Administrator, or the Director of Studies. Professional external assistance may be called upon to assist the student.

### **Emergency Services**

Emergency services such as police, ambulance, fire and rescue are provided by the Queensland Government.

In an **emergency situation dial 000 (triple zero)** for:

- Police, or reporting a crime in progress
- Ambulance
- Fire and Rescue.

When the emergency service's operator answers your call, you should be prepared to give your name, address, telephone number and the type of service that you require.

### **Support Services**

There are a range of support services available to which referral for specific needs will be possible if necessary. Some of these include:

- Centrelink – Ph. 13 1021
- Centrelink Family Assistance Office – Ph. 13 1524
- Lifeline – Ph. 13 11 14
- Alcoholic Anonymous (07) 3255 9162
- Gambling Helpline 1800 222 050
- Queensland Housing Crisis Line (07) 3367 2522  
(for temporary accommodation)
- Telephone interpreter service 13 14 50
- Domestic Violence Telephone Service 1800 811 811
- Peter Janetzki & Associates (07) 3822 8336  
(Christian counseling service)
- Legal Aid Call Centre 1300 65 11 88
- Women Legal Service (Brisbane) (07) 3392 0670
- Teen Challenge Queensland (07) 3422 1500

## **Learning Assistance**

API is committed to assisting students to master the learning skills that are necessary to reach their full academic potential. Learning support is available to all students enrolled at API.

Learning assistance is provided in the areas of:

- Study skills - Motivation, organisation, reading, writing, listening, memory techniques and exam stress management.
- Language, Literacy & Numeracy (LLN) – Students needing LLN support are either identified by the lecturer/facilitator or the student approaches a staff member & expresses their concerns. In most cases, LLN support can be given. Where only a low level of support is needed, the Administrator or her delegate may arrange for the student to receive extra-curricular assistance. Where extensive support is needed, specialised LLN classes may be set up which may attract a fee. Alternatively, the student may be referred to specialist services. English as a Second Language Applicants whose secondary or tertiary education was undertaken in a language other than English will need to provide evidence that they meet the minimum English language proficiency requirements for entry into the course, i.e. an IELTS (International English Language Testing System) score of 5.5 or a TOEFL score of 550 for Certificate IV or Diploma of Multicultural Ministry courses There is no IELTS requirement for Certificate I, II, III and IV in Spoken and Written English.
- Students requiring additional assistance will be encouraged to access a Language, Literacy & Numeracy Program through:
  1. Centrelink. (Currently there are 54 Registered Training Organisations contracted to deliver assessment and training services under this program).  
National Office: Director  
Literacy & Numeracy Section  
LOC 736  
PO Box 9880 Canberra City ACT 2601  
Ph 02 6240 59366 Fax 02 62240 7439  
[www.deewr.gov.au/llnp](http://www.deewr.gov.au/llnp)
  2. Alternatively, the student may contact the Adult Literacy telephone referral service 1300 6555 06 for advice & referrals to over 1200 providers of Adult literacy & numeracy across Australia.
- Specialised educational support: Where necessary an Individual Educational Plan (IEP) will be developed to ensure that API's curriculum is inclusive for the student. This process will consist of a number of phases.
  - i.* Information gathering
  - ii.* Hold an IEP meeting with student, facilitator and tutor or specialised facilitator to circulate outcomes. These outcomes include a document stating the goals for the student for the next term and training/tutor programs to support these prioritised IEP goals.
  - iii.* Determine the current level at which the student is functioning. Document the plan (IEP) for the student. Design a training/tutor program.
  - iv.* Implement the program and monitor the student's progress.
  - v.* Evaluate, monitor and modify the program regularly. Evaluate the student's performance within the program and API activities. Have the student reflect and evaluate own performance in relation to the plan. Evaluate the effectiveness of the plan.

**For information on how to access these support services, please contact the Administrator, Cherry Tin during office hours 07 3257 1868**

## Accommodation Option

API is acting as a referral in arranging accommodation for students.

Students who are over the age of 18, can choose to find their own accommodation. Housing options include:

- Share accommodation: your own bedroom in a shared flat or house which generally involves sharing rental, Electricity/gas and phone bills. (Prices start at about \$100/week)
- Private board: Your own bedroom, usually in family home, meals included. (approx. \$200/week)
- Renting a flat: Single bed/living room with its own basic kitchen, and often a shared bathroom. (approx. \$150-200/week)
- Renting a house or flat: One or more bedrooms, a kitchen, bathroom, living area, and usually laundry. (Approx. \$350 for a 3 bedroom house)

Please note that these prices will vary from year to year and even throughout the year. Please go to [www.realestate.com.au](http://www.realestate.com.au) for more information and pricing about renting.

## COST OF LIVING

The cost of living is estimated as the following:

For 1 person only

Rent \$120 - \$280 per week

Food \$60 - \$100 per week

Gas, Electricity, Water, Telephone \$25 - \$50 per week

Transport \$15 - \$35 per week

Other (entertainment, clothing, toiletries, postage, etc):

\$40 - \$100 per week

Medical consultation \$32 - \$68 per visit (General Practitioner not Specialists)

To get a better idea of what it costs an individual student to live in Brisbane, including food, transport, entertainment and other general living costs, go to the following websites:

<http://www.woolworths.com.au/>

<http://www.ourbrisbane.com/> and

<http://www.ourbrisbane.com/transport/>

Any school-aged dependants accompanying international students in Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

## EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS) FRAMEWORK

Please visit <http://aei.gov.au/AEI/ESOS/default.htm> for more information on the ESOS framework.

**THANK YOU FOR TAKING THE TIME TO READ THROUGH THIS STUDENT HANDBOOK.**

**PLEASE NOW SIGN THE DECLARATION ON THE FOLLOWING PAGE AND RETURN IT TO THE ADMINISTRATOR TO COMPLETE YOUR ENROLMENT.**

[intentionally leave blank]

## **STUDENT AGREEMENT**

I, \_\_\_\_\_ (full name) have carefully read through all the information given to me by Asian Pacific Institute also trading as International Christian College as detailed:

1. Student Written Agreement
2. Enrolment Form
3. Student Handbook

I understand all the rules and regulations specified. I agree to abide with the terms and conditions of enrolment expected of a student enrolled at API/ICCollege, particularly in Student Handbook pertaining to *Entrance Requirements*.

I have read and understand the policies stated in the Student Handbook and related documents, agree to abide with the Policies that apply to the International Students.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

<p><b>Personal information:</b></p> <p><b>Full Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____</p> <p><b>Name of Agent (if any):</b> _____</p>
--

**(Please return this form to the Administrator to complete your enrolment)**

<p>Office Use – Application Checklist</p> <p>Date Received: _____</p> <p>Student Number: _____</p> <p>Student Fee Refund Agreement Signed: _____</p> <p>Orientation Checklist undertaken: _____ Date By whom</p>
--

# api ASIAN PACIFIC INSTITUTE

A NEW GENERATION OF LEADERS FOR AN EVER CHANGING WORLD

## Newstead Campus

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Newstead QLD 4006  
Australia

## Valley Campus

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[www.iccollege.com.au](http://www.iccollege.com.au)



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