

# APTC



AUSTRALIA-PACIFIC  
TECHNICAL COLLEGE

CREATING SKILLS FOR LIFE



# 2018

STUDENT **HANDBOOK**  
& **DIARY**

APTC IS SUPPORTED BY THE AUSTRALIAN GOVERNMENT

## PERSONAL INFORMATION

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Passport Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

Tax Identity Number \_\_\_\_\_

Blood Group \_\_\_\_\_

Hospital Registration Number \_\_\_\_\_

Doctors Number \_\_\_\_\_

Taxi Service Numbers \_\_\_\_\_

## CAMPUS INFORMATION

Campus Location \_\_\_\_\_

Registered ID Number \_\_\_\_\_

Course of Study \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone Number \_\_\_\_\_

Email \_\_\_\_\_



# APTC OFFICE CONTACTS

## APTC REGIONAL HEAD OFFICE

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Phone: +679 3300967 / +679 7733960  
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## KINGDOM OF TONGA

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# CAMPUS EMERGENCY CONTACTS

<b>FIJI (SUVA) CAMPUS</b>	
Ambulance	+679 911/ +679 3313444
Electricity	+679 3313333
Fire	+679 910/912 +679 3312877
Hospital	+679 3313444
Police	+679 917/ 919 +679 3311222
<b>PAPUA NEW GUINEA CAMPUS</b>	
Ambulance	+675 77040228
Emergency	+675 111/+675 1567
Fire	+675 110/ +675 3212752
Hospital	+675 3248206/ +675 3201718
Police	+675 112/ +675 3203578
<b>SAMOA CAMPUS</b>	
Ambulance	+685 996/ +685 21212
Fire	+685 994
Hospital	+685 996/ +685 21212
Police	+685 995/ +685 222222
<b>SOLOMON ISLANDS CAMPUS</b>	
Ambulance	+677 911
Fire	+677 988 / +677 24476
Hospital	+677 911 / +677 23600
Police	+677 999 / +677 22999
<b>VANUATU CAMPUS</b>	
Ambulance	+678 25566/ +678 115
Emergency	+678 115
Fire	+678 113/ +678 22333
Hospital	+678 112
Police	+678 22222/ + 678 111

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## WELCOME FROM THE CHIEF EXECUTIVE OFFICER

It is my pleasure to welcome you to the APTC and congratulate you on choosing us to help further your learning, work and career prospects. The APTC is an Australian Government aid and development project which has a goal to support a more prosperous Pacific driven by a skilled, competitive and productive workforce. This will be achieved through the delivery of high quality Australian qualifications that are targeted at areas of jobs growth in our Pacific Countries as well as some international destinations. By undertaking your studies with APTC you will gain additional skills that will enhance your employment and career prospects now and into the future.

We are pleased to present you with this Student Handbook and Diary which will assist you in understanding your rights and responsibilities as an APTC student as well as organising your time while attending and studying at APTC. You can also use it to plan your other activities and to remind you of information we have provided to you.

APTC provides a range of specialist student services to help you with your studies. The Student Handbook and Diary is designed to give you the information you need to fully access these services. Our professional team of trainers, tutors and administrative staff are here to assist in any way they can so that you can enjoy the most rewarding study experience and maximise your opportunities for success.

We also want to ensure you have access to personal development and the ability to build your professional networks and develop expertise to enable you to be a valuable employee and contributor to your family, community and country. My advice to you is to study hard, be a great ambassador for your country and do everything in your power to make the most of the opportunity that has been presented to you with this place at APTC.

On behalf of all at APTC I wish you every success during your time with us - we look forward to helping you in "creating skills for life".



**Denise O'Brien**  
Chief Executive Officer  
Australia Pacific Technical College

## APTC STUDENT CODE OF CONDUCT

At APTC, we regard our students as adults, capable of reasonable and responsible behaviour. We respect your right to be treated fairly and to learn in a supportive and safe environment, free of discrimination, harassment and violence. Accordingly, you are required to adhere to public laws and APTC policies and directions.

Our Student Code of Conduct applies to all students and any breach is taken seriously. Disciplinary actions might include warnings, student behaviour contracts, being suspended from training, or having your enrolment terminated.

## STUDENT RIGHTS

You have the right to:

- be treated fairly and with respect, regardless of your background, gender, culture, race, physical or mental capabilities or any other differences
- learn in a supportive and safe environment, free of discrimination, harassment and violence
- access learning and personal support services
- have personal records kept private and confidential, subject to statutory requirements
- access your personal records upon request
- have your existing skills and knowledge recognised
- be informed about assessment procedures at the beginning of your study
- receive regular feedback on your academic progress and encouragement to succeed
- receive study materials and safety equipment required for your occupational training
- make a formal complaint to or about any staff member without fear of recrimination
- have complaints dealt with fairly, promptly, confidentially

## STUDENT RESPONSIBILITIES

You have a responsibility to:

- treat people fairly and respectfully regardless of their background, gender, culture, race, physical or mental capabilities or any other differences.
- show respect for others by not using offensive language or gestures.
- not endanger the safety of others or display aggressive behaviour, which may include bullying, harassment or violence.
- not possess or use any weapon in a public place or education facility.
- maintain the required level of attendance and participate fully in all training activities.
- complete all assessment requirements within the agreed time allocation.
- not disrupt APTC training/activities.
- provide encouragement/support to other students.
- be truthful about your personal/financial situation and education/employment/criminal history.
- follow any Workplace Health and Safety practices required (including wearing protective clothing and equipment and safely using machinery).
- not damage or steal property, training equipment or other resources of APTC and other people.
- return any borrowed materials and equipment on time and in good condition.
- abide by all campus, vocational placement and accommodation rules including curfews, room access restrictions and substance abuse (e.g. drugs, alcohol, kava, betel nut, chewing tobacco, inhalants). The consumption of these substances by staff and students is strictly prohibited. If students are required to participate in a traditional ceremony involving kava drinking, formal permission must be sought from the relevant Country Manager.
- behave in a manner that will not bring you, your country or APTC into disrepute.
- adhere to local national laws and respect local cultures.
- abide by any requirements of partner training organisations.
- follow all travel bookings made for you, to meet departure times/dates. Only in exceptional circumstances, will changes be approved by the Executive Director Training Delivery.
- Advise APTC immediately if you have or suspect that you have a communicable disease.

***Important:***

*A particular action or behaviour may be deemed inappropriate by the effect on the recipient, independent of the intentions of the perpetrator. It is not sufficient for you to assume that your behaviour is acceptable and will not constitute inappropriate behaviour.*

## STUDENT RULES

### Personal and Workplace Health and Safety

APTC is committed to the protection of all APTC staff, students and visitors from risk of injury or illness in the training environment. Each staff or student shall be committed to the elimination of workplace risks, and is responsible for ensuring their work practices are safe. Please advise APTC staff if you notice a hazard or potential safety issue.

### Safety Responsibilities

When on APTC premises or any premises used by APTC for training, vocational placement, live work or accommodation, you have the responsibility to:

- follow all Workplace Health and Safety policies and procedures, for example, wearing approved clothing, footwear and protective equipment.
- follow APTC and vocational placement, live work or accommodation emergency procedures (for example fire, cyclone, tsunami and political upheaval).
- follow any spoken or written directions given by APTC staff or the host vocational placement, live work or accommodation provider.
- ensure you are properly instructed in the use of machinery and other equipment.
- use all equipment according to safe operating procedures.
- not enter APTC premises with illegal drugs, alcohol, weapons, or be under the influence of drugs, alcohol, kava or betel nut.
- If you are taking prescription medication, it is your responsibility to ensure that it does not affect your safety or the safety of others, for example, in operating machinery or equipment. Prescription medication should be kept secure at all times and never given to another person to whom it is not prescribed.

### Incident, Accident or Injury

If you are injured or involved in an incident or accident, you must report it to APTC staff who will help you with any medical or counselling needs. Refer to page 24 for information on Insurance Cover.

APTC will not tolerate any incidents of bullying, sexual harassment and violence and will take all reasonable steps to prevent and actively respond to incidents to ensure the safety of students and staff.

## Child Protection

APTC has a zero tolerance approach to child abuse and child pornography.

