



Southern Cross  
Education Institute



# Explore Your Future

**International Course Guide 2024**

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# Welcome



**Maja Young,**  
Chief Executive Officer

“

It is my pleasure to extend some words of encouragement to all prospective students of Southern Cross Education Institute; selecting a career pathway is no easy task, but getting started is key!

”

**Southern Cross Education Institute (SCEI) has been proudly providing quality education services and a fantastic study experience to both local and international students since 2007.**

Our international students not only take home an Australian qualification, but also have the chance to explore this elaborate country.

With campuses in both Victoria and South Australia, we offer a range of vocational programs, specifically in industries experiencing skills shortages.

Whether you plan to study a Certificate or an Advanced Diploma course, you'll be ripe for employment upon completion.

Australia boasts a grand array of job placement opportunities, which you can opt to pursue upon completion of your studies.

In a broader context, SCEI is highly regarded in the industry for many things, but primarily our:

- Strong community links and engagement;
- Diverse student cohorts, and;
- Industry currency of all programs under our scope.

These fundamentals are our guiding principles which have ultimately afforded SCEI a longstanding presence in the Australian vocational education industry. Should you elect to study with us, our devoted staff will work with you to achieve academic progress and reach your full potential.

Diverse people, diverse learning methodologies and diverse placement opportunities will ensure your success.

**Maja Young,**  
Chief Executive Officer

# About SCEI

In 2006, Southern Cross Education Institute Pty Ltd was registered with ASIC and an application commenced for registration with VRQA as a VET provider. The approval from VRQA was granted in 2007 for domestic students and CRICOS registration followed in 2008 for international students.



SCEI has established itself as a quality vocational education and training provider offering numerous nationally recognised qualifications from Certificate to Advanced Diploma courses at its two campuses in Melbourne and campus in Adelaide.

- In December 2014, SCEI was accredited by the Australian Nursing and Midwifery Council to deliver Diploma of Nursing.
- In 2015, SCEI became a VET Student Loan provider and has contracts with Skills Victoria to assist students expenses in undertaking particular funded nationally recognised courses.
- SCEI is poised on growth and expansion with approved courses targeting both domestic and international students in the health and community services sector to meet the needs of the industry workforce.
- Our aim is to provide students with highly quality based training in the vocational sector and develop the required industry skills and knowledge for all students. We are committed to provide pleasant environment and required facilities to enable SCEI students acquiring appropriate employability skills to adapt the ever-changing requirements of, the industry, SCEI ensuring each cohort after successfully complete their qualification able to competitive and productive in their chosen industry and flourish in their endeavour.



# Why SCEI



## High Quality of Training Staff

The SCEI recruitment strategy for trainers and assessors stipulates all trainers must have industry experience for their chosen vocation and Certificate IV in training and assessment with the required address adult language, literacy and numeracy skills unit.

SCEI encourages its staff to work in their relevant industry to maintain their currency and engagement within the industry.



## Industry Work Placement

SCEI's main focus and objective has always been to provide strong employment outcomes for its students. Over the past five years, SCEI has focused to health and community courses to support local community and meet industry workforce demands and shortages. SCEI has strong partnerships with a range of host organisations for industry work placement, which often lead to employment outcomes for the students. Feedback from SCEI's host organisations show that our graduates are fully trained and equipped to work in an industry in the most efficient manner. SCEI is very proud to report that employers consistently state that SCEI students have thorough industry knowledge, are highly reliable, competent and dedicated. SCEI's work placement team is proud to offer guaranteed work placement to its students, which proves to be an additional stepping stone to secure employment in the student's chosen field.



## Career pathways

SCEI is proud of providing with enriching training opportunities that lead to a great job and career. SCEI has 70% of employment after completing the course, 30% of ratios is applying for further courses.

# Our Vision

To be regarded by stakeholders as a respected, ethical, innovative and sustainable national quality provider of education and training. SCEI currently has two campuses in Melbourne and one campus in Adelaide.

# Our Mission

To deliver education by using innovative approaches in a supportive environment to equip our students with knowledge and practical skills enabling them to be an active member of the wider community and future leaders in their chosen field.

# Our Values

- Professional
- Accountability
- Honesty & Integrity
- Access & Equity
- Strengthening Partnerships
- Team Work
- Quality Education





# Health Services

**HLT37215** Certificate III in Pathology Collection  
**HLT54121** Diploma of Nursing

## Is this course right for you?

- I'm interested in health care
- I want to learn how to take blood
- I want to practice alongside a phlebotomist in a clinical workplace
- I want to earn a nationally recognised qualification

Start your journey now with SCEI

[scei.edu.au](http://scei.edu.au)



HLT37215

## Certificate III in Pathology Collection

CRICOS COURSE CODE: 090550B

**Campus**  
Melbourne, Adelaide

**Duration**  
Full time on campus - 32 weeks

**Work Placement**  
35 Hours

### Overview

This course reflects the role of pathology collectors. You will be trained on taking blood samples, various swabs and electrocardiograms for patients requiring pathology tests.

The course includes performing live bleeds in class and on work placement, giving you the hands-on skills to succeed in industry. The student will be required to be a model during the practical session during blood taking, and ECG's.

### Course Entry Requirements

- Must be 18 years of age or above
- Successful completion of Year 11 or the equivalent level of study
- Minimum English level of IELTS 6.0 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test.
- Moderate level of computer literacy required

### Work Placement Requirements

- National Police Record Check and/or Police clearance.
- Working with Children Check
- Immunisation records
- Record of vaccinations (from home country)
- Full COVID-19 immunisation (TGA approved)

### Employment Opportunities

- Pathology collector

### Further Study Pathways

- HLT54121 Diploma of Nursing

#### Units of Competency

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTPAT001	Identify and respond to clinical risks in pathology collection
HLTPAT002	Perform venous blood collections
HLTPAT004	Collect pathology specimens other than blood
HLTWH5001	Participate in work health and safety
BSBCUS201	Deliver a service to customers
BSBMED301	Interpret and apply medical terminology appropriately
HLTPAT003	Perform capillary collection
HLTAID011	Provide first aid
HLTCAR001	Perform electrocardiology (ECG)
HLTPAT006	Receive, prepare and dispatch pathology specimens
HLTAAP001	Recognise healthy body systems

Note: If a student has a Disclosable Court Outcome registered against their name, we are unable to assist with placement as an industry will not accept students without a clear record. **This requirement is not negotiable.**

Enquire now:  
[scei.edu.au](http://scei.edu.au)





HLT54121

## Diploma of Nursing

CRICOS COURSE CODE: 108324E

 **Campus**  
Melbourne, Adelaide

 **Duration**  
Full time on campus - 85 weeks

 **Work Placement**  
400 Hours

### Overview

This course reflects the role of an enrolled nurse working under the direct or indirect supervision of a registered nurse. Enrolled nurses provide nursing care for people across the health care continuum and at all stages of life. This course is accredited by the Nursing and Midwifery Board of Australia (NMBA). Upon completing your studies, you will be eligible to register as an enrolled nurse with the NMBA.

