



*Committed to Education & Learning*

**AUSTRALIAN ACADEMY OF MANAGEMENT & SCIENCE**

CRICOS Provider No.: 02882M RTO Code: 91354

# Welcome to AAMS Student Orientation



# Agenda

- Welcome
- Emergency Procedures
- Evacuation Procedures
- AAMS Mission
- Academic Departments
- College Rules
- Student Needs
- Exemptions /RPL
- Grievance Procedures
- Course Structure
- Timetable



# Emergency Evacuation Procedure

- During the event of an emergency that requires the evacuation of the campus, all students should follow the instructions of their trainer and the fire safety warden.
- Once students have evacuated the building they should meet in the car park so that the class rolls can be checked to ensure that all students have left the building.
- Only after the rolls have been checked can students be dismissed or re-enter the building if safe to do so.
- Emergency exits are sign posted and there are diagrams located in classrooms, hallways and other areas.



# What to do

- When an alarm is raised, gather your things and get ready to evacuate.
- Wait for the signal by the floor warden (with red or yellow hard hats) to evacuate.
- When signal is given, follow your teacher to the assembly area using the Fire exit shown in green.
- Wait in the assembly area for further instructions. Do NOT leave the assembly area until told to do so.
- A roll call will be done to account for everyone.



# AAMS Mission

- The primary mission of AAMS is to educate the leaders of the future. Central to this mission are teaching and learning.
- The Academy prepares students for a successful life beyond the Academy by promoting the principles of general education as set forth in the Academy's General Education Statement. Students will leave AAMS with varied learning experiences and an understanding of the diversity of life.
- The Academy makes students aware of their ethical responsibilities to the community, the environment, and their fellow human beings. The Academy provides educational opportunities, resources, and programs tailored to changing social, economic, and technological needs.



# Academic Departments

- Hospitality (Commercial Cookery)



- Disability & Community Services





# Mr. Glen Coates - Principal

- Student Memos, notices
- Liaise with relevant industry and course development
- Compliance issues
- Managing Trainers and Classes
- Change of course approval
- RPL/Subject Exemptions
- Terminations
- Certify legal documents (Justice of the Peace)



# Course Leader

- Re-assessments/Missed Assessments
- Student Complaints
- Text book issues
- Attendance and Academic progress issues
- Intervention





# Administration Department

- New courses
- Visa guidelines
- Articulation
- Change of Course
- **Payments for:**
  - Tuition fees
  - Re-assessments/Session Change/Course change/missed assessments
  - Fees schedule
  - Financial Arrangements
  - Confirmation of Enrolment(eCoE)



# Student Services/Reception

- All Student Enquiries
- ID card collection
- Re-assessment form
- Student Request form
- Course suspension form
- Computer Access User name and password
- Technical difficulties Software/Hardware problems
- Student ID Cards Including Photo ID
- Printing Access
- Photocopying



# Student Services Cont....

- If you need to contact or need support from AAMS for any reason, you can by using any of the following:
  - 1. By email [info@aams.nsw.edu.au](mailto:info@aams.nsw.edu.au) or [moninder.singh@aams.nsw.edu.au](mailto:moninder.singh@aams.nsw.edu.au) or [glen.coates@aams.nsw.edu.au](mailto:glen.coates@aams.nsw.edu.au)
  - 2. By phone 9837 4213 or 0413 145 880 (24hrs)
  - 3. On line through Moodle
  - 4. Face to face at reception
  - 5. See your Trainer or Principal



# General Campus Rules

- None of the following are permitted on campus;
  - Alcohol
  - Chewing Gum
  - Drugs
  - Firearms and Knives
  - Smoking
- None of the following are permitted in the classroom;
  - Food and Drink (water OK)
  - Using Mobile Phones
  - **Respect others Speak English**
- **Valuables Items**
  - Do not leave personal in the class room whilst on a break
  - College Computers User names and Passwords



# Facilities & Resources

- AAMS provides students with the following;
- Computer lab with free internet and Wi-Fi
- Library with relevant text books
- Text books / learning resources for your course
- Breakout room with vending machines
- Student kitchen with microwaves, kettle, fridge and sink
- Training kitchens and Simulated training room
- Data projectors in all classrooms
- Photocopying
- Notice board with relevant information such as accommodation, excursions, support services, jobs, etc.