## Gender Access and Equity

APTC encourages and supports the empowerment of women through improved access to training and employment. As a student of APTC, you will be expected to support this approach.

## Discrimination

Discrimination occurs when a person is treated less favourably than another person because of perceived attributes such as age, gender, sexuality, race, ethnicity, cultural background, disability or socio-economic status. Acts of discrimination will be considered as behavioural misconduct and will result in disciplinary action.

## Sexual Harassment

Unwanted sexual attention will not be tolerated by APTC.

A particular action or behaviour may be considered inappropriate by the recipient regardless of the intentions of the perpetrator/initiator.

Sexual harassment may include (but not limited to):

- any unwelcome conduct of a sexual nature with the intention of offending, humiliating or intimidating the other person
- touching or brushing up against you
- sexual innuendo (words that suggest something sexual or unpleasant but do not refer to it directly)
- display of offensive print material
- staring
- inappropriate or unwelcome sexual or physical contact
- the use of electronic media to send unwelcome messages, including using social media (e.g. Facebook, Twitter) to make sexual, threatening or derogatory remarks about APTC staff or students

If you are concerned about sexual harassment, talk to a staff member who can assist and inform you about available services for resolving issues.

## Other Harassment

Bullying, intimidation, discrimination on the basis of race, age, religion, appearance, disability or gender, abuse of power and workplace abuse are other examples of harassment.

APTC has zero tolerance on all forms of harassment and breaches of this clause will result in disciplinary action and even termination of enrolment.

## Personal Hygiene and Cleanliness

Personal hygiene and cleanliness are part of Workplace Health and Safety requirements, particularly for those working in hospitality, tourism and community services. Personal hygiene requires attention to washing and grooming thoroughly daily, using deodorant, keeping hair, teeth, hands and nails clean and regular laundering of clothing. Remember that first impressions are very important.

## Dress Code

APTC prepares you for employment in business or industry. As such, you are expected to dress in a manner that is neat, clean and safe at all times in the workplace. It is a Workplace Health and Safety requirement that you attend classes appropriately dressed. You must not wear clothing that is likely to offend others in terms of cultural appropriateness.

APTC provides uniforms for practical classes, including footwear and safety equipment where necessary which you are required to wear these items as directed. Your trainer will advise you of specific dress code and safety wear requirements at the beginning of the course.

## HIV, AIDS and Communicable Diseases

Your training locations may be located in a 'high risk' area for the transmission of HIV/AIDS or communicable diseases (e.g. typhoid, flu, hepatitis, zika, dengue, etc.). Detailed information on how to avoid the risk of infection will be provided to you during orientation.

Information about voluntary testing for communicable diseases can also be provided by your doctor and during orientation.

## Food and Beverages in Training Areas

You can carry food and beverages (drinks) that are stored securely in bags however, the consumption of food in classrooms is not allowed. Drinks must be carried in secure bottles to minimise spills. You are responsible for properly disposing drink containers from classrooms.

There will be strictly no eating or drinking allowed in computer laboratories or workshops.

## Restricted Areas

All APTC classrooms and workshops are off-limits to students during non-training times unless a trainer or supervisor is present.

## STUDENT ACCOMMODATION RULES

- Servicing of accommodation/rooms is your responsibility.
- Caretakers will assist you in general cleaning.
- Keep accommodation premises, including kitchen, toilet and bathrooms, bedrooms, sitting and study rooms, and refrigerators, clean.
- Laundry – if a washing machine is available on the premises, you can use it for washing clothes and other linen as required. Please consult the caretakers if not sure on how to use. Use water wisely.
- Security – Please keep your room doors locked with your valuables when not at home. Keep grilles and doors locked at all times. Caretakers will not accept any responsibility.
- Visitors are not allowed to stay overnight. Please refer to your campus accommodation rules regarding approved visiting hours.
- If you leave the accommodation to visit friends or family and need to stay overnight you will be required to inform the caretakers/ Student Support & Welfare Officer prior to leaving and provide them with the contacts of the people you will be with.
- All students are to be back at the accommodation no later than the given time.
- Noise – In consideration of neighbours and your well-being and respect to owners and caretakers, parties (drinking, merry-making etc.) are not permitted on the premises. Alcohol on the premises is not allowed.
- Smoking, alcohol, kava, betel nut and inhalants are not to be consumed at the accommodation.
- Respect other people's privacy.
- Members of the opposite sex are not allowed in bedrooms.
- Garbage must not be left in any part of the common areas, corridors, communal kitchen or laundry.
- No pets or animals are allowed.
- Any damage caused by you to furniture, equipment or other items must be reported to the Student Support & Welfare Officer immediately (if after hours, first thing in the morning). If you break something, you may have to pay for or replace it (to be determined by the Student Support & Welfare Officer).

## DOS AND DON'TS

You are expected to abide by the APTC Student Code of Conduct and local national laws as well as show your respect and willingness to work with others at all times during your training. Disrupting class activity or distracting others from their work will be considered behavioural misconduct.

Any behaviour that brings you, your country or APTC into disrepute will result in disciplinary action.

Students under the influence of substances including alcohol, drugs, kava, marijuana and betel nut will not be tolerated.

### Alcohol

Drinking alcohol on campus premises, student accommodation, sites for excursions, field trips and vocational placements is not allowed. Alcohol brought into APTC premises will be confiscated and destroyed.

### Drugs

You are not allowed on campus premises and accommodation when in possession of or under the influence of illegal drugs or controlled substances. The possession, use or sale of illegal drugs and controlled substances (including stimulants, depressants, betel nut or marijuana) is a criminal offence and suspected cases will be reported to the police.

### Smoking

Smoking is not allowed in or near campus and accommodation premises. There may be marked designated smoking areas, away from classrooms and accommodation where smoking may be permitted. Students are not permitted to leave class during training to smoke.

Some countries, such as Fiji, have Tobacco Control Regulations in place prohibiting smoking in public places such as bus stations and certain restaurants, bars and nightclubs. Governments may also impose hefty penalties for breaches of such regulations.

## Weapons

You are not to bring knives or other weapons onto APTC premises unless the implement is to be used for training purposes, for example, possession of a knife for cookery training. It is not a reasonable excuse to possess a weapon for self-defence purposes. Any threats to staff, students or property will be considered serious misconduct and will be reported to the police.

## Stealing

Unlawful taking of APTC tools, equipment or resources or belongings of other students and people, is a crime. Ask appropriate APTC staff for permission to use APTC resources before doing so. Acts of stealing will be considered as acts of misconduct and will result in disciplinary action.

## Mobile Phones, Sound/Photographic and Electronic Devices

The use of mobile phones, sound and photographic equipment (including smartphone, portable media players, tablets, computers and cameras) and other electronic devices in campus classrooms should be limited. Students must comply with the instructions of APTC staff on the use of these items.

## Campus Environment and Resources

Students are not allowed to remove APTC equipment from campus premises. All equipment will be used in the designated areas and pre-approved access provided to enable you to complete the study and tasks required for your course. You are required to assist in maintaining campus resources by:

- not interfering with campus infrastructure and resources including security systems and fire alarms.
- reporting breakages/faults with equipment to relevant staff. Should you be found responsible for breakages, you may be required to pay the costs of repair.
- leaving classrooms, workshops and laboratories neat and tidy after classes, practicals and tutorials and ensuring that equipment and tools are cleaned and correctly stored.
- ensuring all electrical and gas appliances are switched off.
- returning APTC resources according to policies and instructions by staff.

## Computing and Electronic Resources

APTC recognises that computing and electronic resources are valuable sources of learning and information relevant to educational courses including internet and intranet services provided by APTC, e.g. through computer laboratory services.

During classroom learning, you are encouraged to make use of these resources for APTC study purposes only and to abide by guidelines for reasonable use. Misuse or unlawful use (e.g. using computer resource to harass, hack or deliberately vandalise) of computing or electronic resources may lead to disciplinary action.