The student will be required to be a model during the practical session for palpation, blood taking, blood pressure monitoring and blood glucose level monitoring.

### Course Entry Requirements

- Must be over 18 years of age or above
- Must have completed Year 12 or equivalent, or
- Completion of a relevant Australian Certificate III or IV qualification e.g. Aged Care, Health Services Assistance
- Undertake SCEI approved Numeracy Test to Identify level of support (on arrival to Australia, prior to commencing semester 2)
- Moderate level of computer literacy required
- Meet the entry criteria set by the Australian Nursing and Midwifery Accreditation Council which states that all "All students entering this course must demonstrate they have achieved the Nursing and Midwifery Board of Australia (NMBA) a specified level of English language skills, prior to commencing the course".

### English Language Requirements

- English is the student's primary language: supported by evidence of completion of at least six (6) years of primary and secondary education taught and assessed in English in one of the recognised countries\*, OR
- English is NOT the student's primary language: The student has achieved the required minimum scores in one of the following English language tests:
- IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking), OR
- Evidence of OET with a minimum score of B in each of the four components (listening, reading, writing and speaking), OR
- Evidence of PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking), OR
- TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test: 24 for listening, 24 for reading, 27 for writing, and 23 for speaking.

*Recognised country means one of the following: Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, United States of America*

### Work Placement Requirements

- National Police Record Check and/or Police clearance.
- Working with Children Check
- NDIS's check and working with vulnerably people clearance.
- Full COVID-19 immunisation (TGA approved)

### Employment Opportunities

- Enrolled Nurse

### Further Study Pathways

- Bachelor of Nursing (at a higher education provider University)
- HLT64121 Advanced Diploma of Nursing

Units of Competency
HLTENN035 Practise nursing within the Australian health care system
HLTENN041 Apply legal and ethical parameters to nursing practice
HLTINF006 Apply basic principles and practices of infection prevention and control
HLTWHS002 Follow safe work practices for direct client care
HLTENN036 Apply communication skills in nursing practice
HLTAAP002 Confirm physical health status
HLTAID011 Provide first aid
BSBPPEF402 Develop work Priorities
HLTAAP003 Analyse and respond to client health information
HLTENN037 Perform clinical assessment and contribute to planning nursing care
HLTENN038 Implement, monitor and evaluate nursing care
HLTENN045 Implement and monitor care of the older person
HLTOHC009 Apply and use basic oral health products
CHCPRP003 Reflect on and improve own professional practice
CHCDIV001 Work with diverse people
HLTENN040 Administer and monitor medicines and intravenous therapy
HLTENN057 Contribute to nursing care of a person with diabetes
HLTENN042 Implement and monitor care for a person with mental health conditions
HLTENN044 Implement and monitor care for a person with chronic health conditions
HLTENN047 Apply nursing practice in the primary health care setting
HLTENN043 Implement and monitor care for a person with acute health conditions
HLTENN068 Provide end of life care and a palliative approach in nursing practice
HLTENN039 Apply principles of wound management
CHCPOL003 Research and apply evidence to practice
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety

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[scei.edu.au](http://scei.edu.au)





# Community Services

- CHC30121** Certificate III in Early Childhood Education and Care
- CHC50121** Diploma of Early Childhood Education and Care
- CHC33021** Certificate III in Individual Support (Ageing & Disability)
- CHC43015** Certificate IV in Ageing Support
- CHC52021** Diploma of Community Services
- CHC62015** Advanced Diploma of Community Sector Management

CHC30121

## Certificate III in Early Childhood Education and Care

CRICOS COURSE CODE: 108095B

 **Campus**  
Melbourne, Adelaide

 **Duration**  
Full time on campus - 50 weeks

 **Work Placement**  
160 Hours

### Overview

This course reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. You will be trained in supporting children's wellbeing and development in context of an approved learning framework.

### Course Entry Requirements

- Must be 18 years of age or above
- Must have completed Year 12 or equivalent
- Minimum English level of IELTS 6.0 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test (against the ACSF).
- Moderate level of computer literacy required

### Work Placement Requirements

- National Police Record Check and/or Police clearance.
- Working with Children Check and/or mandatory reporting.
- Full COVID-19 immunisation (TGA approved)

### Employment Opportunities

- Early childhood educator
- Out of School Hours Care Educator (OSHC Educator)
- Nanny

### Further Study Pathways

- CHC50121 Diploma of Early Childhood Education and Care

Units of Competency
CHCECE030 Support inclusion and diversity
CHCECE031 Support children's health, safety and wellbeing
CHCECE032 Nurture babies and toddlers
CHCECE033 Develop positive and respectful relationships with children
CHCECE034 Use an approved learning framework to guide practice
CHCECE035 Support the holistic learning and development of children
CHCECE036 Provide experiences to support children's play and learning
CHCECE037 Support children to connect with the natural environment
CHCECE038 Observe children to inform practice
CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE055 Meet legal and ethical obligations in children's education and care
CHCECE056 Work effectively in children's education and care
CHCPRT001 Identify and respond to children and young people at risk
HLTAID012 Provide First Aid in an education and care setting
CHCDIV001 Work with diverse people
HLTINF006 Apply basic principles and practices of infection prevention and control
HLTWHS001 Participate in workplace health and safety

CHC50121

## Diploma of Early Childhood Education and Care

CRICOS COURSE CODE: 108094C

 **Campus**  
Melbourne, Adelaide

 **Duration**  
Full time on campus - 57 weeks

 **Work Placement**  
280 Hours

### Overview

This course reflects the next step and become a room leader. This course is designed and implemented the curriculum that meets the requirements of approved learning framework and maintaining compliance in other area of service operations.