# OFFICIAL Requirements

- Primary requirements
- 1. Attendance
  - Must have satisfactory class participation to pass the subject.
  - Currently it is 80%
  - Student are not allowed to work during class hours
- 2. Satisfactory Academic Progress
  - Must pass each subject on your first attempt
- 3. Payment of fees
  - Must be paid prior to start of the term
  - Zero (0) attendance as name will not appear in the class roll
  - Results not available
- Certificate/Diploma not available



# OFFICIAL Requirements (Cont.)

- Holidays
- AAMS holidays
- State and Federal holidays
- Extending Student Visa
- Change of Address or Contact details
- (Refer to Calendar on the notice board regarding holidays and term breaks)





# AAMS Course Progress Policy & Procedure

- AAMS monitors, records and assesses the ***course progress of each student for the course in which the student is currently enrolled.***
- AAMS assesses each student's ***progress at the end of each compulsory study period. Ten weeks is defined as one term at AAMS.***
- At AAMS, unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the modules/subjects attempted in 10 weeks study period.





# Course Progress & Attendance as per visa conditions

- Student must have attended 80 % of the class in order to pass the subject.
- Student must pass 50% of total subjects they have enrolled for the particular weeks or term
- Students with three (3) days of non attendance are contacted by phone by the Office Administrator to determine the cause of their absence. A file note of the phone contact is placed into the student file. If the student cannot be contacted after five (5) days, then IMMI is advised through PRISMS by the CEO.
- As soon as a student's attendance drops to 80% or less, IMMI is advised through PRISMS by the Office Administrator and a breach notice issued for Non Attendance. A copy of this is retained on the student file.
- The Breach notice formally advises the student may commence proceeding under our complaints and appeals processes within 20 days. Should the student elect not to do so, then the Secretary of IMMI shall be advised via PRISMS of the student's non performance and that the Visa approval is to be cancelled.



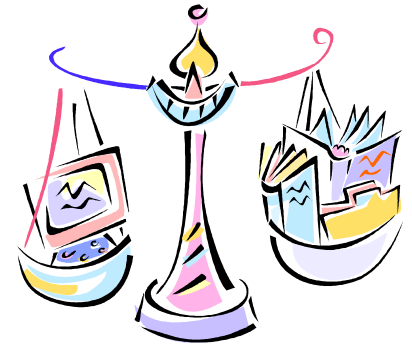
# Intervention Strategy

- AAMS identifies and assists students who are at risk of not making satisfactory course progress. AAMS contacts and counsels the identified students. AAMS will then assist the identified student to achieve satisfactory course progress By reassessing on the failed subjects and
- By providing additional support such as putting those students on tutorial/ study group, providing assistance with personal issues which are influencing the progress, academic skills support, additional English support
- By placing the student in a suitable alternative subject within the course or suggest to the student a suitable alternative course.
- By being placed in more appropriate class
- By increased monitoring of the student



# Student Needs

- Keep attendance satisfactory
- Balance between work and study
- Complete all assessments on time





# Exemptions /RPL

- If a student can demonstrate and have the underpinning knowledge of the competencies that he/she wishes to complete, he/she can apply for Recognition of Prior Learning.
- The Academy's decision on granting RPL will be based solely on the documents provided by the applicant.



# RPL Cont.....

Students can apply for Recognition of Prior Learning (RPL) based on previous study

If granted this will shorten the length of their course

You should apply prior to a course starting, otherwise apply for exemptions as soon as possible

There is a fee associated with the processing of an RPL (\$100 per unit if applicable)

## Using overseas qualifications for RPL

Please note overseas students must apply for RPL once their qualification is certified by National Office of Overseas Skills Recognition (NOOSR). NOOSR compares overseas qualifications with AQF levels. Refer to their website for relevant costs for processing.



# Academic Rules

- Assessment
  - Assignment (group, individual)
  - Project (group, individual)
  - Exam(s)
  - Demonstration/ Practical's
- Plagiarism
  - Claiming that someone else's work is your own (Considered cheating)
  - Try to reference your work
  - Zero Tolerance
  - Make sure that the work is your own work



# Academic Rules

- Results Published approximately 3 weeks after the end of the term
- Appeals and Re-Assessment
  - –Within 2 weeks from date result declared –discuss with your trainer
  - –If you do not pass, or wait longer than 2 weeks,
  - Meet with the Course Leader, a fee may apply if re-assessment needed
- –Keep a copy of all assessments



# Grievance Procedures

- AAMS will provide effective internal complaint resolution and grievance procedures to deal with students' problems.
- Refer to AAMS complaints and appeals procedure.