## PERSONAL SAFETY

- Always be aware of what's going on and those around you, especially at night.
- If you have concerns regarding your security, please discuss them, as soon as you can, with your trainer or APTC staff.
- Look after your valuables (money, phone, laptop, camera, personal protective equipment). Remember to keep valuables locked when not used.
- Be careful where you place your money. If money is stolen, report it to the Student Support & Welfare Officer.
- APTC will not be responsible for any transactions between students. Be careful when lending/borrowing money or selling/buying items from other students.
- There are many scams and techniques, so always be aware of those around you. Try not to use the ATM at night, but if you must, go with a friend, and avoid deserted or poorly lit areas. Don't hang about once you've got your money out. Never write down your PIN.
- If your mobile phone is stolen, contact your network provider and request to have your number/SIM card deactivated and report it to the Student Support & Welfare Officer.
- Robbers look for easy targets. If you are returning home late at night, walk in a group or take a taxi. If you go out together, come home together.
- Avoid confrontation. It's better and safer to walk away if you are being hassled or provoked.
- If you regularly go jogging, stick to well-lit roads and consider changing your route. If you wear a headset, remember that you cannot hear traffic or somebody approaching from behind you.
- Most muggings and assaults happen outside night clubs, between 10pm and 6am. Be careful at all times.
- If you are attacked, call police immediately. By attending the scene quickly, the police are more likely to catch your attackers. You must report the incident to Student Support & Welfare Officer as soon as possible.

## EMERGENCY PROCEDURES

Evacuation procedures are in place for all APTC campuses and workplaces. It is your responsibility to learn and remember as well as abide by instructions of APTC staff, to prepare for an emergency (e.g. tsunami, fire, earthquake or political upheaval).

### Fire Safety

The risk of fire at APTC facilities is low, but the kitchen and workshops have a higher risk of fire breaking out. Familiarise yourself with the locations and type of fire extinguishers in your building. Know the nearest exits in your classrooms, accommodation, and kitchen and workshop areas.

### Building Evacuation

During an evacuation from the classroom or accommodation, leave the building quickly by the nearest exit door. Do not run.

Assemble at the designated assembly point to be accounted for. Keep a lookout for your roommate or classmates. Do not re-enter the building until an "All Clear" is given by a designated officer.

### Cyclones

Monitor cyclone advice and levels from reliable sources. Tune in to your local radio/TV for further information and warnings. Stay indoors until officially advised that it is safe.

### Earthquakes

During an earthquake, remain calm and reassure others. If you are outside - move to an open area away from buildings with high walls, electrical lines and coconut trees. If you are inside a building - take cover under a sturdy table or other furniture or in doorways. Otherwise, seek cover against an interior wall and protect your head and neck with your arms.

Stay away from windows, bookcases, file cabinets, shelves, large free standing furniture, hanging plants and heavy objects that could fall. Hold position until the ground stops shaking and it is safe to come out. Do not attempt to vacate buildings during an earthquake. If it is safe to do so, leave the building immediately.

## Tsunamis

If you feel earth tremors, see the warning signs of a tsunami, or if you receive an official warning, evacuate immediately to higher ground or well away from the water's edge.

Wait at a safe place until an "All Clear" is given by a designated officer.

## STUDENT SUPPORT SERVICES

### General Enquiries and Support

At orientation, you will be provided with information about accessing local support agencies. If needed, during your training, you may be offered assistance by specialist agencies for personal counselling or health issues. If you have any particular support questions during your training, you are encouraged to contact your Trainer, Student Support & Welfare Officer or the local APTC office.

### Student ID Card

You will be issued with a student photo identification card at orientation. This card contains valuable information about you and your enrolment at APTC. You should keep this card safely at all times, and produce it when asked by APTC staff at any of APTC location, including accommodation.

### Access to Resources

Each APTC location will have information for you about access to training resources e.g. books, computers and internet. You will receive more information at orientation.

### Photocopying

Each APTC location has access to photocopy services. This information will be provided at orientation or by your trainers.

### Learning Support

Before and during training, you will be assessed to determine if any tutorial support is needed to help you with literacy, numeracy or general English. APTC will organise this for you if required, at no cost to you. You are encouraged to use the support provided to you, as it will give you a greater chance of success in your training.

If you feel you need any further help with your studies, you should talk to your trainer first. Your trainer is in the best position to determine what support you may need and will organise extra help, if required.

## Disability Assistance

APTC is committed to assisting people with a disability to achieve their full potential. Students who have a disability, confirmed by a doctor's certificate, may be eligible for specific support at no cost.

This support may be one of the following:

- additional learning support (as determined)
- modification to training and assessments (reasonable adjustment)

Please contact APTC to discuss your specific support requirements. The earlier APTC is aware of your individual needs, the sooner we can ensure the appropriate support is in place to help you begin your study.

## Messages

If there is an emergency and family need to contact you, APTC will take a message and make every effort to contact you.

## Compassionate Leave

On provision of supporting documentation (e.g. doctor's certificate, death certificate) students may be granted one-off leave approved by the Executive Director Training Delivery under special, compassionate circumstances. This could include the death of a student's immediate family member (parents, brothers, sisters, spouse and children).

## Student Bank Account

Allowances are paid directly into your local bank account. Local students should already have a bank account. If you don't have a bank account, you will be assisted to set one up by the Student Support & Welfare Officer.

## SCHOLARSHIP INFORMATION

The following information is to help students on scholarship understand their entitlement.

### Establishment Allowance

*What is the Establishment Allowance payment for?*

Establishment Allowance is a cash payment contributing to costs associated with international travel or with initial set-up related costs including:

- visa expenses including passport, medical and police clearances
- international banking fees associated with your APTC payments
- refundable accommodation bond (if necessary)
- excess baggage or unaccompanied luggage when returning home
- transit expenses including meals, telephone and internet charges
- general expenses including meals, medical and miscellaneous
- unexpected costs such as departure tax and levies

*Who is entitled to receive an Establishment Allowance payment?*

An establishment allowance is paid to international scholarship students who travel to a different country of study.

*How is the Establishment Allowance paid?*

Establishment Allowance is paid in two equal payments; 50% at the beginning of training and 50% at the end of training.

*How much I am entitled to receive as Establishment Allowance?*

Eligible international scholarship students must refer to their scholarship offer letter for details of their establishment allowance entitlement.

### Living Allowance

*What is the Living Allowance payment for?*

Living Allowance is intended to support basic daily living costs (food, transportation costs) for the weeks you are attending training, including work placement and compulsory mid-semester breaks.

It is a single unaccompanied rate and is not a total replacement for wages or financial support for the family. It will not change to suit locational changes of a student.

## *Who is entitled to receive a Living Allowance payment?*

Living allowance is paid to nominated scholarship students. Refer to your APTC scholarship offer letter for details of your scholarship award and living allowance entitlement.

## *How is Living Allowance paid?*

Living Allowance is paid in arrears for the weeks a student is attending training to assist with the following costs:

- food
- transport to and from campus
- medical, dental, optical and chemist costs
- incidental living expenses such as personal hygiene and recreation

## *How much I am entitled to receive as Living Allowance?*

Eligible scholarship students must refer to their APTC scholarship offer letter for details of their living allowance entitlement. Living Allowance is not paid for the days a student is absent from class except where there is a legitimate reason. In the case of sickness, students are required to provide a medical certificate from a registered local doctor.

## OVERVIEW OF APTC STUDENT INSURANCE POLICIES

	ELIGIBLE STUDENT	ELIGIBLE CAMPUS	TYPE OF COVER	RESPONSIBILITY FOR EXPENSES	RESPONSIBILITY FOR CLAIMS SUBMISSION
<b>Personal Accident</b>	All Enrolled APTC Students	All Campuses	Accident occurring during a supervised APTC approved training activity	APTC	APTC
<b>Travel Insurance</b>	International Students	Fiji, Vanuatu, PNG, Samoa	Travel related loss e.g. mislaid luggage, missed transport connection	APTC	Student
<b>Medical Insurance</b>	International Students	Fiji, Vanuatu, PNG, Samoa	General medical, inpatient care, emergency transport and repatriation	Student (unless major illness requiring approval for APTC to pay)	Student/APTC as applicable
<b>CLIC Health Plus Insurance - Students</b>	Level 1 - 3	PNG	General Medical	Student	Student/APTC as applicable

## STUDENT PERSONAL ACCIDENT INSURANCE

### Who is covered?

All currently full time or part time students enrolled at the Australia-Pacific Technical College.