### Course Entry Requirements

- Successful completion of CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care.
- Must be 18 years of age or above.
- Minimum English level of IELTS 6.0 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test (against the ACSF).
- Moderate level of computer literacy required

### Work Placement Requirements

- National Police Record Check and/or Police clearance.
- Working with Children Check and/or mandatory reporting.
- Full COVID-19 immunisation (TGA approved)

### Employment Opportunities

- Children's services coordinator
- Centre manager (children's services)
- Program leader (children's services)
- Children's adviser
- Group/team coordinator/leader (children's services)
- Childhood educator

### Further Study Pathways

- CHC62015 Advanced Diploma of Community Sector Management
- Bachelor of Early Childhood Education

Units of Competency
CHCECE041 Maintain a safe and healthy environment for children
CHCECE046 Implement strategies for the inclusion of all children
CHCECE045 Foster positive and respectful interactions and behaviour in children
CHCPRP003 Reflect on and improve own professional practice
BSBTWK502 Manage team effectiveness
CHCECE042 Foster holistic early childhood learning, development and wellbeing
CHCECE047 Analyse information to inform children's learning
CHCECE043 Nurture creativity in children
CHCECE048 Plan and implement children's education and care curriculum
CHCPOL003 Research and apply evidence to practice
CHCECE049 Embed environmental responsibility in service operations
CHCECE052 Plan service and supports for children and families
CHCECE050 Work in partnership with children's families
CHCECE044 Facilitate compliance in an education and care services
CHCPOL002 Develop and implement policy

Note: If a student has a Disclosable Court Outcome registered against their name, we are unable to assist with placement as an industry will not accept students without a clear record. **This requirement is not negotiable.**



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CHC33021

## Certificate III in Individual Support (Ageing & Disability)

CRICOS COURSE CODE: 114351G

 **Campus**  
Melbourne, Adelaide

 **Duration**  
Full time on campus - 36 weeks

 **Work Placement**  
160 Hours

### Overview

This course reflects the role of support worker to able to work in variety of aged-care settings, residential facilities, client's homes and community groups.

### Course Entry Requirements

- Must be 18 years of age or above
- Successful completion of Year 11 or the equivalent level of study
- Minimum English level of IELTS 6.0 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test.
- A reasonable level of fitness to carry out manual handling
- Laptop/Computer and Internet Connection
- Moderate level of computer literacy required

### Work Placement Requirements

- National Police Record Check and/or Police clearance.
- NDIS's check and working with vulnerable people clearance
- Full COVID-19 immunisation (TGA approved)
- Vaccinations which can include COVID, hepatitis A and B, and influenza
- Aged care sector screening clearance

### Employment Opportunities

- Aged care worker

### Further Study Pathways

- CHC43015 Certificate IV in Ageing Support
- CHC43121 Certificate IV in Disability
- HLT54121 Diploma of Nursing

Units of Competency
CHCCOM005 Communicate and work in health or community services
CHCDIV001 Work with diverse people
HLTWHS002 Follow safe work practices for direct client care
CHCLEG001 Work legally and ethically
CHCAGE013 Work effectively in aged care
CHCDIS020 Work effectively in disability support
HLTINF006 Apply basic principles and practices of infection prevention and control
CHCCCS041 Recognise healthy body systems
CHCCCS031 Provide individualised support
CHCCCS040 Support independence and wellbeing
CHCDIS011 Contribute to ongoing skills development using a strengths-based approach
CHCCCS038 Facilitate the empowerment of people receiving support
CHCAGE011 Provide support to people living with dementia
CHCPAL003 Deliver care services using a palliative approach
CHCDIS012 Support community participation and social inclusion

CHC43015

## Certificate IV in Ageing Support

CRICOS COURSE CODE: 090552M

 **Campus**  
Melbourne, Adelaide

 **Duration**  
Full time on campus - 60 weeks

 **Work Placement**  
160 Hours

### Overview

This course reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments.

### Course Entry Requirements

- Must be 18 years of age or above
- Successful completion of Year 11 or the equivalent level of study
- Minimum English level of IELTS 6.0 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test.
- Moderate level of computer literacy required

### Work Placement Requirements

- National Police Record Check and/or Police clearance.
- NDIS's check and working with vulnerable people clearance
- Full COVID-19 immunisation (TGA approved)

### Employment Opportunities

- Aged Care Activity Worker
- Care Service Team Leader
- Care Supervisor (Aged Care)

### Further Study Pathways

- HLT54121 Diploma of Nursing
- CHC52015 Diploma of Community Services

Units of Competency
CHCADV001 Facilitate the interests and rights of clients
CHCAGE001 Facilitate the empowerment of older people
CHCAGE003 Coordinate services for older people
CHCAGE004 Implement interventions with older people at risk
CHCAGE005 Provide support to people living with dementia
CHCCCS006 Facilitate individual service planning and delivery
CHCCCS011 Meet personal support needs
CHCCCS023 Support independence and wellbeing
CHCCCS025 Support relationships with carers and families
CHCDIV001 Work with diverse people
CHCLEG003 Manage legal and ethical compliance
CHCPAL001 Deliver care services using a palliative approach
CHCPRP001 Develop and maintain networks and collaborative partnerships
HLTAAP001 Recognise healthy body systems
HLTWHS002 Follow safe work practices for direct client care
HLTAID011 Provide First Aid
CHCAGE002 Implement falls prevention strategies
CHCCOM005 Communicate and work in health or community services

Note: If a student has a Disclosable Court Outcome registered against their name, we are unable to assist with placement as an industry will not accept students without a clear record. **This requirement is not negotiable.**




CHC52021

## Diploma of Community Services

CRICOS COURSE CODE: 114350H

 **Campus**  
Melbourne, Adelaide

 **Duration**  
Full time on campus - 104 weeks

 **Work Placement**  
400 hrs consisting of 2 block of 200 hrs each in Term 5 and Term 8

### Overview

This course reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities

### Course Entry Requirements

- Must be 18 years of age or above
- Successful completion of Year 12 or the equivalent level of study
- Minimum English level of IELTS 6.0 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test.
- Moderate level of computer literacy required

### Work Placement Requirements

- National Police Record Check and/or Police clearance.
- NDIS's check and working with vulnerable people clearance
- Full COVID-19 immunisation (TGA approved)

### Employment Opportunities

- Welfare support worker
- Community service case worker
- Community service case manager

### Further Study Pathways

- Advanced Diploma of Community Sector Management
- Bachelor of Human and Community Services