# Counselling Procedures

- Counseling Procedure & Grievance Procedure Class or Educational Problems (see Principal or Course Leader)
  - Financial Problems (See Accounts staff, Reception)
  - Personal and / or Welfare Problems( See Giovanna or Principal)
  - Immigration/Visa Problems (See CEO /Principal)
  - Counseling / welfare office is open Wednesday's 1pm -2pm (other times by appointment)
- Generic procedure
  - Approach your trainer
  - Approach the Principal
  - Approach CEO
  - External Appeal (Overseas Students Ombudsman)



# Counselling Procedures (Cont...)

- Please note the Students status will still be active, they will be still an AAMS student while they making a complaint and there is no cost involved in this process.
- It is part of AAMS requirement to monitor agents who recruit students. If you have any concerns about your agent you must notify the CEO or Principal.



# Legal Services

- In case the student needs legal services they can contact legal aid offices
- Legal Aid head office is located on the ground Floor, 323 Castlereagh Street, SYDNEY NSW 2000, Tel: (02) 9219 5000, Fax: (02) 9219 5935,
- If there is no office near you please call: Law Access NSW on 1300888529 or 1300889529  
Website: [www.lawaccess.nsw.gov.au](http://www.lawaccess.nsw.gov.au)



# Personal Disability or Support Services

- Do you have any of the following problems that may effect your studies?
- Physical
- Intellectual
- Learning
- Mental illness
- Acquired brain impairment
- Vision
- Medical condition
- Other
- Please discuss with your trainer or Principal so AAMS can find the best support to meet your needs. For external organisations available and emergency and health services, these are listed on the student notice board (Community Services Network).



# ATTENDANCE & MOODLE

- Attendance
- AAMS's teaching hours are from 8.30am to 10.15pm and classes will be organised for consecutive days between Monday and Saturday during the day or 4 evening classes Monday – Thursday (Total 20hrs face to face learning with additional student resources available online through the AAMS learning management system Moodle, including forum discussions, additional online resources etc.)
  - Attendance is tracked per week, per term and overall
  - You must attend overall 80% in each term
  - As per student visa requirement , you must study 20 hours per week.
- Moodle
  - Students will need to log into Moodle and undertake activities that have been provided by the trainer.



# New Term Changes

- Change of session permitted. (Morning/Evening) if available
  - End of Term Automatically registered for next class. Any questions/changes should be made in week 1 of each term
  - Financial status is checked If non-financial, then not placed in subject
  - If not in a subject then no attendance is given
- Attendance for last term is checked
- Academic performance is checked
- **Warning letter**
  - Consultation with Principal within 10 working days
  - No improvement -> may be reported to IMMI



# Accreditation Bodies

- Australian Skills Quality Authority (ASQA)



- Australian Council for Private Education and Training (ACPET)





# Disability & Community Services Course

Subject Code	Certificate III in Individual Support	Certificate IV in Disability	Diploma of Community Services	Work placement required
CHC33015 Certificate III in Individual Support	√			200 Hours
CHC43115 Certificate IV in Disability		√		120 hours
CHC52015 Diploma of Community Services			√	100 hours
<b>Duration</b>	<b>62 Weeks</b>	<b>52 Weeks</b>	<b>78 Weeks</b>	





# Hospitality Course

Subject Code	Certificate III in Commercial Cookery	Certificate IV in Commercial Cookery	Diploma of Hospitality Management	Work placement required
SIT30816 Certificate III in Commercial Cookery	√			140 hours
SIT40516 Certificate IV in Commercial Cookery		√		200 hours
SIT50416 Diploma of Hospitality			√	100 Hours
<b>Duration</b>	54 Weeks	78 Weeks	57 weeks	
Subject Code				



# Next steps

- Administration
  - Please complete the Student Information Sheet and acknowledgement form and handover to the Student Services Officer
- Collect timetable (COEs of subjects) and
- Have photo taken for ID at reception
- Textbook collection



# Any Questions ????



- Check the notice board
- Check your student hand book on AAMS website: [www.aams.nsw.edu.au](http://www.aams.nsw.edu.au)
- See the Principal / Student Services

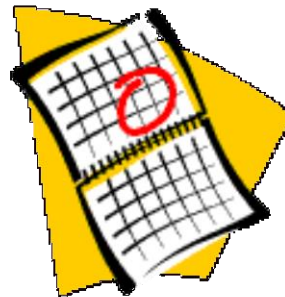


# The End

- Complete forms



- Get timetable



- Have a photo taken



- Good luck