### What is the cover?

APTC's Personal Accident and Injury Insurance Policy provides cover against injury, sickness or accident directly resulting from undertaking APTC approved and supervised training activity including approved practical/work/community placement or on the job training element of a course.

The definition of injury is resulting from an accident and which is not an illness.

### What are the procedures to follow in the event of an accident/injury?

1. Notify your training supervisor or an APTC staff member immediately
2. Call for Medical Help immediately
3. APTC staff will assist with transporting you to the nearest medical centre
4. APTC staff will assist with notifying the insurance company of the incident
5. APTC will also assist with paying for medical expenses covered by the insurance
6. Witnesses to the incident may also be interviewed (recorded by APTC)
7. APTC will help put a claim together to reimburse the costs

### What are some incidents' not covered by the insurance?

Insurance protection does not apply in the following instances:

- pregnancy
- pre-existing medical condition or illness e.g. diabetes, TB, HIV etc
- neglect or if an injury/accident was self-inflicted
- while under the influence of alcohol or drugs
- undertaking unsupervised or unauthorized training activity
- receiving salaries/wages and undertaking work placement with own employer
- receiving a form of gratuity or wage as part of work placement (such as existing employees)

## TRAVEL (AND HEALTH) INSURANCE

### Who is covered?

All international students enrolled at the Australia-Pacific Technical College.

### What is the cover?

APTC's Travel (and health) Insurance Policy provides cover for medical-related costs including dental, hospitalisation and outpatient treatments and for travel-related loss e.g. mislaid luggage and missed transport connection. Student to refer to their campus travel insurance brochure for more information about the cover.

### What do I do when I am ill?

- a) Visit your nominated doctor or nearest health centre
- b) Pay 100% for medical treatment and obtain receipts/invoices
- c) Submit your original receipts to your Student Support & Welfare Officer for reimbursement
- d) APTC may choose to either reimburse you and then claim from insurer or submit your claim to the insurer for direct reimbursement into your account
- d) Where there is an emergent need for surgery or hospitalisation for a life-threatening condition, the Campus Manager may approve for APTC to pay on behalf of the student and claim the costs against the policy

### What are the procedures to follow in the event of an accident/injury?

1. Notify your training supervisor or an APTC staff member immediately
2. Call for Medical Help immediately
3. APTC staff will assist with transporting you to the nearest medical centre
4. APTC staff will assist with notifying the insurance company of the incident
5. APTC will also assist with paying medical costs and against policy

## What are some incidents' not covered by the insurance?

Insurance protection does not apply in the following instances:

- pregnancy
- pre-existing medical condition or illness e.g. diabetes, TB, HIV etc
- neglect or if an injury/accident was self-inflicted
- travel related loss whilst the student is residing or studying in their country of residence

## CLIC health plus insurance - PNG students

Due to high risks, high medical costs and locational issues in PNG, nominated students are covered for general medical insurance. Medical costs are fully paid by the student (100%) at the time of consultation. Students claim this back by submitting signed Claims Form with accompanying receipts to the APTC.

## ATTENDANCE, ASSESSMENTS AND PROGRESS OF STUDY

### Attendance

You should attend all classes, vocational placement and any other scheduled training-related activity as part of your course on time. Unsatisfactory attendance will be reported to Country Managers and may result in disciplinary action.

- i. It is your responsibility to advise your trainer or vocational placement supervisors (before 8am or one hour before your shift if on placement) of your inability to attend classes or scheduled training. Keep a record of your communication regarding your absence.
- ii. Attendance will be monitored and recorded by the trainer. If you are undertaking vocational placement, you are required to have an attendance sheet signed off by your vocational placement supervisor and return it to the College on a fortnightly or weekly basis or at the completion of your placement.
- iii. If your absence is for medical reasons, you will be required to produce a medical certificate.
- iv. Remember – it's not ok to be away. You must attend classes and you must be on time. The following excuses will not be accepted for missing classes:
  - I don't like the unit of competency
  - I was sick (a medical certificate supplied by a doctor is required for every day you are sick)
  - I had a doctor's appointment
- v. Legitimate absence (family issues) - if there is serious sickness or a death in your family and you need to be absent from class, discuss the matter with your trainer and Country Manager who will advise you of your responsibilities and what APTC can do to best assist you in these circumstances.
- vi. You will not be paid your living allowance for days that you are absent from classes except where there is a legitimate reason, for example in the case of sickness.
- vii. It is not permitted for students to travel out of their country of study during the duration of their training delivery. This includes mid-semester breaks. If an emergency or family situation occurs, a student may request special permission from the Country Manager to travel to their home country.

## Course Progress

You are expected to make satisfactory progress in your studies. At times you may have difficulty in attending classes, completing assessments and passing exams. There can be very good reasons for this which are sometimes beyond your control. APTC has learning support frameworks to ensure you receive adequate study support and have every opportunity to complete your studies.

If you are having difficulty maintaining acceptable progress, you must discuss the situation with your trainer as soon as possible.

## Satisfactory Student Performance

APTC will regularly monitor your study and personal progress during your course. Remember:

- if you have problems with your study, talk to your trainer
- if you have problems with your vocational placement supervisor, raise these issues with your trainer
- if your progress is not satisfactory for any reason, you receive assistance
- unsatisfactory progress may put your enrolment at risk

## Confidentiality

As student of APTC, you may be required to attend vocational placement or live work as part of your studies. During these activities, you may become familiar with information that is confidential to that workplace (for example financial or business affairs, personal affairs and family background of staff and clients, technical information). You must not share any confidential information that you become aware of during live work or vocational placement. Breaches of confidentiality will be considered to be acts of behavioural misconduct and will result in disciplinary action.

## Recognition of Prior Learning (RPL) or Credit Transfer

You may have the opportunity to be granted RPL for a unit of competency based on skills and knowledge gained through previous work and life experiences, education or training.

If you believe you have the experience and previous learning to be assessed for RPL, speak to your trainer so they can advise you. Further information is available on the APTC website.

If you have studied the unit of competency previously and can provide evidence of competence, then you may apply for credit transfer.

## Assessment

There will be a variety of assessment methods used during your training and this may include written and practical tasks, work-based activities and assignments.

You are responsible for:

- i. Complying with all assessment instructions, submission and collection instructions
- ii. Submitting assessment items by the due date
- iii. Applying for an extension to assessment due date in special circumstances, such as illness or bereavement, must be supported by documentation and submitted before original due date for consideration by your trainer
- iv. Undertaking assessment tasks honestly, without any form of cheating, plagiarism or collusion
- v. Retaining a copy of all assessment items

### *Reasonable Adjustment*

If you have a disability or medical condition and believe you may require adjustments to assessment, discuss options with your trainer. It is important to provide documentation from a health professional to help guide this process.

There are basic requirements of each course that must be met by students to be deemed competent and these cannot be changed. Your trainer can provide you with more information.

If you consider you will be disadvantaged, due to literacy/language competency, disability or unusual circumstances, you may request an alternative assessment. These requests:

- Should be submitted directly to the trainer.
- Will be verified with specialist staff.
- Will be approved/ not approved and documented by the trainer.
- Must be made in a reasonable timeframe, determined by the College. For further information, contact APTC staff.

## Feedback and Results

APTC uses a competency based, skills-orientated learning system that is different from schools, colleges and universities. For each assessment task completed, you will receive an outcome of satisfactory (S) or unsatisfactory (U).

### *Assessment Feedback*

Your trainer will provide you with feedback on all submitted assessments.

### *Re-submission/Re-assessment*

If you do not satisfy the assessment requirement on your first attempt, you will receive feedback and may negotiate a second attempt or resubmission of the assessment item. Second attempts or resubmission of an assessment item may be granted, only when the trainer considers that you have made a genuine attempt at the first assessment.

Only one reassessment or resubmission attempt may be granted for each assessment item. You may be given a different assessment item, although it must assess the same elements of competency.

If you do not attempt the reassessment or fail to resubmit the assessment item on/by the negotiated due date, you will be given an 'unsatisfactory' result for the assessment item. If you attempt the reassessment and it is again assessed as unsatisfactory, you will be given an 'unsatisfactory' result for the assessment item.