Units of Competency
CHCLEG003 Manage legal and ethical compliance
HLTWHS003 Maintain work health and safety
CHCDIV001 Work with Diverse People
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCDEV005 Analyse impact of sociological factors on clients in community work and services
CHCCCS004 Assess-existing needs
CHCDEV004 Confirm client developmental status
CHCPRP003 Reflect on and improve own professional development practice
CHCCCS038 Facilitate the empowerment of people receiving support
CHCCSL001 Establish and confirm the counselling relationship
CHCCCS033 Identify and report abuse
CHCDFV001 Recognise and respond appropriately to domestic and family violence
CHCMGT005 Facilitate workplace debriefing and support processes
CHCCCS007 Develop and implement service programs
CHCADV002 Provide advocacy and representation services
CHCCCS003 Increase the safety of individuals at risk of suicide
CHCAOD004 Assess needs of client with alcohol and other drugs issues
CHCCSM013 Facilitate and review case management
CHCCCS019 Recognise and respond to crisis situations
CHCCDE027 Implement community development strategies

Note: If a student has a Disclosable Court Outcome registered against their name, we are unable to assist with placement as an industry will not accept students without a clear record. **This requirement is not negotiable.**

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CHC62015

## Advanced Diploma of Community Sector Management

CRICOS COURSE CODE: 090595M

 **Campus**  
Melbourne, Adelaide

 **Duration**  
Full time on campus - 66 weeks

 **Work Placement**  
200 Hours

### Overview

This course reflects the role of workers who are middle managers or managers across a range of community sector organisations. You will be trained to work independently and report to executive management, directors or boards of management.

### Course Entry Requirements

- Completion of Diploma of Nursing, Diploma of Community Services, Diploma of Counselling, Diploma of Early Childhood, Diploma of Mental Health before commencing this Advanced Diploma program, OR
- Current work experience in a related industry supported by evidence of employment and position description
- Must be 18 years of age or above
- Minimum English level of IELTS 6.0 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy, and Numeracy Indicator Test.
- Moderate level of computer literacy required

### Work Placement Requirements

- National Police Record Check and/or Police clearance.
- NDIS's check and working with vulnerable people clearance
- Full COVID-19 immunisation (TGA approved)

### Employment Opportunities

- Centre manager
- Community care manager
- Community services manager
- Program area manager
- Coordinator

### Further Study Pathways

- Bachelor of Human and Community Services
- Bachelor of Community Welfare
- Bachelor of Social Science

#### Units of Competency

CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT001	Develop, implement and review quality framework
CHCMGT003	Lead the work team
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT608	Manage innovation and continuous improvement
BSBRISK501	Manage risk
CHCPOL003	Research and apply evidence to practice
CHCPRP003	Reflect on and improve own professional practice
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPOL002	Develop and implement policy
CHCPRP004	Promote and present the service

Note: If a student has a Disclosable Court Outcome registered against their name, we are unable to assist with placement as an industry will not accept students without a clear record. **This requirement is not negotiable.**



Enquire now:  
[scei.edu.au](http://scei.edu.au)



# Melbourne Campuses

The Melbourne (Head Office) Campus is located ten minutes by car from the Melbourne CBD with free street parking and is very well serviced by public transport.

The campus facilities include modern, air-conditioned training rooms, library, free WiFi access, computer rooms, simulated learning environments, kitchen and meals area, quiet study area and meeting rooms.



## Campus Contact Details

155 - 161 Boundary Road, North Melbourne, VIC 3051, Australia

Phone : +613 9602 4110  
Email : [info@scei.edu.au](mailto:info@scei.edu.au)



## Campus Contact Details

41 Boundary Road, North Melbourne, VIC 3051, Australia

Phone : +613 9602 4110  
Email : [info@scei.edu.au](mailto:info@scei.edu.au)

# Adelaide Campus

The Adelaide Campus is situated right on the edge of the CBD and is within easy walking distance from all forms of public transport within the CBD area. Public parking is available at a number of street locations close by. Buses stop outside the front door to the campus every ten minutes.

The campus facilities include modern, air-conditioned training rooms, library, free WiFi access, computer rooms, simulated learning environments, kitchen and meals area, quiet study area and meeting rooms.



## Campus Contact Details

14-16 Grote Street, Adelaide SA 5000, Australia

Phone : +613 9602 4110  
Email : [info@scei.edu.au](mailto:info@scei.edu.au)



# Introduction to Australia

## Geography

Australia is both an island and a continent. It is the largest island but the smallest continent in the world. It is about thirty seven hundred kilometres from north to south and four thousand kilometres from east to west. It has an area of nearly 7.7 million square kilometres and is the sixth largest nation on earth. It is the lowest of all the continents with the highest point at only 2228 metres. The variety of landscapes more than compensate for the lack of height. Climatic zones range from tropical rainforests, to deserts and cool temperate forests to snow covered mountains.



## Language

In Australia over 200 different languages and dialects are spoken including 45 indigenous languages. The most commonly spoken languages (other than English) are Italian, Greek, Cantonese, Arabic, Vietnamese, Hindi and Mandarin.



## Language

Appliances in Australia use 200 volts and 60 Hz. You can buy adapters to fit the Australian power points for your existing electronic items. (find a picture of the Australian power plug).



## Currency

Be sure to have cash for essential items when you arrive in Australia, it is recommended to bring about A\$500 cash.

Australian currency is the Australian Dollar (AUD)

Australian coins are available in the following denominations:

\$0.05 = 5 cents  
\$0.10 = 10 cents  
\$0.20 = 20 cents  
\$0.50 = 50 cents  
\$1.00 = 1 dollar  
\$2.00 = 2 dollars

Australian bank notes are available in the following denominations:

\$5.00 = 5 dollars  
\$10.00 = 10 dollars  
\$20.00 = 20 dollars  
\$50.00 = 50 dollars  
\$100.00 = 100 dollars



Most ATMs (cash machines) dispense twenty and fifty dollar notes. Some shops and other outlets will not accept \$100 notes, so it is best to carry smaller notes. Debit and credit cards are widely accepted. Check with your bank at home to see if you will be charged a fee to use your debit and/or credit card in Australia. Please refrain from carrying large sums of cash on your person for safety reasons. Australia is English.





# Introduction to Melbourne

## Melbourne

Melbourne is Australia's second largest capital city and home to some of Australia's best cafes and restaurants. Melbourne has great events and has a passion for food and wine. Melbourne is located on Port Phillip Bay in Australia's south east and has a population of 3,995,500. There are some 3500 restaurant and cafes in Melbourne.



## Melbourne Central Business District (CBD)

One glance at a map and it is obvious that Melbourne is a planned city: a tidy, balanced grid of neatly angled streets. But beneath this sense of everything in its place restraint lies a restless and creative energy pushing back at the city's seeming conservatism. The CBD is made up of precincts - distinct enclaves, each with its own flavour and charm. Some are just a lane or two, while others cover the banks of the Yarra River or a busy CBD street.

## Public Transport

Melbourne's public transport is the easiest and best way to get around the city. Its network extends from the city centre in all directions, with trains, trams and buses offering comprehensive public transport services. Information on destinations and schedules can be obtained from the information desks within the airport or from [ptv.vic.gov.au](http://ptv.vic.gov.au)



## Buy a Myki

Myki is a durable, plastic smart card that stores value and can be used over and over again. Simply keep your myki topped up and carry it with you, and you'll always be ready to travel. Just touch on and off when you travel and myki will automatically calculate the lowest myki fare on all public transportation for you.

### You can buy a myki:

- Online at [myki.com.au](http://myki.com.au)
- By calling 13 6954 (13 myki)
- At the myki discovery centre at Southern Cross Station
- At the myki ticket window at Flinders Street Station
- At the MetShop (Melbourne Town Hall, corner of Swanston and Little Collins streets).
- Online at [myki.com.au](http://myki.com.au) (allow at least 24 hours for processing)
- By calling 13 6954 (13 myki) (allow at least 24 hours for processing)
- At myki machines at metropolitan train stations and
- selected tram platforms stops and bus interchanges.
- For more information on all public transport ticketing practices across Victoria (including how to buy a Metcard) visit: [metlinkmelbourne.com.au](http://metlinkmelbourne.com.au)

## Shuttle Busses

- Skybus offers a shuttle bus service from the airport to Melbourne CBD and city hotels.
- Return transport to the airport departs from Southern Cross Station. This service operates 24 hours, 7 days a week. Buses run every 10 -15 minutes throughout the day and every 30 - 60 minutes overnight. Skybus Hotel Shuttle operates from the city 06:00-22:30 Monday to Friday and 07:30 -17:30 Saturday and Sunday.
- Purchase and print your ticket online.
- MYKI cards cannot be used on this service. For more information Skybus can be contacted on (613) 9335 2811 or by visiting: <http://www.melbourneairport.com.au/To-From-the-Airport/Skybus/Overview.html>

## Taxis

Taxis are available from the ground floor level of Melbourne Airport, outside the International Terminal and both domestic Terminals. Expect a taxi fare of around A\$45 to A\$55 for a trip between the CBD and Melbourne Airport.



## Taxi Fares and Surcharges

Taxi meters are usually clearly visible so you can keep check of your fare. Late night taxi trips must be paid for in advance. Between 10pm and 5am in Victoria, the driver will ask you for an up-front deposit, based on a table of point to point estimates. You can use the fare estimator to work out what your up-front costs are likely to be. Melbourne cabs attract additional charges like a late night surcharge from midnight to 5am, a fee for phone bookings, a fee for using the Citylink freeway and even a fee for taxis waiting at the airport rank. Melbourne's major taxi companies include: 13 CABS (13 22 27)• Arrow (13 22 11)• Embassy Taxis (13 17 55)

## Cost of living in Melbourne

Use the following as a guide for your expenses:



- One off expenses such as rental bond, furniture, electricity start up, Internet start up, telephone , between \$1,500 and \$2,500.
- Weekly travel between \$100 - \$ 298 for public transport
- Food, depends on what and where you eat, between \$200 - \$555 per week.
- Electricity, Telephone, Internet, depends on your consumption, but at a minimum \$150 per week.
- Generally, the price you pay for accommodation will determine its quality, it's normally from \$1100 to \$1266.

For more information, visit [studyinaustralia.gov.au](http://www.studyinaustralia.gov.au) <http://www.studyinaustralia.gov.au/en/Study-Costs/Living>





### Climate and clothing

Melbourne may be known for its fickle weather - the city has been described as having four seasons in one day - but it can still be enjoyed all year round.

### Summer (December – February)

Melbourne warms up in summer with mean temperatures between 14 - 25.3°C (57.2 - 77.5°F). These months are dry, with occasional hot spells that can last more than three days. Melbourne's top temperatures are usually in January and February, when temperatures can occasionally soar past 30°C (86°F).



### Autumn (March – May)

Autumn sees cooler weather with average temperatures ranging from 10.9 – 20.3°C (51.6 - 68.5°F). Morning fog usually clears to welcome fine, sunny days, however toward the end of the season there can be extended periods of light winds.

### Winter (June – August)

In winter, average temperatures range from 6.5 - 14.2°C (43.7 - 57.6°F), and snow falls in the north-east of Victoria, known as High Country. The weather is frequently cold and cloudy, and nights can be accompanied by frosts. Heavy rain is rare at this time of year.

### Spring (September – November)

During spring average temperatures range from 9.6 - 19.6°C (49.3 - 67.3°F). The season is known as the most variable of the year, when weather can quickly change from calm and sunny to cold and windy. Pack your umbrella – October is the wettest month with roughly 10 days of rainfall.





# Introduction to Adelaide

Adelaide is the capital city of South Australia and the fifth-largest city in Australia. With a population of 1.5 million Adelaide is an easy place to get around. The city rises from the middle of a tree-covered plain, between rolling hills to the east and beaches to the west. Adelaide is known as the “20 minute city” simply because this is the average time it takes to travel from the central area of the city to the perimeter in any direction. The airport is seven kilometres from the city and the Adelaide Hills and major beaches are less than half an hour away by car.



## Cost of living in Adelaide

- Rent in the City (shared): \$300-600 per week\*\*
- Grocery: \$60 per week
- Utility bill (shared): \$45-50 per week^
- Public transport: \$15 per week
- Phone and internet: \$25 per week
- Entertainment: \$80 per week

For more information, visit <https://studyadelaide.com/why-adelaide/life-in-adelaide/living-costs>

## Getting Around



### Walking

Seeing the city sights by foot is always a holiday highlight. The flat streets make Adelaide an easy walking city. The visitor friendly street layout means the only decision to make is which route to take. Besides walking, there are several other ways to get around the city centre that won't cost you any money.

### Cycling around the city

Adelaide has a network of dedicated bike lanes and paths. Look out for the three Adelaide City Bikes' depots around the city. Hire is free. They'll even give you a helmet and bike lock.

### Free Bus

Get around the city on the free City-Loop bus (99C), which runs frequently until about 6pm, (on Fridays until about 9pm). This bus service operates seven days a week.





### A tram ride through the city's heart is free

Watch out for the bright green bus called "Tindo." It's the world's first solar-powered bus. Tindo travels between the city and North Adelaide. Planning to travel a little further? Adelaide's bus and train network will take you efficiently to your destination, with major tourist attractions just minutes from the city. Adelaide's premier beach side resort is Glenelg and the tram service will have you there in barely 30 minutes. Visit [www.adelaidemetro.com.au](http://www.adelaidemetro.com.au) for more information.