No reassessments or late submissions are allowed after the due date and/or final result for the unit/s of competency has been issued and you will be required to re-enrol and pay.

You are required to retain a copy of all assessment items for a minimum period of 14 calendar days after the end of the course (unless an appeal is being lodged). In the case of an appeal, copies of the relevant assessment items should be retained until the appeal is finalised.

## Re-evaluation of Assessment Item/Review of Final Grade

If you are dissatisfied with the result of an assessment and believe it to be wrong, you should first discuss the matter with your trainer. If there has been a mistake, a recommendation will be made to the delegated officer for the result to be amended. If you are still not satisfied, you may make application for a review of final grade to the Country Manager.

## *Assessment Appeals*

If following the re-evaluation and/or assessment or review of your final grade, you are still dissatisfied, you may lodge an academic appeal to the Disciplinary and Appeals Committee based on the following grounds:

- that the decision is grossly unreasonable
- that procedural requirements were not followed
- that relevant evidence was not considered in reaching the decision or that irrelevant evidence was relied upon in reaching the decision
- that fresh evidence has become available
- that a penalty imposed was excessive or inappropriate

For instances of major or exceptional cases of unresolved appeals or misconduct, further appeals can be made in writing to the APTC CEO within 10 business days of receiving notification from the APTC Disciplinary and Appeals Committee decision and must fully set out the grounds for appeal.

If you are still dissatisfied with the outcome of the internal appeals process, you have the right to take your case to an external independent body. The purpose of an external appeal is to review the decision-making processes undertaken by APTC to determine the fairness of the decision. APTC can provide you with a list of independent reviewers, if required.

## *Results*

When you have completed all assessment tasks for a unit, you will receive a final result.

- You must satisfactorily complete all assessment tasks for a unit to be awarded “Competency achieved” (J)
- You must have attempted all the assessment tasks for a unit and been judged as being unsatisfactory in one or more assessment tasks to be awarded “Competency not achieved” (M)
- You will be ‘Withdrawn / Discontinued’ (AW) if you have engaged in learning activity, but have not attempted all assessment tasks or officially withdrawn

A Record of Results will be provided to you with your Certificate at graduation.

## MISCONDUCT AND CONSEQUENCES

Student misconduct includes both academic misconduct and behavioural misconduct.

### **Academic Misconduct (Cheating, Plagiarism and Collusion)**

This refers to study related breaches including cheating, plagiarism and copying work from textbooks or the internet, without acknowledgement and authority. You are asked to express your own ideas and not copy them from someone else. Remember to reference copyright works you use.

The following are also classified as academic misconduct:

- copying work from other students, textbooks or the internet
- cheating or helping others cheat
- plagiarism or using other people's work

Plagiarism is considered serious academic misconduct and any breach will result in disciplinary action and even termination of enrolment.

### **Behavioural Misconduct**

Behavioural misconduct relates to inappropriate behaviour at any time, and may include but is not limited to breaches of the APTC Student Code of Conduct, rules or requirements.

### **Consequences of Misconduct**

In accordance with the Student Conduct Management Policy, student misconduct is categorised into three levels. The levels and consequences are noted on page 34 for your information.

LEVEL 1	CONSEQUENCES
<p>Allegations of Criminal Behaviour                      APTC will report any allegations of criminal behaviour to the local authorities. These may include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• assault</li> <li>• threatening behaviour</li> <li>• drug possession or trafficking</li> <li>• theft</li> <li>• sexual harassment</li> <li>• airport security breaches</li> <li>• serious alcohol offences</li> </ul> <p>APTC will take a zero tolerance approach to any of the above as well as the conviction of a current student in regard to a pre- existing crime.</p>	Zero tolerance
	Reported to Police
	Suspension
	Extended suspension or termination of enrolment and scholarship
LEVEL 2	CONSEQUENCES
<p>Serious Misconduct                      May include (but not limited to):</p> <ul style="list-style-type: none"> <li>• risking health and safety of self and others</li> <li>• damaging or not returning property</li> <li>• damaging APTC's or partner countries' reputation</li> <li>• harassment</li> <li>• bullying</li> <li>• disrupting APTC training activities</li> <li>• inappropriate use of property</li> <li>• deliberately disrespecting local laws or customs</li> <li>• dishonest statements</li> <li>• being under the influence of alcohol, kava, betel nut, inhalants, drugs etc. at any APTC event, location, or accommodation</li> <li>• multiple cases of General Misconduct</li> <li>• plagiarism, collusion, cheating</li> </ul>	Extended suspension period for up to one week
	Student Behaviour Contract
	Extended suspension or termination of enrolment and scholarship
LEVEL 3	CONSEQUENCES
<p>General Misconduct                      May include (but not limited to):</p> <ul style="list-style-type: none"> <li>• inappropriate behaviour not resulting in physical or emotional harm</li> <li>• lack of respect for others</li> <li>• non attendance</li> <li>• non participation in APTC/ class activities</li> <li>• non completion of assessment requirements</li> <li>• inadequate effort in study requirements</li> <li>• distracting or discouraging other students</li> <li>• breaches of guidelines for computer use</li> <li>• non-compliance with rules and regulations e.g. APTC or accommodation house</li> </ul>	Exclusion from study
	Extended suspension period for up to one week
	Student Behaviour Contract
	Extended suspension or termination of enrolment and scholarship

## GRIEVANCES (COMPLAINTS) AND APPEALS

APTC is committed to providing a fair, safe and productive learning environment for you. As a student of APTC, you have the right to lodge a grievance and appeal decisions if you believe you have been treated in a manner which is likely to have an unreasonable negative impact on you. You have the right to:

- raise a complaint or grievance informally or formally according to policies
- appeal any decision made in relation to any alleged misconduct
- have your grievances and appeals managed equitably, fairly and in a confidential and timely manner
- lodge an appeal while maintaining your enrolment (while the grievance procedure is ongoing)
- be accompanied or supported by another person (other than a legal practitioner) during informal or formal processes
- appeal the final decision made through the formal process

### Complaints or Grievances

If you wish to make a complaint, you should raise your concerns as soon as possible with the individual concerned, the aim being to resolve the problem directly and informally. If you feel you are unable to approach the individual or are not satisfied with the initial response, contact your relevant trainer or staff member.

You may lodge a formal grievance in writing to APTC which will be managed in accordance with the APTC Student Complaints and Appeals Policy. Your grievance will be documented and managed fairly under the Policy. Grievances are classified into academic and non-academic matters:

### Academic Grievances (but are not limited to):

- provision of accurate academic course information and selection criteria
- selection and enrolment decisions
- credit recognition, course content and structure, assessment methods or processes
- decisions about course content, structure, assessment methods made by training staff which affect an individual student or group of students, or individuals seeking to enrol

## Non-Academic Grievances (but are not limited to):

- administration and application of APTC policies, procedures and guideline
- access to training and assessment materials and resources
- administration of payment of fees
- penalties applied for non-payment of fees and charges
- administration of scholarships
- administration of student enrolment, withdrawal, course transfer, results and graduation
- course completion time limits relating to modified or expired courses
- refusal of refund (as per policy)
- the behaviour of other students of APTC
- penalties imposed for academic or behavioural misconduct

## Withdrawal of a Grievance or Appeal

- You may withdraw a grievance or appeal at any time during the process
- The withdrawal must be in writing to the relevant staff member who is handling the matter
- Withdrawal of the grievance or appeal will stop the process and the matter will be deemed resolved

## Appeal

You may lodge an appeal to the APTC CEO within ten (10) working days of receipt of the decision.

## STUDY GUIDE AND TIPS

### Learning at APTC

It is important to be aware that there will be differences between the training delivery and assessment methods used at APTC and those you may have experienced in your previous study or work place.

For example, the main styles of training and learning you have previously encountered may have focused on remembering and repeating information. The learning style at APTC differs from these methods, and is based on practical training and assessments.

APTC trainers offer vocational placement, knowledge, information, ideas and facts, and also encourage you to explore and find additional knowledge from sources and books other than those used in class.

Asking the trainer questions and discussing what is being said in class is encouraged and not seen as being disrespectful or challenging to the trainer's authority. Instead this shows your interest and willingness to participate in class.