### Adelaide airport bus transfers

Adelaide airport is eight kilometres from the centre of the city and Metro offer two shuttle bus services.

An express bus service between Adelaide and the city. Operating hourly during weekday peak travel times, JetExpress takes passengers near many key city attractions and locations, including over 20 hotels and apartments in the city.

Adelaide Metro also offers a convenient JetBus service linking Adelaide Airport to Glenelg, West Beach and the City servicing all stops along the route. From there you can easily transfer to other regular Adelaide Metro services.

For further information visit [www.adelaidemetro.com.au](http://www.adelaidemetro.com.au)

### Planning to travel a little further

Adelaide's bus and train network will take you efficiently to your destination, with major tourist attractions just minutes from the city.



Adelaide's premier beach side resort is Glenelg and the tram service will have you there in barely 30 minutes. Real-time arrival information for buses, trains and trams, timetables and a journey planner are available online through the Adelaide Metro website at [www.adelaidemetro.com.au](http://www.adelaidemetro.com.au)

### Adelaide metropolitan taxis

The companies listed below are the main taxi companies operating in the Adelaide metropolitan area.

- Adelaide Independent Taxi Service - Phone 13 22 11
- Suburban Taxi - Phone 13 10 08
- Yellow Cabs South Australia - Phone 13 22 27

Four tariff rates apply for taxi journeys in Adelaide. Tariff one and tariff two apply to one to four passengers and tariff three and tariff four apply to five passengers or more.

Tariff one and tariff three are the normal tariff rates applied and tariff two and tariff four are a higher rate that applies between 7:00 pm and 6:00 am Monday to Friday, and on weekends and public holidays.





### What can you expect from Adelaide weather?

Adelaide experiences mild winters and a warm, dry summer. It has an average maximum temperature of 29°C (84.2°F) in summer and 15 - 16°C (59 - 60.8°F) in winter. Plan ahead with our information on temperature and rainfall.

### Summer (December – February)

During summer (one of the best times to visit Australia), average temperatures range from 16.7 - 28.6°C (62 - 83.5°F) and rainfall is sparse. Occasionally temperatures can soar to 40°C (104°F). Adelaide enjoys the lowest humidity of any Australian city.



### Autumn (March – May)

In autumn, the weather is pleasant with average temperatures between 12.7 - 22.7°C (55 - 73°F) and very little rainfall. The city and countryside take on a red, orange and golden hue.

### Winter (June – August)

In winter, average temperatures drop to between 8 - 16°C (46.5 - 60.8°F), and frosts are common in the nearby Adelaide Hills. June is the wettest month, averaging around 80 mm (3.1 inches), however Adelaide is the driest of all the Australian capitals.

### Spring (September – November)

Spring sees weather warm up with average temperatures between 11.8 - 22°C (53.2 - 71.6°F). Rainfall is low but evenings can be quite brisk as temperatures drop quickly.





# Visas & Migration



Most international students wanting to study in Australia require a student visa. Some other visa holders are also eligible to study in Australia. Many students apply for a visa themselves on-line or via the Australian Diplomatic Mission in their country. The visa application process can be complicated for students from some countries. It may be better to submit an application with the assistance of an accredited agent. You should check with the education provider in Australia for their accredited agents in your country. In order to apply for a visa you will need a valid passport, an electronic Confirmation of Enrolment (eCoE) and any other documentation required by the Australian diplomatic post with which you lodge your application. For example, if you are under 18 you must have a completed CAAW form to ensure your accommodation and welfare is approved of by your education provider. You must ensure to allow enough time for processing between lodging your application and the start of your academic program, as it can be a lengthy process depending on your country of origin. Visit the link below to find out about Student visa Assessment Levels. <https://www.homeaffairs.gov.au/>

## Department of Home Affairs

Department of Home Affairs provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit: <https://www.homeaffairs.gov.au/>

## English Proficiency Requirement

To be accepted to study on a student visa in Australia you will need to demonstrate a sufficient level of English language proficiency, and meet minimum academic requirements.

## School-age dependents

Students intending to study at Southern Cross Education Institute who have school aged dependents may have a legal requirement for those dependents to study at primary or secondary schools within Australia. Costs may be incurred for this schooling. Refer to the Department of Home Affairs, for more information <https://www.homeaffairs.gov.au/>.

## Department of Foreign Affairs and Trade (DFAT)

- The Department of Foreign Affairs and Trade (DFAT) promotes and protects Australia's international interests to support our security and prosperity.
- We work with international partners and other countries to tackle global challenges, increase trade and investment opportunities, protect international rules, keep our region stable and help Australians overseas.



### **Migration Agents**

A migration agent can assist you in submitting your visa application and communicate with DHA on your behalf, but please note that you do not need to use a migration agent to lodge any type of visa application.



### **Education Agents**

Education agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia. Agents are experienced in filling in international student applications and applying for visas. Most speak both English and the local language which makes the application process a lot simpler and generally hassle free for students and parents. Most do not charge for their service as they collect a commission from the institution you choose to attend. However, some agents do charge small amounts or offer additional services. You can check with your Australian education provider for contact details of agents they recommend.

Please Note:

Education Agents although able to assist in completing education and visa applications, are NOT licensed to provide migration advice.

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. Please see the table of Student VISA conditions below.





# ESOS (Education Services for Overseas Students Act 2000)

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promotes quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018.



## Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.deewr.gov.au>. CRICOS registration guarantees that the course and the education provider you study with meets the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

**Your rights:** The ESOS framework protects your rights, including:

The right to receive before enrolling current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18 to ensure your safety, you will be granted visas only if there are arrangements in place for your accommodation, support and welfare.

- Your right to sign a written agreement with your provider before or as you pay fees setting out the services to be provided, fees payable and information about course refunds. You should keep a copy of your written agreement.
- The ESOS framework sets out the standards that Australian education providers who offer education services to overseas students, must obey. These standards cover a range of information that students have a right to know about services that must be offered, include:
  - Orientation and access to support services to help you study and adjust to life in Australia
  - Who the contact officer or officers are for overseas students
  - If you can apply for course credit
  - When your enrolment can be deferred, suspended or cancelled
  - What your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well.
  - If attendance will be monitored for your course
  - A complaints and appeals process.

One of the standards restricts providers from enrolling transferring students prior to the student completing six months of his or her principal course of study.



### **Your right to get the education you paid for The Tuition Protection Service (TPS)**

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- Complete their studies in another course or with another education provider or
- Receive a refund of their unspent tuition fees.