### Ensuring Your Success

Your success will be a result of planning, motivation, hard work, time management, some sacrifices, evaluation and review.

Many things may affect your studies. New surroundings, studying with people from different cultures, being away from home, making new friends, wanting to do well, issues of separation, family commitments or isolation and balancing work and study may affect your academic performance.

### Effective Study Skills

Effective study skills are about more than understanding the course content and must be practised in order for you to improve. It is not enough to simply 'think about' studying. In order to develop your current study skills, it is important that you consider the following:

#### *The Value of a Schedule*

Before you even think about the process of studying, you must develop a schedule.

If you don't have a schedule or plan for studying, you do not have a way of managing your time when the unexpected occurs. A good, well-thought out schedule can be a lifesaver. You may not get it right the first time. The secret is to regularly review what works well and what does not, and revise your schedule as required. You will need to change your study priorities according to how you are progressing with your course work and assessments.

## *The Process of Study*

Time is the most valuable resource. It is also one of the most wasted of resources. To maximise the use of your time, here are a few helpful suggestions:

- Plan enough time for study. If you are unsure of how much time to commit to study, ask your trainer for advice.
- Study at the same time every day. Regular hours are easier to follow.
- Make use of the free hours during the day. If you have free hours between classes, use these to review material or edit notes and to study the material that will be covered in your next class.
- Plan study periods to follow class periods whenever possible.
- Fifty to ninety minutes of study at a time for each course works best. Relaxation periods of ten to fifteen minutes should be scheduled between study periods. It is more efficient to study hard for a definite period of time, and then stop for a few minutes, than attempt to study on indefinitely.
- Plan for weekly reviews. At least one hour each week for each class (distinct from study time) should be scheduled. The weekend is a good time for review.
- Leave some unscheduled time for flexibility. Lack of flexibility is the major reason why schedules fail. Students tend to over- schedule themselves.
- Allow time for planned recreation, campus and church activities, etc. When you plan your schedule, you should begin by listing the activities that come at fixed hours and cannot be changed. Classes and workshop, sleep, and work for money are examples of time 'uses' which you may not be able to alter. Next, you can schedule your flexible time commitments. These hours can be interchanged with other hours if you find that your schedule must be changed during the week. Recreational activities are planned last.
- Set up study groups with fellow students. This can be a good way to expand on your knowledge and understanding.
- Use all assistance offered by APTC trainers and staff.

## *Where to Study*

You can study anywhere. Libraries, study lounges or private rooms are best. Study at a desk with good lighting and a comfortable chair. Most importantly, do not get distracted by music, friends or phone.

## *Research*

- Find out as much as you can about APTC and campus facilities
- Take a campus tour
- Ask to be shown how to use the library resources
- APTC staff can help with learning strategies, report writing and literacy and numeracy skills
- Get to know your trainer and other APTC staff

## *Be Organised*

- Divide work into immediate and less urgent
- Put tasks in order of urgency and break the big tasks down into smaller parts – the more you break down your work into small tasks, the more you're likely to find the time to do them
- Draw up a calendar of when all your assessments are due and display it in a prominent place
- Try to get ahead in your work, so that if a crisis arises you won't fall behind too easily
- Find a special place and time for working to help create the right mood to concentrate on study
- Don't worry. It will take time to get into a routine of study, so don't put too much pressure on yourself

## *Share Your Experiences*

- Meet other students and talk about your good and bad experiences
- Organise social activities for yourself, other friends and/or family members
- If it all seems too much, approach your trainer or the Student Support & Welfare Officer for support

## *Take Time Out*

Be kind to yourself and, where possible, take some time out to do something that you enjoy, such as playing sport, reading a book or watching a movie.

## Student Skills

Remembering information is an important skill but in addition to this, students are encouraged to develop independent thinking. Students will be expected to:

- take notes during class
- ask questions of the trainers
- attend all classes (unless ill and able to produce a doctor's certificate)
- be on time to classes
- remain in class for the whole lesson (unless there is a valid reason to leave early)
- hand in original (your own) work
- develop research and library skills
- complete all assessment tasks by the due dates
- participate in class
- request help if needed
- read prescribed texts plus additional reading

## Socialising

Socialising is an important part of your time at APTC. Joining any social, sporting or specific interest groups or associations is a great way to meet new people and have fun.

## Study and Family

Studying and looking after a family at the same time can be challenging. The following may help you manage both:

- Inform - make sure family members know why study is important to you.  
When your family understands why you are studying and the pressures you face, they are more likely to help you and give you the time you need to study.
- Plan - write up a new household chores roster and involve each family member in the process. You won't be able to do as much around the house now that you're studying.
- Time - work out a schedule to ensure that each week includes time for family. Students do get breaks between training blocks – look forward to them.
- Share - get together with other students who are also managing a family.  
You can share your experiences and advise one another.

## Study and Work

Studying and working at the same time can also be challenging. Follow these guidelines and use your APTC Student Handbook & Diary to help manage your time between work and study:

- plan - develop a schedule for work and study to follow.
- start a "to-do list" - keep a to-do list to make sure you finish every task.
- use time well - don't waste your time. Make the most of your free time to study. You can always study while on public transport, instead of watching tv or first thing in the morning when you wake up.
- say no - learn to say no when people try to add more on to your already busy schedule. Make sure your employer knows you can't take on extra hours.
- inform - keep your employer and trainers informed about your situation and your commitments, so that they can be flexible as well. Keeping them informed is the best way to avoid problems in the future.

## HOW WE USE YOUR INFORMATION

### Privacy of Personal Information

We will collect and handle your personal information in accordance with the Queensland Information Privacy Act 2009: <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.pdf>

Information collected as a result of your enrolment will be used by APTC for general student administration as well as planning, reporting, communication and evaluation purposes. Only authorised APTC staff have access to this information.

### APTC Privacy Statement

The APTC complies with the Australian Federal and State government requirements. The Privacy Act 1988 forms the basis of this statement.

The information you have supplied to APTC will be used, where applicable, for the purpose of:

- processing your application
- assessing your application
- accepting your enrolment
- assessing your welfare needs
- processing and advising you of your assessment results and
- other communication to you as required

Your personal information, attendance details, progress and results will be made available to the APTC Regional Head Office and APTC campuses as required.

Access to your information will not be given to any other organisation or persons, without your consent or unless authorised or required by law.

When attending practical vocational placements, you may become familiar with information that is confidential to that workplace. You must not share any information that is confidential, as this may be considered to be an act of misconduct under the APTC Student Rules.

## Access to your Student Records

As a student of APTC you have the right to see any records that are being kept about you (e.g. personal details, assessment records). If you wish to see your records, ask your trainer first and then contact the Country Manager if required.

APTC will not release any details to a third party unless you have provided written consent.

## Changes to Personal and Contact Details

To ensure important information reaches you, immediately notify your local APTC office of any change in your name, address, phone number or emergency contact details. Request for changes to your name recorded in APTC must be advised during your studies and must be supplied with proof of your change of name (e.g. birth certificate, marriage certificate, statutory declaration) to ensure your records are up to date and your Certificate is accurate.

## Results and Awards

You will be advised of your unit results during your study by your Trainer.

Your results will be provided to you on completion of all your assessments, at graduation. Fees must be paid in full before results are released. Please make sure that APTC has your current phone and contact details so APTC can advise you about this important event. Your Certificate will be printed in the name that is recorded on our enrolment records.

## Graduations

Formal graduation ceremonies are held in students' home country. These are opportunities for your achievements to be recognised and celebrated with government representatives, industry and community leaders, and family and friends. You will receive your Certificate and record of results at graduation.

## APTC ALUMNI ASSOCIATION

Your journey with APTC begins as a student and will continue even after you graduate, through the APTC Alumni Association (Alumni) which will assist you to stay connected and engaged with APTC and fellow alumni.

APTC Alumni Association aims to connect and engage the Alumni of APTC by fostering lifelong connection with APTC by developing a lasting and mutually beneficial relationship between APTC and its alumni. Together the Alumni and APTC will support the development of local, regional and international professional networking in the Pacific Island Forum countries.