In the unlikely event your education provider is unable to deliver a course you have paid for and does not meet their obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid tuition fees (this is called a provider's 'default obligations'), the TPS will assist you to find an alternative course or to get a refund if a suitable alternative is not found.

The reforms aim to protect the considerable investment international students make in an Australian education, and to protect and enhance Australia's global reputation.

Some of the key features are:

- A new national TPS which will replace a range of existing tuition assurance arrangements.
- A limit of up to 50 per cent of total tuition fees may be collected prior to student commencement (unless the course is 24 weeks or less).
- Specified providers are required to keep initial prepaid fees in a separate account until a student commences study.
- Student refunds will be based on unexpended tuition fees (rather than on total course cost as previously).

### **Your responsibilities**

As an overseas student on a student visa, you have responsibilities to:

- Satisfy your student visa conditions
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- Meet the terms of the written agreement with your education provider
- Inform your provider if you change your address
- Maintain satisfactory course progress
- If attendance is recorded for your course, follow your provider's attendance policy, and
- If you are under 18, maintain your approved accommodation, support and general welfare arrangements.



# Before Arriving



All new international students are strongly advised to arrive at least four days before Orientation Day (check your welcome letter for details). This gives you time to recover from your long flight, settle into your accommodation, become familiar with the campus and Australia itself. Arriving late only causes stress and disorganisation, and can significantly impact on your chances of success.

## Checklist before you leave home

- Apply for your international student visa
- Check your passport is valid for the intended length of your study period in Australia
- Leave a copy of your passport, visa and other ID with parents/relatives or friends
- Organise to have a full medical check-up and organise any prescribed medications or immunisations you may need
- Ask your doctor to write a letter (in English) to explain any medications
- Book your flights
- Purchase travel insurance
- Arrange your student accommodation (may be temporary) before you leave your home country
- Organise to have at least A\$500 available to you on arrival in Australia
- Make a note of the contact details of your country's embassy in Australia
- Pack a document folder containing your offer letter, Confirmation of Enrolment (CoE), certified copies of existing academic transcripts and education history documents, copy of your IELTS or other English language test results, receipts of payment for tuition fee and Overseas Student Health Cover, identification documents, important contact numbers, details of pre-arranged accommodation and transport and important medical records
- Note the dates for your Orientation program

## What you CANNOT bring into Australia

Australia has strict laws about what items can be brought into the country. This is to protect Australia's food producers and unique environment from serious pests and diseases. All food, plant and animal products must be presented for inspection upon arrival in Australia.

For further information [www.agriculture.gov.au/travelling/faqs](http://www.agriculture.gov.au/travelling/faqs)





# On Arrival



On Arrival Customs and quarantine Before landing in Australia, passengers are given an Incoming Passenger Card to complete. This is a legal document and you must read it carefully and complete it truthfully. You must tick YES to declare if you are carrying any food, plant material or animal products. If you have items you don't wish to declare, you can dispose of them in quarantine bins in the airport terminal.

Your baggage may be x-rayed, inspected or checked by a detector dog team. If you fail to declare or dispose of any quarantine items, or make a false declaration, severe penalties can apply. On arrival you will need to have the following documents ready:

- passport and valid visa
- incoming passenger card

A comprehensive list of items that you may/may not be able to bring into the country can be found at: [www.agriculture.gov.au/travelling/arriving-in-australia](http://www.agriculture.gov.au/travelling/arriving-in-australia)

Items that must be presented for inspection upon arrival in Australia include:

- eggs and egg products
- dairy products
- meat products (includes fresh, dried, frozen, cooked, smoked, salted or preserved) that are not canned
- live animals and plants (includes any part of plants eg roots, bulbs, cuttings, stems, etc)
- raw seeds and nuts
- fresh fruit and vegetables

Additionally, amounts of \$10,000 or more in Australian currency or foreign equivalent



# Vocational Training & Assessment

## **Standards for Registered Training Organisations (2015)**

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

ASQA regulates providers according to the Standards for Registered Training Organisations (2015) and CRICOS Standards.

Southern Cross Education Institute is a Registered Training Provider (RTO) that meets national educational standards. SCEI is fully compliant with the Standards for Registered Training Organisations (2015).

For further information regarding the Standards for Registered Training Organisations (2015), visit [www.asqa.gov.au](http://www.asqa.gov.au)

## **Competency Based Training**

Competency based training and completion is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a program of training.

Competency based training programs are comprised of competency standards set by industry that each student is assessed against to ensure all the outcomes required have been achieved.

Progression through a competency based training program is determined by the student demonstrating that they have met the competency standards through the training program and related work.

# Assessments

SCEI is committed to an assessment system that ensures that assessment both complies with the assessment requirements of the training package and is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

You will be assessed throughout the course in a variety of ways:

- **Formative assessment** occurs throughout the course in the form of skill demonstration, group work, quizzes, discussions, role plays and scenarios. Formative assessment provides an indication of learning and consolidation and determines the student's readiness for summative assessment.
- **Summative assessment** involves the collection of a range of evidence to determine the student's demonstration of the required skills and knowledge of the unit. The combination of formative and summative assessments ensures the student demonstrates consistency of required skills and knowledge associated with the units of competency.



Each individual assessment task is graded as either satisfactory or unsatisfactory. Once all assessment tasks for a unit of competency have been graded (including professional practice experience, work placement) as satisfactory an outcome of competent will be granted. You are required to achieve a competent outcome in all units of competency to be awarded the qualification.



The scheduling of summative assessments is stated in the Unit Delivery and Assessment Plan for each unit of competency. The trainer and assessor will discuss unit assessments with you on commencement of the unit and inform you of the due dates for each task. You are required to note the due dates in the space provided in the student assessment document. Both the Unit Delivery and Assessment Plan and the Student Assessment documents are located on Moodle.



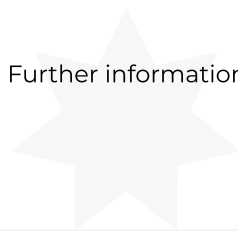
# Application/Enrolment Process

- 1. FIND THE BEST COURSE OF STUDY FOR YOU.** Research our Website and/or the International Student Brochure to find the course that meets your interests and needs. Make an enquiry to one of our approved Education Agents or Business Development Officers.
- 2. SUBMIT YOUR APPLICATION.** Submit your completed Application to Study, including certified copies of supporting documents directly to SCEI or your Education Agent submit on your behalf.
- 3. RECEIVE LETTER OF OFFER.** If application is approved you will receive a Letter of Offer (Full or Conditional). Please read the conditions of your offer carefully before accepting. The letter of offer will also include your orientation date, course start date and end date. As well as a proposed payment plan. If you would like to at any point change this payment arrangement you can do this during orientation by speak to one of our welfare officers.
- 4. ACCEPT OFFER.** Acceptance of offer section within your letter of offer document and make sure to accept the offer, please submit the completed including certified copies of supporting documents and evidence of the payment in Australian dollars (AUD) as per the letter of offer to the approved Education Agent or Business Development Officer.
- 5. COE ISSUE.** If An Electronic Confirmation of Enrolment (CoE) will be issued to you.
- 6. APPLY FOR STUDENT VISA.** Student applies for VISA as per the Department of Immigration and the Border Protection (DIBP) process or the approved Education Agent assists the student with the VISA application.
- 7. MAKE TRAVEL AND ACCOMMODATION ARRANGEMENTS.** Make temporary or long-term accommodation arrangements prior to arriving in Australia. Arrange transfer from the airport to your accommodation. If assistance is required, please forward the request in writing to [studentsupport@scei.edu.au](mailto:studentsupport@scei.edu.au).
- 8. ARRIVE IN AUSTRALIA.** We recommend you arrive in Australia at least 2 weeks prior to commencement of the course to allow for sufficient time to adjust to life in Australia.
- 9. ATTEND INTERNATIONAL STUDENT ORIENTATION.** During the compulsory orientation session, you will receive vital information regarding your course of study, student expectations as well as meet our friendly personnel.
- 10. BEGIN YOUR CLASSES WITH SCEI!**



# Checklist

This checklist will help and guide you prior to your commencement at SCEI. Further information will be available during orientation



**1** Is your passport valid for all the time you plan to stay in Australia?

**2** Have you obtained your student visa?

**3** Is your OSHC (health cover) organised?

**4** Have you booked four flight tickets and obtained travel insurance?

**5** Have you had your medical, dental and optical check up?

**6** Have you organised a place to stay and arranged transportation from airport?

**7** Have you organised money matters so that you have sufficient funds when you arrive?

**8** Have you packed everything you need? Check custom's regulations to understand what you can bring in Australia <http://www.customs.gov.au/knowbeforeyougo/default.asp>

Have you kept the following documents in your carry-on baggage?

**9**

- Passport (and any other formal identification)
- Visa
- Offer letter
- CoE
- Travel insurance



# Frequently Asked Questions

## **Which side of the road do Australians drive on?**

Australians drive on the left-hand side on the road, and this convention carries over to other parts of our streets as well.

**1**

When stopping on an escalator, or walking up stairs, always stick to the left and don't block other people from passing you by resting your hand on the right-side railing. Equally, when walking on the sidewalk, try to stick to the left where possible.

Pay special attention when walking on bike-paths where it's not just a matter of politeness but also a matter of safety to stick to the left side. Don't cross the street, unless the man is green. You can be booked (fined) if you don't.

## **Is it expected to tip for services?**

**2**

Tipping wait staff, hotel staff, and cab drivers is not necessary in Australia as it is in the USA and some other places. It is slightly more common to tip in upscale restaurants, but you always have the option of tipping and won't be frowned upon if you don't.

## **What are the social customs in Australia that I should know about?**

**3**

Meeting Etiquette - Australians are not very formal so greetings are casual and relaxed. A handshake and smile suffices. Greetings such as 'Good morning/afternoon', 'Hello', 'G'day' and 'How are you?' are commonly used even among strangers.

If you are trying to get someones attention, or interpreting a conversation it is expected that you say 'excuse me'. Also the use of 'please' is quite common when requesting something; and 'thank you' when something is done or handed to you.

## **Dinning etiquette.**

**4**

Table manners are Continental, hold the fork in the left hand and the knife in the right while eating. Indicate you have finished eating by laying your knife and fork parallel on your plate with the handles facing to the right. Keep your elbows off the table and your hands above the table when eating. During a meal chewing is widely expected to be performed with the lips absolutely shut. Then there is the etiquette of talking at dinner parties – in polite company everybody should be prepared to talk during dinner. In such settings it is rude to eat and not talk, unless the meal is a very intimate one where the rule is ignored or dropped. Once you have finished your meal it is expected to say "excuse me" if you would like to leave the table.

## **How do I address people?**

Most Australian have two names:

First name: Sam

Surname or Family name : Smith.

In an informal situation (e.g. friends) you would use the persons first name e.g. "Hi Sam".

In a formal situation you would address a reason using their surname e.g.: "Mr. Smith, I'd like to introduce you to Mr. Robertson".

**5**

Your naming system may differ from this; however, for the sake of clarity it is important that on official documents you always use the same names in the same order. It is a good idea to underline your family name, e.g. Wong Fei Wan. If you are wondering what to call someone, simply ask:

'What would you like me to call you?'

When you first meet someone it is also appropriate to tell them the name that you prefer to be called. For example 'Please call me Fei Wan.'

# Frequently Asked Questions

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## **Is there a specific dress code that I should be made aware of?**

During attendance at campus people tend to dress casually. IF your course requires you to complete work placement then you will be expected to wear black pants and a SHEI T-shirt as your uniform.

7

## **Do I need to have sun protection all the time?**

The sun can be harsh in Australia, and the Cancer Council Australia and SunSmart has an ongoing campaign to keep people protected. Slip on a shirt, Slop on the 30+ sunscreen, Slap on a hat, Seek shade or shelter, Slide on some sunnies (sunglasses). — “Slip, Slop, Slap, Seek, Slide”

8

## **Where can I smoke?**

There are so many rules and regulations regarding smoking. You cannot smoke with 3 metres of entrances or exits of any cafe or restaurant. You cannot smoke in your own car if you have children in it. Quite a few beaches are smoke-free as are some entire suburbs. There are even regulations on plain cigarette packaging to deter smokers, and graphically horrendous images on cigarette packs to encourage people to quit. If you are a smoker insure that you do not throw a cigarette butt out of a car window, or anywhere actually. Many of Australia's brushfire are caused by this.

9

## **Safety at the beach**

Australia has a lot of beautiful beaches but to insure your safety it is highly recommender to swim between the flags at patrolled beaches. This means when you see the red and yellow flags, you must swim here because the lifeguards have ascertained that this is the safest area on that day, at that beach. You will see that the flags change position on the beaches not just daily but throughout the day, as Australia has some of the most unpredictable rips. A rip is a current that likes to take you to places that you might not want to go to. They can take you a long way away pretty quickly, and you could find yourself in dangerous territory.





Southern Cross  
Education Institute



# SCEI Course Guide 2024