The goals of the Alumni are to:

- Strengthen communications between alumni and APTC
- Develop and support alumni volunteer leadership
- Enhance alumni connections with APTC, students and the community
- Encourage participation in alumni development programs

Alumni Chapters have been established in Fiji, Samoa, PNG, Vanuatu, Kiribati, Tonga and Solomon Islands. Members of the Alumni will automatically become members of the country Alumni Chapter where they reside.

The Alumni program of events, correspondence, meetings, various alumni chapters, and social media enable members to connect personally and professionally with other graduates.

### Membership

APTC Alumni members are committed to retaining their connections with the APTC and are proud advocates for the training they have received with the College. You can become one of these proud advocates as well. Visit the APTC Alumni website for more details: [www.aptc.edu.au/alumni](http://www.aptc.edu.au/alumni)

As of January 2013, all graduates of APTC automatically become members of the Alumni and membership is free. If you know anyone who graduated from APTC before 2013, please encourage them to register through the online registration form: <https://www.aptc.edu.au/alumni/membership/registration>



Follow APTC Alumni on Facebook: [www.facebook.com/aptc.alumni](http://www.facebook.com/aptc.alumni)



Join the APTC Alumni professional network on LinkedIn:  
[www.linkedin.com/company/aptc-alumni](http://www.linkedin.com/company/aptc-alumni)

For queries regarding APTC Alumni, send an email to: [alumni@aptc.edu.au](mailto:alumni@aptc.edu.au)  
OR contact the Regional Head Office.

## GRADUATE TRACER SURVEY

APTC's commitment to the continuous improvement of its services includes conducting a survey of its graduates after 6-12 months of their graduation.

It is important that students participate in such surveys that will be used to determine the effectiveness of APTC programs and provide feedback to help improve APTC training and support services.

To ensure that your feedback is properly captured in the surveys, APTC will need to be able to contact you after you have graduated from APTC. It is the student's responsibility to inform APTC about current contact details. If your email, Facebook account or phone number changes, then contact the relevant APTC campus or representatives in your country to update your information.





2018

STUDENT **DIARY**

## 2018 PUBLIC HOLIDAYS

### Disclaimer:

Please note that public holidays have been listed according to dates available at the time of printing and maybe subject to change.

### FIJI

New Year 's Day	Monday, 1 January
Good Friday	Friday, 30 March
Easter Saturday	Saturday, 31 March
Easter Monday	Monday, 2 April
National Sports and Wellness Day	Friday, 29 June
Constitution Day	Friday, 7 September
Fiji Day	Wednesday, 10 October
Diwali	Wednesday, 7 November
Prophet Mohammed's Birthday	Monday, 19 November
Christmas Day	Tuesday, 25 December
Boxing Day	Wednesday, 26 December

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### PAPUA NEW GUINEA

New Year 's Day	Monday, 1 January
Good Friday	Friday, 30 March
Easter Saturday	Saturday, 31 March
Easter Sunday	Sunday, 1 April
Easter Monday	Monday, 2 April
Queen's Birthday	Monday, 11 June
National Remembrance Day	Monday, 23 July
National Repentance Day Holiday	Monday 27 August
Independence Day Holiday	Monday, 17 September
Christmas Day	Tuesday, 25 December
Boxing Day	Wednesday, 26 December

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### SOLOMON ISLANDS

New Year 's Day	Monday, 1 January
Good Friday	Friday, 30 March
Holy Saturday	Saturday, 31 March
Easter Monday	Monday, 2 April
Whit Monday	Monday, 21 May
Queen's Birthday Holiday	Friday, 8 June
Independence Day Holiday	Friday, 6 July
Christmas Day	Tuesday, 25 December
National Day of Thanksgiving	Wednesday, 26 December

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# 2018 PUBLIC HOLIDAYS

## Disclaimer:

Please note that public holidays have been listed according to dates available at the time of printing and maybe subject to change.

## SAMOA

New Year 's Day	Monday, 1 January
Day after New Year's Day	Tuesday, 2 January
Easter Friday	Friday, 30 March
Easter Saturday	Saturday, 31 March
Easter Monday	Monday, 2 April
Mother 's Day Holiday	Monday, 14 May
Independence Day	Friday, 1 June
Father 's Day Holiday	Monday, 13 August
White Sunday (Lotu-a-Tamaiti)	Monday, 15 October
Christmas Day	Tuesday, 25 December
Boxing Day	Wednesday, 26 December

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## VANUATU

New Year 's Day	Monday, 1 January
Father Lini Day	Wednesday, 21 February
Custom Chief's Day	Monday, 5 March
Good Friday	Friday, 30 March
Easter Monday	Monday, 2 April
Labour Day	Tuesday, 1 May
Ascension Day	Thursday, 10 May
Children's Day	Tuesday, 24 July
Independence Day	Monday, 30 July
Assumption Day	Wednesday, 15 August
Constitution Day	Friday, 5 October
Unity Day	Thursday, 29 November
Christmas Day	Tuesday, 25 December
Family Day	Wednesday, 26 December

# SEMESTER 1 2018 ACTIVITY CALENDAR

(Use this calendar to mark important dates such as allowances payment and class activities.)

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# SEMESTER 1 2018 ACTIVITY CALENDAR

(Use this calendar to mark important dates such as allowances payment and class activities.)

## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## January | **Week 1**

---

**1**

Monday

**2**

Tuesday

**3**

Wednesday

## January | **Week 1**

Thursday

**4**

Friday

**5**

**6**

Saturday

Sunday

**7**

January | **Week 2**

---

**8**

Monday

**9**

Tuesday

**10**

Wednesday

January | **Week 2**

---

Thursday

**11**

---

Friday

**12**

**13**

Saturday

Sunday

**14**

## January | **Week 3**

---

**15** Monday

---

**16** Tuesday

---

**17** Wednesday

January | **Week 3**

Thursday **18**

Friday **19**

**20** Saturday

Sunday **21**

January | **Week 4**

---

**22** Monday

---

**23** Tuesday

---

**24** Wednesday

January | **Week 4**

---

Thursday **25**

---

Friday **26**

**27** Saturday

Sunday **28**

January | **Week 5**

---

**29** Monday

---

**30** Tuesday

---

**31** Wednesday

February | **Week 5**

---

Thursday

**1**

---

Friday

**2**

**3**

Saturday

Sunday

**4**

February | **Week 6**

---

**5**

Monday

**6**

Tuesday

**7**

Wednesday

February | **Week 6**

Thursday

**8**

Friday

**9**

**10**

Saturday

Sunday

**11**

February | **Week 7**

---

**12** Monday

---

**13** Tuesday

---

**14** Wednesday

February | **Week 7**

---

Thursday **15**

---

Friday **16**

**17** Saturday

Sunday **18**

February | **Week 8**

---

**19** Monday

---

**20** Tuesday

---

**21** Wednesday

February | **Week 8**

---

Thursday **22**

---

Friday **23**

**24** Saturday

Sunday **25**

February | **Week 9**

---

**26** Monday

---

**27** Tuesday

---

**28** Wednesday

## March | **Week 9**

---

Thursday

**1**

---

Friday

**2**

**3**

Saturday

Sunday

**4**

## March | **Week 10**

---

**5**

Monday

**6**

Tuesday

**7**

Wednesday

March | **Week 10**

Thursday

**8**

Friday

**9**

**10**

Saturday

Sunday

**11**

March | **Week 11**

---

**12** Monday

---

**13** Tuesday

---

**14** Wednesday

March | **Week 11**

---

Thursday **15**

---

Friday **16**

**17** Saturday

Sunday **18**

March | **Week 12**

---

**19** Monday

---

**20** Tuesday

---

**21** Wednesday

March | **Week 12**

---

Thursday **22**

---

Friday **23**

**24** Saturday

Sunday **25**

March | **Week 13**

---

**26** Monday

---

**27** Tuesday

---

**28** Wednesday

March / April | **Week 13**

Thursday **29**

Friday **30**

**31** Saturday

Sunday **1**

## April | **Week 14**

---

**2**

Monday

**3**

Tuesday

**4**

Wednesday

April | **Week 14**

---

Thursday

**5**

---

Friday

**6**

**7**

Saturday

Sunday

**8**

## April | **Week 15**

---

**9**

Monday

---

**10**

Tuesday

---

**11**

Wednesday

April | **Week 15**

---

Thursday **12**

---

Friday **13**

**14** Saturday

Sunday **15**

April | **Week 16**

---

**16** Monday

---

**17** Tuesday

---

**18** Wednesday

April | **Week 16**

Thursday **19**

Friday **20**

**21** Saturday

Sunday **22**

## April | **Week 17**

---

**23** Monday

---

**24** Tuesday

---

**25** Wednesday

April | **Week 17**

---

Thursday **26**

---

Friday **27**

**28** Saturday

Sunday **29**

April / May | **Week 18**

---

**30** Monday

---

**1** Tuesday

---

**2** Wednesday

May | **Week 18**

Thursday

**3**

Friday

**4**

**5**

Saturday

Sunday

**6**

## May | **Week 19**

---

**7**

Monday

**8**

Tuesday

**9**

Wednesday

May | **Week 19**

---

Thursday **10**

---

Friday **11**

**12** Saturday

Sunday **13**

## May | **Week 20**

---

**14** Monday

---

**15** Tuesday

---

**16** Wednesday

May | **Week 20**

---

Thursday **17**

---

Friday **18**

**19** Saturday

Sunday **20**

May | **Week 21**

---

**21** Monday

---

**22** Tuesday

---

**23** Wednesday

May | **Week 21**

Thursday **24**

Friday **25**

**26** Saturday

Sunday **27**

May | **Week 22**

---

**28** Monday

---

**29** Tuesday

---

**30** Wednesday

May / June | **Week 22**

Thursday

**31**

Friday

**1**

**2**

Saturday

Sunday

**3**

June | **Week 23**

---

**4**

Monday

**5**

Tuesday

**6**

Wednesday

June | **Week 23**

---

Thursday

**7**

---

Friday

**8**

**9**

Saturday

Sunday

**10**

June | **Week 24**

---

**11** Monday

---

**12** Tuesday

---

**13** Wednesday

June | **Week 24**

---

Thursday **14**

---

Friday **15**

**16** Saturday

Sunday **17**

June | **Week 25**

---

**18** Monday

---

**19** Tuesday

---

**20** Wednesday

June | **Week 25**

---

Thursday **21**

---

Friday **22**

**23** Saturday

Sunday **24**

June | **Week 26**

---

**25** Monday

---

**26** Tuesday

---

**27** Wednesday

June / July | **Week 26**

---

Thursday **28**

---

Friday **29**

**30** Saturday

Sunday **1**

## July | **Week 27**

---

**2**

Monday

**3**

Tuesday

**4**

Wednesday

July | **Week 27**

---

Thursday

**5**

---

Friday

**6**

**7**

Saturday

Sunday

**8**

July | **Week 28**

---

**9**

Monday

---

**10**

Tuesday

---

**11**

Wednesday

July | **Week 28**

---

Thursday **12**

---

Friday **13**

**14** Saturday

Sunday **15**

July | **Week 29**

---

**16** Monday

---

**17** Tuesday

---

**18** Wednesday

July | **Week 29**

---

Thursday **19**

---

Friday **20**

**21** Saturday

Sunday **22**

July | **Week 30**

---

**23** Monday

---

**24** Tuesday

---

**25** Wednesday

July | **Week 30**

---

Thursday **26**

---

Friday **27**

**28** Saturday

Sunday **29**

July / August | **Week 31**

---

**30** Monday

---

**31** Tuesday

---

**1** Wednesday

August | **Week 31**

---

Thursday

**2**

---

Friday

**3**

**4**

Saturday

Sunday

**5**

August | **Week 32**

---

**6**

Monday

**7**

Tuesday

**8**

Wednesday

August | **Week 32**

---

Thursday

**9**

---

Friday

**10**

**11**

Saturday

Sunday

**12**

August | **Week 33**

---

**13** Monday

---

**14** Tuesday

---

**15** Wednesday

August | **Week 33**

---

Thursday **16**

---

Friday **17**

**18** Saturday

Sunday **19**

August | **Week 34**

---

**20** Monday

---

**21** Tuesday

---

**22** Wednesday

August | **Week 34**

---

Thursday **23**

---

Friday **24**

**25** Saturday

Sunday **26**

August | **Week 35**

---

**27** Monday

---

**28** Tuesday

---

**29** Wednesday

August / September | **Week 35**

Thursday **30**

Friday **31**

**1** Saturday

Sunday **2**

September | **Week 36**

---

**3**

Monday

**4**

Tuesday

**5**

Wednesday

September | **Week 36**

---

Thursday

**6**

---

Friday

**7**

**8**

Saturday

Sunday

**9**

September | **Week 37**

---

**10** Monday

---

**11** Tuesday

---

**12** Wednesday

September | **Week 37**

---

Thursday **13**

---

Friday **14**

**15** Saturday

Sunday **16**

September | **Week 38**

---

**17** Monday

---

**18** Tuesday

---

**19** Wednesday

September | **Week 38**

Thursday **20**

Friday **21**

**22** Saturday

Sunday **23**

September | **Week 39**

---

**24** Monday

---

**25** Tuesday

---

**26** Wednesday

September | **Week 39**

---

Thursday **27**

---

Friday **28**

**29** Saturday

Sunday **30**

October | **Week 40**

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**1** Monday

---

**2** Tuesday

---

**3** Wednesday

October | **Week 40**

---

Thursday

**4**

---

Friday

**5**

**6**

Saturday

Sunday

**7**

October | **Week 41**

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**8**

Monday

**9**

Tuesday

**10**

Wednesday

October | **Week 41**

---

Thursday **11**

---

Friday **12**

**13** Saturday

Sunday **14**

October | **Week 42**

---

**15** Monday

---

**16** Tuesday

---

**17** Wednesday

October | **Week 42**

---

Thursday **18**

---

Friday **19**

**20** Saturday

Sunday **21**

October | **Week 43**

---

**22** Monday

---

**23** Tuesday

---

**24** Wednesday

October | **Week 43**

Thursday **25**

Friday **26**

**27** Saturday

Sunday **28**

October | **Week 44**

---

**29** Monday

---

**30** Tuesday

---

**31** Wednesday

November | **Week 44**

---

Thursday

**1**

---

Friday

**2**

**3**

Saturday

Sunday

**4**

November | **Week 45**

---

**5**

Monday

**6**

Tuesday

**7**

Wednesday

November | **Week 45**

---

Thursday

**8**

---

Friday

**9**

**10**

Saturday

Sunday

**11**

November | **Week 46**

---

**12** Monday

---

**13** Tuesday

---

**14** Wednesday

November | **Week 46**

Thursday **15**

Friday **16**

**17** Saturday

Sunday **18**

November | **Week 47**

---

**19** Monday

---

**20** Tuesday

---

**21** Wednesday

November | **Week 47**

Thursday **22**

Friday **23**

**24** Saturday

Sunday **25**

November | **Week 48**

---

**26** Monday

---

**27** Tuesday

---

**28** Wednesday

November / December | **Week 48**

Thursday **29**

Friday **30**

**1** Saturday

Sunday **2**

December | **Week 49**

---

**3**

Monday

**4**

Tuesday

**5**

Wednesday

December | **Week 49**

Thursday

**6**

Friday

**7**

**8**

Saturday

Sunday

**9**

December | **Week 50**

---

**10** Monday

---

**11** Tuesday

---

**12** Wednesday

December | **Week 50**

Thursday **13**

Friday **14**

**15** Saturday

Sunday **16**

December | **Week 51**

---

**17** Monday

---

**18** Tuesday

---

**19** Wednesday

December | **Week 51**

---

Thursday **20**

---

Friday **21**

**22** Saturday

Sunday **23**

December | **Week 52**

---

**24** Monday

---

**25** Tuesday

---

**26** Wednesday

December | **Week 52**

Thursday **27**

Friday **28**

**29** Saturday

Sunday **30**

December | **Week 52**

---

**31**

Monday











CONTRIBUTING TOWARDS A PROSPEROUS PACIFIC, DRIVEN BY A  
SKILLED, COMPETITIVE AND PRODUCTIVE WORKFORCE

